

THE KERALA FOREST CODE - VOLUME IV
കേരള ഫോറസ്റ്റ് കോഡ് - വാല്യം IV

(BOOK OF FORMS)



KERALA FOREST DEPARTMENT
കേരള വനം വകുപ്പ്

FORMS PRESCRIBED IN THE KERALA FOREST CODE

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KERALA FOREST DEPARTMENT

FORM No. 1

(Paragraph 9.2.4 K.F.D.C., Volume I)

Register of annual yield in material of the Reserve Range Division

Month	Block or compartment	Description of Forests	Nature of cutting	Description of trees or other produce	Number of trees giving	Timber				Poles Number and class	Firewood and charcoal Volume	Bamboos - Numbers	Sandalwood in weight	Ivory in weight	Minor forest produce (including grazing and fodder grass) Rs.....	Remarks	
						Logs		Scantlings									
						Number	Cubic contents	Number	Cubic contents								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	

Note: - It the number of trees cannot be given as in the case of coppice fallings, column (6) may be left blank and the entry made in columns (7) to (12) only

KERALA FOREST DEPARTMENT

FORM No. 2

(Paragraph 11.1.2 and 11.1.3 K.F.D.C., Volume I, Paragraph 6.2.1 and K.F.D.C., Volume II)

Marking and felling register showing gross and net yield of timber

Range

Working circle and felling series

Reserve

Coups or compartments

Marking number of the tree	Species	Estimated length of saleable stem	B.H. girth over bark	Cubical contents	Date of marking	By whom marked	Date of felling	Timber after felling			Net yield carried to Form No. 3					Remarks (Reason for non-felling conversion etc.)	
								Length of convertible log	Mid-girth under bark	Gross yield cubical contents	Tree number of each converted log or scantling	Stock number of each log or scantling brought to Form No.3	Length	Mid-girth or breadth and thickness	Cubical contents of each piece		Total net yield from each tree
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

- Note: - (1) In columns 9 and 10 the measurements of the entire bole of the timber should be noted just after felling the tree.
 (2) In column 12 marking number with sub-numbers A, B, C, etc. should be given to each piece if there are more than one log.

KERALA FOREST DEPARTMENT

FORM No. 3

(Paragraph 11.1.5 K.F.D.C., Volume I and 6.2.3 K.F.D.C., Volume II)

Register of receipts of timber, etc in the Depot/Range Division

1	2	3	4	5	6	Number and measurements				Species cubical contents etc.					17	18	19	20	21	22	23	
						7	8	9	10	11	12	13	14	15								16

KERALA FOREST DEPARTMENT

FORM No. 3A

(Paragraph 6.3.5 K.F.D.C., Volume II)

Register of receipts and sales of firewood in Depot Division

Depot Number	Whence received	How obtained	Date of receipt	Description	Receipts				Sales				Balance		Remarks
					Daily		Running total		Daily		Running total		Quintal	Kg.	
					Quintal	Kg.	Quintal	Kg.	Quintal	Kg.	Quintal	Kg.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

KERALA FOREST DEPARTMENT

FORM No. 4

(Paragraph 6.2.4 and 6.3.3 K.F.D.C., Volume II)

Register of Disposals of timber

From Depot/Range Division

No. of bill	Date		How disposed of	Description of produce	Depot No.	Species	Marks	No. of quantity	Measurements	
									Length	Girth or breadth & thickness
1	2	3	4	5	6	7	8	9	10	11

Cubical contents	Selling rate	per	Amount		Date of confirmation of sale	Date of intimation of confirmation to the party	Date on which the bid amounts were remitted	Date of removal of produce	Remarks
			Rs.	P.					
12	13	14	15		16	17	18	19	20

KERALA FOREST DEPARTMENT

(Monthly Return)

Code Article 55, 60, 62, 63, 171, 213

FORM No. 5

(Paragraph 6.2.6 and 6.3.4 K.F.D.C., Volume II)

Receipts, issues and balance of timber and other produce in Range/Depot Division

Serial No.	Name of Depot	Description of Timber Etc.	On hand from previous month		Received during the month		
			No.	C.m.	Whence received	No.	C.m.
1	2	3	4	5	6	7	8

Total		Disposal during the month			Balance		Remarks
No.	C.m.	How disposed of	No.	C.m.	No.	C.m.	
9	10	11	12	13	14	15	16

KERALA FOREST DEPARTMENT

Register / (Monthly Returns)

FORM No. 6
(Paragraph 8.2.1 K.F.D.C., Volume II)

..... **Depot /Range** **Division**
Sales during the month of 197 of
Timber and other Forest Produce cut and collected by Government Agency.

Place of sale	Serial number in Form No. 5	Description of Timber and other produce	Quantity or Number	Cubic contents C.m.	Rate		Total amount of sale		Amount actually paid		Balance	Total realised under sub-head		Number of logs and pieces etc. removed	Number sold but remaining unremoved	Remarks
					Rs.	P.	Rs.	P.	Rs.	P.		Rs.	P.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14			
Total												Abstract of amount realised				
Add outstandings due from previous as per Form No.9..																
Total																
Deduct amount realised during the month																
Balance																
												Total				

Station

Date

Timber Clerk

Manger/Head Accountant

Divisional Forest Officer/Range Officer/Depot Officer

KERALA FOREST DEPARTMENT

FORM No. 7

(Paragraph 12.4.3 K.F.D.C., Volume I)

**Statement showing dryage Depot Division
between and**

Description of produce	Period of receipts		Balance brought over from previous section	Receipts	Total	Period of sale		Sales	Book balance	Actual balance	Deficit	Cost of collection for the deficit	Value of deficit	Percentage of columns 12 to 6	Remarks
	From	To				From	To								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

KERALA FOREST DEPARTMENT

Monthly Return

FORM No. 8

(Paragraph 8.2.3 K.F.D.C., Volume II)

Revenue from timber and other produce cut, collected and removed from the Forest by consumers or purchasers including pasture during the month of 197

**Division/
Range**

Forest Range	Forest or Locality	Produce removed		Rate		Amount of revenue		Amount actually collected during the month		Balance		Total realised under each budget sub-head			Remarks
		Description	Number of Quantity	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Amount		Sub-head	
												Rs.	P.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<i>Add - out standings due from previous as per Form No. 5 ...</i>															
Total				...								Abstract of amount realised			
<i>Deduct - amount realised during the month</i>				...											
Balance outstanding on 197				...								b (i) ...			
												b (ii) ...			
												b (iii) ...			
												d (i) ...			
												d (ii) ...			
												d (iii) ...			
												Total ...			

Timber Clerk

Manger/Head Accountant

*Divisional Forest Officer/Range Officer
DIVISION Range*

Date

197...

KERALA FOREST DEPARTMENT

FORM No. 9

(Paragraph 8.2.1 K.F.D.C., Volume II)

Out standings on account of Revenue for the month of197Range/Depot DIVISION

Name	Particulars	Date form which outstanding	Outstanding on the first day of the month		Items in which the reveere is not fully realised during the month		Total		Recoveries during the month		Balance due to the Department on the last day of the month		Budget Sub-head	Remarks	
			Rs.	P.	Rs.	P.	Rs.	P.	No. of items in cash book	Amount	Rs.	P.			Rs.
1	2	3	4		5		6		7	8		9		10	11

Station

Date

Divisional Forest Officer

KERALA FOREST DEPARTMENT

FORM No. 10

(Paragraph 11.5.3 K.F.D.C., Volume I)

Register of free grants of timber and other Forest produce during 19.....

Authority under which granted	Range	Locality	Name of Grantee	Purpose for which granted	Produce granted			Remarks
					Description	Number of quantity	Value Rs. P.	
1	2	3	4	5	6	7	8	9

KERALA FOREST DEPARTMENT

FORM No. 11

(Paragraph 8.2.1 K.F.D.C., Volume II)

.....Forest Division

List of Timber etc., to be sold in suction on19 Depot/Range

Lot number	Depot stock number and year	Measure-ment		Cubical contents	Species and class	Suppliers' name (Contractor of department)	Total of the lot		Average rate of last three sales	Upset price	Amount bid	Name and signature of the bidder	Total value of each lot	Date of confirmation or cancellation of the sale	Date of removal of the produce from the depot	Remarks
		Length	Girth in meter				Number of logs	Quantity to cubic meter								
1	2	3(a)	3(b)	4	5	6	7(a)	7(b)	8	9	10	11	12	13	14	15

KERALA FOREST DEPARTMENT

FORM No. 11A

(Paragraph 8.2.1 K.F.D.C., Volume II)

.....Forest Division

Spices and class-war abstract of timber sold in auction at the on sale notified in Kerala Gazette dated Forest sheet on pages to and in Malayalam dailies dated

Serial number	Lot No.	Species and class	No. of logs	Quantity in cubic metre	Rate per cubic metre		Amount		Schedule of rate		¾ of schedule of rate	Average sale rate of last 3 auctions	Seigniorage rate		Working cost per cubic metre		Net profit per cubic metre		Loss if any per cubic metre		Remarks
					Rs.	P	Rs.	P	Rs.	P			Rs.	P	Rs.	P	Rs.	P	Rs.	P	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15							

Station.....

Date

Head Accountant

Manager

Divisional Forest Officer

KERALA FOREST DEPARTMENT

..... Division

List of timber sold in auction at Depot on

1. Check measured and auctioned by
2. The rates fetched are good/reasonable/poor/ for the qualities of the logs sold except for lots
3. Certified that the signature and address of the successful bidder have been obtained in the auction register.
4. Certified that the logs are rejections after selection by the Forest Utilisation Officer and sister departments.
5. All the stock of more than one year old has been put up for this auction.
6. There are no reauctioned lots/lot numbers are reauctioned lots.

Submitted to Conservator of Forests/Chief Conservator of Forests

For confirmation/Information.

Station

Date

Divisional Forest Officer

Confirmed

Station

Date

Conservator of Forests/Chief Conservator of Forests

KERALA FOREST DEPARTMENT

FORM No. 12

No.....

(Paragraph 11.1.4 K.F.D.C., Volume I and
6.3.2 K.F.D.C Volume II)

Quadruplicate

**Receipts for Timbers etc., Delivered at the
Depot during19**

1. Serial number for the year
2. Whence received
3. By whom delivered
4. Description of produce
5. Particulars

Range No.	Species	Range measurement	Cubic m.	Depot No.	Depot measurement	Cubic m.	Remarks
1	2	3	4	5	6	7	8

6. No. and date of the Range pass
7. Date of arrival at the Depot

Station

Date

Signature and designation of
the Officer granting the receipt.

KERALA FOREST DEPARTMENT

FORM No.13

(Paragraph 7.3.1, 7.3.2, 7.3.3 and 7.3.4 K.F.D.C., Volume II)

Register of receipts and disposals of Stores, tools and Plant for

Serial number	Description of article or articles	Receipts			Value		Issues and disposals			Balance		Remarks
		Date or receipt	Whence received	No. or quantity	Rate Rs. P	Total Rs. P	To whom issued or how disposed of	No. or quantity	Value Rs. P	No. or quantity	Value Rs. P	
1	2	3	4	5	6	7	8	9	10	11	12	13

KERALA FOREST DEPARTMENT

FORM No. 14

(Paragraph 7.3.1, 7.3.2, 7.3.3 and 7.3.4 K.F.D.C., Volume II)

Register of Stores, Tools and Plant issued to, or returned by the Officer Range

Serial No. in Division Register (Form No.)	Date of issue or sanction for disposal	Description of article	No. or quantity	Value		Date of receipt of rangers acknowledgement	Remarks
				Rs.	P.		
1	2	3	4	5		6	7

KERALA FOREST DEPARTMENT

FORM No.15

(Paragraph 8.2.1 K.F.D.C., Volume II)

Invoice

No.....

To

.....

Date of Supply	Particulars of requisition	Article supplied or work done (with species and class in the case of timber)	Rate		Quantity supplied	Amount		Remarks
			Rs.	P.		Rs.	P.	
1	2	3	4	5	6	7	8	9

Station

Date

Signature and designation of
Supplying Officer

Accepted and countersigned.

The Amount is Chargeable
Adjusted as adjustment

to* item No**

Station

Date

Signature and designation of
Officer supplied

* Here give the Major, Minor, sub and detailed head of account to which the amount is debitale.

** To be filled in the case of transactions between Forest Officers.

KERALA FOREST DEPARTMENT

FORM No. 16

(Paragraph 8.2.4 K.F.D.C., Volume II)

Register of leases granted in reserved and unreserved forests, etc. for the year 197

Serial number	Name or description of the leased property and nature of lease	Name and address of the lessee	Condition and period of lease	Chalan No. or cash book receipt No, and amount of security deposited	Lease amount			Date when lease amounts are due	Amount due on each date	Date of collection of lease amounts and reference to cash book receipt No. or Chalan No.	Amount of penalties interest etc. collected		Amount remitted	Remarks
					Rate Rs. P.	Per	Total amount lease Rs. P.				Date	Amount Rs. P.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

KERALA FOREST DEPARTMENT

FORM No. 17

(Paragraph 7.3.3, K.F.D.C., Volume II)

Counterfoil/Original

Issue Note No

..... Office

Dated197....

Please Quote the above No. for future correspondence

To

In compliance with your requisition No dated

Item No.	Particulars	Unit	Quantity		Value		Remarks
			Requisitioned	Supplied	Rs.	P.	
			4	5	6	7	
1	2	3	4	5	6	7	8

No.

Dated

Issuing Officer

Returned to the

Received correct except

Receiving Officer

KERALA FOREST DEPARTMENT

FORM No. 18

(Paragraph 7.4.2 K.F.D.C., Volume II)

Report of survey of stores which have become unserviceable or surplus

.....Division

Store register item number	Description of articles	Date of receipt	Quantity	Value on the books		Current market value Rs.	Remarks by the subordinate-in-charge explaining the cause of the articles becoming unserviceable or surplus	Reasons of the inspecting officer	Orders of the sanctioning authority
				Rate Rs.	Amount Rs.				
1	2	3	4	5	6	7	8	9	10

KERALA FOREST DEPARTMENT

FORM No. 19

(Paragraph 7.3.2 K.F.D.C., Volume II)

Counterfoil/Original/Duplicate

Indent No

Name of work or Service.....

Division

Sanctioned estimate No of

Range/Depot.....

Budget Provision

Dated

Serial No.	Estimate Item No.	Number of quantity		Description of articles	Unit	Number of quantity		Remarks
		Required as per estimate	Received to date			Indented for	Passed for issue	
1	2	3	4	5	6	7	8	9

Passed for issue from Division Store
Range
Depot

Divisional Forest Officer

Range /Depot Officer

Received the above articles except.....

Range/Depot Officer

KERALA FOREST DEPARTMENT

FORM No. 20

(Paragraph 7.5.1 K.F.D.C., Volume II)

Register of receipt and disposal of live-stock in the Range/ Division for the year

.....

Serial Number	Date of acquisition	How obtained	Names or identifying numbers of the animals (bullocks and buffaloes should be shown in pairs)	Sex in case of elephants	Age at the commencement of the year	Height with date of measurement in the case of elephants		Estimated value at the commencement of the year Rs. P.	Sanctioned daily scale of rations	Working capacity as fixed at commencement of the year expressed in tons/miles	Expenditure on maintenance during the year including cost of attendants (to be posted from quarterly return in form 21) Rs. P.	How disposed of quoting authority with date of disposal	Value realised, if sold Rs. P.	Remarks
						Height	Date							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

KERALA FOREST DEPARTMENT

FORM No. 21

(Paragraph 7.5.1 K.F.D.C., Volume II)

**Statement of work done by and cost of up keep of live-stock for the quarter ending19 Range
..... Division**

Serial number	Name of elephant and number in the case of other cattle	Date of capture or purchase	Tusker or cow (in the case of elephant)	Class	Height	Age	Quantity and particular of work done for Government during the quarter	Amount of saving thereon Rs. P.	Particulars of private works done	Amount of revenue realised thereon Rs. P.	Number of days the animal was without work during the quarter	Expenditure on the keep on elephant or other animal during the quarter with quantity of supply made					Total Rs. P.	Condition of health and temper in case of elephants	Conservator's remarks
					Metre							Fodder Rs. P.	Games, rice, etc. Rs. P.	Kabalom Rs. P.	Mahouts' pay and allowance in the case of elephants and establishment pay in case of others Rs. P.	Medical treatment Rs. P.			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

- Note: -
1. In column B, the particulars and number of days of work done by the animal during the quarter must be stated, such as timber dragging, procession, decoy and other works;
 2. Column 9 must show the amount of revenue that would have been realised of elephants were hired to private agencies;
 3. The entry in column 10 must be similar to column 8; and
 4. The total amount of expenditure during the quarter must be entered in column 13 to 18.

