

KERALA FOREST CODE

VOLUME - I

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KERALA FOREST DEPARTMENT

VOLUME I

ESTABLISHMENT, ORGANISATION AND WORKING OF THE FOREST DEPARTMENT

CHAPTER I

GENERAL

1.1. Extent of application and right of interpretation

1.1.1. The rules contained in this Code are applicable to the Forest Department, hereinafter referred to as the 'Department', in the territories subject to the Government of Kerala, hereinafter referred to as the 'Government'.

1.1.2. The Government reserve to themselves the right of interpreting the rules in this Code in case of doubt and of modifying them from time to time as may seem expedient.

1.2. Scope

1.2.1. This Code is intended to define the administrative set up of the department and its working, the functions of the officers of the department and the initial accounts to be maintained by them. This does not deal with questions of recruitment, pension, leave and general conditions of service in which matters the provisions contained in the Indian Forest Service Rules, Kerala Service Rules, Kerala State and Subordinate Service Rules, and the Special Rules issued under the Kerala State and Subordinate Service Rules, as in force from time to time, are applicable.

1.2.2. The rules in the Kerala Financial Code, Kerala Account Code, Kerala Treasury Code and Budget Manual, relating to maintenance of accounts and preparation of budget are applicable to the Forest Department except in so far as they may be overridden by express provisions in this Code or by general or special orders of the Government. The detailed procedure for accounting of transactions in the department is laid down in Volume II of this Code.

CHAPTER II

2.1. Definitions

2.1.1. Unless there be something repugnant in the subject or context the following words and phrases are used in this Code in the sense here explained.

- (1) **Administrative charges:** For administrative convenience the department is divided into Forest Circles and each Circle into a number of Forest Divisions. Each Circle is in the charge of a Conservator and each Division in the charge of a Divisional Forest Officer (Deputy or Assistant Conservator).

The charges held by the Principal, Forest School, Walayar, the Forest Utilisation Officer, the Silvicultural Research Officer, the Wildlife Preservation Officer and Forest Veterinary Officer are also considered as Divisional charges.

The Forest Utilisation Officer is directly under the administrative control of the Chief Conservator of Forests.

- (2) **Administrative sanction:** The formal acceptance by the administrative authority concerned of the proposals for incurring any expenditure in the Forest Department on a specified work or scheme of work is called the administrative sanction or administrative approval for the work or scheme of work. It is in effect an order to the Forest Department to execute certain specified works at a stated sum to meet the requirements of the department concerned.
- (3) **Assets:** The entire property of the department.
- (4) **Blocks:** Blocks are main divisions of a forest and should be indicated by local names. Their boundaries may conveniently be made to coincide with those of administrative charges such as Ranges and Beats.
- (5) **Compartments:** Compartments are smaller divisions or unit areas within a working circle chosen for the purpose of detailed analysis and description of the forest. They have for their boundaries either natural features, such as streams, spurs or ridges or existing land marks, such as roads, rides, firelines, etc., and should be indicated by Arabic numbers. Still smaller divisions called sub compartments are also sometimes adopted for administrative convenience and such sub compartments should be indicated by small letters.
- (6) **Completion and completed:** The expression 'completion of work' should be understood to include 'abandonment of a work' and completed work ' and completed work' to include 'abandoned work'.

- (7) **Contract:** Contract means any kind of undertaking, written or verbal, express or implied, by a person other than a Government servant or by a syndicate or firm to construct, maintain or repair one or more works, to supply certain stores, or to perform any service in connection with the execution of a work or the supply of stores.
- (8) **Coupe:** A “Coupe” is an area of forest set aside to be felled or otherwise treated in a single year. It may or may not constitute a permanent subdivision of the forest and should be indicated by Roman numbers.
- Note:** A working circle may comprise, according to convenience of working one or more coupes. In the case of coppice, the term coupe is sometimes used instead of compartment or sub compartment.
- (9) **Disbursers:** By ‘disbursers’ are meant those superior officers not in charge of Divisional Forest Offices, such as Rangers, Deputy Rangers, Depot Officers and Foresters, who are entrusted with sums of money as advances for meeting current expenditure on works under execution.
- (10) **Disbursing Officer:** Disbursing Officer means a Government Servant who draws money from the treasury on bills or cheques, but excludes a Government servant who is not the head of an office and draws only his own pay and allowances from the treasury.
- (11) **Executive charge:** Each Forest Division is further divided into Forest Ranges and each Range into Sections and Beats. The unit for executive charge is the Range and is ordinarily held by the Forest Ranger. Sections and beats form the protective charges and are under the control of Deputy Rangers or Forester and Guards respectively.
- (12) **Felling series:** A ‘Felling Series’ is an area comprising a complete series of coupes, each felling series being worked independently of the others. Each felling series has separate calculation of the yield to control felling and regeneration.
- (13) **Final payment:** Final payment means the last payment on a running account made to a contractor in full settlement of the account relating to his contract when the contract has been completed or determined.
- (14) **First and final payment:** First and final payment means a single payment made to a contractor in full settlement of the account relating to his contract when the contract has been completed or determined.
- (15) **Forest Depot:** The areas in which the fellings are made are considered as Forest Depots except when special plots are selected by the Chief Conservator of Forests as Forest depots.

(16) Gross yield: Gross yield and out-turn (i) the 'Gross Yield' of a Forest is the total volume (cubic contents, solid) or quantity of all produce felled or cut, whether removed and utilised or not.

(ii) The out-turn or net yield comprise such portion of the gross yield as has been or will be utilised.

Note:- Out-turn comprises all forest produce brought on stock or sale returns including that provided under free grants, as well as out-turn of illicit fellings.

(17) Intermediate payment: Intermediate payment is the term applied to a disbursement of any kind on a running account, not being the final payment.

(18) Labour: (i) 'Labour' includes all bona fide manual labour, whether paid by the day or the month, such as those employed on

- (a) harvesting, collection, fashioning, removal, transport, and sale of forest produce;
- (b) the construction and maintenance of tools and plant;
- (c) the construction and maintenance of communications and buildings; and
- (d) the demarcation, improvement, extension and protection of forests.

Labour will be charged under the appropriate heads under 'Conservancy and Works'

(ii) Every officer who employs 'Labour' is personally responsible that labour employed is not retained for a longer period than is necessary or specified in the orders to employ the same.

(iii) Mazdoor supervisors, and Maistries are included under the head 'Labour' but any higher supervising agency is distinctly excluded.

(iv) The following items must not be included under labour:-

- (a) crew of boats permanently maintained for the use of department;
- (b) gardeners, tops, watchers and other workmen;
- (c) watchmen and sweepers employed in permanent depots or buildings;
- (d) letter carriers employed under special circumstances for more than a month at a time; and
- (e) temporary office establishment, i.e., persons entertained for any clerical work.

(f) miscellaneous.

(19) Liabilities: When used in respect of accounts of works, this term includes all anticipated charges which are adjustable as final charges, but have not been paid, or adjusted regardless of whether or not they have fallen due for payment, or adjustment or having fallen due, have or have not been placed to the credit of the persons concerned in a suspense head subordinate to the accounts of the work concerned.

(20) Lump sum contract: In the case of Lump sum contracts the contractor agrees to execute a complete work with all its contingencies, in accordance with the drawing and specifications for a fixed sum subject to such reasonable conditions as the department may stipulate. The responsibility of the department is defined to proper supervision and passing of bills. For this the description and details of work etc., need not be given in detail in the voucher, but only sufficient indication need be shown to make the vouchers intelligible. The Officer who admits and passes the bill should, in every case, satisfy himself of the quantity, quality and promptness of executing the work, before any payment is made.

(21) Maintenance work: Original and Maintenance Works – Fore purpose of sanction and execution each category of works may be subdivided into original works and maintenance works.

(i) Original works are works which do not recur annually or which do not yield an immediate revenue and includes all operations in connection with the increase of the area under forest growth or the introduction of organised working. They also include all first construction and equipment works and first supply of appliances and appurtenances necessary for the working of the forests. The following are the examples of original works:-

(a) Purchase of land for plantation and for other forest purposes, and cash compensation for extinction of rights.

(b) Forest settlement and demarcation.

(c) Regeneration works ie, creation of new plantations and their maintenance until they reach productive stage.

(d) Compilation of working plans and carrying out valuation surveys.

(e) Forest surveys.

(f) Construction of permanent roads, tramways, bridges, buildings, canals, wells, timber slides, saw mills, factories, etc., and providing equipments for them.

- (g) Purchase or acquisition of livestock, stores, tools and plant.
 - (h) Construction of any work by Government on lands and forest which are not the property of Government.
- (ii) **Maintenance Works:** includes all operations necessary to produce revenue or realise revenue as well as those necessary for the maintenance of forests up to a proper standard of efficiency. All operations undertaken annually for the improvement of the forest and also ordinary as well as special repairs to original works are considered as maintenance works. Examples of maintenance works are furnished below.
- (a) tending operations, such as thinning, weeding, clearing, improvement felling etc.
 - (b) measures for including and aiding natural regeneration, such as clearing the undergrowth, collecting and burning the debris, artificial regeneration in gaps to supplement natural regeneration, etc.
 - (c) protection of forests from fire. Illicit grazing, unauthorised fellings, insect and fungal attacks, etc.
 - (d) ordinary or special repairs to original works.
 - (e) timbre extraction works
 - (f) upkeep of livestock,
 - (g) repairs to tools and plant, furniture, tents etc.
- (22) Major head:** Major head means a main head of account for the purpose of recording and classifying receipts and disbursements of money that enter into the Government account.
- (23) Major work:** Major work means a work the estimated cost of which exceeds Rs. 50,000/-.
- (24) Market rate or Market value:** Market rate / Market value means in respect of an article borne on the stock accounts, the cost per unit at which a stock of that article or a suitable substitute for it could be obtained at the time in question at the stores godown from the public market from which it could be obtained most advantageously.
- (25) Minor head:** 'Minor head' means a head subordinate to a major head or a sub major head.
- (26) Net yield:** Gross yield and outturn – (i) the 'Gross Yield' of a Forest is the total value (cubic contents, solid) or quantity of all produce felled or cut, whether removed and utilised or not.

- (ii) the 'out-turn' or 'net yield' comprises such portion of the gross yield as has been, or will be utilised.

Note:- 'Out-turn' comprises all forest produce brought on stock or sale returns including that provided under free grants, as well as out-turn of illicit fellings.

(27) On account payment: On account payment or payment on account means a payment on a running account to a contractor in respect of work done or supplies made by him and duly measured. Such a payment may or may not be for the full value of the work or supplies; if it is an intermediate payment. It is subject to the final settlement of the running account on the completion of the contract for the work or supplies.

(28) Original work: Original and maintenance works:- for purposes of sanction and execution each category of works may be subdivided into original works and maintenance works.

- (i) Original works – are works which do not recur annually or which do not yield immediate revenue and includes all operations in connection with the increase of the area under forest growth or the introduction of organised working. They also include all first construction and equipment works and first supply of appliances and appurtenances necessary for the working of the forests. The following are examples of original works:-

- (a) purchase of land for plantations and for other forest purposes, and cash compensation for extinction of rights.
- (b) forest settlement and demarcation.
- (c) regeneration works ie, creation of new plantations and their maintenance until they reach a productive stage.
- (d) compilation of working plans and carrying out valuation surveys.
- (e) forest surveys.
- (f) construction of permanent roads, tramways, bridges, buildings, canals, wells, limber slides, saw mills, factories, etc., and providing equipments for them.
- (g) purchase or acquisition of livestock, stores, tool and plant.
- (h) construction of any work by Government on lands and forest which are not the property of Government.

(29) Out-turn: Gross Yield and out-turn – (i) The 'Gross Yield' of a Forest is the total value (cubic contents, solid) or quantity of all produce felled out cut, whether removed and utilised or not.

- (ii) The out-turn or 'net yield' comprises such portion of the gross yield as has been, or will be, utilised.

Note:- 'Out-turn' comprises all forest produce brought on stock or sale returns including that provided under free grants, as well as out-turn of illicit fellings.

- (30) Piece work or petty contract:** Under this method the piece worker merely agrees to execute a specified work at specified rates, without reference to quantity or time. The conditions of the contract and the security to be taken for the due fulfilment of the work is set forth in the standard form. The piece worker usually possesses little professional knowledge or capital, and employs no supervising staff. He provides the necessary labour and, in most cases, the materials required. The department arranges for the supervision, setting out an measuring of all work. The piece work system should be ordinarily confined to works (including repairs and improvements) of a petty nature, costing not more than Rs. 2,500/- (The schedule of rates in the piece work agreement should show the rates either for finished work or for labour or materials as the case may be even for items for which lump sums have been provided in the sanctioned estimates).

If, in any case, the piece work method is found preferable or expedient to adopt as compared with schedule contract method in a work of construction, repair or maintenance or improvements costing above Rs. 2,500 owing to peculiar local conditions, the reasons thereof should be recorded and orders of the Chief Conservator of Forests should be obtained before execution.

- (31) Possibility:** By the term "Possibility" of a forest is meant the average annual yield which can be obtained from the forest without infringing on the capital stock. The possibility may be calculated by areas (so many acres to be felled) as in the case of coppice, or by volume (so many cubic feet to be felled) or by the number of exploitable trees as in the case of the high forest.
- (32) Protective charge:** Executive and protective charges – Each Forest Division is further divided into Forest Ranges and each Range into sections and Beats. The unit for executive charge is the Range and is ordinarily held by the Forest Ranger. Sections and beats form the protective charges and are under the control of Deputy Rangers or Foresters and Guards respectively.
- (33) Rate:** Rate means, in estimates of cost, contracts, contractors' bill and vouchers generally, the amount payable for each unit of work supply or other service.
- (34) Rotation:** The time chosen for any proposed cycle for operations is known as the "Rotation".

- (35) Running account:** Running account means an account with a contractor on which payment for work or supplies is made to him at convenient intervals subject to final settlement of the account on the completion or determination of his contract.
- (36) Seigniorage rate:** In the Forest Department it is the rate fixed as the minimum amount that must be assured to Government by the sale of trees and other forest produce collected from within the forests. This rate is fixed for the State as a whole from time to time by Government for each produce and does not cover any portion of the working charges.
- (37) Schedule contract:** Schedule contract: (i) Under a schedule contract, the contractor undertakes to execute a work at specified rates, the sum he is to receive depending on the quantities and kinds of work done or materials supplied. The work should also be completed within a fixed time-limit specified in the agreement, which will specify all conditions relevant to that particular work. The contractor engages his own labour and supervisory staff, who should be persons acceptable to the department, and also all materials, tools, and plant except those supplied by the Government. The department, however, sets out the work, and supervises and controls the same. The contractor deposits necessary security for the due fulfilment of his obligations under the contract.
- (ii) In the case of works executed under method (1) or (2) referred to in paragraph 10.7.4 above, the authority accepting the contract will decide whether it is desirable to retain in the hands of the department the supply of stores or other materials.
- (iii) In case where it is decided that the department should supply certain materials to the contractor for use on the work, every such material, the rates and the places at which it will be supplied and other conditions of supply shall be specified in the notice calling for tenders and also in the schedule forming part of the agreement.
- (iv) In case where the contractors are allowed to supply their own materials for the work, the description of such articles must be clearly defined by governing specifications.
- (38) Sub head:** Sub head means, in connection with estimates and accounts of works, one of the subdivisions according to items of work, eg., excavation, brick work, concrete, wood work, etc., into which the expenditure on a work or a sub-work of a large work is divided in order to facilitate accounting and financial control.
- (39) Tariff rate:** Is a uniform minimum price fixed by Government from time to time for sale of timber and other forest produce collected by the

department and sold from depots or other places, taking into consideration the seigniorage rates, the collection and transport charges and other incidental expenses.

- (40) Technical Sanction:** Technical sanction – A properly detailed estimate of the cost should be prepared for every work proposed to be carried out and got sanctioned by the competent authority. This sanction is known as the technical sanction. Ordinarily such sanction can be accorded by Government in the Forest Department or by such authorities to whom the power has been delegated. Sanction accorded to a work by any other department of Government can be regarded only as an administrative approval for the work.
- (41) Working Circle:** A “Working Circle” is, as a rule an area subjected to one and the same cultural treatment, and proposed to be exploited separately by means of a distinct series of operations.

Note: Where the composition and distribution of the crop render it advisable, a working circle for which a definite method of treatment is prescribed may overlap portions or the whole of other working Circles for which distinct methods of treatment are prescribed.

- (42) Working Plan:** A working plan is a written scheme of management aiming at a continuity of policy controlling the systematic treatment of a forest. The value of, and necessity for, working plans carefully prepared and drawn up on a scientific basis are unquestionable. Without such a definite scheme of operations founded on careful calculations after personal inspection and examination, there is a serious risk of a forest capital being unduly drawn upon and of excessive cuttings being made in the present which after the lapse of few years, might lead to a partial collapse of forest revenues. There is also the danger, though this is less to be apprehended, that forests may be worked below their capabilities and that income may thus be lost which might safely have been earned.

CHAPTER III

ORGANISATION AND FUNCTIONS OF THE DEPARTMENT

3.1 Functions

3.1.1. The Forest Department attends to the conservation as well as exploitation of the forests. These functions include protection and development of the forests so as to ensure their permanent maintenance and also extraction and utilisation of the forest produce, so as to obtain the maximum sustained yield consistent with the requirements of the people, agriculture and industries. Compiling working plans for the scientific management of the forests, construction of roads, bridges timber slides etc., for the opening up of remote and inaccessible forest areas and construction of buildings required for the working and administration of the forests form part of the above functions. Wildlife preservation, water shed management, pasture development and soil conservation are also functions of the department.

3.1.2. The department also conducts research into problems affecting regeneration and development of forests, utilisation of forest produce, silviculture, soil conservation, etc.

3.2. Administration and Control

3.2.1. General Control of Forests and the position of the Chief Conservator of Forests. – Subject to the orders of Government, the general administration and control of the Government forests in Kerala is vested in the Chief Conservator of Forests, who is the Head of the Forest Department and also the Technical Advisor to the Government in all forest matters. The Chief Conservator of Forests is assisted in his office by the Administrative Officer, the Financial Assistant, the Assistant Chief Conservator of Forests and the Administrative Assistant.

Note: Administrative control over the Forest Department is vested in the Agriculture Department at the Secretariat level.

3.2.2. Administrative charges: For administrative convenience the department is divided into Forest Circles and each Circle into a number of Forest Divisions. Each Circle is in the charge of a Conservator and each division in the charge of a Divisional Forest Officer (Deputy or Assistant Conservator).

The charges held by the Principal, Forest School, Walayar, the Forest Utilisation Officer, the Silvicultural Research Officer, the Wildlife

Preservation Officer and Forest Veterinary Officer are also considered as divisional charges.

The Forest Utilisation Officer is directly under the administrative control of the Chief Conservator of Forests.

3.2.3. Executive and protective charges: Each Forest Division is further divided into Forest Range and each Range into sections and beats. The unit of executive charges is the Range and is ordinarily held by the Forest Ranger. Sections and beats for the protective charges and are under the control of Deputy Rangers or Foresters and Guards respectively.

3.2.4. Arrangement of forests: The arrangements of forests into circles and divisions will be regulated by Government and that of divisions into Ranges will be regulated by the Chief Conservator of Forests provided that no addition to the number of Ranges shall be made without the prior sanction of Government. The division of Ranges into sections and the beat will be regulated by the Divisional Forest Officer with the approval of the Conservator of Forests, subject to the condition that no additional posts shall be created without sanction of Government.

3.2.5. Register of boundary descriptions: changes and re-distribution made in the jurisdiction divisions and ranges, shall be notified in the Gazette. A register showing boundary descriptions of the Divisions and Ranges, as published in the Gazette and also boundary descriptions of sections and beats, shall be maintained in all Divisional Forest Offices and Range Offices. All changes, subsequently made, shall be recorded therein and the register kept up-to-date. The register shall also show a list of plantations, roads, buildings, etc., in each beat, the information being posted up, from time to time. The names of Officers of each rank who hold charge of the division, range, section and beat from time to time, and the period of their service shall also be recorded in the register. The protective staff shall be furnished with copies of the beat maps together with boundary descriptions. The Conservator and the Divisional Forest Officer shall examine this register during their inspection of the offices.

A register in a suitable form shall be maintained for this purpose.

3.3. Duties and responsibilities of Forest Officers

3.1.1. Chief Conservator of Forests: (i) The Chief Conservator of Forests, as Head of the Forest Department, shall be the technical advisor to the Government in all forest matters.

(ii) It shall be his duty to recommend to the State Government, he removals, transfers and postings of Officers of and above the rank of Assistant Conservator of Forests.

- (iii) He shall exercise complete control over the forest administration through the Gazetted Officers of the department particularly in respect of
- (a) Financial transactions of the department;
 - (b) Discipline and efficiency of staff;
 - (c) Subordinate forest establishment;
 - (d) Forest protection and settlement;
 - (e) Works of regeneration, silvicultural operations, valuation surveys and management of the forests in a state of continuous and progressive productiveness on the sustained yield principle;
 - (f) Compilation of working plans and special schemes and their implementation;
 - (g) Forest exploitation and utilisation of forest produce;
 - (h) Silvicultural and other forest research;
 - (i) Statistics and accounts, livestock and stores, tools and plant, books and maps, stationery and forms, furniture, uniform and accoutrements, tents and camp equipage and other Government property with the department;
 - (j) Matters in which the Forest Department comes into direct contact with other departments and the public, such as proposals for reservation and dis-reservation, rules for the management of reserve and unreserved lands and forests, the levy of seigniorage, game rules, timber transit rules, grazing, supply of firewood to the public for industrial and domestic consumption, issue of timber for agricultural and domestic purposes and matters of similar nature.
- (iv) The Chief Conservator of Forests shall make frequent tours visiting every Division and as many forest and plantations as possible and conduct detailed inspections as contemplated in paragraph 8.1.2 of this volume paying particular attention to the points mentioned in Chapter VIII.
- (v) He shall prepare and forward the annual budget proposals and Administration Report to Government and materials for the preparation of the annual appropriation accounts to the Accountant General.
- (vi) He shall be primarily responsible for making provision to prevent the incurring of expenditure in excess of allotment and for surrendering amounts which are not likely to be required

during the financial year as soon as lapses or savings can be foreseen.

- (vii) He shall extract from all officers and subordinates under him a strict performance of the duties assigned to them.
- (viii) He shall discharge all other functions specified as developing upon him either in this code or in any other code or orders of Government.

3.3.2. Assistant Chief Conservator of Forests: (i) The Assistant Chief Conservator of Forests shall be the technical assistant to the Chief Conservator of Forests and shall deal finally with all technical matters within his competence.

- (ii) He shall assist the Chief Conservator of Forests in the discharge of his technical duties, obtain orders of the Chief Conservator of Forests in all such matters beyond his competence and communicate the orders to the Conservators of Forests and other Subordinate Officers over his signature.
- (iii) He shall sign fair copies of drafts to Government and other departments, approved by the Chief Conservator of Forests, "For Chief Conservator of Forests".
- (iv) He shall attend to all routine correspondence of a technical nature.
- v) he shall attend to urgent papers and exercise technical powers of the Chief Conservator of Forests in such cases, when the latter is on duty outside the State or on tour subject to the subsequent approval of the Chief Conservator of Forests.

3.3.3. Administrative Officer: (i) The Administrative Officer shall be the Assistant to the Chief Conservator of Forests in all non-technical matters and shall deal finally with all such matters within his competence.

- (ii) He shall attend to all routine correspondence of a non-technical nature.
- (iii) He shall be responsible for the efficient management of the Office of the Chief Conservator of Forests.
- (iv) He shall inspect subordinate offices, and investigate complaints and allegations and submit the results to the Chief Conservator of Forests for orders.
- (v) He shall control the non-gazetted staff of the department dealing finally with questions on appointment, promotions, postings, transfers, leave retrenchment, retirement, pension

etc., as per rule and delegations in the matter. In the case of protective staff he shall, however, consult the Chief Conservator of Forests and obtain his approval before issuing orders.

- (vi) He shall be responsible for controlling the revenue and expenditure of the department, taking timely action for shortfalls and excesses, if any.
- (vii) He shall draw cheques and incur expenditure towards salary and allowances of staff, contingencies, etc., of the Office of the Chief Conservator of Forests and render compiled accounts, to the Accountant General on the due dates.

3.3.4. Financial Assistant: (i) The Financial Assistant shall be the Assistant and advisor to the Chief Conservator of Forests in all matters relating to accounts and budget estimates or to the operation of financial rules generally.

- (ii) He shall keep himself fully conversant with all sanctions and orders passing through the office and all proceedings of the Chief Conservator of Forests and his subordinates which may affect the estimates or accounts of actual or anticipated receipts and charges.

He shall be responsible for:-

- (1) Preparation of budget estimates.
- (2) Distribution of allotments among the subordinate controlling officers.
- (3) Reconciliation of departmental accounts with the figures booked in the Accountant General Office.
- (4) Control over departmental revenue and expenditure which includes:
 - (i) Watching the progress of departmental revenue and expenditure and issuing instructions to the subordinate officers to keep the expenditure within allotments when any likelihood of excess is anticipated.
 - (ii) Reporting to the Head of the Department deviations, from rules relating to expenditure noticed on the part of the subordinate officers.
 - (iii) Initiating and dealing with proposals relating to re-appropriations, re-allotments, supplementary grants and surrender of savings, and

- (iv) Scrutinising expenditure statement relating to 'Plan Scheme'.
- (5) Scrutiny of all cases involving:-
 - (a) Abandonment of revenue
 - (b) Refund of revenue
 - (c) Enhancement of revenue, and
 - (d) Write off of departmental dues and liabilities.
- (5A) Scrutiny of all proposals involving financial commitment submitted by the Head of the Department to Government.
- (6) Review of progress in the disposal of audit objections and dealing with audit inspection reports.
- (7) Internal audit of the accounts of the head office.
- (8) Inspection of the accounts of subordinate offices under order of the Head of the Department and submission of notes of such inspection for his perusal and orders.
- (9) Verification of claims for pension or gratuity.
- (10) Issue of instructions to departmental officers regarding (i) maintenance of accounts and observance of accounts rules and (ii) correct accounting of stores and observance of store rules.
- (11) To arrange for the proper maintenance of accounts relating to loans sanctioned and / or disbursed by the Department and to watch the prompt recovery of such loans.
- (12) To test audit the accounts of institutions which receive grants-in-aid or loans from the Government and to furnish utilisation certificates wherever required.
- (13) Advising the Head of the Department on all matters relating to 'Finance' accounts and application of Code Rules.

Note: Such reference may be made to the Financial Assistants under the orders of either the Head of the Department or Administrative Officer or Personal Assistant after the concerned section of the office has fully noted on the same.

3. Powers

Financial Assistant / Financial Officer shall be competent:-

- (1) To carry on correspondence with the subordinate offices on all account and financial matters and the disposal of objections and audit inspection reports.
- (2) To sign fair copies of communications relating to finance and accounts to Government, drafts of which have been approved by the Head of the Department (in the case of major departments like P.W.D., Health Services Department and Industries Department, such drafts will be approved by his deputies in the absence of the Head of the Department).
- (3) To send communications to the Accountant General furnishing information relating to finance and accounts.
- (3A) To send communications to Government furnishing information of a routine nature relating to finance and accounts.
- (4) To sanction casual leave to the staff working under him.
- (5) To call for explanations from the staff working under him, for dereliction of duty and recommend suitable disciplinary action through the Personal Assistant or the Administrative Officer. (The staff working under the Financial Assistant will be transferred only after obtaining his views).
- (6) The Financial Assistant / Financial Officer will be a Sate Touring Officer.

3.3.5. Conservator of Forests: (i) The Conservator of Forests is responsible to the Chief Conservator of Forests of Forests for the efficient control over the forest administration in his Circle through the Divisional Forest Officers and other Subordinate Officers.

- (ii) He shall draw cheques on Treasuries / Bank and incur expenditure towards salary and allowances, contingencies, etc., of his office and render compiled accounts to the Account General on the due dates.
- (iii) He is responsible for the preparation of working plans, for the supervision of forest works, for the control of establishment, of expenditure, of advances for works, of contracts for works, sale and supplies and for the general management of the forests within his circle.
- (iv) He shall see that all money transactions are conducted in accordance with the rules in force and shall examine the cost of current works as well as of works which have been spread over several years and compare the cost with the progress made.
- (v) He shall exercise a strict watch over the export and sale of timber and other forest produce and also ensure that fair prices

have been realised for all produce sold at rates other than the fixed rates.

- (vi) He shall watch the realisation of revenue through the returns received from the Division Officers every month and initiate timely action for the prompt realisation of outstandings.
- (vii) He is responsible for the general efficiency of the forest staff in the circle and shall see that the member of the staff in the Circle are conversant with their duties and are discharging them faithfully.
- (viii) The Conservator of Forests shall conduct frequent tours visiting every Division in his charge at least once in three months and conduct detailed inspections as contemplated in Chapter VII of this volume paying particular attention to the points specified therein.
- (ix) He shall regulate and conduct tours in such a manner as to collect detailed information for preparing the annual inspection notes, bearing in mind that the technical data and information, that he collects and records, are of great value in enabling the Chief Conservator of Forests to take important decisions in policy matters, besides being of great educative value to Junior Officers who seek guidance.
- (x) He shall pay special attention to any problem peculiar to his charge or which he considers as important and essential in forestry and the administration of the department.
- (xi) He shall discharge all other functions classified as devolving upon him either in this Code or in any other Code or orders of Government.

3.3.6. Divisional Forest Officer: (i) The Divisional Forest Officer is responsible to the Conservator for general management of the forests in his charge and shall exercise complete and direct control over the forest establishment employed therein.

- (ii) He is the primary Disbursing Officer of the Division and is responsible for the correctness of the original records of cash and stores, receipts and expenditure and for the submission of complete vouchers.
- (iii) He shall render compiled accounts of the receipts and disbursements of the Division including those of his subordinates to the Accountant General on the due dates.
- (iv) He is responsible to see that the accounts of his Division are not allowed to fall into arrears, but if arrears or confusion arise

which in his opinion can not be cleared without the assistance of the Accountant General he should at once apply for such assistance.

