

THE KARNATAKA FOREST CODE, 1976

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THE KARNATAKA FOREST CODE, 1976

CHAPTER I Organisation of the Forest Department

A. General

1. Extent of application of the Code,- The rules contained in this Code are applicable to the Forest Department in the territories subject to the Government of Karnataka hereinafter referred to as 'the Government'.

2. Division of the State into Circles and Divisions.- The Administrative head of the Department is the Chief Conservator of Forests (General) who is also the professional adviser of the Government in all matters relating to the Department. For territorial administrative purposes of the Department, the State is divided into seven territorial Circles, besides three special Circles, namely, the Conservator of Forests Wild-life Circle who is also the Chief Wildlife Warden of the State, Conservator of Forest Research and Utilisation Circle and Field Director, Project Tiger. To deal with the matters concerning Rubber, Coco, Working Plans and other subjects referred to by Government from time to time, a Special Chief Conservator of Forests (Dev.) who is also a major Head of the Department and professional Adviser concerning the subjects entrusted to him by the Government is also functioning. For administrative convenience, the Special Chief Conservator of Forests (Dev.) has two Circles namely, Working Plans and Development Circle and Rubber Plantation Circle.

Each Circle is divided into a number of Forest Divisions. Table 1 gives the names of the Circle charges with their Headquarters, the forest Divisions comprised in each Circle and also their Headquarters.

3. The Chief Conservator of Forests (General) is assisted by the following Officers at Headquarters.

1. Conservator of Forests (Headquarters).
2. Deputy Conservator of Forests (Headquarters).

3. Financial Assistant
4. Gazetted Manager.

4. The Special Chief Conservator of Forests (Dev.) is assisted by the following Officers at Headquarters.

1. T.A. to the Special Chief Conservator of Forests (Dev.);
2. Gazetted Manager.

5. General control of Forests.- The general administration, of the Reserve Forests, Protected Forests and such other lands placed at the disposal of the Forest Department in the whole State is under the control of the Chief Conservator of Forests (Genl.) who is also the Head of the Forest Department in Karnataka. The orders of Government on Forest business will be issued from the Food and Forest Secretariat to which all correspondence on such matters should be addressed.

6. Administrative charges.- To perform the various functions concerning forest administration, the following 4 categories of charges are involved.

1. Controlling charges;
2. Executive charges;
3. Protective charges;
4. Research Charges.

A Circle includes a number of forest divisions. A certain number of ranges make up a forest division. A range comprises of a number of beats and certain number of beats make up a Section. These charges will ordinarily be held by the following Classes of Officers. -

- | | |
|-------------------------------------|-----------------------------------|
| 1. Conservator of Forests | Circle Charges (Controlling) |
| 2. Deputy Conservator of Forests | Divisional charges (Controlling) |
| 3. Assistant Conservator of Forests | Assistant to the Deputy Conserva- |

- | | |
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| | tor of Forest or in-charge of the or
independent charge of sub-units
(controlling) |
| 4. Range Forest Officers | Ranges (Executive) |
| 5. Foresters | Section charges (Protective) |
| 6. Forest Guards | Beat charges (Protective) |

7. Regarding research charges, they will be held by the following Gasses of Officers.

- | | |
|--|--|
| 1. Conservator of Forest | Conservator of Forest Research
and Utilisation Circle |
| 2. Deputy Conservator of Forests | Silviculturist |
| 3. Assistant Conservator of Forests | Assistant to Silviculturist |
| 4. Range Forest Officers | Research Ranges |
| 5. Forest Research Foresters | |
| 6. Forest Guards in-charge of Research Units | |

8. Arrangement of Forests into beats, sections, ranges, divisions and Circles.- The arrangement of forests into Circles and Divisions will be regulated by the Government; that of Forest Divisions into Ranges will be regulated by the Chief Conservator of Forests (G.I.) provided that no addition to the number of ranges shall be made without the sanction of the Government. The arrangement of ranges into Sections will be regulated by the Conservator of Forests and that of Sections into Beats by the concerned Divisional Forest Officers Provided that no addition to the number of beats are made without the sanction of the Chief Conservator of Forests or the Government.

The "Divisional Forest Officer" wherever it occurs in the Code and Manual will be anyone of the following Officers.

1. District Forest Officer;
2. Divisional Forest Officer;
3. Working Plan Officer;
4. Forest Utilisation Officer;
5. Silviculturist;

6. Deputy Conservator of Forests (Headquarters);
7. Technical Assistant to the Special Chief Conservator of Forests (Dev.);
8. Deputy Director, Project Tiger;
9. Deputy Conservator of Forests, Soil Conservation;
10. Deputy Conservator of Forests, Excise;
11. Divisional Forest Officer, Survey and Demarcation.

9. Personal conduct of Officers.- The Government Servants conduct is regulated for the State Government Officials and Officers borne on the All India Services under the appropriate conduct rules.

10: Rents to be charged for Government buildings occupied as residences.- The rules regulating the provisions of residences for Government servants are laid down in Articles 41 and 42 of the Karnataka Financial Code, 1958.

11. Departmental buildings should not be rented to private individuals or public institutions for occupation even for a temporary period.

12. For other details especially regarding licence fee rules for Government buildings used as residence, Article 75 of the Karnataka Civil Service Rules, 1972 and Appendix N of the Karnataka Civil Service Rules, 1972 may be consulted.

13. Rules regulating the occupation of inspection Bungalows and rest houses in charge of the Forest Department are contained in Appendix I.

14. Hire charges for Government elephants.- Government elephants when used by Forest Officers on duty "ill be free of any charge. Government elephants when not required for departmental works may be hired to officials of other Government department or to non-officials at the discretion of the Divisional Forest Officer. When the elephants are hired to the Government officials on leave, they will be charged as for private parties. The following rates will be charged for the hiring of Government elephants.

- (i) Elephants hired to officials on duty of other Government departments: Rs. 25 per each elephant per day;
- (ii) Elephants hired to private parties: Rs. 150 per elephant per day or part thereof;
- (iii) For the purpose of calculating the number of days, hire charges shall be recovered for the days spent even on marches from and to the elephant camp including the days spent on rest while marching;
- (iv) A rate of Rs. 25 per elephant per day shall be recovered towards feeding charges irrespective of the size and sex of the elephant in addition to the hire charges mentioned above;
- (v) During the period the elephant leaves the camp till it returns to the camp, the elephant hired will be at the risk and cost of the hirer. If any undue happenings takes place such as loss of life and property during that period, the Forest Department shall not be held responsible for such losses and no compensation is payable by the Department to the sufferers of such losses;
- (vi) If the elephant is injured or dies during the period, the hirer shall pay to the Government the book value of the elephant in addition to the hire charges till the time of death;
- (vii) No elephants should be hired outside the State without the sanction of the State Government. In case the elephants are hired out for work outside the State, the hire charges would be double the rates applicable as mentioned above.
- (viii) No elephant should be made to work beyond the working hours *i.e.*, from 8.00 a.m. to 12 noon and 3.00 p.m. to 5.00 p.m. and the total working hours shall not exceed 6 hours with a break of 2 hours in the middle;
- (ix) The bata for the Mahouts, Jamedars and Kotwals shall be paid by the hirer in addition to the other charges by the hirer in addition to the other Charges.

15. Permission to shoot films inside the Reserved Forests.- The rules permitting film shooting in the State and the Schedule of rates shall be as

prescribed in the G.O. No. HD 31 PIF 72, dated 8th September, 1972 which is reproduced in Appendix II.

16. Hire charges to view Wildlife.- The details of hire charges for vehicles, entrance fee for visitors, photography in filming, elephant rides etc., are given in Appendix III

B. Organisation of the Forest Department Composition of the Forest Staff

17. The Forest staff is composed of.

- (a) Indian Forest Service
- (b) Karnataka Forest Service.

18. The Indian Forest Service in Karnataka is composed of.

- (a) Chief Conservator of Forests (General);
- (b) Special Chief Conservator of Forests (Dev.);
- (c) Conservators of Forests;
- (d) Conservator of Forests "Wildlife Preservation Circle";
- (e) Conservator of Forests, Research and Utilisation Circle;
- (f) Deputy Conservators of Forests (Senior time scale Officers);
- (g) Assistant Conservators of Forests (Junior time scale Officers).

19. The Karnataka Forest Service consists of. -

- (1) Deputy Conservators of Forests;
- (2) Assistant Conservators of Forests;
- (3) Range Forest Officers I Grade;
- (4) Range Forest Officers II Grade;
- (5) *Foresters*
- (6) Enumerators (Supervisors);
- (7) Veterinary Inspectors;
- (8) Elephant Jamedars;
- (9) Elephant Mahouts;
- (10) Elephant Kawadisi
- (11) Forest Watchers
- (12) Game Watchers;

- (13) Drivers;
- (14) Cleaners;
- (15) Gazetted Managers ..
- (16) Superintendents I Grade;
- (17) Superintendents IT Grade;
- (18) I Division Clerks;
- (19) II Division Clerks;
- (20) Stenographers;
- (21) Typists;
- (22) Draughtsmen I Grade;
- (23) Draughtsmen II Grade;
- (24) Laboratory Assistant. Photographer;
- (25) Photographer;
- (26) Nayak;
- (27) Attender;
- (28) Daffedars, Attenders;
- (29) Peons;
- (30) Watchman;
- (31) Caretakers of Forest Rest houses;
- (32) Sweepers-cum-Scavengers.

20. Classified list of Forest Officers.- The classified list of Gazetted Officers in the State will be issued by the State Government in their Civil list published every year as on 1st July of the year. The Chief Conservator of Forests will also prepare an annual list of I and II .Grade Rangers, I and II Grade Superintendents, I: Division Clerks and all other equivalent rank officials for the State corrected upto 1st January each year taking care to see that all abbreviations and symbols denoting the professional training and other qualifications as well as other necessary particulars are correctly entered therein and will supply copies thereof to Government, Accountant General, Karnataka Public Service Commission, Conservator of Forests and Divisional Forest Officers. The Conservator of Forests should prepare Circle list of Foresters, II Division Clerks, Typists and all other equivalent rank officials corrected up to 1st January each year and submit them not later than 15th January every year to the Chief Conservator of Forests (GI)

who will consolidate and print a gerieral list for distribution in the State. The Divisional Forest Officers and other Officers in-charge of the Division will prepare a divisional list of Forest Guards and Forest Watchers, Peons *etc.*, and all other equivalent rank officials in a similar manner and submit a copy thereof to the Conservator. of Forests and the Chief Conservator of Forests by the 15th January every year. The list of Forest Guards shall be printed and supplied to all the concerned.

21. Recruitment for and appointment to the Forest Services.- The All India Services Manual, 1969 deals with the rules regulating the method of recruitment, conditions of service and promotions *etc.*, of the Indian Forest Service Officers. The recruitment to the members of the Karnataka Forest Service are given in Cadre and Recruitment Rules of the Forest Department, 1957, reproduced in Appendix IV. The departmental recruitment rules are in addition to the Karnataka State Civil Service (-General Recruitment) Rules, 1959.

The seniority within the various-cadres is governed by the Karnataka Government Servants' (Seniority).Rules,'1J.957. T11e probationary period is governed by the Karnataka Government Servants (Probation) Rules, 1957.

The general service conditions of the members of the Karnataka Forest Service such as pay and allowances, leave, pension, Foreign Service Rules, T.A. *etc.*, are governed by the Karnataka Civil Service Rules, 1972.

22. The direct recruitment to Indian Forest Service will be through the Union P.S.C. and to the gazetted cadre of the Karnataka Forest Service through the Karnataka State P.S.C: The selection of-candidates for-training at the Southern Forest Rangers College, Coimbatore will be done by the Department through a preliminary Selection Committee of the Department. The recruitment to the Foresters, Typists, Surveyors, Draughtsmen, Stenographers are done through the Departmental Recruitment Committee. The Ministerial staff i.e., II Division Clerks, I Division Clerks,

etc., are done through Karnataka P.S.C. The recruitment to Class IV Servants, Forest Guards, Watchers, Attenders, Caretakers, *etc.*, will be done by the Officers empowered to appoint them through the Employment Exchange.

23. Postings and transfers of the members of the Indian Forest Service and of the Karnataka State Forest Service in respect of Chief Conservator of Forests, Conservator of Forests and Deputy Conservator of Forests is made by the Government.

The postings and transfers of Assistant Conservator of the Karnataka Forest Service shall be made by the Chief Conservator of Forests (GI).

Postings and transfers of non-gazetted Officers of the Karnataka Forest Service will be made.

(i) from one circle to another by the Chief Conservator of Forests (GenL);

(ii) from one division to another within the circle and within the Division in the case of Rangers by the Conservator of Forests concerned and within the Division, except in the case of Rangers by the Divisional Forest Officers concerned.

24. The disciplinary proceedings in respect of the Indian Forest Service Officers will be governed by the All India Service (Conduct) Rules, 1968 and All India Service (Discipline and Appeal) Rules, 1969. The disciplinary proceedings in respect of the Karnataka Forest Service members will be governed by the Karnataka Civil Services (Conduct) Rules, 1968 and Karnataka Civil Services (Classification, control and Appeal) Rules, 1957.

25. The Divisional Forest Officers are not allowed to quit their divisions during authorised holidays or other times without permission of their Conservator of Forests concerned with whom the power to grant them Casual leave shall also vest. The Conservator of Forests and other Officers under

the direct control of the Chief Conservator of Forests shall obtain the permission of the Chief Conservator of Forests. The Officers in-charge of the Division shall exercise similar powers in regard to the Gazetted Assistants. All Officers of the subordinate Offices including the Ministerial establishment are required to obtain the sanction of the Head of their offices.

C. Examinations

Examinations to be passed by members of the Karnataka Forest Service

26. Members of the Karnataka Forest Service should pass the following tests.

Gazetted Officers Assistant Conservator of Forests	(1) Accounts Higher (2) Revenue Lower (3) Forest Examination (4) General Law Part I
Range Forest Officers I and II and Range Surveyor.	(1) Accounts Higher (2) Forest Examination (3) Revenue Lower (4) General Law Part I
Foresters	(1) Forest Examination (2) Accounts Lower
Forest Surveyors Draughtsman Managers/Superintendents Accountant Grade II	(1) Forest Examination (1) Forest Examination (1) General Law Part I (1) Accounts Higher (2) Forest Examination
II Division Clerks	(1) Forest Examination (2) Accounts Lower

All the above examinations are conducted by the Karnataka State P.S.C.

The number of days actually required by a Government servant for proceeding to and returning from the Station at which an obligatory departmental examination, which he is permitted to attend is held, will be treated as a period of duty in addition to the day or days of examination. This concession shall not be granted more than twice for the same obligatory examination.

In addition to the above examinations the members of the Karnataka Forest Service should pass Kannada Language Examination conducted by the K.P.S.C. in case they have not passed S.S.L.C. with Kannada as Second language.

For details, the members of the service may refer to the Karnataka Civil Services (Service and Kannada Language Examinations) Rules, 1974 of the Government of Karnataka.

CHAPTER II **Management and Working of the Forests**

A. GENERAL

27. Register of Reserved Forests.- (a) When the notification under Section 17 of the Karnataka Forest Act, 1963, declaring that a certain area will, on a fixed date, become a Reserved Forest is published in the Karnataka Gazette, the boundaries of the Reserved Forest so created, the rights admitted at settlement and the date on which the notification will come into force are as detailed therein.

(b) Copies of all notifications under Sections 17 and 28 of Karnataka Forest Act; 1963 should be preserved for each forest division in a bound Volume to be called the 'Register of Reserved Forests' and each notification should be numbered consecutively according to the date on which it takes effect. Each reserved forest will occupy several pages of the volume, so as to afford space for additions and or corrections. A sketch map on a suitable small scale should form part of the record of each Reserved forest.

(c) All subsequent orders sanctioning the changes in the constitution of any Reserved Forest, as well as, all orders by which rights are modified or regulated or further rights or concessions are granted within such forest under Sections 19,22,24,25 and 26 of Karnataka Forest Act, 1963, should be inserted immediately after their promulgation, in the same volume under the Reserved forest to which they relate.

(d) The "Register of Reserved Forests" will be maintained in each Range Forest Office in respect of all reserved forests in the Range. Similarly, in each Divisional Forest Office, a Register of Reserved forests will be maintained of all Reserved forests in the division. A register of Reserved Forests for the Circle will be maintained in Conservator's Office. In each Divisional Forest Office, Working Plans, a Register of Reserved Forests will be maintained of all Reserved forests situated in the Working Plan Division. A register of Reserved forests in the State will be maintained at the office of the Conservator of Forests, Working Plans. At the beginning of each official year, the Divisional Forest Officer will furnish the Conservator of Forests of the Circle, the Conservator of Forests, Working Plans Circle and the Divisional Forest Officer, Working Plans-with brief particulars concerning all entries made in his register during the preceding year.

(e) Registers already written up in manuscripts need not be dispensed with, but the printed copies of gazetted notifications should, as far as possible, be substituted for the existing manuscript record.

(f) As far as data are available, register similar to that prescribed for Reserved forests, will be maintained for Protected forests (Section 33(2)(ii) and Section 35 of the Karnataka Forest Act, 1963), also.

28. Reserved forest Book.- (a) In the case of forests for which, working plans have not yet been prepared a separate "Reserved Forest" book will be maintained for each Reserved forest. This book should be opened by the Divisional Forest Officer as well as the Range Forest Officer concerned as soon as the notification under Section 17, Karnataka Forest Act, 1963, is issued and should contain the Gazetted notification of Government sanc-

tioning the constitution of the Reserved Forest under Section 17. No entry should be made except under the authority of the Divisional Forest Officer in each case. The 'Reserved Forest' book should contain the following information.

- (i) A descriptive analysis of the forests;
- (ii) Description of final demarcation, with statement of cost and explanation, if the line laid down deviates in any way from the sanctioned boundary;
- (iii) A record of lines of communication opened and the forest buildings put up with cost thereof and other information;
- (iv) A record of plantations raised, afforestation works done, cultural operations, as well as works of improvement executed, with results;
- (v) A record of forest produce exploited departmentally as well as by consumers and purchasers;
- (vi) Record of protective measures against fire and other causes with their annual result;
- (vii) A record of establishment maintained;
- (viii) Annual summary of revenue and expenditure;
- (ix) Inspection notes of the Divisional Forest Officer, Conservator and Chief Conservator;
- (x) Any other information bearing upon the working of management of the Reserved forest.

(b) Several pages must be allotted for each of the above items to record entries for each year successively for a number of years, so that the 'Reserved Forest' book may, in course of time, contain a complete history of the forest and furnish all the information required for the compilation of a regular Working Plan.

(c) Similar books must be kept, wherever practicable, for Protected Forests, District Forests, Private Forests, *etc.*, under the control and management of the Forest Department.

(d) When once a Working Plan has been prepared and sanctioned, the Reserve Forest book need no longer be maintained as the Control book takes its place.

29. Plantation Register.-(a) Whenever plantations are raised, a register should be opened and maintained by the Range Forest Officer for each plantation. In this register should be recorded the entire history of the plantation in a chronological order, from the time of its formation, all the operations done therein, till it is harvested. To start with, a brief description of the existing growth in the area, how it was disposed of, the type of soil, topography, rainfall and extent of the area should be mentioned. An authenticated sketch map of the area indicating the extent of the area of plantation, the boundary lines and their lengths should invariably be embodied in the register. Timber, firewood, *etc.*, if any, exploited from the area to be raised as plantation should be furnished in the register along with the revenue realised therefrom. The species raised, the technique and espacement adopted should be noted with full details. The dates of commencement and completion of the several operations and their cost, such as clearing the area, up-rooting, burning; pitting, trenching, sowing or planting should be correctly noted, subsequent operations such as replacements of failures, weedings, hoeings, scraping round plants, cleanings, thinnings, *etc.*, should be noted with dates of execution and cost. The yield obtained from thinnings and intermediate fellings as well as from final fellings and the revenue realised there from should also find a place in the register.

(b) It shall be the responsibility of the Divisional Forest Officer to see that a plantation register, is opened immediately a new plantation is formed and is maintained posted up-to-date by the Range Forest Officer.

(c) All inspections of plantations made by Officers and the observations made by them at each such inspection should be recorded by such Officers in the register under the dated initials.

(d) The blank register for the purpose will be the supplied by the Director, Government Printing, Stationery and Publications and will be property of Government. On the occasion of transfers of charge these registers should be specially mentioned in the transfer report.

30. Annual Plan of Operations.- (a) An 'Annual Plan of Operations' must be drawn up by the Divisional Forest Officer for the working of the forests in the Division for each financial year before the date fixed for the submission of the budget estimates. The Range being the unit of administration, the plan of operations should deal with each range separately. The Plan of operations shall be prepared in three statements. The first statement shall show the sanctioned annual plan of operations of last year. The second statement will show any revision thereof which has subsequently been found 'necessary and the third the annual plan for the next ensuing year. The annual plan of operations shall include all works, both under plan and non-plan, required to be executed in terms of management and working of the forests and which are to be charged as per the detailed Minor Budget Heads.

(b) Wherever a Working Plan has been sanctioned for working of any forest, the annual plan of operations must be based upon the provisions of the Working Plan. Where no Working Plans exist. and until such plans are made, the annual plan of operations must be based on the working schemes, if any, tentatively drawn or on the general principles of Forest conservancy. It is a matter of the first importance to fix the maximum annual yield, and this limit should not be exceeded without the special sanction of the Conservator of Forests. The quantity of timber to be cut and of other materials to be taken out of a forest should be regulated so as to ensure the maintenance of the forest in a state of continuous, or if possible, increasing productiveness. It should as far as possible, provide for the demands of the Surrounding population, in the matter of supply of timber, firewood or of pasturage and for the requirements of other Government Departments, Railways, Defence organisations, industries and of the trade. It is not, however, necessary that the yield should be uniform during a series of years, and it may often be found expedient to arrange '£Or an

intermittent yield. Guided by these considerations, the annual plan of operations should provide for felling, thinning, exploitation of forest produce, grazing of cattle protection of forests against fire and other causes and execution of works of reproduction and improvement. The exercise of all rights which have been recorded at settlement and of the privileges and concessions sanctioned by Government from time to time will necessarily be provided for in these plans.

(c) The Divisional Forest Officer will submit the plan of operation of his Division to the Conservator of Forests who will, if necessary, modify the plan and communicate the sanction orders to the Divisional Forest Officer. The budget of the Forest department will be framed on the basis of the annual plan of operations.

(d) The responsibility of carrying out the plan of operations will rest entirely with the Divisional Forest Officer. No deviation from the Plan of operation is permissible except for such deviations as may be necessitated by unforeseen events, with the previous approval of the Conservator of Forests.

31. Register of Annual Yield.- An abstract of the actual yield of the forest will be recorded in Form No. 1 annually, separately for each working circles felling series, of lease unit, as the case may be. A copy of this abstract shall be entered in the Reserve forest book.

32. Divisional Forest Note-Books.- In each forest division, the Divisional Forest Officer will keep a permanent notebook in which he will, from time to time, record all noteworthy occurrences bearing on the management and improvement of the Forests of his division, and his suggestion for their future administration; the results of his observations regarding the habits and wants of important species of trees and further matters which, in his opinion, it is desirable to record. This notebook will be styled the Divisional Forest Notebook.

Object of the Notebook

The object of this note-book is to maintain in a permanent form a running history of forest matters in each division based upon continuous local observation. In respect of particular forests the note-book should not contain matter that has already been recorded. in the reserve-book, but may, if necessary, refer to the said record.

The note-book should be large enough to contain notes for a number of years; it should be taken into camp (but not as a rule into the Forests during inspection) so that the entries may be made in it whilst facts are fresh in the Divisional Forest Officer's mind.

The book is not to be maintained in diary form but as a reference book of general information in which a newly posted Divisional Forest Officer can find at once information on various subjects without being compelled to wade through pages of mixed material.

Entries should be made under various heads and sub-heads to each of which one or more pages should be assigned. The following are the principal heads required, but the list is not exhaustive and the Divisional Forest Officer should enter any information of general interest or utility.

- (1) List of reserves (by ranges, with areas and dates of final notifications);.
- (2) List of roads (length, when constructed, gravelled, metalled, or unmetalled);
- (3) List of buildings (accommodation, cost, date of construction, how used, furnished or unfurnished, nature of water supply);
- (4) List of plantations;
- (5) List of 'topes' (Tree groves);
- (6) List of sale depots;
- (7) Distribution of establishment (by ranges, headquarters and boundaries of ranges, beats *etc.*);

- (8) Works required (by ranges, proposals within approximate cost and relative urgency of each, dates of commencement and completion);
- (9) Notes on each reserve separately;
- (10) Notes on principal species (a page for each; distribution, growth, coppice, dates of flowering, seeding, age at maturity, utility as timber, fuel, charcoal and of minor product - as regards exotics, date of introduction);
- (11) Observations on annual flow of streams as affected by denudation or reforestation of catchment area (highest flood level, duration of floods, hot weather flow, *etc.*, with condition of growth. in catchment area);
- (12) Fodder supply-Approximate dates for cutting grass, cost of cutting, harvesting, baling and transport rates of sale;
- (13) Markets and market rates for various kinds of work and produce.

Every entry must be dated and initiated by the officer who makes it.

Notebook to be inspected by the Conservator

The Divisional forest Note-book should always be inspected by the Conservator when visiting the division, and the date of the inspection with such remarks as the Conservator may wish to place on record, should be duly entered therein.

Notebooks, the property of Government and to be mentioned in transfer of charge certificate.

The Divisional Forest Notebook will be supplied by the Director of Stationery and Printing and is the property of Government. (See Section 86).

On the occasion of transfers of charge, it will be handed over with other records and should be specially mentioned in the transfer report.

33. Maps.- In each division, the following maps will be maintained and one

or more copies of each should be mounted in book-form.

(1) A Divisional Forest reference map on the scale of 4 miles to the inch (1 mm = 2,50,000 mm) showing all reserves, roads, forest buildings and stations, ranges divisions, and other items affecting the administration of the forest.

(2) A Range Forest reference map, posted as above, but in greater detail, and showing names of hills and streams minor forest stations, such as forest guards', permit officers and tannahdars, headquarters, *etc.*

(3) Separate maps for each reserve, showing topographical features and all enclosures, rights of way, forest roads and stations compartment and coupe lines, names of hills, streams, *etc.* Reserves that adjoining one another may, if desirable, be shown on one and the same sheet.

(4) Separate working-circle maps on such scale as may be found suitable in each case.

In the case of Nos. (2) and (3), the scale of the maps, not supplied by the Survey of India, must vary according to the requirements, the ordinary scale being 1 and 4 inches to the mile (1 mm = 50,000 mm and 1 mm = 12,500 mm respectively). The rules regulating the procedure in connection with forest surveys and mapping and their costs are contained in Appendix V.

It is the duty of the Divisional Forest Officers to see that all alteration of boundaries, enclosures, all new roads and buildings, *etc.*, are promptly entered in the headquarter maps, from which the camp copies, range and other maps, must be posted, at least annually (*Vide* Appendix V).

34. State Forest Atlas.- The State Forest Atlas is compiled from the divisional forest reference maps referred to in the preceding section and is kept in the Secretariat and the offices of the Chief Conservator and the

Director, Map Publication, Survey of India, Dehra Dun. Each Conservator should maintain the Atlas as far as it relates to his own circle.