KERALA FOREST DEPARTMENT

FORM No. 22

(Paragraph 7.5.3 K.F.D.C., Volume II)

Register of daily receipts, issue and balance of rations for live-stock

..... Range

..... Division

Date	1 st 19				2 nd 19			3 rd 19			4 th 19		
Name of article	Opening stock	Receipts	Issues	Balance stock (2+3-4)	Receipts	Issues	Balance stock (5+6-7)	Receipts	Issues	Balance stock (8+9-10)	Receipts	Issues	Balance stock (11+12-13)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Gram	...												
Jaggery	...												
Ragi	...												
Coconuts	...												
Rice	...												
Salt	...												

KERALA FOREST DEPARTMENT

FORM No. 23

(Paragraph 7.5.4 K.F.D.C., Volume II)

Register of Elephant-wise issue of daily rations

..... Range

..... Division

Date	Name of Elephant	Gram	Jaggery	Rice	Ragi	Coconuts	Rice	Salt		
1	2	3	4	5	6	7	8	9	10	11
	Total	...								

KERALA FOREST DEPARTMENT

FORM No. 24

(Paragraph 7.5.5 K.F.D.C., Volume II)

PART I - Elephant work-roll for the week ending 19.....

..... Range

.....Division

Serial number and names of elephant	Days of work							Total number of days worked		Description of work	Days of work	Reason for being off work
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Dragging	Other works			
1	2	3	4	5	6	7	8	9	10	11	12	13

PART II - Abstract statement of work done by elephants during the week

Sl. No.	Description of work	Number of days worked	Locality	Quantity of timber dragged

Station :

Date :

Signature of the Range Officer

.....

KERALA FOREST DEPARTMENT

FORM No. 25

(Register)

(Paragraph 7.5.7 K.F.D.C., Volume I)

Register of books in the office of the

Sl. No.*	Name of the book	Date of receipt	From whom received or how obtained	Value if any		Reference to cash book voucher, etc.	Date of (**) removal from stock	How removed	Remarks
				Rs.	P.				
1	2	3	4	5	6	7	8	9	

(*) Each copy of a book should be assigned a separate serial number

(**) Temporary issues of books for reference, etc., should not be entered here. All such issues should be recorded on a separate page of the register in which the Serial No., name of book, name of the person to whom the book is issued, date of issue and date of return should be noted.

KERALA FOREST DEPARTMENT

FORM No. 26

(Paragraph 7.5.2 K.F.D.C., Volume I)

Register of Forest offences in the Division/Range of

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Serial Number	Locality	By whom reported or detected	Date on which the offence was discovered	Date on which the preliminary report was submitted	Nature of the offence and section of the forest Act, applicable	Name, percentage and residence of the accused	Description and value of property stolen and estimated value of damage caused or the number and description of cattle seized	Description of other property seized	₹. Amount realised by the sale of thondy	Date of realization of value	Date of order compounding the offence	₹. Amount of compensation levied	Date in which compensation was realised	Date on which the properties described in columns 8 and 9 were released	Designation of officer compounding offence	If the case has been prosecuted, state the result of prosecution	If the case has been withdrawn, state Divisional Forests Officer's order	Remarks

KERALA FOREST DEPARTMENT

FORM No. 27

(Paragraph 7.5.2 K.F.D.C., Volume I)

Monthly abstract of forest offences/quarterly/annual return of treatment of breaches of forest Regulations etc., for the month/quarter ending/year ending

Division/Range	Cases pending from previous year/quarter	How cases of the year/month										Offences under section 64
		Reserved forest					Land at the disposal of Government					
		Clearing of land	Setting fire to forests	Cattle trespass	Illicit collection, possession or removal of timber or of minor forest produce	Miscellaneous	Illicit collection, possession or removal of timber or of minor forest produce for which fees are levied	Trespassing or firing fuel fodder reserves	Illicit grassing	Miscellaneous		
1	2	3	4	5	6	7	8	9	10	11	12	
Total												

KERALA FOREST DEPARTMENT-(Contd.)

Total new cases of the year/quarter	Total cases	Disposed of during the year										Cases pending at the close of the year/quarter	Amount of compensation realised	Remarks
		Convicted		Acquitted		Compounded		Withdrawn		Total				
		Cases	Persons	Cases	Persons	Cases	Persons	Cases	Persons	Cases	Persons			
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Total..														

Station :

Signature :

Date :

Designation :

KERALA FOREST DEPARTMENT

FORM No. 28

(Paragraph 7.5.3 K.F.D.C., Volume I)

**Register of forest produce and other property
Seized during19.....**

Date	Forest property, etc., seized	Locality where stored or person to whom entrusted	Property released
	Description		
1	2	3	4

KERALA FOREST DEPARTMENT-(Cont.)

Property made over to third party	Property confiscated to Government	Property brought on to stock	Date on which action was taken	Remarks
5	6	7	8	9

KERALA FOREST DEPARTMENT

FORM No. 29

(Paragraph 6.4.1 K.F.D.C., Volume I)

Report of transfer of charge of Range

Dated

1. I certify that I received charge of the
Range from Sri on the afternoon/forenoon of 19.....

2. I received the sum of Rs....., contingents Rs....., unremitted sale tax
Rs....., unremitted revenue Rs....., undisbursed pay, T.A. Rs.....,
unadjusted advance balance Rs....., as shown by the Annamath Cash Book on this date.

3. I have examined all the Office books, including Forest Range Journal, maps and other records
and found them posted up-to date.

4. I have received the needful vouchers belonging to the accounts of the current month and have
made myself acquainted with all outstandings and liabilities on account of the Range.

5. I have examined the live and dead stock and found them correct with registers.

6. I have also received a list of demarcated reserves, and plantations and of Forest Rest Houses
and other buildings, also a statement of the roads and bridges in charge of the Department.

Signature and Designation
Relieved Officer.

Signature and Designation
Relieving Officer.

KERALA FOREST DEPARTMENT

FORM No. 30

(Paragraph 6.4.1 K.F.D.C., Volume I)

Report of transfer of charge of Depot

1. I certify that I received charge of the
Depot from Sri..... on the afternoon/forenoon of this
day of 19.....

2. I received the sum of Rs....., contingents Rs....., unremitted sale tax
Rs....., unremitted revenue Rs....., undisbursed pay, T.A. Rs.....,
unadjusted advance balance Rs....., as shown by the Annamath Cash Book on this date.

3. I have examined all the depot registers and other records and found them posted up-to date.

4. I have received the needful vouchers belonging to the accounts of the current month and have
made myself acquainted with all out standings and liabilities on account of the depot.

5. I have examined the live and dead stock and furniture at the depot and found them to tally with
the balance shown in the registers.

6. I have examined the depot buildings, boundary walls and fences, gates etc., and found them in
good order.

Signature and Designation
Relieved Officer

Signature and Designation
Relieving Officer

KERALA FOREST DEPARTMENT

FORM No. 31

(Paragraph 6.5.1 K.F.D.C., Volume I)

**Report of transfer of charge of Section/beat
in Range**

1. I certify that I received charge of beat bounded by
from on the afternoon/forenoon of this day of

2. I have received Government property as per list hereto attached and found all the articles including
timber and other forest produce in good order except (here specify any articles missing, broken or damaged).

3. I have received the beat diaries, report copy-books orders received, register of orders received and
forest sheets, if any, and other records and found/did not find them posted up-to-date.

4. I specially certify that I found the state of each of reserve mentioned below in regard to illicit fellings
goat grazing and other offences as noted against each and that I will be responsible for all other signs of each
offence not here mentioned found in the future: -

Name of Reserve	Illicit fellings	Goat grazing Whether many, few or none	Other offences to be mentioned in details
-----------------	------------------	--	---

5. I Certify that I have perambulated the boundaries of the blocks in my charge and found the condition
of the lines and demarcation marks as noted below: -

(Here give the condition of each line, state the number of demarcation marks and give full particulars
regarding those which are out or repair)

Signature of relieved Forester
Forest Guard

Signature of the relieving Forester
Forest Guard

KERALA FOREST DEPARTMENT

FORM No. 32

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. I

Area of Reserved Forests during the year

Name of Division	Area on 1 st April 19.....		Added during the year		Excluded, transferred or cancelled during the year		Area on 31 st March 19.....		Remarks
	S. km.	Hect.	S. km.	Hect.	S. km.	Hect.	S. km.	Hect.	
1	2	3	4	5	6	7	8	9	10

KERALA FOREST DEPARTMENT

FORM No. 33

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. IIA

Area of Reserved Lands during the year

Name of Division	Area on 1 st April 19.....		Added during the year		Excluded, transferred or cancelled during the year		Area on 31 st March 19.....		Remarks
	S. km.	Hect.	S. km.	Hect.	S. km.	Hect.	S. km.	Hect.	
1	2	3	4	5	6	7	8	9	10

KERALA FOREST DEPARTMENT

FORM No. 34

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. IIB

Area of proposed fuel and fodder reserves during

Name of Division	Area on 1 st April 19.....		Added during the year		Excluded, transferred or cancelled during the year		Area on 31 st March 19.....		Remarks
	S. km.	Hect.	S. km.	Hect.	S. km.	Hect.	S. km.	Hect.	
1	2	3	4	5	6	7	8	9	10

KERALA FOREST DEPARTMENT

FORM No. 35

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. III

Statement showing the progress made and expenditure incurred in forest settlement during.....

Division	Areas already settled at the commencement of the year in sq. Km.	Areas finally settled during the year				Areas undergoing settlement during the year				Expenditure incurred during the year on areas undergoing settlement	Remarks
		No. and date of Government order according final sanction of settlement	Name of forest settled	Area in sq. Km.	Expenditure per sq. Km. of area finally settled	At the commencement of the year		Taken in hand during the year			
						Name of forest	Area in sq. km.	Name of forest	Area in sq. km.		
1	2	3	4	5	6	7	8	9	10	11	12

KERALA FOREST DEPARTMENT

FORM No. 36

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. IV

Statement showing the particulars of demarcation works done in the Department during the year

Division	Total length of boundaries				New permanent demarcation													
	Length of boundaries requiring demarcation km	Length of natural boundaries not requiring demarcation km	Total length of boundaries km	Length of boundaries requiring demarcation km	Length of boundaries already demarcated previously km	Balance required to be demarcated at the commencement of the period km	Demarcation done during the year									Total length completely demarcated during the period km	Cost including establishment specially charged to this head Rs	Average cost per Km Rs
							Length of previously demarcated boundaries widened to 20 ft. (6.1 metre) km	No of cairns constructed	Cost Rs	Length of boundaries freshly cut to a width of 20 ft.(6.1metre) km	No of cairns erected	Cost Rs						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			

FORM No. 36-(Cont.)

Balance boundaries yet to be demarcated at the close of the year km	Reclearing permanent boundaries already demarcated						Name of tract	Preliminary demarcation of proposed reserves, fuel and fodder reserves						Remarks
	Length of boundaries releared and repaired during the period							Total length of boundaries						
	Length of already demarcated boundaries requiring re-clearing	By Guards at no cost to Government	At Government cost	Cost of repairs	Average cost per km	Balance not repaired during the period		Length already preliminarily demarcated in previous years	Length preliminarily demarcated during the year	Cost	Balance to be preliminarily demarcated	Total length		
17	18	19	20	21	22	23	24	25	26	27	28	29	30	

KERALA FOREST DEPARTMENT

FORM No. 37

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. V

Statement showing Forest areas surveyed during the year

(Area surveyed 1st April 19..... to 31st March 19.....)

Division	Special survey map in 4 inches scale or over by Kerala Director of Survey and Land Records Department									Ordinarily included in survey, chain or compass or other surveys by local officers							
	With interior details					Boundary Survey				With interior details					Boundary Survey		
	With details of growing		Without details of growing stock							With details of growing stock		Without details of growing stock					
	Previous	Of years	Previous	Of years	Total cost Rs.	Previous	Of years	Total cost Rs.	Previous	Of years	Previous	Of years	Total cost Rs.	Previous	Of years	Total cost Rs.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	

FORM No. 37-(Cont.)

Ordinarily included in survey, chain or compass or other surveys by local officers									Area remaining to be taken under survey	Total Forest area at the end of the year as per Form Nos.54 and 55 (Annual Return Nos. I, II-A and II-B)	Cost			Remarks
With interior details					Boundary survey						Previous Rs.	Of years Rs.	Entire cost of all survey at the end of the year Rs.	
4 in. or over		Under 4 In.		Total cost Rs.	Previous	Of years	Total cost Rs.							
Previous	Of years	Previous	Of years					Rs.			Rs.	Rs.	Rs.	
18	19	20	21	22	23	24	25	26	27	28	29	30	31	

KERALA FOREST DEPARTMENT

FORM No. 38

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. VI

Statement of progress made in the Working Plans and schemes during 197.....

Serial No	Division	Areas of which working plans or schemes have been sanctioned				Areas for which working plans or schemes are being completed				Areas for which working plans or schemes not required	Areas for which schemes or working plans to be taken up	Total Forest area in Return No. I
		At the commencement of the year		During the Year		At the commencement of the year		During the year				
		Regular working plans Sq.km	Simple working plans Sq.km	Regular working plans Sq.km	Simple working plans Sq.km	Regular working plans Sq.km	Simple working plans Sq.km	Regular working plans Sq.km	Simple working plans Sq.km			
1	2	3	4	5	6	7	8	9	10	11	12	13

KERALA FOREST DEPARTMENT

FORM No. 39

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. VII

Civil work sanctioned and completed during

Division	Original		Repairs	
	Sanctioned Rs.	Spent Rs.	Sanctioned Rs.	Spent Rs.
1	2	3	4	5

KERALA FOREST DEPARTMENT

FORM No. 40

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. VIIA

**List of Civil works that remained incomplete at the end of
but continued and completed during the year**

Sl. No.	Name of work	Estimate amount		Expenditure up to the end of previous year		Allotment for the year		Expenditure during the year		Remarks
		Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	
1	2	3		4		5		6		7

KERALA FOREST DEPARTMENT

FORM No. 41

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. VIIB

**List of Civil works commenced during 19..... or previously
but remained incomplete at the end of 19.....**

Sl. No.	Name of work	Estimate amount		Amount spent		Remarks
		Rs.	P.	Rs.	P.	
1	2	3		4		5

KERALA FOREST DEPARTMENT

FORM No. 42

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. VIIC

List of Civil works sanctioned during 197..... but not taken up during the year

Sl. No	Name of work	Amount sanctioned	
		Rs.	P.
1	2	3	

KERALA FOREST DEPARTMENT

FORM No. 43

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. IX

Statement of areas of Forests protected from fire during the year

Sl. No.	Name of Division	Forest tracts	Area protected in 197.....	Area attempted to be protected in 197.....	Failure	Area actually protected in 197.....	Cost
			Sq.Km	Sq.Km.	Sq.Km.	Sq.Km.	
1	2	3	4	5	6	7	8

KERALA FOREST DEPARTMENT

FORM No. 44

(Paragraph 13.4.3 K.F.D.C, Volume I)

ANNUAL RETURN No. X

Statement of areas closed and opened for grazing during the year

Sl. No	Division	Closed to all animals		Closed to sheep and goats		Closed to goats only	Opened to all animals	Total forest areas (reserved forests)	Remarks
		Whole year	Part year	Whole year	Part year				
		Sq.km	Sq.km	Sq.km	Sq.km				
1	2	3	4	5	6	7	8	9	10

KERALA FOREST DEPARTMENT

FORM No. 45

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. XI

Statement of areas of Plantations during

Division	Serial No.	Name of Plantation	Area in Sq.km.				Revenue Rs.	Charge in rupees		
			On the first day of the year	Added during the year	Excluded during the year	On the last day of the year		Old plantations	New plantations	Total charges
1	2	3	4	5	6	7	8	9	10	11

KERALA FOREST DEPARTMENT

FORM No. 46

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. XII

Out turn of Timber, Fuel and other produce during

Name of division	Timber in round logs					Timber in round poles					Firewood and charcoal					
	Government agency	Purchasers	Free grants	Right holders	Total	Government agency	Purchasers	Free grant	Right holder	Total	Government Agency		Purchasers		Free grants	Right holders
											Firewood	Charcoal	Firewood	Charcoal		
	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Tons	Bags	Tons	Bags		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Fire wood and charcoal		Sawn and squared timber					Miscellaneous										
Total		Government Agency	Purchasers	Free grant	Right holders	Total	Government agency					Purchasers			Free grant	Right holders	Total
Firewood	Charcoal						Sawn	Sandal wood	Bamboos	Ivory	Elephant teeth	Bamboos	Reeds	Coconut			
Tone	Bags	Cum.				Cum.	Kg.	No.	Kg.	No.							
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35

KERALA FOREST DEPARTMENT

FORM No. 47

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. XIII

Out turn of minor forest produce during the year

Item	Unit	By Government Agency		By Purchasers		By free grant		By right holders		Total	
		Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
			Rs.		Rs.		Rs.		Rs.		Rs.
1	2	3	4	5	6	7	8	9	10	11	12

KERALA FOREST DEPARTMENT

FORM No. 48

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. XIV

Statement showing Receipt, Disposal and Balance of timber etc., during 19.....