- (v) He is responsible for the upkeep of the livestock; for the acquisition, custody and proper distribution of stores, furniture, tools and plant, books and maps, stationery and forms, uniforms and accoutrements, and camp equipage, and for maintaining correct accounts therefore.
- (vi) He is responsible to see that the timber accounts of the Division are maintained up-to-date, obtaining in time the necessary returns from the subordinate officers.
- (vii) Subject to the control of the Conservator of Forests and subject to the powers delegated to him the Divisional Forest Officer shall arrange for the exploitation, regeneration and protection of forests in his charge according to the sanctioned plan of operations or other orders and shall conduct sales, enter into contracts, supply materials to other departments and the public, realise revenue and control expenditure. In other words, sowing and planting, silvicultural operations, working plans, valuation, survey and fellings, extraction and disposal of timber and other forest produce and other items of work in connection with forest administration shall be arranged and carried out by the Divisional Forest Officer in accordance with the powers delegated to him and subject to the control of the Conservator.
- (viii) He is prohibited from commencing any work or expending any public funds without the sanction of competent authority or from making any other than trifling, variations from the sanctioned plans or estimates except in cases of emergency.
- (ix) It will be the duty of the Divisional Forest Officer to close the accounts and prepare the completion report for any work as soon as the work is completed.
- (x) he is primarily responsible for reporting without delay the probability of any excess over estimates after taking into account all important liabilities and for the prompt revision of estimates when necessary.
- (xi) He is responsible for the proper assessment and prompt realisation of departmental revenue.
- (xii) The Divisional Forest Officer shall keep the Collector informed of and if necessary seek his aid or guidance in matters of importance relating to proposals for reservation, disafforestation, implementation of legal enactments and rules,

conduct of cases and recovery of outstanding by revenue recovery proceedings.

- (xiii) he shall immediately get in touch with the Collector whenever there are attempts at organised lawlessness affecting the safety of forests or of other Government property.
- (xiv) He shall make frequent tours visiting every reserve or plantation in his Division at least once in a month as contemplated in Chapter VIII in this volume.
- (xv) He shall furnish the Conservator of Forests with a good basic idea regarding the matters specified in paragraph 8.2.5 of this volume.
- (xvi) He shall collect necessary statistical data for departmental purposes and maintain correct records thereof.
- (xvii) He shall discharge all other functions specified as devolving upon him either in this Code or in any other Code or orders of Government.

3.3.7. Divisional Forest Officer, Working Plans: (i) In addition to his general duties as a Divisional Forest Officer in charge of the Division, the Divisional Forest Officer, Working Plan, shall conduct survey of growing stock, enumeration of trees and analysis of stems to determine the rate of growth of the principal species with special reference to the soil and climatic conditions of each locality.

- (ii) He shall, on the basis of the data collected as above, prepare working plans for felling, regeneration, silvicultural treatment and protection of forests.
- (iii) he shall also conduct research in subject specially allotted to him in collaboration with the Silvicultural Research Officer.

3.3.8. Silvicultural Research Officer and Forest Utilisation Officer: These officers will work accordingly to orders issued by Government and the Chief Conservator of Forests from time to time and in collaboration with the territorial Divisions, conduct research into problems concerning their own spheres of work and collect requisite statistics. The Silviculturist will investigate methods for improvement of the growing stock and soil fertility, for the introduction of new species of high economic value and for the afforestation of non-agricultural and treeless lands. The Forest Utilisation Officer will among other things survey forest resources of the State and investigate and suggest methods for the more intensive utilisation of forest produce in trade, industries, etc. Forest Utilisation Officer is also responsible for the prompt selection and despatch of timber to Government of India, Railways, Posts and Telegraphs Department, etc.

3.3.9. Wildlife Preservation Officer, Principal, Kerala Forest School, Walayar and Forest Veterinary Officer: (i) **Wildlife Preservation Officer** – He shall be responsible for the proper upkeep and maintenance of the game sanctuaries in the State and for the preservation of ‘wild life’ in general. He shall be responsible for the enforcement of Game Rules and the Forest Act within sanctuaries and for providing visiting facilities to tourists. He may also initiate action for developing new game sanctuaries or national park and for preserving rare species of ‘wild life’.

(ii) **Principal, Kerala Forest School, Walayar** – He shall be responsible for the administration of the Kerala Forest School, Walayar and for imparting training to the trainees in the School.

(iii) **Forest Veterinary Officer** - He shall visit all elephant camps periodically and report on their condition to the Chief Conservator of Forests through the Conservators. He shall inspect all newly captured elephants on receipt of the report of capture from the Ranger concerned and give necessary advice for the treatment. He shall supervise the weaning operations which should always be reported to him. He shall issue post-mortem certificates in respect of dead elephants, captive or wild, when called for to do so. He shall examine all livestock in the department periodically and shall be responsible for their treatment during illness.

3.3.10. Range Officers: (i) The Forest Range, the primary unit of administration and the Forest Ranger is the Chief Executive Officer. He is responsible for carrying out diligently all plans and propose connected with the management and protection of forests under his charge, exercising close supervision over all works connected with the exploitation at improvement of forests, implementation of Working Plan prescriptions, enforcement of Forest Laws, at proper control and supervision over the members of protective staff who are charged with protection of forests in the Range.

(ii) The Rangers’ duties may broadly be summarised as follows:-

(a) It is the duty of every Ranger to find out the nature, (condition and composition of the forest crop) value and extent of the Forest property committed to his charge, comprised of natural forests, plantations, roads, bridges, buildings, etc. He should obtain a thorough knowledge of the legal status of the Forests and ascertain the correctness or otherwise of their boundaries. He shall also ascertain where the staff working under his are stationed,

what works are assigned to each, and their responsibilities.

- (b) He shall obtain a thorough knowledge of the local conditions, markets, labour sources, sources of revenue, and state of protection of the forests.
- (c) He is responsible for the execution of all the works in the Range, collection and remittance of revenue and prompt and correct payment of all sums due for works executed.
- (d) He shall carry out all inspections diligently and see that all subordinates do their work properly. He shall also see that no subordinate of his, who is not specially authorised, recovers any sum of money on behalf of Government.
- (e) He is the custodian of all Government properties in his Range, and should see that their condition is properly maintained. He is also responsible for the discipline, conduct and work of his staff. He should prescribe definite programme of work to be executed by each subordinate, and see that they carry out the assignments properly.
- (f) He is responsible for the proper conduct of his office work and shall ensure the correct maintenance of accounts relating to revenue and expenditure and punctual submission of all accounts, reports and returns to the superior officers.
- (g) He shall be periodically inspect the accounts, if any, of his subordinates, and submit notes of inspection to the Divisional Forest Officer.
- (h) He is responsible for the efficient protection of the Forests through his protective staff and for the investigation and prosecution of Forest offences. He shall also inspect all landed properties, buildings, roads, bridges, etc., in his charge and arrange for their protection by timely repairs or annual maintenance.
- (i) he is responsible for the timely and proper execution of all works; such as survey, demarcation, marking enumeration, valuation surveys, extraction of forest produce, silvicultural works, etc.
- (j) A Range Officer is expected to spend at least 20 day in a month for out door inspections, in which due emphasis shall be given for through inspection of all reserves and

plantations every month, including demarcation of the reserved forests.

- (iii) The Range Officer shall submit weekly diaries to the Divisional Forest Officer in which shall be explained the details of works inspected and their progress, reserves and boundaries inspected and their state of protection, plantations inspected and their condition, etc.
- (iv) Additionally rules regarding inspection duties are given in Appendix XXV

3.3.11. Deputy Rangers and Foresters: (i) A Deputy Ranger, or Forester, in charge of a section which comprises of one or more beats, is the Chief Protective Officer for that section and is responsible for the protection of all forests and other Government properties in that section. He is directly responsible to their Range Officer for all items of work entrusted to him. It is the duty of the Deputy Ranger or Forester to carry out all duties expected of him and entrusted to him within the time schedule prescribed for each and to prevent commission of offences in the forest by an intelligent system of patrolling. When such offences occur he should take prompt action as laid down by rules and seize all properties involved. When the offenders are unknown, he shall detect them by intelligence work. The Officer in charge of the section shall, generally share the responsibilities and duties of the Ranger as prescribed in paragraph 3.3.10 above except direct realisation and accounting of revenue unless specially authorised, and discharge all such duties so far as they relate to his charge. He shall, however arrange for prompt and punctual payment of all revenues due from his charge to the Range Office and take such action as deemed necessary in case of default. He shall periodically check all Government properties in his care and ascertain their condition and safeguard them. Constant vigil on the state of boundaries of reserve, etc., prevention of encroachments, detection and investigation of forest offences and service of summons and warrants in forest cases are some of the more important duties of the Deputy Rangers and Foresters.

- (ii) The Forester or Deputy Ranger shall submit weekly diaries to the Divisional Forest Officer through the Range Officer. The diaries shall contain a record of his movements, places inspected, results, progress of works, details of cases detected, etc. The Range Officer shall also insist that the Deputy Rangers, Foresters and Beat Guards incorporate in their diaries any further information which he desires to have from time to time.

3.3.12. Forest Guards: (i) Duties of Forest Guards are defined in details in Appendix XIV to this Code.

- (ii) The Forest Guard, shall assume charge of a beat after joint perambulation with the Guard under orders of transfer in the manner prescribed in paragraph 6.5.5 of this volume. He shall submit a "Beat verification certificate" showing the state of protection of the forests including boundaries, and other prescribed details. The Section Officer shall verify and submit this to the Range Officer for his review.
- (iii) The Beat Guard and the Officer in charge of the section are primarily responsible for the protection of the forests, prevention of encroachments, illicit felling and other offences, prompt detection and report of such offences, protection of immovable property belonging to Government in each beat and section, protection of timber and other forest produce kept in Government custody, and checking of all timber and other produce at every stage of collection and transit. If any irregularity on which no action has been taken is observed, the beat guard and section officer shall both be held responsible according to the circumstances and merits of each case. The Range Officer is equally responsible when encroachments or illicit fellings, etc., take place, and when cases of such nature go undetected in one or several parts of the forests, or when grave cases of illicit fellings, etc., are not detected and action taken in time. Beat guards shall submit weekly diaries to the Range Officer through the Section Officer.

3.4. Relation with other departments

- 3.4.1. Revenue Department:** (i) In all matters in which the Forest Department comes into contact with the public such as proposals for reservation of lands; afforestation and deforestation; implementation of working plans and enforcement of legal enactments and rules; which affect the rights and privileges of the inhabitants of the localities and the local supply of timber and other forest produce, the Revenue Department comes into the picture and the Collector concerned shall be kept informed of all important matters in this direction. The assistance of the Collector is necessary in all cases of recovery of outstanding, by revenue recovery proceedings and in all cases of attempts at organised lawlessness affecting the safety of the forest or of Government property and shall be freely sought for by the Divisional Forest Officers.
- (ii) The Conservators shall maintain close and cordial relationship with all the Collectors in the Circle and shall avail of every opportunity for personal conference with them on forest matters.

They shall offer professional and technical advices to all Collectors within the Circle when applied for.

- (iii) The Collector may call for any information from the Divisional Forest Officer, who shall furnish them as far as is practicable except where the concurrence of a higher authority in the Forest Department is deemed desirable. In such cases Divisional Forest Officers may place the matter before the Conservator who shall furnish the information to the Collector.
- (iv) The Divisional Forest Officer and his subordinates shall render all necessary assistance to the District Collector in the enforcement of the provisions of Madras Private Forests Act and Rules when called for to do so.

3.4.2. Public Works Department: The Forest Department carries out most of the civil works for the department up to a monetary limit of Rs. 2 lakhs in each case subject to the condition that no bridge above 10 feet span will be constructed by the Forest Department. Such works are provided for in the forest budget. Civil works for the Forest Department entrusted with the Public Works Department will normally be provided for in the Public Works Department budget and the Forest Department will issue or obtain the necessary administrative sanction for such works. In case provision is made in the forest budget for a work to be executed by the Public Works Department necessary funds shall be placed at the disposal of the concerned Public Works Department Officer. In respect of civil works executed by the Forest Department the Public Works Department schedule of rates are applicable and for buildings costing over Rs. 10,000 the type designs shall be approved by the Public Works Department.

3.4.3. Agricultural Department: The Forest Department shall work in close co-operation with the Agricultural Department and take the assistance of that department in forest matters involving agricultural problems requiring expert examination as in the case of anti-erosion measures, improvement of grasslands, land improvement schemes in the neighbourhood of forests including forest and agricultural land, etc.

3.4.4. Police Department: Under the Kerala Forest Act Forest Officers as well as Police Officers have the powers to detect and prevent forest offences and to arrest the offenders. The assistance of the Police Officers shall be taken by the Forest Officers in such matters when necessary, especially when offences are attended by violence.

CHAPTER IV

CLASSIFICATION AND CONSTITUTION OF FOREST ESTABLISHMENT

4.1. Classification of Establishment

4.1.1 Classification: The employees in the Forest Department are classified under “Permanent Establishment”, “Temporary Establishment”, “Temporary Work-charged Establishment” and “Contingent Establishment”.

4.1.2. Permanent Establishment: Permanent Establishment includes all officers of whatever rank, who are required for the whole year and year after year, in pensionable service. Their salaries and allowances are charged under appropriate sub heads of the minor heads ‘General Direction’ and ‘Establishment’.

4.1.3. Temporary Establishment: Temporary Establishment consists of staff which is required to supplement the permanent establishment whenever there is a temporary expansion of their duties. The pay and allowances of such temporary establishments are also charged under the same sub heads as permanent establishment. Such Temporary Establishment must be distinguished from those who are provided for in the sanctioned estimates for works and employed on such works charging their pay and allowances to the works concerned. The latter are therefore described as “Temporary Work-charged Establishment”.

4.1.4. Temporary Work-charged Establishment: Temporary Work-charged establishment consists of establishment employed upon the actual execution as distinct from the general supervision of a work or upon the subordinate supervision of departmental labour, stores and machinery in connection with such work. The charges on account of pay and allowances of such establishment are provided for in the estimates for the work.

4.1.5. Contingent Establishment: Contingent Establishment consist of Sweepers and other menials (whether whole time servants or not) necessary for the running of the several offices and are declared by Government to be ineligible for pension. Their pay and allowances are charged to contingencies. Gardeners, Watchers, Lascars and Drivers whose pay is not charged to specific works but debited to contingencies are also included under contingent establishment.

Note: Government have decided that the full-time contingent employees of Government departments and Aided schools and Work Establishment employees who have been

continuously in service since 1st April 1965 be absorbed into regular pensionable establishment, vide G.O(P)106/68/Fin dated 9th March 1968 reproduced as Appendix XXVII

4.2. Strength and distribution of staff

4.2.1. Strength and distribution of Permanent Establishment: The strength of the permanent establishment is fixed by the State Government except in the case of posts belonging to the Indian Forests Service which is fixed by the Central Government. The strength of executive and protective staff is fixed for each Division or Circle and that of other staff for each office. The Chief Conservator of Forests may temporarily detach officers from the Circle of office another Circle or office as their headquarters not exceeding six months as a working arrangement according to exigencies of public service.

4.2.2. Entertainment and distribution of Temporary Establishment: The entertainment of temporary establishment other than work-charged establishment requires the sanction of Government and shall be regulated by the provisions of the Service Rules and Financial Code in force from time to time. The Chief Conservator of Forests may transfer temporary posts in the non-gazetted service from one Forest Circle to another as occasion demands under intimation to the Accountant General. The Conservator of Forests and Divisional Forest Officer may effect similar transfers of temporary posts within the Circle and Division respectively. The above delegation should not however be used for the creation of posts in the offices of the officers exercising the power.

4.2.3. Creation of Permanent or Temporary Establishment: The rules regarding creation of permanent or temporary establishments are laid down in article 75 to 83 of the Kerala Financial Code, Volume I and shall be strictly followed in all such cases.

4.2.4. Entertainment of Work-charged Establishment: The entertainment of temporary work-charged establishment does not require any special sanction of any higher authority provided the provision for such establishment in the sanctioned estimate for the work is not exceeded and provided the rates of pay do not exceed the maximum powers of appointment prescribed by Government for the officer making the appointment. The rates of pay and allowances of such establishment shall not exceed the rates fixed by Government for similar posts and the normal rules for recruitment shall be applicable for these posts also. A sanction to temporary work-charged establishment lapses with the lapse of sanction and appropriation of the work.

4.2.5. Entertainment of Contingent Establishment: Contingent posts require the sanction of Government. The Chief Conservator of Forests may, however, sanction posts of part-time sweepers on the basis of the area to be swept and with due regard to economy.

4.2.6. Register of Permanent Establishment: In order to have a complete idea of the permanent establishment under him, the Chief Conservator of Forests shall maintain a Register of Permanent Establishment in the Department in the prescribed form given in Appendix XXII. A similar register shall be maintained by each Head of office in respect of the permanent establishment under him.

4.2.7. Register of Temporary Establishment: In order to avoid the continuance of temporary establishment and drawal of their pay beyond the period sanctioned for their retention in service, a 'Register of Temporary Establishments' shall be maintained by every drawing officer in the form given in Appendix XXI for watching whether there is proper sanction for the several posts and when the sanction in each case is due to expire necessitating termination of their services. A register of temporary establishments for the department as a whole shall also be maintained by the Chief Conservator of Forests. In case where any temporary establishment has to be continued the Chief Conservator of Forests shall submit proposals in advance and obtain necessary sanction so as to disburse the pay of the incumbents in time.

4.3. Constitution of Forest Staff

4.3.1. Composition of Forest Staff: The Forest Staff is composed of:-

- (1) Indian Forest Service.
- (2) Kerala Forest Service.
- (3) Kerala Forest Subordinate Service.
- (4) Kerala Ministerial and Subordinate Service.
- (5) Lower Grade Service

4.3.2. Indian Forest Service: The Indian Forest Service has been constituted under section 2A of the All India Services Act LXI of 1951 with effect from 1st July 1966. The number of posts in the Indian Forest Service in this State will be determined by the orders issued by the Government of India and the Kerala Government from time to time. The following posts shall be included in the Indian Forest Service or Kerala Forest Service according to the persons holding the posts belong to the Indian Forest Service or Kerala Forest Service Cadre:-

- (1) Chief Conservator of Forests.
- (2) Conservator of Forests.

- (3) Deputy Conservator of Forests.
- (4) Assistant Conservator of Forests.

4.3.3. Kerala State Forest Service: All gazetted posts in the Forest Department belonging to the All India Services are included in the Kerala State cadre of the Indian Forest Service.

4.3.4. Kerala Forest Subordinate Service: Consists of the following classes and categories of officers:-

Class I

- (1) Rangers.
- (2) Deputy Rangers.
- (3) Foresters.
- (4) Forest Guards.

Class II

- (5) Forest apprentice and
- (6) Curator of Museum.

All the above are non gazetted posts.

4.3.5. Kerala Ministerial Service:

- (1) Senior Superintendent.
- (2) Administrative Assistant.

4.3.6. Kerala Ministerial Subordinate Service: This is composed of the following categories of officers:

- (1) Junior Superintendents.
- (2) Managers.
- (3) Head Accountants.
- (4) Accountants.
- (5) U.D. Clerks.
- (6) L.D. Clerks.
- (7) U.D. Typists.
- (8) L.D. Typists.
- (9) Stenographers.

All the posts are non-gazetted.

4.3.7. Lower Grade Service: The lower grade consists of Peons, Watchers, etc., other than work charged and contingent employees.

4.3.8. Other Posts: In addition to the above there are certain posts of officers lent or deputed from other cadres. They are:-

1. Administrative Officer : From Secretariat
2. Financial Assistant : From Financial Assistant's cadre
3. Forest Veterinary Officer } From the Animal Husbandry Department
4. Assistant Veterinary Officer } From the Animal Husbandry Department
5. Draftsman : From the Public Works Department
6. Surveyors : From the Public Works Department or Survey Department
7. Forest Settlement Officer : From the Revenue, Judicial or other departments.

4.3.9. Classified List of Forest Officers: The Chief Conservator of Forests shall prepare a classified list of gazetted officers corrected up to first January every year and forward the same to Government for publication in the State Civil List. He shall also prepare classified lists of officers in the subordinate and ministerial services corrected up to first January every year and publish the same in the Gazette with the approval of the Government.

4.4. Recruitment, qualification conditions of service, transfers and postings, etc.

4.4.1. Recruitment, conditions of service and promotions: The method of recruitment and conditions of service and promotions in the State Forest Service, Forest Subordinate Service and Ministerial Service will be governed by the provisions of the Kerala State and subordinate service (General) Rules and Kerala Ministerial Services Rules and the Special Rules issued there under by the State Government, in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India.

4.4.2. Qualifications: The educational and other special qualifications required for all classes and categories of posts shall be as specified in the relevant Special Rules applicable to the service in which the posts are included. Such Special Rules are issued under the Kerala State and Subordinate Service Rules.

4.3.3. Transfer and posting: Transfers and posting of members of the service shall be made only as per provisions of the Special Rules applicable to the service in which the posts are included by the authorities to whom the powers therefore have been delegated.

4.4.4. Leaves: Leave of absence shall be regulated by the provisions of the Kerala Service Rules supplemented by the rules in Article 352 of the Kerala Financial Code (Volume I) and shall be granted only by the authorities in whom such powers have been vested by rules made or orders issued by Government. The delegation of powers in this respect is given in Appendix III to this code.

4.4.5. Resignation: Government alone have the power to accept the resignations of officers in the gazetted ranks. In respect of non-gazetted officers in the Forest Department the authority competent to appoint them may accept the resignations.

4.5. General Conduct and Discipline

4.5.2. Leaving Jurisdiction: Officers of the gazetted ranks shall not quit their jurisdiction during holidays and other days without obtaining sanction of the authority to whom they are administratively subordinate. Rangers and Depot Officers shall obtain the sanction of their mediate superiors and all other staff the sanction of the head of their office before leaving jurisdiction on holidays or other days.

4.5.3. Availing holidays or casual leave: Officers of the Executive and Protective establishments shall obtain the written permission of their Superior Officers to avail holidays or casual leave either within or outside jurisdiction.

4.5.4. Divulging information: Members of the Forest Establishment is precluded from divulging to outsiders or to persons having any transaction with the Department or to other members of the Department any information, whether expressly marked "confidential" or not, that may come to their knowledge in any manner in their official capacity. Failure to observe this instruction will render the defaulter liable to punishment.

4.5.5. Uniforms: Members of the Executive and Protective staff shall wear the uniforms prescribed for their ranks while on duty. The rules governing the pattern fixed for each rank, conditions of supply and other necessary matters are contained in Appendix XVII of this code. The Conservators and Divisional Forest Officers shall be responsible for arranging timely supply of uniforms and for seeing that they are worn by subordinates on duty.

4.6. Register of Incumbents, Punishments and Confidential Reports

4.6.1. Register of Incumbents: A register of incumbents shall be maintained in every Divisional Forest Office showing the names of Officers who held charge of each part from time to time. A similar register should be kept in every Range Office showing the name of Range Officers, Section Officers and Guards who held charge of each part from time to time. These registers shall be examined at the time of inspection of the offices concerned.

4.6.2. Punishments: (i) In all relevant cases of disciplinary proceedings the provisions of the Kerala Civil Service (Classification, Control and Appeal) Rules shall be strictly followed.

(ii) A register of punishments inflicted on subordinates shall be maintained in all Forest Division Offices and Offices of the Special, Deputy or Assistant Conservators, Conservators and Chief Conservator of Forests in the form prescribed by the Chief Conservator of Forests.

4.6.3. Confidential Reports: (i) For every member of Kerala Forest Department a record of work and conduct will be maintained, in what is known as "Confidential Report" or "Personal File" in the forms prescribed for the purpose, so as to assess, as correctly as possible, to what extent each officer is physically, mentally and morally suitable for his office and for promotion. Whether he is able to apply intelligently the law and procedure prescribed to cases coming up before him; his treatment of his subordinates and behaviour to his superiors and colleagues, and his relations with the public. The report should comment generally on the way in which the officer has carried out his various duties during the period, and should give an estimate of his personality, character, integrity and abilities, both professional as well as general. In the case of Rangers, Deputy Rangers and Foresters their faculties for conducting and supervising investigations and prosecutions shall also be commented.

(ii) The authorities who shall prepare the 'Confidential Reports' or 'Personal Files' and those who shall scrutinise them are given in Appendix XVIII A to this code.

(iii) Appendix XVIII to this code contains the instructions for writing up the 'Confidential Reports' issued by Government in the Public Department.

(iv) Office copies of confidential reports shall on no account be kept in any office.

CHAPTER V

DEPARTMENTAL EXAMINATIONS

5.1. Conduct and Control of Examinations

5.1.1. Examinations: The Kerala Forest Departmental Examinations will be conducted by the Kerala Public Service Commission at such times and places as May, from time to time, be notified in the gazette.

5.2. Obligation of Officers to pass tests

5.2.1. The Examinations shall be open to all officers in the State and Subordinate Service for whom the special rules or other orders have prescribed the passing of tests, and such officers shall, within the prescribed period, pass the tests prescribed in the Special Rules or other orders of the Government. The ministerial staff shall likewise pass the tests prescribed by Government for them. Officers belonging to the Indian Forest Service will be governed by the relevant rules applicable to them All examinations prescribed in the Special Rules or by any orders to Government shall be obligatory. Where Special Rules do not exist, the existing rules, or orders issued by the Government will be valid until special rules are framed. The Government have the right to prescribe the test qualifications for all categories and classes of posts in their service.

5.3. Exemptions

5.3.1. The passing of obligatory tests for purposes of declaration of probation, confirmation, promotion or increments shall be compulsory subject to such exemptions or relaxations as the Government may order.

Note: Persons who have put in 25 years of service and have attained 50 years of age are eligible for permanent exemption from passing obligatory departmental tests for all purposes such as promotion, confirmation, etc. Military service and service rendered in both posts which do not require test qualification shall be counted for calculating for the above 25 years of service.

CHAPTER VI

TRANSFER OF CHARGE

6.1. General

6.1.1. Wherever a transfer of charge of an office takes place, the relieved officer should furnish the relieving officer with all information required to enable him to carry on the duties in an efficient manner. A complete idea of the property entrusted to his care, the works in progress including arrangements made for their execution and matters requiring his immediate attention, in the order of their priority should be furnished.

6.2. Duties of relieving and relieved Officers

6.2.1. Registers to be posted up-to-date: The relieved officer should see that prior to transfer of charge all books are posted up-to-date, and kept correct and in an orderly manner and that the cash balance with him is also reduced by remittance into treasury, or disbursement to legitimate claimants as the circumstances may warrant. The relieved officer is primarily responsible for handing over of the unit in an orderly fashion and with all records posted up-to-date.

6.2.2. Note to be given by relieved officer: The relieved officer must give the relieving officer a complete note on the following points.

- (i) Works in progress and projects in the division;
- (ii) Comments on all matters of importance;
- (iii) Outstanding dues to the department, or due from the department, particularly those in which any difficulty or complication exists, or may be anticipated in adjusting;
- (iv) Any suit by or against the department;
- (v) Instances of withholding of security deposits or other dues to contractors etc., and reason for the same in brief.
- (vi) A statement of accounts of each item of advance, noting details of action to be taken for their adjustment and the time granted for the adjustment of the same by the competent authority;
- (vii) A statement of unadjusted advances and unremedied objections;
- (viii) Any other information or details on matters which he considered his successor should attend to immediately for the smooth functioning of his charge.

6.2.3. Relieving Officer to make himself thoroughly acquainted: The relieving officer must see before he takes charge that all office books and registers are posted up-to-date, and in the case of accounts, that the necessary vouchers of receipts and issues belonging to the current month are made over to him. He will make himself thoroughly acquainted with the outstanding, liabilities and advances on account of the department and make a note of the same on the connected records.

6.2.4. Cash to be handed over: The Cash Book and Advances Accounts, should be closed on the date of transfer, and the cash balance counted in the presence of both officers and verified with the closing balance, and after satisfying themselves of their correctness, a note should be recorded in the registers, over the signatures of both, showing the cash and advance balances, and the number of unused cheques, if any, made over and received by them respectively.

6.2.5. Other properties to be handed over: Besides cash, the following are the main classes of properties which ordinarily form the subject or transfer of Divisional Forest Officers:-

- (i) Demarcated reserves.
- (ii) Plantations.
- (iii) Buildings, roads, bridges.
- (iv) Livestock.
- (v) Stores, tools and plant at headquarters.
- (vi) Books, maps and office furniture.
- (vii) Cheque books.

Livestock and other articles such as stores, tools and plant, timber, ivory, etc., which may be at headquarters should be personally inspected by the relieving officer at the time of taking charge. In the case of properties outside headquarters, the registers and documents in which they are entered should be examined properly at the time of taking charge and the properties certified within a month of assuming charge. Any discrepancy found should be reported forthwith.

Note:- Office records, maps and books in the charge of ministerial staff will have to be accounted for by them.

6.2.6. Verification of stores, etc.: Verification of articles of machinery, stores, tools and plant, books and maps, which are in the custody or safe keeping of a recognised Store Clerk or Record-keeper or Draughtsman, will be regulated by the provision of Article 170, Kerala Financial Code; but the certificate in Form No. 8 of Kerala Financial Code must be signed by the two officers concerned.

6.2.7. Responsibility for defects not pointed out: If the relieving officer fails to bring to notice within a month of assumption of office any deficiency or defect in work, stores, live-stock or other property taken over from his predecessor, he will be held responsible to the extent that it may have been possible for him to ascertain such deficiency or defect.

6.2.8. Reporting to the Treasury Officer: On the day he makes over charge of his office, the relieved officer will report the transfer of charge to the officers in charge of the treasuries from which he draw his funds, enclosing specimen signatures of the relieving officer to enable the Treasury Officers to satisfy themselves of the validity of the cheques and bills presented by the relieving officer.

6.3. Transfer of charge of Gazetted Officers

6.3.1. How regulated: Every transfer of charge of Gazetted Officers should be regulated according to the provisions of Article 93 of Kerala Financial Code.

6.3.2. Report of transfer of charge: The report of transfer of charge should be prepared in Form No. 7 of the Kerala Financial Code. This report in Form No. 7 together with the statement of unadjusted advances and un-remedied objections and a certificate that the copy of the report of transfer of charge has been sent to the Treasury Officers concerned, should be submitted to the Accountant General on the same day of the transfer of charge.

6.3.3. Forwarding charge reports: A copy of the charge report should be forwarded to the Treasury Officers concerned simultaneously.

Copies of the report of transfer of charge in Form Nos. 7 and 8 with a certificate that copies have been forwarded to the concerned treasuries, together with the detailed lists of properties taken charge should also be submitted simultaneously to the Conservator and Chief Conservator of Forests.

6.3.4. Covering letter to accompany charge report: The copies to the Conservator should be accompanied by a covering letter wherein the relieving officer should state any irregular or objectionable transaction that may have come to his notice in the conduct of business and the state of account records, and to what extent and by what means he satisfied himself of the same at the time of taking charge.

6.3.5. Notes from the relieved officer: The relieved officer should give the relieving officer a complete note of the works in progress and projects in the division together with comments on all matters of importance and on any outstanding to or against the department regarding which any difficulty or complication in adjustment is anticipated. It should specifically mention all cases in which the return of security deposits to

contractors or others have been withheld. The relieving officer should submit to the Conservator a copy of the notes that he has received from his predecessor. The Conservator shall immediately return it to the relieving officer with any observation he may have to make. For this purpose it shall be typed in half margin, the blank space being used by the Conservator to offer his remarks.