The Divisional Forest reference maps should be corrected annually upto 31st March, and will be forwarded to the Conservator of the Circle before the 1st May following; the Atlas in the Conservator's office will then be correctly posted and the divisional maps will be returned. The Chief Conservator of Forests, Karnataka, is entrusted with the duty of posting the several copies of the Atlas in use in the headquarter offices mentioned above. For this purpose, the Conservators should forward the corrected copies of their atlases to the Chief Conservator before the 1st July of each year when the necessary corrections will be made in the remaining copies.

35. Working Plans.- A 'Working Plan' is written scheme of management sanctioned by proper authority, for the systematic treatment of a forest, with the object of ensuring continuity of policy and action by Officers in-charge and also to provide against the deterioration and for the improvement of the capital (or total growing stock) while working out what represents the interest (or average annual increase) in an orderly, useful and economic manner on the principles of sustained yield.

36. The necessity for, and the importance of, a carefully prepared working plan on a scientific basis for the proper management of a forest property are unquestionable. In the absence of such a definite scheme of operations founded on a careful examination and study of the growing stock, the annual increment inputs, there is a serious risk of the forest capital being either drawn upon unduly by excessive cuttings being made or of the forest revenue being lost by working the forests below their capabilities.

The area for which a separate Working Plan shall be prepared depends on the circumstances of the case; but as far as possible a Working Plan should deal with all- the forests situated in one locality and the entire area of each forest in that locality. This area may consist of a Forest division, a range or merely of a beat or group of beats; and it shall be divided into as

many Working. Circles as may be necessary, extensive tracts which it may not be deemed -expedient to work being relegated to a separate working circle or circles. When a Working Plan deals with more than one working circle, special prescriptions for the method of treatment to be adopted in each working circle must be laid down separately in the Working Plan.

37. Working Plan Officer.- A 'Working Plan Officer' is an Officer responsible for drawing up or revising a Working Plan and may be an Officer specially appointed for the purpose of a local Officer. In drawing up or revising a Working Plan he will be entirely subordinate to Special Chief Conservator of Forests (Development).

38. Preliminary Working Plan Report- (1) In order to ensure that correct plans may be drawn up according to the principles of forest conservancy, the Conservator of Forests, Working Plans, shall obtain from the Working Plan Officers a preliminary report and submit it with his remarks to the Special Chief Conservator of Forests (Dev.) as soon as possible, after the commencement of the operations. This report will be prepared by the Working Plan Officer after a 'Working Plan Reconnaissance' *i.e.*, a careful inspection of the forest and after settling the location of working Circle or circles and it shall contain.-

- (i) a brief description of the forest for which it is proposed to prepare a plan;
- (ii) short notes on past working, management and reproduction with results;
- (iii) the general objects of future management;
- (iv) propositions regarding the basis on which it is intended to build the plan of exploitation and management, (whether on area, material, or with material with area-check);
- (v) proposals with regard to survey of the growing stock, the method to be adopted for such survey, species of trees to be enumerated and the percentage of area to be enumerated;
- (vi) the constitution of Working Circles;
- (vii) the constitution of Felling Series;
- (viii) the compartments to be laid;

- (ix) the method of calculating the yield;
- (x) the silvicultural system to be adopted;
- (xi) remarks on demand which exist or may be expected; and
- (xii) a general outline of his proposals to meet the demand for grazing and forest produce.

(2) In the case of revision of an existing working plan, the principal objects of the preliminary report is to examine the results of past working, to decide how far the prescriptions of the previous Working Plans must be followed and to what extent and direction and where they require to be modified and if not, to decide what course the future method of working must take. The preliminary report should follow the general form and arrangement of a Working Plan.

(3) For preparing a preliminary working plan report, the Working Plan Officer will examine the forest carefully, study the results of past working and will discuss his proposals for future management with the Conservators of Forests and the Divisional Forest Officer having jurisdiction over the area. He will also consult and have the views of the latter Officers on the results of past working, the defects of the existing plan, if any, and any modifications which, in their opinion, require to be considered at the revision. A small scale sketch map showing roughly the proposed, Working Circles should accompany the report. The Working Plan Officer will submit the preliminary report to the Conservator of Forests, Working Plans, forwarding simultaneously a copy of it to the Conservator of Forests of the Circle and the Divisional Forest Officer of the Division concerned for remarks. On receipt of the remarks and Views of the latter Officers, the Working Plan Officer will submit their remarks and Views with his opinion thereon to the Conservator of Forests, Working Plans. The Conservator. of Forests, Working Plans will scrutinize the preliminary plan carefully, taking into consideration the remarks of the Territorial Officers and the opinion of the Working Plan Officer and pass it on to the Special Chief Conservator of Forests (Dev.) with his remarks if any, for approval. He will also guide the Working Plan Officer at all stages in drawing up of the Plan. The Special Chief Conservator of Forests (Dev.) will, if necessary, discuss any or all of

the propositions made in the preliminary report with the Conservator of Forests. Working Plans and the local Officers having jurisdiction over the forest and approve the preliminary report with such modifications, if any, that he may consider necessary in his opinion. The Special Chief Conservator of Forests (Dev.) may, at any time during the preparation of the plan, consult the Inspector General of forests on any technical point. The Conservator of Forests, Working Plan may, if necessary. consult the Special Chief Conservator of Forests (Dev.) on all important technical and other matters connected with the elaboration of the Working Plan. The Special Chief Conservator of Forests (Dev.) may issue, in the form of circular or otherwise, directions regarding the technical part of the preparation of Working Plans.

39. Definitions of Technical Terms.- The technical terms and definitions used in the Working Plans will follow the Indian Forest Records, 'A Glossary of technical terms for use in Indian Forestry'. Details are given in Appendix XVII.

40. Printing of Botanical and local names of species.- Botanical names should invariably follow the local names wherever they occur in the body of the plan and similarly the English equivalents when local terms are used. The botanical names should also be given a glossary at the end of the plan.

41. The working plan shall, as far as possible or necessary, be drawn up on the following lines:

**INTRODUCTION
PART I**

**Summary of facts on which the proposals are based
CHAPTER I**

The tract dealt with

Section.:-

- Section 1.- Name and situation; geographical limits and boundaries; administration units included.
- Section 2.- Physical geography and configuration of the ground.
- Section 3.- Geology, rock and soil.
- Section 4.- Climate.
- Section 5.- Water supply.
- Section 6.- Distribution and area; details of areas under reserved forests, protected forests and district forests.
- Section 7.- Survey Position.
- Section 8.- Working Plan position.
- Section 9.- State of boundaries.
- Section 10.-- Legal position.
- Section 11.- Rights. privileges and concessions.
- Section 12.- Commitments such as areas leased out and periods of leases.

CHAPTER II **The Forest**

Section.

1. Composition and condition of the crop; forest types and their distribution, flora and fauna of the area, state of natural regeneration. etc.
2. Injuries to which the crop is liable.

CHAPTER III **Utilisation of the produce**

Section. -

- Section 1.- Agricultural customs and wants *of* the population.
- Section 2.- Other sources *of* demand such as Industries, Railways, Defence forces, Trade, *etc.*
- Section 3.-~ Marketable produce.
- Section 4.- Markets and lines *of* export.
- Section 5.- Methods *of* exploitation and cost.

Section 6.- Past and current prices.

CHAPTER IV **Establishment and Labour Section**

- 1.- Existing establishment. Section
- 2.- Position of labour supply; local or imported, labour rates *etc.*

CHAPTER V **Past systems of management**

Section 1.- General history of the forest including institution and progress of organised forest management.

Section 2.- Past system of management and their results.

Section 3.- Special works of improvement undertaken such as silvicultural improvement, protective measures, communications and buildings, utilisation of forest products, *etc.*

Section 4.- Past yield.

Section 5.- Past Revenue and Expenditure.

CHAPTER VI **Statistics of stocking, growth, volume and yield**

Section 1.- Estimate of stocking of principal species, percentage of enumeration, girth and diameter classes used, allotment to quality classes, *etc.*

Section 2.- Statistics of growth; increments in height, girth or diameter and volume, results of stem and stump analysis, mean annual increment and current annual increment, *etc.*

Section 3.- Volume and yield; outturn of timber and firewood per hectare, yield tables, *etc.*

CHAPTER VII - Estimate of Capital value of the forest

CHAPTER VIII - Watershed management and soil conservation

CHAPTER IX - Wildlife and Game management

CHAPTER X - Social Forestry

PART II Future management discussed and prescribed CHAPTER I Basis of proposals

Section 1.- General objects of management and brief statement of treatment required to secure them as regards.

- (a) the attainment of the normal forest and the establishment of normal regeneration;
- (b) the silvicultural requirements of the species dealt with;
- (c) the regular supply of the requirements of the local population for timber, firewood, bamboos, minor forest products and pasturage;
- (d) supply of special requirements of timber and other forest produce for Industries, trade, Railways, Defence departments, etc.; the yield of timber and other forest produce; for industries, trade, Railways, Defence departments, etc;
- (e) the yield of timber and other forest produce;
- (f) the improvement and regulation of water supply;
- (g) watershed management and soil conservation;
- (h) Wildlife and Game management;
- (i) the improvement of the capital value of the forest for the enhancement of future yield;
- (j) Social forestry objectives.

Section 2.- Method of treatment to be adopted.

Section 3.- Formation of Working Circles, their area and distribution, reasons for their constitution.

Section 4.- Period of Working Plan and necessity for intermediate revision.

CHAPTER II Working Plan for Working Circle

Section 1.- General constitution of the Circle and character of the vegetation.

Section 2.- Blocks and compartments.

Section 3.- Formation of Felling series (area and allotment).

Section 4.- The stock; the analysis and valuation of the crop (stock maps, registration status, quality and age classes, density, enumeration and their results).

Section 5.- Method of treatment; the silvicultural system.

Section 6.- Calculation of rotation and conversion period.

Section 7.- Exploitable size.

Section 8.- Reducing factors and reduced areas.

Section 9.- Felling Cycle.

Section 10.- Division of the area into periods, if any, and allotment to periodic Blocks.

Section 11.- Calculation of the yield.

Section 12.- Tabular statement of fellings.

Section 13.- Method of executing the fellings.

Section 14.- Agency of exploitation.

Section 15.- Subsidiary silvicultural operations (cleanings, thinnings, and supplementary fellings and tending).

Section 16.- Artificial regeneration: (treatment of existing plantations; new plantings and sowings; choice of species and their nursery and plantation technique; spacing; fencing; tending of young crop).

Section 17.- Other regulations: (grazing based on carrying capacity; protection against fire and other causes; exercise or rights and privileges and how they are to be met with).

Chapter III to Chapter.....
Chapter for all other Working Circles

Chapter.....General
Improvement

Section 1.- Miscellaneous regulations (prescribed and suggested) for improvement fellings, cleaning, thinnings, protection against fire and other causes, etc.

Section 2.- Improvements of lines of communication such as roads paths, bridges, tram-ways, waterways, etc.

Section 3.- improvements in the methods of exploitation.

Section 4.- Buildings, wells and water supply.

Section 5.- Possible development of Forest industries.

Section 6.- Maintenance of boundaries.

Section 7.- Proposals for further reservation, if any.

Section 8.- Surveys and maintenance of maps.

Section 9.- Preservation plots, sample plots and protected trees.

Section 10.- Experiments and research.

Section 11.- Watershed management and soil conservation.

Section 12.- Wildlife management.

Chapter.....Control and Records

Section 1.- System of Control.

Section 2.- Control forms.

Section 3.- Collection and record of statistics.

Section 4.- Fire records and fire maps.

Section 5.- Climatic records.

Section 6.- Game records.

Section 7.- Plantations Journals and Forest Journals.

Chapter. Establishment and labour

Section 1.- Establishment.

A statement of the existing establishment will have been given in Part I of the plan. In this Chapter, its adequacy or otherwise may be commented upon having regard to the works prescribed in the plans. As the Government's sanction of the plan conveys no administrative sanction to expenditure on any kind, any changes in the establishment require separate proposals and justifications. The matter should be carefully discussed with the local Divisional Forest Officer and considered in consultation with him.

Section 2.- Labour.

Proposals for improvement or organisation of labour supply may be given here.

Chapter. Financial Forecast and cost of plan

Section 2.- Expenditure.

A careful estimate of probable future revenue and expenditure should be prepared. The revenue may be based partly on past actuals and partly on an estimate of yield. The expenditure may be divided into 1) expenditure (Ordinary) for the maintenance and upkeep of forest and 2) expenditure (capital) representing the outlay on capital works for the development as far as can be immediately estimated. The total anticipated, revenue should be compared with the estimated expenditure, and the estimated excess calculated as well as percentage of expenditure to gross revenue.

Chapter.....Summary of Prescriptions

A brief resume of prescriptions for each working circle may be given in this chapter.

Appendices of the Plan

Only those appendices required for the elucidation of the plan should be printed with it. These must be kept to a minimum. The following among other things will form some of the important appendices to the plan:

- (i) Area statement;
- (ii) Compartment histories;
- (iii) Enumeration results;
- (iv) Details of statistics of growth and yield;
- (v) List of Plantations;
- (vi) List of flora of the area with their Botanical and local names;

- (vii) List of common wild animals and birds found in the Working Plan area;
- (viii) A statement of Sample plots, Increment plots, Preservation plots, Protected trees, etc., in the Working Plan area;
- (ix) Amendments to the plan, correction slips, etc.

42. The year for which operations are prescribed unless otherwise directed, be the financial year.

43. (1) The amount of detailed requisite in the compilation of Working Plans will depend upon the demands which are made on the forests, the nature and value of the produce removed from them and the other purposes which they are to fulfil. The schedule of headings prescribed above for preparing a Working Plan is intended as an instruction for the preparation of important Working Plans. For less important plans and for temporary working schemes, only a selection from these headings is required.

(2) Where the demand exceeds or even equals the possible outturn Working Plans must be prepared with great minuteness and everything must be arranged so as to obtain the highest outturn which the forest is capable of returning under the most careful management. Where, on the other hand, the demand is as yet below the ordinary capability of the forest, a more simple and expeditious procedure may be followed.

(3) With a view to bringing all important forests, for whose produce demand exists or is likely to arise in near future, as soon as possible, under systematic management, a working scheme of a simple description and based on such data as may be readily obtainable may be prepared to be succeeded by more accurate plans as the detailed information required for their preparation becomes available.

(4) The Officer who prepares a Working plan will be held responsible for the accuracy of the statistical information it contains; provided that in cases where the conditions are such that the collection and record of such infor-

mation can safely be entrusted to his subordinates, the names *of* such subordinates shall be mentioned in the Working Plan report. The Working Plan Officer must, under any circumstances make a personal inspection *of* all portions *of* the area dealt with, which it is proposed to exploit under the provisions *of* the Plan and satisfy himself that all information, however collected, in respect *of* such portions is accurate.

(5) It is desirable that a careful examination and report should be made *of* the present and the possible influence *of* the forest tract upon the climate and water supply of the country; that the objects sought to be attained in the management of the area should be fully specified and that the treatment prescribed should be in accordance therewith. It is also of importance that the collection *of* data and upkeep *of* records should be continuous and accurate. With this object, suitable localities for the measurement *of* spring levels and *of* rainfall should be specified and the erection *of* permanent bench marks from whence bearings can be taken in order to record alterations in width *of* water-ways and variations *of* high and low water levels should be prescribed. The Working Plan Officer will during his inspection *of* the area, compile a list *of* water courses originating in or flowing through the forest giving a short description *of* each and noting whether the water supply is perennial and its approximate volume at the time *of* his visit.

44. (1) When a Working Plan has been drawn up, the Working Plan Officer shall send a typed copy *of* the Working Plan to the Conservator *of* Forests, Working Plans, accompanied by a short explanatory note stressing any points *of* importance, especially to any deviations, however slight, from the preliminary. Working Plan report or subsequent instructions. Simultaneously, he will send a copy *of* the Working Plan to the Conservator *of* Forests views *of* the Circle, the Divisional Forest Officer *of* the Division concerned, and Deputy Commissioner *of* district concerned for remarks. On receipt *of* the views of the officers mentioned above, the Working Plan Officer will forward their views with his opinion thereon to the Conservator *of* Forests, Working Plans who will carefully scrutinise the Plan and its technical details, make corrections wherever necessary to bring up the plan scientifically correct and forward it to the Special Chief Conservator *of*

Forests (Dev.) for approval, after countersigning it.

(2) The Special Chief Conservator of Forests (Dev.) will, after examination and necessary corrections, or consultation with Chief Conservator of Forests (GL) return it with his approval to the Conservator of Forests, Working Plans.

(3) On the approval of the Plan by the Special Chief Conservator of Forests, (Dev.) four final copies are typed. The Working Plan Officer must check these copies himself and certify to that effect. The Working Plan Officer will send three copies of the approved plan after correction to the Conservator of Forests, Working Plan, who will retain a copy in his office and forward two copies to the Special Chief Conservator of Forests (Dev.). The fourth copy will be kept in the Working Plan Office for record. "The Special Chief. Conservator of Forests will retain one copy in his office and submit the other copy to Government with his final recommendation for sanction. After it is sanctioned by the Government, this copy is returned to the Special Chief Conservator of Forests-(Dev.) with the necessary sanction for getting requisite number of copies printed.

(4) A printed copy of the sanctioned Working Plan will, in all cases, be forwarded to the Inspector-General of Forests and the President, Forest Research Institute and Colleges, Dehradun for information and record.

(5) Working Plan reports may be supplied by the Special Chief Conservator of Forests, (Dev.) to heads of Forest Departments of other States on a reciprocal basis. If the Department of the other Government is not agreeable for exchange, he may supply on payment of cost fixed.

45. (a) When a Working Plan has received the sanction of Government, no deviation shall take place from its prescriptions with the following exceptions and under the following authority.

(i) Slight deviations, not amounting to an alteration of the general

schemes of management, in deficit of prescribed working either of material or area, may be sanctioned by the Conservator of Forests who will subsequently report the matter to the Special Chief Conservator of Forests (Dev.). Considerable or continuous deviations in deficit require the sanction of the Special Chief Conservator of Forests (Dev.);

(ii) Working in excess of the prescribed amount may be sanctioned by the Conservator of Forests when such excess, either of material or area, it caused by the accumulation of balances due to deficit working in previous years. In any other case of excess working, the sanction of the Special Chief Conservator of Forests (Dev.) is necessary;

(iii) For changes in the character or principles of working, the sanction of the Special Chief Conservator of Forests (Dev.) should be obtained; but the Conservator may act in anticipation of such sanction in the case of fire or any sudden accident or in Case of exceptional seed years or as in case of gregarious flowering and death of bamboos, necessitating a sudden change of the plan.

(b) All proposals involving deviation, which require the sanction of the Special Chief Conservator of Forests (Dev,) shall be submitted through the Conservator of Forests;

(c) All deviations sanctioned either by the Special Chief Conservator of Forests (Dev.) or the Conservator of Forests should be intimated to the Conservator of Forests, Working Plans and the concerned Working Plan Officer;

(d) Copies of orders sanctioning deviations must be recorded with the Working Plan and referred to in the remarks column of each Control form and in the Register of deviations.

46: (a) The Special Chief Conservator of Forests (*Dev.*) may sanction inclusion in, and exclusion from, sanctioned Working Plans, of forest areas notified under Sections 17 and 28 of the Karnataka Forest Act, 1963 respectively.

(b) At the beginning of each year, the Conservator of Forests of each Circle shall, in consultation with the Conservator of Forests Working Plan and the concerned Working Plan Officer, decide the changes to be made in the sanctioned Working Plan areas on account of reservations and dis-reservations ordered during the previous year and submit proposals through the Chief Conservator of Forests (GL) to Special Chief Conservator of Forests (Dev.) for sanction.

(c) The printing and posting of correction slips dealing with changes in the main prescription of the plan is essential.

47. The revision of a Working Plan requires the same formalities as the original preparation of a Working Plan.

"48. It is most desirable that, as far as possible, the coupes should be worked in regular rotation, otherwise the regularity and orderliness of the rotation system is lost and it is deprived of its main advantage. When areas that should have been cut in previous years are being left standing.. the forecast of the area to be cut, the quantity of timber to be put in the market, and the position of the departmental budget provided for are upset. Hence, where a coupe has not been felled in its proper year, every effort should be made to dispose it off at least in the following year.

49. The normal period for closure for all areas under regeneration including plantations shall not exceed 5 years. In cases where the progress of regeneration has been such as to make this necessary, the Conservator of Forests may, by special order, increase this period up to 10 years. All areas not dosed for the purposes mentioned above shall be open to grazing.

50. The Divisional Forest Officer, Working Plans in each circle should maintain a register in Form 2 of all sanctioned plans of the Circle and keep it corrected up-to-date. In April each year, he should supply to the Special Chief Conservator of Forests (Dev.), Conservator of Forests and the territo-

rial Divisional Forest Officers concerned extracts from the registers corrected upto 31st March.

51. For the control of working of all forests under Working Plans, the following Control records will be prepared and maintained by the Divisional Forest Officers:

- (i) Control book
- (ii) Record of works
- (iii) Control journal
- (iv) Control maps
- (v) Register of deviations from the Working Plan
- (vi) Register of statement of sanctioned Working Plans (in Form 2).

1. Control Books.-This record shall, ordinarily, be maintained separately for each Working circle for the years for which operations are prescribed in the Working Plan and shall be written up annually as prescribed in Forms 3 and 4. They show the prescriptions and suggestions of a sanctioned Working Plan and the fellings and other exploitation actually made or the works actually carried out against them. The objects of the control books are.

(i) to compare the actual fellings or other exploitation of the year with the prescriptions of the Working Plan and to enable the controlling authority to see how far the provisions of a sanctioned plan as regards fellings and exploitation have been carried out and where they have been departed from;

(ii) to record the yield of timber and other produce and the revenue deprived therefrom;

(iii) in the event of the area or quantity of material exploited in any year being less than that prescribed in the Working Plan, provide for the bringing forward year by year of the balance still available for exploitation, until it is exploited or written off under competent

authority;

(iv) in the event of any exploitation in excess, whether of material, or area, of the prescriptions of the plan, to provide that such excess shall, unless orders to the contrary are issued by competent authority, be deducted from the quantity prescribed for exploitation in future years; and

(v) to enable the Divisional Forest Officer to ascertain at the beginning of each year what arrear fellings or other matters have to be adjusted-in the current year.

Note.-When the prescription of the Working Plan is by sub-periods and not by years, these instructions should be applied accordingly.

(vi) The entries in Control Forms 3 and 4 will be made under the following main heads.

- (i) Prescribed by the Working Plan;
- (ii) Suggested by the Working Plan;
- (iii) Neither suggested nor prescribed, but actually carried out;
- (iv) The actual method of entry will vary with the method of control. However, the general pattern of entries will be as follows.

All deviations, plus or minus, carried forward from the previous year or years will first be entered in red ink. The prescription of year to which the control form pertains will then be entered in black ink. Next, the results of working will be entered in the appropriate columns, showing the year of working, area, the kind and number of trees by species, their gross volume removed from each coupe. The plus or minus deviation columns will be entered in red ink Showing the differences in volume, area, and number of trees, between the totals of control columns on the one hand and result

columns on the other. In the remarks columns deviations will be explained. Against trees removed or the material exploited, the agency of removal such as, by Government agency, removal by purchasers and consumers, removal by right and privilege holders, etc., may be indicated.

2. Record of Works.- This is a brief record to be written up annually in Form 5 for each Working Circle of all works carried out in connection with the construction and repairs of communications and buildings, wells and tanks, etc. and in connection with demarcation, sowing and planting, cultural operations, protection from fire and other causes, climber cutting, improvement felling, thinnings, cleanings and other tending operations when they are distinct from the main exploitation operations prescribed in the Working Plan. To provide for record of operations not definitely prescribed in the Working Plan, the Record of works should, when necessary, be divided in the following manner and kept up accordingly.

- (i) Prescriptions of the Working Plan;
- (ii) Measures suggested in the Working Plan;
- (iii) Measures neither prescribed nor suggested in the Working Plan; but carried out during the year.

3. Control Journal (Forest Journal).- This is a register in which are recorded all noteworthy occurrences, bearing on the management and improvement of the forests, more particularly on the state of reproduction of the more valuable species and on the suitability or otherwise of the system of management prescribed in the Working Plan. The main object of the journal is to record observations on the spot and information not obtainable in the prescribed forms. The information should be limited to observations made in the field and should be signed and dated. The unit of area for which forest journals should be maintained, should be laid down in the Working Plan. As it is of great importance to ensure continuity, the unit of area once fixed should not be changed without the fullest consideration. A summary of annual revenue and expenditure in such a form as will facilitate comparison with the financial forecast in the Working Plan must be included.

d. The journal should be written up by the Divisional Forest Officer himself or by one of his Gazetted Assistants. The information should be recorded under the following headings subject to such alterations as may be considered necessary by the Special Chief Conservator of Forests (Dev.). Sufficient number of pages should be allotted to each headings. A list of headings should be pasted in the first page of the journal and the numbers of the pages on which each heading will be 10und should be entered opposite to it.

A. Growing Stock

- (i) General;
- (ii) Natural reproduction;
- (iii) Bamboo flowering;
- (iv) Seed years of important species;
- (v) Seasons of flowering, ripening of seed. leaf, fall and new leaf;
- (vi) Species, whether, or not, killed by girdling;
- (vii) Coppicing capacity of important species.

B. Factors influencing the crop

- (i) Biotic factors
- (ii) Fire protection
- (iii) Climate
- (iv) Injuries plants, such as Launtana, Eupatorium odoratum, strobi-lanthus, Loranthus and any other species which may become dangerous;
- (v) Other causes of injury

C. Results of work done

- (i) Marking for regeneration fellings and the results of the operations;
- (ii) Marking for felling other than regeneration (these will include fellings made for the improvement of the forest as well as those for yield purposes);
- (iii) Climber cutting;

- (iv) Felling of Ficus-bound trees; Stream improvement;
- (v) Notes on extraction;
- (vii) Brief references to roads, bridges, paths, buildings, camping grounds, wells, tanks and fences.

4. Control Maps.- A map showing the result of fire protection .will be prepared and maintained in such manner as the Special Chief Conservator of Forests (Dev.) directs. In addition, maps on the four inch to a mile scale or its equivalent in Metric system showing the progress of fellings, artificial and natural reproduction and silvicultural operations will be maintained when considered desirable, if not already prescribed in the Working Plan.

A. Register of deviations from the Working Plan

52. In this register will be recorded all durations from the prescriptions of a Working Plan in a serial order showing the nature of the prescription, the nature of deviation and the authority sanctioning such deviation.

53. The control and the check on the carrying out the prescriptions of Working Plans rests with the Conservators of Forests. The Divisional Forest Officers will prepare the annual control records namely Control books, record of works, and post up Control journal and Register of deviations and submit abstracts of Control books and record of works and copies of entries made in the Control journal and the Register of deviations in duplicate to the Conservator of Forests in respect of the previous year, not later than the 15th August in each year. They will also forward the copies of the same to the Working Plan Officers concerned for scrutiny and record. The duty of checking the control records in the Divisional Forest Offices rests with the Conservators of Forests primarily.

