

3. Sanction of Estimates

3.1 Preparation of Estimates:

The estimates are to be prepared for all the works approved in the Annual Plan of Operations following the approved Forest Schedule of Rates or Central Schedule of Rates as detailed in the A P Forest Department Code. All the estimates shall be prepared by the respective Forest Range Officer.

Estimates shall be prepared after careful study of the conditions in order to make adequate provisions to suit the site conditions. Before according technical sanction by the competent authority, it should be ensured that provisions are made for all the items necessary for the completion of work and data and rates are prepared and worked out correctly. In case of civil works, working out the rates of materials that go into a work, lead statement is important. While the basic cost of the materials is available in the CSSRs, the source of material i.e; the quarries from which the construction materials like sand, cement, stone, brick, steel etc., are to be transported should be correctly identified. It is necessary that lead statements, datasheets and details of the estimate are certified by the officers who initially prepare the estimates. All the particulars of data and lead statements adopted in preparation of the estimates should be certified by the respective F.R.O. This should however be countersigned by the Sub DFO if the estimate is to be sanctioned by the DFO. The Sub DFO and DFO will countersign if the estimate is to be sanctioned by the Conservator of Forests. The Sub DFO, DFO and Conservator of Forests will have to countersign if the estimate is to be sanctioned by the Prl. Chief Conservator of Forests. The countersigning officers shall be responsible for the overall correctness of all the details of estimates along with the Forest Range Officer.

3.2. Sanction of Estimates:

The following powers are delegated to various Forest Officers for sanction of estimates.

Prl. Chief Conservator of Forests	No limit (limit is the amount of administrative approval)
Conservator of Forests	Rs 20 lakh

Divisional Forest Officer	Rs 10 lakh
Sub-Divisional Forest Officer	Rs 1 lakh
Forest Range Officer	RS 0.50 lakh

Technical sanctions shall be accorded to the estimates after due scrutiny only for the works included in the approved Annual Plan of Operations. Implementation of works shall not commence without a technical sanction by the competent authority as per the delegation detailed above. If for any reason estimates are required to be sanctioned for activities that are not included in the approved Annual Plan of Operations, prior approval of the Prl. Chief Conservator of Forests shall be obtained with adequate justification and the Prl. Chief Conservator of Forests shall approve only such works that would normally be approved under the CAMPA guidelines.

Filing of Completion Reports (CRs): The completion reports shall be filed for each and every sanctioned estimate after proper scrutiny. On scrutiny and filing of completion reports, the same has to be communicated to the concerned officer who has submitted the CR. The number of filing of CRs shall be equivalent to the number of estimates sanctioned during the financial year.