6.4. Transfer of charge of Range Depots

6.4.1. General: Transfer of charge of Ranges or Depots should be reported in Form Nos. 29 and 30 of this code respectively to the Divisional Forest Officer. Notes similar to those prescribed in paragraph 6.3.5. supra should be handed over to the relieving officer who will submit it to the Divisional Forest Officer for perusal and return with his remarks. The transfer of charge report should be forwarded to the Divisional Forest Officer on the very day on which it is effected. Simultaneously, both the relieving and relieved officers should intimate the completion of the transfer of charge to the Chief Conservator and the Conservator by adopting the following form, on a service post card.

Station:

Date :

Transfer of charge of Range /
Depot completed on

(Sd.)

(Sd)

Relieved Officer.

Relieving Officer.

6.4.2. Duties of relieving and relieved officers: The duties of the relieved and relieving officers are the same as that prescribed in paragraph 6.2.1. to 6.2.7 supra but with the following modifications.

- (i) The relieving officer should obtain all vouchers and receipts in respect of amounts advanced for works and remaining unadjusted.
- (ii) All items of the charge list at headquarters including stores, books, maps, livestock, records and registers, furniture, etc., shall be personally verified on the day the transfer is effected, by the relieving officer.
- (iii) All timber shall be taken charge of, and in the case of ranges, timber lying outside headquarters as well as stores issued for work shall be verified and reported within 30 days.
- (iv) A maximum time of 30 days is allowed for Range Officers to verify the properties taken charge of, but away from

headquarters, and report their condition, failing which he will be held responsible for any deficiency, defect or shortage.

- (v) A maximum time limit of two months is allowed for Rangers and Range Officers, within which they shall inspect all reserves, plantations, reserved lands and other lands at the disposal of Government and bring to the notice of the Divisional Forest Officer and the officer whom he relieved, any irregularities that may exist as having been committed prior to the date of charge. Such irregularities should be pointed out as and when detected and under no circumstances should the time limit be exceeded.
- (vi) In the case of Depots, all stock of timber and other items should be verified before taking charge.
- (vii) The charge lists of Ranges and Depots shall include besides the items referred in paragraph 6.2.1 to 6.2.5 supra (except cheques) the following additional items:
 - (a) Books and maps
 - (b) Records (valuable).
 - (c) Furniture.

6.4.3. Verification of Stores, etc.: The Range Officer and Depot Officer are responsible for the safety and upkeep of all property included in their charge list and for all damages and losses, if any, to any such property. Every officer on first taking charge must satisfy himself of the condition of the records and correctness of accounts and also of the condition of the stock at headquarters and any defect noticed should be promptly reported. All property away from headquarters must be examined and reported within thirty days of assuming charge and unless any defect is pointed out, the officer will render himself liable to make good any such loss or damage.

6.4.4. Check in divisional forest office: Charge list of ranges and depots should be carefully checked in the divisional forest office and omissions, mistakes and defects, if any, brought to the notice of the Divisional Forest Officer in seven days in the form of written notes by all concerned sections in the office. The office Manager will be personally responsible for getting written notes and placing it before the Divisional Forest Officer. Any default in this direction will make the Manager and the concerned clerks liable for any omission discovered later, in so far as it may have been possible for him to detect the error or omission by a timely scrutiny.

6.5. Transfer of charge of officers in charge of sections and beats

6.5.1. Reports to be submitted and their verification: Deputy Rangers and Foresters in charge of sections shall report their transfer of charge in Form No. 31 to the Range Officer. The same form is prescribed for Forest Guards also, who will report the transfer of charge to the Range Officer. The Range Officer is responsible for verifying these charge lists and taking action over errors, omissions and losses noticed. The verification should be done within 7 days of receipt of transfer of charge reports. These transfer of charge reports may be kept in the range office but the intimation of transfer of charge as well as details of action taken over any losses, etc., discovered by scrutiny of the charge lists should be communicated to the Divisional Forest Officer.

Note: Whenever an officer is transferred from one division to another or from one establishment to a different one, the personal files and service books and last pay certificate, as also a statement of casual leave taken during the year should be forwarded by the officer who was maintaining them to the head of the new office to which he is transferred, within seven days of receipt of transfer charge report or intimation thereof.

6.5.2. Period for assuming charge: The Divisional Forest Officer is competent to fix a period for every Section Officer, on assuming charge, to complete the perambulation of areas in his charge and submit a certificate of condition of the forest and state of protection, illicit felling for which no action has been taken, works executed in an unsatisfactory manner and other relevant details. The period may be fixed permanently for each charge according to its extent. Any Deputy Ranger or Forester who does not complete the perambulation and submit his certificate within the prescribed time will be liable for any irregularity observed later, so far as it may have been possible for him to detect the same by proper inspection in time, besides subjecting himself to disciplinary action for his violation of rules and failure to discharge duties prescribed by such rules. The period thus fixed by the Divisional Forest Officer for perambulation and submission of the verification certificate should not exceed thirty days in the case of a section.

6.5.3 Weekly reports of verification: In the case of Range Officers and Section Officers to whom the maximum time limits of two months and one month respectively are given, the Divisional Forest Officer should specially watch through their diaries the progress of reserve verification, and insist upon weekly reports for each reserve or group of reserves so that, in the event of detection of any irregularities committed during the preceding regime, prompt action may be taken to intimate them to the relieved officer, thereby reducing the gap between date of relief and date of detection and intimation of an irregularity for which the relieved officer is responsible. All such irregularities

detected should be intimated to the relieved officer, who should be given an opportunity of explaining them after his inspection if he so desires.

6.5.4 Verification of stock: All officers are bound to verify stock at headquarters and satisfy themselves of their number, weight, measurements and condition as described in records, at the time of transfer of charge. Discrepancies observed should be recorded then and there in the charge note and an immediate report made to the higher authority.

6.5.5. Transfer of charge of beats: (i) In the case of beats, the relieving and relieved guards are permitted to conduct a joint perambulation of the beat for purposes of ascertaining the state of protection of the forests including their boundaries, and other Government properties, and submit the perambulation certificate and charge report, the maximum time allowed being seven days. This period will be treated as an extension of joining time in respect of the relieving officer. Also see paragraph 3.3.12 (ii) supra (G.O. Rt. 1954/63/Agri., dated 11th July 1963).

(ii) This relieved guard shall hand over the boundary pillars, cairns, signs posts and other Government properties in his charge in good condition and the relieving guard shall certify that he has so taken them over. Any missing or damaged item shall be reported to the Range Officer concerned forthwith for necessary further action.

CHAPTER VII

CORRESPONDENCE AND OFFICE WORK

Excluding Accounts Procedure

7.1. Office Procedure

7.1.1. Correspondence outside the department: (i) The Chief Conservator of Forests shall correspond directly with the Government, Accountant General, all Heads of Departments and Collectors. He may also correspond with the Inspector General of Forests, head of Forests Departments of other States, Director General of Supplies and Disposals (Government of India) and President of the Forest Research Institute and Colleges, Dehra Dun. Every communication addressed to the Government shall be complete in itself and as far as possible independent of enclosures. Enclosures of importance may, however, be forwarded for purposes of references.

(ii) The Conservators of Forests and Divisional Forest Officers shall communicate directly with the District Collectors, District Superintendents of Police, Superintending Engineers, Executive Engineers, Revenue Divisional Officers and all other Officers of similar status. They may also address Heads of other departments directly, in order to furnish any routine information which they may call for direct. They shall submit monthly accounts direct to the Accountant General and shall correspond with him directly on all matters pertaining to their accounts.

(iii) No other Officer may correspond with other departmental officers or Government on official business except on routine matters entirely within their competence or on emergent matters. In the latter case a copy of the letter shall be simultaneously furnished to the immediate superior officer.

7.1.2. Correspondence within the Department: The Divisional Forest Officer or any gazetted officer working under a Conservator of Forests may not directly address the Chief Conservator of Forests on official matters. Such correspondence may be entered into only within the Conservator of Forests. In cases of emergency they may directly address the Chief Conservator of Forests simultaneously furnishing a copy of the letter to the Conservator of Forests.

Officers below the rank of the Divisional Forest Officer may not address the Chief Conservator of Forests except through the proper channel.

7.1.3. General: (i) All correspondence issued from a Forest Office shall be issued in the official designation of the concerned officer and all correspondence to any forest office shall be addressed to the officer concerned.

(ii) All covers addressed to officers by name shall be opened by the officers only while those addressed to the offices may be opened by authorised subordinates and placed before the officers concerned. Managers of Divisional Forest Officer, Superintendents of Circle Offices and Assistant Chief Conservator of Forests / Administrative Officer of the Office of the Chief Conservator of Forests are authorised subordinates in this respect.

(iii) Telegrams may also be opened by these persons and placed before the officer concerned as early as possible. Confidential telegrams shall be opened by them. Only when the officer is on tour and shall invariably be placed in sealed covers.

(iv) Covers marked 'Confidential' shall be opened only by the concerned officer.

7.1.4. Signing fair copies: (i) The managers of the Divisional Forest Officer and Superintend of Circle Offices may sign fair copies of drafts approved by the Divisional Forest Officer or Conservator of Forests except those addressed to Government. The following form may be adopted in signing fair copies.

(Sd.)

Divisional Forest Officer.

(True copy)

Approved for issue

(Manager)

Fair copies of orders sanctioning payment of money and fair copies of estimates shall however be signed by the Divisional Forest Officer or Conservator of Forests only.

(ii) In the office of the Chief Conservator of Forests the Assistant Chief Conservator of Forests / Administrative Officer / Financial Assistant may sign fair copies of drafts approved by the Chief Conservator of Forests.

(iii) All passes, permits, licences, agreements, payment orders, bills, vouchers, estimates, amounts certificates, proceedings returns,

orders communicating remarks on conduct and work of Officers and similar documents shall be signed only by the Heads of Forest Offices.

7.1.5. Style of Correspondence: All correspondence shall be precise and unnecessary details shall be avoided. When names of trees, plants, etc., are given in the local language botanical equivalent shall also be noted. Particular attention shall be paid to avoid errors in correspondence.

7.2. Office Work

7.2.1. General: (i) The General rules regarding the system of office works and procedure contained in the 'Manual of Office Procedure' are applicable to all offices of the forest department. The Manual contains general directions in regard to correspondence, office routine, forms, rules, preservations and destruction of records, discipline, maintenance of register, etc., which shall be strictly followed in the department. Every Head of Office shall arrange to supply sufficient number of copies of these manuals and see that every member of the establishment is thoroughly conversant with the rules in these manuals and that office procedure is regulated according to these rules.

(ii) Office work shall be conducted in such a manner that while a sufficient record of every transaction is preserved the bulk of the records to be maintained is reduced to the minimum possible.

7.2.2. Registers and Forms: (i) The number of registers and forms to be used in Range, Depot and Divisional Forest Offices and Offices of Conservators and Chief Conservator of Forest should be confined to those prescribed in this code, or other codes having a bearing on Forest administration, or by the orders of the Government, or the Chief Conservator of Forests. No new forms should be used without the sanction of any of these authorities.

(ii) Consolidated list of books and registers to be maintained in Forest Offices are given in Appendix XV.

(iii) Consolidated list of periodical returns to be sent from these offices, the authority to whom to be sent, period for submission, etc., are contained in Appendix XVI.

(iv) the dates prescribed for the submission of the several returns should be strictly adhered to and watched through necessary registers prescribed in the Manual of Office Procedure.

(v) No new register, or book or forms other than that prescribed in any authorised code or manual shall be prescribed, and no new return shall be brought into use except under instructions from

the Accountant General or orders of the Government. The Chief Conservator of Forests shall be competent to order the instruction of new forms, registers or returns in respect of any item not covered by any such forms, registers or returns prescribed in any code or manual issued by the Government.

- (vi) Before any register is used, the pages shall be counted, numbered and the actual number of pages, recorded in the form of a certificate by the head of office. It is irregular to use any register before the above rule is observed. In the case of cash books supplied to Rangers and depots the counting and certification shall be done in the Divisional Forest Office. Divisional Forest Officers may authorise their office Managers to sign such certificated but the certificates prescribed in paragraph 12.5.3 (I) of this volume should be signed by the Divisional Forest Officer himself. Divisional Forest Officers shall during their tours examine a few registers at random to ensure the above rules being observed correctly.

7.2.3. Filling of Circulars and General Orders: The general orders and circular orders of the Government, the Accountant General, Chief Conservator of Forests and Conservators will be filed separately in chronological order in a file called circular or stock file to which an alphabetical index should be attached. Care should be taken in the choice of papers to be filed thus and only such papers as are in the nature of standing orders should be filed in this file. When such orders or circulars are received in relation to a particular file, one copy, signed by the head of office, shall be filed with records to which it relates. The original being kept in the stock file.

7.2.4. Service Order Book: A service Order Book shall be kept in the Offices of the Chief Conservator of Forests, Conservator, Divisional Forest Officer, Forest Utilisation Officer, Silvicultural Research Officer and Working Plan Officer and other similar units of the same status. All orders relating to appointment, promotion, leave, transfer, etc., of the establishment sanctioned by the respective officers shall be entered in this register, and all these orders will be consecutively numbered for each official year.

7.2.5. Office order Book: An office order book as prescribed in the Secretariat Manual shall be maintained in the respective offices for which it is prescribed.

7.2.6. Custody of records: The records in the various offices shall be arranged and maintained in accordance with the rules prescribed in the manuals referred to in paragraph 7.2.1. above. The clerks shall be

responsible for the safety of all records in their charge and for producing them whenever demanded,

7.2.7. Books and Maps There will be a forest library in each Divisional Forest Office. All books and maps received must be carefully kept to ensure their remaining in good condition, and being easily found when required for reference. Maps are valuable records and should be treated as confidential records. They should be kept under lock and key and never allowed to fall into outside hands. The books should similarly be kept in one place and under the custody of one particular clerk who will be personally responsible for their condition and safety and for producing them whenever demanded. The maps shall be in the custody of the Draughtsman who shall be responsible for their condition and safety and for producing them whenever demanded. No book or map should be removed from its place of safe keeping without the permission of the head of office. When books are issued to subordinate officers a formal receipt should be obtained and the receipt should be cancelled and returned, when the same book is returned. The register relating to maps should now and then be checked by the heads of offices along with the stock of maps to verify if there are any discrepancies of loss. In ranges, all books and maps shall be kept in the personal custody of the Range Officer.

- (ii) Every officer on assuming charge of the office should satisfy himself that the library of books and maps is in good condition and unless he reports within a month from date of assumption of charge that the books and maps are out of order, or that any item is missing, it will be assumed that he has received the library in good order and shall bear the responsibility for any defect which he could have noticed by inspecting the library on this assuming office. This however, does not exonerate the Report Keeper or Draughtsman of their responsibilities prescribed in the preceding paragraph.
- (iii) Important periodicals such as Indian Forester etc., as well a books which are published in parts, and publications of the forest research institute and annual reports may, for convenience of preservation, be bound up from time to time.
- (iv) A register in Form No. 25 should be maintained for all receipts and issues of books and maps.
- (v) The rules regarding registry and custody of maps is given in Appendix V.

7.2.8. Notifications in Government Gazette: Notification concerning the establishment and management of forests as also abstracts of important orders and communications likely to be of general interest

shall be regularly published in the forest sheets of the Government Gazette. Such notifications shall be carefully filed and preserved in the offices of the Divisional Forest Officer, Circle Conservator and the Chief Conservator of Forests.

- 7.2.9. Corrections to Codes and Manuals:** (i) List of corrections to the several codes and manuals in the office shall be posted in their proper places immediately on receipt, noting the fact of posting the correction in the fly-leaf of the codes and manuals. One clerk in each office shall be made responsible for this and extra copies of correction slips if any required may be obtained from the Superintendent of Government Presses. The head of office is expected to examine from time to time all the codes and manuals in the office so as to ensure that the corrections are being posted properly and regularly.
- (ii) Errors and omissions, if any, found in any of the codes or manuals should immediately be brought to the notice of the authority competent to rectify them. As soon as an error or omission is noticed, it should be communicated to the immediate superior by the officer who detects it.

7.3. Stationery and Forms

- 7.3.1. General:** The head of office shall take particular care to see that while sufficient stationery, printed register and forms are obtained and stocked in each office, the stock is not in any way largely in excess over the actual requirements and that all wastage is avoided so that the expenditure on stationery and printed forms is kept at the absolute minimum possible.
- 7.3.2. Indents:** (i) Indents for stationery articles required for the ensuing year should be forwarded to the Controller of Stationery in the prescribed forms in duplicate. Indents from Divisional Forest Officer should be submitted through the Conservators. The rules regulating the supply and consumption of stationery and printed forms are contained in the Stationery Manual.
- (ii) Printed forms and registers are available in the Government Presses and may be obtained by placing direct indents on the Superintendent, Government Presses in accordance with the rules for the supply. See Article 367, Kerala Financial Code.
- 7.3.3. Stock accounts of stationery and printed forms:** Every head of office should maintain stock accounts for forms, registers, stationery articles, etc., in accordance with the rules in the Stationery Manual. See Article 161 C, Kerala Financial Code. The rules regarding annual cycle of indents for printed forms and registers from the Government Presses are given in Appendix XIX.

7.3.4. Custody and accounting: In every office one room should either be constructed or modified to serve as a safe custody room for all valuable articles including ivory, sandalwood, store articles, uniforms, stationery, register and forms, books particularly permit and receipt books and any other article to be kept in particular safely. See article 160 of Kerala Financial Code.

One Record-keeper as referred to in paragraph 7.2.7 of this volume shall be entrusted with the custody of all stores and the duty of keeping accounts of all articles cited above and he will be held personally responsible for the proper accounting, custody and upkeep of these articles and for producing them whenever demanded.

7.3.5 Stock-taking of stationery, printed forms, etc: It is of utmost importance to exercise strict economy in the use of stationery, printed forms and registers. Only articles required for use during and year should be indented for and undue accumulation of stock, which often leads to misuse and wastage should be avoided. The Divisional Forest Officer will be responsible for such accumulations, to prevent which he should conduct personal verification of the stock at least once every year.

7.4. Safety of records and other Government property in the office

7.4.1. All accounts, books, maps, records, documents and all articles mentioned in paragraph 7.3.4 above are the properties of Government. The officer whose charge they are, will make them over to his successor on being relieved of charge or to his departmental superior, whenever demanded. No office should be left unguarded at nights, or on holidays. The head of office should make arrangements to introduce a duty system, employing the peons in turn and to maintain a duty book for this purpose.

Note: The term "officer" shall mean the officer who is in actual charge of the articles and not the head of office.

7.5. Registers and returns relating to forest offences and properties seized

7.5.1. reports of forest offences: The forms for reporting forest offences are given in Appendix XI and shall be used as per detailed instructions given therein.

7.5.2. Register and returns of forest offences: A register of forest offences in Form No. 26 shall be kept in every Divisional Forest Office and Range Office. A monthly abstract of forest offences shall be compiled in Form No. 27 from this register by the Range Officer and submitted to the Divisional Forest Officer. The quarterly and annual return of treatment of breaches of forest regulations, etc., shall also be prepared in Form No. 27 from this register and submitted by the

Range Officer to the Divisional Forest Officer and by the Divisional Forest Officer to the Conservator. The Divisional Forest Officer shall also review the quarterly returns from the Range Officer, prepare detailed review notes and submit one copy to the Conservator and forward another copy to the Range Officer with necessary orders.

7.5.3. Register of properties seized: (i) A register in Form No. 28 shall be maintained in every Range Office to record particulars of forest produce and other property seized and disposed of under the Forest Act and Rules issued thereunder. An extract of this register giving particulars of each month, together with the balance of the proceeding month shall be submitted by the Range Officer to the Divisional Forest Officer after the close of every month along with the monthly returns of offences. An abstract of this register compiled in the same form shall be submitted by the Range Officer to the Divisional Forest Officer along with the quarterly return of offences prescribed in paragraph 7.5.2 above when it shall be treated by the Divisional Forest Officer in the same manner as prescribed for the quarterly return of offences.

(ii) In case where property seized is subsequently released, a receipt should be taken from the person to whom it is returned. See Appendix IX.

7.5.4. Closing the Registers: At the end of every calendar year, the registers in Form Nos. 26 and 28 prescribed in paragraphs 7.5.2. and 7.5.3. above should be closed and the balance struck. The first entry in each new year's register in Form Nos. 26 and 28 will be consist of the serial numbers of pending items of the preceding year. Disposal of such items will be noted as they occur, in the original register, the concerned serial number being rounded off in the new register in token of their disposal with a suitable endorsement showing date and manner of disposal.

7.6. Destruction of Records

7.6.1. Rules regarding destruction and preservation of records: The detailed rules regarding destruction of records, permanent retention of certain records, and the period after which certain other records may be destroyed are given in Appendix XII to this Code.

7.6.2. Preservation of valuable documents: All valuable enclosures received with communications shall be treated in the manner prescribed in Rule 18 of the Manual of Office Procedure and all valuable documents shall be reserved in the manner prescribed in Article 353 of the Kerala Financial Code.

7.6.3. Procedure to be followed: (i) Soon after the close of the financial year the Heads of Offices or the Gazetted Assistant shall examine the

personal registers and records of his office and prepare a list of records which are ripe for destruction. The selection of papers for destruction shall be made in accordance with the instructions in the matter contained in the Manual of Office Procedure. As regards records connected with accounts the rules in Article 358 of the Kerala Financial Code, Volume I shall also be observed.

- (ii) The Range and Depot Officers shall submit the lists of records to be destroyed in their office to the Divisional Forest Officer in duplicate who shall return one copy of the list with his orders regarding the records that may be destroyed to the Range or Depot Officer. Only those records sanctioned by the Divisional Forest Officer shall be destroyed in the Range or Depot Office and the orders of Divisional Forest Officer in the matter shall be preserved and produced for inspection whenever demanded.
- (iii) Officers of and above the rank of a Divisional Forest Officer may sanction the destruction of useless records in their office subject to the rules in the Manual of Office Procedure. In all such cases the sanctions in writing shall be preserved and produced for inspection whenever demanded.
- (iv) Records sanctioned to be destroyed shall be destroyed only by burning and that too in the presence of the Chief Ministerial Officer of the office. In the case of depot and ranges the records shall be destroyed in the presence of the officer concerned.

7.7. Suits by or against the Forest Department

7.7.1. Rules regarding suits: Rules and instructions relating to the notice of suits, preparation of written statements, defence of suits, conduct of appeals, execution of decrees, fees for advocates, etc., are given in Appendix XIII to this Code, and should receive the careful attention of all officers.

7.7.2. Authority to sign plaints, etc.: The Chief Conservator of Forests, Conservators of Forests and Divisional Forest Officers are empowered to sign plaints or written statements in any court of civil jurisdiction in suits by or against the Government (subject to the direction issued from time to time). (See also G.O.No. 1481/Home Department, dated 9th December 1958 in Appendix XIII)

CHAPTER VIII

TOURS AND INSPECTIONS

8.1. Tour programmes and periodicity of Inspections

8.1.1. General: (i) There shall be a system of regular and periodical inspection of subordinate offices by superior officers in the Forest Department. A programme of inspection work and touring to be undertaken by the officers of the Department is prescribed below together with details of submission of tour diaries and periodical submission of tour statements for review by higher authorities. All officers should pay particular attention to the review of touring and inspection work done by their subordinates and see that all inspection works in the Department proceed correctly according to schedule.

Officers of the Forest Department who conduct inspections will follow the questionnaire prescribed in Government Circular No. 58670/O & M/67, dated 21st July 1969 while inspecting the offices.

- (ii) All tours and inspection shall be carried out in accordance with an advance programme drawn up. In the case of monthly tours, an advance tour programme should be drawn up and communicated to all concerned not later than a week before the tours commence; and in the case of office inspection an annual or half yearly programme should be drawn up in advance. This latter programme should not be altered except for very special reasons.
 - (iii) Inspections should be evenly distributed throughout the year, so as to avoid crowding of inspections towards the close of the year.
 - (iv) Periodical registers maintained in offices should contain entries relating to tour diaries, inspection notes, inspection reports, periodical tour statement etc., and should be regularly watched by the heads of office. Any failure to carry out inspection work as scheduled should be viewed seriously and remedied. The programme given in the following paragraph is the minimum and is obligatory.
- 8.1.2. Tours of the Chief Conservator of Forests:** (i) The Chief Conservator of Forests shall make frequent tours of inspection visiting every forest division and as many of the forests and plantations as possible and shall necessarily inspect once a year the Wildlife Sanctuary, the Forest School and all regeneration areas.
- (ii) He shall also conduct, with the assistance of the Administrative Officer and the Financial Assistant, detailed inspection once a

year of all the Conservator's Office, all other offices directly under his charge any way one Division Office (including offices of the Wildlife Preservation Officer, Silvicultural Research Officer, Forest Utilisation Officer, Working Plan Officer, Forest Veterinary Officer and School) in each circle.

- (iii) He shall draw up fortnightly advance tour programmes and submit the same to Government.

8.1.3. Tours of the Conservator of Forests: (i) The Conservator of Forests shall make frequent tours of inspection visiting every division in his charge at least once in three months and shall necessarily inspect once in a year all original civil works in progress, all reserved forests and all timber working coupes (both selection and conversion) in the circle.

- (ii) He shall inspect all plantations over 25 years during thinning and all regeneration areas during preparation of sites to ascertain the progress and ensure timely planting and again during replacement of casualties.
- (iii) He shall conduct every year detailed inspection of each Division, each Divisional Forest Office (including Offices of Deputy or Assistant Conservators) any two Ranges Officers and any two depots in the Circle.
- (iv) Once in three months he shall conduct random checking of records, etc., in Range and Depot Offices in the circle as detailed in paragraph 8.1.4. (ii) below.
- (v) The Conservator of Forests shall be on tour for a minimum of 15 days during the month and the ratio of night alts to marches shall be 1:2.
- (vi) He shall draw up monthly advance tour programmes and get them approved by the Chief Conservator of Forests.

8.1.4. Tours of other controlling Officers: (i) The Divisional Forest Officers (including Assistant Conservator and Deputy Conservator of Forests) shall inspect in detail-

- (a) all offices of Rangers under them once a year;
- (b) all Depots under them twice a year including field verification of stock;
- (c) regeneration areas frequently during pre-planting, planting and post planting operations;
- (d) all civil works, maintenance works and cultural operations at least once while in progress and once after completion;

- (e) timber working coupes – once in every month;
 - (f) all reserve forests – once in three months.
- (ii) Divisional Forest Officers shall, whenever they go to a Depot Office, or Range Office, call for the registers and records at random and see if they are being written up properly and kept up-to-date; whether the monthly returns are being submitted in time, whether duplicate copies of permits and passes are submitted in time to the Divisional Forest Office, and incorporated in the monthly accounts. He shall also see if timber and other forest produce are being receipted in accounts in time on proper authority or released in time under proper receipt. This form of random checking should be done at least for one day in a month for every Range or Depot by way of abundant precaution against accumulation of arrears. Particular attention should be paid to registers and returns pertaining to realisation of revenue.
 - (iii) Divisional Forest Officers shall be on tour for a minimum of 20 days in a month and as far as practicable maintain a 1:3 ratio between night halts and marches.
 - (iv) Monthly tour programmes shall be drawn up in advance and got approved by the immediate superior and copies of programme furnished to the District Collector, Subordinate Officers and any other person as prescribed from time to time.
 - (v) Divisional Forest Officers shall conduct inspection of at least one Range within their jurisdiction in a month and send up a certificate to the Chief Conservator of Forests to effect that there has been no encroachment in the Range.

8.1.5. Surprise Inspections: Whenever the head of an office finds that affairs in a subordinate office are being mismanaged and arrears are accumulating, he should arrange for a surprise inspection of the office in details and take suitable steps which the circumstances call for.

8.1.6. Tour Statements: (i) The Conservator of Forests and Divisional Forest Officer shall submit half yearly tour and inspection statements showing particulars of reserves and subordinate offices in his charge and the number of times each has been inspected, etc., in Form No. 56 'A' and annual statement of tours in Form No. 56.

- (ii) The Chief Conservator of Forests should conduct a review of the reports received from the Divisional Forest Officers regarding inspection of Ranges and send up a report to Government in the matter. Lapses noticed on the part of any officer should be seriously viewed and they will be drastically dealt with.

8.2. Registers, etc., to be specially looked into during inspections

8.2.1. Inspection of Range Offices: The Divisional Forest Officer will inspect all registers and see if they are posted up properly. Among other things, particular attention should be paid to see if the Range Journal, Plantation Journal and Control Journal prescribed are correctly posted up-to-date. The Cash Books should be scrutinised and cash balance counted. The Stock of stores, tools and plant at headquarters should be examined to see if they agree with the balances as per their stock registers. Before commencing the inspection, the inspection party should take with them the Divisional stock registers of stores, tools and plant, etc., the monthly accounts and returns and other necessary records pertaining to the Range for checking the Range accounts and comparing how far the initial accounts agree with the returns submitted. The questionnaire in Form No. 104 should be carefully gone through and all connected registers, returns and other records closely scrutinised in order to satisfy himself that the answers furnished are correct and recorded only after a comprehensive study of each question.

8.2.2. Inspection of Depots: (i) During such inspection particular attention should be paid for examining the accounts relating to receipts, disposals and balance of stock of timber, etc., on hand at the time of inspection. The books should be correctly balanced and the balance logs, etc., listed out. Logs remaining unsold and sold but not removed should be verified in the field with this list. The verification should be done log by log. Every attempt should be made to ensure that all the logs originally consigned to the Depot have been receipted, properly accounted for an shortage, if any, pointed out in time, and action taken in the matter.

(ii) The Divisional Forest Officer should satisfy himself that the stock on hand was correct and agreed with the records. He should then certify the list of balance logs, etc., record thereon the results of his verification and submit the same to the Conservator along with the notes of inspection in Form No. 105.

(iii) Depots under the direct control of Range Officers may be inspected by the Divisional Forest Officers in a like manner. But Range Officers may inspect them twice an year and submit heir notes to the Divisional Forest Officer, who will carry out a test check or complete inspection at his discretion.

8.2.3. Inspection of Division Offices: Each Divisional Forest Office will be inspected by the Conservator once a year. This inspection will be confined less on account details which are within the province of the Accountant General, than on the general conduct and efficiency of

office work, and especially that part of it relating to technical matters and statistics affecting the present and future management of forests. With this object in view, the Conservator should thoroughly and carefully scrutinise the register of Reserve Forests, Reserve Book, Divisional Forest Journal, Plantation Journals, Control books and all Journals prescribed for the control of working plans, and the working plan maps. The corresponding journals of Ranges should also be obtained and scrutinised. He should examine the register of punishments, register of liabilities, correspondence registers such as personal register, etc., offence registers, lists of pending references, objection statements, previous inspection notes of authorities higher than the Divisional Forest Officer and see if the business in the office is carried out promptly, efficiently and methodically. The form of the inspection report is given in Appendix XXIII to this Code. It may be periodically reviewed and improved by the Chief Conservator of Forests with the concurrence of the Government and on the advice of the Accountant General.

8.2.4. Inspection of Conservator' Offices: In addition to the routine check of registers, files, accounts, etc., the following items shall necessarily be looked in to during the inspection of the Conservator's Office.