Particulars/ Division	Teak		Black wood		Pulla- marudu	Vellagil	Kongu	Kalpine	Nangu	Other Jungle wood	Churuli	Punna	Kulamavu	Pali	Chorapathiri	Jack
	Round	Sawn	Round	Sawn	Round											
	Cum.	Cum.	Cum.	Cum.	Cum.											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Pala	Vellapine	Thanni	Elavu	Cheeni	Chadachi	Manjakadambu	Agil	Myla	Irool	Maruthy	Venteak	Anjily	Vengai	Themba	Karimaruthu	Vagai	Nir-Venteak	Miscellaneous Species	Balsa wood
Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.	Cum.
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37

KERALA FOREST DEPARTMENT

FORM No. 49

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. XV

Statement showing the Balance stock of Timber and other produce with approximate value for the period from 1st April 197..... to 31st March 197.....

Description of timber and other produce	On hand at the beginning of 1 st April 19.....			On hand at the close of 31 st March 19.....			Difference in value	
	Number	Quantity in cum.	Amount Rs	Number	Quantity in cum.	Amount Rs	In favour of the year Rs	Against the year Rs
1	2	3	4	5	6	7	8	9

KERALA FOREST DEPARTMENT

FORM No. 50

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. XVI

Classified Abstract of Revenue and Expenditure 197

Budget Heads	19..... Rs	19..... Rs	Plus Rs.	Minus Rs.
1	2	3	4	5

KERALA FOREST DEPARTMENT

FORM No. 51

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. XVII

Statement of outstanding of Revenue for 197

Outstanding at the commencement of the year Rs	Value of sales, etc. and other revenue during the year Rs.	Total Rs.	Amount realised during the year Rs.	Balance due to the department at the close of the year Rs.	Remarks Rs.
1	2	3	4	5	6

KERALA FOREST DEPARTMENT

FORM No. 52

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. XVIII - PART I

**Statement of Elephants in possession of the Forest Department
at the beginning of the year**

Division	Sl. No	Name of Elephant	How obtained	Trained or untrained
1	2	3	4	5

ANNUAL RETURN No. XVIII - PART II

Statement of Elephants received during the year

Name of Division	Sl. No	Name of Elephant	How obtained	Trained or untrained
1	2	3	4	5

ANNUAL RETURN No. XVIII – PART III

Statement of Elephants gone off during the year.....

Name of Division	Sl. No	Name of Elephant	How disposed off
1	2	3	4

ANNUAL RETURN No. XVIII – PART IV

**Statement of Elephants in possession of the Department
at the close of the Financial Year..... (31-3-19.....)**

Name of Circle	Serial No.	Name of Elephant
1	2	3

Opening balance at the beginning of the year

Receipts during the year

Total (a)

Disposal: -

(a) In auction

(b) By death

Total (b)

Closing balance as on 31st March

KERALA FOREST DEPARTMENT

FORM No. 53

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. XIX

Statement of stores, tools and plants for the year

Division	On hand at the commencement of the year		On hand at the close of the year		Difference in favour of the year		Difference against the year	
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
1	2		3		4		5	

KERALA FOREST DEPARTMENT

FORM No. 54

(Paragraph 13.4.3 K.F.D.C., Volume I)

ANNUAL RETURN No. XX

List of Permanent and Temporary establishments

Particulars of appointments	Office of the Chief Conservator of Forests	Circles			Remarks
		Quilon	Central Circles Trichur	Kozhikode	
1	2	3	4	5	6

KERALA FOREST DEPARTMENT

FORM No. 55

(Paragraph 6.8.4 K.F.D.C., Volume II)

**Quarterly return of undelivered logs for the Depot for the
..... quarter of 197.....**

Timber etc., not delivered up to the end of last quarter			Timber received during the quarter			Balance remaining to be delivered at the end of the quarter			Non- receipt during the quarter			Total remaining undelivered at the end of the quarter		
No and date of pass	Kinds of timber	Number	No. and date of pass	Kinds of timber	Number	No. and date of pass	Kinds of timber	Number	No. and date of pass	Kinds of timber	Number	No and date of pass	Kinds of timber	Number

KERALA FOREST DEPARTMENT

FORM No. 56

(Paragraph 8.1.6 K. F. D. C., Volume I)

**Annual Statement of tours by Divisional Forest Officer
for the financial year ending**

	(1)	(2)	Remarks (3)
1.	Name of Officer:		
2.	Period during which he held Office:		
3.	Total number of days spent in tour:		
4.	Number of days halt:		
5.	Number of days on which marches were not combined with inspections:		
6.	Number of days on which marches were combined with inspections:		
7.	Number of marches within five miles of Head Quarters:		
8.	Number of returns to Head Quarters:		
9.	Number of inspections from Head Quarters:		
10.	Names of reserves not inspected during the year:		
11.	Name of depots not inspected during the year:		
12.	Name of Range Office not inspected during the year:		

Note: - Explanation of the Officer for short touring should be entered in the remarks column against 3. Similar explanation for overdue inspections of reserves, depots or Range Offices should be entered in the remarks column against 10, 11 and 12 respectively. If more than one Officer held charge of the division during the period, column 2 should be subdivided and each officers touring shown in separate columns.

KERALA FOREST DEPARTMENT

FORM No. 56A

(Paragraph 8.1.6 K. F. D. C., Volume I)

PART I

**Statement of Reserves in Division inspected
by the D. F. O during the half years ending 19.....**

<i>No. and name of the Reserve in the Division</i>	<i>Number of times inspected during the year</i>	<i>Remarks</i>
--	--	----------------

Station

Date

Divisional Forest Officer

PART II

**Statement of sale depots and Rang Offices in
Division inspected by the D. F. O during the
half year ending 19.....**

<i>Name of depots and range offices in the division</i>	<i>Date or dates of inspection</i>	<i>No. and date of inspection report to Conservator</i>	<i>Remarks</i>

Station

Date

Divisional Forest Officer

KERALA FOREST DEPARTMENT

FORM No. 57

(Paragraph 10.5.9 K.F.D.C., Volume I)

Statement of estimates sanctioned during the month of Division

Serial number of the sanctioned estimate	Sanction		Forest Division for which sanction is intended	Description of work	Amount of estimate		Head of service	Remarks
	Reference Number	Date			Rs.	Ps		
1	2	3	4	5	6	7	8	

Station

Date

Divisional Forest Officer

KERALA FOREST DEPARTMENT

FORM No. 58

(Paragraph 10.5.8 K. F. D. C., Volume I)

Register of sanctioned estimates for the year Division

Sl. No	Reference to sanction			Name of work	Amount sanctioned	Head of service	Reference to work register	Date of submission of completion report or certificate	Remarks
	By whom sanctioned	Reference number	Date						
1	2	3	4	5	6	7	8	9	10

Note: Sanctions accorded by higher authority should be entered in the Register in red ink.

KERALA FOREST DEPARTMENT

FORM No. 59

(Paragraph 10.5.3 K.F.D.C., Volume I)

ESTIMATE NO. (MACE.) 19.....

**Estimate of cost of working down cum of logs from
in the Range to the Depot
Budget Head.**

Item No.	Quantity cum.	Particulars of work	Rate		Per cum.	Amount	
			Rs	P.		Rs	P.

Date }
Station }

Specification

Port

Financial aspect of the undertaking

No.

Office of the
Station
Date.....

Submitted to the for
sanction

Signature and designation

No. of

Office of the
Station
Date.....

Sanctioned for Rs. () (in words)

Signature,
Designation

KERALA FOREST DEPARTMENT

FORM No. 59A

(Paragraph 10.5.3 K. F. D. C., Volume I)

Estimate for the work

Budget Item No. _____ Estimate No. _____ Division _____ of 197

Estimate framed by Mr. _____ Deputy Assistant

Forests for the _____

During 197

(1) REPORT

(Here enter the necessity for the work, the nature of the building and C.)

(2) DETAILED MEASUREMENT

Item number	Particulars of work	No.	Measurement			Quantity	
			L.	R.	D. or H.		

(3) ABSTRACT OF COST

Number	Quantity	Particulars	Rate		Unit	Amount	
			Rs.	P.		Rs.	P.

(4) SPECIFICATION

(Here enter a full description of the several items of work to be done)

(Signature)
Designation

KERALA FOREST DEPARTMENT

FORM No. 59B

(Paragraph 10.5.3 K. F. D. C., Volume I)

Division.....

Estimate No.....

Estimate for the maintenance of.....

No	Quantity	Particulars	Unit	Rate		Amount		Total		Remarks
				Rs.	P.	Rs.	P.	Rs.	P.	

KERALA FOREST DEPARTMENT

FORM No. 60

(Paragraph 10.8.1 K. F. D. C., Volume II)

Register of works

..... Range

Name of work.....

Estimate No. and amount.....

Head of service and appropriation for the year.....

Month, etc.	Vr. No	Particulars of expenditure	Total value of work done	Suspense			Total Expenditure	Dated initials of D.F.O
				Materials	Contractors	Labourers		
Progressive Total B/f.								

Total for the month

Progressive total

KERALA FOREST DEPARTMENT

FORM No. 60A

(Paragraph 10.8.a K. F. D. C., Volume I)

Detailed Register of works

Sanction No. and Date.....

Name of work.....

Appropriation for the year.....

Month, etc.	Final sub-heads									Suspense						Dated initials of D.F.O
	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Total of final sub-heads costing over Rs. 5,000	Contingencies	Total of final sub-heads	Materials	Contractors	Labourers	Total expenditure	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.	Rs.P.
Estimate provision ...																
Progressive total b/f. ...																
Month, Vr. No. ...																

KERALA FOREST DEPARTMENT

FORM No. 61

(Paragraph 10.11.3 K. F. D. C., Volume I and 14.2.1 K.F.D.C., Volume II)

Progress Report of works in the..... $\frac{\text{Range}}{\text{Depot}}$ /Division for the month of19.....

Head of Service		Short title of the work	Sanctioned Estimate			Expenditure to the end of last year	Expenditure during the year			Grand total of Expenditure (columns 7+10)	Balance available (columns 6-11)	Allotment	Remarks
Major Head	Sub Head		Number	Date	Amount		Up to end of last year	During the month	Total during the year				
1	2	3	4	5	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	14

KERALA FOREST DEPARTMENT

FORM No. 62

(Paragraph 10.12.1 K. F. D. C., Volume I)

Detailed Completion Report

Name of Work.....RangeDivision

Sanctioning Authority Date of commencement Amount sanctioned.....

Estimate Number..... Date of completion..... Actual Expenditure.....

No. and date of sanction Date of Inspection by the
Officer-in-charge..... Savings.....

Head of Service..... Date of Inspection by the
Divisional Forest Officer.....

Item No.	Quantity	Particulars of work as per sanctioned estimate	Rate		Per	Total estimated cost		Quantities of work executed	Actual cost. incurred		Actual rate worked out		Remarks
			Rs.	P.		Rs.	P.		Rs.	P.	Rs.	P.	
1	2	3	4	5	6	7	8	9	10				
		Total											

I certify that the above work was commenced on the that I have inspected it personally on the and found the work has been carried out in accordance with the estimate with the exceptions noted on the reverse, in a substantial and satisfactory manner as regards both materials and workmanship and that excluding trifling deviations and those explained on the reverse it corresponds in all respects with the sanctioned plans and estimates.

Date

Officer-in-charge

I inspected the above work on verified measurements and found the above to be correct.

Dated

Divisional Forest Officer.

KERALA FOREST DEPARTMENT

FORM No. 62A

(Paragraph 10.12.4 K. F. D. C., Volume I)

..... Division

Rs. 500 and less completed

**Completion statement of works costing above Rs. 500 which completion reports
have been recorded during the month of**

Name of works	Sanction			Amount		Savings	Excesses	Percentage of excess if any	Date of		Date of inspection by		Remarks
	Authority	Number	Date	Sanctioned Rs. P.	Expended Rs. P.				Commencement	Completion	The officer-in charge	The Divisional Forest Officer	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Divisional Forest Officer

..... Division.

KERALA FOREST DEPARTMENT

FORM No. 62B

(Paragraph 10.12.5 K. F. D. C., Volume I)

Statement of value of Timber etc. used on the work

.....Division

Details of Materials used			Permit number and date	Rate		Amount		Head of credit and details of adjustment
Name	Quantity			Rs.	P.	Rs.	P.	
	Sanctioned	Used						
1	2	3	4	5		6		7

KERALA FOREST DEPARTMENT

FORM No. 63

(Paragraph 10.10.2 K. F. D. C., Volume I)

Register of Contracts entered into by the Divisional Forest Officer
Conservator of Forests (Circle)

During the month of 19

Agreement No.	Designation of officer sanctioning the contract	Name and designation of Officer signing the contract on behalf of Government	Name of contractor	Short title and No. of Estimate	Description of work	Estimate provision for contract item	Appropriate amount of contract	Nature and amount of security	Date of signing contract	Agreed date of completion	Manner of advertisement	Date of sanction by competent authority	Whether the tender is the lowest; if not, serial rank of successful tender and excess involved over the lowest tender	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Note: - In cases where tender other than the lowest is accepted the reasons for doing so should be explained in the remarks column.

KERALA FOREST DEPARTMENT

FORM No. 64
(Paragraph 10.9.4 K. F. D. C., Volume I)

Register of Tenders

Sl. No of tender

Name of work

Date and time fixed for
Receipt of tender

E.M.D

Date and time fixed for
opening of tenders

Sl. No	Name and address of tenderer	Date and time of receipt of tender	Date and time of opening of tender	Probable amount of contract as per		E.M.D. received		Initials of Officer receiving E.M.D.	Signature of tenderer for receiving back EMD.	Remarks
				Rs.	P.	Rs.	P.			
1	2	3	4	5		6		7	8	9

KERALA FOREST DEPARTMENT

FORM No. 65

(Paragraph 11.2.4 K. F. D. C., Volume II)

..... Division

Register of Forest Deposits / Miscellaneous advances

Item No	*Month from which transaction dates	Particulars of items (with authority where necessary)	Opening balance of the year		April 19.....						And so on for the other months of the year	How adjusted (and other remarks where necessary)
					<u>Credits</u>		<u>Debits</u>		Closing Balance			
					Debits †		Credits ‡					
Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.					
1	2	3	4		5		6		7		8	9

* To be indicated thus: - 12/67 for December 1967; 1/68 for January 1968; and so on.

† Score out 'Credits' in the case of Miscellaneous Forest Advances and "Debits" in the case of Forest Deposits

‡ Score out 'Debits' in the case of Miscellaneous Forest Advances and "Credits" in the case of Forest Deposits

KERALA FOREST DEPARTMENT

FORM No. 66

(Paragraph 11.2.2 K. F. D. C., Volume II)

Register of Revenue Deposits

..... Division

Date of receipt	Serial number of the deposit	From whom received	Nature of Deposit	Amount Deposited Rs. P.	Initial of Divisional Forest Officer	Name of Treasury in which the amount is credited	Number and date of chalan	Date of the bill or the order issued for the refund of deposit	Amount refunded Rs. P.	Initials of the Divisional Forest Officer	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

KERALA FOREST DEPARTMENT

FORM No. 67

(Paragraph 11.2.7 K. F. D. C., Volume II)

..... Division

Register of Interest bearing securities

Serial number	Depositor's Name and address	Nature of deposit	(*)Particulars of securities	Amount of Deposit		Date of agreement	Date of completion of contract	Date of refund or adjustment	Amount refunded		Amount adjusted in the account	Cash book item number	Initials of Divisional Forest Officer	Remarks
				Rs.	P.				Rs.	P.				
1	2	3	4	5	6	7	8	9	10	11	12	13		

(*) In the case if S. B. Pass books pledged in the name of Divisional officer full particulars regarding name of Treasury or Post office pass book No., etc. should be furnished. In the case of Government promissory notes, etc. only the category now be stated and reference given to the item number in the Registers in Kerala Financial Code Form No. 45.

KERALA FOREST DEPARTMENT

FORM No. 67A

(Paragraph 11.2.7 K. F. D. C., Volume II)

..... Division

**Account of interest bearing securities for the year ending
31st March 19.....**

* Here No. as per Register of securities	Name of Depositor (with name of work in the case of contractors)	Balance as per last account	Fresh deposits of the year	Total	Deduct securities returned or re-transferred to the depositors	Balance at the close of the year	Reference to acknowledgement for amounts in column 6, which should be attached	Remarks
1	2	3	4	5	6	7	8	9

.....
Divisional Accountant

Certified that with the exceptions noted below, all the securities shown in column 7 of this Account, or their acknowledgements by the authorized custodians are in my possession.