B. Exploitation of timber and Other Produce

54. (1) The method of exploitation and .disposal of timber, sandalwood and other forest produce will vary according to the special circumstances of each locality, but it may generally be stated that all forest produce is either departmentally collected, stored and sold from sale depots or the removal

and disposal is effected through private agency. In the latter case, the exploitations may be carried out either under what is known as the 'Lease system' or under the 'License or Permit system'. Timber being a valuable commodity, it should be exploited, as far as possible, departmentally. Sandalwood and Rosewood shall always be exploited departmentally and by no other means.

(2) Firewood, bamboos and other minor forest produce may be exploited and disposed of through private agency, provided fair prices are secured. In all other cases, departmental exploitation should be resorted to when fair prices cannot be obtained at sale or where special products, not hitherto in demand in the market are to be exploited.

55. Exploitation of Timber by Government Agency.- Under this system, the Department has not only to fell all the trees marked for felling, but also subject them to a certain amount of conversion, and collect them in forest depots from which their subsequent transport by land or water can be effected to the sale depot.

56. Whether the exploitation is for timber or fuel or both, certain preliminary works such as, laying out of coupes, enumeration, marking for felling or reservation, formation of new roads or cart tracks, and construction of bridges or culverts, if any, required for the transport have to be done in advance. The sanctioned Working Plan, Working Scheme or the sanctioned annual plan of operations will indicate the locality and extent of forest to be worked each year and the method of treatment to be adopted. Before the end of September each year, the Range Forest Officer should prepare and submit- to the Divisional Forest Officer a proper plan of all operations to be carried out in the area to be worked in the following year commencing from the 1st April. Separate estimates based on the sanctioned schedule of rates should be prepared for each coupe, providing for demarcation of the coupe, and sub-dividing the coupe. into sub-coupes. The sub-coupes should be three in number, The first sub-coupe should be farthest. While working, the work should commence from the first coupe. Until the felling of trees and conversion into logs, *etc.*, are over in the sub-

coupe area, under any circumstance the work in the second sub-coupe not be allowed. When the felling and conversion of the sub-coupe is over or is in progress then transportation should be taken. The work of felling and conversion should progress in all the sub-coupes accordingly.

57. On receipt of sanction to the annual Plan of operations referred to in the above paragraph or the orders of the Divisional Forest Officer in the matter, the Range Forest Officer by himself or with the assistance of the Surveyor, if any, attached to the Division shall survey the area of the coupe and lay it out on the ground. He shall make a plan of the coupe marking the bearings and the lengths of each boundary line. The coupe thus marked and laid out on the ground shall be demarcated by him by a cleared line of sufficient width as prescribed in the Working Plan or Scheme or Plan of operation or as ordered by the Divisional Forest Officer. In addition or in lieu of the cleared line, he may be required to provide corner stones or posts and to provide bands in red paint on trees on the boundary of the coupe.

All the corners of the coupe should be distinctly and clearly marked.

58. The marking, for felling or reservation should be in accordance with the prescriptions of the Working Plan or the sanctioned working scheme or , any executive order issued by the Divisional Forest Officer:

Enumeration and marking trees and estimation of yield

Total enumeration and marking of trees, and listing along with proper estimation should be done by the Section Forester or Special Duty Ranger and checked by the Range Forest Officer. All the trees to be felled and converted into timber should be given stencil number at the bottom and at 135 cms. above the ground level and given tar band at 135 cms. height above the ground level. The list of such trees should be prepared in triplicate and checked by the Range Forest Officer in-charge of the Range and then submitted to the Divisional Forest Officer. All trees to be felled or converted should be numbered serially in tar or suitable paint after blazing the bark and the girth at breast height, the approximate length of the utilisable portion of the stem and branches of each tree, together with the

name of the species being recorded in a register called the 'Marking and Felling Register' as prescribed in the FAC. The tree marked for felling or conversion should be stamped with the prescribed felling hammer mark at its base and marked with a ring of tar or paint band. The condition of each tree whether dead or dying, sound or unsound, standing or fallen should also be recorded in the register. The approximate cubical contents of each tree, for the purpose of estimating the yield, should then be calculated by the Quarter-girth formula $(G/4)^2 \times L$ and entered in the Register. An estimate of the portion of the tree that may not be fit for being converted into timber, but constituting lops and tops and utilisable as firewood should also be made and entered in the register in terms of tonnes. The estimated yield of timber and firewood, thus arrived at, constitutes the gross yield of the coupe, *i.e.*, the total quantity of forest produce to be felled or cut, whether to be removed and utilised or not. The results of subsequent operations such as felling and conversion should also appear in the same register, under the heading net yield or outturn *i.e.*, such portion of the gross yield as has been actually available for utilisation and taking into stock. The entire operation of marking for felling should be completed before the end of January each year.

59. The Range Forest Officer shall submit proposals with the requisite particulars to the Divisional Forest Officer before the end of February for felling, conversion and transport of timber either directly to the sale depots or to the intermediate forest depots and their lotting in the sale depots to be carried out in the following year based on the prevailing rates to enable the Divisional Forest Officer to invite tenders for such 'works. The proposal should be accompanied with a copy of the marking and felling register together with a classified abstract of trees marked for felling. The proposal should also provide for the utilisation of lops and tops if found economical. Particulars in respect of the name and situation of the coupe, the number of trees to be felled or the area to be felled the approximate quantity of timber or other produce to be collected or converted from such felled trees and the specifications of the converted materials, the Depot to which it is required to transport such material, the lead from the coupe to the Depot and the availability or otherwise of the facilities to spare the Departmental elephants for dragging timber to the road and extraction paths should be detailed in the proposal. On receipt of such a proposal from the Range Forest Officer,

the Divisional Forest Officer should take action to invite tenders for getting these works executed and settle the contracts well in time before the end of April each year so that the felling and conversion operations may be commenced at the early part of the year for which they are prescribed and the transport operations commenced by 1st November, so as to fully avail of the dry season to clear the stock of timber from the coupe. All contracts should adequately provide for progress to be achieved from time to time and for the observance of the rules for the transport of timber and other forest produce as are in force and such other rules, regulations and orders of the department as may be in force or issued from time to time.

60. (a) All proposals for felling, conversion and transport of timber from forests should provide not only for the current year's coupes, but also for the unexploited portions of the previous year's coupes. Immediately on the close of the official year, an abstract of the Marking and Felling and register shall be prepared for each coupe in the following form.

(1) Kind of tree (2) Number of trees marked for felling (3) Number of trees actually felled (4) Number of logs prepared with their cubical contents (5) Number of logs supplied to Depot or disposed of with their cubical contents (6) Number of trees still remaining to be felled (7) Number of logs with their cubical contents still remaining in the coupe and (8) Remarks.

(b) In the following year, the entries in Columns 6 and 7 mentioned above must be brought forward as balance available for felling and disposal. This abstract will greatly facilitate the preparation of control form and periodical stocktaking of Jungle stock.

61. (1) Fellings should be proceeded in regular order, as far as possible. No tree that has not been marked for felling should be felled. Trees should be felled as low as possible preferably flush with the ground. Felling of trees shall be done only by sawns to prevent wastage and no axe shall be permitted. The stools of felled trees should be trimmed and dressed to a conical shape or to a sloped surface whenever such a thing is required in any particular coupe or species. The direction of felling should be carefully

manipulated to see that least damage is caused to other standing growth, and natural regeneration in the surrounding area as well as to the felled tree itself. Immediately on felling a tree, branches which may fall upon or may encumber any stool, seedling or sapling should be cleared and such stools, seedlings and saplings freed of branches and other felled or fallen inflammable material. As each tree is felled, the original number on the tree should be written on the stump so that the resulting logs may be correctly numbered after conversion.

(2) The method of conversion should aim at placing in the market the wood in the form in which it is generally required in the markets of each locality and at utilising the felled trees to the maximum extent with least wastage. The utilizable portion of stem and branches of each tree should be logged into as many straight lengths as possible according to the specifications to be issued by the Range Forest Officer under the orders of the Divisional Forest Officer. The logging shall be done with the saw only. The specifications of logs, pieces and poles may, among other things, prescribe the common lengths for different species and girth classes and also specify whether the" may be in round with bark or without bark, or round-dressed. No square dressing of logs should be permitted. The ends of all logs, pieces and poles should be cut straight and dressed to a smooth surface. In case of logs with bark on, a narrow strip of bark at the centre of the log should be removed around and the surface smoothed of all excrescences, knots, *etc.*, to facilitate taking centre girth measurements accurately. All knots and cut ends of branches on the surface of the log should be trimmed level to the log surface. The logs, *etc.*, so prepared should be kept clear of all debris. The material from lops and tops may, if required by the Divisional Forest Officer, be billeted and stacked. As far as possible, preparation of timber should be completed before the close of September so that their transport may be commenced at the beginning of the dry season.

(3) Unsound and hollow logs of inferior kinds should not be allowed to be prepared. In case of superior kinds, unsound and hollow logs may be collected provided they can fetch the cost of collection and transport at the

depot sales.

(4) To supervise the working of the area, a separate Forester or a trained Guard should be appointed by the Conservator of Forests when the coupe is taken up for working.

(i) Before starting the work, the contractor or agency of working should first clear the boundary of the coupe to the extent of 10 meters. The contractor should appoint an agent at his own cost to supervise the Kamagari work and to assist the Kamagari Forester / Guard in measurement of logs *etc.*;

(ii) Logging shall be done with the saw only. The specifications working should be sub-coupe wise; *viz.*, working in Sub-coupe II will not be allowed until working of felling and conversion of sub-coupe is completed. Then the transport work should start. The work should proceed likewise in other sub-coupes. Axes should not be used for felling, otherwise the contractor should, be penalised heavily;

(iii) Soon after the tree is felled, the Kamagari Forester should give cross-cut marks for logs, pieces, poles, posts and Kalagas and entered in cross-cut register meant for that. Kalagas of teak should only be allowed to be prepared. After the trees are converted, the prepared material should be taken to account in the jungle register. Each log prepared should bear the compartment or coupe number, year of felling, tree number and serial number of logs and quality class of timber. This should be chiselled or given stencil numbers. As and when the timber is despatched the transit pass number and date should be entered against the relevant material in this register. When the material is received in the depot, the Departmental staff should check the material and send an acknowledgement to the Kamagari Official concerned. All pieces of reserve kind should be transported to the concerned Government Saw Mill for conversion;

(iv) The contractor is responsible for the safety of the material during the currency of the contract and even when the working is temporarily suspended by competent authority. The Contractor should fire trace the boundary before the fire season starts (before the end of January) and it is his responsibility to see that there is no incidence of fire in the contract areas and he should appoint fire watchers at his own cost. When logging is done departmentally, the Officer concerned should take fire protection measures as indicated;

(v) The logging work should be frequently inspected by the Ranger and periodically by the Assistant Conservator of Forests and Divisional Forest Officers. The Conservators of Forests are also requested to inspect the areas during their visit to the Division;

(vi) The Forest Utilisation Officer will inspect the logging areas to ensure that instructions are followed and bring slackness, if any, to the-notice of concerned Conservators of Forests and Chief Conservator of Forests.

(5) The numbering of the converted material should ensure that every utilisable part of the tree whose extraction is economical is satisfactorily accounted for. For this purpose, the original number placed on each, tree as well as the jungle serial number of log, piece or pole of the coupe is given. Thus for example, if tree number 24 yields 3 logs or pieces and the last jungle serial number is 80; the three logs or pieces will be numbered, 81/24, 82/24 and 83/24, the numerator indicating the jungle serial number of the log or piece and the denominator the serial number of the tree marked in the coupe should also be indicated on the log or piece by appropriate symbols. The firewood lots, if any, collected out of the lops and tops of the felled trees should be given separate serial numbers.

(6) The measurement of the converted material obtained from each tree felled, *viz.*, logs, pieces, poles, firewood sticks, *etc.*, should be done at the

stump-site by a responsible official not lower in rank than a Forester. It is his duty to examine the stump and the number and stamp marked on it and compare the outturn of the converted material with the estimated yield of the tree as noted in the Marking and Felling register and satisfy himself that all the economical utilisable material has been converted from the tree, that there is no avoidable wastage-during conversion and that the converted material obtained from the tree is fully accounted for. The stump of the tree should be stamped by a prescribed hammer mark by the official measuring the timber after satisfying himself that no wrong tree has been felled. The following instructions regarding the measurement of logs should be strictly adhered to.

(i) The length of the log shall be measured from the first felling cut *i.e.*, that cut extending farthest into the length from the butt end of the nearest cut at the top end and it should be done to the nearest 5 cm.;

(ii) In a log of regular taper, the mean girth shall be measured at the mid-length of the log but not over the bark or any protuberances;

(iii) In a log with an irregular taper three girth measurements shall be taken *i.e.*, one at the mid-length, and one at each end, all underbark and free of protuberances, the mean girth being obtained by taking the average of these three measurements;

(iv) The girth measurements should be done to the nearest centimetre;

(v) The volume of the log in cubic metres should be reckoned up to three places of decimals.

(7) The logs, pieces and poles should be stamped by the Forest Officer measuring the timber with a hammer mark prescribed for the purpose immediately they are measured and taken to stock. The measurements of

logs, *etc.*, obtained from the tree felled should be entered against the tree number in the appropriate columns under 'outturn' in the "Marking and felling register". The stocks of firewood if any, collected should similarly be measured and their length, height, width and entered under the 'outturn' column. Simultaneously, the outturn from each tree felled and converted, should be entered in a register prescribed in Forest accounts code called the 'Register of receipts'. This should be maintained separately for each coupe and for separate produce like timber, bamboos, fuel *etc.* The Range Forest Officer, should submit a copy of this form to the Divisional Forest Officer along with the timber preparation bill of the contractor.

(8) Lops and tops and such other portions of the tree unsuitable for timber and waste material obtained during logging and conversion may be disposed off in the manner as the Conservator of Forest may direct.

C. Forests Contracts

62. Contracts and other instruments in matters connected with the business of the Forest Department generally may be executed as shown below.- .

(a) Contracts under which revenue for timber, fuel and other forest produce and rent for cultivation in lands under the control of the Forest Department, is collected;

(b) Contracts of expenditure on conservancy and works and Development Plan Schemes.

63. (1) Contracts under which revenue for timber, fuel and other forest produce and rent for cultivation in lands under the control of the Forest Department is collected. These contracts may be divided into three classes namely.

(i) Those in which the Department engages to extract and supply certain produce to purchasers;

(ii) those in which the Department sells to purchasers the right to extract certain produce for themselves; and

(iii) those in which the Department grants leases in the land under their control for cultivation.

(2) Leases of timber, fuel and all other Forest produce shall not be sold otherwise than in tender-cum-auction. As a special concession however the lease may be sold by private negotiations to Co-operative Societies of Scheduled Castes and Scheduled Tribes and other forest tribes, and to industrial units at the discretion of the State Government, or the Chief Conservator Forests when authorised. The lease register for forest lands and minor Forest produce shall be in Forms 48-A and 48-B.

(3) Survey and demarcation of coupes for timber, firewood and bamboos removals will be done in the same manner as in the case of coupes exploited by the Government agency, according to the prescriptions of the Working Plans or Working Scheme and it should be completed six months before the sale date. The Plan or the sketch of the coupe with its area and the length of each of the boundary lines should also be prepared.

(4) In the case of timber coupes, a copy of the marking Register prescribed in the Forest Accounts Code containing the trees marked for felling their measurements and estimated yield should be sent to the Divisional Forest Officer along with the Plan of the coupe. In the case of firewood coupes standard or reserved tree to be reserved should be marked, numbered and listed;. Marking of standard or reserved trees should be done as prescribed in the Working Plan or Working Scheme or as per the executive order issued by the competent authority. It should be done by an Officer not below the rank of a Forester. The Range Forest Officer should check at least 10 per cent of the number of standard or reserved so marked. The list of standard or reserved trees should be prepared in triplicate, one for record in the Range Office, one for filing in the agreement at the Divisional Forest Officer's Office and the third for supply to the contractor. When the demarcation of coupe and the marking of the standard is completed, a report should be submitted to the Divisional Forest Officer along with the

Plan of the Coupe and the list of the standard trees. The report should contain the estimate of the value of the coupe with reference to the yield, extraction and distance from the market.

(5) No bamboos shall be sold standing as all bamboos in the State are either already leased or proposed to be leased to the Pulp and Paper industries and for removals of Medars and Buruds. The Minor Forest Produce has the usual lease period, commencing from 1st July to the end of 30th June. The items of MFP included in the list, particulars of areas of lease, any particular item of MFP or any other particular locality *etc.*, should be furnished by the Range Forest Officer six months in advance before the commencement of the lease period to the Divisional Forest Officer to facilitate him to arrange for its disposal by sale.

64. The forms of sale notification for various types of sale are provided in, Appendices XVIII, XIX, XX, XXI, XXU, XXIII and XXIV.

65. Contracts of expenditure on conservancy and works and Plans schemes.

In this clause, the normal works included are.

1. Regeneration and afforestation works;
2. Cultural operations, nursery works;
3. Logging including preparation of sleepers and poles;
4. Transport of timber and other produce;
5. Extraction, transport, cleaning and preparation of Sandalwood;
6. Construction and repairs of roads, bridges, buildings, *etc.*;
7. Collection of seeds;
8. Supply of articles of food to the departmental elephants;
9. Supply of articles of stores, tools and plants;
10. Demarcation of forests and fire protection works.

66. (1) The above works may be executed by one of the under mentioned methods.

- (i) Departmentally by employing daily labour;
- (ii) By petty contract system for works under Rs. 500-00; and
- (iii) Piece work system for works between Rs. 501 and Rs. 2,000-00;
- (iv) By schedule contract.

(2) Method (i) will be 'adopted in cases where no contractors are available or where for other reasons it is found necessary to undertake the work departmentally in view of the remoteness of the area or urgency of the work.

(3) Under method (ii) *i.e.*, petty contract system, petty contractor has merely to execute the specified work at the sanctioned schedule of rates. The Department arranges for the supervision and the measurement of all the works. The petty contract system shall ordinarily be confined 'to works costing less than Rs. 500-00. No agreement need be executed in cases falling under this category, and no rate auction need be held, if circumstances warrant such a situation.

(4) Works costing over Rs. 2,000 shall be executed only by calling for tenders except for certain categories mentioned in the Forest Accounts Code.

(5) For works costing less than Rs. 2,000 and more than Rs. 501 the piece work system as prescribed in the Forest Accounts Code shall be adopted. Agreement with Security deposit is necessary in cases falling under this type. Rate is to be agreed upon by holding a rate auction subject to ceiling of schedule of rates.

(6) Application for advances.-A fund application for works will be made by the Range Forest Officer to the Divisional Forest Officer for the advances required in connection with the works to be executed. While preferring such applications, the Range Forest Officer shall indicate the works to be carried

out during the month and shall apply for the amount likely to be spent during the month. The Cash Balance in the works Cash Book at the time of application shall also be indicated. Fund application should be drawal of fund for works only. No fund application shall be made for pay and allowances of establishment. The Divisional Forest Officer shall exercise dose scrutiny of such fund application and issue cheque only for the amount likely to be spent during the period having due regard to the outstanding amount against the particular Range Forest Officer and the probability of recouping by work done or recovery of amount outstanding. The fund application shall be in Form 69 of the Forest Accounts Code.

67. The form of notification for logging contracts is given in Appendix XXV.

68. Instructions regarding tenders.- (1) The Divisional Forest Officer should open the tenders in the presence of the tenderers or their authorised agents who may choose to be present at the time. The Officer opening the tender should also initial all corrections in each tender which have been initialed by the tenderer. If there are unattested corrections and over writings in the tender a note of such corrections should be made in the tender itself when it is opened. The Officer opening the tender should prepare a list of the total number of tenders and opened by him and verify the number the comparative statement of tenders.

(2) The Divisional Forest Officer himself will write all the details in the tender chart. Even his findings and recommendations regarding tenders received shall also be written by himself and submitted to the Conservator of Forests or other competent authority in case the authority to sanction the tender is not with him.

(3) The tenders and tender records after opening shall be in the personal custody of the Divisional Forest Officer till they are submitted to the next higher authority or till they are disposed off.

(4) In case where the Divisional Forest Officer himself is not the sanctioning authority, he shall submit the tender records along with his findings within 5

days from the date of opening of the tender to the Conservator of Forests. The Conservator of Forests shall submit to the Chief Conservator of Forests within 10 days of receipt of tenders if he is not the authority to sanction the tender. The Chief Conservator of Forests shall submit tender to the Government within 10 days of receipt of tenders if he is not the authority to sanction the tenders.

(5) The authority taking decision on the tender shall after the receipt of the comparative statement and before the selection of a tender should examine all the tenders and satisfy himself that no corrections which were not in the tenders at the time he received them had been made in any of the tenders subsequently.

(6) Whenever tenders are sent to the higher authorities for sanction mere recommendatory letter will not suffice. The complete records of tender including the tender chart along with the letter should be sent Drafts covering the Earnest Money Deposit may, however be retained by the officer receiving the tenders.

69. All works regarding construction of buildings, roads, bridges, *etc.*, the cost of which exceeds Rs. 25,000 should be entrusted to the Public Works Department. It is also necessary to entrust costly works needing special engineering knowledge and skill to the P.W.D. for execution. All estimates for new buildings, roads and bridges should be got scrutinised by the Executive Engineer or any Officer authorised by him. However in respect of repairs to buildings, roads, bridges, *etc.*, the estimate need not be sent to the P.W.D. for scrutiny but the sanctioned schedule of rates of the P.W.D. should be adopted if the estimate is within Rs. 5,000-00.

70. If no tenders are received or if there is no time to inviting fresh tenders or if the tenders received are not acceptable for valid reasons and if it is very expedient to execute the work for which there is no alternative, such works may be ordered, to be executed on piece work system without calling for rate auction or tenders for works within Rs. 10,000 by the Con-

servator of Forests and in all other cases by the Chief Conservator of Forests.

71. The acceptance of the tender will be communicated to the successful tenderer either by registered post or by telegram depending upon the circumstances of the case and also will be notified in the Office Notice Board of the Division or Circle or the Chief Conservator of Forests' Office as the case may be. The successful tenderer shall be deemed to have accepted the tender, the moment the same is notified in the Office Notice Board or the telegram or the registered letter is communicated to him. .

72. Registration of contractors.-: Every person who desires to undertake work or bid in auction sale or send in a tender for work or lease in the Forest Department shall register himself as a contractor in the Forest Department. The rules for registration of contractors for taking forest lease and for undertaking works are as under.

(1) Registration.-Every person who desires to undertake work or bid in auction sale or send in a tender for work or lease in the Forest Department shall register himself as a contractor in the Forest Department according to the rules hereunder.

(2) Application for Registration.-(a) Every contractor shall apply for registration in Form 7 to the Divisional Forest Officer or any other Forest Officer authorised to function as a Divisional Forest Officer as the case may be, in whose jurisdiction he wishes to undertake work or bid in auction or send in a tender.

(b) Every application for registration shall be accompanied by a challan for Rs. 10 (Rupees ten only) being the application fee. The application fee will not be refunded under any circumstances. The amount shall be remitted into a Government Treasury under the head 'Forest Remittances' to the credit for the forest division where the contractor wishes to undertake work or bid in auction sale or send in a tender.

(3) Consideration of application.-The Divisional Forest Officer or such other Forest Officer authorised in this behalf shall make such enquiries in connection with the application as he considers necessary and call for any further particulars from the applicant before finally disposing (If the application. The applicant shall provide the above officers with necessary facilities for verification of the particulars given in the application.

(4) Rejection of Application.- The Divisional Forest Officer or such other Forest Officer authorised to register the contractors shall be at liberty to reject any application for registration for administrative reasons or if the particulars furnished in the application are incomplete or unsatisfactory or the statements contained therein are found to be false. But before such rejection, the authority concerned shall issue a sub-cause notice to the applicant setting out briefly the reasons for the proposed rejection and giving him seven days time to make any representation. The said authority shall then proceed to pass orders after taking into consideration any representation that may be received within the aforesaid period. The order shall contain a brief statement of the reasons for the rejection of the application.

(5) Approval of Application and Registration.- (a) In the case of application which is found to be satisfactory, the Officer accepting the application shall intimate the applicant in writing the fact of his application having been accepted. The applicant shall, within 15 days of the receipt of information of acceptance of his application for registration, remit the registration fee of Rs. 20 (Rupees. twenty only) into the Government Treasury under the head 'Forest Remittances to the credit of the forest division concerned and send the challan to the Officer concerned accepting the application. The Officer, on receipt of the challan register the contractor and inform the applicant of such registration accordingly.

(b) The registration fee will not be refunded under any circumstances to the registered contractor.

(6) Renewal of Registration.- The registration should be renewed

annually by remitting a fee of Rs. 20 (Rupees twenty only) every year.

(7) Removal of Contractor.-(i) The registering officer may cancel a contractor's registration or keep his registration under suspension for a specific period for justifiable reasons such as.

(a) professional misconduct like repeated violation of the contract conditions, persistent bad work, *etc.*;

(b) bankruptcy or poor financial circumstances;

(c) insolvency in original proceedings or other activities which effectively prevent the contractor from doing proper justice to his role as a registered contractor; and

(d) for any other valid reasons.

(ii) The registering officer shall give the contractor sufficient notice in writing and obtain his representation before deciding on the cancellation or suspension of registration on valid grounds.

(iii) The removal or suspension order shall be sent in writing to the contractor to his permanent address. Copies of such orders shall be communicated by the Registering Officer to the immediate superior officer and to the other Officers under the immediate superior and to such other departments under which the contractor is eligible to take up works by virtue of his registration.

(iv) Removal of a name from the register of contractors maintained in an office does not necessarily imply removal of the name from registers of other offices, but the fact of removal from any register shall be entered in the registers of all offices which have registered his name in their registers. Such officers, if they so desire, can also without further enquiry remove the name of the contractor from their registers and intimate the contractor

accordingly.

(v) An appeal against the order of cancellation or suspension of registration by a District Forest Officer or other authorised Forest Officer shall be with the next higher officer of the department, namely, the Conservator of Forests and against such order of the Conservator of Forests shall be with the Chief Conservator of Forests. The decision of the Appellate Authority shall be final.

(vi) An appeal shall be preferred within a period of one month from the date of issue of any orders and shall be accompanied by an appeal fee of Rs. 3 (Rupees three only) or Rs. 5 (Rupees five only) according to the appeal being made to the Conservator of Forests or the Chief Conservator of Forests respectively. This amount shall either be remitted into a Treasury to the credit of the Divisional Forest Officer or other authorised forest office of a Division (in whose register the contractor is registered or in which division he has worked) or sent in the form of Court fee stamp attached to the appeal.

(8) Re-registration of contractors.- A contractor whose name has been removed from the register once, may for valid reasons, be re-registered, after a period of one year by the authority competent to remove him from the register, with the prior approval of the next higher authority to whom an appeal against removal lies.

(9) Income-tax and Sales tax clearance certificate- Income-tax, Sales tax clearance certificates shall be furnished to the authority with whom the contractor is registered, failing which the contractor shall be prevented from taking any work or bidding in auction or sending in a tender till such time as the certificates are furnished.