- (a) All files relating to agreements executed during the year.
- (b) Files relating to major works, completed or nearing completion during the year.
- (c) Files relating to claim cases settled during the year and pending settlement for more than three years.
- (d) Files relating to lease and lease holds in vogue.
- (e) Files relating to reservation or dis-reservation if any affected during the year.
- (f) Periodical register to watch the regular inspection.
- (g) All log books.
- (h) All medical reimbursement bills passed during the year and
- (i) Service books of persons due for retirement during the next year.

8.2.5. Field Inspection: (i) The following points shall be specially looked into during field inspections by Chief Conservator of Forests, Conservator of Forests and Divisional Forest Officers.

- (a) Surveys and settlement, made or in progress, their cost, extent to which they are still required, nature and adequacy of maps

and settlement records prepared; results of working under the settlement in force.

- (b) Working Plans, already made or in progress and their cost, extent to which working plans are still required, results of working under the plans in force.
- (c) Forest boundaries, their nature and state of repair, demarcation works in progress and their cost, demarcation works still to be done.
- (d) Roads, buildings, and other similar works in existence or under construction, their cost and state of repair, new roads, buildings, or other works required.
- (e) Executive and protective staff, its efficiency, state of discipline, strength and distribution, adequacy, etc., and supply of uniforms.
- (f) Condition of the forests, the method of treatment employed, natural reproduction, causes which interfere with it, etc.
- (g) Protection of the forests from injury, by men, cattle, fires, insects, etc., breaches of Forest Laws and Rules, their frequency, causes and remedies, adequacy of forest and game laws, etc.
- (h) Works of reproduction and cultural improvement; extent, condition and cost of plantations raised; condition of nurseries; new sowing or planting required; thinning, cultural operations, etc., extent to which carried out, or required.
- (i) Method of working and management in force, advantages or otherwise of the methods employed, expenditure incurred on them, out-turn of forests and financial results.
- (j) Timber and Fuel Depots and Ranges their situation and adequacy, condition in which kept, state of records kept in connection with their functions, necessity or otherwise of realigning boundaries of ranges, etc.

8.3. Inspection notes and Inspection Reports

8.3.1. General: Tour diaries or Inspection notes shall be prepared during or immediately after every tour or inspection when facts are fresh in memory. In respect of office inspections, Inspection Reports shall be prepared simultaneous with inspection and the draft reports discussed with the head of the office before finalisation, preferably on the last day of the inspection.

8.3.2. Inspection notes of the Chief Conservator of Forests: Tour diaries or Inspection notes of the Chief Conservator of Forests shall

incorporate the results of his inspections, the observations made by him and directions (general or particular) if any,, on points raised in the inspection notes. The Chief Conservator of Forests shall forward a copy of the inspection note every month to Government. Extracts of the inspection notes shall be furnished to the concerned Conservators and Divisional Forest Officers. The Divisional Forest Officers shall implement the general or particular directions, if any, conveyed through the inspection notes and report without undue delay to the Chief Conservator of Forests, the action taken by them on the points raised by the Chief Conservator of Forests. The Conservators shall review the reports received from the Division Officers and forward them to the Chief Conservator of Forests with their remarks. The replies received shall be scrutinised and after satisfying that action on the inspection notes has been completed, filed with the inspection notes.

The inspection note of the Chief Conservator of Forests with their replies shall be filed separately and shall be available for reference in all offices.

8.3.3. Inspection notes of Conservator of Forests: The Conservator of Forests shall prepare tour diaries or inspection notes during or immediately after every tour and forward the same monthly to the Chief Conservator of Forests. The inspection notes shall incorporate the results of the inspection, the observations made and instructions if any issued on points raised in the inspection notes. Extracts of the inspection notes shall be forwarded to the concerned Divisional Forest Officers. Extract of the notes applicable to all divisions shall be forwarded to the Conservator of Forests by the Chief Conservator of Forests with his orders thereon. Copies of the same shall be forwarded to the Gazetted Officers under them by the Conservator of Forests. The Divisional Forest Officers shall report without undue delay and action taken by them on the points raised in the inspection notes. These reports shall be dealt with as in the case of the reports on the inspection notes of the Chief Conservator of Forests. The inspection notes of the Conservator of Forests and all correspondence on the same shall be filed separately in all offices so as to be readily available for reference at any time.

A separate inspection note shall be prepared in respect of the detailed annual inspection of each division by the Conservator of Forests and the same forwarded to the Chief Conservator of Forests within a month after completion of the inspection. A copy of the inspection note shall also be furnished to the concerned Divisional Forest Officer. This inspection note shall also be dealt with as in the case of other inspection notes.

8.3.4. Inspection Notes of the Divisional Forest Officer: The Divisional Forest Officer shall submit to the Conservator of Forests on the 15th and last day of every month a report of the work and touring done by him and the observations made by him during tours in the form of a tour diary. The diary shall be reviewed by the Conservator of Forests and returned to the Divisional Forest Officer with his orders and remarks. The Divisional Forest Officer shall note the orders and remarks in the office copy of the diary and retransmit, the original to the Conservator of Forests. These diaries shall be filed separately in the offices of the Divisional Forest Officers and the Conservator of Forests.

The rule is applicable to all other officers of similar status working under the Conservator of Forests. The Principal, Forest School shall, however, forward only monthly diaries. The diaries of the Forest Utilisation Officer, Silvicultural Research Officer, Wildlife Preservation Officer and the Principal, Forest School shall be submitted to the Chief Conservator of Forests after scrutiny by the Conservator of Forests.

8.3.5. Inspection Reports: The results of the inspection of offices shall be incorporated in an inspection report. Only serious irregularities or those points which have not been settled on the spot or on which further action have to be taken need alone be included in these reports. These reports shall be issued within one month after completion of the inspection to the heads of offices concerned through the proper channel. Replies to the points raised or explanations for the irregularities shall be furnished by the heads of offices within one month of receipt of the reports. The reports shall be pursued by the issuing office till all the points raised are satisfactorily settled.

Copies of all inspection reports issued by the Divisional Forest Officer and replies received thereto shall be furnished to the Conservator of Forests also. Separate files shall be maintained for each report and the correspondence thereon in all the offices.

8.3.6. Whenever any Forest Officer, desires to draw the special attention of his superior officer to, or obtain his orders on, any matter, he should do so only in a proper report and not through the media of his diaries. Any such reference made in the diary of inspection note, unless it is brought to the notice of the superior officer by a separate report shall no absolve the officer concerned of his responsibility in giving proper intimation to the superior officer and obtaining orders, and a plea that the entries made in the diary would have served the purpose of a report will not be accepted.

8.3.7. Special Reports: Matters of special interest or importance including grave irregularities, if any, observed during inspection shall be specially reported to the Chief Conservator of Forests through the proper channel by the Inspecting Officers. Serious financial irregularities if any shall be reported to the Accountant General also.

CHAPTER IX

MANAGEMENT AND WORKING OF THE FORESTS

DETAILED RECORDS OF STATE FORESTS

9.1. Reservation and dis-reservation

9.1.1. Procedure for reservations: The procedure to be followed in the constitution of reserved forest is detailed in Chapter II of the Kerala Forests Act, 1961 (Act 4 of 1962).

9.1.2. Notifications: The notifications under section 19 of the Forest Act declaring that a certain are will, on a fixed date, become a reserved forest is published in the Gazette, and it specifies the boundaries of the forest so created, the rights admitted at settlement, and the date on which the notification will come into force.

9.1.3. Amending notifications: When at the time of the notification, the boundaries of the reserved forest cannot be described with sufficient accuracy pending final demarcation in detail, an amending notification specifying the exact boundaries shall be issued as soon as possible after the survey and demarcation. Such an amending notification shall only set forth more correctly or intelligibly the boundaries of the land covered by the original notification. IT shall not be used to add or to take away from that land. No land shall be added to or excluded from the land covered by the original notifications, except by formal reservation or dis-reservation, for which separate proceedings as enjoining by the Forest Act shall be instituted.

9.2. Registers

9.2.1. Register of Reserved Forests: (i) At the time of reservation, a complete abstract enumeration of the rights to which the reserved forest has been declared subject ,will be published in the Gazette alone with the notification under section 19. A copy of every such notification and enumeration of rights shall be kept for each range in the rang office, for each division in the Divisional Forest Office, and for each Circle In the Circle Conservator's office in a well bound volume called the "REGISTER OF RESERVED FORESTS". Each notification with the corresponding enumeration of rights shall be numbered separately, according to the date from which each notification has taken effect. Sufficient number of pages shall be allotted to each reserved forest so as to afford space for additional corrections and subsequent modifications. A sketch map of the reserve, on a suitable scale, should form part of the record of each reserve.

- (ii) A register of reserved forests of the entire State shall be maintained in the Chief Conservator's Office, wherein the numbering of the reserves will be done for the State as a whole and communicated to the subordinate offices for entry in their registers.
- (iii) The Chief Conservator of Forests shall be responsible for collecting all such notifications and enumeration of rights in the case of all forests reserved till the day this code comes into force, consolidating and printing them and for distribution among all subordinate offices in order to substitute the old registers in existence either in manuscript or in printed form. As far as possible the notification for each unit may be bound in a permanent volume. The printing shall be done on superior quality paper, to serve as a permanent record. One copy shall be submitted to Government for record with the State Forest Atlas.
- (iv) A copy of every subsequent order which affects the constitution of any reserve, as well as of every order under section 21 and 26 of the Forest Act by which the existing rights are modified or regulated, or further rights or concession are granted within the reserved forests shall be embodied in the same volume, under the reserve to which they relate.

9.2.2. Reserve book: (i) In the case of forests for which working plans have not yet been prepared, a separate "RESERVE BOOK" shall be maintained for each area of forest likely to form a working circle, whether it be a reserved forest, part of a reserve, or group of reserves; information being recorded separately, as far as possible, for each reserved forest in the case of groups, under the headings and instructions given hereunder. This book shall be opened by the Divisional Forest Officer as soon as the notification under section 19 of the Forest Act has been issued. No entry should be made in the book except by, or under the authority of, the Divisional Forest Officer, and all entries should bear the dated attestation of the Divisional Forest Officer.

- (ii) All entries made in the books shall be communicated to the Conservator of Forests at the end of every month and the Conservator shall scrutinise the same and issue such instructions as he may deem necessary to the Divisional Forest Officer.
- (iii) The reserve book should contain following informations.
 - (a) Orders of the Government sanctioning the constitution of the reserve.
 - (b) Gazette notification under section 19 of the Forest Act.

- (c) A sketch of the reserve on the scale of 1 cm = .158 km.
 - (d) A descriptive analysis of the forest.
 - (e) A description of the final demarcation, with statement of cost, and explanation if the line laid down deviated in any way from the sanctioned boundary, with the cost of maintenance of the boundary year by year.
 - (f) A record of lines of communication, existing and newly opened, with cost thereof, and cost of maintenance year by year.
 - (g) A yearly record of cultural operations and works of improvement with results.
 - (h) A record of fire protection measures with their annual results.
 - (i) A record of establishment maintained.
 - (j) A detailed record of the yield of the forests.
 - (k) Annual summary of revenue and expenditure.
 - (l) Any other information bearing upon the working or management of the reserve, and information that will be of use for preparing the working plan of the reserve.
 - (m) Inspection notes by the Divisional Forest Officer, Conservator and Chief Conservator of Forests.
 - (n) Abstracts of the register of yield (paragraph 9.2.4).
- (iv) Sufficient number of pages must be left blank for entries under each of the above headings, so that the reserve book may in course of time contain a complete history of the forest as well as all the useful and relevant information and data required for the compilation of a regular working plan.
- (v) When a working plan has been prepared and sanctioned, the reserve book may be filed as the control book takes its place.

9.2.3. Reserve book for specially protected forests: A register, similar to the one prescribed in the preceding paragraph for reserved forests, shall be maintained for all leased forests, protected forests and reserved lands, to the extent that available data permits.

9.2.4. Register of yield: (i) A detailed record of the actual yield of the forest, including all forest reduce, shall be entered monthly, separately for each reserve, working circle, felling series, coupe or lease unit, as the case may be, in a register called "REGISTER OF YIELD" in Form No. 1. This register shall be maintained for all areas referred to in

paragraphs 9.2.2 and 9.2.3. above whether they are covered by working plans or not, an endorsement to which effect being entered on the opening page of the book, quoting details of working plan, if any. But if no working plan has been prepared, that fact should be recorded.

- (ii) In the range office the yield shall be recorded by species and class every month from the abstract of Form No. 3 in the case of felling and extraction by Government agency and from entries in Form No. 8 and 10 in the case of removal by minor forest produce contractors, lease or right holders, sale coupe contractors, auction bidders, etc., and free grants.
- (iii) An abstract of the produce entered monthly shall be prepared and recorded in the register at the end of each financial year. This abstract shall be entered in the reserve book also in the Divisional Forest Office.

9.3. Journals

9.3.1. Divisional forest journal: In each forest division, the Divisional Forest Officer will keep a permanent book in which he will from time to time, record all note worthy occurrences and observations of a scientific and technical nature bearing on the management and improvement of the forests of his division his suggestion for their future administration the result of his observation regarding the habits and wants important species of trees and plants of great economic value, and other matters which, in his opinion, it is desirable to record specifically for the forests of his division, and generally for the advancement of the science of forestry. This book will be styled as the "DIVISIONAL FOREST JOURNAL'.

9.3.2. Instructions for the maintenance of the journal: (i) The object of this journal is to maintain in a permanent form a running history of forest matters in each division based upon continuous local study and observation. It should not contain matter that has already been recorded in the reserve books or that should appropriately be recorded in the reserve book; but may, wherever necessary; refer to the said record and entries therein.

- (ii) The journal should be large enough to contain notes for a number of years, and good enough to be preserved as a permanent record. It may be taken to camp to enable the Divisional Forest Officer to record necessary entries while the facts are fresh in his mind. IT need not, however, be necessarily taken into the forests during inspection.
- (iii) The journal is not to be maintained in the form of a diary, but as a reference book of general information in which a newly posted

Divisional Forest Officer, or a Working Plan Officer, can readily find information on various subjects without being compelled to wade through pages of mixed material, and thus enable him to carry on his work more smoothly.

- (iv) Entries should be made under the various heads and sub heads, to each of which sufficient number of pages shall be assigned. The following are the principal heads required; but the list is not, however, exhaustive, and the Divisional Forest Officer should enter any additional information of general interest or utility under appropriate headings. All entries should be signed and dated.
- (a) List of reserved forests; unserved forests at the disposal of Government and reserved land (by ranges with total area, area falling in each division and range, dates of final notification, name of revenue district, taluk and villages in which the areas are situated).
 - (b) List of roads (length; when constructed; gravelled; metalled or unmetalled).
 - (c) List of buildings; (accommodation, cost, date of construction, locality, how used, furnished or unfurnished, nature of water supply, electrified or not).
 - (d) List of plantations.
 - (e) List of topes.
 - (f) List of sale depots.
 - (g) Distribution of establishment (by ranges and depots headquarters, boundaries of ranges, sections, beats, etc.,).
 - (h) Works required (by ranges proposals with approximate cost and relative urgency of each, dates of commencement and completion).
 - (i) Notes on each reserve separately.
 - (j) Notes on principal species and forest types, (champions classification) silvicultural characteristics distribution, rate of growth, coppice, dates of flowering, fruiting and seeding, age of maturity, natural regeneration, utility as timber, firewood, charcoal etc., minor forest produces etc. In the case of exotics – date of introduction, natural habitat, rate of growth, particulars of injuries to which the crop is susceptible, advisability of continued regeneration, etc.

- (k) Observations on annual flow of streams as affected by denudation or re-forestation of catchment areas – highest flood levels, duration of floods, hot weather flow etc., with conditions of growth in catchment areas, and factors influencing subsoil water resources and water table.
- (l) Observation on weather – rainy season and summer, their duration and intensity, data on temperature and rainfall; and other details of weather affecting regeneration works and influencing the 2 periods to be chosen for the works; effect of weather on regeneration works, etc.
- (m) Fodder supply – approximate dates of cutting grass, cost of cutting, harvesting, bailing and transport, rates of sale.
- (n) Markets and market rates for various kinds of produce; and rate for various items of works.
- (o) Observations based on sample plots regarding volume increments, rate of growth, susceptibilities to diseases, injuries, etc.

9.3.3. Forest Range Journal: (i) A book called the “FOREST RANGE JOURNAL” shall be kept by each officer in charge of a range. It should contain information on the headings more or less of the same nature as the divisional forest journals, but should be confined mainly to a record of observations and facts likely to prove useful in the preparation of working plans.

- (ii) A price list exhibiting the current market rates at which the various kinds of timber and other forest produce are sold at different places in or near the range, as well as results of auctions and other sales should also be recorded in this book. All entries should be signed and dated by the officer making them.

9.3.4. Depot journal: A book called “FOREST DEPOT JOURNAL” shall be kept by each officer in charge of a depot. It should contain information on the stock of timber, etc., available in the depot from time to time, the nature and demand and prices of timber; fluctuations noted in demand and market rates from time to time etc. It should contain a species-wise abstract of timber sold every month, the current rates, average rates at which timber, etc., are sold, the results of auctions, the total amount of monthly sale, and other useful information concerning timber market. It should be inspected by the Divisional Forest Officer from time to time.

9.3.5. Plantation journal: Whenever plantations are raised, a record of the various operations from survey and demarcation of the area to the

final fellings shall be maintained in a permanent register styled as "PLANTATION JOURNAL" in the range office and the divisional forest office. The Chief Conservator of Forests shall prescribe the form of the register. A separate register shall be maintained for each plantation, and the necessary entries made under the appropriate columns as soon as each item of operation is carried out. The initial responsibility for recording such entries, and the accuracy thereof, shall rest with the Range Officer. The Divisional Forest Officer shall inspect the register whenever he goes to the ranges and ensure that it is properly written up. At the end of every month, the Range Officer shall submit to the Divisional Forest Officer, an abstract of the entries made by him in the register, whereupon the Divisional Forest Officer shall have his register posted up. The Divisional Forest Officer, before writing up his register, shall have the information supplied by the Range Officer adequately scrutinised, corrected or modified. Such modifications shall be intimated to the Range Officer for correcting his register.

9.3.6. Working plan control journal: Please see paragraph 10.2.9 of this volume.

9.3.7. Inspection of the journals: (i) The Chief Conservator of Forests and the Conservator of Forests shall inspect the divisional forest journal, and the working plan control journal whenever they inspect the division, particularly during office inspection and enter over their dated signature such marks as they deem fit to place on record. They shall also inspect the plantation journal when they visit the range and record their remarks as above.

(ii) The Conservator of Forests shall also inspect the range journals from time to time, particularly at the time of office inspection and record his observations or instructions.

(iii) The Divisional Forest Officer shall inspect the range and depot journals from time to time particularly at the time of office inspection and the plantation journal whenever he visits the range. He shall ensure that the journals are properly written up and record therein his remarks if any over his dated signature.

9.3.8. Half yearly review of working plan control journals and plantation journals: The Conservator of Forests shall be particularly responsible to see that the working plan control journals and plantation journals are written up in time by his subordinates and submit a half yearly review to the Chief Conservator of Forests indicating the action taken by him to remedy the defects if any.

9.3.9. Preservation of journals: The journals are permanent records and the Divisional Forest Officers shall see that they are written up in well

bound books, sufficient number of which being stocked for the purpose. The books may be obtained from the Superintendent of Government Presses by placing annual or periodical indents. The journals shall be kept under lock and key and shall not be mixed up with other records. Whenever there is a transfer of charge the relieved officer shall personally hand over the journals to the relieving officer and specifically mention the fact in the transfer charge report.

9.4. Maps and field books for survey.

9.4.1. Maps and field books of survey in the Divisional Forest Officer:

The following maps shall be maintained in each Divisional Forest Office, one or more copies of each being mounted in book form.

- (i) A division forest reference map on the scale of 1 cm = 0.158 km, showing all reserves, roads, bridges, rain guage stations, depots, forest buildings and stations, range boundaries, division boundaries and other items affecting the administration of the forests;
- (ii) A range forest reference map on the scale of 1 cm = 0.158 km, posted as above, but in greater detail, showing names of hills, streams, forest stations such as Foresters and Guards stations, watch stations, forest rest houses, etc., and location of plantations;
- (iii) Maps and field books of survey of all plantations in the division;
- (iv) Separate maps and field books of survey for each reserve showing topographical features and all enclosures, rights of way, forest roads and stations, checking stations, compartment and coupe lines, names of hills and streams, etc., reserves that adjoins one another may, if desirable be shown on one and the same sheet without sacrificing the scale suitable for showing details.
- (v) Separate working plan key maps, and maps of working circles, felling series, etc., where working plans have been prepared and sanctioned on such details and scales as are prescribed in the working plans for the division;
- (vi) A plantation key map on the scale of 1 cm = 0.158 km.

Note: Separate registers shall be maintained in all Divisional Forest Offices wherein the Original field book of survey of –

- (a) Reserved forest boundaries;
- (b) Plantations; and
- (c) Coupes in selection working circle shall be copied and preserved as a permanent record. One register for each of these three items should

be kept separately and it should be on thick, blue paper. The books shall be obtained from the Superintendent, Government Presses. The register should be kept under lock and key and treated as confidential records (see paragraph 9.4.8)

9.4.2. Maps in the Range Offices: The Divisional Forest Officer is responsible that every Range Officer is supplied with:-

- (i) A range forest reference map on the scale of 1 cm = 0:158 km. corresponding to items (ii) of the preceding paragraph.
- (ii) Separate maps of each reserve corresponding to item (iv) of the preceding paragraph
- (iii) Maps of each beat in the range with boundary descriptions.
- (vi) Working plan management maps.

The officer in charge of each plantation range shall be supplied by the Divisional Forest Officer with maps of the plantation in his charge noting bearings in red ink and distances in black ink and a key map which shall be augmented annually in the Divisional Forest Office.

9.4.3. Maps in the Offices of the Chief Conservator of Forests and Conservator of Forests: A copy of every map supplied to the Divisional Forest Officer shall be kept in the Office of the Chief Conservator of Forests and the Conservator of Forests separately. Where maps or plans are prepared locally, the original should in every case be forwarded to the Chief Conservator's Office to be filed for reference. These plans and maps should on no account be taken out of the office.

9.4.4. Entries regarding alterations in boundaries, etc: It is the duty of the Divisional Forest Officer to see that all alterations in the division with regard to the boundaries, enclosures, etc., or additions of roads, buildings, etc., are promptly entered on the maps kept in his office, and brought to the notice of the Conservator of Forests; and he shall on receipt of the information, or acting on the information already available in their office, make the entries in the maps kept in his office. The range maps will likewise be recalled, posted then and there in the Divisional Forest Office and returned.

9.4.5. Registration and storage of maps: Rules regarding the registration and storage of maps in all Forest Offices are given in Appendix V.

9.4.6. Plantation Atlas: A plantation atlas shall be maintained in all Range Offices and Divisional Forest Offices wherein maps of all plantations shall be kept in serial order. Separate atlas is required for each series.

9.4.7. State Forest Atlas: A "STATE FOREST ATLAS" compiled from the divisional forest reference maps referred to supra shall be supplied to

the Government. Copies of the State Forest Atlas shall be kept in the Chief Conservator's office. Each Conservator shall maintain the atlas as far as it relates to his circle. The Divisional Forest "Reference Maps" should be corrected annually up to the 31st May following. The atlas in the Conservator's Office will then be corrected and the divisional maps returned. The Conservator should then forward the corrected copy of his atlas to the Chief Conservator of Forests before the 1st July of each year, when the necessary corrections will be entered in the copy kept in the Chief Conservator's Office and the Conservator's maps returned. The Chief Conservator of Forests shall at this stage obtain the copy kept in the Government Secretariat, correct it and re-submit the same to Government before the 1st August.

9.4.8. Safe custody of maps and field books: All maps and field books of survey are privileged and confidential documents and the head of offices shall be responsible for their safe custody in their respective office, where they should be kept under lock and key. Adequate precautions should be taken for their safety, both at headquarters and while in transit. This rule is applicable to all original maps and field books as well as any copies thereof. See paragraph 7.2.7 supra.

CHAPTER X

FOREST CONSERVANCY IN WORKING PLANS OF FORESTS

10.1. Annual Plan of Operations.

10.1.1. Preparation of Annual Plan of Operations: (i) The Divisional Forest Officer shall prepare and submit an Annual Plan of Operations for the ensuing financial for his division through the Conservator of Forests so as to reach the Chief Conservator of Forests on or before the 30th June every year. It shall deal with each range separately and provide for all essential works, particularly cultural operations, to such and extent as not to make any omission that will result in damages, injuries or retrogression of forests and plantations.

(ii) Wherever a working plan has been prepared, the Annual Plan of Operations must be based upon the provisions of the working plan. Where no working plan or working scheme exists, and unit such Plan or Scheme is made, the Annual Plan of Operations must be based on the general principles of forest conservancy. It is the matter of primary importance in preparing the annual plan, to fix the maximum annual yield consistent with the principles of sound forestry; and this limit should not be exceeded without the sanction of the Chief Conservator of Forests. The quantity of timber to be cut and of other materials to be taken out of the forest should be so regulated as to ensure the maintenance of the forest in a state of continuous and, as far as possible, increasing productiveness. It should, as far as possible provide for the demand of industrial and other kinds of wood, supply of firewood or of pasturage, and for the requirements of other Government Departments and of trade and industry. It is not, however necessary that the yield should be uniform during a series of years, and it may often be found expedient to arrange intermittent yield.

(iii) Guided by these considerations, the Annual Plan of Operations should provide for fellings, thinnings, supply of forest produce, the grazing of cattle, protection against fire, and the execution of works of regeneration and improvement, development of communications, construction of buildings and generally for all works of forest organisation and improvement. The exercise of all rights which have been recorded and admitted at settlement should also, necessarily, be provided for.

- (iv) The Plan of Operations shall contain full details of all the works proposed, with quantities, rates and anticipated cost in the case of "Maintenance" expenditure, and the details of all "Original" works, rates and anticipated cost thereof. Wherever there is sanctioned Working Plan or Working Scheme, the area earmarked for felling during the ensuing year should be laid out and the tree growth marked in advance to get a fair estimate of revenue and expenditure, which shall be provided for in the Plan of Operations.

10.1.2. Scrutiny and Consolidation of the Plans: The Conservator of Forests shall scrutinise and if necessary revise or modify the plans of operations submitted by the Divisional Forest Officers in his circle. The plans as approved by the Conservator of Forests shall then be consolidated for the circle as a whole, dealing with each division and each range separately. The consolidated plan of operations for the circles shall be forwarded to the Chief Conservator of Forests before the due date, viz., 30th June every year.

10.1.3. Sanction for the Plan: The Chief Conservator shall be competent to sanction the plan of operations after approving the various items of works provided for each division and range. Wild distributing funds, or at the earliest practicable date, he shall furnish the Conservators with a detailed list of approved works in each circle showing their break up under the various budget heads for which funds are allotted, and the Conservators shall further distribute the funds among the Divisional Forest Officers and furnish them with a list of works grouped under different budget heads for which funds are allotted.

10.1.4. Alterations and Deviations: The sanction to the plan of operations is regulated by availability of funds under the grant and as such a sanctioned plan of operations shall not be revised either for effecting deviations or for making provision for additional works. The Chief Conservator of Forests may, however, for good and convincing reasons, in the interest of forest conservancy sanction deviations and revisions necessitated on account of unforeseen events, provide that the extra expenditure on such deviations and revisions can be met from the sanctioned grant by admissible diversion of funds. Once the plan of operations is budgeted for and has thus received financial sanction for its implementation the Chief Conservator of Forests may not effect additions, reductions and other modifications or deviation in excess of 15 per cent over the outlay contemplated in the financially sanctioned plan of operations (G.O.Rt. 1655/66/Agri., dated 14th July 1966).

10.1.5. Responsibility for execution: The Divisional Forest Officer is responsible for the adequacy of the provisions in the plan of operations, as well as for executing the plan subject to the control of the Conservator of Forests and the Chief Conservator of Forests.

10.2. Working Plans.

10.2.1. Importance of Working Plans: A working plan is a written scheme of management aiming at a continuity of policy controlling the systematic treatment of a forest. The value of, and necessity for, working plans carefully prepared and drawn up on a scientific basis are unquestionable. Without such a definite scheme of operations founded on careful calculations after personal inspection and examination, there is a serious risk of the forest capital being unduly drawn upon and of excessive cuttings being made in the present, which after the lapse of a few years might lead to a partial collapse of forest revenues. There is also the danger, though this is less to be apprehended, that forests may be worked below their capabilities and that income may thus be lost which might safely have been earned.

10.2.2. Procedure for drawing up Working Plans: (i) Working Plans shall as far as possible, be prepared for all forests or groups of forests under the management of the department. A complete working plan can, as a rule, be prepared only for reserved forests or for forests referred to in chapter II of the Kerala Forest Act, which have been completely demarcated and settled, and when the rate of growth and character and requirements of the principal trees comprising the forests have been sufficiently studied and when there is sufficient and continuous demand for timber or other forest produce and the lines of export have been developed to a certain extent. Until these conditions are found to exist fully a "Preliminary Working Plan" should invariably be framed.

(ii) The area for which a separate working plan shall be prepared depends on the circumstances of the case; but as far as possible a working plan should deal with all the forests situated in one locality. This area may consist of a forest division, a range, or merely of a beat or group of beats, and it shall be divided into as many working circles as may be necessary, extensive tracts which it may not be deemed expedient to work, being relegated to a separate working circle or circles. When a working plan deals with more than one working circle, special prescriptions for the method of treatment to be adopted in each working circle must be laid down separately in the working plan.

(iii) Before a working plan is commenced, however, the location of the working circle or circles to be dealt with must be roughly

settled. At this stage the opinion of the District Collector in the matter of grazing and browsing, fuel and grass for domestic purposes and agricultural implements, leaf manure, timber and other requirements of the surrounding population in a low country shall be ascertained wherever it is necessary by custom and usage and given effect to where possible. After the 'location' of the working circle or circles has been settled, the Working Plan Officer shall make a working plan reconnaissance, i.e., a careful inspection of the forest followed by a report containing

- (a) A short description of the area of the forest for which it is proposed to prepare a working plan indicating herein and on a map the working circle or circles to be formed;
- (b) A general outline of his proposal to meet the requirements of grazing and forest produce for local consumption;
- (c) Remarks on demand which consists or may be expected;
- (d) Short notes on previous working, management of production;
- (e) General proposals as regards the accuracy and details required for the preparation of the working plan, whether valuation surveys will be required and if so, in what degree of detail, whether the forest is to be treated under improvement fellings, high forest or coppice and whether the portion of the working plan which relates to silvicultural treatment is to be based on area, material with area, or materials only.