Exceptions (with reasons).

.....
Divisional Officer

* Items should be grouped separately for each of the classes of securities enumerated in article 304 of Kerala Financial Code, Volume I.

KERALA FOREST DEPARTMENT

FORM No. 69

(Paragraph 8.5.10 K. F. D. C., Volume II)

..... Division

Register of refund bills issued during the year

Serial number of bills	Taluk	Head of service	In whose name credited	On what account received	Amount realised Rs. P.	Date of payment into the Treasury	Amount in which included and head to which credited Rs. P.	Name and address of the payee	Amount to be refunded Rs. P.	Reasons for refund	Authority for the refund	Date of note of the refund and initial of the Officer	Date of refund from the Divisional Forest Officer
1	2	3	4	5	6	7	8	9	10	11	12	13	14

KERALA FOREST DEPARTMENT

FORM No. 71

(Paragraph 8.5.6 K. F. D. C, Volume II)

..... Division

Statement of payments of Kudivila during the month of19.....

Number and date of refund bill	Name of the Treasury to which the original credit relates	Payees				Amount refunded Rs. P	Reasons for the refund	Number and date of cheque issued	Authority for the refund	Remarks
		Name	House Name	Village	Taluk					
1	2	3	4	5	6	7	8	9	10	11

Divisional Forest Officer.

Cash Book

(Notes to be printed on the fly leaf of the cash book)

1. The cash book contains two money columns headed (1) "Cash" and (2) "Bank or Treasury", on the payment side to distinguish between payments made by cheques from those made out of the cash in chest. When, however, a cheque is drawn to replenish the chest, its number and amount should be entered on the payment side in the "Bank or Treasury" columns Nos. 10 and 11, and the amount only on the receipt side as "Cash from Treasury" in the single "Cash" column No. 4. The amount of a cancelled cheque should be shown by a special write-back entry, as a minus figure on the payment side in the "Bank or Treasury" column. A counter reference should be given in the cash book, against the original, to the second entry of the cheque. The issue of the new cheque in lieu of a time expired or lost cheque should be entered on the date of issue in red ink in the cash book but not in the column for payment, a counter reference being given in either case against the original entry in the cash book.

2. Every entry must be concise. The date, the number of voucher if any, the name of the work, and such a brief narration as will indicate unmistakably the nature of the transaction must be entered against each item. The amount debitible or creditable to each separate work, head of account, or contractor, or other person should be entered separately, and the amounts to be posted by the divisional office into the Abstract Book or Schedules or account under each prescribed head or account should be distinctly brought out opposite the entries in columns 5 and 12, headed "Classification of Receipts" and "Classification of charges". No receipt or payment other than of "Cash as defined in paragraph 4.1.1 Volume II of the Code should be entered in the cash book. A deduction made at the time of payment, creditable to a work or head of account other than that to which the payment itself is debitible should, however, be entered on the receipt side of the cash book.

3. Transactions must be entered in the cash book as soon as they occur and strictly in the order of occurrence. If, however, owing to the absence of the disbursing officer on tour, a cheque issued by him, whilst in camp, is entered in the cash book maintained at his headquarters on a subsequent date, the actual date of issue of cheque should be noted in the cash book as the denominator of a fraction the numerator of which will be the date on which the transaction should be observed when the double transactions relating to realisation of receipts and their payments into treasury contemplated in paragraphs 4.3.4, 4.3.5 and 4.3.6 of K. F. D. C., Volume II are incorporated in the cash book.

4. It is a serious irregularity to draw cheques and deposit them in the cash chest at the close of the year for the purpose of showing the full amount of grant as utilised or to keep the cash book open after the 31st of March and make disbursements in April entering them in the cash book as having been made in March.

5. Acknowledgement of payments should, as far as possible, be taken at the time of payment and on one of the printed forms prescribed for the purpose. They should be numbered conservatively in a separate series for each month and the serial number of each voucher should be entered in the cash book as soon as the payment transaction is entered in it.

6. All payments must be debited at once to the work or service on account of which they are made.

7. The procedure for dealing with lost time expired, or cancelled cheques is dealt with in paragraphs 4.4.6, 4.4.7 and 4.4.8 of K. F. D. C., Volume II.

8. If the disbursing officer draws on more than one district or sub treasury or the Bank, the total amount of cheques drawn during the month on each (excluding the amount of cancelled cheques), should be recorded in another note at foot of the cash book.

9. Cash books should have their pages machine numbered. As far as possible, no lines should be left blank, but if any space on a page of the cash book has to be left blank owing to whole of the other page of the same folio being written up completely, a diagonal line should be drawn to cancel the blank space, so that it may not be possible to make any subsequent entries therein. Interpolation of entries should be avoided as far as possible, but when it becomes necessary to make any entries between two ruled lines or to make any additions to, or interpolations between, entries already made, such additions should invariably be attested by the dated initials of the disbursing officer.

10. The cash balance at the end of the month should be written in words in a footnote at the foot of the cash book.

11. The abstract of the transactions showing the receipts and expenditure under each head of accounts should also be worked out in the cash book at the close of the month. The total amount of the cheque column should be shown on the receipt side against cheques in the abstract. Increase in cash balance may be shown on the payment side and decrease, on the receipt side.

KERALA FOREST DEPARTMENT

FORM No. 72A

(Paragraph 4.8.2 K. F. D. C., Volume II)

..... Division

Cash book of Depot/Range for the month of19.....

Receipts					Payments						
Date of receipt	Item No	Particulars	Amount		Classification	Date of payment	Voucher number	Particulars	Amount		Classification
			Rs.	P.					Rs.	P.	
1	2	3	4	5	6	7	8	9	10		

KERALA FOREST DEPARTMENT

FORM No. 73

(Paragraph 12.2.4 and 12.3.1 K. F. D. C., Volume II)

..... Division

Register of invoices issued for the year

Date of despatch of invoice	Serial number of invoice	To whom sent	Date of supply	Particulars of requisition	Articles supplied	Value Rs. P.	Date of receipt back of the invoice after countersignature	Month of adjustment in the Division accounts and adjustment item number	Remarks
1	2	3	4	5	6	7	8	9	10

KERALA FOREST DEPARTMENT

FORM No. 73A

(Paragraph 12.2.4 and 12.3.3 K. F. D. C., Volume II)

..... Division

Register of invoice received for the year

Date of receipt	Serial number	Invoice No. and date	Form whom received	Particulars of requisition	Date of supply	Article supplied	Value		Late of return of invoice after acceptance or otherwise	*Number and date of advice from the Accountant-General	Month of adjustment in the Division accounts and adjustment item number	Remarks
							Rs.	P.				
1	2	3	4	5	6	7	8	9	10	11	12	

Note: - * In the case of supplies from other departments or Governments, adjustments in the Division accounts may be effected only after the receipt of advice from the Accountant-General.

KERALA FOREST DEPARTMENT

FORM No. 74

(Paragraph 5.1.5 and 13.4.1 K. F. D. C., Volume II)

..... Division

Adjustment book for 197

Item No	Details	Credit		Debits		
		Amount		Classification	Amount	
		Rs.	P.		Rs.	P.

Station.

Date.

Manager

Divisional Forest Officer.

KERALA FOREST DEPARTMENT

FORM No. 74A
(Paragraph 5.1.2 K. F. D. C., Volume II)

Transfer Entry Order

No..... dated.....

Particulars of the transaction:-

Reasons for transfer.

To be credited to

To be debited to

Rs.	P.

Initials of the officer initiating the
Transfer entry

KERALA FOREST DEPARTMENT

FORM No. 74A
(Paragraph 5.1.2 K. F. D. C., Volume II)

Transfer Entry Order

No..... dated.....

Adjusted in the accounts for vide Adjustment
Book item No.....

Particulars	Debits			Credits		
	Name of work or head of account	Amount		Name of work or head of account	Amount	
		Rs.	P.		Rs.	P.

Countersigned

Manager

Divisional Forest Officer

Officer initialling
the transfer entry

Date

Date

* A Transfer entry should set forth such explanation of the correction or adjustment proposed to be made as would establish clearly the correctness and necessity of the entry. In cases of corrections involving a reduction in the charges against the estimate of a work not only should full particulars of the vouchers and accounts in which the erroneous charges originally appeared be specified but also the circumstances in which the charges were allocated wrongly under the estimate for the work should be set forth clearly. It is not sufficient to state that the charges were previously classified erroneously.

KERALA FOREST DEPARTMENT

FORM No. 75

(Paragraph 13.5.4 K. F. D. C., Volume II)

Schedule of Monthly Settlement with Treasuries for

PART I – CASH REMITTED AND ACKNOWLEDGED

..... Division

Treasury							Total
1.	Difference brought over as per line 5 of last month's memo	...					
2.	Cash remitted during the month (to be detailed in a separate sheet)	...					
3.	Total	...					
4.	Amount acknowledged by the Treasuries as per receipts attached	...					
5.	Difference (line 5 minus 4) as explained below	...					

Analysis of Difference as per line 5

Treasury							Total
A.	Remittances included in the Division accounts for the month but not included in the Treasury accounts for the month.	...					
B.	Remittances included by the treasuries in the accounts for the month but not included in the Division accounts for the month	...					

PART II- CHEQUES ISSUED AND PAID

Treasury							Total
	Difference as per line 5 of the previous month's memo	...					
	Cheques issued during the month (to be detailed in a separate sheet)	...					
	Total	...					
	Cheques cashed vide Treasury Officer's certificate attached	...					
	Difference (detailed below)	...					

Details of Differences

Uncashed cheques						
Other difference						

Manager

Divisional Forest Officer.

NOTES

The nominal muster roll is the initial record of the labour employed each day on a work and must be written up daily by the subordinate

2. In opening the nominal muster roll the work-people should be mustered in order and their names taken down according to their classes, and rate of wages, the names of the higher paid workmen being entered first, and so on in succession down to the lowest class, a little space should be left after each group of names to provide for entry of the names of additional work-people who may be engaged before the close of the period for which the muster roll is kept.

3. The roll may be prepared for any convenient period of payments, weekly or monthly.

4. The column "Father's name" is generally speaking for a discretionary use, but it, or the usual local system, must be invariably used when the identity is not sufficiently established elsewhere in the term.

5. In the case of works the accounts of which are not kept by sub-heads the presence of each labourer will be denoted each day by the insertion of the figure 1, or a fraction in case he works for only a portion of the day or is fined a portion of his day's wages. In the case of works the accounts of which are kept by sub-heads or when the muster roll relates to a group of works, the presence of each labourer may be denoted by a letter indicating the particular work or sub-head of work on which he has been employed each day or, as an alternative the names of labourers may be arranged under the title of a sub-head, thus: -

Arching
Masons
Coolies

6. The total number of days each labourer has been present multiplied by his daily rate of wages, gives the amount of wages due to him for the period of the muster roll.

7. The muster roll should be closed immediately after end of the period for which it is kept and the total charge will be allocated by works or sub-heads or work. The muster roll should then be sent to the Sub Divisional Officer or Executive Engineer as the case may be, for his scrutiny. He will do this without delay and return it for payment. Payments on muster rolls should be made or witnessed by the Officer of highest standing available and he should certify to the payments individually, or by groups by a distinctive mark, his initials or signature. The amount paid on each date should be noted in words as well as in figures at the foot of the muster roll, arrears register or other list.

8. When any individual payment exceeds Rs. 20 a stamped receipt should be obtained from the party concerned.

9. The names of labourers who are absent at the time of payment and have not received their wages, will be transferred to the register of arrears, Part II, and the amount so transferred, will be deducted from the grand total of the muster roll so as to bring out the "balance paid" to which should be added the arrears of any previous muster rolls then paid.

10. When the wages are not claimed in three months, a report of this fact should be made to the Executive Engineer.

11. All persons employed except those regularly sanctioned employees whose salaries are charged to the head of establishment are considered as day labourers and their pay will be charged to the works on which employed.

12. Part III of the form is an extract from the measurement books of the Officer in charge of the work and will be filled in before submitting the nominal roll to the Sub Divisional Officer.

13. The tabular information under Part IV is intended to locate and minimize delays on the part of the various subordinated who deal with the roll from issue to final return.

14. All N.M. rolls should be numbered in the Divisional Office under the initials of the Divisional Officer before they are issued to the Sub-division or Section Officer for use on the works.

All N.M. rolls should be machine numbered serially for a year in each Sub-division under the initials of the Sub Divisional Officer and entered in the register kept for the purpose before they are issued to the Section Officers for use on the works and their eventual return after use should be watched and noted in the register.

**PART II – Details of the measurement of the works done by the labour employed
as per this Muster Roll**

Reference to estimate item No.	Name and description of work	Quantity of work done		Rate		Unit		Amount			
		Up to date	Since last roll	Rs.	P.			Up to date		Since last roll	
						Rs.	P.	Rs.	P.		

Measurement taken on197 and recorded in page of
Measurement Book No

.....

Signature

Dated197

Officer in charge.....

Section / Sub Division.

KERALA

Division

Sub - division

Section

Cash Book Voucher No

WEEKLY MUSTER ROLL No

For the week

From.....197.....to197

Name of work

Estimate sanctioned in DR/CR No.....

Abstract of Charges

Part IV - Particulars of Issue and Return of Roll

Name and designation of subordinate to whom issued	Date of issue	Attestation by Despatching Office
Work Supt.	Mr.....Section Officer	
Closed and submitted to Section Officer		Work Supt. or other subordinate
Measured and submitted for audit		Section Officer or other Measuring Officer

Serial No. of Form

KERALA FOREST DEPARTMENT

FORM No. 76A

(Paragraph 10.3.2 K. F. D. C., Volume II)

Abstract Muster Roll

Daily labour from19.....

Particulars of Work	Progress			Description of Labour and materials	Rate	Amount				Signature or Remarks
					At per	Per item		Per work		
						Rs.	P.	Rs.	P.	
1	2	3	4	5	6	7	8	9	10	11
					Total ...					

This amount of Rs..... only has been disbursed by me.

Range Officer

Date19.....

Passed for Rs.....only

Divisional Forest Officer.

KERALA FOREST DEPARTMENT

FORM No. 76A

(Paragraph 10.3.2 K. F. D. C., Volume II)

Division

Range

Departmental Head

Service head

Cash Book Voucher No.

Abstract of Muster Roll No.

Name of work

Period from.....to.....197.....

KERALA FOREST DEPARTMENT

FORM No. 77

(Paragraph 4.6.1/10.3.4 K. F. D. C., Volume II)

Casual labour roll of labour employed on the from.....

No	Casual labour	Name	Period	Rate		Amount		Date of Payment	Nature and Quantity of Work done	Work to Which Chargeable	Initials and Remarks of The paying Officer
				Rs.	P.	Rs.	P.				
1	2	3	4	5		6		7	8	9	10

Certified that the above payments were made by me.

Disbursing Officer

Officer-in-charge.

NOTES

This form should be used in lieu of Nominal Muster Roll only by Officers and Upper Subordinates in special and urgent cases where labourers employed, casually for short periods, such as survey duty, etc., where the quantity of work done cannot be definitely stated.

KERALA.....DEPARTMENT

Division.....

Sub-division.....

Service Head.....

Departmental.....

C.B.V.No.....

CASUAL LABOUR ROLL

Name of work.....

Period.....

KERALA FOREST DEPARTMENT

FORM No. 78

(Paragraph 10.6.1 K. F. D. C., Volume II)

..... Division

Voucher No of Range or Depot.

Receipts for Petty Charges

Head of Service chargeable.....

Name of work.....

Estimate No..... of Sanctioned by

..... Vide No dated

Or Rupees.....

Expenditure including this voucher Rs.....

Balance available Rs.....

Receive from.....

the sum of Rs.....

on account of

.....

.....

.....

Name and signature of payee.....

The amount of Rs. (in words)

.....

has been disbursed by me.....

Designation and signature of the Disbursing officer

Passed for Rs.....

.....

Head Clerk.

Divisional Manager.

Divisional Forest Officer

For use in the Accountant General's Office.

Audited
Auditor

Reviewed
Superintendent

Gazetted Officer.