(10) Court-fee stamp.- The application for registration or re-registration should bear a court-fee stamp for Re. 1 (Rupee one only).

(11) Exceptions.- Registration as contractors is not necessary in the following cases for leases or works.

- (1) Sale of forest produce by retail sales on the basis of sanctioned schedule of rates and in the case of licensees who remove forest produce on the basis of seigniorage rates;
- (2) All bidders who take part in the auction sales in timber Depots;
- (3) Cases of industrial units wherein forest produce is sold on negotiations to them;
- (4) All cases wherein works are executed through petty contractors from time to time where the value of the contract and the estimate is less than Rs. 500;
- (5) Forest labourers, Co-operative Societies as well as Forest Tribal Co-operative Societies;
- (6) Kumri (Taungya) cultivation.

D. Forest Departmental Buildings, roads and Wells

73. The Forest Department is concerned with the management of the following classes of buildings.

- (i) Buildings constructed or purchased and maintained by the Forest Department from forest funds;
- (ii) Buildings ,not constructed or purchased by the Forest Department, but which are assigned or transferred to it by Government and are to be maintained from forest funds;
- (iii) Every Forest Officer 'in-charge of a Range should maintain a

register in Form 8 showing therein an account of all Forest departmental buildings like, Office buildings, residential quarters, rest-houses, depot houses, storehouses, etc. The name of the building, the type of construction, plinth area, the year of construction, purchase or transfer capital value etc., should be entered in the register. It should be a permanent register. An annual return in Form 28 shall be submitted by Range Forest Officer to Divisional Forest Officer and by Divisional Forest Officer to the Conservator of Forests. It will only be necessary to issue the necessary addenda and corrigenda to entries therein, whenever a new building is constructed, or an old one is demolished, or changes are made to the existing buildings involving change of capital cost. In this register, the cost or assessed value of the land comprised in the property should be shown separately from the value of the building or buildings thereon. In the case of a purchased property, the price paid should be apportioned, wherever possible, between the land and the building. There is no need to distribute to individual buildings the value of the land covered by a group of buildings;

(iv) Each Divisional Forest Officer and Conservator of Forests will also keep a register of all Departmental buildings in his Division or Circle respectively in the form prescribed under (iii) *supra*;

(v) The original plan, section and elevation and detailed measurements of every departmental building in the Range must be maintained in the register by the Range Forest Officer. When any alteration is made in any existing building, it shall be the duty of the Range Forest Officer to see that the original plans of the building are corrected on the completion of sum alteration. The boundaries of the ground attached to any building should be distinctly shown in the plan. When repairs to any particular building are found necessary, the Range Forest Officer can easily take out the detailed measurements from that register instead of having to make a plan and take fresh measurements each time on the spot. For this purpose, every time a completion report is submitted for a building, all that he has to do is to take a copy of the plan, etc., of the completed work from the final

estimate and file it in the register referred to. Plans, *etc.*, of important buildings in a Division should be maintained likewise by the Divisional Forest Officers;

(vi) In the preparation of designs and estimates for the construction of buildings for the use of the Forest Department, the standard type designs as drawn out by the Public Works Department for different grades and purposes should be followed. Copies of all standard plans should be maintained at the offices of the Chief Conservator of Forests, Conservator of Forests and the Divisional Forest Officers.

(vii) Sites for quarters for Rangers, Foresters, Beat Guards, and other Forest subordinates should be such that the subordinates with their families can live without inconvenience in the houses constructed for them. For this reason, such sites should not be selected in isolated positions in the forests, but should be nearer to other Government buildings (Forest, Police, Revenue; Public Works, *etc.*) or near habitations in villages or towns. As far as possible, the land selected should be forest area or Government waste land which can be obtained without much cost. Finally there should be good water supply close at hand. Without these essentials, the expenditure on the building will be a waste of money as no official will occupy an isolated house in the wilderness of a forest where there is no potable water;

(viii) Construction of temples, mosques, churches, tombs, *etc.*, within the compounds of Government buildings should not be permitted. Lists of such structures, if any, already existing, should be maintained in each Divisional and Range Offices. No further extension or erection of such structures should be permitted. Such structures; 'if any' already existing should not be maintained at the cost of the Department;

(ix) The Beat Guard, Watchman or Caretaker, whoever be in-charge of a Forest rest-house, should be made responsible to see.

- (1) that the rest-house is always kept clean, free from vermin, white ants, wasp's nests, *etc.*;
- (2) that the compound is clear of all undergrowth, and rubbish;
- (3) that the roads within the compound are scraped off grass and other weed growth and are kept in good repair;
- (4) that the compound fences are kept in good repair;
- (5) that the furniture, utensils, crockery, cutlery, *etc.*, are kept dean and tidy; and
- (6) that the plants, shrubs, and creepers planted in the compound are properly looked after and tendered.
- (7) the Range Forest Officers and the Divisional Forest Officers should make frequent inspections of all buildings in their respective jurisdictions and see that the buildings, the compounds attached to them and the furniture, *etc.*, therein are kept in good order and under proper repairs. They should take prompt action to set right any defects noticed by them.

(x) The following points should receive the careful attention of the Range Forest Officer.

- (1) All leaks in roofs must immediately be made watertight;
- (2) Drains for roof drip should be put in order at the beginning of the rains;
- (3) The compound fences should be kept in repair and no cattle allowed-into the compound;
- (4) The buildings including kitchen houses and latrines must be kept locked when not occupied;
- (5) Bolts of doors or windows which may have been damaged or lost should be promptly replaced;
- (6) All Open wells in 'the compound of forest buildings should have their water baled out at the end of rains;

(xi) Wells situated in the compounds of Government offices should be provided with buckets or pots and ropes for the convenience of those who use them, the cost being met from the contingent grant of the office concerned;

(xii) The Range Forest Officer should submit estimates for annual repairs to buildings in his charge to the Divisional Forest Officer at the beginning of each year and for special repairs, periodically, whenever necessary. Supplementary estimates for urgent repairs may be sent at any time whenever such repairs are necessitated;

(xiii) Powers regarding the sale or dismantlement of forest buildings and the authorities competent to order such sale or dismantlement are contained in the Manual of Financial Powers, 1959;

(xiv) The permanent transfer of buildings in-charge of the Forest Department to other departments and *vice versa* requires the orders of Government;

(xv) Orders of Government should likewise be obtained when residential buildings have to be classified permanently as non-residential and vice versa. Temporary or "Katch" buildings will, however, be exempted from the operation of this rule.

74. (1) The Range Forest Officer should see that all roads in-charge of the Department are kept in proper repair. The following points should be attended to when carrying out repair.

(i) All kilometre-posts should be renewed and repainted when necessary;

(ii) The drainage system of roads should be improved and renewed where necessary; to effect this satisfactorily, roads should be

inspected at the beginning of the monsoon, and after;

(iii) Ruts, hollows and pits should be filled in with suitable material;

(iv) All obstructions should be cleared, including overhanging branches and side cover likely to hinder traffic;

(v) Bridges and culverts on forest roads must be examined at the beginning and end of the rains, to see if they are safe and put right any defect that may then be noticed.

(2) No dragging of timber along any, road should ever be permitted. Infringement of this rule by villagers or contractors should be reported by the Beat Guards to the Range Forest Officer concerned.

(3) When a bridge or culvert is unsafe for the passage of traffic over it, warning boards should be put up at either end of the bridge or culvert, prohibiting the movement a traffic over it. The approaches to the bridge or culvert from either end may be provided with barriers. If possible, a deviation road may be formed to cross the river or nala across its bed at a convenient point.

(4) During the fire season, fire tracing should be done all round the wooden bridges and culverts to prevent the wooden material of the bridge or culvert getting caught by forest fire.

(5) All abnormal floods should be marked on bridge piers and abutments by a thick white or engraved mark, the top of the mark representing the highest flood.

(6) Best season for repairing earthen or metal roads is just after the rains when the soil is still moist and can easily be worked and consolidated. All the ruts, holes and pits should be loosened with a pickaxe and filled with

earth, or gravel, from the side ditches or burrow pits. The soil should be well beaten down and the surface restored to its proper shape. In the case of metalled roads, such ruts and pits should first be cut out to square ends. If soiling has been destroyed, it must be replaced by boulders or stones, and then metal laid and rammed over with gravel. If repairs by patching cannot effectively be restored to, it will be necessary to renew the whole surface of the road by consolidating a new surface layer of metal and gravel after removing the old surface by picking.

75. (1) Wells be dug during summer months when the water-table is low.

(2) All permanent wells should be provided with proper steining to keep the sides from falling and to prevent any surface drainage from entering into the well and polluting the water. The steining may be of stone or brick set in cement or lime mortar or it may be of R.C.C. rings or cement concrete cast ill *situ*. Generally, for forest wells, an inside diameter of 120 cm. would be sufficient.

(3) The exact depth to which the well was originally sunk should be recorded in the office.

(4) Once in every year, the entire water from the well should be baled out and cleaned thoroughly up to the exact depth' of which it was sunk. The cleaning of a well is generally carried out in seasons when the water supply runs low.

(5) The steining of wells should be raised above the ground level into a parapet wall.

(6) A masonry or concrete platform should be provided round the well proper, sloping away from the well, to prevent any water lifted out of the well and use for washing; *etc.*, from flowing back into the well.

(7) No trees should be allowed to grow near a masonry-lined well, since

their roots are likely to force their way through and crack the masonry.

(8) A covering should be provided over the well to prevent leaves and other foreign matter from falling into it. The best form of covering would be a light open shed roofed with tiles or corrugated iron or asbestos sheets.

(9) No cattle sheds, stables, latrines, and baths, should be allowed to exist in the vicinity. of shallow wells. The most common cause of contamination is the entry of surface drainage water, sewage and industrial waste and hence, the necessity for providing a proper lining to prevent the inflow of surface drainage, *etc.*

76. A separate account should be kept of all the Departmental permanent roads in a register in Form 9 maintained in each Divisional and Range Forest Offices. Similarly, an account of all permanent wells should be kept in the Divisional and Range. Forest Offices in a register in Form 10. Annual returns in respect of wells and roads shall be submitted in Form 28 by the Range Forest Officer to Divisional Forest Officer and Divisional Forest Officer to Conservator of Forests.

E. Exploitation of Sandalwood.

77. (1) All Sandalwood trees whether growing in Government, private or Inam land will be exploited through the Government agency only.

(2) The value of Sandalwood is so great, that it is of paramount importance to protect against loss of Sandalwood to Government at every stage of operations beginning with the enumeration of trees, marking, uprooting, rough dressing, transport to depots, final cleaning, classification and storage, until the wood is sold.

(3) Exploitation of Sandal trees will generally be by selection felling, where only dead, dying spike-diseased and fallen trees including old stumps and roots are marked for extraction.

(4) The unit of area for annual exploitation of Sandal trees will generally be

the entire area of a Range and therefore the entire area of a Range will form the annual coupe and will have to be gone over every year for purposes of extract; on of Sandal trees. This is because, the Sandal trees do die in appreciable numbers every year in forest and such trees cannot be left over unexploited for any length of time, on account of the value of the wood. However, this rule may be exempted in Ranges having extensive Sandal bearing zones where it may not be possible to go over the entire area of the Range every year for extracting Sandal trees. In such cases, the entire Range area may be divided into 2 or 3 blocks of convenient sizes and each block forming an annual coupe every second or third year in rotation. '

(5) Wherever Working Plans exist for the exploitation of Sandalwood, the area of coupe shall be as per the prescriptions of such plan.

78. (1) Before the end of each official year, the Range Forest Officer should submit an estimate to the Divisional Forest Officer for the selection and marking of Sandal trees in the coupe to be worked in the following year. The estimate should deal separately with the Government lands and private lands, and contain the details for each coupe. It should provide for marking the trees to be extracted, timber cutting and such other tending as may be prescribed in the Working Plan or Working scheme, if there be one, or in any executive orders or instructions issued by the Divisional Forest Officer from time to time.

(2) The enumeration and tending should be taken up as soon as possible on receipt of sanction for the estimate by the Divisional Forest Officer or his orders in this behalf.

(3) For the proper selection of trees fit for exploitation, it is necessary that the subordinate in-charge should comb the area by strips with a line of mazdoors at short intervals from each other, so that no tree may be missed.

(4) On every selected tree, stump or root, as the case may be, a Deep blaze will be cut and its serial number will be written on the blaze in bold

legible figures with tar or paint. The same serial number will be continued throughout the coupe, and every tree (standing or fallen), stump or root will have its own serial number. However, separate serial numbers will be given for each private holding in which the trees are marked for extraction. The subordinate in-charge of enumeration and marking will maintain a Field book in Form 11, and as each tree is marked, he will enter in it the number, description girth, approximate length of stem and situation of the tree, using a carbon paper to make a duplicate copy. Every such tree marked for felling should be stamped by the Range Forest Officer or the Forester with a hammer prescribed just above the root stock after removing the superficial bark and sapwood. As soon as the enumeration is completed, the subordinate in charge of the work should prepare an abstract of all the trees marked in the coupe in 15 cm. girth classes under the following headings, viz., trees, fallen trees, stumps and roots, and submit it to the Range Forest Officer along with the duplicates of the Field book.

(5) The Range Forest Officer should check at least 50 per cent of the trees marked in each coupe and the trees checked by him should be initialled and dated in the Field book. The Field book should be authenticated and used by the Divisional Forest Officer and the Range Forest Officer for checking enumeration in the field.

(6) The estimated yield of the coupe in each girth class should be based on the yield tables or on the results of previous extractions in the same coupe or of the nearest adjoining coupe.

(7) As soon as the enumeration, marking and tending work is completed, the Range Forest Officer should send a completion report to the Divisional Forest Officer together with an estimate for the extraction, rough dressing and transport of the wood to the Sandalwood Depot.

(8) (a) The estimate should provide for -
(i) uprooting of the trees and rough dressing of the wood; and
(ii) transport of the rough dressed wood from the forest to the Sandalwood Depot. The name of the Depot as well as its average distance from the marked trees should be specified.

- (b) The following enclosure should accompany the estimates.
- (i) The duplicate copy of the field book with Columns 1 to 5 filled in;
 - (ii) An abstract of the trees marked in 15 cm. girth classes showing the estimated yield of the coupe in each girth class;
 - (iii) Certificate by the Range Forest Officer that he checked not less than 50 per cent of the trees marked in each coupe and the area or locality where such checking was made.

79. 1. The extraction, rough dressing and transport work should generally be done departmentally under strict supervision.

2. Extraction.-(a) Extraction of Sandalwood should be taken up during early part of the year alone so as to fully utilise the entire monsoon period for extracting Sandal trees and to enable transporting the entire quantity extracted during the year to the Depot before the close of the year.

(b) Trees should normally be extracted in serial order.

(c) A responsible forest subordinate not below the rank of a Forester should be in charge of the sandal extraction work.

(d) As the trees are extracted. Columns 6 and 7 of the Field book should be filled in by the subordinate in charge of the work. In column 7, the letter 'H' or 'S' should be noted depending on whether the tree extracted is a heart-wood or sap-wood tree.

(e) All trees, stumps and roots should be uprooted by digging the earth round the base of the trees deep enough to sever all lateral roots and rootlets containing heart-wood and then cutting through the bigger roots and main root, so that the trees may fall by their own leverage. No root that contains heart-wood of one centimeter and above in diameter should be left in the ground. After the tree is uprooted, the pit should be numbered with the same number of the tree uprooted. The number of the pit may be noted on the nearest tree or rock. In case there is no tree or rock nearby, the number should be noted on a strong peg fixed in the pit.

(f) Extraction should be confined to the trees, stumps and roots already marked for the purpose. If, however, any tree, stump, or root is noticed to have been omitted to be marked, either due to oversight or in case of tree, due to its death having occurred subsequent to the marking, it should be marked and extracted~ giving it a sub-number corresponding to the number of the tree, stump or root nearest to it. Thus for example, if the tree, stump or root to be marked and extracted in this manner is situated near a tree, stump or root bearing serial number 10 marked already, it will be numbered 10-A. All such supplementary trees, stumps or *roots* should be entered at the end of the Field book with the necessary details.

(g) All dead, diseased and dying trees should be uprooted and preserved until they are inspected and destroyed by the Range Forest Officer. The Range Forest Officer should personally inspect such trees and if they do not contain heartwood or if they contain heartwood less than 1 cm. in diameter, he should bum them in his presence, submitting a list of such trees to the Divisional Forest Officer with- a certificate that the trees were inspected and found to contain no heartwood or contained heartwood less than 1 cm. in diameter and hence burnt in his presence. Such destruction of trees, in respect of private lands, should be done by the Range Forest Officer in the presence of the owner of the land or his authorised agent under a mahazar or panchanama. Similar procedure should be followed with regard to destruction of sapwood branches and branches containing less than 1 cm. heart-wood.

80. (1) After uprooting the tree, the top and small branches that do not contain heart wood should be lopped off. There is no need to saw off the root and branches containing heartwood, unless the tree is too large to be transported to the Depot in one piece. Otherwise, the root should be sawn off so as not to include any portion of the stem and the branches should be sawn flush with the stem. If it is found necessary to further sub-divide the stem or branch wood into convenient lengths, it may' be done by means of saw. The sawdust obtained while sawing should be carefully collected, free from impurities for sending to the Depot subsequently. No rough dressing of Sandalwood shall be done in the field. It shall be done only at the San-

dalkoti.

(2) The cut ends of each piece of Sandalwood should be hammer marked with the prescribed Government property mark and the number of the tree as well as the number of the root, stem or branch with its distinguishing letter, if any should be written on each and every piece of Sandalwood obtained. Thus for example, letters 'RT' for root-trees, 'S1', 'S2' etc., for stem pieces 'B1', 'B2', etc., for main branch pieces 'B1(a)', 'B1(b)', etc., for side branches, 'r1', 'r2', etc., for the lateral and side roots and letter 'R' for main root should be written. Should the main branch 'B1' be billeted, the pieces will be numbered 'B1(1)', 'B1(2)', and so on. In addition to the tree number and other details referred to above, every piece of rough dressed wood should also bear distinguishing letters and numbers to indicate the name of the Range, the name of the coupe or the survey number of the village, etc., to which they belong. Thus, for example, the first stem piece of tree 10 of Hoskote Range may be indicated H 10-51. These should be written in tar or paint. Simultaneously length and mid-girth measurements of each tree, billet, root, etc., should be taken and recorded in a Register in Form 12 (Extraction Register). This register should be filled up by the subordinate as extraction proceeds, columns 2, 3 and 4 being copied from the entries in the Field book.

(3) As soon as the extraction is completed and the measurements recorded, the materials may be collected at convenient centres of collection or forest depots, for subsequent despatch to Kotis. The subordinate in charge of the operation should stack the Sandalwood in forest depots in separate lots, each containing one cart or lorry load, as the case may be. Each such stack should have the full complement of the wood obtained from the trees concerned, so that each consignment of sandalwood to be despatched to the Depot may have the full compliment of the trees concerned to facilitate checking at the destination.

(4) The Sandalwood collected in forest depots should not be allowed to accumulate unnecessarily, but should be sent to sales depots as early as possible. Sandalwood extracted in any month should, as far as possible, be despatched to the Depot before the close of the succeeding month. The

subordinate in-charge of extraction shall be responsible for the safety of the collected wood from fire or theft, till it is despatched to the Depot.

(5) The Range:Forest officer shall, during the period of extraction of Sandalwood, frequently inspect and supervise over the extraction and conversion operations. He should see that the following points are observed.

- (i) that the ground hidden *roots* are completely extracted;
- (ii) that the portions of the tree containing heartwood over and above one centimeter in diameter are fully extracted not left over;
- (iii) that the extraction operation is proceeding according to the serial order of trees in the Field book;
- (iv) that the pits are marked after extracting the tree;
- (v) that the extracted material is properly, numbered marked, stamped and measured according to rules;
- (vi) that the yield of extracted material compares, well with the measurements and description of the tree in the Field;
- (vii) that the extraction register is properly posted up;
- (viii) that adequate precautions are taken by the subordinate in charge of the work for the safety of the collected material.
- (ix) that the trees containing no heartwood or heart-wood less than 1 cm. in diameter are extracted and kept for his inspection;

(x) that all the trees marked *for* extraction are collected; and

(xi) that the collected material is despatched to Depots regularly within the prescribed time and that the transit rules are observed strictly.

(6) The Divisional Forest Officer should make frequent inspection of Sandal extraction works and take prompt actions to set right any *defects* that he may observe during such inspections.

(7) A register as prescribed in Forest Accounts Code (Collection and removal of Sandalwood) should be maintained by each Range Forest Officer, a copy of which should be rendered every month to the Divisional Forest Officer.

81. Sandalwood seized in Forest offence cases including that of undetected cases should be taken to stock in the form prescribed in Forest accounts code. Wood pertaining to undetected cases should be consigned to the Depot for disposal. In respect of offence cases prosecuted, the wood returned to the Department by a Court order should be sent to the Depot for disposal.

82. (a) Rules for the despatch of sandalwood from forests to Depots, issue of transit passes, checking and weighing the sandalwood at the Depot and the issue of a receipt for the wood received at the Depot are contained in, Chapter XVI (Transit Rules) of the Karnataka Forest Rules, 1969 and Karnataka Forest Manual.

(b) Chips and sawdust should be sent in sealed gunny bags.

(c) All transport of Sandalwood from Forests to Depots should be done during day time.

(d) No consignment of sandalwood should be sent to Depots on Depot holidays and outside the Depot working hours.

(e) A responsible official, of and above the rank of a Forest Guard, should accompany each consignment of Sandalwood and he shall be responsible for the Sandalwood consigned from the time it is loaded into vehicles till it is checked and weighed at the Depot on its delivery.

83. When the Sandalwood reaches the Depot, the forest subordinate escorting the consignment shall deliver the transit pass with the measurement list and the sandalwood to the Depot Officer who shall attend to the following immediately.

(i) He shall spread the contents of each vehicle or the whole consignment as the case may be, separately and verify the number of pieces with the details given in the pass;

(ii) He shall test check the measurements of at least 25 per cent of the trees, comparing them with those recorded in the measurement list accompanying the pass;

(iii) He shall examine if the extraction is properly done and the roots fully extracted. If serious defects are found, the trees or billets concerned shall be kept apart for the inspection of the Divisional Forest Officer;

(iv) The cut ends should be carefully examined to see if they bear the transit marks;

(v) He shall weigh the contents of each vehicle separately, if necessary, and then add up the total weight of the consignment;

(vi) Sandalwood received from private lands shall be weighed separately for each private ownership and stocked and accounted separately;

(vii) Any discrepancies noticed between the quantity despatched, and the quantity received should be noted in the remarks column of the receipt issued. Explanations for the same should be obtained from the escort and recorded;

(viii) Checking, verification and weighing of wood should be done in the presence of the escort and his signature obtained in the Weighment Register prescribed in the Forest account code and in

Form '50 of this code in token of his presence at the time of weighment and the receipt in the prescribed form issued to him after obtaining his acknowledgement.

84. (a) Final preparation of Sandalwood at the Depot may be done by engaging a contractor or departmentally by appointing staff of workmen either on monthly pay or on daily wages. In the latter case, it may be necessary to supply the requisite tools for the cleaning work. But in the former case, the contractor shall have to make his own arrangements for the tools, *etc.*, required for the purpose. However, whatever tools that the Depot may have in its stock will, whenever possible, be made available for use by the contractor's workmen and the contractor shall be bound to return such tools in good condition on expiry of the contract.

(b) If the Depot is equipped with a saw bench, it will be made available for use by the contractor for the preparation of Sandalwood, charging such rates as are in force.

(c) The contractor shall, during the period of contract, keep adequate workmen to prepare and supply the quantity of finally cleaned wood fixed for delivery each month.

(d) The contractor and his workmen shall work in the depot under the strict supervision of the Depot officer during the hours fixed by him and he shall be liable to the Department for any loss or damage caused by him or his workmen.

(e) All contracts for the preparation of Sandalwood at the Depot should, among other things, include the following items of works.

- (i) Rough-dressing of un-dressed wood, received at the depot;
- (ii) Unloading, weighing and stocking of sandalwood received at the depot;
- (iii) Classification and weighing of finally prepared wood and stacking

such wood in lots class-wise including White Chips;

(iv) Weighment and stacking of rough or prepared wood at the time of Depot stock taking;

(v) Weighing and loading of Sandalwood into Sandal-oil Factory lorries including the stitching of gunny bags;

(vi) Weighing, loading and transport of Sandalwood from the Depot to Government Sandalwood Oil Factories or to the Railway stations and loading the wagons thereat.

(f) No payment shall be made to the contractor for the Sandalwood dust collected during conversion.

(g) The Depot Officer shall always take precautionary measures to prevent any fire occurring in the Depot premises and to extinguish immediately any such fires occurring.

(h) No smoking should be allowed, either by the Depot staff or by the Contractor and his workmen, within the Depot premises.

(i) Proper watch and ward should always be maintained in the depot both during day and night to prevent any loss by theft. A suitable arrangement for checking of persons and vehicles leaving the Depot premises should be maintained, to prevent surreptitious removals of Sandalwood.

85. Weighment and delivery of wood sold or supplied.-(1) Weighment and delivery of Sandalwood from the depot shall only be done by the officer empowered in this behalf under the provisions of the rules in force. The Delivery officer will be responsible to see that the purchasers produce proper challans for the credit of the sale amount due and produce necessary letter of authority if the purchasers are not present for taking delivery. The weighment and delivery will be effected by the Delivery officer, in the presence of the Depot officer if the Depot officer himself is not

the Delivery officer. The accuracy of the weighing machines should be tested with standard weights and the defects, if any, should be set right before weighing the wood for delivery. Only as much wood of the class which is required for delivery as can be weighed and delivered in a day should be taken out and stacked near the scales. At the end of the day's work. any wood already brought outside the Godown, that may remain unweighed and undelivered; should be put back in the original place and the godown locked and sealed. When once the wood is weighed and delivered to the purchaser, it will be in charge of the purchaser In the Depot premises at his risk until removed by him.

As soon as the wood sold to each purchaser is delivered, necessary transactions should be noted in the concerned registers.

(2) Register showing deficits due to driage *etc.*, should be in Form 49.

F. Stores, Tools, Plant and Government tents

86. (1) Office stores, tools and plant and other equipment of the Forest department will generally be classified as follows.

- (i) Surveying and other instruments;
- (ii) Machinery;
- (iii) Tools;
- (iv) Furniture;
- (v) Tents;
- (vi) Departmental stamping hammers;
- (vii) Elephant accoutrements;
- (viii) Building materials, small stores, house fittings;
- (ix) Vessels, utensils, crockery, cutlery, *etc.*;
- (x) Miscellaneous.

(2) A permanent register of stores, tools and plant classified as above should be kept in the Form 59 prescribed in the Forest Accounts Code. This must be written up as and when articles are received and disposed of and should be closed and balanced periodically while submitting returns to higher authorities in the Form 60 prescribed in the Forest Accounts Code. :

(3) In the remarks column of the register, a note should be made of surplus; articles, that are no longer required so that they may be transferred to other offices or departments needing them or be sold before they depreciate in value. Similarly, if any of the articles have become unserviceable, a remark to that effect should be made against such articles in the remarks column.