The report of this working plan reconnaissance together with the opinion of the District Collector concerned on matters referred to in sub paragraph 10.2.2 (iii) (b) above shall be sent to the Chief Conservator of Forests. If the Chief Conservator of Forests agrees with the suggestions of the District Collector, he shall return the report with his orders regarding the elaboration and completion of the working plan. If, however, he considers that the conditions imposed by the District Collectors as regards grazing or other provisions for local requirements will render the silvicultural treatment proposed for any working circle impossible, he will before passing orders take the orders of the Government as to which of these considerations is to give way to the other.

- (iv) The working plan shall then be drawn up under the instructions of the Chief Conservator of Forests and when approved by the latter, shall be submitted (in duplicate) to Government for

sanction, accompanied by a short tabulated resume of its prescriptions.

Note: If the working plan will necessitate the employment of additional staff, the Chief Conservator of Forests should submit to Government proposals for the increased establishment with full justification therefore. In special cases, however, when it is desirable that the working plan should be tested by actual working before formal sanction is accorded, Government may arrange with the Chief Conservator of Forests for the working of the area on the proposed lines for such period not exceeding 3 years as they may deem fit.

10.2.3. General rules regarding preparation of working plan report: (i) The working plan report should as far as possible or necessary be drawn up on the following lines:-

INTRODUCTION

PART I

Summary of facts on which the proposals are based

CHAPTER I

THE TRACT DEALT WITH

Name and situation.

Configuration of the ground.

Geology, rock and soil.

Climate, water supply distribution and area.

State of the boundaries, legal position, rights and concessions.

CHAPTER II

THE FORESTS

Composition and condition of the crop.

Injuries to which the crop is liable.

CHAPTER III

UTILISATION OF THE PRODUCES

Agricultural customs and wants of the population.

Markets and marketable products.

Quantities consumed in past years.

Lines of export.

Method of exploitation and their cost.

Past and current prices.

Net value of each class of produce.

CHAPTER IV

MISCELLANEOUS

Staff and labour supply.

Spring and pools.

Camping grounds and rest houses.

CHAPTER V

PAST SYSTEM OF MANAGEMENT

General history of the forest.

Past systems of management and their results.

Special works of improvement undertaken.

Past yield.

Past revenue and expenditure

CHAPTER VI

STATISTICS OF GROWTH AND YIELD (To include allotment to quantity classes, mean annual increment, current annual increment, yield tables, etc.)

CHAPTER VII

ESTIMATE OF CAPITAL VALUE OF THE FORESTS

PART II

Future management discussed and prescribed

CHAPTER I

BASIS OF PROPOSALS

General objects of management and brief statement of treatment required to secure them such as

- (a) the attainment of the normal forest and the establishment of normal regeneration;
- (b) the silvicultural requirements of the species dealt with;
- (c) the yield of timber and other forest produce;
- (d) the improvement and regulation of water supply;
- (e) methods of treatment to be adopted;
- (f) working circles, their areas and distribution, reasons for their constitution;
- (g) period of working plan and necessity for intermediate revision.

CHAPTER II

WORKING PLAN FOR WORKING CIRCLE (Name)

General constitution of the circle and character of the vegetation.

Blocks and Compartments (permanent).

Analysis and valuation of the crop.

Method of treatment, (exploitable size, choice of species, silvicultural system, calculation of the rotation, division into periods, allotment to periodic blocks, felling cycles, calculation of the yield).

Method of execution of the fellings, Tabular statement of fellings to be made.

Subsidiary silvicultural regulations (sowing, planting, weeding, cleaning, thinning and supplementary fellings).

Other regulations (grazing, protection, exercise of rights and privileges, collection and record of statistics and control, including forms, records and map as required here or generally).

Similar Chapter for all other Working Circles.

CHAPTER

Miscellaneous Regulations (prescribed / suggested).
Roads and other expert works.
Improvement of waterways and water-supply and methods of exploitation.
Buildings.
Maintenance of boundaries.
Survey and maintenance of maps.
Possible development of forest industries.

CHAPTER
ESTABLISHMENT AND LABOUR

Financial forecast and cost of plan.

CHAPTER
SUMMARY OF PRESCRIPTIONS

APPENDICES

(i) Only those appendices required for the elucidation of the plan should be printed therewith.

(ii) The year for which the operations are prescribed will be the financial year.

(iii) the details required in the compilation of the working plans will depend upon the demands which are made on the forests, the nature and value of the produce removed from them and the other purposes which they are to fulfil. The schedule of headings provided above is intended as an instruction for the preparation of the important working plans, important plans and for temporary schemes only a selection from these headings is required.

(iv) Where the demand exceeds or even equals the possible out-turn, working plans must be prepared with the greatest minuteness, and everything must be so arranged as to obtain the highest out-turn which the forest is capable of returning under the most careful management. Where on the other hand, the demand is below ordinary capability of the forest a more simple and expeditious procedure should be adopted.

(v) With a view to bring all important forests for whose produce a demand exists or is likely to arise in the near future under systematic management as soon as possible, the initial working plans

may be of a simple description and based on such data as may be readily obtainable. More accurate plans should be substituted as and when the detailed informations required for their preparation becomes available [vide paragraph 10.2.2. (i)]

10.2.4. Responsibility for the accuracy of information: The officer who prepares a working plan shall be held responsible for the accuracy of the statistical information it contains, provided that in case where the conditions are such that the collection and record of such information can safely be entrusted to his subordinates, the names of such subordinates shall be mentioned in the working plan report. The working plan officer shall, in any case make a personal inspection of all portions of the area dealt with and proposed to be exploited under the provisions of the plan and satisfy himself that all information collected in respect of such portions, is accurate.

10.2.5. Deviations from approved working plans: (i) Deviations from an approved working plan not amounting to a revision of the general scheme, such as exploitation in deficit may be permitted on the order of the Chief Conservator of Forests, who shall, however, subsequently report results to Government. In cases where the deviation from the provisions of the working plan is considerable or continuous, sanction of Government should invariably be obtained. The previous approval of Government should in very case be obtained when it is proposed to exploit in excess (provided that such excess is not caused by the accumulation of balances due to deficit exploitation in the previous years) or when it is intended to change in any way the character of the exploitation. The Chief Conservator of Forests may act in anticipation of sanction in case of fire or other serious accident, or in case of exceptional seed-years necessitating a sudden change in the plan. Copies of the orders sanctioning modifications must be recorded with the working plan and referred tot in the remarks column of each control form.

(ii) The revision of the working plan requires the same formalities as the original preparation of the working plan.

10.2.6. Control Records: For the control of the working of all forests for which working plans have been prepared, the following records shall be maintained by the Divisional Forest Officer:-

- (a) The "Control Books" or registers in form Nos. 110 and 111 for each working circle to be written annually.
- (b) A record of works of reproduction and improvement (form No. 112).
- (c) The Control Journal.

(d) Control Maps.

10.2.7. Control Books: The objects of the control books are:-

- (a) To compare the actual exploitation of the year (such as felling, girdling, extraction of minor produces and grazing) with the prescriptions of the working plan.
- (b) To record the yield of timber and other produce and the revenue derived therefrom.
- (c) In the event of the area or quantity of material exploited in any year being less than that prescribed in the working plan, to provide for the bringing forward year by year of the balance still available for exploitation until it is exploited or written off under competent authority.
- (d) In the event of any exploitation in excess (whether of material or area) of the prescriptions of the plan to provide that such excess shall, unless orders to the contrary are issued by competent authority, be deducted from the quantity prescribed for exploitation in future years.

Note:(i) where the fellings have been exceeded or fallen short of the provisions of the working plan the authority under which the deviation has been permitted (paragraph 10.2.6) shall be quoted in the column for remarks.

(ii) When the prescriptions of the working plan are by sub-periods and not by years those instructions should be applied accordingly.

10.2.8. The Records of Works (Form No. 112): (i) This is brief recode to be written up annually for each working circle of all works carried out in connection with the construction and repair of communications and buildings, wells and tanks and in connection with demarcation, sowing, planting, fire protection, timber cutting, improvement felling, thinning, cleanings and other forest operations when they are distinct from the main exploitation operations prescribed in the working plan.

- (ii) To provide for a record of operations not definitely prescribed in the working plan, the record of works should, when necessary be divided in the following manner and maintained accordingly:-
 - (a) Prescriptions of the working plan.
 - (b) Measures suggested in the working plan.
 - (c) Measures neither suggested nor prescribed in the working plan, but carried out during the year.
- (iii) Should the prescribed works not be completed during the year the balance left undone will be entered in Form No. 112 as work to be carried out during the following year, in addition to the regular provision of the working plan for the year.

10.2.9. The Control Journal: (i) This is a register in which are recorded all noteworthy occurrences bearing on the management and improvement of the forest, particularly on the state of the reproduction of the more valuable species and on the suitability or otherwise of the system of management prescribed in the working plan. The main object of the journal is to record observations on the spot and information not obtainable from prescribed forms. The information should be limited to observations made in the field and should be signed and dated. The unit of area for which the control journal should be maintained when not laid down in the working plan itself should be fixed by the Chief Conservator of Forests, and of great importance to ensure continuity, the area once fixed should not be changed without the fullest consideration.

(ii) The Journal must be written up by the Divisional Forest Officer himself. It shall also contain a summary of the annual revenue and expenditure in such a form as would facilitate comparison with the financial forecast in the working plan.

10.2.10. The Control Maps: A map showing the result of the fire protection shall be prepared and maintained in such manner as the Conservator may direct. In addition, maps showing the progress of fellings, gridlings, artificial and natural reproduction and silvicultural operations will be maintained when considered desirable if not already prescribed in the working plan.

10.2.11. Control by the Chief Conservator of Forests: The control of the due carrying out of the prescriptions of working plans rests with the Chief Conservator of Forests to whom the Divisional Forest Officers shall, not later than 15th April in each year, submit in duplicate, through the Conservator of Forests.

- (a) An abstract of the control book.
- (b) An abstract of the record of works and
- (c) Copies of the entries made during the year in the control journal.

The Chief Conservator of Forests shall examine these returns and if he notices any deviation from a sanctioned working plan, he shall draw the attention of the officer concerned for explanation and when necessary obtain the orders of Government.

10.3. Classification of works

10.3.1. Classification of works: The annual plan of operations envisages all works to be carried out during the year in the forest

department. The range being the unit of executive charges, the works are detailed by ranges in the annual plan of operations. Works not contemplated in the sanctioned annual plan of operations may not be taken up for execution without the specific sanction of Government except to the extent provided in paragraph 10.1.4 supra. The works in the forest department may be broadly classified into four categories.

- (i) Forest works.
 - (ii) Civil works.
 - (iii) Live-stock.
 - (iv) Stores, tools and plant.
- (i) **Forest Works:** All works connected with the exploitation, organisation, improvement and extension of forests including cultural operations, survey of forest boundaries, fire protection works and forest research fall under this category.
 - (ii) **Civil works:** All works connected with buildings, roads, bridges, etc., even though carried out in connection with the exploitation organisation, improvement and extension of forests are included in this category.
 - (iii) **Live-stock:** Works connected with the capturing and caging of elephants, training of captive elephants, acquisition of elephants or other live-stock and the upkeep of live-stock fall under this category.
 - (iv) **Stores, tools and plant:** Purchase and repair of stores, tools and plant, furniture and tents are included under this category. Stores acquired for specific works as per provisions in the sanctioned estimates for work do not however fall under this category.

10.3.2. Original and Maintenance works: For purposes of sanction and execution each category of works may be subdivided into original and maintenance works.

- (i) Original works are works which do not recur annually or which do not yield an immediate revenue and includes all operations in connection with the increase of the area under forest growth or the introduction of organised working. They also include all first construction and equipment works and first supply of appliances and appurtenances necessary for the working of the forests. The following are examples of original works.
 - (a) Purchase of land for plantations and for other forest purposes, and cash compensation for extinction of rights.

- (b) Forest settlement and demarcation.
 - (c) Regeneration works ie., creation of new plantations and their maintenance until they reach a productive stage.
 - (d) Compilation of working plans and carrying out valuation surveys.
 - (e) Forest surveys.
 - (f) Construction of permanent roads, tramways, bridges, buildings, canals, wells, timber slides, saw mills, factories, etc., and providing equipments for them.
 - (g) Purchase of acquisition of live-stock, stores, tools and plant.
 - (h) Construction of any work by Government on lands and forests which are not the property of Government.
- (ii) Maintenance works include all operations necessary to produce revenue or realise revenue as well as those necessary for maintenance of forests up to a proper standard of efficiency. All operations undertaken annually for the improvement of the forests and also ordinary as well as special repairs to original works are considered as maintenance works. Examples of maintenance works are furnished below:
- (a) Tending operations such as thinning, weeding, clearing, improvement felling etc.
 - (b) Measures for inducing and aiding natural regeneration such as clearing the undergrowth, collecting and burning the debris, artificial regeneration in gaps to supplement natural regeneration etc.
 - (c) Protection of forests from fires, illicit grazing, unauthorised fellings, insect and fungal attacks, etc.
 - (d) Ordinary or special repairs to original works.
 - (e) Timber extraction works.
 - (f) Upkeep of live-stock.
 - (g) Repairs to tools and plant, furniture, tents, etc.

10.4. Administrative and Technical Sanctions

10.4.1. Administrative Sanction: The formal acceptance by the administrative authority concerned of the proposals for incurring any expenditure in the forest department on a specified work or scheme of work is called the administrative sanction or administrative approval

for the work or scheme of work. It is in effect an order to the forest department to execute certain specified works at a stated sum to meet the requirements of the department concerned.

10.4.2. Technical Sanction: A properly detailed estimate of the cost should be prepared for every work proposed to be carried out and got sanctioned by the competent authority. This sanction is known as the technical sanction. Ordinarily such sanction can be accorded by Government in the forest department or by such authorities to whom the power has been delegated. Sanction accorded to a work by any other department of Government can be regarded only as an administrative approval for the work.

10.4.3. Powers of sanction: The powers of the various officers to accord administrative or technical sanctions and to incur expenditure are the Book of Financial Powers and are reproduced as Appendix IV.

10.5. Estimates and Schedule of rates

10.5.1. Estimates necessary for all works: Separate estimate sanctioned by the competent authority is required in every case of purchase of upkeep of live-stock, purchase of books, furniture and stores and also for each work proposed to be executed; provided the proposals in every one of the aforesaid cases have been included and sanctioned in the budget. All estimates for the different works should be obtained by the sanctioning authority during April every year and sanctioned as early as practicable on receipt of sanctioned appropriation. Such a procedure enables the officers to control the expenditure effectively ascertain the adequacy or otherwise of funds allotted and seek additional grant wherever necessary, or surrender surplus funds, if any, and avoid rush expenditure towards the close of the year.

10.5.2. Estimates must be for complete works: Every estimate must be sanctioned for the completed work. Estimates should neither be split up nor be prepared for portions of a work so as to bring it within the sanctioning powers of a subordinate authority. Proper care should be taken in classifying works under "Original" or "Maintenance" and passing estimates in an appropriate manner under proper units of appropriation.

Note: The practice of sanctioning separate estimates of advertisement charges and similar items legitimately chargeable to the accounts of the respective work should be discontinued. If the charges as per single voucher relate to more than one work charges should be allocated among the works rather than sanction a separate estimate to accommodate the charges.

10.5.3. Forms and estimates: (i) Estimates, except those for maintenance works of a routine, or recurring nature will consist of four parts.

- (a) An explanatory report pointing out the necessity for utility of the work.
- (b) Details of measurement.
- (c) Abstract of cost.
- (d) Specifications showing the nature of the various parts of the work, description and standard of quality of materials to be used.

Wherever necessary, estimates should be accompanied by maps and plans.

- (ii) Estimate for works should be prepared in Form No. 59, 59A, 59 B or any other form as may be prescribed by competent authority. For civil works, the form of estimate used by the Public Works Department should be adopted.
- (iii) Estimates should be prepared and submitted in triplicate for every work. One copy of the sanctioned estimate will be retained by the sanctioning authority. One of the sanctioned estimate should be forwarded to the Accountant General. (See paragraph 1.5.9). One copy should be returned to the authority who forwarded the estimate for sanction, and he may on receipt of sanction issue attested copies to subordinates under him.
- (iv) Officers who prepare and submit estimates for sanction, and officers who collect data for preparation of estimates are both responsible for the facts mentioned therein and their accuracy. It should be possible, at any rate, to fix the responsibility from the records, which should therefore be prepared to give proper indication to the effect. It is not intended that the Divisional Forest Officer should himself check-measure all data but he should be in a position to fix responsibility for the basic data on the subordinates responsible and should take such measures as far as practicable, as are calculated to ensure correct data being furnished by all concerned.

10.5.4. Revised Estimate: (i) Wherever it is discovered that the sanctioned estimate is inadequate or defective and that expenditure is likely to be exceeded by more than five per cent for any reason, a revised estimate shall immediately be prepared and submitted to the authority which sanctioned the original estimate with a full report showing progress made up-to-date, and explaining the circumstances which makes the revision necessary.

- (ii) Divisional Forest Officers are competent to sanction all excess of not more than five per cent of the amounts of the original estimates sanctioned by them or by higher authorities, provided that the total amount of such excess is within the limits of the powers of the Divisional Forest Officer to sanction estimates. When the excess is above either of these two cases proper sanction for incurring the excess should be obtained from the authority competent to sanction the amount covered by the excess.
- (iii) When excess occur at such an advanced stage in the execution of a work as to render the submission of a revised estimate purposeless, the excesses, if beyond the powers of the Divisional Forest Officer to pass, must be explained in a completion report which should be submitted within one month of completion of the work.

10.5.5. Supplementary estimates: Any development of a project though necessary while a work is in progress, which is not fairly contingent on the proper execution of the work as first sanctioned, must be covered by a supplementary estimate, accompanied by a full report of the circumstances which render it necessary.

The following particulars should invariably be furnished when submitting supplementary estimates for sanction:-

- (i) Every supplementary estimate should be numbered consecutively as first supplementary estimate, second supplementary estimate, third supplementary estimate and so on; and
- (ii) The application for sanction to supplementary estimates should show the amount of the original estimates and the total amount including the supplementary estimate for which sanction is sought and also of the supplementary estimates sanctioned previously.

10.5.6. Schedule of rates: (i) To facilitate the preparation of estimates, and their scrutiny by the competent authorities a schedule of rates for every kind of work usually executed shall be kept in all forest offices, and every officer should from time to time, bring to the notice of his immediate superior all changes that are necessary. Such reports should be made on the basis of actuals, and should be supported by convincing data.

- (ii) It may sometimes be necessary to revise the schedules, or a portion of it. Such revision should be resorted to only in unavoidable cases when every attempt to contain the expenditure within the sanctioned limit have failed, and only

after due enquiry over the results reported, after a particular item of work has been carried out as a "Test Work" under the personal supervision of a Divisional Forest Officer. Conservators shall, as far as possible, supervise the test work done to collect relevant material to substantiate any important revision required involving appreciable difference in rates.

- (iii) The schedules prescribed for various items of works should be got sanctioned by the Government. Every case requiring revision should be reported to government and sanction obtained.
- (iv) The scheduled rates once sanctioned shall remain in force until they are revised and sanctioned by the Government. The Chief Conservator of Forests may report to Government all cases deserving revision.
- (v) Since all rates are fixed on a quantity per man-hour and rate of wage basis, revision may be necessitated when there are noticeable variations in labour wages or when new works on an extensive scale have to be commenced in remote areas not exploited hitherto. But the Government may sanction enhanced rates for other areas, considering any peculiar difficulties particular to that area.
- (vi) All sanctions shall take effect from the date on which they are communicated in writing from the Divisional Forest Offices.
- (vii) The Conservators shall bring to the notice of the Chief Conservator of Forests all cases requiring general revision described above, the Chief Conservator of Forests may move the Government pointing out the facts. But this should be done only after reviewing the position in all circles and satisfying himself that the revision proposed is not purely local or temporary in nature but having application to all areas. When the revision required is purely local in character it may be dealt with on its own merits, but a local revision should always be differentiated from a general revision.
- (viii) Once every two years, the Conservators should review the rates in force, at the beginning of a financial year, and forward to the Chief Conservator of Forests their findings in the matter as regards the adequacy or otherwise of the rates generally. Isolated and petty instances may be ignored, taking into account the personal factors involved such as the deficiency or otherwise of the supervisory or controlling staff.

10.5.7. Estimates to be treated as confidential: (i) All Government Servants should treat the rate and amount of cost entered against each item in an estimate and abstract showing the total estimated cost of a

work or part of work as strictly confidential. No information concerning them may be communicated on any account to any contractor or prospective bidder or tenderer.

- (ii) In a likely manner, details of enumeration and valuation of standing growth, or trees felled or fallen should be kept strictly confidential and no information on these matters should be divulged.
- (iii) However, where timber and other forest produce have to be extracted by Government agency, and where more than one item of work and more than one destination is involved in the same work, the Divisional Forest Officer may publish the basic rate and obtain quotations of a uniform percentage of basic rate from tenderers.

10.5.8. Register of sanctioned estimates: (i) A register of sanctioned estimates should be maintained in each Divisional Forest Officer, Conservator's office as well as in the office of other Gazetted Officers of rank equal to that of a Divisional Forest Officer in Form No. 58.

- (ii) All sanctions to estimates should be numbered serially for each financial year in each sanctioning office and entered in this register in the serial order. Sanctions accorded by higher authorities should also be entered in the register as and when the sanctions are received. These entries should be made in red ink without assigning serial numbers in this register as numbers should already have been assigned to these estimates in the registers of the sanctioning authorities. In the case of an estimate sanctioned by Government the Chief Conservator of Forests shall however assign a serial number in his register of sanctioned estimates before communicating the sanction to his subordinates. Sanctions accorded by the various authorities should be distinguished by appropriate prefixes like C.C.E., C.E., D.E., etc., to the serial number. Estimates for original works and maintenance works should be distinguished by suffixing "Orgl" or "mace" to the serial number and also noting the same in the columns for head of service in addition to the budget head. Thus estimate number 10 sanctioned in 1968-69 by the Chief Conservator of Forests for an original work should be numbered as C.C.E.10 (orgl) 1968-69 and estimate number 15 sanctioned in 1968-69 by the Conservator of Forests, Quilon for a maintenance work should be numbered as C.E.15 (Mace) 1968-69 and the number invariably noted in red ink on the estimate.

- (iii) Each entry in this register shall be attested by the Head of that office, or during his absence, by the chief ministerial officer or a gazetted assistant, if any.

10.5.9. Statement of sanctioned estimates: All Officers who sanction estimates are required to submit to the Accountant General on or before the 5th of every month a statement in Form No. 57 showing particulars of all estimates sanctioned by them during the previous month. Estimates sanctioned by Government should be included in the statement furnished by the Chief Conservator of Forests. True copies of the complete estimates sanctioned should also be furnished along with the statement except in the case of estimates sanctioned by the Divisional Forest Officers. The Divisional Forest Officers should also furnish to the Conservator of Forests every month before the 10th of the month a statement of estimates sanctioned during the previous month.

These statements should be prepared from the register of sanctioned estimates vide paragraph 10.5.7. above and particular care should be taken to indicate clearly in the statement, the Circle and Division to which each estimate pertains.

10.5.10. Scope of sanction: (i) The sanction to an estimate must on all occasions be looked upon as strictly limited to the precious purposes for which the estimate was intended to provide. Accordingly, any anticipated or actual savings in a sanctioned estimate for a definite work should not, without special authority, be applied to carry out additional work not contemplated in the original project, nor fairly contingent on its actual execution.

- (ii) Savings due to the abandonment of a substantial section of any project sanctioned by an authority are not to be considered as available for work on other sections without the further sanction of that authority.

10.5.11. Lapse of sanction: The approval of sanction to an estimate relating to maintenance works of a recurring nature shall lapse at the end of the financial year and shall not be renewed except in special cases. Sanctions to other maintenance works also lapse with the end of the year unless acted upon during the year itself or renewed specifically. Sanctions for original works shall lapse after a period of one year from the date of sanction unless the work is commenced within the period of one year.

10.6. Execution of Works

10.6.1. Methods of execution: All works executed by the Department are carried out either departmentally by the employment of daily labour or through contractors. The different classes of contracts

usually entered into by the department are dealt with in paragraph 10.7.1. to 10.7.11 infra.

10.6.2. Departmental execution: This method is adopted where no contracts are available or where, for other reasons, it is found more economical. Under this method the work is executed by officers of the department supplying necessary labour, and purchasing its own materials. The purchase of materials, tools and plant is governed by store purchase rules.

10.6.3. Labour (i) "Labour" includes all bonafide manual labour, whether paid by the day or the month, such as those employed on:-

- (a) Harvesting, collection, fashioning, removal, transport, and sale of forest produce;
 - (b) The construction and maintenance of tools and plant;
 - (c) The construction and maintenance of communications and buildings; and
 - (d) The demarcation, improvement, extension and protection of forests.
- (ii) Every officer who employs 'Labour' is personally responsible that labour employed is not retained for a longer period than is necessary or specified in the orders to employ the same.
- (iii) Mazdoor supervisors, and Maistries are included under the head "Labour", but any higher supervising agency is distinctly excluded.
- (iv) The following items must not be included under labour -
- (a) Crew of boats permanently maintained for the use of department;
 - (b) Gardeners, tope watchers, and other workmen;
 - (c) Watchmen and sweepers employed in permanent depots or buildings;
 - (d) Letter carriers employed under special circumstances for more than a month at a time; and
 - (e) Temporary Office Establishment, i.e., persons entertained for any clerical work.
 - (f) Miscellaneous.

10.6.4. Starting work: (i) No work shall be started or expenditure incurred thereon unless –

- (a) the work is included in the sanctioned annual plan of operations or specially sanctioned by Government;
 - (b) administrative approval for the work has been accorded by competent authority;
 - (c) a properly detailed estimate has been sanctioned by competent authority; and
 - (d) necessary funds have been provided by competent authority.
- (ii) Ordinarily no work executed by the contract methods should be started without a formal agreement or contract sanctioned by competent authority.

- Note:**
- (1) In respect of forest works maintenance works within the competence of the Chief Conservator of Forests the sanctioned annual plan of operations shall be deemed as the administrative approval and no separate administrative sanction shall be necessary for such works. In the case of other separate administrative approval shall be obtained from competent authority before the work is taken up for execution.
 - (2) Provision in the budget is no sanction to incur expenditure and expenditure may not be incurred until funds have been allotted by competent authority.
 - (3) No liability may be incurred and no officer may accept a contract for any work until a assurance has been obtained from the authority competent to provide funds; that such funds will be allotted before the liability matures.

10.6.5. Starting works without sanctioned estimate or funds:

Detailed procedure in cases where a government servant is asked to start a work for which there is neither estimate sanction nor provision of funds is given in Article 193 of the Kerala Financial Code, and it should be closely observed by all officers. A government servant who starts a work without proper sanction and a government servant who permits to start work otherwise than as per rules, are both personally liable and responsible for paying for the work done, if it is found that his action was not fully justified by very exceptional circumstances.

10.6.6. Starting a work in an emergency: It is occasionally necessary for a government servant to start a work immediately on the occurrence of some sudden, unforeseen emergency such as fire, floods, storms, etc., without waiting for an estimate to be sanctioned and funds provided. A government servant who does this should report the facts at once to his immediate superior and to the Accountant General. If any such work is entrusted to a contractor and it is impossible to enter into a formal agreement with him beforehand, the government servant on the spot who arranges for the work to be started should at least enter into a piece work agreement with him. This can be

terminated at any time if the authority competent to sanction the estimate should so decide. When the emergency is such that even a piecework agreement cannot be completed before starting the work, the government servant on the spot and the contractor should at least both sign a written order for the work. If writing materials are not available at the time and the work has to be started without a written order, the written order should be prepared and signed by the government servant and the contractor as soon as writing materials can be obtained. The government servant should then prepare a proper estimate without any avoidable delay and submit it as early as possible to the competent authority for sanction. A formal written agreement in the proper form or a written understanding specifying the prices and rates if that is sufficient with reference to paragraph 10.8.1 infra should then be concluded with the contractor as expeditiously as possible.

Every officer who exercise the powers conferred under this paragraph should ensure that his action is fully justifiable by the very exceptional circumstances which included him to take a decision of the type he has taken, and in all such cases the burden of proof shall rest on him.

10.6.7. Starting works at the beginning of the year: When it is desirable to sanction expenditure on a work that has received administrative approval before funds have been provided, as may be necessary in order to avoid delay of commencing works at the beginning of a new financial year, the Chief Conservator of Forests may issue necessary orders to commence works taking care to indicate that the works may be commenced after a proper estimate has been prepared, and subject to funds being communicated in the budget of the year. The expression "subject to budget provision" is vague, and it conveys an altogether different meaning, and should be avoided.

10.6.8. Additional and alterations to a completed work may be sanctioned subsequent by an authority within the limits of his powers, irrespective of the cost of the original work but additions and alterations to a work in progress cannot be sanctioned so as to raise the total cost of the work including the additions and alterations above the limits of powers of such authority. In all cases of additions and alterations to works under execution, the sanction of the authority sanctioning the original estimate or of a higher competent authority shall be obtained. The necessity for a revised estimate or supplementary estimate shall also be considered in all such cases.

10.6.9. Nothing in the Code and nothing in the rules and orders delegating powers of sanctioning expenditure shall be construed as a permission to purchase stores or tools and plant, in small lots or to

carry out in portions any work, alterations or repairs, of which the cost in the aggregate would exceed the maximum amounts fixed for each class of officers in the delegation of orders. In respect of a scheme to be spread over a number of years all expenditure to which Government is inevitable committed must be included in determining the cost for the purpose of sanction. But the expenditure on works which it is desired to defer and is not a necessary consequence of or essential for making productive, any work to be taken up need not be so included. Thus if a plantation can be planned out in blocks so that the block first completed can be a self contained unit even though the works in the other blocks are postponed, each block can be treated as a separate scheme for purpose of sanction.

10.7. Contracts

10.7.1. Classification of contracts: The two main categories of contracts and other instruments executed in connection with the administration of the forests and the business of the Forest Department generally are:

- (i) Contracts under which revenue is collected for timber and other forest produce and rent for cultivation in forests and
- (ii) Contracts under which works are executed or supplies are made and paid for by the department.

10.7.2. contracts under which revenue is collected are further divided into 4 classes, viz.

- (i) Those in which the department undertake to extract and supply certain produce to purchasers at working charges plus a specified rate.
- (ii) Those in which the purchaser undertakes to extract and remove certain produce and pay the department for the quantity removed (Mellabhom contracts).
- (iii) Those in which the department sells the rights to extract and remove certain produce from a specified area for a specific amount and
- (iv) Those in which the department grants leases in reserved forests for cultivation.

10.7.3. The main points to be considered, emphasized and recorded in these contracts are the following:-

- (i) The rights, duties and obligations of the contractors.
- (ii) The privileges, authority and control of the department.

- (iii) (a) The source of supply, the produce and quantity to be supplied, the mode and cost of extraction, the place and time of supply, the period of contract and the rate to be paid by the purchaser in the case of class (i) contracts.
- (b) The area from which extraction is to be made, the produce and quantity to be extracted, the place and time for taking measurements, the period of contract and the rates to be paid by the purchaser in the case of class (ii) contracts; and
- (c) The area from which and the produce to be removed, the period of contract and the amount to be paid by the purchaser in the case of class (iii) contracts.