KERALA FOREST DEPARTMENT

FORM No. 79

(Paragraph 10.6.1 K. F. D. C., Volume II)

Division/Circle.....		Bill Register No.....
Range /Depot.....		
Section.....		
11 M.E.	FIRST AND FINAL BILL No.	196 A.D.
Debit to (name of work)	Sanctioned estimate	Budget provision
.....	No.....	
Sub-head.....	Rs.....
.....		
Name of Contractor.....	Agreement No.....	
.....	Amount of contract Rs.....	
.....	Official date of commencement of work.....	
.....	Date of completion as per Agreement	
Entered in (1) Detail work Ledger (2) Contractor's Ledger for the month of	Adjusted receipts and issues as per Part IV (Materials Account) of this bill in the M.S Account for the month of	
Accountant		Accountant
Cash Book voucher No.....	Forwarded to the Accountant-General as enclosure to the Division Office No Signed	
	Head Accountant.	Divisional Forest Officer.

NOTES

(1) First and Final Bill will be in four Parts; Part I comprising the body of the Bill show the quantities and value of work done; Part II embodies certificates and signatures of the various officers responsible for measuring, checking and payment; Part III comprises the detailed memorandum of payment; Part IV gives the account of the materials received and issued for work billed for.

(2) This form is not to be used for payments on account or for settlement of running accounts. Work should be promptly measured up and paid for running accounts being avoided as much as possible.

(3) When the payee signs in vernacular, the amount acknowledged should be noted in vernacular as well as in English.

(4) In the case of payees who can neither read nor write, their mark or seal should be attested by two competent witnesses, in whose presence the natures of payment should be fully explained.

(5) The account for which the materials are purchased whether for stock or for work must always be stated and name of the officer who took over the materials must be entered, unless he is the officer who signs the certificate.

(6) The officer measuring and preparing the bill should be careful to note in the column of "Remarks" in the body of the bill the quantity of material issued to the contractor the value of which is to be deducted at the time of payment.

(7) If the officer who prepares the bill has authority to make payment, only one signature at the foot of the bill is necessary.

(8) A receipt stamp is required for every payment exceeding Rs.20

PART I - (Description - Quantities and value of work done or supplies made)

Estimate		As per the agreement No.....			Description of work done or supplies made	Reference to Measurement book		Quantities of work done or supplies made	Value at agreement rates of work done or supplies made		Remarks
Item No.	Number quantity or weight	Number quantity or weight	Rate			Book No.	Page		Rs.	P.	
1	2	3	4	5	6	7	8	9	10		
Carried over											
					Total value of the work done as per agreement						
					Total value of the extra items of work done						
Grand total of the value of work done or supplies made											
Figure (F) words {											
.....											

* Submitted as First and Final Bill No..... to the Range/Depot Officer for payment. The accounts of the receipts and issued of the affected items of materials for work as per this bill are embodied in the statement given in Part IV of this bill.

Dated signature or left thumb impression of Contractor

PART II - (CERTIFICATES AND SIGNATURES)

(A) Bill Preparation Section

Checked the calculations and verified quantities, rates, receipts and issues against agreement and sanctioned provisions.

..... *Asst. Accountant*

..... *Accountant*

(Bill Preparation Section)

Certified that the measurements were made by

 on and are
 recorded on pages to of measurement
 book No..... and that the work has been
 executed satisfactorily and that the bill as claimed above
 represent a correct account of the Contractor's claims and
 liabilities.

Officer preparing (dated signature)
 the Bill

Rank.....

* This column need be filled in only when the contractor submits the bill.

(B) Remarks by Check Measuring Officers

Here enter the nature of the check measurement taken or other examination of work and the result of such examination.

"Certified that the items of work whose measurements are recorded on pages to of Measurement Book No were check measured by me on that the work done is satisfactory and that the bill as claimed above represents a correct account of the contractor's claim.

Divisional Forest Officer

Divisional Forest Officer

(C) Audit Section

Checked again the calculations and verified the rates against the Contract Schedule, quantities against Estimate - Provisions and receipts and issues against sanctioned date.

(Vide I Sub Division Audit Slip No attached)

.....Accountant

.....Head Clerk

(Vide II Division Audit Slip No attached)

.....Asst. Accountant

.....Head Accountant

PART III - MEMORANDUM OF PAYMENTS

Figures for work register		1. Total value of work done as per Part I, column 9	Rs.	P.
Rs.	P.	2. Details of payments made		
		By recovery amounts creditable to the work (a) (i) Value of departmental materials or stock supplied and used as per col. 4 of Part IV (materials account) of this bill (ii) Works done departmentally on account of the contractor as per C.B.V No.	Rs	P.
				} (a)
		By recovery of amounts creditable to other works or heads of accounts (b) (i) Hire on account of special toll and plant issued to the contractor (ii)		
				} (b)
		(c) By cheques		
		Total of 2 (b) and (c)		

The payee's acknowledgement should be for the gross amount as per item 24. C(a+b+c)

The total value of the work in admitted and passed for Rupees (in words)

As detailed in item (2) of the memorandum of payment

Certified that the bill as passed above has been ledgered Senior _____ Divisional Accountant	Officer Authorizing payment	{	Dated Signature..... Rank.....
---	-----------------------------	---	-----------------------------------

Pay in Cash..... Pay by cheque.....

Paid in cash Paid by cheque.....

Paid by me.....

Received Rs. (in words) as per the above memorandum in full settlement of all my claims and liabilities

..... (amount in vernacular).

Left hand thumb impression

Dated of

Rs. In (figures).....

Stamp

Witness {

 Full signature of Contractor.

PART IV - Materials Account

Serial No.	Description of materials	Receipts as per this bill or Receipt for this worth	Issue as per this bill	Balance in hand	Remarks
1.	2	3	4	5	6
Verified Accountant Audit Section		Officer measuring The work and preparing the bill	[Signature..... Rank.....		Signature of Contractor..... (at the time of payment) Date.....

For us in Accountant – General’s Office

*Audited
Auditor.*

*Reviewed
Superintendent.*

Gazetted Officer

KERALA FOREST DEPARTMENT

FORM No. 80

(Paragraph 10.6.1 K. F. D. C., Volume II)

Division /Circle		Bill Register No.
Range/Depot.....		
Section.....		
197 A.D	Contract Certificate No.	197 A.D
Debit to (name of work)	Sanctioned Estimate No.....	Budget Provision Rs.....
Sub-head.....		
Name of Contractor	Agreement No.....	
	Amount of Contract Rs.....	
	Official date of commencement of work.....	
	Date of completion as per Agreement	
Entered in (1) Detail work Ledger (2) Contractor's Ledger for the month of	Adjusted receipts and issues as per Part IV (Materials Account) of this bill in the M.S. Account for the month of	
Accountant.	Accountant.	
Cash Book Voucher No.....	Forwarded to the Accountant-General as enclosure to the Division Office No.Signed Head Accountant Divisional Forest Officer	

NOTES

(1) This Contract Certificate will be in four parts; Part I comprising the body of the bill will show the quantities and value of work done; Part II embodies certificates and signatures of the various officers responsible for measuring, checking and payment; Part IV gives the account of the materials received and issued for work billed for.

(2) This form (white) is intended for use in the case of payments on account of work in progress or supplies in course of delivery.

(3) A special form printed in yellow paper with the words, "as a final payment in settlement of all the demands" printed in is to be used when the contractor is finally paid up for value of work for which one or more payments on account have already been made. The special forms should be printed in English and in Vernacular and where the contractor can write he should be required to add in his own handwriting words to the effect the payment is in full settlement of all demands.

(4) When the payee signs in Vernacular, the amount acknowledged should be noted in Vernacular as well as in English

(5) In the case of payees who can neither read nor write, their mark or seal should be attested by two competent witnesses, in whose presence the nature of the payment should be fully explained.

(6) The officer measuring and preparing the bill should be careful to note in the columns of "Remarks" in the body of the bill the quantity of material issued to the contractor the value of which is to be deducted at the time of payment.

(7) This certificate will contain one man's account only, full details of the different classes of work or supplies must be always set forth.

(8) The account for which the materials are purchased whether for stock or for work must always be stated, and name of the officer who took over the materials must be entered, unless he is the officer who signs the certificate.

(9) If the officer who prepares the bill has authority to make payment, only one signature at the foot of the bill is necessary.

(10) A receipt stamp is required for every payment exceeding Rs. 20.

PART I (Description – Quantities and value of work done or supplies made)

Estimate		As per the agreement No.			Description of work done or supplies made	Reference to Measurement Book		Quantities of work done or supplies made		Value at agreement rates of work done or supplies made				Remarks vide note (6) on the facing sheet	
Item No.	Number, Quantity or weight	Number, Quantity or weight	Rate Rs. P.			Per Unit	Book No.	Page	Up to date	Since last certificate	Up to date Rs. P.		Since last Certificate Rs. P.		
1	2	3	4		5	6	7	8	9	10	11		12		13
Carried Over															
						Total value of work done as per agreement									
						Extra items									
						Total value of the extra items of work done									
Grand total of the value of work done or supplies made (A)															
Deduct value of work or supplies shown on the previous															
Net value of work or supplies since the previous bill (F)															
Figure (F) in words											{ _____ _____				

* Submitted as C. C. No..... to the Range/Depot Officer for payment. The accounts of receipts and issues of the affected items of materials for the work as per this bill are embodied in the statement given in Part IV of this bill.

(Dated signature or left hand thumb impression of Contractor)

Checked calculations and verified quantities, rates, receipts and issues against agreement and sanctioned provisions. Asst. AccountantAccountant (Bill Preparation Section)	PART II (CERTIFICATES AND SIGNATURES) (A) Bill Preparation Section Certified that the measurements were made by on and are recorded on pages to of measurement book No..... and that the work has been executed satisfactorily and that the bill as claimed above represents a correct account of the Contractor's claims and liabilities
	Officer preparing the bill (Dated signature) Rank

* This column need be filed in only when the contractor submits the bill.

The Payee's acknowledgement should be for the gross amount as per item 5 i. e., (a + b + c)

The total up to date value of work is admitted for Rupees in words and after deducting the previous payments and including the amount withheld, the Bill is passed for since last payment of Rupees (in words) as detailed in item (5) of the memorandum of payments.

Certified that the Bill as passed Above has been ledgered Head Accountant	Officer Authorizing payments	{ Dated Signature..... Rank.....
Pay in cash Paid in cash	Pay in cheque Paid in cheque	Paid by me

Received Rupees (in words) as per above memorandum on account of this work (as a final payment is settlement of all demands) மேல் விவரித்திருக்கிற கணக்கின்படி. இந்த வேலையின்பேரில் (ஸ்கல கணக்கும் பைஸயாக) எனக்கு வரவேண்டிய ரூபாய் நயேபைஸ ம் சரிற்கப் பெற்றுக் கொண்டேன் மேல் விவரிக்கிற கணக்கிൻ பாகாரம் ഈ வேலக் (ஸகல கணக்கும் தீர்ணு) வருவானுஜ ரூப நயேபைஸே ஸரிவரை படுயிரிகுனு.

Dated
 Rs. (in figures)
 Witness {
 Left hand thumb impression
 Full Signature of Contractor

Stamp

The bracketed portion in the acknowledgement portion may be cancelled in the case of part bills.

Part IV - Materials Account

Serial Number	Description of materials	Unit	Quantity in hand as per last C.C.	Since receipts as per.				Total hand up to date	Since issues			Balance in hand						
				Divisional or General Store issued notes and Cash Book Voucher No.....					This bill	As per this bill	Transferred to other works as per W.B.O.S		Total Issues	With Contractor	With Departmental Agencies	Total		
1	2	3	4	5				6			7	8					9	

Verified Accountant Audit Section	Officer measuring the work and preparing the bill { Signature..... Rank.....	Signature of Contractor..... (at the time of payment) Date.....
---	--	---

KERALA FOREST DEPARTMENT
 FORM No. 81
 (Paragraphs 4.6.1 and 11.2.4 K. F. D. C., Volume II)

Bill for Refund of Forest Deposits

C.B.V. No..... Date..... Division

Particulars of original deposit				Balance available on		Amount of refund claimed		Remarks
Name of depositor	Nature of deposit	Number and year in deposit registers	Amount					
1	2	3	4	5	6	7		

Received this day of197..... the sum of rupees (in words and figures)
 being the amount payable to
 on account of the deposit described above.

Depositor's signature
 (Stamp if required)

- Certified
- (1) That the purpose for which the deposit was received has been fulfilled and that the amount has not been paid up-to-date
 - (2) That the acknowledgment previously granted has been taken back and destroyed or that in the absence of the original acknowledgment an indemnity bond has been obtained from the party
 - (3) That a note of the repayment has been recorded on the counterfoil of the original receipt
 - (4) That a reference to the repayment has been recorded against the original entry in the cash book and in the deposit register

Passed for payments to

 Rs. (in words

 Station
 Date.....

Divisional Forest Officer

Paid in cash No.
 by cheque

Divisional Forest Officer

Divisional Forest Officer

KERALA FOREST DEPARTMENT

FORM No. 82

(Paragraphs 4.6.1 and 11.2.5 K. F. D. C., Volume II)

Bill for Refund of Lapsed Forest Deposits

To

The Accountant – General, Trivandrum.

Sir,

The following refunds of lapsed forest deposits aggregating Rs..... (in words) have been claimed by of whose identity and title to the money I have satisfied myself. I request your sanction to the refund.

Serial number	Particulars of original deposits		Balance credited to the Government		Date of lapsed statement and item number in the statement	Amount claimed		Remarks
	C.B.R. item number and date	Number in deposit register	Rs.	P.		Rs.	P.	
1	2		3		4	5		6

Station

Date

(Signature)
Designation

- Certified
- (1) That the purpose for which the deposit was received has been fulfilled and that the amount has not been paid up-to-date.
 - (2) That the acknowledgement previously granted has been taken back and destroyed or That in the absence of the original acknowledgement an indemnity bond has been obtained from the party.
 - (3) That a note of the repayment has been recorded on the counterfoil of the original receipt.
 - (4) That a reference to the repayment has been recorded against the original entry in the cash book and in the deposit register

(Signature)
Designation.....

(Reverse of Form No. 82)

Accountant-General's Office No dated

Sanctioned

Accounts Officer
Assistant Accountant -General

C.B.V. No. and
date

Received Payment

Signature of claimant
(Stamped if required)

Accountant

Paid $\frac{\text{In cash}}{\text{By cheque}}$ No..... Rs. (in words and figures)

.....
Date19.....

Divisional Forest Officer.

NOTE: The signature of the claimant should be obtained on this form and the form should be returned as a voucher in support of the debit.

For use in the Accountant-General's Office

Admitted
Objected to.....
Auditor.....

Noted in the lapsed deposit
statement

Superintendent

Superintendent

KERALA FOREST DEPARTMENT

FORM No. 83

(Paragraph 10.7.2 K. F. D. C., Volume II)

Accounts of receipts, issues and balances of materials as site of the work

..... for19.....

.....RangeDivision

Item Number				1	2	3	4	5	6	7
Description of materials										
Unit										
Total receipts brought forward (quantity)										
Receipts	Date	Source	Reference to measurement book or other work record							
	Total receipts during the month									
	Total receipts during the month									
Total issues brought forward (quantity)										
Issues	Date	Item of work for which issued								
	Total issued during the month									
	Up-to-date issues to end of the month									
	Closing balance									
	Actual balance as verified									
	Difference if any									
	1. Explanation for differences and proposals for their adjustments									
2. The adjustments where effected should be indicated										
3. If the work is completed the disposal of surplus balances should be indicated.										
Total issue till completion of work										
Data quantity required for the work										
Difference										
Explanation for difference										

The quantities of actual balances recorded have been verified by me

Signature of Range Officer
Dated19.....

Divisional Forest Officer's orders on the above proposals

Signature of Divisional Forest Officer
Dated19.....

(First page)

KERALA FOREST DEPARTMENT

FORM No. 84

(Paragraph 6.2.2 K. F. D. C., Volume II)

Field Measurement Book

Book No

Issued to

On

By Divisional Forest Officer

(Signature)

Field Measurement Book

Name of Depot/Range

Agreement No. and date

Date of measurement

Range No. Marking No	Pass No.	Species	Measurements		Remarks	Depot No. Range No.	Species	Measurements			Remarks
			L	G				L	G	Volume	
1	2	3	4	5	6	7	8	9	10	11	12

(Subsequent pages)

FORM No. 84

Name of coupe

Name of contractor

By whom measured

Range No. Marking No	Pass No.	Species	Measurements		Remarks	Depot No. Range No.	Species	Measurements			Remarks
			L	G				L	G	Volume	
1	2	3	4	5	6	7	8	9	10	11	12

Note: - Score out Range No. in column 1 and Depot No. in column 7 when the book is used in a range; score out Marking No. in column 1 and Range No. in column 7 when the book is used in a depot

KERALA FOREST DEPARTMENT

FORM No. 85

(Paragraph 4.4.9 K. F. D. C., Volume II)

.....Division

Register of cheques drawn

Name of Treasury

Serial number	Cheque book Number	Cheque Number	Date	Amount		In whose favour issued	Initials of Manager	Initials of Superintendent	Acknowledgement and other details
				Rs.	P.				
1	2	3	4	5		6	7	8	9

KERALA FOREST DEPARTMENT

FORM No. 86

(Paragraphs 4.8.3 (viii), 10.11.1 and 11.3 2. K. F. D. C., Volume II)

Contractor's and Disburser's Ledger Account No

Cr.....