(4) The value of the article and the date of purchase or supply should invariably be entered in the appropriate columns of the register. If the article is supplied or transferred from some other office, the name of such office from which it was received should also be mentioned.

(5) All articles should be listed serially in the register according to their respective dates of receipt under each head. In the case, however, of articles of the same kind and dimensions, the value of each of which is the same, they may be grouped together provided their date of receipt is the same, otherwise, they may be entered separately. Thus, when 10 munties of the same kind, dimensions and value are received on one day and their receipt is to be entered under the heading: 4tools' after the serial number, say, 12 already recorded, the new entry will bear serial number 13/1 to 13/10.

(6) The value of each item entered in the register will be the cost price of its acquisition and will remain at that price in the register until finally disposed of.

(7) All articles must be described properly in the register. When an entry relates, say, to a table, it is not sufficient if it is merely described as a table. The kind of wood from which the table is prepared, its size, whether with drawers or without drawers, with locks and keys or not should be described. If a prismatic compass is referred to, the entry should indicate the size of the compass, the metal from which it is made, maker's name, number marked, with or without stand or case and such other particulars. When a mathematical instrument box has to be described, the description should, among other things, also state the contents of the box. In the case of locks, their diameter, the metal of which they are made. the number, if any, cut on

them by the makers, and the maker's name should be stated. In other words, the descriptions in all cases should be such that it admits *of* easy identification *of* every kind *of* stock shown in the register.

(8) In addition to the descriptions, the articles themselves should, whenever possible, be marked with identification numbers painted on them in white lead. The number painted *on* each article will be the same as that assigned to it in the register. The letters 'K.F.D' may also be cut neatly or printed on each article to indicate that it is the property *of* the Karnataka Forest Department. All articles *of* stores, tools and 'plant should be numbered in the manner indicated, and when any *of* them are referred to, they must be identified by the number which they bear along with the description made of them in the Register.

(9) All articles that may be purchased for such temporary works as a road or building construction should be accounted for in the register, though the cost thereof may be charged to the work concerned. The original entries of receipts should invariably refer to the invoice or other authority sanctioning or ordering the purchase. Similarly, disposals can only be made under proper sanction to which proper references should be made in the register. When any articles are sold or written off, the entries of disposal should refer to the authority sanctioning the sale, or write-off and the value realised at the sale. A disposal entry will be made in respect of any stock only when it is either sold, written off, or permanently transferred from the office and not when it is issued to a subordinate in the Range for the purpose of enabling him to do the work assigned to him. In such cases the subordinates' receipts should be obtained in acknowledgement of the evidence of the existence of the article with him.

(10) All officers entrusted with the care, use or consumption of stores are responsible *for* maintaining them in proper custody and in good order and serviceable condition and keeping correct records and preparing correct returns of them. Any loss or damage to stores should forthwith be reported to the authority competent to deal with the matter. The heads *of* offices and other controlling officers should inspect the articles under their direct charge, as well as those in charge of their subordinate offices, as often as

possible, in each year and set right promptly any defects noticed.

(11) The Range Forest officer is responsible for the safety and, upkeep of, or damage, or loss to, all Government ~, tools and plant under his charge, either in the Beats or in the Range Offices or in Forest Rest-houses. Every officer, on first assuming charge of a Range, must satisfy himself as to the condition of the stocks he takes charge of, and in the case of stock at a distance from headquarters, he must inspect the same as soon as possible after assuming charge and note their condition. Unless any loss or damage is promptly taken to the notice of the Divisional Forest Officer with the explanation of the subordinate directly responsible for it, he will render himself personally liable to make good any such loss or damage.

(12) The Mad of each office shall be responsible for taking stock annually at the end of each year comparing the actual stock with the entries in the stock register and submitting a report of the results of stock taking of the previous year to his immediate superior in Form 60 prescribed in Forest Account Code. He should compare the actual stock with the entries made in the prescribed Form of Forest Account Code and record a certificate at the foot of the return to the following effect 'I certify, that I have inspected the register of articles of stores, tools and plant and have found that it has been kept up-to-date and that the articles mentioned therein are actually held in stock with the exception of those noted in the remarks column with necessary explanations, and that no articles have been written off except under proper sanction and that necessary steps have been taken to fix up the responsibilities in respect of missing articles'.

(13) A monthly account of receipts, issues and balances in respect of affected items of stores, tools and plant in Form FAC 60 should be submitted by the subordinate offices to the Divisional Forest Officer who should check them with reference to sanctions accorded and orders issued. The annual return which should be 'sent in the same form' should be checked with reference to all the monthly returns and forwarded to the Conservator of Forests separately for each Range and for the Divisional Forest Office. The printed certificate at the foot of the return regarding the counting and the result thereof should be suitably completed and signed by the Divisional

Forest Officer or the Range Forest Officer, as the case may be.

(14) Certificate of stock-taking is also required to be given by the Conservators of For, in respect of articles of stores, tools, and plant in their own charge and will deal finally with the certificates of stock-taking submitted to them by subordinate officers.

(15) These periodical returns will enable Divisional Forest Officers and Conservators of Forests to take timely action to .fix responsibility in the case of shortages.

(16) The Conservator of Forests should submit to the ChiefCon5erVator of Forests by the end of July each year a consolidated return of accounts of departmental stores of his circle. The Chief Conservator of Forests will prepare a consolidated return of departmental stores and send it to the Accountant General, Bangalore by 1st September, for inclusion in the Appropriation account and Audit report.

(17) All issues of stores, etc., must be made on indents and separate registers should be maintained in the Divisional Forest Offices in Forms 61 and 62 of Forest Account Code for the stores issued to each Range. A list of stores to be issued should be prepared in triplicate and should accompany each issue and one copy should be returned duly acknowledged and signed by the received officer. These lists and indents will be numbered to correspond with the entries in Form 61 of Forest Account Code and on being returned should be filed with that register. The Divisional Forest Officer should take his register with him when inspecting the Range and should check stores actually on fund.

(18) The Conservator of Forests 'will inspect the register of stores tools and plant when inspecting subordinate offices. Similarly. the Divisional Forest Officer during the course of his inspection of subordinate offices will check and compare the articles in charge of his subordinate officers with his own register and see that the stock and the accounts are properly maintained.

(19) Whenever any new articles are purchased, a certificate to the effect

that they have been taken to stock in the Register of stores, tools and plant, quoting the serial number of the item in the register, should always be given in the relevant voucher before it is charged in the accounts. The certificates for charges on account of purchase of furniture or other stores and materials should be as follows;

(i) "I certify that the materials and stores billed for above have been brought on the respective inventories viz., at serial number of the Register and that all materials and stores are being duly accounted for and verified in the manner laid down in Article 169 of The Karnataka Financial Code, 1958";

(ii) "I certify that the purchases billed for have been received in good order, that their quantities are correct and their quality good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payments have been recorded against the original indents and invoices-concerned to prevent double payment".

(20) Purchase of all articles of stores, tools and plant required by the Department is governed and regulated by the provisions made in the Stores Purchase Rules.

(21) All indents, for the supply of articles, to the Stores Purchase Committee should, as far as possible, conform to the specifications drawn up and approved by the Indian Standards Institution.

(22) The value of all articles of stores, tools and plant will remain at the cost price of their acquisition until they are finally disposed of. There is no necessity to make an assessment of annual depreciation in value and show the value of the article at a reduced rate. When any necessity arises for re-fixing the value of an article, as in the cases of recovery of value of articles from persons responsible for their loss or damage, then alone, the valuation of such articles may be done by officers not below the rank of Divisional Forest Officers taking into full consideration the circumstances leading to such loss or damage, the cost price of the article, the period of

service it had given since the time-of its purchase and allowing a reasonable percentage of annual depreciation in value.

(23) No article should be condemned as unserviceable when it could be repaired and made use of for some more time.

(24) The controlling officers during the course of their inspection of the subordinate offices Rest-houses, *etc.*, should particularly make it a point to examine the adequacy or otherwise of the articles of furniture, vessels, utensils, crockery, cutlery, *etc.*, and take prompt steps to replenish in cases of shortage.

(25) No article of stores, tools and plant may be written off the departmental accounts and stock registers without the sanction of the competent.

(26) Any disposal of articles of stores, tools and plant by sale should be by public auction and provisions relating to sale of forest produce are generally applicable to these articles also.

(27) Procedure and rules laid down by the Stores Purchase Committee should be followed in respect of all purchases of articles of stores, tools and plant.

87. Rules for the supply, care, maintenance and disposal of Government tents are contained in Appendix V to this code.

C. Control and Management of Departmental Elephants

88. General -For exploitation of timber in inaccessible tracts of forests, maintenance of a sufficient number of trained elephants for the purpose of dragging timber to road or cart-track sides for further transport by other means of conveyance is often found to be very advantageous and necessary too. In addition to this, they are also employed for arranging logs in depots, loading timber into vehicles, riding, public purposes and

sometimes as kumkis for capturing elephants.

89. The departmental requirement of elephants will, as a rule, be met by annual or periodical captures of wild elephants in certain forest areas which are the natural habitats of wild elephants. They will usually be captured by one of the three methods, *viz.*, (1) Pit-fall method (2) Khedda method and (3) Open capture (Byle-Shikar method), the choice of the method depending upon the facilities prevailing, circumstances, costs involved and the number of elephants required to be captured. The pit-fall method is resorted to when it is intended to capture only a few animals, more economically, for departmental requirement. The Khedda method is adopted for capturing large number of elephants, say a herd 'Or more, whenever it is found necessary to afford relief to agriculturists from the ravages caused to growing crops by wild elephants and whenever a spectacular effect is desired to attract tourists, *etc.* The open capture (Byle-shikar) method is adopted when favorable circumstances present for such capture.

90. Training of Captives.- (1) After an elephant is captured, as soon as possible, a Mahout should be employed for each elephant intended to be retained by the Department to train the animal and he may be given an assistant (Kothal or cavady) to help him in removing dung *etc.*, and for washing and feeding the animal. For 50/11e days, pouring of water on the animal should be continued. Kind treatment and frequent feeding with sugarcane, jaggery and plantains will tame the captive quickly. The kraal or the Peelkhana should be kept scrupulously dean and disinfected now and then. The dung and waste fodder should be removed daily. The wounds of the captives should be dressed daily according to the instructions of the Veterinary staff and care should be taken that maggots are not allowed to generate. The wounds may be washed by a garden syringe and dressed with the help of cotton tied at the end of a long stick until the animal is approachable. Fodder of different varieties, such as, leaf and branch fodder of trees belonging to Ficus family, grass. bamboo leaves, tender bamboo shoots, reeds, creepers of different kinds should be used for feeding the captives. The animal should be bathed both at morning and evening preferably by taking it to the nearest river with the aid of Kumkis.

(2) The new captives should be trained for one hour every morning and evening. The taming should *start* with rubbing the body of the captive by means of a brush for a few days. This should be followed up by rubbing the body with hands for a *few* more days till the elephants gets accustomed to touching. Feeding by hand plantains, sugarcane and jaggery to the captive will accelerate the process *of taming of the captive*. The Mahout should then sit over the back of the captive with two kumkis one on either side and rub the body of the captive till the captive gets accustomed *to the Mahout sitting on its back*. After some days, the Mahouts should *sit* on the back of the captive keeping kumkis on either side and march it to water. Thereafter, the captive must be made to learn to obey orders, to turn right and left, to kneel, to lie down on, either side, to move backward and forward, to lift its trunk and to pick up a *stick* and so on. The words of command could be in local language and the Mahouts and Kothals should learn them fairly well. The commands should generally be divided into 3 progressive stages in the order of their simplicity and the, captive should be taught them in the order given. Thus a captive should not be allowed to go on to the second or third stage until it thoroughly knows and obeys the commands in the first and the second stages. A captive which displays temper or sulks during its lesson should be immediately hobbled and tethered and the training discontinued for some time, so that the animal may recover from its temper and not feel harassed. Feeding with sugarcane, jaggery and plantains on a command being obeyed and kind treatment of the animal will help a great deal in training captive. Merciless beating and teasing of the captive, by the Mahouts should never be allowed. A captive may have to be told repeatedly what to do. The Mahout should be patient enough to bear with whatever progress the captive shows in learning- and see that a thorough training is given however slow it may be. The Elephant Jamedar should hold an examination for every captive to test its progress and steadiness. The test should be strict and each animal to pass it will have to. -

- (i) obey an order at once and without noise;
- (ii) remain at that order until another is given; and
- (iii) take up a correct position in every way for each order.

(3) The elephants should be trained to lift up logs or poles by means of their trunks or tusks and to load them into vehicles. They should also be trained to remain quiet to the sound of tom-tom, sound of firing from the back, passing of carts, motor vehicles, bullocks and men, getting strangers on and off their backs and to be tied to each other as a preliminary training for elephant capturing operations.

(4) The Jamedar and Mahout in-charge of the elephant are both responsible for the proper training of the new captives.

90-A. Sale of Elephants.- Elephants surplus of the Departmental requirement should be sold in Public auction. Rules for the sale of Departmental elephants are contained in Chapter XII of the Karnataka Forest Rules, 1969. For all auction sales of departmental elephants, the notification of sale prescribed for the purpose should be adopted and the sale conditions contained therein should be adhered to. The elephants to be sold should be assembled at a central place preferably near a river where there is good water supply and plenty of fodder. It is desirable to give them at least a week's rest before the sale, to pick up condition. They should be made to fall in at the place of sale so that the intending purchasers may inspect them. To prevent the animals from running away, they should be hobbled and the leg chains should on all *such* occasions, be allowed to trail on the ground. The Mahouts or the Kothals should always be near their animals and are fully watch them. It is desirable to supply cut fodder to the elephants when they are on parade. On the day of sale, they should be stationed near the sale ring in serial order after washing and feeding to be led for sale by turns. "

91. Maintenance of Service Registers of Elephants.-(1) Each elephant should be given a name and its age, sex and height should be recorded. A separate Service Register should be maintained in the Range Forest Office to show the history of each elephant The Service Register should contain the following information.

(i) Name of the elephant

- (ii) Sex
- (iii) Age
- (iv) Height at shoulder (To be recorded every year during April and dated).
- (v) Date of acquisition
- (vi) How obtained
- (vii) Marks of identification, if any,
- (viii) Length of tusks (To be recorded every year during April and dated).

N.B.- The length should be measured from the gum point to the tip of the tusk along the outer curvature.

- (ix) Girth of the tusks (To be recorded every year during April and dated).

N.B.- The girth measurements should be made at the gum point.

- (x) Estimated value
- (xi) Sanctioned daily scale of rations
- (xii) Training
- (xiii) Temperament
- (xiv) The names of Mahouts and Kothals on the animal from time to time.
- (xv) Posting of elephant
- (xvi) Working capacity
- (xvii) Record of work turned out each month
- (xviii) Ailments and prescriptions
- (xix) Special rations prescribed
- (xx) Accoutrements supplied
- (xxi) Cost of maintenance

- (xxii) Remarks of the Range Forest Officers and Veterinary Inspectors
- (xxiii) Remarks of the Divisional Forest Officer, Conservator of Forests and the Chief Conservator of Forests.

N.B.- Sufficient number of pages for each item of information should be provided.

(2) The elephant's Service Register should always be kept up-to-date by making necessary entries therein from time to time, then and there. They should be produced before the Inspecting Officers whenever they visit the camp.

(3) When an elephant is transferred from one Range or Division to another, an entry of transfer quoting the authority should be made in this register and the register also transferred to the Range Forest Officer concerned, along with the elephant.

92. Selection of Elephant Camp Site.- Camps should always be selected on high and well-drained ground, level at the surface, close to a river or stream where plenty of good water and fodder are available so that they may have good feed and water. Care should be taken to avoid establishing an elephant camp in a swampy or marshy place. It is essential to see that camps are selected as far as possible, very near the working spots. Sheds should be provided for storing elephant ration provisions, elephant accoutrements/ for cooking food for elephants and for the elephant subordinate to live in. Cooking shed should be erected in the centre of the camp with sufficient space all round, so that the elephants can move freely. A strong fence of 12 to 15 decimeters high, constructed with stout posts fixed at intervals of 3 meters with crossbars tied to the posts should be erected around the kitchen shed, 4 1/2 meters away from it, in order to prevent the elephants, especially the young ones, from approaching the food table and to make them 'fall in' behind the fence while feeding. Other sheds should be a little distance away from the camp and on one side of it. The Mahouts and Kothals should reside in the sheds provided for them near the camp.

93. Pasturage of Elephants.- The natural food of elephants is grass and bamboos almost exclusively, although leaves of some kinds are browsed. Hence it is very essential they should be stationed where there are facilities

for good fodder, The elephants should be let out for grazing after the evening feed is over. To prevent animals from running away, they must invariably be hobbled when allowed to feed in the forest or on any occasion when the Mahout is off the animal while in the forest. The trailing chain, on such occasions, will be allowed to trail along the ground. Every elephant should have a bell tied round its neck for various reasons. Bells will be of great use to trace the animals when grazing in the forest or to trace them when they bolt away. The Mahout or Kothals, who take the elephants for leaving them for grazing in the forest, should see that they are taken to a good grazing ground instead of leaving them close by the camp where there may be little or no fodder. They should not be allowed to be left near villages, paddy fields, sugarcane gardens, etc. While leaving the elephants to graze in the forest, the subordinate in-charge should see that the hooks of the hobbles and trailing chains are properly secured to prevent them from slipping and getting loose.

94. Feeding (1) Elephants feed both day and night. In order to keep them in good condition, plenty of good food is quite essential. In captivity, half the time of departmental elephants is spent on work and during that time they are deprived of their natural fodder, while the loss of energy during work is also very considerable. In order to compensate the loss of energy resulting from work, concentrated and easily digestible food such as paddy or rice, ragi and horse-gram are given. The food should be free from all mouldy and insect-eaten grains and also, free from, sand, gravel, stone, etc. They should be fed twice a day both morning and evening in the prescribed scale; the diet and its scale varying according to the size and condition of the animal. The prescribed scale of food may be fed either raw or cooked according to the custom of the elephants. Every elephant should be fed with salt daily, as prescribed according to the size of the elephant, along with its food Jaggary in the prescribed scale should also be fed along with the food. The best times for feeding are half an hour before work in the morning and soon after bathing in the evening. The Divisional Forest Officer may, however, fix the actual time of-feeding in consultation with the Veterinary doctor. Every day feeding should be taken up at the exact time prescribed so that any Inspecting Officer desirous of the quantity produced for feeding could verify the same. A ration-chart showing the rations pre-

scribed for each elephant should be written up and displayed in a prominent place in each camp to facilitate checking.

(2) Where cooked food is given, it should be well boiled preferably in iron or aluminium vessels. If copper vessels are to be used, care should be taken to coat the inside of the vessel with tin periodically. The cooking shed should always be kept clean and tidy. Necessary portable table, 300 cm X 120 cm may be kept in the shed for spreading the boiled food for cooling and then for moulding the food. When the boiled food is spread on the table, the attendant should see that flies do not settle on the food and contaminate it. After the food is cooled, it is then moulded to facilitate d1ecking and correct issue of articles of food.. Two sets of moulds of specific dimensions for moulding cooked ragi flour and gram separately should be kept in each camp. The dimensions of the moulds should be such as to prepare cakes out of 500 grammes of ragi Hour or 500 grammes of horsegram. Thus, for example, if an elephant is prescribed a ration consisting of 4 kilograms of ragi flour and 3 kilograms of horsegram, 8 ragi cakes and 6 gram cakes will have to be fed to it. Gram should be boiled and pounded well in a wooden pestle and mortar and then moulded. Ragi flour should be boiled uniformly well and then moulded. For purposes of account raw provisions are weighed and issued. The prescribed diet should then be arranged for each elephant separately and covered with food covers to prevent flies from settling on it. Food should be prepared and kept ready at least one hour before the time of feeding to facilitate cooling and check by the Officers. Food should always be given only when it is cooled and on no account should it be given hot. After the feeding is over, the cooking utensils, food table moulds, etc., should be removed and cleaned thoroughly.

(3) Sick elephants should be fed with special rations as prescribed by the Veterinary Inspector in-charge of the elephants.

(4) Paddy straw in the prescribed scale should be supplied during hot months from 1st February to 30th June to elephants that are fed with raw food only.

(5) Branch fodder should be supplied to the Departmental elephants when elephants are stationed in cities and towns where pasturage is not easily available. The supply should be made in the prescribed scale under special orders of the Divisional Forest Officer.

(6) Castor oil should be applied to the head of the elephant daily in the prescribed scale. Castor oil should also be supplied to each working elephant in the prescribed scale for application to elephant collars ,and other leather parts of the gear to keep them soft during the working season.

(7) During the non-working season, the food rations should be reduced by half.

(8) The Forester or Jamedar in charge of the elephants should see that the elephants are fed in his presence in the prescribed scale. The Range Forest Officer should give surprise visits at least once in a fortnight to the elephant camp at feeding hours .to inspect that the elephants are properly fed and in time.

(9) The scale of rations prescribed fur the Departmental elephants will be according to the tabular statement annexed in this Chapter.

SCALE OF RATIONS PRESCOUBED FOR DEPARTMENTAL ELEPHANTS [See Rule 94(g)]

Age	Height	Ragi Flour Per Day	Horse Gram Per Day	Rice Per day	Paddy Per day	Coco-nut Oil	Coco-nut Per day	Jaggery Per Day
1	2	3	4	5	6	7	8	9
		Kg.	Kg.	Kg.	Kg.	MI.		Gm
Upto		1	1	2	-	200	1	250

one year of Age								
Above one year	Upto 180 cm.	3	2	4	-	400	1	500
-do-	Upto 215 cm.	4	3	-	6	600	-	250
-do-	Above 215 cm. – upto 245 cm.	6	6	-	-	600	-	250
-do-	Above 245 cm. – upto 275 cm.	7	7	-	10	600	-	250
-do-	Above 275 cm.	8	8	-	12	600	-	250

Age	Height	Salt per day	Castor Oil		Paddy straw per day	Branch fodder per day
			For Head application per day	For application to collar, etc. per week		
1	2	10	11	12	13	14
		Gm.	ml.	Lts.	Kg.	Kg.
Upto one		25	25	-	5	100

year of age						
Above one year	Upto 180 cm.	50	50	-	10	200
-do-	Above 180 cm. upto 215 cm.	150	100	0.5	15	300
-do-	Above 215 cm. upto 245 cm.	150	100	0.5	20	400
-do-	Above 245 cm. upto 275 cm.	150	100	0.5	25	450
-do-	Above 275 cm.	150	100	0.5	30	500

N.B. -

(1) Ragi flour and horsegram are to be fed cooked and rice and paddy are to be fed raw. Either of the two is to be prescribed for each elephant and not both.

(2) Coconut oil is to be administered along with food once in four days only cases where cooked ragi and gram feed is prescribed.

(3) Prescribed number of coconuts are to be fed only in cases of feeding of raw and uncooked food.

(4) Half a litre of castor oil supplied per week for application 10 collar, etc., should be applied to the articles on the weekly holiday.

(5) Paddy straw is to be supplied only from 1st February to 30th June and,

that too, only for the animals fed with raw food.

(6) Fodder will be supplied only when the elephants are stationed in cities and towns where pasture is not easily available.

95. Watering and Bathing of Elephants.- Elephants must be watered at one spot and bathed in another. The watering place must always be higher up in the stream than the bathing place. To prevent animals from drinking at bathing places while being washed, they must invariably be watered at the drinking place immediately before they are bathed. The supply of good drinking water, preferably from a running stream, is quite essential as all parasitic diseases and many other ailments are water-borne. They should be watered and bathed only after a lapse of half an hour after hard work as the system of the animal is then overheated. This is necessary to allow the body temperature to come down to normal and to guard against the possibility of animals catching cold, etc. The elephants should be bathed twice a day, *i.e.*, once in the morning before the commencement of work and once in the evening after work. While bathing, the body should be scrubbed well by the attendants with soft stones, or coconut fibre or preferably with matured fruits of *Pandanus odorotissimus* cut into proper sizes. Washing and grooming improve their condition and impart a dark velvety appearance to the skin which is one of the signs of good health. Bath should be given at least for one hour both morning and evening. No elephant should be bathed if it appears to be ill. The dung deposited by the animal at the time of bathing should not be allowed to float on the water. It should be collected and thrown on to the bank of the stream.

96. Sanitation.- The dung in the elephant camp should be collected and removed twice a day—once in the morning and; once' in the evening and deposited in a pit 50 meters away from the camp to prevent multiplication of worms at the camp site. When one pit is filled completely, a new one may be dug for use and the old one covered with earth or the dung-heap burnt when dry.

97. Supply of Rations.-(1) Supply of rations to departmental elephants should be made by the tender contractor. Tenders should be called for by

the Divisional Forest Officer for the supply of rations in November each year for supply during the ensuing calendar year. The contract shall run from 1st January or from the date of execution of the agreement by the successful tenderer whichever is later upto 31st December~ The contractor is further bound to supply the .rations, if required, for a further period *i.e.*, till the fresh contract is finalised. In cases of emergency or where the tender contractor fails to supply the rations, the Divisional Forest Officer may permit the Range Forest Officer 10 make direct purchases under appropriate sanctions.

(2) The articles of rations supplied by the contractor or purchased directly should be taken to stock and proper accounts maintained of their receipts, issues and balance, by the Range Forest Officer. When the supply is made by a contractor, he should be required to supply the entire requirements for have months in the first instance, and thereafter regularly every month on or before a specified date. The contractor should be issued a proper acknowledgement for the quantity and quality of each article or rations supplied. The contractor's bill for supply should always be accompanied with the acknowledgements obtained by him. When purchases are made directly by the Range Forest Officer, the entire stock should remain in his charge, only supplying there from the quantity required of each article of action for one or two months at a time to the subordinate in charge of the elephant on the latter's indent. When the supply is made by the contractor, he may be required to supply the rations to the subordinate in-charge of the elephant on directions from R.F.O. and to obtain his acknowledgement therefor. On no account should the subordinate in charge of the elephant be allowed to make direct purchases, and this should be done only by the Range Forest Officer. The contractor should deliver the rations at the elephant camp at his own cost and obtain the acknowledgement.

(3) The Forester should maintain a daily running account of the receipts, issues and balances of all provisions in Form 13.

(4) The Range Forest Officer should make surprise inspections at least once in a fortnight to verify the stock on hand and to see if the receipts and issues are properly accounted for. The daily issues should be based on the

scale sanctioned, and in respect of special rations, in the scale as prescribed by the Veterinary Inspector. All sanctions of special rations on the advice of the Veterinary Inspector should be communicated to the Forester in charge. Stocks and registers shall be subject to check by the Divisional Forest Officer at any time.

Record of Cost of feed of elephants

(5) The Range Forest Officer shall maintain a register in Form 14 showing therein the quantity of each description of provisions issued for the feed and maintenance of elephants together with their cost and submit a copy of it to the Divisional Forest Officer in the ensuing month.

98. Work of Elephants.- (1) Elephants are not full grown till they are 25 years old. If carefully worked under proper care, a good elephant will be able to do hard work for 30 years and if the work is then moderated, it will work for another 20 years. Elephants of 25 years and above are fit for hard work. From 20 to 25 years of age, they should be given moderately hard work and between 15 and 20, only light work. At the age of 15, elephants may be put on dragging poles only for about 3 hours a day. Elephants below 15 years of age should not be allotted any regular work. But may be given light work such as carrying fodder or baggage, sufficient to keep them exercised and accustomed.