10.7.4. Contracts for works are of three kinds viz.

- (i) Piecework or petty contracts.
- (ii) Schedule contracts; and
- (iii) Lump sum contracts.

10.7.5. Piece works or petty contracts: Under this method the pieceworker merely agrees to execute a specific work at specified rates, without reference to quantity or time. The conditions of the contract and the security to be taken for the due fulfilment of the work is set forth in the standard form. The pieceworker usually possesses little professional knowledge or capital, and employs no supervising staff. He provides the necessary labour and, in most cases, the materials required. The department arranges for the supervision setting out details of all works. The piecework system should be ordinarily confined to works (including repairs and improvements) of a petty nature, costing not more than Rs. 2,500. (The schedule of rates in the piecework agreement should show the rates either for finished work or for labour or materials as the case may be even for items for which lump sums have been provided in the sanctioned estimates.)

If in any case, the piecework method is found preferable or expedient to adopt as compared with schedule contract method in a work of construction, repair or maintenance or improvement costing above Rs. 2,500 owing to peculiar local conditions, the reasons thereof should be recorded and orders of the Chief Conservator of Forests should be obtained before execution.

10.7.6. Schedule contract: (i) Under a schedule contract, the contractor undertakes to execute a work at specified rates, the sum he is to receive depending on the quantities and kinds of work done or materials supplied. The work should also be completed within a fixed time-limit specified in the agreement, which will specify all conditions

relevant to that particular work. The contractor engages his own labour and supervisory staff, who should be persons acceptable to the department, and also all materials, tools and plant except those supplied by the Government. The department, however, sets out the work, and supervise and controls the same. The contractor deposits necessary security for the due fulfilment of his obligations under the contract.

- (ii) In the case of works executed under method (1) or (2) referred to in paragraph 10.7.4. above the authority accepting the contract will decide whether it is desirable to retain in the hands of the department the supply of stores or other materials.
- (iii) In case where it is decided that the department should supply certain materials to the contractor for use on the work, every such material, the rates and the places at which it will be supplied and other conditions of supply shall be specified in the notice calling for tenders and also in the schedule forming part of the agreement.
- (iv) In case where the contractors are allowed to supply their own materials for the work, the description of such articles must be clearly defined by governing specifications.

10.7.7. Lump sum contracts: In the case of lump sum contracts the contractor agree to execute a complete work with all its contingencies, in accordance with the drawings and specifications for a fixed sum subject to such reasonable conditions as the department may stipulate. The responsibility of the department is confined to proper supervision and passing of bills. For this the description and details of work, etc., need not be given in detail in the voucher, but only sufficient indication need be shown to make the vouchers intelligible. The officer who admits and passes the bill should, in every case, satisfy himself of the quantity, quality and promptness of executing the work, before any payment is made.

10.7.8. Contracts for supplies: Contracts of supplies are of three kinds viz.,

- (i) Contracts for specific supplies.
- (ii) Rate contracts.
- (iii) Running contracts.

10.7.9. Contracts for specific supplies should specify the articles to be supplied, quantity to be supplied, date and place of supply, the rates to be paid and other conditions, if any, to safeguard Government against loss due to deterioration in quantity, transit losses, etc.

10.7.10. Running contracts are contracts running for a definite period during which the quantity or supplies originally estimated or contracted for can be drawn piecemeal or in instalments. Running contracts are adopted in the cases of articles which can not be conveniently in departmental stock with safety and convenience; and may be settled for the supply of articles at intervals during a whole year or a part thereof. Provisions for livestock, manure, etc., come under this category group. All the rules relating to ordinary contracts like invitation of tenders, earnest money, etc., should be followed in these contracts. In addition special provision should be made to safeguard Government interests and to ensure regular supplies.

10.7.11. Rate Contracts: These are settled by the Stores Purchase Department in respect of articles frequently required by many departments during the course of an year for which the quantity cannot be forecast. The Director General of Supplies and Disposals, New Delhi also concludes every year rate or running contracts for a number of articles.

In the case of items for which rat for running contracts settled by the Director General of Supplies and Disposals or the Stores Purchase Department exist, he department should avail of these contracts wherever it is economical or easier to do so.

10.8. Contract documents

10.8.1. (1) Before any work is given on contract, the Conservator of Forests and the Divisional Forest Officer should have with them approved contract documents, which include:-

- (a) Correct surveyed maps and field books of coupes for timber extraction or leases;
- (b) Extracts of working plan management maps for sale of bamboo or rattan coupes, and lease rights of minor forest produce;
- (c) Proper boundary descriptions of areas over which the contact or lease is granted;
- (d) Marking lists and abstracts for coupes set apart for extraction by Government Agency;
- (e) Enumeration lists for coupes to be exploited by consumers and purchasers;
- (f) Estimates of bamboos, rattan or minor forest produce;
- (g) Date on basic rates for works proposed to be done by Government agency and estimate of cost for the work.

- (ii) In the case of civil works they should have:-
 - (a) A complete set of drawings showing the general dimensions and details of the proposed work so far as is necessary and estimate of cost;
 - (b) Specifications of the work to be done and of materials to be used.

Note:- Item (a) and (b) are required for both piece works and schedule contracts.

 - (c) A schedule of the quantities of various descriptions of work. This is necessary only for schedule contracts.
- (iii) In all cases a set of “Conditions of contract” to be complies with by the contractor whose tender is accepted should be prepared and kept; i.e., a draft agreement setting forth the exact form of agreement required to be executed in respect of the work should be kept ready before tenders are invited or auction held.
- (iv) The draft agreement, which should be prepared and kept in the Divisional Forest Office before inviting tenders, should be open for perusal by intending tenderers or auction bidders during officer hours. But any details of valuations of produce be kept confidential and should not be shown to any person along with draft agreement, etc.

10.8.2. Agreements: (i) In every case of a work done by a contractor, a written agreement should be entered with him and a licence granted before the work in commenced.

- (ii) The terms of every contract should be clear, precise and definite, and there should be no room for ambiguity or misconstruction therein. The conditions must agree with the conditions stipulated in the notification inviting tenders for the work. No contract involving an uncertain or indefinite liability, or any condition of an unusual character, or on which there are definite rules should be entered into without the previous sanction of the competent legal and financial authority.
- (iii) Contracts should be executed on one or other of the standard forms, but they may be modified to suit any particular local requirements and nature of work involved, with the permission of the Chief Conservator of Forests who must not hesitate to consult the legal advisers of the Government and ascertain their views, as regards the legal phraseology and issues involved.
- (iv) Care must be taken to frame all agreements and obtain the concurrence of the legal advisers of the Government as regards their contents and wording in proper legal phraseology, both in

the original form as well as in any modified form, so that in the event of a dispute, the agreement should be maintainable in a court of law.

- (v) All agreements should be on stamped paper of the prescribed value. The tender or sale notice duly signed and dated by the contracting parties will be an integral part of the agreement.
- (vi) Standard forms prescribed for the more important contracts are given in Appendix XX.
- (vii) Tender forms, tender notices, and agreement forms for civil works prescribed for the Public Works Department are generally applicable to the Forest Department also.

10.8.3. Exceptions: No formal agreement is necessary in regard to petty works and repairs or maintenance, the estimated cost of which is Rs. 500. But even in this case there should be a simple written understanding, though not in any prescribed form, the prices, rates, time, etc., being briefly specified, and copy of the notification being appended, signed by the Divisional Forest Officer and the contractor in token of both parties accepting the conditions set forth therein. The officer competent to execute contracts may, however, when he considers it desirable, obtain a formal agreement.

10.8.4. Enforcement of contract terms: Every Forest Officer is responsible that the terms of all contracts are strictly enforced and that no act is done tending to nullify or vitiate a contract. Deviations of any kind shall not be entertained except under orders of the competent authority.

Revision of rates in accepted agreements of any kind during the currency of the work is normally prohibited. However, when such a revision is necessitated in a contract due to circumstances which could not be foreseen by either of the contracting parties, the Chief Conservator of Forests shall, after such enquiry as he deems necessary, address the Government for sanction, placing all relevant facts and arguments before the Government and abide by their orders.

10.9. Tenders and auctions

10.9.1. Publicity: (i) Leases for cultivation, sale of the right of felling, collection and removal of timber, firewood and other produce by consumers and purchasers, sale of bamboo coupes, rattan coupes and lease for collection of minor forest produce or usufructs shall not be effected otherwise than in widely advertised public auctions, which should be conducted in the most open and fair manner. Sales of timber and other produce at depots or collection and stacking sites as well as sales of any property belonging to Government including unserviceable

articles should also be conducted in a similar manner. Any sales conducted without adequate publicity as prescribed by rules, and any sales at which there was poor response or lack of competition, and in which fair prices have not been secured should not originally be accepted by the authority to which the powers of sanction has been delegated, without making a formal reference to the authority superior to him.

- (ii) In case where repeated auction sales have failed to secure fair and reasonable prices, tenders may be invited, if found necessary, with the approval of the Chief Conservator of Forests and if the tendered rates are lower than the auction rate, the sale should not be accepted and confirmed, but a fresh auction should be conducted.
- (iii) Range Officers may be permitted to conduct auction sale of usufructs, leases, for cultivating departmental compounds, timber and other produce seized under Forest Act, all perishable produce such as meat, etc., and timber, firewood and other produces of small quantities or small value. But the Divisional Forest Officer may decide for himself if he should retain the right of conducting the auction of any of the aforesaid items for reasons of the value or any peculiar circumstances.
- (iv) All important auctions should be conducted only by the Divisional Forest Officer himself, or in cases where this is not possible, the procedure prescribed in paragraph 11.5.1. (i) infra may be followed.
- (v) Except in the case of sale of tree growth in auction, timber extraction from forests, et., should be carried out on scheduled contract and tender system except where the quantity involved is so small as not to attract tenders, and in instances where a small area has to be cleared urgently for any purpose. Government may prescribe whether timber extraction operations by Government agency may be entrusted wholly or in part to Departmental Officers without giving out the work on contract.
- (vi) For all works, civil as well as timber extraction, costing over Rs. 2,500 sealed tenders should be invited in the most open and public manner. The form of publicity given for all auctions and tenders should conform to the rules prescribed in the matter. Ordinarily silvicultural works are not put up for auction for tender but executed departmentally. (See Appendix IV – Delegation of Powers).

- (vii) Advertisement in the gazette and two local dailies is necessary in the case of all important tenders and auctions. Besides, notifications may be displayed in Taluk Offices, Village Offices and Panchayat Offices of the locality as far as possible. Copies of notifications may be sent to registered contractors and other persons known to be, or likely to be interested in the sale or tender, whether registered contractors or not. Copies of notifications may be sent to neighbouring divisions for distributions among interested persons.

Note:- For all tenders and auctions consisting over Rs. 10,000 advertisement in the gazette is obligatory.

- (viii) Contract documents should also be shown to interested persons, but valuation statements should not be shown.
- (ix) The minimum contract value of sales or tenders requiring the publicity in gazette and in dailies will be fixed by Government from time to time.
- (x) On no account shall an auction be conducted or tenders received and opened till the prescribed formalities in the matter are gone through. The notifications should be sent for publication sufficiently early and there should be adequate interventions in the publication of the notification in the gazette or the dailies and the date of auction or tender. The Chief Conservator of Forests shall be competent to prescribe the minimum interval which shall not be less than three weeks in the case of gazette notification and seven days in the case of paper advertisement.

10.9.2. Tender or sale notice: The Divisional Forest Officers shall in all cases invite tenders. Tender or sale notice should in all cases state:-

- (i) When and where contract documents can be seen and tender forms can be obtained, and the amount to be paid for the same, and the last date up to which only tender forms will ordinarily be issued.
- (ii) To whom tenders are to be submitted, when and where, and when they shall be opened and by whom; or when and where and by whom the sales would be conducted.
- (iii) The amount of earnest money to be deposited, and the amount and nature or security to be deposited.
- (iv) Period of contract.
- (v) Period prescribed for remitting dues to Government.
- (vi) salient features of the contract calculated to give the intending persons an idea of the work and conditions to which it is subject.

- (vii) Reservation of authority to accept or reject tender or bid without assigning any reason, and restrictions on class of persons who may participate in tenders and auctions.

10.9.3. Sale of tender forms: (i) Tender forms will be issued to intending tenderers at the rates fixed for sale of tender forms. Only such tender forms as are officially issued will be a valid document for submission of tenders.

- (ii) The following rates have been fixed for the sale of tender forms:-

<i>Probable amount of contract</i>	<i>Cost of tender forms, etc</i>
Up to Rs. 1,000	Re. 1 per copy
Above Rs. 1,000 to Rs. 25,000	Rs. 2 per copy
Above Rs. 25,000 to Rs.50,000	Rs. 3 per copy
Above Rs. 50,000 to Rs.1,00,000	Rs. 5 per copy
Above Rs. 1,00,000 to Rs. 5 lakhs	Rs. 10 per copy
Above Rs. 5 lakhs to Rs. 10 lakhs	Rs. 20 per copy
Above Rs. 10 lakhs to Rs.25 lakhs	Rs. 30 per copy
Above Rs. 25 lakhs	Rs. 50 per copy

- (iii) A register of tender forms shall be maintained in Form No. 64 (The details of form will be suggested separately in the chapter dealing with the forms). The issue of forms and the receipts from the issue forms will be recorded in this register. Necessary entries should be made in this register as soon as applications for forms are received and when forms are issued”.

10.9.4. Register of tenders: All tenders received should be registered in a register of tenders in Form No. 64 as and when they are received, and their disposals watched from the time of their receipt, till a contract is settled. All columns in the register should be posted up as soon as each transaction takes place.

10.9.5. Opening of tenders: The Divisional Forest Officer, or other officer empowered by him on this behalf, as the case may be, should open the tenders in the presence of such of the tenders or their authorised agents who may choose to be present at the time of opening the tenders. In cases where the Divisional Forest Officer cannot himself open a tender either due to his unavoidable absence from headquarters or due to sickness, he may authorise his gazetted assistant, or the Divisional Forest Officer of a neighbouring division, or any Deputy or Assistant Conservator. If these courses are not possible,

the senior most Ranger under him may be authorised to open the tender. As far as possible the tender should be opened by the Divisional Forest Officer himself. The officer opening the tender should read out the rates, and initial all corrections in the tender which have been initialled by the tenderer. But when such corrections have not been initialled by the tenderer, a note of such unattested corrections should be made on the tender itself by the officer opening it. He should also record on the tender, in his own hand, clearly and legibly, the rates tendered for the work for different items, so as to avoid any tampering. It should then be endorsed "Opened by me" and attested by him and dated.

10.9.6. Earnest money to accompany tenders: No tender shall be accepted unless it is accompanied by a treasury chalan for earnest money to the extent prescribed in the notification as necessary. The earnest money prescribed should be the one already approved by the competent authority as necessary for each class of work, and should neither be enhanced nor reduced without proper authority. It should be sufficiently large to be an adequate security against loss in the case of the tenderer backing out of his offer, or failing to furnish the required security within the appointed time after acceptance of his tender. The earnest money is the guarantee offered by the tenderer to deposit the requisite security and enter into the required contract agreement on intimation of acceptance of his tender. It will be forfeited in all cases default, for which provision should be made in the notification, besides prescribing other penalties in case of default.

10.9.7. Comparative statement: Tenders received and accepted for consideration should be tabulated in such a manner as to serve as a comparative statement showing the rates quoted and the amount for each item in the tender schedule as also the total amount of each tender side by side. Peculiarities, variations or special clause if any in the tenders should be clearly brought out in the comparative statement so as to catch the eye of the office selecting the tender. On receipt of the comparative statement the Divisional Forest Officer should verify the tenders and satisfy himself that they have not been in any way tampered with since he received them and that the comparative statement has been correctly prepared. He should then select the tender to be accepted if the contract is within his powers. If not he should forward the comparative statement together with the tenders received, the tender notice and other contract documents to the Conservator of Forests or through him to the competent authority with his recommendations.

10.9.8. Selection of tender: (i) In selecting the tender to be accepted, the financial status of the tenderer, his capacity, previous experience

and integrity, the security offered by him, or the record of his execution and conduct in connection with any work previously undertaken should be taken into consideration. Other conditions being equal, the lowest tender may ordinarily be accepted. In cases where a tender other than the lowest has to be accepted, a confidential record of the reasons should be prepared by the officer opening the tender, or the officer competent to accept or reject it. This confidential record should be produced before the Inspecting Officer of the audit office, if required.

- (ii) The acceptance or rejection of a tender is left to the discretion of the officer to whom this duty is entrusted and no tenderer has a right to demand the cause of rejection of his offer, or the acceptance of the offer of another.
- (iii) It must be distinctly understood that the officer empowered to sanction a contract will finally decide, on his responsibility, matters in regard to each contract. It is, however, open to him to seek and take the advice of his immediate superior in all cases of doubt. If the officer advised disregards this advice and is wrong, his responsibility will be Officers entering into contract should ascertain by careful enquiry the solvency of the contractor. No coupe should be sold, or tenders invited, before it is properly surveyed and demarcated, and a correct assessment made of the timber and forest produce to be removed and the record kept with the officer conducting the sale or inviting tenders. The survey records should be carefully kept and true copies filed with the instruments of contract. In the case of coupes for extraction and depot delivery of logs, the tenders may be permitted to see the marking lists and have a copy of it at the time of commencement of work. But in the case of coupes sold on lump sums the valuation statements should be treated as confidential record. Also see paragraph 10.8.1. supra.

10.10. Execution of agreement and their custody

10.10.1. No authority lower than a Divisional Forest Officer may accept any tender or make a contract for works. Range Officers may under written orders of the Divisional Forest Officer execute agreements in respect of leases of usufructs or leases of compounds in the charge of the department and petty contract up to a monetary limit of Rs. 500. The powers of the forest officers in accepting tenders or bids in open auctions and sanctioning the contracts are given in Appendix IV to this code. After a contract has been sanctioned by the competent authority the agreement may be executed by the sanctioning authority or the Divisional Forest Officer or any superior officer specially authorised by

the sanctioning authority. In all cases where the agreement is executed by an authority other than the authority competent to sanction the contract, the agreement should be countersigned by the authority competent to sanction the contract and that authority should invariably forward a duly countersigned copy of the agreement to the Accountant General. Copies of agreements executed by competent authority higher than the Divisional Forest Officer should be forwarded to the concerned Divisional Forest Officer and also to the Accountant General by the authorities executing the agreements.

10.10.2. Register of sanctioned contracts: A register in Form No. 63 shall be maintained by all officers executing agreements and all agreements executed shall be numbered serially and entered in this register. Monthly extracts of this register shall be forwarded to the Accountant General on or before the 5th of every succeeding month. In the register maintained in the Divisional Forest Office agreements executed by officers higher than the Divisional Forest Officer shall also be entered in red ink without assigning a serial number.

10.10.3. Custody of tenders and agreements: (i) Originals of tenders and agreements shall be kept in the custody of the officer executing the agreement. They shall be treated as valuable records and treated as such in the manner prescribed in the Manual of Officer Procedure. The officer executing the agreement may entrust the original tenders and agreements to the Office Manager or Head Ministerial Officer for safe custody in which case the latter officers will also be personally responsible for their safety.

(ii) At the time of transfer of charge a written statement of original tenders and agreements handed over and taken charge shall be prepared and signed by the relieved and relieving officer after due physical verification and comparing the entries in the register of sanctioned contracts.

10.11. Miscellaneous rules regarding execution of works

10.11.1. Inspection of works: The Divisional Forest Officer must inspect all works both while the works are in progress and after completion of the same. The duties may be delegated, to gazetted assistants, if any, but their written inspection note should be obtained and recorded. But all important works should be inspected by the Divisional Forest Officer himself. Maintenance works costing Rs. 250 and less, sanctioned by the Divisional Forest Officer need be inspected only if a personal inspection is called for, but the extent to which this is necessary should be decided by him having due regard to the importance of the work and the expenditure entailed by the inspection.

An inspection of such works may not be waived as a matter of routine, but only after a discrete consideration of the issue involved.

- 10.11.2. Time schedule for works:** The Conservators should prescribe a time schedule for all works and see that it is strictly adhered to by all the concerned officers so that the works may not be rushed through towards the close of the financial year and expenditure incurred hurriedly. Such rush of works may result in rush of inspections defeating the very purpose of inspection and hurried payments may result in irregular expenditure.
- 10.11.3. Progress statement of works:** (i) The Range Officers, Depot Officers and other subordinates entrusted with the execution of works shall submit to the Divisional Forest Officer, or other disbursing officer concerned, within the 3rd of every month a progress statement of works in Form No. 61 showing the progress in the execution of sanctioned works during the previous month. This statement should show separately all sanctioned original and maintenance works, irrespective of whether expenditure is incurred or not. The Divisional Forest Officer, or other concerned officer, should send a consolidated statement to the Conservator every month. See paragraph 14.2.1. of Volume II.
- (ii) The Range, Depot and other similar Officers entrusted with the execution of works shall submit along with the final batch of their monthly accounts the advance account and the statement of work-war distribution of advances referred to in paragraph 4.8.5. of Volume II.
- 10.11.4. Return of Incomplete works:** Soon after the close of every financial year, the Divisional Forest Officer shall obtain from the Range Officer, Depot Officers and other officers entrusted with the execution of works a return showing incomplete original works and incomplete maintenance works separately, together with explanation for non-completion of the works and take steps for granting or obtaining renewal of sanction for such works as have to be continued, except lapsed recurring works.
- 10.11.5. Advance to contractors:** Advances to contractors are as a rule, not permissible.
- 10.11.6. Precautions to be taken:** (i) In the execution of works every care should be taken that the safety of the public are duly attended to, and that works are carried out in such a manner as not to cause any interference or obstruction to traffic or ordinary pursuits of people. All precautions should be taken to plant warning signals while felling or in progress along road sides.

- (ii) No religious edifices found in forests, however much dilapidated they are, should be subjected to further destruction, but every such case should be reported promptly to the State Archaeologist.
- (iii) All interferences to traffic, caused by negligent stacking of timber, etc., along road sides should promptly be reported to the police and all agreements should have adequate provision to prevent such obstruction being caused by contractors and penalties therefore.
- (iv) In the case of epidemic or accidents involving death in labour camps the matter should be reported to the concerned civil authorities for action.

10.11.7. Production of power of attorney: (i) No person will be permitted to submit a tender on behalf of another. No person will be permitted to take part in an auction and bid on behalf of another without producing a valid power of attorney and authorisation letter. But the agreement and other instruments of contract, wherever necessary, should be signed only by the original person and not by the authorised person. Government may permit deviations from these rules in respect of registered firms.

- (ii) Timber merchants who wish to depute authorised persons for attending auction sales at Depots may obtain power of attorney for a certain period and for a certain specified number of depots. But in the case of sales of coupes and other instances, specific power of attorney, valid for each case of sale alone will be accepted.
- (iii) Contractors desiring to appoint agents to supervise their works should first obtain the approval of the Divisional Forest Officer for the person whom he wishes to appoint as agent. On receipt of approval, the contractor should produce valid power of attorney before the person is permitted to act as agent.
- (iv) It should clearly be understood and agreed upon in writing that the person who authorises another person even by a power of attorney is fully responsible for all acts of omission and commission whether his own or that of his employees.
- (v) The Divisional Forest Officer can at any time cancel any arrangement made through a power of attorney, as also accept or reject a power of attorney in circumstances where he is satisfied that such a course is desirable.

10.12. Completion Reports

10.12.1. Preparation of completion Reports: On the completion of any work costing more than Rs. 500 a detailed completion report in Form No. 62 shall be prepared by the Range Officer, Depot Officer or other officer who executed the work and submitted to the Divisional Forest Officer. It should give complete details of the work done in the form of a comparative statement showing the quantity, rate and amount of each item as actually executed and as entered in the sanctioned estimate. Explanations for all differences in the quantity, rate and amount should be recorded in the completion report against the concerned items. A certificate in the following form should also be recorded in the completion report by the officer preparing the completion report. "I certify that the above work was commenced on _____ - that I have inspected it personally on _____ and found that the work has been carried out in accordance with the estimate, with the exception noted on this certificate, in a substantial and satisfactory manner as regards both materials and workmanship, and that, excluding trifling deviations and those explained above, it corresponds in all respects with the sanctioned plan and estimate".

10.12.2. Certificate by Divisional Forest Officer: The Divisional Forest Officer should inspect the work as early as possible after completion, apart from any other inspection he would have carried out earlier and furnish a further certificate as follows:-

"I have inspected the work on _____ and verified the measurements and found them to be correct"

10.12.3. Final record of completion reports: (i) The completion report in the case of works sanctioned by the Divisional Forest Officers shall be finally recorded in the Divisional Office noting the fact in the register of works and the schedule of works expenditure for the month provided the total expenditure has not exceeded the estimate by an amount which is beyond the powers of the Divisional Forest Officer to sanction the excesses. In the case of works sanctioned by higher authorities if the total expenditure has not exceeded the estimate amount by an amount beyond the powers of the Divisional Forest Officer to sanction excess the completion report shall be forwarded to the authority who sanctioned the estimate. The sanctioning authority shall verify the completion report and after countersignature return it to the Divisional Forest Officer for final record. The Divisional Forest Officer shall then finally record the completion report after noting the fact in the register of works and the schedule of works expenditure for the month.

- (ii) If the expenditure has exceeded the sanctioned estimate by an amount which is beyond the powers of the Divisional Forest Officer to sanction excesses, the completion report shall be forwarded to the Accountant General who will verify the completion report and then transmit it with his remarks, if any, to the authority competent to sanction the excess. The competent authority shall after scrutiny pass orders regarding the excess. If the excess is sanctioned he shall countersign the completion report and return it to the Divisional Forest Officer for final record. If the excess is not sanctioned the completion report shall be returned to the Divisional Forest Officer for carrying out the orders passed. After compliance the completion report shall again be sent to the superior authority who may, if he is satisfied, countersign and return it to the Divisional Forest Officer for final record.

10.12.4. Completion statements: In respect of works costing Rs. 500 and below a completion statement in Form No. 62A shall be prepared by the Range Officer, Depot Officer or other officer who executed the work and forwarded to the Divisional Forest Officer before the 10th of every month. This statement shall include all such works completed during the previous month. The Divisional Forest Officer shall after verification prepare a consolidated statement for the division as a whole and forward the same to the Accountant General before 15th of the month after noting the fact in the work register and schedule of works expenditure for the month. A similar statement shall be prepared in respect of works costing over Rs. 500 and for which completion reports have been finally recorded during the month and forwarded to the Accountant General along with the other statements.

Note:- The completion report in Form No. 62 is sometimes termed 'completion certificate' and that in 62A 'completion statement'

10.12.5. Statement of forest produce used on works: When any forest produce has been used or supplied for use, without full payment, in the execution of any sanctioned work, a statement must be appended in Form No. 62B to the completion report showing the nature and quantities of materials sanctioned for such use, particulars of the sanction, the quantity actually used, and the numbers and dates of the permits under which the materials were collected and removed.

Note:- When collection and removal of forest produce has been sanctioned by a competent authority subject to value in the bills for the works, the Range Officer may issue such permit, boldly endorsed at the top of all copies of the permit, in red ink, "For adjustment" as per _____ (Details of work and estimate).

10.12.6. Record drawing of works: Record drawings showing the works as actually constructed should be prepared in the Divisional

Forest Office and kept as permanent record for subsequent reference in the case of all civil works.

CHAPTER XI
SPECIAL RULES FOR WORKS, DISPOSAL OF FOREST
PRODUCE, ETC

11.1. Exploitation of timber and other forest produce by Government agency

11.1.1. Gross yield and out-turn: (i) The “gross yield” of a forest is the total volume (cubic contents, solid) or quantity of all produce felled or cut, whether removed and utilised or not.

(ii) The “out-turn” or “net yield” comprises such portion of the gross yield as has been or will be utilised.

Note:- “Out-turn” comprises all forest produce brought on stock or sale returns including that provided under free grants, as well as out-turn of illicit fellings.

11.1.2. Marking trees for exploitation: (i) The boundaries of a coupe to be exploited should be laid out in the field one year in advance of the commencement of felling operations. All trees to be exploited shall be marked and measured, and the details recorded in a register called “Marking and Felling Register” in Form No. 2. This register shall be maintained in all ranges, plantations and similar units where timber felling operations are carried out directly by the departmental staff or by contractors (Government Agency).

(ii) The Chief Conservator of Forests shall be competent to order that this register need not be maintained in any special case, as in the case of improvement fellings and thinnings of plantation in the younger classes. It shall, however be necessary to maintain a marking and felling register in Form No. 2 for thinning during and beyond the 15th year in the case of teak plantations. The Divisional Forest Officer or the Conservator shall prescribe that marking register should be maintained for plantations less than 15 years if the condition of growth warrants it, such a large proportion of timber and poles of the 1st quality or class. In the case of other plantations, the Conservator of Forests shall be competent to prescribe the age at which the register shall be maintained.

(iii) All trees marked shall be stamped with a marking hammer provided for the purpose.

(iv) Rules for marking, and maintaining marking register are given in Appendix VII to this Code.

11.1.3. Fellings: Felling operations by Government agencies are carried out either through contractors or by labourers engaged departmentally. Trees not marked for felling shall not on any account be felled and a clause to this effect shall be included in all contracts for exploitation of timber. The produce of all fellings by Government agencies shall be entered in the prescribed registers in Forms 2, 3, 5 and 6.

11.1.4. Storage of timber and other forest produce (forest depots and sale depots): (i) There are two classes of depots for the receipt, storage and disposal of timber and other forest produce:-

(1) Forest Depots.

(2) Sale Depots.

(ii) In some cases, special plots will be selected, from time to time and according to necessity, by the Divisional Forest Officer with the approval of the Conservator of Forests, and such plots will be "Forest Depots". But, where this is not done, the area in which the fellings are made shall be considered as Forest Depots.

(iii) All places at which timber or forest produce is normally stored for sale are called 'Sale Depots'. No sale depot shall be opened or closed without the sanction of the Government and the opening or closing of a sale depot shall be promptly notified in the Government Gazette by the Divisional Forest Officer.

(iv) On receipt of timber or other produce at the depot, they shall be examined, measured, registered and taken to depot stock and arranged carefully in separate plots earmarked for each species. They shall be arranged species-wise and as far as possible class-wise. The Depot Officer shall complete these formalities and acknowledge receipt of the produce within 24 hours in Form No. 12. This receipt shall be prepared in quadruplicate, one copy being given to the contractor, one sent to Supplying Officer, one sent to the Divisional Forest Officer and the fourth copy retained as office copy.