..... in account with the

Forest Officer

Date	Cash book Credit item No	Particulars of <u>advances made</u> Debits	Amount		Date	Cash book Dr. item No	Particulars of <u>advances recovered</u> Credits	Units	
			Rs.	P.				Rs.	P.
1	2	3	4		5	6	7	8	

KERALA FOREST DEPARTMENT

FORM No. 86A

(Paragraph 13.4.13 K. F. D. C., Volume II)

.....Division

**Abstract of entries in the Disburser's
Contractor's Ledger during**

Name of <u>Disburser</u> Contractor	No. of account in the ledger	Particulars of work	Opening Balance	Debits during the amount	Credits during the month	Closing balance	Month from which outstanding	Remarks
1	2	3	4	5	6	7	8	9

KERALA FOREST DEPARTMENT

FORM No. 87

(Paragraph 13.4.11 K. F. D. C., Volume II)

**Monthly Account of Division
for the month of19.....**

Item No.	Major Head, Heads of Accounts, etc.	Schedule	Receipts		Payments	
			Rs.	P.	Rs.	P.
1	2	3	4		5	
	REVENUE					
1	Ll. Forests ...	Form No.125				
	EXPENDITURE					
2	70 Forests ...	Form No. 126				
3	116 Capital outlay on forests ...	do.				
	OTHER HEADS					
4	Miscellaneous heads of Account ...	Form No.92				
	LOANS AND ADVANCES					
5	House building advance to Gazetted Officers ...	Form No.88				
6	Do. do. N.G.Os. ...	do.				
7	Advance for purchase of Motor conveyance to Gazetted Officers ...					
8	Do. do N.G.Os. ...	do.				
9	Advance for purchase of other conveyance ...	do.				
10	Other advances ...	do.				
	S. UNFUNDED DEBT-STATE PROVIDENT FUND					
11	General Provident Fund ...	do.				
12	All India Service P.F. ...	do.				
13	Work Establishment P.F. ...	do.				

FORM No. 87 – (cont.)
Monthly Account –(cont.)

Item No.	Major Head, Heads of Accounts, etc.	Schedule	Receipts		Payments	
			Rs.	P.	Rs.	P.
1	2	3	4		5	
	T. DEPOSITS AND ADVANCES					
14	Forest deposits ...	Form No. 90				
15	Forest advances ...	Form No. 86A				
16	O.B.A Gazetted Officers ...	Form No. 88				
17	Do. other Officers ...	do.				
18	Onam Advance Gazetted Officers ...	do.				
19	Do. other officers ...	do				
	U. REMITTANCES - CASH REMITTANCE ETC.					
20	Forest remittances –					
	1. Remittance into Treasuries ...	Form No. 95				
21	2. Cheques ...	Form No. 96				
22	3. (i) Items adjustable by civil ...	Form No. 89				
23	(ii) do. Forest ...	do.				
24	(iii) Transfer between forest officers ...	do.				
25	(iv) Remittances of E.M.D ...	Form No. 129				
26	(v) Miscellaneous remittances ...	Form No. 129				
27	Adjusting account between Central and State Governments ...	Form No. 106				
28	Adjusting account with Railway ...					
Railway ...	do.				
Railway ...	do.				
29	Adjusting account with Defence –					
Unit ...	do.				
Unit ...	do.				

FORM No. 87 – (cont.)
Monthly Account –(cont.)

Item No.	Major head, Heads of account etc.	Schedule	Receipts		Payments	
			Rs.	P.	Rs.	P.
1	2	3	4		5	
30	Adjusting account with Post and Telegraphs – <div style="margin-left: 40px;">.....Circle ... do.</div> <div style="margin-left: 40px;">.....Circle ... do.</div>					
31	Interstate suspense Accounts – <div style="margin-left: 40px;">.....State ... do.</div> <div style="margin-left: 40px;">.....State ... do.</div>					
32	Increase/decrease in cash balance –					
	Opening balance	Previous Month Account Certificate				
	Closing balance					
	Total ...					

CERTIFICATE OF CASH BALANCE

Certified that the closing balance of Rs..... in the account agrees with the total balances recorded in the several cash balance reports in Form No. 97, as detailed below: -

Division cash balanceRange do.Range do.Depot do.Depot do.		

Head Accountant/Manager

Divisional Forest Officer

NOTE: - Increase in cash balance shall be shown in the payments column and decrease in the receipts column and the total of the receipts column agreed with the total of the payment column.

KERALA FOREST DEPARTMENT

FORM No. 89

(Paragraph 13.4.10 K. F. D. C., Volume II)

**Schedule of debits/credits to remittances/Items adjustable by civil/Items adjustable by Forest/
transfers between Forest Officers for the month of19.....**

Item number	Name of Division of Office	Particulars	(c) Original or (R) responding items	Authority			Amount brought to account		Remarks
				Responding item intimated by the Accountant-General for adjustment; with number and date of advice	Other items				
					No. and date of authority on acceptance of transfer	No and date of advice of transfer	Rs.	P.	
1	2	3	4	5	6	7	8	9	

Station:

Date:

Manager

Divisional Forest Officer

KERALA FOREST DEPARTMENT

FORM No. 90

(Paragraphs 11.2.4. and 13.4.9 K. F. D. C., Volume II)

Schedule of deposits

Item No. as per register	Month from which transaction dates	Particulars of items of items (to be grouped by classes of deposits with name of work in the case of Contractors)	Opening balance		Credits during the month		Total of cols. 4 and 5		Debits during the month		Closing balance		How adjusted	Remarks
			Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.		
1	2	3	4		5		6		7		8		9	10

Station:

Date:

Manager

Divisional Forest Officer

KERALA FOREST DEPARTMENT

FORM No. 91

(Paragraph 13.4.4 K. F. D. C., Volume II)

.....Division

Schedule of Miscellaneous advances for

Item No. as per Register	Month from which transaction dates	Authority	Particulars of items (item to be grouped by classes of miscellaneous advances)	Opening balance		Debits during the months		Total Cols. 546		Credits during the month		Closing balance cols. 7 - 8		How adjusted	Remarks with explanation regarding action
				Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.		
1	2	3	4	5		6		7		8		9		10	11

Station:

Date:

Manager

Divisional Forest Officer

KERALA FOREST DEPARTMENT

FORM No. 92

(Paragraph 13.4.10 K. F. D. C., Volume II)

**Schedule of Debits
Credits to Miscellaneous Heads of Account**

For the Month of 19.....

.....Division

Item No.	Head of Account	Particulars	Authority	Amount		Authentication by a responsible Officer	Remarks *
				Rs.	P.		
1	2	3	4	5		6	7
			Total				

* In the credit schedule reference to the schedule dockets in which the corresponding debit appears should be given in this column. Cash receipts if any should be indicated as such in this column.

KERALA FOREST DEPARTMENT

FORM No. 93

(Paragraph 13.4.2 K. F. D. C., Volume II)

SCHEDULE DOCKET

No. _____
 Name of work or schedule. _____
 Classification of ChargesMonth.....

Number of cash voucher	Amount		Remarks	Number of case voucher	Amount		Remarks	Particulars	Amount		Remarks
	Rs.	P.			Rs.	P.			Rs.	P.	
1	2		3	4	5		6	7	8		9
								Brought forward			
								Cash charges for which Vrs. are not required in audit			
								Adjustment			
								Total			
								Deduct Refunds			
								Cash Receipts			
				Total Carried forward				Total Deduction			
								Net charge for the month			

Manager.....

1. Full name of works as given in the estimate should be entered here in the case of each work included in the schedule of works expenditure.
2. Only such particulars need be entered as are necessary to avoid error in the posting of charges in schedule docket.
3. Each item and amount of adjustment should be shown separately.

KERALA FOREST DEPARTMENT

FORM No. 94

(Paragraph 13.4.3 K. F. D. C., Volume II)

Schedule of works expenditure for the month of 19.....

.....Division

Sl. No.	Classification of heads	Schedule docket No.	Particulars of works	Expenditure				Allotment	Grand total of expenditure		Estimate number and amount	
				During the month		During the year			Rs.	P.	Rs.	P.
				Rs.	P.	Rs.	P.					
1	2	3	4	5		6		7	8		9	

Station:

Date:

Manager

Divisional Forest Officer

KERALA FOREST DEPARTMENT

FORM No. 95

(Paragraph 13.4.10 K. F. D. C., Volume II)

**List of remittances into Treasuries for the month
of 19.....**

Name of District Treasury.....

.....Division

Chalan number	Date	Name of remitter	Amount		District or Sub Treasury	Remarks
			Rs.	P.		
1	2	3	4		5	6

Abstract of remittances

Name of District Treasury	Amount	
	Rs.	P.
Total remittance		

Head Accountant/Manager

KERALA FOREST DEPARTMENT

FORM No. 96

(Paragraphs 4.4.9 and 13.4.10 K. F. D. C., Volume II)

List of Cheques drawn during

Number of Cheque	Date	On what Treasury	Amount		Date of encashment at Treasury	Remarks
			Rs.	P.		

Station:

Date:

Divisional Forest Officer.

Form No. 96

.....

Total as per Divisional Forest Officer's Statement

Rs.

List of cheques drawn during

..... 197

Deduct cheques not cashed during the month.....

Add uncashed cheques of previous months

cashed during the month.....

.....

No. Dated

.....

Forwarded to the Accountant -General

Treasury Total.....

Station.....

Station.....

Date.....

Date.....

Divisional Forest Officer

Treasury Officer

KERALA FOREST DEPARTMENT

FORM No. 97

(Paragraph 8.3.1 K. F. D. C., Volume II)

**Detailed schedule of Miscellaneous Revenue for
The month of 19.....**

.....Division

Sl. No	Cash book or Adjustment book entry and date	Particulars of transaction	Amount		Remarks
			Rs.	P.	

Head Accountant. /Manager

KERALA FOREST DEPARTMENT

FORM No. 97A

(Paragraph 4.8.3.4 K. F. D. C., Volume II)

Cash balance Report

Statement of the actual balance of cash in the hand of,

..... on the

day of 19.....

Description	No.	Amount		Remarks
		Rs.	P.	
Cheques received in favour of self but not cash				
Drafts not cashed				
Notes				
Coins				
Revenue stamps				
Total				

Certified that the actual cash in hand viz. Rs (..... agrees with the cash balance as per the cash book on 19.....)

Signature.....

Designation.....

KERALA FOREST DEPARTMENT

FORM No. 98

(Paragraph 3.3.2 K. F. D. C., Volume II)

Progressive statement of revenue realised in
Division during the month on of

Account head (Major heads, Minor head Sub-heads of appropriation and detailed account heads)	Budget estimate as modified from time to time	Revenue to the end of the preceding month	Revenue during the month	Progressive total to the end of the month	Remarks
1	2	3	4	5	6

FORM J, KERALA BUDGET MANUAL

KERALA FOREST DEPARTMENT

FORM No. 99

(Paragraph 3.3.1 K. F. D. C., Volume II)

Progressive Statement of expenditure in the for the month of 19.....

Account heads (major heads, minor heads, sub-heads of appropriation and detailed account heads)	Appropriation as modified from time to time		Expenditure to end of the preceding month		Expenditure During the month		Progressive total to the end of the month.		Remarks
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	
1	2		3		4		5		6
70 FOREST									
<i>(b) Conservancy and works</i>									
(1) Timber and other produce removed from forest by Government Agency ...									
<i>(a) Timber</i> ...									
1. Royal trees ...									
2. Jungle wood ...									
<i>(b) Firewood and charcoal</i> ...									
<i>(c) Other Products</i> ...									
(2) Timber and other produce removed from forest by Consumers or Purchasers ...									
(3) Confiscated Forest Produce Draft, waif-wood etc. ...									
(4) Live-Stock ...									
(5) Stores, Tools and Plant ...									
(6) Communication and Buildings ...									
<i>(a) Forest</i> ...									
(i) Roads and Bridges ...									
(original works) ...									
(Maintenance) ...									
(ii) Buildings ...									
(original works) ...									
(Maintenance) ...									
(iii) Other works ...									
(original works) ...									
(Maintenance) ...									
<i>(b) Tramways</i> ...									
(i) Permanent way work ...									
(ii) Loco work ...									
(iii) Carriage and wagon work ...									
Total (6) ...									
(7) Organisation improvement and extension of Forests ...									
<i>(a) Working plans, valuation of survey etc.</i> ...									
<i>(b) Sowing and planting</i> ...									
<i>(c) Cost of Forest settlement compensation for lands and rights</i> ...									
<i>(d) Organisation and expansion of Cincora Soft-wood etc.</i> ...									
Opening plantation ...									
<i>(e) Other works</i> ...									
Total (7) ...									
(8) Suspense ...									
Miscellaneous Advance ...									
Total (b) ...									

KERALA FOREST DEPARTMENT

FORM No. 100

(Paragraph 13.4.8 K. F. D. C., Volume II)

Schedule of refund of revenue for the month of 19.....

.....Division

Sl. No	Form whom received	On what account received	Cash book receipt item and date	Amount received		Classification	Date of refund	Amount refunded		Reasons for refund	Remarks
				Rs.	P.			Rs.	P.		
1	2	3	4	5	6	7	8	9	10		

Head Accountant/ Manager.

KERALA FOREST DEPARTMENT

FORM No. 102

(Paragraph 14.2.1 K. F. D. C., Volume II)

**Statement of Remuneration (kolevila) due to contractors for timber delivered
at the Depots for the month of 19.....**

Depot	Name of contractor	Date of agreement	Timber sold or delivered			Remuneration				Total		Remarks
			Special	Number	Cum.	Rate per cum.		Amount		Rs.	P.	
						Rs.	P.	Rs.	P.			
Total												

Date.....

Station.....

Head Accountant.

Head Clerk

Divisional Forest Officer.

KERALA FOREST DEPARTMENT

FORM No. 104

(Paragraph 8.2.1 K. F. D. C., Volume I)

**Inspection Note of
by**

**Range Office
On**

Name of the officers in charge of the Range since the date of last inspection.

Date of Last Inspection.

Questions

Answers

- (1) Are Registers in Form Nos.3 and 4 duly maintained and do they show all receipts into and issues from the Range Depot as far as could be ascertained?
- (2) Is timber or other produce used departmentally shown in Form Nos. 3 and 4 and does the Range Officer account for it satisfactorily?
- (3) In the case of timber including large driftwood, does the Register in Form No. 3 show each log separately with the cubical contents. If not, how are the quantities calculated in the case of receipts and issues?
- (4) Is there a list in the Range Office showing the rates at which the different kinds of produce therein are to be sold to the public and is it kept up-to-date with reference to the orders issued from time to time?
- (5) Are the monthly returns sent to the Divisional Forest Office in Form Nos. 5, 6, and 9 correctly prepared with reference to the entries in the Registers in Form Nos. 3 and 4 and in the cash book?

NOTE: - The original returns received in the Divisional Forest Office, Circle Conservator's Office or Chief Conservator's Office should be taken out by the Divisional Forest Officer or the Chief Conservator for purpose of this examination.

- (6) When was stock in the Range Depot last taken? Were the Range Depot Books balanced at the time? How were the differences noticed, if any reconciled?
- (7) Was stock taken during the present inspection? If any differences were noticed what explanations were forthcoming and how is it proposed to reconcile them?
- (8) Were the cubical contents of the logs given in Form No. 3 tested here and there? How were the differences noticed, if any, reconciled?
- (9) Where all auction sales of timber etc., except confiscated and drift timber of small value conducted by the Divisional Forest Officer only after due publication in the Gazette? Were the sales subsequently confirmed by the Divisional Forest Officer, the Circle Conservator or the Chief Conservator as the case may be? What is the average price realized in the latest auction and does it compare favourably with the result of previous auction.

- (10) Have the bandymen's passes issued by contractors and departmental subordinates and also passes issued by Range Officers been recovered and filed regularly and have they been issued regularly?
- (11) Have receipts in printed form been granted by the Range Depot Officers for all timbers delivered at the Range Depot by contractors or subordinates regularly and also for all articles entrusted to the charge of the Range Officer for safe custody?
- (12) Were the measurements of the timber entered in the Range pass compared with those entered in Form No. 3 and were any appreciable differences found and if so, whether the Divisional Forest Officer has inspected and measured all such logs as laid down in Paragraph 11.5.1 K.F.D.C., Volume I?

NOTE: - For this purpose the measurements of at least 10 per cent of logs in stock must be compared.