(2) It is difficult to lay down hard and fast rules as to the amount of work that may be extracted from elephants: It depends upon their age, constitution, condition of health nature of work and the nature of the terrain over which logs have to be dragged. This can only be ascertained by careful observation from those in attendance at the time of work.

(3) Elephants can be safely worked for 6 hours a day preferably during the cooler hours. Great care should be taken not to overwork the animals at any time.

(4) 'Harness' method may be adopted for dragging of timber by elephants. While dragging is in progress, obstructions, if any, in the path should be

cleared to avoid unnecessary delay and loss of energy to the elephant. A few minutes rest must be given after the elephants have dragged a log. While dragging timber, especially uphill, the animals will stop of their own accord every 10 or 15 meters and they should not be forced to go on further immediately. When they have to extricate a log from a difficult position, it should be done with utmost care. Great care should be taken not to waste the elephant power in handling small logs, poles and other materials which could be more economically handled by manual labour. Special care should also be taken while employing tuskers for lifting or rolling big logs beyond their capacity as a little carelessness in this respect may cause breakage of tusks.

(5) New captives should be given light work 3 hours a day for at least one year, even though they are a workable age and the work gradually increased thereafter.

(6) Before the commencement of the elephant working season, the Range Forest Officer should prepare a detailed programme of timber dragging work in his Range showing the number of elephants required for the purpose, the period during which they are required at different centres of work, the elephant camps to be established, for the purpose and get it approved by the Divisional Forest Officer.

(7) The Range Forest Officer should provide the Forester or Guard in charge of timber dragging work, a monthly work table showing clearly the work he has to execute expressed in tonne-kilometers during the month. He will also be instructed regarding the capacity of each elephant, similarly expressed in tonne-kilometers. The Forester or Guard and the Mahout shall then be responsible not only for the adequate output of work but also for the proper care of the animals until the work for the day is closed.

(8) When the work for the day is finished, the Forester or Guard in charge of the timber dragging work should measure the work and record the work done by each animal on that day. For this purpose, he will note the cubical contents of the logs in cubic metres transported from one place to another

by each animal and multiply that quantity by the average load for the day's working in kilometers between the two places and divided by 1.50 (1.50 cubic metres=1 tonne). The result will be tonne-kilometers and it should be recorded in the 'Register of work performed by elephants' at the end of each day.

Illustration.- If the dragging capacity of a particular elephant for 800 meters on the level ground is prescribed as 4 cubic metres approximately or 2.8 metric tonnes, its capacity is equivalent to 2.2 tonne-kilometers per day of six hour working.

(9) The capacity will vary with the nature of the terrain and the weather conditions at the time. An average, therefore, should be fixed in consideration of the season and the nature of the terrain. The work actually turned out should be calculated on the lines illustrated above and reasons be noted where the actual outturn falls short of the capacity of the animals.

(10) The register of daily work performed by elephants should be entered as prescribed in Form 15.

(11) An abstract of the entries in the register must be made at the end of each week by the Forester or Guard in charge of elephant dragging work in Form 16 and submitted to the Range Forest Officer to enable him to watch the progress and to prepare a monthly return of the 'Work turned out by elephants' for submission to the Divisional Forest Officer. The monthly return of the 'Work turned out by elephants' should be in Form 17. The Divisional Forest Officers and the Range Forest Officers should maintain this register, the former Officers consolidating the entries in their registers from the returns furnished by the Range Forest Officers.

99. Cost of Maintenance and value of Work turned out.- The cost of maintaining each elephant and the value of the work turned out by it shall be entered in a register in Form 18. This register should be maintained both in the 'Range Forest Office as well as in the Divisional Forest Office. The entries in this register shall be based on the figures contained in the

'Record of feed and keep of elephants' the Record of work turned. out of elephant in Form 14. In addition, it should contain the cost of attendants and any other expenditure incurred for the maintenance, treatment, *etc.*, of each elephant, as well as the value of work turned out.

100. Marching of Elephants.- (1) Marching of elephants from one camp to another should be made only during cool hours, preferably in the mornings. Marches should be completed by 11 a.m. at the latest in hot seasons and by 12-30 p.m. during other seasons. Marching distance for a laden elephant should not exceed 20 kilometers per day. If longer marches are required to be done, the elephants should be halted on the way at places where there is sufficient water and fodder. For every 3 days march, 1 day's rest should be given. Whenever young elephants are marched, from place to place, they should not be marched more than 10 kilometers at a stretch. While loading elephants or marching or riding; they should not be made to sit for a long time; but the loading or mounting should be done as quickly as possible. After loading, they should not be allowed to stand about unnecessarily as they feel this very fatiguing. As soon as they are loaded, they should start off. After reaching the destination, they should be unloaded as quickly as possible. The load for a mature elephant should not exceed five quintals, including persons mounted. The Range Forest Officer; should invariably intimate the concerned Veterinary Inspectors, the shifting of elephant camps.

(2) The elephants should never be allowed to remain loaded for more than 4 to 5 hours in a day. Any stream or river found on the route of marching should be made use of for watering and this will greatly refresh the animals and they feel less tired. When a batch of elephants are marched the fastest animal should be placed in front, so that the others may follow with sufficient speed. When elephants are halted on the roadside during a march, they should be kept a little away from the road. Necessary *First Aid* medicines such as, Tincture, Iodine, diarrhoea mixture or pills dressing cotton, *etc.*, should always be taken during the march. If there is scarcity of fodder enroute, the Kothals should collect branch fodder and feed the elephants during the progress of marching.

(3) Elephants should not be allowed to walk on Forest roads especially fair weather roads, during monsoons, as they spoil the surface of the roads. They must be made to walk in the forest on the sides of the roads and not on them.

101. Rest and recess season for elephants.- In order to keep the elephants in good condition, it is necessary that they are given periodical rest of 3 to 4 months in a year. They should also be given a day's rest in each week preferably on Sundays. During the rest period, all the elephants should be shifted to an elephant camp where plenty of water and good fodder, *etc.* are available, so that they may have good feed and water and thereby pick up health and be fit for heavy work for the next season. The Divisional Forest Officer shall fix the elephant camps for stationing the elephants during rest season.

102. Signs of Health.- A healthy elephant constantly swings its trunk and tail, flaps its ear lobes, sways the body or the head from side to side and swings its legs frequently rubbing one leg against the opposite. The skin should be soft, almost black in colour and the bristles covering the body firm to the touch; the mucous membrane of the mouth should be rich pink in colour, the eyes clear and bright, and the coloured blotches and spots on the head and trunk pinkish in colour. A moist secretion should exude from around and above the nails. The appetite should be good and the animal should sleep for a few hours every night and immediately on waking commence to feed.

103. Signs of Indisposition.- (1) An indisposed elephant is listless; there is general languor and absence of the constant motion so characteristic of a healthy animal. The skin appears greyish in colour, hangs loosely and is dry and sometimes scaly; the spots and blotches also assume this pale colour. The trunk presents a shrivelled appearance. The colour of the mucous membrane in the mouth and that of the tongue changes to a muddy colour or is deep red with or without blotches on the palate. The lower lap of the ear is often cold to the touch. The eyes are dull, appear retracted and

there is frequently an abnormal flow of water from the eyes. The animal may lie down and get up several times. The urination is often reduced in quantity and the urine becomes highly coloured. The dung becomes hard and often coated with Mucous. Male elephants on attaining maturity get periodical paroxysms of excitement called 'Musth'. Elephants in 'Musth' become unruly and dangerous to men and other male elephants. They develop short temper and disobey commands. They give up feeding and resort to it only occasionally: They will be dripping urine constantly. The temples become swollen on either side and later on -there will be oily exudation from the temples. During the musth period, the elephant should be tied up and treated till it regains normalcy.

(2) Signs and bad temper or anger.-The elephant throws forward its earlobes and keeps off flapping them, exhibits blood-shot eyes, straightens its tail and twists it, curls its trunk and sometimes puts it into its mouth and resents commands. When the above signs are noticed, the elephant should not be disturbed, maltreated or forced to obey commands. Instead, it should be kept calm, and handled tactfully and gently. Feeding with Jaggery and sugarcane will help to bring down the bad temper of the elephant.

104. Diseases and Treatment of Elephants.- (1) Common ailments and diseases of elephants are galls, wounds, abscess, colic, indigestion, diarrhoea, worm infection, mud-sores, musth, anthrox, foot and mouth disease, etc.

(2) When an elephant falls sick, the Mahout in-charge or Jaldar or Forester in charge, if possible, in writing, in the absence of the Jamedar or Forester to the local Range Forest Officer, who will immediately indent upon the services of the Veterinary Inspector in-charge of the elephants if the sickness is of a serious nature- The Veterinary Inspector in-charge of elephants should, on receipt of such intimation, proceed to the Spot forth with and treat the sick animal. The Range Forest Officer may, in cases, where immediate relief is required and where the Veterinary Inspector in charge of elephants is not readily available, indent and obtain the services

of the local Veterinary Inspector. If the sickness of the elephant is of an ordinary nature, the Jamedar. or the Mahout should attend to the treatment himself. The Divisional Forest Officer should be kept duly informed by the local Range Forest Officer of -the action taken by him.

(3) No sick elephant should be put to work until certified as *fit* for work by the Veterinary Inspector in charge of elephants..

(4) Common drugs, required for treating sick elephants should be kept in stock by the Veterinary Inspector in-charge of elephants. A medicine chest with sufficient stock of medicines for First-Aid should always be with the Jamedar or Forester in-charge of elephants and he should be provided, by the Veterinary Inspector in-charge of elephants, with a pamphlet on the care and treatment of sick elephants containing instructions.

(5) Elephants suffering from diarrhoea, worm- infection and other contagious diseases should be kept separately-in the camp. Sick elephants should be given sick-diet and medicines prescribed by-the Veterinary Inspector. The subordinates in-charge of elephants should be on the alert to gather information about the outbreak of any contagious disease among cattle in the surrounding area and *inform* the authorities concerned immediately about it.

105. Care of Pregnant Elephants.- A Pregnant elephant should not be given heavy work and 3 gradual reduction of work should be made and complete rest given when the animal finds difficulty to do any work as heavy work may cause abortion. Constipating diets should be avoided and easily digestible food as prescribed by the Veterinary Inspector should be given. After calving, tender coconuts 6 10 8 in number may be fed to the mother to increase milk supply to the calf. She may be given light work six months after delivery. When light work is given care should be taken that the girth rope does not injure the mammary glands. Young calves should not be weaned before they attain one year and *after* weaning they should be sent to a separate camp and their training should commence

immediately they are weaned.

[106. Health Register.-(1) A register containing a daily record of elephants thrown out of work owing to sickness *or* other causes must be maintained by the Veterinary Inspector in-charge of elephants in which treatment given to them must be detailed.

(2) The Veterinary Inspector-in-charge of elephants should send a fortnightly report on the health of the elephants to the Range Forest Officer, the Divisional Forest Officer and the Conservator of Forests. Similar reports should be sent to the Chief Conservator of Forests every quarter. The report should be in Form 19.

107. Death of Elephant.- When an elephant dies, a post-mortem examination should invariably be conducted by the Veterinary Inspector and the body buried 3.5 meters deep after extracting the tusks, if any; The death of elephants should be reported to the Chief Conservator of Forests by the Divisional Forest Officer and by the Chief Conservator of Forests to the Government. The Veterinary Inspector should submit a report to the Conservator of Forests and the Divisional Forests Officer his findings on the post-mortem examination, in the proforma prescribed in form 20.

108. Elephant Accoutrements.-(1) Every working elephant should be provided with the following accoutrements.

- (i) Gadi.-One-(Size depending upon the size of the elephant);
- (ii) Namda big (Gadela).-One-(Size depending upon the size of the elephant);
- (iii) Kati Namda.-One;
- (iv) Katis (Prepared out of seasoned Matti Wood of standard size) - two;
- (v) Bell with chain.-One;
- (vi) Collar (Mysore type).-One;
- (vii) Hobbles (16 millimeters links standard).-One;

- (viii) Dumchi.-One.
- (ix) Dragging chains (10.75 meters long and 16 millimeters links). - Two.
- (x) Tethering chain (6.5 meters long and 12 millimeters links).One.
- (xi) Trailing chain (Two meters long).-Two.
- (xii) Bucket.-One.
- (xiii) Empty gunny bags for storing rations.- Two.
- (xiv) Hemp for making ropes.-28 Kg. each.
- (xv) Utensils for cooking food, moulds, containers *etc.* (where cooked food is fed).-Required number.

(2) The Mahout should be provided with one bill-hook and the Kothal should be provided with a bill-hook.

(3) Spare chains, collars, ropes and katis should be stocked at a central place to supply readily in times of need.

(4) The supply of accoutrements should be obtained by inviting tenders each year. All accoutrements should be taken to stock in the "Register of Stores, tools, and plant". All unserviceable articles of accoutrements, if they are beyond repairs, should be auctioned every year after the supply of new accoutrements, with the previous sanction of the Divisional Forest Officer.

(5) Namdas should be well stuffed with coconut fibres and gadi with grass or straw and always kept in good condition for use to prevent injuries to the back of elephants. All leather parts of gear should be oiled well and kept soft. Ropes used should be soft and devoid of knots. The Mahout in-charge of elephant should daily inspect the hobbles *and* trailing chains and get the weak links repaired. The Range Forest Officer should arrange for the repairs and replacements of, broken or damaged accoutrements immediately they are reported to him.

109. Distribution of Elephants and Control.- Distribution of elephants for work among the Divisions within a Circle will be made by the Conservator

of Forests and distribution to circles will be made by the Chief Conservator of Forests. The Divisional Forest Officer is responsible for the maintenance and proper extraction of work from the elephants allotted to his Division.

110. Elephant Establishment.- Each working elephant shall have two attendants one called a Mahut and the other called Kothal (Cavadi) These are appointed by the Divisional Forest Officer. As far as possible, the attendants appointed for each elephant should not be changed frequently. An elephant Jamedar or a Forester is appointed in each Division or group of Divisions, as the case may be where large number of elephants are stationed. In Circles where large numbers of elephants are permanently stationed a veterinary Inspector will be appointed for the medical treatment of Departmental elephants.

111. Details regarding various types of capture of elephants are given in Appendix VI.

CHAPTER III

Duties and responsibilities of the forest Officers and office business

112. General - (a) The duty of the Forest Officer is to manage the forests under his control consistent with the objects of managements, in each Case. He has to attend to various works connected with the protection and improvement of the forests, propagation of trees and production of forest produce in demand as well as with their utilisation and marketing.

(b) In order to tackle to the best advantage, the forests under his charge, he has, consequently, a wide range of work He must have a thorough knowledge of the climatic, edaphic and biotic factors influencing the practice of forestry, the distribution of forests and their classification and type. He must be able to identify the different kinds of trees in his forests, and must know the uses to which each can be put and the localities to which they are best adapted. He must be able to survey and assess the area and to determine the amount and value of timber or other forest produce on it. He must be able to draw up plans for protecting the forests from fire and

carry out the details involved in their execution. He must know to control the attacks by insects and fungi, to fight forest fires, to prevent and control smuggling of timber and other forest produce and how many cattle any particular forest will support and how their grazing should be controlled. He must be able to manage forest nurseries and know how to plant trees and when, and how to sow seeds and when and where one is preferable to the other. He must know how to carry out thinnings. He must be able to determine the rate of growth of trees, the age at which they should be cut and to make plans for harvesting and reproducing them. He must be able to draw up a working plan providing in detail for the proper management of the entire forest.

(c) He must know what wild animals and birds are available, how they should be protected and what laws and rules govern the shooting or capturing of wild animals and birds. He should have a fair knowledge of the mineral wealth of the area; and the mining laws to deal intelligently with the Prospectors and Miners. He must have a fair knowledge of the care and maintenance of livestock. He must have a fair knowledge of Engineering to enable him to align and form new roads, to construct simple bridges, culverts, causeways, *etc.*, and to plan and construct buildings.

(d) He must be a good businessman with a sound knowledge of the market conditions to enable him to dispose of the yield from his forest to the best advantage. He must be highly tactful and disciplined in dealing with the subordinates, contractors, privilege-holders and other persons coming in official contact with him. He must be in a position to maintain a correct account of not only works, in execution under his charge, but also of the revenue he has to realise and of the expenditure he has to incur.

(e) He must be well conversant with the Forest Act and Rules and their correct interpretations and have a good knowledge of office procedure and accounting in the Forest Department. He must be fit to enable him to spend the bulk of his time in the forests, controlling, supervising or inspecting forest works. Above all, he must have initiative, drive, sense of discipline, dedication to duty, honesty and integrity.

113. Duties of the Chief Conservator of Forests (General) and Special Chief Conservator of Forests (Development).-

(a) Chief Conservator of Forests (General) is the administrative Head of the Department directing the affairs of the Department. All correspondence of the Department addressed to the Government shall either pass through him or emanate from his office. He will communicate directly and personally with Government whenever he considers it necessary to do so. He will address Government officially on questions affecting matters of policy and on any technical matter which he may desire to bring to the notice of Government. He is the principal technical and professional adviser to Government on forest matters. He is responsible for carrying out and implementing the forest policy as laid down by the Government. It is his duty to make recommendations to Government regarding postings, transfers and promotions of officers of Class I rank.

(b) The Special Chief Conservator of Forests (Development) is empowered to deal on his own authority with professional questions such as Working Plans, and silvicultural operations generally and with such other matters regarding which powers have been delegated to him. He will guide preparation of Working Plans, deal finally with all preliminary Working Plan reports, sanction working schemes for forests not covered by Working Plans, sanction deviations from the prescriptions of working plans, submit completed working plans to Government for sanction and control the execution of sanctioned working plans.

(c) Chief Conservator of Forests (General) will control sales and supplies of timber and other forest produce, guide forest research and find new markets for forest produce. He will keep constant liaison with Forest Research and Forest industries.

(d) Chief Conservator of Forests (General) is responsible for the successful implementation of the Plan schemes of the Department and for their evaluation. The Special Chief Conservator of Forests (Dev.) is responsible for plan schemes concerning his wing such as Rubber, Cocoa, Spices, Resources survey, *etc.*

(e) Chief Conservator of Forests (General) will consolidate the budget and appropriation proposals of the Department for the consideration of Government and the sanction of the Legislature. He will generally supervise over the expenditure and revenue of the Department and regulate it in such a way that the allotted revenue is made up and the allotted budget grants are fully spent with as little fluctuations as possible.

(f) Both the Chief Conservators of Forests will make frequent tours of inspection in the forests. During these inspection tours, they will inspect important forest works, see that the several forest operations are being carried out according to plan, examine the adequacy or otherwise of the protective measures and assess the work of officers and subordinates, the discipline and control maintained by them and the knowledge and experience gained by them. They will conduct detailed inspection in one Division in each Circle once in a year. In the course of these detailed inspections, the following points should receive their particular attention.

(i) Surveys and settlement made or in progress, and their cost extent to which they are still required; nature and adequacy of the maps and settlement records prepared;

(ii) Working plans, already made or in progress, and their cost, extent to which plans are still required, results of working of plans in force, maintenance of Control journals, Control books, Record (If works and Control maps, *de.*;

(iii) Forest boundaries, their nature, condition and state of repair; demarcation works in progress and their cost; demarcation work still to be done;

(iv) Controlling, Executive and protective staffs, its efficiency, state of discipline, its adequacy, etc;

(v) Roads, buildings and other similar works in existence or under construction, their cost, state. of repairs, new roads, buildings or other works required; .

- (vi) Conditions of the Forests, the method of treatment employed, natural regeneration, causes interfering with it, *etc.*;
- (vii) Protection of forests from injury, by man, cattle, fire, insects, fungi and other causes; the adequacy or otherwise of the steps taken; their frequency and causes;
- (viii) Works of regeneration and cultural improvements. extent, condition and cost of plantations made condition of nurseries; new sowings and plantings required; weeding cleanings, thinnings and other cultural operations, extent to which carried on and required;
- (ix) Method of working and management in force, advantages or otherwise of these methods, expenditure incurred on them, out turn of the forests, and financial results;
- (x) Timber Depots, firewood depots, and sandalwood depots, their situation and adequacy, condition in which kept state of records kept up in connection with them, stock-position, discrepancies, if any, in the stock;
- (xi) Problems of soil erosion, the gravity of threat from - this cause and its extent, adequacy or otherwise of the steps taken to prevent it;
- (xii) Forest privileges and concessions existing, the extent to which they have been availed of, to what extent they have been misused, reasons, if any, for their curtailment, modification or cancellation;
- (xiii) Seigniorage rates prevailing, their reasonableness or otherwise.

enhancement or reduction, if any, required;

(xiv) Land problems, extent of forest lands granted for cultivation or other purposes, Darkast application and disforestation proposals pending finalization, availability and extent of Revenue lands for taking over by the Department;

(xv) Forest resources, the occurrence of any particular forest produce in abundance in the locality, its availability in economic quantities, and its suitability to serve as raw material for forest based industries, how best it could be utilised, scope for starting for est-based industries;

(xvi) Enforcement of Forest Act and Rules, breach of rules their frequency and causes, adequacy or otherwise of the enforcement machinery, necessity for amending any section of the Forest and other concerned Acts or any of the Rules framed thereunder;

(xvii) Forest Revenue and Forest advances outstanding, the amount and period over which they are outstanding, steps taken for their recovery;

(xviii) Plantation Registers, Forest Journals and Forest Maps their maintenance and posting them up-to-date;

(xix) Enforcement of Wildlife (Preservation) Act, Preservation of Wild animals and Wild birds, breach of game wild life (Preservation) rule, their frequency and cause, steps taken to prevent such breaches, abundance or scarcity in the occurrence of any particular game and the causes thereof, existence of any wild animal causing havoc to crops, cattle and Man, etc.,;

(xx) Village forests village woodlands, practice of farm-forestry and

results. of Vanamahotsava, the enthusiasm of the Panchayats and villagers in these matters, the Co-operation and technical advice rendered by the Department and what further steps are required to achieve better results.

(g) They will be mainly responsible for maintaining discipline among the officers and subordinates in the Department and for establishing cordial relationship with the other departments of Government.

(h) They may correspond directly with the Inspector General of Forests to the Government of India on purely professional matters on which he may require information or desire to make suggestions or to obtain advice.

114. Duties of the Conservators or Forests.- (a) They are the officers in administrative charge of Forest Circles and are responsible within their respective areas, for the general direction and supervision of all forest works, for the control of establishment, of expenditure, of advances for works and of contracts, sales and supplies and for the general management of forests within their charges.

(b) They are immediately subordinate to the Chief conservator of Forests (General) or the Special Chief Conservator of Forests (Development) as the case may be in all matters. They will obtain orders and instructions from the Chief Conservator of Forests (General) or the Special Chief Conservator of Forests (Development) on professional questions such as working plans, Silvicultural operations, protection of forests and such other matters.

(c) He should see that all money transactions are conducted in accordance with the rules in force; and he should examine the cost of current works as well as those which have been spread over several years.

(d) He should also ascertain that the Divisional Forest Officers and other members of the controlling staff are conversant with their duties, that discipline is maintained and the forest works are properly supervised.

- (e) He is responsible for the successful implementation of the Plan Schemes within his Circle.
- (f) He will regulate the budget allotment within his Circle and exercise control over the expenditure,
- (g) He will control the execution of sanctioned Working Plans.
- (h) He will furnish his opinion, when sought for, to the Working Plan officers while drawing new Working Plans for forests in his circle.
- (i) He will make tours of inspection, visiting every Division in his charge as frequently as possible. During these inspection tours, he will particularly inspect, important forest works, see that the several forest operations are being carried out according to plan, examine the adequacy or otherwise of the protective measures and assess the work of Range Forest Officers and their subordinates and the discipline and control maintained by them.
- (j) He will conduct detailed inspection once a year of each Division and during the course of such detailed inspections, the several points that the Chief Conservators of Forests is expected to give attention during similar inspections, should also receive his particular attention.

115. Duties of Conservator of Forests, Working Plans and Development- Conservator of Forests, Forest Research and Utilisation and Conservator of Forest Wildlife. Preservation, Field Director, (project Tiger).

- (a) The Conservator of Forests, Working Plans, is responsible for planning a phased programme for drawing new Working Plans for forests not yet covered by Working Plans and for revising the Working Plans of Forests, as and when they expire. He will see that the programme is adhered to, to enable the Department to work the forests always according to sanctioned Working Plans. He will supervise over preparation of Working Plans, scrutinise preliminary

and final Working Plans, scrutinise preliminary and final working plan reports, consult the Chief Conservators of Forests and the Conservator of Forests in charge of territorial circles on any matter relating to Working Plans and guide the drawing up of Working Plans by the Divisional Forest Officers in charge of Working Plans.

He will frequently tour and inspect the progress of work, both in the field as well as in office, of data collection and actual drawing up of the plan. During his inspection tours, he will inspect the Divisional Forest Offices to find out, if the prescriptions of the Working Plans are carried out accordingly, if the deviation, if any, made have received the sanction of the appropriate authority and if the prescribed Control books, journals, Record of works and Control maps have been posted up-to-date.

(b) The Conservator of Forests, Forest Research and Utilisation Circle guide, control and supervise forest research in Silviculture, Forest Utilisation and Soil Conservation. For that purpose, he will keep himself abreast with the latest trends in Forestry research utilisation of Forest products and developments in the Conservation of soil and moisture. He will keep in close contact with other institutions conducting research in Forestry and also with the Forest based industrial concerns and co-ordinate research work at the Departmental level. He shall act as a liaison Officer between the Department and Forest Research Institutes on the one hand, and with the Industrial enterprises utilising forest products as raw materials on the other hand.

(c) The Conservator of Forests, Wildlife Preservation Bangalore, is also the Chief Wildlife Warden for the Karnataka State as per Section 4 of the Wildlife (Protection) Act, 1972, and is responsible for implementing and enforcing the Wildlife (Preservation) Act, 1972 and the rules made thereunder. In addition he is the Wildlife adviser to the Chief Conservator of Forests (General), and will deal with all the National Parks and wild life sanctuaries.

(d) The Field Director, Project Tiger, Bandipur is responsible for implementing the tiger project drawn and approved by the Government of India, for preserving the existing tiger population, and further increase its population.

116. Divisional Forest Officers.- (a) The Divisional Forest Officer is responsible for the general management of the forests situated in his Division, the administration of the Division under his charge, the execution of all forest works in the Division and possesses direct control over the forest, establishment employed therein.

(b) He exercises a direct control over the Forest establishment in the Division and it is his duty to see that the Executive, protective Ministerial and other forest staff in the Division maintain discipline and to their duties properly.

(c) He is immediately subordinate to the Conservator of Forests of the Circle in all matters and will receive orders and instructions from him.

(d) He will arrange for regeneration, improvement, exploitation and protection of forests according to sanctioned working plans, Working schemes or annual plan of operations or other orders.

(e) He will conduct sales, enter into contracts and supply timber and other forest produce to other Departments and to the public.

(f) He will realise the revenue allotted to his Division and control the expenditure in the Division.

(g) He will deal finally with all forest offence cases in the Division.