11.1.5. Measuring and registering timber: (i) When trees are logged or otherwise converted into timber each piece shall be immediately marked with the number assigned to that tree and the serial letter of the log or scantling to indicate the total number obtained from the same tree. Each log or piece shall be registered giving a separate stock number and taken to stock. The Registering Officer shall measure each log and enter the measurements in a field measurement book. The officer shall himself measure the logs and shall on no account be guided by the measurements, if any, furnished by contractors

entrusted with the work of working down the timber. In case where the measurements are recorded by subordinates authorised to do so, the Range Officer or Depot Officer shall satisfy himself by actual measurements or otherwise that the measurements recorded are correct and shall be responsible for the correctness of all measurements recorded. He shall after each set of measurement certify to their correctness in the field measurement book.

- (ii) All logs, scantlings, et., brought to stock shall be stamped with a registering hammer, which shall always be in the personal custody of the Registering Officer. Stamping shall be done on both ends and also on either side of the drag hole and on the cut section at the other end so as to leave sufficient marks even if a few are obliterated while the logs are handled.
- (iii) When the logs and scantlings are received at a sale depot they shall be checked with the permit and carefully measured assigning a depot number to each piece. The depot number shall be marked conspicuously on each piece and the measurements recorded in the field measurement book with the Depot Officer.
- (iv) Poles of the first and second classes shall be registered individually and measurements of each pole recorded separately. The stock number, class and sub class shall also be inscribed on each pole. Poles of lower classes shall be registered in lots of convenient numbers as indicated below.

III class	-	100
IV class	-	200
V class	-	500

They shall be stacked in lots containing the above numbers only and the stock number shall be inscribed on all butt ends in III class stacks and on a few butt ends in other stacks. Odd number, if any, left may be registered and taken to stock under a separate number and stacked accordingly.

- (v) Scantlings of uniform measurements and of the same species except railway sleepers also may be registered in lots under the same stock number and each piece inscribed with the depot number and scantlings number of the same lot.
- (vi) Detailed rules regulating transporting, storing, selecting etc., in the Sale Depots are given in Appendix VII to this Code.

11.1.6. Check measurements: (i) The Divisional Forest Officer shall, before the fellings are made, inspect the areas in which trees have been marked for felling to ensure that all available trees have been

marked for felling and that marking have not been made outside the prescribed limits and shall also check 10 per cent of the measurements entered in the marking register, initialling with date the entries checked by him. In cases where markings are made by subordinates, the Range Officer shall satisfy himself by actual measurement or otherwise that the markings are correctly made and in cases where large differences are noticed completely check the markings. The responsibility for the correctness of the entries in the marking register rests with the Range Officer.

(ii) **Check measurement of produce:** Check measurement consists of verifying the correctness of the species, the correctness of the measurements, the genuineness of the hammer marks etc., in comparison with the entries in the field measurement book in the Range or Depot. The Divisional Forest Officer shall check-measure at least 10 per cent of the measurements recorded in the field measurement book and affix his dated initials against each entry check-measured by him. The provisions of paragraph 10.5.4. (Volume II) are applicable in these cases also.

11.2. Exploitation of Timber and other Forest produce by Consumers and Purchasers

11.2.1. Timber and other produce removed by consumers and purchasers are not brought to the sale depots but are removed direct from the forest depots. The rules regarding marking, measuring and checkmeasuring are applicable in these cases also.

11.2.2. In the case of sale coupes, the trees shall be numbered and an enumeration list prepared showing the particular of the trees to be felled. The list shall be test checked by the Divisional Forest Officer before actual felling to ensure that markings are correctly made within the specified area and estimate of produce as worked out in the enumeration list will be more or less accurate. The Range Officer will be personally responsible for correctly estimating the produce to be removed. Large variations shall be investigated in details and the Range Officer held responsible for the loss to Government on account of the incorrect estimation. Passes or permits shall be issued on the basis of measurements recorded after fellings or extraction. The measurements shall be recorded by subordinate officers and check-measured by Range Officers. A separate set up of field measurement books shall be maintained for such measurements.

11.2.3. Whenever taungya or sale coupe is proposed for sale it should be laid out sufficiently early, the extent ascertained and the correct area notified. Any deviation found necessary after auction in the acreage to

be leased out should be got sanctioned by the Conservator of Forests and the area to be leased out fixed before the agreement is executed. The correct area actually leased out should be entered in the agreement in all cases.

11.2.4. Residual tree growth in clearfelling coupes should be sold in auction sufficiently early so that the planting may be completed in time and taungya lease fixed wherever necessary. Purchase contractors of residual tree growth should be allowed to start work in coupes only after removal of all saleable timber down to the prescribed minimum mid-girth outside the coupe, after getting them duly registered and after satisfying that all trees marked for depot supply were felled, registered and removed outside the coupe.

11.2.5. In the case of sub coupe contracts when orders extending the contract period are received the Range Officer concerned should issue fresh passes for the removal of the balance quantity remaining in the coupe at the end of the contract period. The bandyman passes issued to the contractor should be got surrendered and the watch station intimated of the fact of cancellation of the main passes already issued. The main passes also should be got surrendered and cancelled and filed in the contract file noting the details of fresh pass issued in the original pass. (Vide Chief Conservator's Order No. R. Dis. 28866/66/C1 dated 6th September 1966).

11.3. Sandalwood Operations

11.3.1. Extraction of sandalwood shall be done departmentally treating the work as a 'silvicultural' work and limiting the expenditure within the sanctioned schedule of rates.

11.3.2. The value of sandalwood is so great that it is essential to prevent loss at every stage of sandalwood operations beginning with the enumeration of trees, felling, rough dressing, final cleaning and classification, and depot storage, until the wood is sold and removed. The detailed procedure to be followed and the accounts to be maintained for this purpose will be regulated by the set of rules and instructions given in Appendix VI to this Code.

11.4. Silvicultural Works

11.4.1. All silvicultural works such as sowing, planting, weeding, marking, nursing, seed collection, collection of nursery specimens, thinning in plantations, collection and conversion of poles including digging and transporting the poles and dumping them in near by dumping sites, survey and demarcation, boundary clearance, works connected with elephant capturing operations shall ordinarily be

carried out departmentally limiting the expenditure within the sanctioned schedule of rates.

11.4.2. The estimates for demarcation of boundaries should provide for the cutting of outer boundaries to a width of 20 ft. and creation of substantial cairns or stone slabs or R.C.C. pillars thereon and 10 ft. lines round admitted enclosures and erection of smaller cairns or stone slabs or R.C.C. pillars along their limits. The Divisional Forest Officer shall personally check the boundaries marked with the boundary map, notified boundary schedule and the estimate and certify to this effect in the estimates.

11.5. Disposal of Forest Produce

11.5.1. Sales: (i) Sales shall be conducted only after proper notification and publicity. The terms and conditions of the sale shall be specified in clear, unmistakable terms in the sale notification. No removal of any article or property of Government by negotiation shall be permitted. Sanction of Government necessary to sell any timber or other forest produce or articles without conducting an auction. Sales by auction shall be conducted only by the Divisional Forest Officer or his gazetted assistant, if any. But, in case where this is not possible owing to unavoidable absence of the Divisional Forest Officer and other valid reasons, the Divisional Forest Officer of the neighbouring division or any Gazetted Officer of a neighbouring division or any Gazetted officer in the locality to conduct the auction. Senior Range Officers may also be authorised if none of the above methods are feasible.

(ii) No timber or other produce stored in a forest depot situated inside a forest shall ordinarily be sold at site; but in special circumstances, the Conservator of Forests shall be competent to order such sales, purely as a temporary measure, provided that adequate arrangements are made for the stoppage and checking of the produce sold, while in transit.

(iii) No timber or other forest produce stored at a depot, as defined in paragraph 11.1.4 supra shall be sold unless they have been duly bought to stock accounts and at least ten per cent of the deliveries check-measured in the manner provided in paragraph 1.1.6 supra.

(iv) The produce to be sold shall be lotted species-wise and class-wise, in convenient lots. Lot numbers of logs more than one year old should be noted in red ink. The Depot Officer is responsible to lot older logs first and new logs after them and to point out to the Auctioning Officer all old logs specially and insist on their disposal first. Lotting and sales should be done in a systematic manner so as to leave little of no old log left after each year's

sale. Divisional Forest Officer should see that during every auction old logs are auctioned first before taking up sales of new ones. The lot numbers of logs which are more than one year old may for this purpose be indicated in red ink for purposes of easy reference and identification.

- (v) Every endeavour must be made to dispose of logs in as fresh a condition as possible. But when due to any reason, there are old logs they should be sold as quickly as possible. This should not however, interfere with timely sale of fresh logs. Divisional Forest Officer must bestow special attention to sell all rosewood logs, particularly export quality, in a very fresh condition.
- (vi) In case there is appreciable difference between the measurements of Range and Depot Officers or in the species recorded, such timber shall not be sold unless the Divisional Forest Officer has inspected and measured such logs. Payment on such logs should also be deferred till final orders of the Divisional Forest Officer. The same procedure shall be followed when there is a difference in species between Range and Depot records; but in this case a verification in the felling area shall also be insisted on.
- (vii) No sale of any article shall be effected without payment in full at or before the time of delivery. Sales to Public Departments, with which the accounts are adjusted by book transfer, are not exempted from this rule. Deliveries shall be made only on remittance of value by cash or on receipt of invoices duly accepted. Exceptions may be authorised by Government in the case of special transactions with other purchasers such as Government of India such supplies being governed by Special Rules and Agreements.

Note:- See Article 35 and 129 of Kerala Financial Code, Volume I and Article 56-67, Kerala Account Code, Volume I and Article 14, Kerala Account Code, Volume II.

- (viii) All logs, etc., that have been sold and in respect of which all dues to Government have been recovered and a permit issued for their transport, shall be stamped with a 'sale hammer' provided for the purpose.

11.5.2. Supplies to Public Departments: (i) Supply of timber will be made to all Government Departments and the Electricity Board at schedule rates for the current year unless otherwise stated, on requisitions made by the Heads of those Departments concerned and the Electricity Board to the Divisional Forest Officer for such supplies specifying quantity and variety of timber required by them. In the case

of Public Works Department and Public Health Engineering Departments the Executive Engineers and Superintending Engineers may also forward the indents. The quantities sanctioned should not be exceeded under any circumstances, and every additional quantity, if required, requires additional sanction. The Divisional Forest Officer may admit excess over sanction up to ten per cent of sanctioned quantity without a fresh sanction being issued.

- (ii) The minimum quantity and variety of timber absolutely required for the work should be certified by the Heads of Department and the Electricity Board and by the other officers mentioned above in the case of Public Works Department and Public Health Engineering Departments.
- (iii) In all such supplies, the timber should be taken delivery of from the Forest Depot nearest to work-spot, as far as possible.

11.5.3. Fresh grants: (i) All free grants of timber and other forest produce from reserved forests, reserved lands and lands at the disposal of Government under the control of the Forest Department require the sanction of Government. Permits for the collection of timber or other forest produce free of charge or on concessional terms can be granted with the sanction of Government only.

Exceptions: Free passes to collect and convey head loads of split bamboos from Government Forest in the erstwhile Cochin area may be issued to Harijan (People belonging to Scheduled Castes and Scheduled Tribes) in that are who are mainly depending upon the sale proceeds of articles made from bamboos for their livelihood. (G.O.Ms. 241/68/Agri., dated 3rd May 1968).

- (ii) All such free grants shall be entered in a free grants shall be entered in a register in Form No. 10. Produce removed by right-holders or under, privileges granted by Government should be shown in the same form, the nature of the rights of privilege being specified in the remarks column. The register shall be kept in Range Offices and Divisional Forest Offices.
- (iii) No free grant is ordinarily admissible to another department of Government unless the Forest Department will reciprocally benefit thereby. Free grants in other cases should generally be sanctioned only in cases of real emergency such as fire, floods, cyclones or other sudden natural calamities causing damages and distress, and for affording relief of distress caused thereby. Free grants on grounds of poverty, social welfare services and the like should be discouraged and declined in all cases.
- (iv) All free grants should, as far as possible met from unreserved lands, and when this is not possible, from the nearest reserved

forest or reserved land, provided that the general principles of Forest Conservancy and the provisions of the working plans covering that area are not contravened.

11.5.4. Transfers: When timber or other forest produce is removed or transferred from one depot to another it should be accompanied by necessary permit (see timber transit rules). The receiving Depot Officer should sign and return one copy to the despatching Depot Officer and file one copy with his accounts of that the transfer may be recorded correctly in both the depots.

CHAPTER XII

MISCELLANEOUS

12.1. Immovable properties

12.1.1. Register of buildings: (i) A permanent register in K.F.C. Form No. 23 as prescribed in Article 178 of the Kerala Financial Code shall be maintained by all officers to show the assets of the Government in the form of buildings, both residential and non-residential, in the custody of the Department. This register, maintained by each officer, including the Head of the Department, will contain particulars of all Government buildings under the control of himself and of the officers subordinate to him. All changes, such as transfer of custody, construction of new buildings, addition to existing buildings, demolition or removal of old buildings should be intimated to all officers concerned by the Divisional Forest Officer, to note the same in their registers. An annual certificate should be recorded in the register during the first week of April to the effect that all changes during the previous year have been recorded in the register.

- (ii) The Conservators and the Divisional Forest Officers shall, during the course of their tours, inspect Government buildings and their premises and ensure that the buildings are kept in good condition by timely maintenance and repairs.
- (iii) In making entries in this register, the cost or assessed value of the land comprised in the property will be shown separately from the value of the building or buildings thereon. But if the land is situated within a reserved forest or proposed forest, no separate land value need be fixed, an entry to this effect being recorded in the remarks column. In the case of a property purchased with buildings, the price paid may be apportioned between the land and the building. No attempt need, however, be made to distribute to individual buildings the cost or value of the land covered by a group of buildings.
- (iv) Whenever alterations are made in an existing building, it shall be the duty of the Divisional Forest Officer to see that the original plans of the buildings are corrected on the completion of the alterations.
- (v) The following records shall be maintained in the Chief Conservator of Forest's office and copies shall be distributed to the Conservators, who, in turn, shall supply copies to the

Divisional Forest Officers for such items as may be required in the Division from time to time:

- (1) Standard Plans (Type designs) for buildings.
 - (2) Complete plans, sections and elevations of every type of building.
 - (3) Plans or roads.
 - (4) Plans of all departmental compounds outside the reserved forests, reserved lands, etc.
- (vi) When buildings are actually constructed, the Divisional Forest Officer shall record all particulars about the building on the connected records and show thereon a number and other relevant details corresponding to the entries in Form No. 19 for purposes of easy identification.

12.1.2. Register of lands: Besides the register of buildings, a register of land shall also be maintained in each Range and Divisional Forest Offices. A similar register shall be maintained in the Conservator's Office for the whole Circle and the Chief Conservator's Office for lands, relating to the State. This register will show departmental compounds outside reserved forests and proposed reserves. This register shall show:

- (i) The name of the Revenue District, Taluk and Village;
- (ii) The name of the Forest Division, Range and beat where the land is situated;
- (iii) Area of the land;
- (iv) Details of acquisition and cost;
- (v) To what purpose used;
- (vi) Details of buildings constructed thereon;
- (vii) List of fruit-bearing and other trees;
- (viii) Particulars of usufructuary, or other leases granted and annual revenue realised;
- (ix) A surveyed sketch of the land; and
- (x) Details of wells in the land.

12.1.3. Register of roads: A register of roads shall be kept by all officers who are required to maintain the registers of buildings or lands prescribed above. The Chief Conservator of Forests shall prescribe the form for this purpose.

12.1.4. Buildings and lands not required by Forest Department:

When any land or building or no longer required by the Forest Department, the Collector of the District should be consulted as to whether such land or building is required by any other department of Government. If the land or building is not required by any other department steps may be taken for their disposal by other means subject to the powers granted to the officers of the Forest Department and contained in Appendix to this code.

12.1.5. Damages to immovable properties: (i) When a loss occurs by

way of damage to any immovable property belonging to Government, including buildings, communications, etc., due to any calamity, such as fire or flood, or due to any cause other than fair wear and tear, the Government servant in immediate charge of the property should report the matter at once to his immediate superior, and a preliminary report shall be sent through the proper channel to the Chief Conservator of Forests who will report the loss to Government. When the cause of the loss has been fully investigated and a decision taken whether or not the property should be restored, the Divisional Forest Officer shall send a final report embodying all details to the Conservator, who shall place the matter before the Chief Conservator of Forests with his remarks. The Divisional Forest Officer shall, at the same time, forward an abstract of the same to the Accountant General in Form No. 47, Kerala Financial Code (See Financial Code, Article 320) and submit a copy of Form No. 47 to the Conservator with his final report mentioned above. The Chief Conservator of Forests should send a final detailed report to the Government when he proposes that the Government should write off the loss and recommends that Government should institute disciplinary proceedings, or applies for funds to be specially provided to meet the cost of restoration of the property.

- (ii) When a petty loss not exceeding Rs. 300 occurs, and which does not appear to involve any important feature requiring detailed investigation and consideration, the preliminary and final reports prescribed in this paragraph need be sent only to the authority competent to write off the loss or deal with its otherwise.
- (iii) In case of loss by way of damage to any immovable property belonging to Government, the value of the damaged portion need not be written off the accounts if the restoration of the damaged portion is commenced within a period of two years from the date of damage.
- (iv) The preliminary and final reports prescribed in this paragraph should however, be sent in respect of any loss when it exceeds Rs. 1,000.

- (v) Any such loss not exceeding rupees 1,000 need not only be reported to the authority competent to sanction the restoration of the damaged work.

12.1.6. Care of Government buildings: Every Government servant to whom a building has been allotted for his office or quarters is bound to keep it in good condition, whether a rent is fixed or not. Divisional Forest Officers shall regularly inspect all buildings and their premises during their tours. If it is found that buildings are kept in a state of disrepair owing to negligence or carelessness, and that such damages were avoidable by proper care and use, he shall have the damages repaired at the cost of the person responsible for the same.

12.2. Leases, rent, hire, etc.

12.2.1. Leases: (i) Full details of all leases shall be entered in a register of leases and lease deeds in the prescribed forms got executed by the lessees. Vide also paragraph 8.2.4 of Volume II.

- (ii) The right of collection and removal of usufructs of trees standing in departmental compounds except compounds of residential quarters should be sold in open auction before the flowering season every year, the lease period fixed being till the end of the fruiting season. But where there are sufficient number of cashew trees to justify a longer period, the period of lease shall be fixed as 3 years with provisions in the agreement that the lessee shall keep the area weeded.
- (iii) The security deposit may be fixed as per orders of the Government from time to time.
- (iv) There should be provisions in the agreement making it obligatory on the part of lessees to safeguard all trees and hand them back at the expiry of the lease period. A permanent list of all such trees shall be maintained and kept posted up from time to time.

12.2.2. Rent on buildings: (i) The administrative control of all residential and non-residential buildings belonging to the Forest Department is vested with the Chief Conservator of Forests. [Vide G.O. Ms. 427/63/PW, dated 8th October, 1963, Public Works (Buildings) Department]. A register of rent shall be maintained by each Head of Office, and the collection of rent due on Forest buildings in his charge watched carefully, and a statement of rent recovered shall be included in the monthly accounts.

- (ii) Every Forest Officer who draws pay and establishment bills is bound to recover from such bills, by short drawals, the rent of Government buildings due either from himself or from any of

the subordinates shoes pay is drawn by him except in the case of buildings, if any, exempted by special order from the payment of rent. The rent levied shall be in accordance with the rate fixed by orders of the Government in the matter.

12.2.3. Forest Bungalows and Rest Houses: The General Rules regulating occupation of Inspection Bungalows and Rest Houses in charge of the Forest Department are contained in Appendix II.

12.2.4. Hire of boats: The amount of hire of boats owned by the Forest Department shall be recovered in advance subject of subsequent refund or recovery of the excess or shortage, if any, when the actual period of hire differs from the period paid for in advance. When the boats are not required for departmental use they may be hired at rates fixed by the Government for the bone fide use of the public at the discretion of the Divisional Forest Officer or Wildlife Preservation Officer. In the case of boats taken out by Forest Officers on duty, the use of the boats shall be free of rent. The Chief Conservator of Forests has powers to sanction the running of scheduled services with the boats, subject to their fitness and safety, fixing the time schedules and days on which the service will run. Additional services may be run if the number of tourists or visitors justify such a course. The rates for scheduled or additional services shall be the same, and at rates prescribed by the Government.

12.2.5. Hire of elephants: (i) Government elephants when not required for departmental works ma be hired for possession, festivals, joy-rides, film shooting, and sigh seeing in game sanctuaries at the discretion of the Divisional Forest Officer. The rates of hire and conditions regulating the same are furnished in the Rules laid down by Government for employment and feeding, etc., of elephants.

(ii) The Divisional Forest Officer shall be competent to sanction the hiring of elephants for the purposes refereed to above.

(iii) As far as practicable, when elephants are hired, a Forest Guard should be deputed to accompany the animals and their Mahouts. The Forest Guard will see that the elephants are properly fed, bathed and rested and never allowed to overwork.

12.2.6. Ground rent: (i) When timber or other forest produce collected by Government Agency or otherwise, is disposed of in auction or otherwise a condition should be stipulated for payment of value and removal of the produce within a prescribed period beyond which they shall be subject to levy of ground rent at rates fixed by the Government and subject to such other conditions as may be in vogue from time to time. The principle is that Government premises shall not be unduly and indefinitely permitted to be used to keep produce once disposed,

and that prolonged periods shall not be allowed for payment of value, thereby permitting the produce to deteriorate or lose their value, in case the purchaser may default payment.

- (ii) Sale notifications embodying the above rules should always be displayed in Divisional Forest Offices, Range and Depot Offices for perusal by interested persons. IN the case of petty sales other than Depot auctions, the general conditions of sale may be mentioned by a reference to such notification while specific conditions which are in the nature of deviations from general conditions alone need be mentioned in the notifications for sake of brevity.
- (iii) Department of the State Government and quasi-Government organisations are also subject to the Rules specified in the above paragraphs.

12.2.7. Register of ground rent: A register of ground rent shall be maintained in all Range and Depot Offices in Form No. 113, extracts thereof being submitted to the Divisional Forest Officer along with monthly accounts.

12.3. Supply of specimen of wood, etc.

12.3.1. The Chief Conservator of Forests is competent to sanction supply of specimen of wood or other forest produce free of cost up to an annual limit of Rs. 2,000 for purposes of advertisement, experiment, study or investigation. The Conservator is competent to sanction free supplies for the same purpose up to an annual limit of Rs. 500. The sanction of the Government should be obtained for all such supplies when the value exceeds the limits shown above. A record of such supplies shall be maintained in the Chief Conservator's and Conservator's Office and the results of investigation, experiment, etc., obtained are communicated to subordinate officers for the betterment of scientific knowledge, Supplies should be made as far as practicable, subject to this understanding.

12.4. Powers of sanction to sales, transfer, write off etc.

12.4.1. Powers of the Chief Conservator of Forests, Conservators, and Divisional Forest Officers to confirm sales of timber, standing growth and felled trees; transfer, sale of dismantlement of buildings, sale of live-stock, ivory, etc., are given in Appendix IV to this code.

12.4.2. (i) Sanction of the competent authority should be obtained before any timber, forest produce, live-stock, stores, tools, plant, dryage or wastage, unused permit forms, furniture, etc., are written off on

account of deficiency, depreciation, loss or other causes. See Article 315 of Kerala Financial Code.

- (ii) Subject to the above provisions in the Financial Code, write off may be sanctioned by Officers of the Forest Department within the powers delegated to them and shown in Appendix IV to this code. Appendix IV also contains powers of Forest Officers in sanctioning write off on account of dryage and wastage of timber and death or loss of live-stock.

12.4.3. (i) The Divisional Forest Officers shall be competent to sanction write off of any difference in volume of timber or firewood caused by variations in measurements between Ranges and Depots. He shall also be competent to sanction the write off of unutilisable materials resulting out of conversion of trees into logs and sawn timber brought to stock; subject to the powers given in Appendix IV.

- (ii) Application for sanction to write off dryage and wastage should be made to the Officer competent to sanction the same in Form No. 7.

12.4.4. The following rules shall be observed in fixing the value of the property to be written off:-

- (1) For timber and other forest produce, the tariff value shall be the guide and if no tariff value exists, the valuation shall be based on market value.
- (2) For stores, tools, plant, and live-stock; its book value.

12.5. Miscellaneous

12.5.1. Rules regarding maintenance and custody of Service Books: (i) The provisions of Article 354 of the Kerala Financial Code prescribing maintenance of Service books is applicable to the Forest Department also and should be carefully observed. Also see rules 171 – 182 in Part III, Chapter X, Kerala Service Rules pertaining to “Records of Services”. These rules should be adhered to strictly, besides the rules in Financial Code cited above.

- (ii) All service books must be maintained, verified and examined as per the rules, and in such a manner that, at the end of an officer’s service, his pension papers could be prepared without any difficulty or delay.
- (iii) 25 per cent of all the service books kept in each office visited by the Local Audit Staff of the Accountant General’s Office will be checked in detail by them including the service books of all persons due to retire within the next five years. The Head of

Office shall place all service books before the Local Audit Staff with a note of persons due to retire within the next five years.

- (iv) On the 1st March every year, all heads of offices should forward the service books of all non-gazetted Government servants who are due to retire within the next five years to the Accountant General's Office for verification and recording a suitable certificate to that effect therein. Service books which have already been checked by the Accountant General's Office either in Central or Local Audit need not be forwarded if a period of five years has not elapsed from the date of last checking. But in this case a detailed report of the cases so involved may be forwarded to the Accountant General and his instructions awaited.

Every Forest Officer, while inspecting a subordinate office should examine service books with care and see if there are properly posted up since service books are the only authentic records for verification of service particulars for calculating pension claims.

- (v) It is the duty of every officer to see that his service book is properly maintained as prescribed in the Kerala Financial Code, Article 354, and rule 174 Part III, Chapter X, Kerala Service Rules, in order that there may be no difficulty in verifying his services for pension.
- (vi) For this purpose, the Head of Office who maintains the service book should permit an officer of any rank under him to examine his service book, should be at any time desire to do so.
- (vii) This rule should not be interpreted to mean that the failure on the part of any officer to demand production of his service book is an excuse for the officer who is bound to keep the book for not keeping it properly posted up or in safe custody, and such failures on the part of a subordinate officer to demand production of his service book will not in any way exonerate any officer of his responsibility to keep the book posted up and in safe custody.
- (viii) Every officer is personally responsible for all the entries made in the service books, and for recording, in time, all entries due to be made as per rules and for safe custody of the service books, of all or any one of the subordinate officers of whose service books he is the custodian officer.
- (ix) A register of service books should be maintained in all offices wherein complete particulars regarding each service book is entered. When a service book has to be transferred from one

office to another on any ground, such as transfer of the incumbent, or for verification of history of his service, etc., the full details of such transfer should be recorded in the register of service books and the dated acknowledgement of the officer to whom it is transferred should be obtained and posted in the register itself. On return, a similar receipt should be recorded in the register and the receipt obtained originally cancelled and returned to the officer granting it. From the register of service books it should always be easy to locate the service book.

- (x) All service books should be treated as valuable document and every officer who is bound to keep them and account for them but who, by neglect or other reason, causes their loss or destruction will be personally liable in full measure for the same and expose himself to such punishments as the Government may decide, even to the extent of making good the pecuniary loss which any Government servant may have to suffer consequent on the loss of his service book.
- (xi) The Chief Conservator of Forests shall during the month of May every year, obtain from all subordinate officers a certificate of verification of service books as prescribed in rule 181, Part III, Chapter X, Kerala Service Rules, together with a complete list of service books in his custody. These lists, together with the list of service books in his own office, should be examined against a consolidated list of permanent and temporary establishment in the department and satisfy himself that there are no unaccounted service books. In case of any loss he shall forthwith institute enquiries through an officer not below the rank of Conservator and simultaneously intimate the incumbent affected of the loss of his service book so as to give him reasonable opportunity of furnishing any information required in locating it to authorities concerned.
- (xii) All officers who are required under rule 182, Part III, Chapter X of Kerala Service Rules to inspect service books at the time of inspecting subordinate offices, shall prepare in duplicate a list of service books verified as per the rule, and record thereon his observations whether the service books have been maintained in accordance with the above rule and other general rules, and submit one copy to the Chief Conservator of Forests with his recommendation for disciplinary action in respect of any irregular or incomplete entries as well as of any case of loss of service books, whereupon the Chief Conservator of Forests shall take due action for all irregularities pointed out. This report shall also be used to locate existing service books.

12.5.2. Office seals: All Forest Offices shall be supplied with an office seal of an approved pattern containing the State emblem in the centre and the name of the office around it and it should be got manufactured only by an agency approved by Government.

- (ii) Every head of office shall keep this seal in his personal custody and use it for sealing only important papers, such as notices issued to offenders, or witnesses, records submitted to courts, etc.
- (iii) The Divisional Forest Office seal should be also be used in scaling the leaves of all pass and permit books, receipt books, muster rolls, casual about rolls, measurement books, copies of documents issued as per rules and such other documents or records as the Divisional Forest Officer may decide.

12.5.3. Custody and accounting of passes, permits, measurement books, etc. (i) All pass books, permit books, receipt books, muster rolls, measurement books, etc., should be kept under lock and key and issued to meet sufficient demands of Ranges and depots without undue inconvenience to the officers in charge thereof. Proper stock accounts shall be kept of all blank pass books, permit books, receipt books, etc., in separate registers in the Divisional Office. An account of permits, passes and receipts issued shall be maintained in all Ranges and depots in Form No. 115 and its extracts submitted to the Divisional Forest Officer at the end of every month when it should be carefully examined. Divisional Forest Officers shall also examine the register and the books during office inspections. There should be adequate scrutiny at all times to ensure proper accounting of all receipts issues, and uses of the books and prevent fraud or misuse. All pages shall be counted, machine numbered and sealed and a certificate of the actual number of pages or leaves furnished by the Divisional Forest Officer before they are issued.

- (ii) Rules regarding muster rolls, casual labour rolls, and measurement books are given in Chapter 8 of Volume II to this Code.
- (iii) If any leaf of a pass book, permit book or receipt book is torn or rendered useless, it should be produced for the Divisional Forest Officer's inspection whenever he is on tour. The Divisional Forest Officer may, after satisfying himself, cancel the same and order it to be returned to his office where it should be destroyed. An entry of the leaf thus cancelled should be recorded in the concerned book itself in the Divisional Forest Officer's own hand and over his signature.

12.5.4. Custody of cash: (i) Money received by a Government servant on behalf of the Government and not immediately remitted to a superior authority or a treasury shall, until they are so remitted or otherwise dispose of in the accordance with the rules, be lodged in a cash chest, which shall be kept in the Government Servants Office, or his personal custody, as may be convenient.

(ii) The Government Servant who is responsible for the money shall keep the key of the chest with him, and the duplicate key shall be deposited within the Treasury (See Treasury Code Rule 130).

(iii) As far as possible, the iron safe should be embedded in masonry so as to prevent removal by thieves.

(iv) It shall be the duty of the Conservator to see that every office in his charge where money is received and disbursed regularly is equipped with a good iron safe of approved make.