- (13) Have all the logs for which kolevila (working charges) has been paid or expenditure incurred and logs confiscated by or forfeited to Government been brought into the stock Register?
- (14) Is a register of trees marked for fellings in each coupe maintained and does it show the species, girth, approximate height of bole of each tree and date of felling? Does it also show balance of unfelled trees at the end of each year?
- (15) Have all the logs registered by the Range Officer been delivered in the Range Depot by contractors or others employed in timber working, and if not, what is the balance quantity of logs remaining undelivered at the time of inspection and when were they registered by the Range Officer? What steps have been taken to ensure their prompt delivery by contractors etc.?
- (16) Are sales in the Range Depot effected only after the Divisional Forest Officer or his Gazetted Assistant, if any checkmeasures the timber as laid down in paragraph 11.5.1 K.F.D.C., Volume I?
- (17) Do the disposals shown in the counterfoils of Form No. 116 (Bill for credit sales) Form No. 117 (Revenue receipt) or passes for the removal of timber, etc., agree with the issue in Form No. 4?

NOTE: - The counterfoils of Form Nos. 116 and 117 and passes issued for the removal of timber, etc., should be tested for a certain selected month.

- (18) Are acknowledgements forthcoming for supplies made to other departments as well as to sale depot?
- (19) Are bills in Form No. 116 issued invariably for all credits sales and are receipts in Form No. 117 granted for all cash sales except in cases in which passes for the removal of timber etc., are granted the same day the value is realised?
- (20) Are permits issued only for removal by purchasers and consumers?
- (21) Have all realisations been brought to account without delay?

- (22) Were any delays notices in the remittance of money by the Range Officer to the Treasury?

NOTE: - The entries in the cash book should be compared in detail for one selected month with subsidiary books, bills (Form No. 116) and receipts (Form No. 117) and the result noted.

- (23) Are sales ever effected on credit and if so is proper sanction forthcoming?

- (24) Has one third value of timber sold in auction been realized on the same day of auction and has the balance been recovered within the time prescribed in the rules?

- (25) (i) Is a register of ground rent properly maintained and were extracts thereof sent punctually to the Divisional Forest Officer?

(ii) Has ground rent been recovered in all cases of non-removal of timber by purchasers within the prescribed date?

- (26) Is there any outstanding of revenue in the Range? If so how long has it been outstanding and what steps have been taken to recover it promptly?

- (27) Was the revenue of the Range realized from sources other than timber etc., sent to sale depots since date of last inspection compared with that of the previous corresponding period and if so, with what result? How are variations if any, explained?

- (28) Was there a register maintained for the receipts, issues and balances of pass books?

- (29) Was the stock of pass books checked at this inspection and if any differences were noticed what explanations are forthcoming and what steps have been taken to reconcile them?

NOTE: - The return of pass books received from the Range Office should be taken out and tested with the Range Register.

- (30) Do the entries in the original Range cash book sent to the Divisional Forest Officer agree with those in the counterfoils of the cash book?

NOTE: - The original Range cash book should be taken out by the Divisional Forest Officer when he proceeds on inspection.

- (31) Is the cash book correctly maintained and written promptly as the transactions occur?

- (32) (i) Was the cash balance verified at the time of inspection and was it correct?

(ii) Did it represent only audited vouchers and cash as laid down in Chief Conservator's circular. No. 5 of 1097? If not, what action was taken to recover the deficit?

- (33) Are the accounts of subordinate officers if any, duly received and incorporated in the Range accounts?

- (34) Is the contractor's and disburser's ledger correctly maintained in accordance with the rules in Chapters X and XI of the Kerala Forest Department Code, Volume II?
- (35) Are the registers in Form No. 25 (Register of books) Maps and 26 Register of Forest offences correctly maintained and posted up-to-date? Is the number of pending cases large and are due steps being taken for their disposal?
- (36) Are orders issued by the Magistrate or the Divisional Forest Officer with regard to the release of produce promptly carried out and are receipts always obtained from the parties concerned?
- (37) Is produce confiscated by the order of the Magistrate disposed of immediately after the expiry of the time allowed for appeal?
- (38) Is a register maintained of all the lease etc., in the Range and is it kept up-to-date with proper details of the names of the contractors, the periods of their leases, the dates of payments of their kists and the nature of the lease, etc.?
- (39) Do the stores, tools, etc., on hand tally with those entered in Form No. 14 maintained in the Divisional Forest Officer?
- NOTE: - The register in question should be taken out by the Divisional Forest Officer when he proceeds on inspection.
- (40) Are there any elephants in the Range? What is their present state of health?
- (41) Is a register of work done by elephants maintained? Does it show the daily out-turn of work of each elephant in quantity and value?
- (42) Are elephants properly employed? If not what explanation does the Range Officer give for allowing them to be idle?
- (43) Is notice put up in a conspicuous place in the Range Office in English and Malayalam that manuscript receipt are irregular? Are they ever issued as far as could be ascertained?
- (44) Are Office copies of pay bills maintained and are arrear payments noted in them.
- (45) Is a register of beats with their boundaries and subordinates in charge, maintained in the Range Office and are extracts sent to the respective beat guards?
- (46) Are notifications under sections 4, 6 and 19 of all reserves in the Range maintained together with subsequent Notifications ordering alterations or modifications in respect of reserves?
- (47) Are all Forest sheets supplied by the Divisional Forest Officer properly filed?
- (48) Are maps of the Range as well as the reserves in it properly posted up and maintained?
- (49) Is a register of royal timber removed from private properties maintained?

- (50) Is a register of sandal plants growing in the Range whether in Government land or private compound correctly maintained?
- (51) Is there a list showing the several registers and books to be kept in a Range and is it brought up to-date with reference to the orders issued from time to time?
- (52) (i) Is a register of sanctioned work correctly maintained? Are all letters promptly executed and completion bills submitted?
- (ii) Is a register of letters received and replied maintained? Are all letters promptly replied? What is the number of pending returns at time of inspection? Does the Range Officer offer satisfactory explanation for the delay?
- (iii) Is the Range Journal properly maintained and does it contain useful and noteworthy information? Does it record among other particulars of sowing and planting undertaken in the Range year by year?
- (iv) Is there any rain-gauge in the Range? Are registers properly maintained?
- (v) Are all circulars carefully filed?
- (vi) Is a library register maintained? Does it show all books supplied from the Divisional Office to the Range?
- (vii) Is a register of yield from the Reserves maintained and is it correctly posted up?
- (viii) Is a register of royal trees standing on and entrusted to compound owners maintained and posted up-to-date? Do the Range Officer check such tree in the course of his tours?
- (53) Are all buildings, etc., kept in good order?
- (54) Has effect been given to the inspections contained in previous inspection notes? Are the objections raised monthly by the Divisional Forest Officer promptly attended to in the Range?
- (55) What is the general result of inspection?

Station:

Date:

*Signature and designation
of the Inspecting Officer.*

KERALA FOREST DEPARTMENT

FORM No. 105

(Paragraph 8.2.2 K. F. D. C., Volume I)

Inspection Note of

Sale Depot by

on

Name of the officer in charge of the Depot since the date of last inspection

Date of last inspection.

Questions

Answers

- (1) Are Registers in Form Nos. 3 and 4 duly maintained and do they show all receipts into and issues from the Depot as far as could be ascertained?
- (2) Is timber or other produce used departmentally shown in Form Nos. 3 and 4 and does the Depot Officer account for it satisfactorily?
- (3) In the case of timber including large driftwood, does the Register in Form No. 3 show each log separately with the cubical contents? If not, how are the quantities calculated in the case of receipts and issues?
- (4) Is there a list in the Depot Office showing the rates at which the different kinds of produce therein are to be sold to the public and is it kept up-to-date with reference to the orders issued from time to time?
- (5) Are the monthly returns sent to the Divisional Forest Office in Form Nos. 5, 6 and 9 correctly, prepared with reference to the entries in the Registers in Form Nos. 3 and 4 and in the cash book?

N.B – The original returns received in the divisional Forest Office or Conservator's Office should be taken out by the Divisional Forest Officer or the Conservator for the purpose of this examination.

- (6) When was stock in the Depot last taken? Where the Depot books balanced at the time? How were the differences noticed, if any, reconciled?
- (7) Was stock taken, during the present inspection? If any difference was noticed what explanations were forthcoming and is it proposed to reconcile them?
- (8) Were the cubical contents of the logs given in Form No. 3 tested here and there? How were the differences noticed, if any reconciled?
- (9) Were all auction sales, if any, conducted only after due publication in the Government Gazette? Were the sales subsequently confirmed by the Divisional Forest Officer or the Conservator as the case may be? What is the average price realised in the latest auction and does it compare favourably with the results of previous auction?

- (10) Have the bandymen's passes issued by contractors and departmental subordinates and also passes issued by Range Officers been recovered and files regularly and have they been issued regularly?
- (11) Have receipts in printed form been granted by the Depot Officers for all timbers delivered at the Depot by Contractors or subordinates regularly and also for all articles entrusted to the charge of the Depot Officer for safe custody?
- (12) Were the measurements for the timber entered in the Range pass compared with those entered in Form No. 3 and were any appreciable differences between the measurements of the Range and Depot Officers found and if so whether the Divisional Forest Officer has inspected and measured all such logs as laid down in paragraph 11.5.1(VI) K.F.D.C., Volume I? (For this purpose the measurement of at least 10 per cent of the logs in stock must be compared)
- (13) Whether working charges in the case of timber delivered in the Land Depots have been correctly calculated with reference to the rates agreed upon by the contractors for all sound timbers shown as received in Form No. 5 and for such of the rejected or unsound ones shown as disposed of in Form No. 6 and in the case of timber delivered in water depots whether working charges have been calculated only for logs shown as disposed of in Form No. 6?
- (14) Have all the logs registered by the Range Officer been delivered in the Depot by contractors or others employed in timber working and, if not, what is the balance quantity of logs remaining undelivered at the time of inspection and when were they registered by the Range Officer? What steps has the Depot Officer taken to ensure their prompt delivery by contractors etc.?
- (15) Are sales in the Depot effected only after the Divisional Forest Officer or Gazetted Assistant if any check-measures the timber as laid down in Paragraph 11.5.1(VI) K.F.D.C., Volume I?
- (16) Do the disposals shown in the counterfoils of Form No. 116 (Bill for credit sales) Form No. 117 (Revenue receipt or pass issued for the removal of timber etc.), agree with the issues in Form No. 4?

NOTE: - The counterfoils of Form Nos. 116 and 117 and passes issued for the removal of timber etc. should be tested for a certain selected month.

- (17) Are bills in Form No. 116 issued invariably for all credit sales and are receipts in Form No. 117 granted for all cash sales, except in cases in which passes for the removal of timber etc., are granted the same day the value is realised?

NOTE: - In case where passes are issued for the removal of timber etc. on the day value is realised, the issue of the Revenue receipt need not be insisted upon.

- (18) Are any credit sales effected on the responsibility of the Depot Officer otherwise than under proper sanction?
- (19) Has one-third value of timber sold in auction been realised on the same day of auction and has balance been recovered within the time prescribed in the rules?
- (20) (i) Is a register of ground-rent properly maintained and were extracts sent punctually to the Divisional Forest Officer?
- (ii) Has ground-rent been recovered in all cases non-removal of timber by purchasers within the prescribed time?
- (21) Have all realizations by the Depot Officer been duly brought to account?
- NOTE: - The entries in the cash book should be compared in detail for one selected month with subsidiary books, bills, (Form No. 116) and receipts (Form No.117) and the result noted.
- (22) Were any delays noticed either in crediting the collections in the cash book or in remitting them to the Treasury?
- (23) Was the cash balance verified at the time of inspection and was it correct?
- (24) Was the revenue of the Depot since date of last inspection compared with that of the previous corresponding period and, if so, with what result? How are variations, if any explained?
- (25) Is there any outstanding of revenue in the Depot? If so, how long has it been outstanding and what steps have been taken to recover it promptly?
- (26) Were the stores, tools and plant in hand checked with the Register of tools and found correct?
- (27) Are Registers for the receipts and the issues of letters regularly maintained and are letters promptly replied to?
- (28) Is the Depot book properly maintained?
- (29) Is there a list showing the several registers and books to be kept in a Depot and is it brought up-to-date with reference to the orders issued from time to time?
- (30) Are all records and registers properly maintained and posted up-to-date?
- (31) Are all buildings etc. kept in good order?
- (32) Has effect been given to the instructions contained in previous inspection notes; Are the objections raised monthly by the Divisional Forest Officer promptly attended to in the Depot?
- (33) What is the general result of inspection?

Station:

Date:

*Signature and designation
of the Inspecting Officer.*

KERALA FOREST DEPARTMENT

FORM No. 106

(Paragraphs 13.4.10 and 13.4.13 K. F. D. C., Volume II)

.....Division

Schedule of Credits/ Debits to 'Adjusting Account between Central and State Government' Adjusting Account with Railways/'Posts and Telegraph Department'/'Defence services'/'Interstate suspense Account'

Item No.	Name of Government /Railway/ P&T Circle/Defence Accounts Office	Particulars of debit/credit	Reference to authority or number and date of advices and acceptances	Amount		Remarks
				Rs.	P.	
1	2	3	4	5	6	

Note :- The Accountant – General or Accounts Officer to whom the debit/credit is to be passed on for adjustment should be specified in column 2.

Divisional Forest Officer

KERALA FOREST DEPARTMENT

FORM No. 107

(Paragraph 7.3.2 K. F. D. C., Volume II)

Statement of Stores, Tools and Plant for the half year ending19

..... Division
Range/Depot

Item No.	Names of stores, tools and plant	Balance at the end of the last half year		Receipts during the half year		Total		Final issues during the half year		Balance at the end of the half year		Remarks
		Quantity	Value Rs. P.	Quantity	Value Rs. P.	Quantity	Value Rs. P.	Quantity	Value Rs. P.	Quantity	Value Rs. P.	
1	2	3	4	5	6	7	8	9	10	11	12	13

Station:

Date:

Manager:

Divisional Forest Officer

KERALA FOREST DEPARTMENT

FORM No. 108

(Paragraph 14.2.1 K. F. D. C., Volume II)

Statement of fines imposed on recalcitrant witnesses for the month of 19.....

Division	Calendar No. and date	Name of recalcitrant witness	Amount to be recovered up to end of last month		Fine imposed during the month		Total		Amount recovered During the month		Balance to be recovered at the end of the month		Remarks
			Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	
1	2	3	4		5		6		7		8		9

Station:

Date:

Signature

Designation of Officer

KERALA FOREST DEPARTMENT

FORM No. 109

(Paragraph 10.5.1 K. F. D. C., Volume II)

Register of Measurement Books

..... Division
 Range/Depot

PART I - FOR ORDINARY
FIELD MEASUREMENT BOOKS

Sl. No. of book	Name of Office/Officer to whom issued	Date of issue	Date of return	Date from which period of preservation is to be counted i.e. date of final record	Remarks
1	2	3	4	5	6

PART II-FOR STANDARD MEASUREMENT BOOKS

Sl. No. alphabetical	Sub-division	Particulars of works		By whom certificated as correct to form the basis of				Remarks
		Name of building	Pages	Annual repair estimates		Payment to contractors		
				Name and designation	Date	Name of designation	Date	

KERALA FOREST DEPARTMENT

FORM No. 110

(Paragraph 10.2.6 K. F. D. C., Volume I)

Control Book

Record of (Name of operation)

Name of Working Circle

Prescribed				Carried Out						Remarks
Year	Nature of work	Locality	Area in hectares	Year	Nature of work	Locality	Area in hectares	Cost of each item	Total cost of each work	
1	2	3	4	5	6	7	8	9	10	

KERALA FOREST DEPARTMENT

FORM No. 111

(Paragraphs 10.2.6 K. F. D. C., Volume I)

Register of yield and out-turn for the Working Circle

Year	Locality exploited			Nature of fellings made	Nature of trees felled	Out -turn of timber and fuel		Out-turn of other produce		Remarks
	Block or Forest Name	Compartment Nos.	Area			Kind and quality	Volume in Cu. Mt. sold	Kind and quality	Value gross	
1	2	3	4	5	6	7	8	9	10	11

KERALA FOREST DEPARTMENT

FORM No. 112

(Paragraph 10.2.6 K. F. D. C., Volume I)

Record of works of reproduction and Improvement in the Working Circle Division for the year 197.....

Locality	Provisions of working plan		Results of operation		Remarks
	Description of work	Cost Rs.	Description of work	Cost Rs.	
1	2	3	4	5	6

KERALA FOREST DEPARTMENT

FORM No. 113

(Paragraph 12.2.7 K. F. D. C., Volume I)

Register of ground rent

**Range
Depot**

Division for 19.....