(h) The Divisional Forest Officer shall conduct inspection of all forest works in the division and check-measure works as prescribed in the Forest Account Code, recording the result of such measurements in the 'Measure-

ment books or Field Note books maintained for the purpose. Wherever there are Gazetted Assistants attached to the Divisional Forest Officer, he may delegate his duties of inspection of Forest works and their check-measurements partly to his Gazetted Assistant.

(i) It shall also be the duty of the Divisional Forest Officer to see that Forest and plantation journals, Control books and Control journals are posted up-to-date. The Divisional Forest Officers should strictly adhere to the provisions of the sanctioned Working Plans and take prompt action in obtaining the sanction of the authority competent for the deviations, if any, found necessary in their practical application. In respect of forests for which no Working Plans exist or forests for which Working Plans have expired, the Divisional Forest Officer shall prepare a Working scheme for such forests duly approved by the Conservator of Forests, Working Plans and work them accordingly till they are brought under a Working Plan.

(j) The Divisional Forest Officers should make surprise inspections of the Range Forest Offices when they are touring in the neighbourhood of such Ranges and look into the cash book and verify the cash balance and record a certificate of such inspection and verifications in the cash book, bring to the notice of the Conservator of Forests any omission or irregularity found during such inspections.

(k) Prompt recovery of revenue outstanding of the Division is one of the most important duties of the Divisional Forest Officer. He should take energetic action for settling the outstandings. Most of the revenue outstandings are generally due to non-enforcement of the sale conditions and terms of agreements. In cases of recovery of revenue outstanding resting with the authorities of the Revenue Department for recovery as arrears of Land Revenue, the Divisional Forest Officer should keep the concerned Revenue Officer reminded at regular intervals and should bring to the notice of the Conservator of Forests cases of inordinate delay. Wherever legal proceedings in Civil courts are found expedient for the recovery of revenue outstandings, the Divisional Forest Officer should take prompt steps, obtaining the necessary sanction from the higher authorities. As regards revenue outstandings due from the Government departments for supplies made he

should see that there is no delay in preferring the bills and that regular reminders are issued for the return of the accepted bills. The Divisional Forest Officers are held responsible for the recovery of all outstandings.

(l) Within the framework of Forest Account Code, the Divisional Forest Officer shall regulate and control the grant of advances for works to the contractors and disbursers and it is his duty to see that the advances sanctioned by him either to the Contractor or to the disbursers are actually covered by the work done, or supplies made or services rendered or by cash recovery when such advances are made, and that proper sureties or sufficient securities are taken in respect of advances made to contractors. Prompt steps to sanction the estimates of works or to obtain sanctions of the higher authorities for the estimates of works, as the case may be, before the commencement of the work should be taken by the Divisional Forest Officers and that would go a long way in keeping the advance position of the Division to the minimum.

(m) The Divisional Forest Officer will check the licence books and accounts of each licence issuing officer and verify the cash balance with them at least twice a year and note the result in the weekly diaries.

(n) The Divisional Forest Officer should test check the stock of timber and sandalwood whenever he visits a Timber Depot, Saw-Mill or Sandalwood depot during his inspection tours. In cases where the charges of timber and sandalwood depots and of Saw Mills are not held by Gazetted Officers, it is the duty of the Divisional Forest Officer to check the entire stock of timber or sandalwood, as the case may be, once in a year either by himself or through his Gazetted Assistant and submit an annual stock taking report to the Conservator of Forests. This report should exhibit not only the book balance of each kind of timber or each class of Sandalwood, but also results of comparison of the same with the figures arrived at by actual counting, measurement or weighing, as the case may be in respect of timber, he should also check the timber sold, but not paid for and also timber paid for but not removed by purchasers. A detailed list of timber available in the Depot or Saw-mill or a detailed list of different classes of

Sandalwood available in the Depot at the time of Stock-taking should be appended to the Stock-taking report.

(o) It is an important duty of the Divisional Forest Officer to see that the rules regarding the transit of forest produce are scrupulously enforced by the subordinate executive and protective staff, that the forest check-posts established for the purpose function properly and that the system of issue of passes for the transit of forest produce is properly controlled and regulated.

(p) He may also be required to perform any special work or duty which may be entrusted to him by his superior.

(q) (i) Regarding maintenance of Departmental elephants he is generally responsible for the maintenance, upkeep, care and proper working of the elephants in the Division;

(ii) He is empowered to sanction appointments of Mahuts and Kothals and leave to the subordinate elephant establishment as per the provisions of the Karnataka Civil Services Rules;

(iii) He will approve the programme of work for elephants drawn by the Range Forest Officer;

(iv) He will be responsible for proper distribution of elephants for work in the Division;

(v) He will exercise disciplinary control on the elephant staff and take suitable action in cases of any negligence of duty or mal practice on their part;

(vi) When in camp, he may supervise feeding of elephants, check the work of elephants, take notice of short or inefficient work turned out, inspect the elephants and see to their condition and fitness and inspect the elephant gear and see to their adequacy and good repairs;

(vii) He may conduct surprise inspection of stock of rations and record notes of his inspection;

(viii) He may check the registers of work turned out by elephants and cost of feed and keep of elephants;

(ix) He will make annual inspection of accoutrements.

117. Divisional Forest Officers. Working Plans.- (a) The duties of the Divisional Forest Officer, Working Plans consist of the survey of the growing stock enumeration of trees determination of rate of growth and calculation of annual increment the principal species with special reference to the soil and climatic conditions of each locality and on the basis of data so collected, regulation of yield and preparations of Working Plans for exploitation, regeneration, Silvicultural treatment and protection of forests, while providing for the due exercise of the rights and privileges of the people including grazing of cattle.

(b) He is also required to conduct survey of Forest areas and survey of the Forest resources, and prepare maps.

(c) Careful planning of afforestation schemes and selection of suitable areas for different species form a part of the duties of the Working Plans.

(d) He may also be required to conduct research in subjects specially allotted to him collaboration with the Silviculturists and such other works which may be allotted to him.

118. Silviculturists.- (a) "They will work under the direction of the Conservator of Forests, Forest Research and Utilisation Circle and in collaboration with the territorial Forest Officers and conduct research into problems confronting the forestry practices in the State.

(b) Their sphere of work includes evolution of plantation and regeneration technique of various species, introduction of exotic species of economic value, investigation of methods for the improvement of the growing stock and soil fertility, finding out of suitable species for the afforestation of denuded and arid tracts; cultivation of medicinal plants and other of economic importance and such other things. He shall also investigate measures for the conservation of soil and moisture and measures for controlling and preventing any disease concerning plant species and weed problems.

(c) They will compile statistical data regarding the rate of increment and prepare volume and yield tables for important species. Compilation of a Silvicultural ledger of various species is an important duty of the silviculturist.

(d) They will conduct experiments in Forest Genetics, hybridisation of different species, and seed origin. He will, for the above purposes, maintain necessary experimental, research and demonstration plots.

(e) They will be the co-ordinating agency for the supply and distribution of seeds and other planting material both within and outside the State.

(f) They will keep regular contracts with the Central Silviculturist, Dehra Dun and the Silviculturists of the other States, exchange notes with them, keep abreast with the development in Silvicultural research and conduct and guide the Silvicultural research in the State.

(g) They may also be required to do any special work or duty that may be entrusted to him by his superior officers.

119. Forest Utilisation Officer.- (a) The duties of the Forest~Utilisation Officer will include among other things, the encouragement of more effective and intensive utilisation of forest products in trade, industries, etc. popularization of the various indigenous forest products as substitute to those imported. improvement in the logging technique and tools by mechanisation to save loss during conversion and the finding out of ways and means for the proper utilisation of inferior species of trees by seasoning, preservative treatment or processing such timbers into various types of processed woods.

(b) It is his duty to study the trends in the market for timber and other forest

produce and work in collaboration with the territorial Divisional Forest Officers, to secure the best price for the timber and other forest produce sold by them.

(c) He may freely supply information to the general public and industries whenever information regarding the utilisation, suitability and availability of any species of timber or other forest produce and such other matters as are sought for by them. Results of research in forest products in the country should be published by him through proper media.

(d) Besides conducting research and investigation in the utilisation of forest products, he will pool information on the developments in the utilisation of forest products in the country and outside.

(e) It is his duty to arrange for proper publicity and propaganda to secure more favourable new markets for the forest products of the State.

(f) He will give expert opinion after a thorough examination in cases referred to him to examine any samples of wood in any legal proceedings.

(g) It is his duty to do any special work that may be entrusted to him by his superior Officers.

120. Duties of Assistant Conservators of Forests.- (a) He is immediately subordinate to the Divisional Forest Officer in all matters, receives orders and instructions from him and assists him in supervision and inspection of works like departmental logging, coupe works, plantation works, building and communication works in addition to Silvicultural works in which required technical skill and knowledge. He assists the Divisional Forest Officer to a very great extent in the supervision and inspection of works including check measurement and in control of the establishment.

(b) He will frequently inspect the Range Forest Offices, the timber depots, check posts and licence issuing stations within his Sub-Division and see that the works therein are carried on properly and the accounts, registers and books are maintained in order and posted up-to-date. He will also

check the stock of timber in the depots under the Range Forest Officer or foresters and the accounts of the timber transactions cheque maintained therein and bring cases of irregularities to the notice of the Divisional Forest Officer.

(c) He will compound or deal with the forest offence cases booked by him or the Range Forest Officers within the powers delegated to him as per the Karnataka Forest Rules, 1969.

(d) He will conduct petty sales of forest produce and sanction the highest bid under the powers delegated to him as per Karnataka Forest Rules, 1969.

(e) Wherever there are no territorial Sub-Divisions the Assistant Conservator of Forests attached to the Divisions will perform the duties entrusted to them by the Divisional Forest Officer.

121. Officers in charge of Timber Depots, Sandalwood Depots.- (a) These Officers are responsible for the proper functioning of the organisation under their charges, the stock of forest produce transacted therein, the maintenance of accounts, registers and books in respect of such transactions and for the control of the establishment employed therein.

(b) It is the duty of the Depot Officer to correctly measure and/or weigh the timber or sandalwood received at the depot in his presence.

(c) The release of timber or Sandalwood to the purchaser shall be in accordance with the terms of sale or supply and he shall personally held responsible for any irregularities committed by him in this behalf.

(d) They shall also be responsible for the safety of the stock of timber, sandalwood, machinery, etc., under their charge and they shall take adequate precautions in this behalf. ,

(e) These officers work the immediate control of the Divisional Forest Officers concerned or the Conservator of Forests, as the case may be, and

receive instructions and orders from them.

122. Officers in charge of Mobile Squads.- (a) The administrative control of a squad is vested with the Divisional Forest Officer or Conservator of Forests depending upon the administrative convenience and the officer in charge of a squad may thus be under the immediate control of the Divisional Forest Officer or Conservator of Forests as the case may be, and from whom he will receive instructions and orders.

(b) The squad Officer shall exercise proper control over the establishment under him and shall see that they maintain discipline and do their work properly.

(c) He will keep regular contacts with the territorial controlling executive and protective staff and detect cases.

(d) He should always be Vigilant and maintain informants at strategic places to obtain information regarding the activities of the smugglers of forest produce.

(e) He and his staff should constantly patrol the forest and the customary routes through which forest produce is smuggled and see that the incidence of smuggling of Forest produce is reduced.

(f) Checking of forest produce in transit and detection of cases violating the transit rules would be the most important duty of the Mobile Squad.

(g) The Squad Officer and his staff may seek the assistance and co-operation of the Officers of the Police Department/Special Police C.I.D. (Forest Cell).

123. Range Forest Officer.- (i) The Range Forest Officer is the officer in executive charge of the Range and he is responsible for the efficient management of the Range, for the custody and condition of all Government property in his charge, and for the discipline, conduct and work of all his subordinate staff.

(ii) He is responsible for the execution of all works in the Range with the help of his Foresters and Guards and according to the instructions and orders of the Divisional Forest Officer.

(iii) He is responsible for the collection and credit of Forest revenue for the prompt and correct payment of all sums due for the works executed.

(iv) He must carry out his inspections diligently and see that all his subordinates do their work properly. In the event of serious misconduct on the part of any of his subordinates, the Range Forest Officer should report the case to the Divisional Forest Officer with the explanation of the subordinates for taking further disciplinary action as per rules.

(v) He is also responsible for the correct maintenance of all accounts, relating to revenue, expenditure, stocks of timber and other forest produce yield of forest produce and other matters connected with the Range, the punctual submission of his accounts and reports and the proper handling of his correspondence in the manner laid down by departmental code and manual.

(vi) He should prescribe a definite programme of work from time to time for execution, by each subordinate, and see that the works thus assigned are properly carried out.

(vii) In order to keep the subordinates in the strict path of duty, constant supervision and surprise inspections by the Range Forest Officer are necessary. The inspection of a Beat by the Range Forest Officer should relate mainly to.

- (1) the examination of the Guards uniform, clothing, accoutrements, and other Government property that may be entrusted to his charge;
- (2) the inspection of the Forest Guards' diary book, F.I. report book, maps and plan of the Beat and order file;
- (3) the inspection of the state of protection and the state of boundary lines and boundary marks of the reserved and other forests in charge of the Forest Guard; and

(4) the inspection of such special works in the Beat as may have been entrusted to him for execution.

(viii) The state of protection and demarcation of the forest should receive the Range Forest Officer's special attention. Evidence of illicit fellings, Goat brouching, cattle trespass in dosed areas, and the proper maintenance of sign-boards to indicate areas closed and open to grazing should also receive his attention. Where illicit fellings are observed, the stumps should be examined to find out if they bear the impression of the 'Guard's hammer mark and if they were reported with reference to the Guard's diary book and F.I. report book. Where Goat brouching and trespass of cattle in closed areas are observed. the subordinate must be able to pro\1e on the spot with reference to his diary book and F.I report book that the of the offences had been reported. A similar check should be exercised when the boundary lines and boundary marks are examined.

(ix) He should check the muster-rolls and the mazdoors engaged for any work in the Range as prescribed in Forest Account Code.

(x) He should also check the register of licences (issued) maintained by the Guard showing all the licences executed in the Beat and compare the entries with the duplicates of licences issued.

(xi) He is generally responsible for the protection of forest under his charge, investigation of Forest offences, supervision over forest works, checking the removal of forest produce by purchasers and by right and privilege-holders.

(xii) He will execute the sanctioned works at the proper time, incur expenditure on departmental works at the rates not exceeding sanctioned rates and record the measurements and quantities of work done in the books and registers maintained for the purpose.

(xiii) He is also responsible for the timely disbursement of pay and allowances of the subordinate staff.

(xiv) It is his duty to explain to his subordinates, the existing rights and privileges of villagers, if any, in the forest and the legal actions to be taken when necessary under the Forest Act and Rules.

(xv) He should inspect periodically the accounts of the Depot Officers under his control, subordinate officers entrusted with the collection of revenue and forest contractors and lessees and report to the Divisional Forest Officer, cases of any irregularity or default.

(xvi) He is responsible for the correct posting up of control books and journals, plantation registers and journals of Reserved forests.

(xvii) Whenever forest rest houses are inspected the Range Forest Officer should examine the rain-gauge, if any, set up in the compound, and check the entries made in the Rain-gauge register. He should also examine the bungalow book and ascertain whether rents noted in the register as 'Paid' have been duly brought to account. If any repairs are needed, whether to roads, bungalows, or furniture he should prepare and submit the necessary estimates to the Divisional Forest Officer.

(xviii) Laying out of coupes accurately, where the Surveyors are not available, and marking of trees for felling or reservation is the responsibility of the Range Forest Officer. The Range Forest Officer should frequently inspect the coupes.

(xix) Maintenance of boundary lines and boundary marks of forests in good condition and repair is an important duty of the Range Forest Officer and he should perambulate the boundary lines at least once in a year and submit a report to the Divisional Forest Officer in the form prescribed in Karnataka Forest Manual regarding the condition of the boundary.

(xx) The Range Forest Officer is responsible for clearing and fire-tracing of all fire lines in his Range. He should proceed immediately on receipt of intimation of any fire occurrence to the spot and take prompt steps for extinguishing.

(xxi) It is the duty of the Range Forest Officer to submit estimates for works to the Divisional Forest Officer for sanction and take up the execution of the work on receipt of such sanction. All measurements of works completed should be recorded on the spot in the Field Note Book or Measurement Book, as the case may be, by the Range Forest Officer under his dated signature and completion reports of all sanctioned works must be submitted to the Divisional Forest Officer after the work is completed, inspected and passed by the Divisional Forest Officer. (xxii) The Range Forest Officers should personally check in detail, the stock and the accounts of reach timber depot under their control once in a year and report result to the Divisional Forest Officer. (xxiii) The Range Forest Officers should maintain their cash books posted up-to-date.

(xxiv) The Range Forest Officer should always wear the prescribed uniforms whenever he is on duty and carry with him a bill-hook. It is his duty to see that the Foresters and Guards subordinate to him wear full uniform only when on duty and use their private clothing when off duty. The Range Forest Officer should teach the Foresters and Guards how to dress and salute smartly.

(xxv) The Range Forest Officer should extensively tour, every month inspecting forests, supervising works, checking forest produce in transit, and checking the works of his subordinates. Hurried marches should be avoided except investigation of forest offences. Halts inside or in the vicinity of forests should be made to enable him to inspect forests or works thoroughly. He should programme his tour properly so as to carry out the inspection of works with regularity.

(xxvi) Punctual submission of diaries once in a week with full details as to the works allotted, their progress during the week and the balance remaining to be done is an important duty of the Range Forest Officer.

(xxvii) All subordinates in a Range are under the direct control of the Range Forest Officer who in turn is supervised by the Divisional Forest Officer or Assistant Conservator of Forests. The subordinates in the Range must

obey the orders issued by the Range Forest Officer and obtain instructions from him. All correspondence connected with the work in his Range should pass through him and any subordinate wishing to submit representation to the Divisional Forest Officer or other superior officer may do so only through him. court summons issued to any subordinate should similarly be served through the Range Forest Officer, who has to arrange for the duties of the subordinate being carried out during his absence.

(xxviii) His first duty when he takes charge of a Range is to find out the nature, value and extent of the Forest property committed to his charge and to understand the plans and schemes prescribed for the conservation, improvement, protection and management of that property which may consist not only of natural forests, but also of plantations, roads, bridges, buildings, live and dead stock and so forth. He should also know the legal status of his forests and ensure whether he has got proper maps and working plans in all cases. He must know what staff he has, where they are stationed, what works are assigned to each and what their responsibilities are. He must know the revenue target fixed for the Range, their sources and agencies employed for its collection. He must know what works are in progress, what works are still to be commenced, and the agency employed for their execution; supervision and control. He must examine the condition of all Government property entrusted in his charge, stock position of timber and other produce taken charge of, the condition of boundary lines and boundary marks of forests, and get to know a thorough knowledge of the local conditions markets, labour sources, etc., which bear on the management of the forests. It is essential for him to have a proper knowledge of the measures to be employed by him for the efficient protection of the forests and for the proper execution of all works connected with their utilisation and improvement.

(xxix) Detection, of forest offences and their investigation, filing of charge-sheets, in respect of cases ordered for prosecution by the Divisional Forest Officer and the successful prosecution of forest offence cases in law Courts form part of the important duties of the Range Forest Officer.

(xxx) The Range Forest Officer's important function is the organisation of works entrusted to him and for that purpose he should be capable of recruiting labour and engaging them effectively.

(xxxii) While executing works given out on contract basis, the Range Forest Officer should carefully study the terms of the agreement, specifications, plans, estimates, *etc.*, and see that they are scrupulously observed, without allowing for any deviations except under the orders of the Divisional Forest Officer.

(xxxiii) Correct valuation of forest property is an important duty of the Forest Range Officer and he shall be responsible for *any* underestimation or over-estimation of its value.

(xxxiii) (1) He will see that there is enough timber in the coupes, before an indent for elephants is made.

(2) He should not allow elephants to keep idle of timber or want of dragging gear.

(3) He will see the contractors supplies proper rations in time, and arrange for their receipt, storage and issue. He will prepare monthly bills of contractors for the supply of rations. Whenever it is found necessary, he will arrange for the local purchase of rations and other articles.

(4) He should make surprise inspections of stock of rations with each Mahut.

(5) He will pay surprise visits to elephant camps at feeding hours and supervise over-feeding of elephants.

(6) He shall be responsible for the proper extraction of work from each elephant and report cases of Mahuts who are not extracting proper work from the elephants to the Divisional Forest Officer.

(7) When elephants are reported sick, he shall instruct the Jamedar to attend to First-Aid treatment, if of ordinary nature. In serious cases, he will immediately wire to the Veterinary Inspector in charge of elephants to proceed forthwith for treating the sick elephant. He may indent upon the services of the local Veterinary Inspector in emergent cases. In any case, he should keep -the Divisional Forest Officer informed of the action taken.

(8) He should attend to the immediate repairs, of the elephant gear, etc., so as to avoid dislocation of work.

(9) He shall exercise disciplinary control over Jamedar, Mahut and Kothaland take suitable action in cases of negligence of duty, malpractice, etc. He shall also see that they wear the prescribed uniforms while on duty.

(10) He shall maintain registers of (1) Record of cost, feed and keep of elephants, (2) Weekly statement of work turned out by elephants, (3) Record of work turned out by elephants during each month. and' (4) Record of cost of feed and maintenance of elephants 'and the value of work turned out and submit monthly statements in the prescribed forms to the Divisional Forest Officer.

(11) He will maintain service registers of each elephant under his charge and make the necessary entries therein and record periodic measurements required to be recorded.

123-A. Veterinary Inspector in-charge of Elephants.- (1) He is responsible for the medical treatment of elephants under his charge.

(2) The Veterinary Inspector should examine each elephant at least once in a month.

(3) He will prescribe rations for the working, non-working and sick elephants.

(4) He will supervise over-feeding of elephants during his inspections and also check the stock and quality of rations.

(5) He will submit annual indents for the supply of medicines required for the year and stock them at a Central place. He should keep in each elephant camp a medicine chest with sufficient stocks of medicines in charge of the Jamedar for First-Aid treatment.

(6) It shall be his primary duty to attend on a sick elephant immediately on receipt of a report of sickness.

(7) He will also supervise over proper training of elephants.

(8) He will maintain a Health Register of elephants and forward to the Range Forest Officer, Divisional Forest Officer and Conservator of Forests a fortnightly health report.

(9) He will maintain a stock register of medicines and a clinical register indicating the treatment given to sick elephants.

(10) He should see that the Jamedar, Mahut and Kothal take proper care of the elephant, regarding feeding, pasturing, watering, bathing of the animal, that the elephants are not unnecessarily teased or over-worked, that the sanitation of the elephant camp is properly maintained and report to the Range Forest Officer the conditions of the elephant gear, *etc.*, wherever necessary.

124, Foresters and Section Officers. (i) Where a Forester is posted to the charge of a Section he is directly responsible to the Range Forest Officer for the proper protection of the forests and other Government property included in his Section and for the execution of such works as may be ordered to be carried out in it.

(ii) He should maintain the discipline of the Forest Guards and see that they know their duties and carry them out efficiently.

(iii) He should have a thorough knowledge of the nature and extent of the forest property entrusted to him and protect it with utmost vigilance and diligence.

(iv) He should, by frequent patrolling and perambulation of the Beats under his jurisdiction see that the Beat Guards maintain the boundary lines and boundary marks of forests in proper repairs and order and that illicit fellings, Goat-browsing, and grazing in closed areas do not take place in their Beats.

(v) He will assist the Range Forest Officer in the execution of special works, detection and investigation of forest offences, issue of licences and passes when specially authorised, checking of forest produce in transit and in the execution of licence's for timber and other produce within his Section. He will also assist the Range Forest Officer in laying out of coupes, marking for felling, reservation of standards, and in controlling the extraction and removal of timber or other forest produce from the coupe.

(vi) He should have a thorough knowledge of the rights and privileges of the villagers in his Section and regulate the removal of forest produce by right and privilege holders accordingly and as per the rules in force.

(vii) Supervision over the maintenance of fire-traces in the Reserved Forests protected 'and plantations, etc., during the fire season, control over the work of the fire-patrols engaged. for the protection of forests from fire and surprise visits to ensure that each Beat Guard and fire-patrol is vigilant, are the duties of the Forester in charge of a Section. It shall be his duty to take immediate steps to extinguish the fire, if any, observed by him or reported to him, collecting all the available assistance from the neighbouring, villages, right and privilege holders, and forest contractors and lessees.

(viii) He should know the source of labour and be capable of recruiting them for the execution of departmental works. He should, when required by *the* Range Forest Officer, maintain the muster-roll of labourers engaged on departmental works, and render the accounts to the Range Forest Officer.

(ix) While supervising the works of contractors, he should be in a position to control the works, having a complete knowledge of the terms of the contract specifications, plans, estimates, *etc.*

(x) When he is entrusted with the collection of forest revenue, he should maintain proper accounts and render them punctually to the Range Forest Officer.

(xi) He will also collect drift and stranded timber in his Section and take temporary custody of timber and other forest produce seized in forest offence cases.

(xii) He should see that the First Information Report in respect of forest offences detected by him and his Beat Guards are promptly sent to the Range Forest Officer and the Divisional Forest Officer and the seizure reported to the concerned Magistrate'.

(xiii) He will carry out Silvicultural works such as sowings, plantings, cultural operations, nursery works, collection of seeds, *etc.*, as ordered by the Range Forest Officer.

(xiv) He shall maintain registers, books and accounts required of him, render the accounts and returns, if any, thereof and submit his, weekly diaries to the Range Forest Officer punctually.

(xv) It is his duty to wear uniform when on duty and carry with him a map of his section, diary, a bill-hook and see that his Beat Guards do the same.

124-A. Elephant Jamedar/Forester In-charge of Elephants- (1) He will work under the orders of the Range Forest Officer in whose jurisdiction the elephants are stationed for work.

(2) He is responsible for the execution of each day's work, and will see that elephants leave the camp for their daily work early in the morning and put in at least 6 hours of work each day. He should go with the elephants to the work spot and see that the Mahouts extract from each elephant the work

prescribed for it. .

(3) He should see that the Mahouts do not ill-treat the elephant.

(4) He should see that the Mahouts are trained to exercise proper control over their elephants.

(5) He should see that the elephants gear is kept by the Mahouts in good and efficient condition.

(6) He will see that the elephants are well washed and kept dean.

(7) He will see that Kothals keep the elephant stand dear of dung *etc.*

(8) He will see that each elephant gets the prescribed feed at the prescribed time daily.

(9) He will see that the elephants that are set free in the forest for grazing in the evening are taken to an area of forest where there is good grass and fodder and that they are properly hobbled.

(10) He will see that the Kothals collect grass and branch fodder whenever available *for* feeding the elephants.

(11) He will repost breakages of accoutrements to the Range *Forest Officer* and arrange with his approval for the immediate repair or replacement of the damaged or broken articles.

(12) He will attend to the first-aid treatment of elephants sick or injured in ordinary cases, and report to the Range Forest Officer.

(13) He should exercise disciplinary control over Mahouts and Kothals and see that they wear the prescribed uniforms while on duty.

(14) He is also responsible *for* the proper training of the elephants.

125. Beat Guards.-(i) The duties of a Beat Guard are.-(1) to know the boundaries of his Beat thoroughly, prevent encroachment, . protect his Beat against injury from fire or other causes.