(v) A Government Servant shall not place any private money in a cash chest given to him for keeping money received in his official capacity; neither should money of different kinds be mixed up and kept in the cash chest.

(vi) The condition of the cash chest should be examined by controlling officers during tours. No attempt shall be made to get any repairs done locally as it is highly irregular to permit local or other private mechanics to repair a cash chest or to make a new set of keys. Repairs, if any, required should be got attended to only by the Government Engineering Workshops, Trivandrum or by the makers of the chest under order of Government and by no other source under any circumstances.

(vii) Every officer who fails to obtain a cash chest for purposes of keeping Government money, but makes his own arrangements without bringing the facts to the notice of a competent authority, does so at his own risk and will be personally liable to make good any loss sustained by Government.

12.5.5. Security arrangements during transit of cash: A forest Officer who has to arrange for Government moneys to be carried from one place to another such as for remittance into treasury, should take all due precautions to prevent any moneys being lost in transit due to negligence, theft, misappropriation or any cause. He should pay due regard to all relevant factors, including the status of the messenger, the amount sent, the distance to be travelled, etc.

(ii) When the amount to be carried is considerable, he should not entrust it to a single subordinate, but send at least two reliable persons. Divisional Forest Officers should make standing

arrangements to supply police escort wherever required. If that is not possible, a Forester or an efficient Guard should be deputed to accompany the money as escort wherever possible, and the escort should be in uniform. Money should be sent only in such good time as to reach the treasury in the morning in time for remittance. Travelling by night with Government money should be prohibited. When a police escort is not available, or a forest escort cannot be provided, the Range or Depot Officer himself should accompany the money besides the messengers, who will in this case be his aids. The Range Officer or Depot Officer who has to remit the amount will be personally responsible for the safety of the money till it is remitted into a treasury.

12.5.6. Responsibility for leases: (i) The Government will hold any Government Servant personally responsible for any loss sustained by the Government through fraud or negligence on the part of the Government servant, and also for any loss sustained through fraud or negligence on the part of any other Government Servant to the extent to which it may be shown that he contributed to the loss by his own action of negligence.

(ii) The cardinal principle governing the assessment of responsibility of such losses is that every Government servant is expected and is in duty bound to exercise the same care and diligence in respect of all expenditure or receipts and all properties under his control as a person of ordinary prudence would exercise in the treatment of his own money, or properties, whether movable or otherwise such as timbre, etc., or landed properties.

12.5.7. Report of losses: (i) Whenever any fact indicated that defalcation or loss of public money or property including timber, sandalwood, ivory, or other forest produce, and articles of stores of any kind have occurred, or that a serious account irregularity has been committed, come to the notice of a Government servant, he should inform the head of office immediately.

(ii) If it appears to the head of office, or the Divisional Forest Officer who is the primary disbursing officer, that prima facie there has been such an occurrence which concerns his office or in which a Government servant subordinate to him has been involved, he should immediately send a report to the Accountant General, and to the Chief Conservator of Forests through the proper channel. The Chief Conservator of Forests shall, on receipt of the report inform the Government without delay.

- (iii) These reports should be sent even if the person responsible for the loss has made it good.
- (iv) The preliminary report to the Accountant General may be on the lines of the report to the Chief Conservator of Forests, showing the exact nature of the loss or defalcation, the circumstances which made it possible, the person involved, etc., so far as the information available at that time permits.
- (v) After sending the preliminary report, the head of office should investigate the matter fully without any delay and take all further action required by rules. After the investigation is completed, a final report should be sent to the Accountant General and the Chief Conservator of Forests through the proper channel, explaining the nature and extent of loss, or irregularity, and the circumstances which made it possible, details of breach or neglect of rules, whether any amount or property lost has been recovered or is possible to be recovered in any manner. The report should also state nature of disciplinary action taken or recommend with a view to act as a deterrent to recurrence of such irregularities. The Chief Conservator of Forests should make a final report on these lines to Government, giving full information and, wherever necessary, making his own recommendation.
- (vi) When the loss involved is less than Rs. 300 and does not involve an embezzlement or a serious account irregularity the loss need be reported only to the authority competent to write off the loss or deal with it otherwise.
- (vii) The general principles and procedure for fixing an enforcing responsibility for losses, procedure for Departmental enquiries regarding frauds, etc., and prosecution for embezzlements of public money or property are detailed in Article 321, 322, and 323 of the Kerala Financial Code. These rules together with such other rules as are relevant in the context of each should be invoked in each instance of fraud, loss or irregularity.

CHAPTER XIII

ANNUAL REPORTS AND RETURNS

13.1. Annual Reports of Divisional Forest Officers

13.1.1. Each Divisional Forest Officer and other officers of similar status shall submit to his Conservator, the annual report or

“Administration Report” of his division for the financial year ending the 31st March, so as to reach him not later than the 1st May. The report should follow the arrangement of subjects detailed in paragraph 13.4.1. below and should be accompanied by the annual returns and appendices detailed in paragraphs 13.4.3 and 13.4.4. and such other returns or details as may be prescribed by the Chief Conservator of Forests.

13.1.2. Divisional Forest Officers or other officers of similar status working directly under the Chief Conservator of Forests shall submit the annual report direct to the Chief Conservator of Forests.

13.1.3. The Chief Conservator of Forests shall at a sufficiently early date arrange with the Superintendent of Government Presses to supply sufficient number of printed forms for preparation of the Annual Returns prescribed for this purpose.

13.2. Annual Reports of the Conservators of Forests and Chief Conservator of Forests

13.2.1. The Conservator shall review the division reports, consolidate them and submit to the Chief Conservator of Forests the “Circle Report” in duplicate, so as to reach him not later than 1st June. The report should follow the same arrangements of subjects as the division reports referred to above and should be accompanied by the Annual Returns prescribed for the division.

13.2.2. The Circle Reports should be scrutinised, reviewed and consolidated, and a typewritten report of the progress of Forest Administration for the whole State submitted to Government, so as to be received by them not later than 1st July. This review should follow the same arrangement of subjects and should be accompanied by the same annual returns as prescribed for the Divisions and Circles, and should cover the activities of the department in an adequate manner.

13.2.3. The Administration Report submitted by the Chief Conservator of Forests to the Government will consist of two parts.

- (1) The Chief Conservator’s review and
- (2) The Annual Returns.

13.3. Instructions for compiling the reports

13.3.1. The officers compiling the reports shall bear in mind the following instructions:-

- (i) The approved pattern of the annual report showing the nature of the subjects treated in each section of the report and the order in

which they should be arranged is given in paragraphs 13.4.1. and 13.4.2 below and should on no account be altered.

- (ii) The report should be modelled on the Chief Conservator's report of the previous year and should furnish detailed information on all the points dealt with in it.
- (iii) It should be reasonably concise but should deal with all important matters, minor details being eliminated with discretion.
- (iv) It should not be a compilation of extracts from sub offices, but should summarise the activities of the various divisions under each chapter, head and sub head.
- (v) The body of the report should be in narrative form and each topic should be dealt with in a separate paragraph. Reproduction of statements from the corresponding annual returns should be avoided, but such of the figures as are required for the Chief Conservator's review should be included, and such figures should agree in all respects with corresponding annual returns. Whenever figures relating to various subordinate institutions are to be included, they should be presented in a tabular form.
- (vi) The report should contain explanations of important variations in statistics, minor variations being ignored.
- (vii) Good photographs of exceptional interest, which Forest Officers may offer, should be included in Circle reports for production in the Administration Report of the State after obtaining sanction of Government.
- (viii) Really noteworthy facts in the history of the administration of the year under report may be included under the appropriate chapters.
- (ix) Only brief reports containing all information that is needed for an intelligent interpretation and understanding of facts and figures, and of the salient features of administration and works should be included.
- (x) All attempts to offer explanations of variation in figures which are not important or unusual should be avoided unless the fact alleged in the explanation is in itself important enough to demand such an explanation.
- (xi) Whenever it is necessary it is necessary to introduce tables of comparative statistics into the narrative, such tables should be brief and simple, and their numbers rigidly restricted. Only such

statements and tables as are introduced into the narrative of previous years are to be introduced for the current year, and they should not be eliminated; but introduction of new ones should be done only as instructed above.

13.4. Approved pattern of the Report

113.4.1. Arrangement of subjects in the annual report:

ADMINISTRATIVE REPORT OF THE _____
_____ FOR THE YEAR _____

CHAPTER I

Extension and constitution of the State Forests

1. Alterations in area
2. Forest settlement
3. Demarcation
4. Forest surveys
5. Territorial boundaries

CHAPTER II

Management of the State Forests

1. Regulation of management:-
 - (i) Working plans; their preparation and control.
 - (ii) Annual plan of operations.
 - (iii) Preliminary working plan reports and simple working schemes.
2. Working of the year
 - A. Communication and buildings:-
 - (i) Roads and bridges.
 - (ii) Buildings.
 - (iii) Other works.
 - B. Protection of Forests from Injury:-
 - (i) General protection and breaches of the Forest Act, Game Act, etc.
 - (ii) Protection from fire.
 - (iii) Regulation of grazing and protection from cattle.
 - (vi) Protection from injuries from natural causes.

- C. Improvement to forest growth:-
 - (i) Plantations – All species.
 - (ii) Revenue and expenditure.
 - (iii) Thinnings in plantations.
 - (iv) Injuries to plantations:-
 - (a) Insects and animals.
 - (b) Plant pests.
 - (c) Fire.
 - (d) Natural causes.
 - (v) General condition of plantation.
- D. Exploitation of Forest Produce:-
 - (i) Agencies employed.
 - (ii) Silvicultural systems adopted.
 - (iii) Classes of produce collected.
 - (iv) Ivory.
- 3. Research activities.

CHAPTER III

Gross yield and out-turn of forest produce

CHAPTER IV

Financial results

CHAPTER V

Special circle activities of

CHAPTER VI

Administration

CHAPTER VII

General

CHAPTER VIII

Five year plan schemes and achievements

CHAPTER IX

Quinquennial review

13.4.2. Details of information to be furnished in the various chapters:-

CHAPTER I

EXTENSION AND CONSTITUTION OF STATE FORESTS

1. Alterations in area:-

- (i) This section should give in the form of statements and concise notes the area of reserved forests, reserved lands and proposed fuel and fodder reserves as they stood on the 31st March of the previous year and on the 31st March of the year under review, and the difference in the area.
- (ii) It should give concisely the area added to or excluded from each category of forests during the year, together with reasons for addition and exclusions. The following four classes of forests should be dealt with separately:
 - (a) Reserved forests;
 - (b) Reserved lands;
 - (c) Fuel and fodder reserves; and
 - (d) Village reserves.

Note:- The village reserves are under the administrative control of the Revenue Department. Forest Department exercises protective control only.

- (iii) Annual return Nos. I, IIA and IIB should be appended.

2. Forest settlements:-

The progress made in forest settlement should be recorded, giving details of the area finally settled during the year, the area under settlement, the cost, and agency employed. An estimate of the area still to be settled should also be given together with suggestions regarding settlement. Details of pendency should be given in separate statement and statement of progress made shown in Annual Return No. III.

3. Demarcation:-

- (i) The length of boundary remaining to be demarcated and repaired, the length actually demarcated and repaired, and the length pending demarcation should be noted separately for outer boundaries and enclosure boundaries. The method employed for demarcation, cost per mile, and an estimate of the pending work should be furnished. Mention should also be made of the territorial boundary and its state of repair.
 - (ii) Details of preliminary demarcation and re-clearing of demarcated boundaries, preliminarily demarcated or otherwise, should be furnished, as also explanation for the details of work not taken up. Statement of boundaries not cleared should be furnished.
 - (iii) Concise notes with necessary statements should be appended. Annual Return No. IV giving full details of works done should be appended.
4. Forest surveys:-

The total area surveyed, with length of boundaries, surveyed, the kind of survey and length of boundary and area under each kind, agency employed for survey, cost of the work and other relevant details should be furnished and necessary statement appended to show the various kinds of survey work done, besides appending Annual Return No. V showing full details of works done.
5. Territorial boundaries:-

Details of work that has to be done, work actually done, balance work pending and reason for pendency should be noted together with expenditure involved or actually done, and proposals to take up and complete pending items.

CHAPTER II

MANAGEMENT OF STATE BOUNDARIES

1. Regulation and Management:-
 - (a) Working plans, their preparation and control:-
 - (i) Details of progress made in the working plans and schemes should be explained briefly and specified in the statement. The areas for which working plans were sanctioned at the

commencement of the year and during the year, and that for which working plans are under compilation should be shown separately. In either case it is desirable to give, as far as practicable, broad indication of the system of working prescribed or proposed; these details should come under the head "Preparation".

- (ii) Under "Control", it should be indicated whether prescriptions of sanctioned plan were implemented in full or in part and whether deviations were made. The details of the deviations should be properly explained quoting authority therefore.
 - (iii) Revision of working plans should be dealt with next, and this sub-section should close with a note of the areas for which no working plans have to be taken up next and a list of working plans that would lapse during the next three years.
 - (iv) Brief notes on sample plot enumerations in reserves and plantations, stock mapping surveys and other allied works connected with working plans under preparation or revision may be given with details of cost, etc.
 - (v) Brief notes on perambulation reports under study may also be given with details of costs.
 - (vi) Annual Return No. VI giving details of progress made in working plans should be appended.
- (b) Annual plan of operations:-

Important deviations from sanctioned plan of operations should be explained and authority quoted, and if any area for which plan of operations was not drawn up exists, the reason for the omission and authority condoning it should be pointed out.

- (c) Preliminary working plan reports and simple working schemes:-

A brief note under the above headings on reports either submitted and under review, or under compilation should be given with tract covered by the same and cost involved.

2. Working of the year

- (a) Communications and buildings:-

- (i) under this title the information should be sub-divided under (1) roads and bridges (2) buildings and (3) other works; and classified, as far as practicable, under "Permanent" and "Temporary" works. The cost of permanent and temporary roads, bridges and buildings need be given in totals only. A short

descriptive paragraph and items of work under each of the three items above would be desirable.

- (ii) Information under each group of work referred to above should be given, in the form of statements under the following classes:-
 - (1) Works taken up and completed during the year (i.e., sanctioned and completed).
 - (2) Incomplete at the commencement of the year, but continued and completed during the year.
 - (3) Commenced during the year or previously but remained incomplete at the end of the year; and
 - (4) Deferred during the year.
 - (iii) The amounts sanctioned and amounts spent should be shown for each item separately under "Original" and "Repair".
 - (iv) The statements of the above information, included in the body of the report will show the break up of the total sanctioned and total spent under each group, as also the grand totals.
 - (v) Annual Return Nos. VII, VIIA, VIIB and VIIC will show the above and the institution-wise break up of the four items of work described above with their totals.
- (b) Protection of the Forests from injury:-
- 1. General protection and breaches of Forest Act, Game Act, etc.-
 - (i) This sub-section is of importance, and the total number of Forest Offences detected during the year should be compared with the average of previous years. Besides such brief notes as may be found desirable, particularly on important and sensational cases, the information may be furnished in the form of simple statements such as:-
 - (1) Progress made in the detection and disposal of cases.
 - (2) Nature of disposal of cases.
 - (3) Nature of disposal by the judiciary.
 - (ii) Details of the cases handled during the period should be recorded in Annual Return No. VIII and appended.
 - (iii) In the same manner, offences detected relating to injuries by setting fire, illicit fellings or removal of produce, illicit grazing, encroachments and other offences should be compared with explanatory notes on variations of the marked nature.

- (iv) Information regarding sums realised from cases compounded, amount, if any spent towards investigation or prosecution should be given.

2. Protection from fire:-

- (i) Annual Return No. IX containing particulars of area protected from fire should be appended.
- (ii) This sub-section should contain a statement of the methods employed for fire protection and should furnish details of areas under regular protection, degree and percentage of success attained, cost per square miles, etc.
- (iii) The origin of fires should be considered under the following heads:-
 - (1) Those originating from departmental fire conservancy operations;
 - (2) Those crossing outer fire traces;
 - (3) Those due to carelessness of outsiders, accidents and unknown causes; and
 - (4) Those caused intentionally or maliciously.
- (iv) The extension of operations to hitherto unprotected forests should be noted on.
- (v) The extent of protected areas given should not include areas enjoying natural protection or immunity from fire, as its inclusion will give only a misleading idea of the success achieved by continued precaution and give little indication of the advantages or disadvantages of the methods adopted and of the necessity for reform. What is required is really trustworthy information, which would afford some indication of valuable forest for which sustained protection is desirable, and the proportion or extent of such forest which has been continuously protected for a term of year, the success or otherwise of the operations carried out and justification for the methods adopted and expenditure incurred, as far as the improvements to the growing stock and profile nature of natural regeneration in the areas would reveal. Such areas as are naturally immune from fire should be shown separately, and fires in closed areas differentiated from the less important, and apparently less accurately reported fires in open areas.
- (vi) Explanatory notes on number of fires, their detection, disposal, etc., extent of losses caused, etc., should be given.

3. Regulation of grazing and protection from cattle:-

The percentage of the area of forests open to grazing to the total area may be indicated and Annual Return No. X appended. The number of cases detected and disposed, number of cattle impounded, etc., may be noted on. The injury done by the cattle, the means adopted to prevent such injury in future and the results of preventive measures taken should be recorded.

4. Protection against injuries from natural causes:-

Any special danger threatening the forests such as insects, fungus, parasite, etc., should be mentioned with notes on measures taken to study their incidence and remedies adopted to avert them.

c. Improvement to forest growth:-

- (i) Give brief notes on the natural regeneration of important species, and factors influencing them adversely or favourably.
- (ii) Furnish Annual Return No. XI of particulars of plantations of different types and notes on extent of plantations at the commencement of the year, added during the year, excluded during the year, and total at the end of the year for each species.
- (iii) Give details of revenue derived from, and expenditure incurred on the plantations.
- (iv) Notes on thinning;
- (v) Injuries to plantations by:-
 - (a) Insects and animals;
 - (b) Fire;
 - (c) Natural causes.
- (vi) General condition of plantations;
- (vii) Statement of plantations other than teak showing species and area under each.
- (viii) The sub-section may close with a note on maintenance works carried out in plantations.

- d. **Exploitation of forest produce:-**
- (i) The method of extraction, silvicultural systems adopted, and details of minor forest produce, bamboos, rattans, reeds, firewood, and charcoal collected, the details of their sales and agency for collection, etc., should be shown. The quantity of ivory collected and sold should be indicated.
 - (ii) Annual Return No. XII showing out-turn of firewood and charcoal should be appended.

3. **Research activities of the Silvicultural Research Officer:-**

Comprehensive notes on silvicultural research activities, experiments carried out, their results, cost of each experiment, etc., should be given. This chapter should be devoted to the nature and extent of research and other experiments conducted by the Department such as the introduction of new species, the annual increment of the existing ones, and the utilisation of indigenous produce. A brief but interesting and running record of these should be maintained as it would be of immense scientific value in carrying on the work in the future. Particular attention should be devoted to the study of silvicultural characteristics of important species which would be of economic value to the state.

CHAPTER III

GROSS YIELD AND OUT-TURN OF FOREST PRODUCE

Complete details of forest produce of all description collected and the agencies of collection of each item such as timber, firewood, charcoal, minor forest produce, sandalwood, etc., collected, disposed of, and balance should be prepared and appended with explanatory notes.

CHAPTER IV

FINANCIAL RESULTS

- (i) Financial results (Revenue and expenditure) of the year under review should be compared with those of the previous year and Annual Return No. XVI appended.
- (ii) An analysis should then be made of the income as derived from major and minor produce and of the expenditure incurred on (a) extension, constitution improvement and exploitation of the Forest property, and (b) administrative and protective charges, giving percentage in each case. The percentage of net income should be noted at the end. The

extent of outstandings and increase of deficit in stock should also be taken into consideration.

- (iii) So far as is possible, revenue and expenditure on account of forests not managed by the Forest Department but which are credited or debited to "Forests" should be stated separately.
- (iv) The receipts under the various heads from forest revenues should be clearly distinguished from other supplementary sources (such as revenue derived from sale of wood grown on ordinary wasteland when credited to the Forest Department) as otherwise it would be impossible to estimate the actual resources of the reserves separately.
- (v) be also shown separately for reserved and un-reserved forests.
- (vi) Annual Return No. XVII showing statement of outstandings of revenue and Annual Return No. XVIII in part (i), (ii), (iii) and (iv) should be appended with notes of live-stock.

Note:- Chapter V of the Departmental administration report is reserved for recording the activities of the special circles, if any.

CHAPTER V ADMINISTRATION

This chapter should contain remarks regarding establishment, their recruitment, training, distribution, conduct, the employment of supervisory staff, management of divisions, touring work, health of staff and all important matters which are of a general character.

An organisation chart of the forest department should be included as an appendix to the Administration Report.

CHAPTER VI GENERAL

- (i) This chapter should deal with any special matter of interest which does not fall under any of the previous heads.
- (ii) The report should give a clear and precise history of the work of the year.
- (iii) Each section should ordinarily commence with some general remarks on the subject referring to the whole State and it should be accompanied by an abstract exhibiting the progress of the work. The more important details of the works in each division should then be given under suitable sub-heads.

- (iv) The report may be illustrated by maps wherever it may be pertinent to do so. Care should be taken to exclude all unnecessary details. It should be understood that the annual report is not intended to discuss subjects which require the separate orders of Government.

CHAPTER VII FIVE YEAR PLAN SCHEMES

Details of programme and achievement under Five Year Plan should be given in a clear manner or so to fully indicate the activity under every item of prescribed work. The financial targets and achievements should be shown in every case.

CHAPTER VIII QUINQUENNIAL REVIEW

A retrospect of five years of working – See paragraph 13.5.1. of this volume.

The Administration Report of the Department should also incorporate a report of the working of the Kerala Wildlife Preservation Division.

13.4.3. Returns to accompany the annual report

Annual return Number	Name of return	Code Form number
I.	Area of reserved forests	32
IIA.	Area of reserved lands	33
IIB.	Area of proposed fuel and fodder reserves	34
III.	Progress made in and expenditure incurred on forest settlement	35
IV.	New permanent demarcation work	36
V.	Forest areas surveyed.	37
VI.	Progress made in the working plans and schemes.	38
VII.	Civil works (communications, buildings, and other works) Sanctioned and completed during the year	39

VIIA.	Civil works that remained incomplete at the end of the previous year but which were continued or completed during the year	40
VIIB.	Civil works commenced during the year or previously, but remained incomplete at the end of the year	41
VIIC.	Civil works sanctioned during the year but not taken up during the year	42
VIII.	Breaches of forest and other Acts and Rules	27
IX.	Area of forest protected from fire during the year	43
X.	Areas closed and opened to grazing	44
XI.	Areas of plantations	45
XII.	Out-turn of timber and fuel and other forest produce	46
XIII.	Out-turn of minor forest produce	47
XIV.	Receipts, disposals and balance of timber	48
XV.	Balance stock of timber and other produce with approximate value	49
XVI.	Classified abstract of revenue and expenditure	50 & 50A
XVII.	Outstanding of revenue	51
XVIII.	Elephants in possession of the Forest Department on the 1 st day of the year, Part I	52
	Elephants received during the year, Part II	52
	Elephants gone off during the year, Part III	52
	Elephants in possession at the close of the year, Part IV	52
XIX.	Abstract of value of stores, tools and plant and live-stock	53
XX.	List of permanent and temporary establishments	54

Note:- No additional returns, giving information contained in any of the above statements in a different form, should be used or submitted.

13.4.4. Appendices to be submitted along with the annual return of Circles and Divisions: (i) Particulars of coupes worked during the year in which working circle and felling series.

- (ii) Areas leased out from forest for cultivation under increased food production schemes.
- (iii) A statement showing financial results of sandalwood, timber and sleeper operations of the year may be appended.
- (iv) An abstract of expenditure under five year or special plan schemes may be appended.
- (v) All details pertaining to receipts, issues, balance of sandalwood and ebony, and expenditure incurred on account of their extraction and revenue realised by their disposals may be indicated separately.

13.4.5. Additional information to be given in Annual Report. Instructions for preparation of annual returns will be issued by the Chief Conservator, from time to time if it is found that any information is required in addition to what is prescribed in the forgoing paragraphs.

13.5. Quinquennial Report

13.5.1. (i) Once in five years, a summary of the Forest administration in the State during the period will be submitted to Government along with the Chief Conservator's review of the fifth year. This may be added as an additional chapter at the end of the annual report. This chapter should be added every fifth year and should furnish a retrospect of the events and changes of the past five years. It should also set forth as clearly and as concisely as possible the directions in which the forest policy of the State is tending to and the extent to which the general principles of that policy have been carried out, its results and suggestion for the future.

- (ii) Conservators, Forest Utilisation Officer, Wildlife Preservation Officer and State Silvicultural Research Officer shall submit similar reports direct to the Chief Conservator along with their report.

13.6. Summary of Salient features of administration

13.6.1. The Chief Conservator of Forests shall prepare and submit to Government, not later than 15th January every year, a summary of the salient features of the administration of the Department for the preceding calendar year. The summary will be prepared in a manner that should be interest and value both to officials and to the public. All mention of detailed figures should be avoided as far as possible. The

Government may utilise this summary to give public an idea of the development activities of the Government through the Forest Department.

CHAPTER XIV

BUDGET

14.1. General

14.1.1. The preparation, consolidation and submission of the Annual Budget estimates are governed by the provisions of the Kerala Budget Manual and the instructions issued from time to time by Government in the Finance Department. The budget estimates for the department should be sent in batches separately for Non-plan schemes Part I, Non-plan schemes Part II and Plan schemes on the due dates fixed for their submission. The departmental estimates are based on the estimates submitted by the Conservators and Divisional Forest Officers. The accuracy and adequacy of the departmental estimates depends on the estimates submitted by the Conservators and Divisional Forest Officers. They should therefore bestow their personal attention to see that the estimates submitted by them are neither inflated nor underpitched.

14.1.2. The several parts of the budget estimates should be prepared by the Divisional Forest Officers and submitted to the Conservator on the dates fixed and the Conservator should consolidate these estimates along with the estimates of his own office and forward the consolidated estimates for the circle as a whole on the prescribed dates. Officer working directly under the Chief Conservator of Forests should submit their estimates to the Chief Conservator of Forests direct on the due dates. In the Office of the Chief Conservator of Forests these estimates should be scrutinised with reference to the actuals of revenue and expenditure communicated by the Accountant General, sanctions received or accorded and with the subsidiary statements furnished by the Conservators and Divisional Forest Officers and then consolidated to form the departmental estimates under the direct supervision of the Financial Assistant. The due dates for the submission of the estimates by the Conservators and Divisional Forest Officers will be fixed with reference to the dates fixed by the Finance Department for the submission of departmental estimates and the dates so fixed should be strictly adhered to by all officers.

14.2. Part I estimates (Non-plan)

14.2.1. In preparing the divisional estimate the provisions of Chapter III of the Kerala Budget Manual should be borne in mind. The revised estimates for the current year should be prepared on the basis of the actuals for the first five months as per the monthly accounts furnished to the Accountant General and should in the case of works

take into consideration the stage of each work, the anticipated progress during the current year and liabilities, if any, to be adjusted during the current year. While the estimates for the coming year may be based on the revised estimates for the current year, after making due allowances for known variations, in respect of items other than works, the estimates for works should be based on the sanctioned annual plan of operations for the coming year and the anticipated progress of expenditure on works taken up or proposed to be taken up during the current year.

14.2.2. Adequate explanation for the variations between the budget estimates and the revised estimates for the current year and that between the revised estimate for the current year and the budget estimates for the ensuing year should be furnished so as to establish the necessity for the provisions proposed. Sufficient amounts should also be proposed under charged appropriation' to meet decretal amounts.

14.2.3. The following statements should be furnished in support of the estimates:-

- (i) Statement showing the sanctioned strength, the scale of pay, the actual pay and statement of allowances separately for permanent and temporary staff. In the case of those drawing H.R.A., P.T.A., or any special pay or allowances the number of such incumbents, the rate sanctioned and the sanction number and date should be furnished in the statements. These statements should be forwarded in advance of the estimates so as to enable a thorough check being exercised in the Office of the Chief Conservator of Forests before consolidating the estimates.
- (ii) Similar statements in respect of work-charged and contingent establishments.
- (iii) Statements of telephone charges, rent, etc., under contingencies.
- (iv) Statement showing the estimated cost expenditure if any already incurred, the amount required for the ensuing year in respect of 'Civil works'.

The estimates and statements from the Divisional Forest Officers shall be carefully scrutinised and consolidated in the Conservator's office before submission to the Chief Conservator of Forests.

14.2.4. The revised estimates do not authorise any expenditure. IF provision is made for additional expenditure in them, it is necessary to apply separately for the additional appropriation required, unless this has already been sanctioned. Similarly, a reduction in any provision of

funds in the revised estimates does not obviate the necessity for formal surrender of any amount provided in the budget estimates which is not likely to be spent.

14.3. Part II estimates (Non-plan)

14.3.1. Part II estimates are estimates of the cost of schemes involving new expenditure or abandonment of existing revenues and are dealt with in para 40 to 52 of the Kerala Budget Manual. Schemes may be proposed for inclusion under Part II only after all the details for schemes have been worked out and in all cases the full financial implication, phased year-wise, should be clearly stated. Each scheme for inclusion in Part II should be submitted separately and in the case of works, each scheme should be accompanied by sketch plans and approximate estimates. The Conservators should collect all the required data from the Divisional Forest Officers and submit the consolidated estimate to the Chief Conservator of Forests on or before the 10th October. A priority list of Part II schemes should also be furnished along with the estimates for Part II schemes.

14.4. Plan schemes – Consolidated estimates

14.4.1. The provision for Plan schemes is made on the basis of the specific allocation fixed for each scheme in the annual plan proposals irrespective of the fact that it is under Part I or Part II of the budget. Hence in respect of Plan schemes a consolidated estimate for the schemes included in the plan programme should be furnished. The outlay fixed for each scheme in the annual plan proposals should be taken as the basis for proposing provision in the budget. The provisions under the various heads of account for the same scheme should be taken into account in proposing the provision. The physical and financial target in respect of each scheme, the stage of implementation of the scheme and other relevant particulars should be furnished in a separate statement. In respect of new schemes or expansion of existing schemes the provision proposed should be supported by statements containing sufficient details for each item. The form in which the supporting statements are to be prepared are given in Article 18 of the Kerala Budget Manual. Such of the statements in paragraph 14.2.3. are necessary should be furnished wherever required.

14.5. Due dates

14.5.1. In order to ensure that the estimates reach the Finance Department on the due dates it is necessary that the estimates from the Divisional Forest Officers reach the Conservators and those from the Conservators reach the Chief Conservator sufficiently early and

that too in a complete and correct shape. The officers concerned should therefore bestow their personal attention on the preparation of these estimates and see that the due dates fixed every year are strictly adhered to.

Probable dates for the submission of the estimates

	Divisional Forest Officers	Conservators
Part I Non-plan	10 th September	20 th September
Part II do	1 st October	10 th October
Plan schemes	15 th October	1 st November
