

(v) **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**

The major Acts and Rules implemented and followed by the employees for discharging their official functions include the following

- **Kerala Forest Act, 1961** – Governs the protection, management, and regulation of forest resources within the State.
- **Forest (Conservation) Act, 1980** – Regulates the diversion of forest land for non-forest purposes and ensures conservation of forests at the national level.
- **Wildlife (Protection) Act, 1972** – Provides for the protection of wildlife, regulation of hunting, creation of Protected Areas, and conservation of flora and fauna.
- **Captive Elephant Management Rules, 2012** – Prescribes standards and guidelines for the care, upkeep, management, and registration of captive elephants in Kerala.
- **Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 (FRA)** and associated Rules – Recognizes forest rights of tribal and traditional forest-dwelling communities and outlines procedures for their implementation.

The following Codes, Manuals, and Schedules guide the administrative and financial functions of the department:

- **Kerala Financial Code (KFC), Kerala Service Rules (KSR), and other relevant Government Orders and Circulars** – These govern financial procedures, service conditions, establishment matters, and general administrative protocols for all employees.
- **Forest Schedule Rates (FSR) and Delhi Schedule of Rates (DSR)** – Standardized rate schedules used for estimating, tendering, and executing works related to forestry operations, civil structures, plantations, and related activities.
- **Kerala Budget Manual, Kerala Treasury Code, and other Financial Rules** – Provide detailed guidelines on budget preparation, financial sanctioning procedures, fund administration, treasury operations, and fiscal accountability within the department.