Item No.	Date of entry	Name of purchaser	Date of auction sale	Description of the produce sold			Date of confirmation of sale	Date and No. of the notice intimating the confirmation of the sale	Date of expiry of the period within which the produce can be removed without ground rent	Date of actual removal of produce	No and date of pass covering the produce	Period for which ground rent is due	Amount of ground rent due	Amount of ground rent recovered	Details of credit in the cash book	Initials of the Depot Officer	Remarks
				Rs. P	Rs. P												
1	2	3	4	5			6	7	8	9	10	11	12	13	14	15	16
				Species	No.	Cmt											

KERALA FOREST DEPARTMENT

FORM No. 114

(Paragraph 4.3.4 K. F. D. C., Volume II)

Register of countersigned chalans for the Range/Depot in the Division for 19.....

Serial number	Date of issue of chalan	Name of the party to whom the chalan is issued	Purpose for which the chalan is issued	Amount of chalan		Currency (i.e. last date fixed for payment into treasury	Head of Account	Initials of Officer issuing the chalan	Number and date of Treasury receipt and name of Treasury	Item No. and date of credit of the amount in the revenue cash book	Remarks
				Rs.	P.						
1	2	3	4	5		6	7	8	9	10	11

KERALA FOREST DEPARTMENT

FORM No. 114A

(Paragraph 4.3.3 K. F. D. C., Volume II)

Remittance Register

Division

.....
Range/Depot

Date of remittance	Name of treasury	Amount				Cash hook item supports the Amount	Name of Messengers and escorts	Signature of messenger and escort	Chalan No. and date	Remarks
		In fig.		In word						
		Rs.	P.	Rs.	P.					
1	2	3		4		5	6	7	8	9

KERALA FOREST DEPARTMENT

FORM No. 115

(Paragraph 12.5.3 K. F. D. C., Volume I)

Register of permits, passes and receipts received and issued

..... Range/Depot.

Serial Number	Description of permit, passes etc.	Month	Opening balance	Receipts	Total	Issues	Closing balance	Remarks
1	2	3	4	5	6	7	8	9

- NOTE: - (i) Separate pages should be allotted for each description of permit, passes etc. in the register.
- (ii) The monthly extract to the Divisional Forest Officer should be prepared in the same form and a certificate of verification of stock recorded therein.

KERALA FOREST DEPARTMENT

FORM No. 116

(Book)

(Paragraph 8.2.1 K. F. D. C., Volume II)

(In triplicate)

Bill for the value of timber and other produce sold to **from** **Depot**
 Division

Depot Number	Description of timber or produce	Measurements			Rate		Per	Amount	
		Length	Girth	Cubical contents	Rs.	P.		Rs.	P.
1	2	3	4	5	6		7	8	

Dated

Officer-in-charge of the Depot.

KERALA FOREST DEPARTMENT

FORM No. 117

(Paragraphs 4.2.1 and 8.2.1 K. F. D. C., Volume II)

Cash Receipt

(to be printed in carbon triplicate for use in Ranges and depots and in carbon duplicate for use in Divisional and Direction Offices)

No.....

Book No.....

Name of Office

Received from the sum
of Rupees ().....
on account of
.....
.....

Station:

Date:

Signature and designation
of Officer issuing the
receipt.

KERALA FOREST DEPARTMENT

FORM No. 117-A

(Paragraph 4.2.3 K. F. D. C., Volume II)

Temporary cash receipts corresponding

to Final Receipt No Dated

(to be printed in carbon duplicate)

No.....

Book No.....

Name of Office

Received from the sum
of Rupees ().....
on account of
.....
.....

Station:

Date:

Signature and designation
of Officer issuing the
receipt.

KERALA FOREST DEPARTMENT

FORM No. 118

(Paragraph 4.2.7 K. F. D. C., Volume I)

Register of temporary Establishment

Name of Office

Sl. Number	Designation of post	Number of posts	Scale of pay of the posts	Number and date of Government order creating the posts or sanctioning their continuance	Purpose for which the posts are created or continuance sanctioned	Date from which the posts or their continuance are sanctioned	Date of expiry of sanction	Initials of head of office	Remarks
1	2	3	4	5	6	7	8	9	10

KERALA FOREST DEPARTMENT

FORM No. 119

(Paragraph 4.2.6 K. F. D. C., Volume I)

Register of permanent Establishment

Name of Office

Sl. No.	Designation of post	Number of posts	Scale of pay of the posts	Number and date of Government order creating the posts	Purpose for which each post is created	Initials of head of office	Remarks
1	2	3	4	5	6	7	8

KERALA FOREST DEPARTMENT

FORM No. 120

(Paragraph 10.4.3 K. F. D. C., Volume II)

Pay bill of Temporary work charged Establishment

Voucher No

Month of payment

..... Range

Bill for the month of 19

Item No.	Name of incumbent	Designation	Work on which engaged	Period	Rate	Amount due		Amount paid		Dated acknowledgement of payee	Dated initials of officer making payment
						Rs.	P.	Rs.	P.		
1	2	3	4	5	6	7	8	9	10		
				Total							

Total amount paid (in words)

- (1) Certified that all persons for whom wages have been drawn in this bill were on duty during the periods shown against their names, each person being employed on the work shown against his name.
- (2) Certified also that the wages of every person actually employed during the month have been claimed in this bill.

Range Officer.

Passed for payment pay Rs

Divisional Forest Officer.

KERALA FOREST DEPARTMENT

FORM No. 122

(Paragraph 9.1.5 K. F. D. C., Volume II)

Register of Establishment Expenditure

..... Division

Sub head-70 (a) (i) Chief Conservator's Office/ a (ii) Circle Conservator's Office/ a (iii) Schemes under the Five Year Plans.

(c) (i) District Forest Officer/ c. (ii) Special Forest Divisions...../ c (iii) Schemes under the Five Year Plan.

Month & voucher number	Brief particulars of bill	Pay of Officers	Pay of Establishment	Travelling allowance	Dearness allowance	Compensatory and other allowances	Deductions										
							Gross totals of bill	Income - tax	G.P.F	W.E.P.F	A.I.S.P.F	O.B.A.G.Os.	O.B.A.O.Os.	Onan Advance G. Os.	Onam Advance O. Os.	House building advance G.Os.	House building advance O.Os.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Form No. 122 - (Cont.)

Deduction															Net total of bill
Motor conveyance Advance O.Os.	Motor conveyance Advance G.Os.	Other conveyance advance	Other advances				S.L.I (Official Branch)	L.I.C	House rent (P.W.D)	House rent (Forest)	Other recoveries			Total deduction	
			Mosquito net												
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34

Note: - (1) Separate pages should be allotted for each sub-head

(2) Advance bills relating to G.P.F, House building etc. may be entered on a separate page opening separate columns for each head of account.

KERALA FOREST DEPARTMENT

FORM No. 123

(Paragraph 10.3.2 K. F. D. C., Volume II)

Register of unpaid wages

Sl. No.	Sl.No.in the Roll (W.R.A.R. Muster Roll etc.)	Name	Name of father etc.	C.B.V. number and date of Muster Roll etc.	Name of work`	Period of claim	Amount unpaid	Date of subsequent payment	Reference to voucher in which paid	Remarks
1	2	3	4	5	6	7	8	9	10	11

Note: - Separate pages should be used for labourers and temporary work charged establishment.

KERALA FOREST DEPARTMENT

FORM No. 124

(Paragraph 6.2.1 K. F. D. C., Volume II)

(first page)

Field Book

Book No.....

Issued to.....

On.....

By.....

Signature

(Subsequent Pages)

FORM NO. 124

Field Book

Name of Contractor.....

Agreement No. and date.....

Name of coupe/Range.....

Date of marking.....

By whom measured

Date of completion of bole

measurements.....

Marking No.	Species	Standing Measurements		Remarks	Bole measurements after felling		Remarks
		L	G		L	G	
1	2	3	4	5	6	7	8

KERALA FOREST DEPARTMENT

FORM No. 125

(Paragraph 13.4.8 K. F. D. C., Volume II)

Schedule of Revenue realised during the month of 19.....

Major Head	LI Forests													Total Gross for LI (columns 6+10+11+14)	Deduct refunds	Total (net) (columns 15-16)	Remarks
	(a) Timber and other produce removed from the Forests by Government agency					(b) Timber and other produce removed from the forests by consumers and purchasers				(c) Drift and waif-wood	(d) Miscellaneous						
	Timber	Firewood and charcoal	Live-stock	Other items	Total of (a)	Timber	Firewood and charcoal	Other items	Total of (b)		Other items	Wild life Division	Total of (d)				
Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Total to end of Previous month																	
Division cash book																	
Range I - cash book																	
Range II - cash book																	
.....																	
Depot I - cash book																	
Depot II - cash book																	
Adjustment book																	
Total for the month																	
Total to end of the Month																	

Head Accountant

Manager

Divisional Forest Officer

KERALA FOREST DEPARTMENT

FORM No. 126

(Paragraph 13.4.7 K. F. D. C., Volume II)

Classified Abstract of Expenditure for the month of

..... Division

Reference to schedule, etc.	Major, minor and detailed heads	Plan		Non- Plan		Total		Remarks
		Rs.	P.	Rs.	P.	Rs.	P.	
1	2	3		4		5		6
	70 forests/119 Capital outlay on forests							

Head Accountant/Manager

NOTE: - Minor and detailed heads should be noted with reference to the budget and the expenditure entered against the same. The total of major, and sub-heads should be worked out in the abstract.

KERALA FOREST DEPARTMENT

FORM No. 127

(Paragraph 13.4.12 K. F. D. C., Volume II)

Consolidated abstract book of Division for the month of

Receipt side

Range, etc.	L I Forest	Miscellaneous head of	Deduction from Establishment charges	Miscellaneous advances	Forest advances	Forest Deposits	Adjusting accounts						Interstate suspense accounts			U. Remittance						Cash from Treasury	Opening balance	Total	
							8	9	10	11	12	13	14	15	16	Forest cheques	Items adjustable by civil	Items adjustable by forests	Transfers between forest officers	E.M.D. Remittance	Mis. Remittance				
																									23
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
Range I cash book																									
.....																									
Depot I cash book																									
.....																									
Division cash book																									
Adjustment book																									
Total																									
Amount transferred from deduction from Establishment charges to Miscellaneous heads of account and Miscellaneous remittances																									
Deduct - Miscellaneous: Advances transferred to charges side																									
Deduct- Refunds transferred from charges side																									
Net Total																									
Reference to schedule etc.																									

KERALA FOREST DEPARTMENT

FORM No. 127

(Paragraph 13.4.12 K. F. D. C., Volume II)

Consolidated abstract book of Division for the month of

Range	70 b (j) Non-plan	Miscellaneous advance	70 (b) (ii) plan	119 capital outlay	Establishment charges	Contingencies	Forest advances	Forest deposits	Adjusting accounts					Interstate Suspense accounts			U. Remittances						Cash from Treasury	Closing cash balance			Total		
																			Remittance into Treasury	Items adjustable by civil	Item adjustable by forest	Transfers between P.W. officers						Earnest money deposit remittance	Miscellaneous remittance
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
Range I cash book																													
.....																													
Depot I cash book																													
.....																													
Division cash book																													
Adjustment book																													
Total																													
Amount transferred from deduction from Establishment charges																													
Refunds transferred to receipt side																													
Miscellaneous advance transferred from charges side																													
Net Total																													
Reference to schedule etc.																													

KERALA FOREST DEPARTMENT

FORM No. 128

(Paragraph 10.3.3 K. F. D. C., Volume II)

Register of Muster Rolls

Division.....

Date	From whom received or to whom issued etc.	Receipts	Issues	Balance	Details of issues		Date of return of muster roll	C.B.V. number or other particulars
					Date	Serial numbers of muster roll		
1	2	3	4	5	6	7	8	9

KERALA FOREST DEPARTMENT

FORM No. 129

(Paragraph 13.4.13 K. F. D. C., Volume II)

Part - I Schedule of E.M.D. Miscellaneous Remittances

.....Division

Date of remittance into treasury	Chalan Number	By whom remitted	On whose behalf	Amount		R.D. No. to be filled by treasury
				Rs.	P.	
1	2	3	4	5		6
			Total			

Part II - Abstracts (Totals only)

O. B.	Receipts during the month	Remittances during the month	Closing balance
1	2	3	4

KERALA FOREST DEPARTMENT

FORM No. 130

(Paragraphs 13.4.13 K. F. D. C., Volume II)

List of Accounts submitted to the Accountant – General

Month..... 19..... Division

Sl. No	Name of document	Form No.	Remarks
1	2	3	4
1	Monthly Account (with original cash balance reports in March) ...	87	
2	Copy of Adjustment Register ...	74	
3	Schedule of revenue realised ...	125	
4	Schedule of refunds of revenue ...	100	
5	Classified Abstract of Expenditure ...	125	
6	Schedule of Works Expenditure ...	94	
7	Statement of establishment expenditure with (.....) vouchers ...	122	
8	Consolidated contingent bill with (vouchers) ...	T.R. 61	
9	(.....) Schedule dockets with vouchers ...	93	
10	Schedule of Miscellaneous Advance ...	91	
11	Detailed Schedule of Miscellaneous Revenue ...	97	
12	Schedule of Forest deposits ...	90	
13	Schedule of credits to Miscellaneous Heads of Account ...	92	
14	Schedule of debits to Miscellaneous Heads of Account ...	92	
15	Schedule of credits to adjusting account between Central and State Government ...	106	
16	Schedule of debits to adjusting account between Central and State Government ...	106	
17	(.....) Schedule of credits to adjusting account with railways ...	106	
18	(.....) Schedule of debits to adjusting Account with railways ...	106	
19	(.....) Schedule of credits to adjusting account with P and T Department ...	106	
20	(.....) Schedule of debits to adjusting Account with P and T Department ...	106	
21	(.....) Schedule of credits to adjusting Account with defence ...	106	

FORM No. 130 – (cont.)

Sl. No	Name of document	Form No.	Remarks
1	2	3	4
22	(.....) Schedule of debits to adjusting account with defence ..	106	
23	(.....) Schedule of credits to interstate suspense account ...	106	
24	(.....) Schedule of debits to interstate suspense account ...	106	
25	Schedule of credits to items adjustable by civil ...	89	
26	Schedule of debits to items adjustable by civil ...	89	
27	Schedule of credits to items adjustable by forest ...	89	
28	Schedule of debits to items adjustable by forest ...	89	
29	Schedule of credits to transfers between forest officers ...	89	
30	Schedule of debits to transfers between forest officers ...	89	
31	List of cheques drawn ...	96	
32	List of remittances made ...	95	
33	Schedule of E.M.D remittances ...	129	
34	Schedule of Miscellaneous remittances ...	129	
35	(.....) Schedules of credits to G.P.F, O.B.A. etc. ...	88	
36	(.....) Schedules of debits to G.P.F, O.B.A. etc. ...	88	
37	Statement of work-war distribution of advance ...	101	
38	Abstract of disbursers' ledger ...	86(A)	
39	Abstract of contractors' ledger ...	86(A)	

Head Accountant /manager

Divisional Forest Officer

KERALA FOREST DEPARTMENT

FORM No. 131

(Paragraph 13.7.1 K. F. D. C., Volume II)

**Annual Certificate of balances of Division
for the year ended 31st march 19.....**

CERTIFICATE NO. 1 - REVENUE OUTSTANDINGS

Certified (1) that the outstanding on account of Revenue as at the close of March amount to Rs only (2) that the year -wise breakup of the arrears is as follows: -

(3) that all items outstanding have been reviewed by me and necessary steps taken for their realisation as contemplated in paragraph 8.4.1 K.F.D.C. Volume II.

CERTIFICATE NO. 2 – STORES, TOOLS, PLANT AND LIVE– STOCK

Certified that the Stores, Tools and Plant and Live – stock in the Division have been valued as on 31st March 1969 detailed below: -

Stores.....
Tools and Plant.....
Live – stock.....
Total.....

and that they are not in excess of the probable requirements of the Division for the next year.

CERTIFICATE NO. 3 - SUSPENSE, ETC.

Certified (1) that the closing balances under suspense, deposits etc. detailed below: -

Miscellaneous Advance.....
Forest Advance.....
Forest Deposits.....

have been reviewed in detail, (2) that no items are included therein which under rule do not pertain to the account concerned and (3) that action is in progress for the expeditious clearance of the items.

CERTIFICATE NO. 4 - WORKS ACCOUNTS

Certified (1) that the account of all works completed have been closed as far as possible (2) that in respect of such works the account of which have not been closed, action is in progress to close the accounts early and

(3) that in respect of works the accounts of which were open on the 31st March the total of the balances under the suspense heads, Contractors and Labourers have been reconciled with the contractors' ledger and the register of unpaid wages.

Divisional Forest Officer