(ii) To patrol the forests constantly in his Beat to prevent offences; where the offences are detected, he must submit First information reports promptly to the Range Forest Officer and the Divisional Forest Officer and assist the Forester and the Range Forest Officer in *their* further investigation. In this connection, it must be pointed out that the real test of a Forest Guard's *work* is the State of Forests in his Beat.

(iii) To maintain the boundary lines and boundary marks of Reserved and other forests in proper order and repair.

(iv) He should see that the rights and privileges existing, if any, in the forest of his Beat are not infringed by the villagers.

(v) He should cut creepers and climbers during his perambulations in the forests.

(vi) He should keep the sign-boards and name boards of forests and plantations and boundary *marks* of coupes in good condition and repair.

(vii) He should know all areas open and dosed to grazing in his ,neat, provide sign-boards, indicating areas closed to grazing, and see that no grazing takes place in the areas dosed. He should never permit goat broussing in the Reserved and Protected forests under his charge. Trespassing cattle should be impounded in the nearest cattle pounds and the offence reported to the Range Forest .Officer with the pound receipt. He should prevent unauthorised lopping of trees.

(viii) He should collect drift and stranded timber.

(ix) He should check licences (Permits), control their execution and attest, and date the endorsement of such check on the license. All licenses checked and executed should be noted down with necessary particulars in a register to be maintained by him.

(x) He should check *forest* produce in transit and see that the forest produce is not removed except in accordance with the transit rules.

(xi) He should possess a knowledge of the several forest works that are in progress in the Beat and control and supervise over such of the works as ordered by Section Forester and the Range Forest Officer. He should also know the forest contracts and leases under operation in his Beat and the obligations imposed on such contracts and leases with a view to enforce them.

(xii) He should be vigilant and be on the look out for fires in the fire season, fire trace the fire-lines in good time, prevent kindling of fire public or private *way in forests*, -control and supervise over the work of fire-patrols engaged and take immediate steps to put out the fire in the event of their occurrence by collecting the neighbouring villagers, right and privilege holders and workmen of the contractors and lessees, if any, in the areas. He should, for that purpose know who are all legally bound to render assistance in case of forest fires.

(xiii) He should know the source of labour and should be in a position to recruit and organise them on any forest work undertaken departmentally and supervise and control the work. When he is entrusted with any special works involving the employment of labourers on daily wages, he should maintain the muster-roll correctly.

(xiv) He should carry out silvicultural *works* such as sowings, plantings, nursery *works*, collection of seeds, creeper cutting, pruning, thinning of coppice-shoots, and such other cultural operations as ordered by the Section Forester or the Range Forest Officer.

(xv) He should keep his uniforms and accoutrements clean and tidy and use them whenever he is on duty- He should never make use of the uniforms when he is not on duty. He should always carry with him bill-hook notebook and other things in a havooc sack or a bag.

(xvi) He should have a fair knowledge of the different kinds of trees occurring in his beat, *their* distribution. the several plantations raised in his Beat and the years of their formation, the Chief items of Minor Forest Produce available in the Beat and the season and the method of their collection, and the important Wild animals and Wild Birds occurring in his Beat.

(xvii) He should know every line, and feature of his Beat.

(xviii) Whenever he is entrusted 'with the charge of any rest-house or inspection lodge or Forest Bangalore he -should keep them their compounds, and approach roads clean and tidy and protect them and the furniture and other articles kept in them safe from damage. He should also protect all Government property such as roads, bridges, buildings, check-post, Rain-guage stations, etc., in the Beat and promptly report any damage to them to the Range Forest Office.

(xix) He should affix on all illicitly cut stumps of trees in the forest, a hammer mark prescribed for the purpose, make a note of the exact locality, description and number of such stumps in his diary book and report about them to the Range Forest Officer. Where such hammer marks are not found and when no reference to the report made can be produced. it will be presumed that the Forest Guard has failed to patrol and perform his functions properly.

(xx) He should submit all his reports to the Forester and the Range Forest Officer promptly. He should maintain diaries and produce them for inspection whenever required by his superior officers.

(xxi) To discharge his duties properly and effectively he must be provided with the following equipments, by the Range Forest Officer concerned.

(1) A plan of his Beat, showing therein the Reserved and other kinds of forests, plantations, buildings, roads, the demarcation lines of forests and their lengths and the boundary marks such as cairns or pillars and their

number and situation.

(2) A diary book with its pages numbered in print to enable him to note down what he did, what offences he detected, what works he supervised and what licenses, permits or passes he checked and such other information.

(3) A report book with its pages in duplicate machine-numbered.

(4) A copying pencil, carbon paper, ordinary paper, and service postage stamps.

(5) A file book for filing any written orders that he may receive from his superior officers.

(6) First Information Report forms and seizure report forms.

(7) A register for entering the licenses executed in his Beat, with columns showing the kind and quantity licensed, the license number and date the date and time of presentation of the triplicate license, the date and time of receipt of the duplicate license, the date and time of checking the produce licensed and recording the endorsement and such other details as the Range Forest Officer desires to prescribe.

(8) A Guards' hammer, a bill-hook or a hand-axe should be with him where he is on duty.

125-A. Mahouts.- (1) He, being the person directly in charge of the elephant, is primarily responsible for 'the proper feeding, maintenance and upkeep of the elephant in good and healthy condition. His efficiency can best be judged by the condition of the animal in his charge.

(2) He should feed the elephant with the prescribed quantity of rations at prescribed hours regularly and water them regularly.

(3) He should regularly bathe the animal daily and keep it clean and tidy.

(4) Wounds, etc., should be regularly dressed by him as per instructions of the Veterinary Inspector.

(5) He should closely observe the animal daily to see if it shows any symptoms of any ailment and report cases of sickness to the Jamedar and the Range Forest Officer. He should see whether the elephant has properly slept or not.

(6) Fresh galls, if any, developed on the animal should be spotted out by him on careful examination and treated immediately.

(7) The dung of the elephant should be examined by him! daily to see if it has eaten mud and if it is fit to be taken out for work.

(8) He should maintain the elephant gear in proper condition and report any breakages to the Jamedar or the Range Forest Officer.

(9) He should extract the prescribed work from the elephant under his charge; should not overwork the animal; should not attempt to extract work beyond its capacity and should not tease the animal unnecessarily.

(10) He ,should see that the hobbles and trailing chains are properly secured while leaving the animal to graze in forests.

(11) He should leave the animal for grazing in forest areas where there is enough grass and fodder.

(12) Every morning, he should go out himself or send his Kothal to fetch the animal from the forest so that they may be sent to work in time.

(13) He should see that castor oil is applied to the head of the elephant regularly every day and that the parts of the body that come in contact with hobbles, chains, collar, gear etc., are smeared with castor oil so as to make the parts smooth to prevent injuries.

(14) He is responsible for the proper training of the elephant.

(15) He will, with the assistance of the Kothal cook the elephant food where cooked food is given to elephants.

125-B. Kothal -(1)He will assist the Mahout in all the duties required to be performed by him, and in addition should see that the elephant stand is kept clear of dung *etc.*

(2) Should collect grass and branch fodder for feeding elephants whenever available and

(3) should scrub the elephant properly at the time of bathing.

126. Office Business.- The office procedure to be followed in Government offices including the Offices of the Forest Department are dealt with, in detail in the Hand book of office procedure issued by the General Administration Department of the Government of Karnataka. All Officers will refer the Handbook for purposes of office business.

127. Correspondence of Divisional Forest Officers.- All correspondence issued from the Divisional Forest Officer will issue in the name of the Divisional Forest Officer and all correspondence intended for the Divisional Forest Officer be addressed to him.

All correspondence addressed to the Divisional Forest Officer shall be opened by him in person and he may, if circumstances permit, take with him into camp his current register and an current papers, except those relating to accounts, so that papers may be promptly disposed of without reference to Headquarters. Covers superscribed "Accounts" shall be opened by the Clerk of the Divisional Forest officer's office during the absence of the Divisional Forest Officer on tour. Telegrams addressed to the Divisional Forest Officer and received at Headquarters when he is in camp, may, if circumstances permit, be opened by a Gazetted Officer at the Divisional Forest Officer's Headquarters and pass on to the Head Clerk of the, Divisional Forest Officer's Office for immediate action, unless the contents of the telegram are such as should be kept confidential, in the opinion, of the Officer who opens it, in which case he will place it in a

sealed cover and forward it to the Head clerk of the Divisional Forest Officer for immediate transmission to the Divisional Forest Officer in camp. If there is no such officer at Headquarters, the Divisional Forest Officer may authorise his Superintendent to open telegram received at Headquarters, when he is in camp.

The Superintendent of Divisional Forest Officer's Office may sign the fair copies of drafts, approved by the Divisional Forest officer the following form being adopted.

True copy / By order

A.B.C.
Divisional Forest Officer.

sd/-
Superintendent

Note.~ (1) Fair copies of orders sanctioning payment of money should, however, be signed only by the sanctioning authority or, if he is in camp, by any Gazetted Officer at Headquarters.

(2) Fair copies of important letters such as those relating to payment of money as also those relating to acceptance of booked figures, etc., to the Accountant General should be signed only by the Head of the Office or an authorised Gazetted Officer of the Office.

128. Correspondence by the Divisional Forest Officer with the Chief conservator of Forests and Conservator of Forests.

The Divisional Forest Officer shall not address the Chief Conservator of Forests except through the Conservator of Forests. The Divisional Forest Officer will adopt the letter form for correspondence with his superior officers, members of Parliament and Legislature and his fellow officers.

129. Tours and Diaries.- (1) The Controlling Executive and Protective staff of the Forest Department shall be required to tour in the areas in their

charge for inspection of forests and of the works carried out in them.

(2) All Gazetted Officers of the Department whose duties require them to tour in the areas under their charge should draw up a programme of tour to be made during each month, in the last week of the previous month, and adhere to it, as far as possible. While drawing such programmes, the officers should keep in view the inspection of forests and works, the meetings and conferences to be attended to, inspection of offices and depots, sales of timber and other produce and the tours and inspection of their superior officers. The Chief Conservator of Forests will send the copy of his tour programme to the Secretary to Government in the Food and Forest Departments. The Conservator of Forests will send a copy of his tour programme to the Chief Conservator of Forests. The Divisional Forest Officer will send a copy of his tour programme to the Conservator of Forests. The Assistant Conservators of Forests holding independent offices will send their tour programmes to their next higher officers under whom they are working.

(3) Hurried and rapid marches should be avoided as such tours do not permit for efficient and useful inspections of forests and works. Halts inside or in the vicinity of forests should be made, wherever possible, in order to enable the officer to inspect the forests or works thoroughly. Frequent journeys, backwards and forwards to and from headquarters, involving as they do great waste of time, energy and money shall be avoided.

(4) The tours of Divisional Forest Officers and Assistant Conservator of Forests should be arranged as to permit a detailed inspection of Ranges. The Divisional Forest Officer should camp out at least 15 days in a month and Assistant Conservator of Forests at least 20 days in a month and carry out intensive inspections of the areas visited. The tour should not only be an inspecting tour, but also one in which the Range works are properly organised with a view to have them executed in proper season in an efficient manner. Each forest should be inspected in detail and all works should be checked. The work turned out by every individual from the

Range Forest Officer down to the Forest Guard should be examined and necessary instructions given on the spot. All important works such as marking of trees for felling or retention in coupes, sowings, plantings and other cultural operations, nursery works, works of exploitation of timber and other forest produce, road and building works, fire protection and boundary demarcation works should receive the personal attention of the Inspecting Officer on tour.

(5) Range Forest Officers, Foresters and Forest Guards should 'Spend greater portion of their time in the various parts of their charge away from headquarters and not content themselves generally journeying out to inspect their works and returning to headquarters in the course of the day. The latter practice renders effective supervision of the forests impossible and hardly affords occasion to them to control the protection of forests and the execution of works in them. They should stay out from headquarters 2 or 3 days at a time, whenever necessary, and devote their full attention in the supervision of works, inspection of forests and in contacting with the villagers and educating them in the matter of protection of forests. Range Forest Officers are expected to spend at least 20 days in each month away from headquarters on tours.

Touring Officers should satisfy themselves before leaving a camp that all supplies received or services accepted, whether by themselves, their servants or their official establishment have been duly paid for at adequate rates by the persons concerned.

(6) That each member of the subordinate staff does his assigned duty in an honest and straightforward manner can be ascertained only by frequent inspections by a superior agency. Repeated surprise inspections of the forests and of the works carried out in them, a careful periodical examination of all accounts, registers and record of works maintained by the subordinates, and above all, a patient and enduring effort to improve the morale and character of the subordinates by example and influence should go a long way towards getting the subordinate to do their work properly. This by

itself cannot help the controlling officer to control the protection of forests and the execution of works in them day after day unless he receives a written report from each subordinate as to what exactly the latter is doing daily. Consequently diaries are prescribed for submission at the end of each week, the object being to keep the higher officer informed of their movements and of the nature and progress of works on which they are employed and further to serve as a medium of communication in a semi-official manner on all matters requiring advice, suggestions and orders.

(7) (a) The weekly diaries should be from 1st to 7th , 8th to 15th, 16th to 23rd and from 24th to end of the month respectively for each month and be despatched so as to reach the next higher officer before the close of the next week.

(b) Delay in the submission of diaries should be avoided. If the delay exceeds over ten days from the time stipulated for submission of diaries, disciplinary actions should be instituted by the competent authorities-on such delinquents.

(8) (a) Forest Guards, be they in charge of Beats or in charge of special works, whenever they are required to submit diaries, should do so through the Section Officer or Forester to the concerned Range Forest Officer, who will review them and take necessary action. But, normally they are not expected to submit diaries.

(b) Foresters should submit their diaries to the concerned Range Forest Officer, who in turn will submit them with his remarks to the Divisional Forest Officer through proper channel. The Range Forest Officer should submit his diaries to the Divisional Forest Officer. The diaries of the Range Forest Officers and Foresters will be retained in the Divisional Forest Office, communicating only *any* remarks and observations made on them to the Range Forest Officer. The latter officer should, thereafter, carry out the instructions, if any, contained in such remarks and observations and report to the Divisional Forest Officer, stating the action taken by him to

give effect to the instructions.

(c) Assistant Conservator of Forests should send their diaries weekly to the Conservator of Forests or the Divisional Forest Officer whoever is their next higher officer under whom they are working. They will be reviewed and recorded by the latter officer in his office communicating only such remarks and instructions as he may find advisable to convey. Action taken by them on such instructions or remarks made by the Conservator of Forests or the Divisional Forests Officer, as the case may be, should be reported by the officers.

(d) The Divisional Forest Officers should send their fortnightly (1st to 15th and from 16th to end of the month) diaries to the Conservator of Forests, who will review and retain them in his office, conveying only his observations and remarks if any, to the Divisional Forest Officer. All such instructions and remarks should be taken note of by the Divisional Forest Officers and the action taken on them should be reported to the Conservator of Forests.

(9) (a) The diary should contain a brief summary of what the officer did each day in the week or fortnight, as the case may be. If a forest was inspected, the name of the forest visited and the exact portion of it that was inspected and full but concise details of works done or inspected should be stated along with the result of such inspection;

(b) A definite statement of progress, showing the various works allotted and their quantity, the progress achieved up to the beginning of the week or fortnight, the progress made during the week or fortnight and the balance remaining to be done, should be furnished at the end of the diary;

(c) The Divisional Forest Officers should note in their diaries, the enquiries held by them and the moral tone and character of the subordinates during the inspection of the Ranges and any observations made by them during

their tour of inspection that may in their opinion require to be conveyed to the higher officers;

(d) The subordinate executive and protective staff should, in addition, mention in their weekly diaries the particulars of forest offence cases detected by them and the boundaries and boundary marks of forests inspected by them;

(e) Information should also be furnished regarding the camp where the halt was made, the distance traversed each day, the mode of conveyance adopted for the purpose the hour of departure from headquarters or camp and the hour return to it or to any other destination at the close of the journey, and the date of previous visit to that place or locality.

(10) The diary of an officer or a subordinate, as a general rule, should contain interesting and useful details of his week's or fortnight's doings. It must, however, be remembered that it is not the length, but the usefulness of the diary that is wanted and the work of the officer or subordinate will be judged in part by the promptness with which he submits his diaries and the amount of useful and correct information they contain.

(11) All officers and subordinates should maintain a pocket notebook which must always be kept in their possession while on tour and in it they should enter on the spot all notes on works done each day, such as forests or works inspected, things observed, instructions issued and such other matters that may provide material basis for the writing up of diaries or making special reports. They will maintain a diary register in which full details of works done or inspected with the results of inspection should be recorded, sending a copy of it every week, fortnight or month, as the case may be, in the prescribed form.

(12) The Conservator of Forests will send monthly tour journal to the Chief Conservator of Forests, so as to reach him before the 15th of the succeeding month and they will be reviewed by him and remarks communicated to the Conservator of Forests. The Chief Conservator of Forests,

will send his monthly tour journal to the Secretary to Government, Food and Forest Departments.

130. The following special instructions have been issued regarding correspondence in Forest Offices.- (1) The number of registers and forms to be maintained in Divisional Forest and Range officers should be confined to those prescribed in this Code or under the orders of the Government, or the Chief Conservator of Forests and without the sanction of these authorities no new form should be brought into use.

(2) Reminders in regard to all references which are more than a month old should be issued by a monthly list to be despatched on a fixed date to the officers concerned with instructions to return the same within a fortnight with their replies in their own handwriting, reminders in urgent cases being issued in the interval only upon the special orders of the head of the office.

131. General orders and circulars of the Chief Conservator of Forests, the Conservators of Forests and the Accountant General.- The general orders and circulars of the Chief Conservator of Forests, the Conservators of Forests and the Accountant General will be filed separately, according to number and date, in a 'Circular File' to which an alphabetical index shall be attached. If received in duplicate, one copy will be placed with the record to which it relates. If only one copy be available, and it has special reference to any case, memorandum of its contents will be filled therewith.

132. A. Books and Maps

Classification of books- Books in use in the Forest Department may generally be classified under the following categories.

- (i) Books on forestry and allied sciences, such as, Silviculture, Botany, Forest Utilisation, Forest mensuration, Engineering, Forest Planning and Management, Entomology, Forest economics, Pa-

thology, Soil and Moisture conservation, Geology, Forest Floras, Wildlife management, *etc.*;

(ii) (a) Forest Acts and Rules, Forest Codes, Forest Manuals, Rules and Regulations;

(b) Other Codes, Manuals, Rules and Regulations.

(iii) Forest Administration Reports;

(iv) Forest Working Plans;

(v) Forestry Journals, Catalogues, Periodicals, Magazines and other similar publications in forestry and allied sciences;

(vi) Forest Settlements;

(vii) Dictionaries and tables.

B. Maps that are generally in use in the Forest Department may be classified under the following heads.

(i) Topo--sheets issued by the Survey of India;

(ii) Settlement maps of each forest or groups of forests;

(iii) Range map;

(iv) Divisional map;

(v) Forest Atlas of the Circle;

(vi) Forest Atlas of the State;

(vii) Working Plan maps;

(viii) Village, Taluk and District maps;

(ix) Map showing forest types;

(x) Stock maps of different species;

(xi) Wildlife distribution map.

They may be, in black or coloured prints, in different scales, in loose sheets or mounted on cloth and wall maps or folded into book forms.

133. (1) Purchase and supply of books, periodicals, maps, *etc.*, must be confined to what is found actually necessary *for* the public service.

(2) All books, periodicals, maps, *etc.*, procured for any office should be registered or filed and must not be permanently removed from the office for which they were intended.

(3) In each office a register of books and a register of maps in Form 21 must be kept separately. The 'Remarks' column of the register should be made use of for indicating the disposal of any book or map and the entries in this column should be dated and initialed by the officer to whose office the book or map belongs.

(4) There will be a Forest library at the Chief Conservator Office, in each of the Circle and Divisional Forest Offices and the Offices of the Silviculturist, Director of Forest Research and Utilisation, Forest Utilisation Officer, and the Conservator, Wildlife Preservation. The books and maps in the libraries of the above offices, as well as those of the other offices, should be carefully kept to ensure their remaining in good order and being easily found when required for reference. They should be kept, as far as possible, in one place and under the custody of one particular clerk, who will be responsible for their condition and safety. He will make them over to his successor on being relieved of charge or to the head of the office whenever they may be demanded.

(5) No books or maps should be removed from the library or office, as the case may be, without the permission of the head of the office. When a book or map is removed, a receipt must invariably be furnished by the officer removing it and the receipt should be returned to him or cancelled when the book or map is returned.

(6) Every officer on receiving charge of the office should satisfy himself that the library or the stock of books and maps is in good condition and, unless he reports at once that the books and maps are out of order or that any volumes or maps are missing, it will be assumed that he received the charge of the library or the stock of books and maps in good order and he will be personally responsible for any defects which he could have noticed by inspecting the library or stock of books and maps on his assuming charge.

(7) The Ministerial head of the office in every- office shall be in overall responsibility for all books and maps in the office. On the 1st April of each year, he should take the stock of books and maps and note the result on the register concerned, bringing to the notice of the head of the office, cases of loss or damage and any irregularities in their maintenance for taking such action as he deems necessary.

(8) Every person who is responsible for the loss or damage of any book or map shall be liable to pay the actual cost of the book or map or such compensation for loss or damage, as the case may be, as assessed by the head of the office, having regard to the circumstances under which the book or map was lost or damaged, its original price, and the date of its purchase or supply and the nature and amount of damage.

(9) The controlling officers, during the course of their inspections of the subordinate offices, should check the actual stock of books and maps and compare them with the entries in the register of books and maps and take prompt action in cases of discrepancies. They shall also examine whether they have been properly maintained under good repair and posted up-to-date with all the amendments in respect of Government publications. They should particularly "see, if all alterations such as, additions or exclusions from forests, plantations raised new roads formed, coupes worked. etc., are marked in the maps and take prompt steps to set them right, if not done. They will also examine adequacy or otherwise of the books and maps in -the offices they inspect and .m case of any deficiency in requirement take suitable steps to arrange for their supply.

(10) Periodicals such as forestry publications and bulletins as well as books which are published in parts must be bound in volumes, which will usually be yearly. Annual administration reports and similar publications may also, for convenience of preservation, be bound up in volumes from time to time.

(11) The *addenda* and *corrigenda* to Acts, Rules, Codes, Manuals and other similar publications must be entered in their places immediately on receipt, the posting of each such amendment being listed on the fly leaf of each copy of the book concerned, existing in the office. It shall be the responsibility of the Ministerial head of the office to see that all these publications are being properly posted up with amendments issued from time to time. The heads of offices should examine, from time to time, all copies of these publications maintained in their offices so as to assure themselves that they are being properly posted up.

(12) The Chief Conservators of Forests are authorised to supply, free of charge, copies of the Administration reports, Working Plan reports and the like of the Forest Department to such of the Heads of Forest Departments of other States as are prepared to reciprocate. If the Department of the other Government does not agree to exchange, he may obtain or supply, as the case may be, such publications on payment of cost. For that purpose, a nominal price of Rs. 10 per copy for each working plan and Rs. 2 per copy of Administration report is fixed.

(13) The Chief Conservators of Forests are authorised to purchase direct from the Manager, of Publications, Government of India, New Delhi, the publications of the Government of India required by him, if they are not being supplied free and if they are required for reference for official purposes.

(14) Copies of the 'Indian Forester' and 'My Forest' shall be procured by all the Gazetted Heads of Offices.

Purchase of Books

(15) Rules regulating the purchase of books, powers delegated to officers in this connection are contained in the Manual of Contingent Expenditure, 1958 and the Manual of Financial Powers, 1959 and subsequent amendment issued by Government from time to time.

(16) Maps.- (a) All maps superseded by new editions should be destroyed except three copies which should be clearly marked "Superseded in 19...." at the top and carefully preserved.

(b) All unmounted maps should be laid flat on the rack and a piece of thick cardboard of 100 cm. by 70 cm. should be placed on the top of the maps on each shelf. When copies of more than one sheet are placed on the same shelf, different sheets should be separated by pieces of thick cardboard and a tag attached "to each set showing what it consists of.

(c) In each Division, the following maps will be maintained and one or more copies of each should be mounted in book form.

(i) A Divisional Forest reference map on the scale of 4 miles to the inch or its equivalent in the Metric system showing all Reserved Forests, Protected Forests, District Forests, Village Forests, Plantations, Roads, cart-tracks, forest buildings, depots, checking stations, Range divisions and other items affecting administration of the forests;

(ii) A Range Forest reference map, posted as above, but in greater detail showing names of hills and streams, Sections and Beats and the headquarters of Forester in charge of Sections and of Beat Guards license issuing stations cattle pounds, *etc.*;

(iii) Separate maps for each Reserved, protected or other forests and plantations showing topographical features and all enclosures, rights of way, forest roads, cart-tracks, footpaths, forest buildings, check-posts, compartment and coupe linces, names of hills, streams, *etc.* Forests that adjoin one another may, if desirable, be shown in one and the same sheet;

(iv) Separate working circle maps on such scale as may be suitable in

each case.

Note.- In the case of Nos. (ii) and (iii), the scale of the map, may vary according to requirements, the ordinary scale being 1 and 4 inches to the mile respectively or its equivalent in Metric system.

(17) The Forest Atlas of the State is compiled from the Divisional Forest reference maps referred to supra and is kept in the Secretariat. the Office of the Chief Conservator of Forests, the Superintendent of Forest Surveys, Dehra Dun and at the offices of the respective Divisional Forest Officers, Working Plans. Each Conservator of Forests should maintain the Atlas as far as it relates to his own circle.

(18) It is the duty of the Divisional Forest Officers to see that all alterations of boundaries, such as additions, exclusions, enclosures, etc., all new roads and buildings, etc., are promptly entered in the maps at headquarters from which the camp copies Range and other maps must be posted at least annually.

(19) The Divisional Forest reference maps should be connected annually up to 31st March and will be forwarded to the Conservator of the Circle before the 1st May following, the Atlas in the Conservator's Office will then be correctly posted and the Divisional maps will be returned. The Conservators should forward the corrected copies of their Atlases to the Chief Conservator of Forests before the 1st July of each year and the latter officer will correctly post up the several copies of the Atlas in his office and the copy kept at the Secretariat.

(20) A coloured copy of each map, mounted on cloth, should be endorsed "Record copy" and should be kept in the Divisional Forest Office, corrected up-to-date as and when additions or alterations take place with a note regarding notification of alteration.

(21) Once every year, copies of all sheets on which alterations have been carried out during the year should be sent to the Conservator so that he may post his record copies up-to-date. The copies sent from the Divisional Forest Officer with not be record copies which must under no circumstances be removed from their offices.

(22) Rights of way, plantations formed, Working Plan details, etc., should be specially coloured in the record copy.

(23) The Conservators will annually supply the Superintendents of Forest Surveys with details of all alterations carried out on the Survey of India Maps.

(24) The rules governing the purchase of books are applicable *mutandis mutatis* to the purchase of maps also.

(25) The Chief Conservator of Forests and the Conservators of Forests are empowered to sanction purchase of topo-sheets and taluk maps subject to budget provision.

(26) The procedure to be followed in connection with forest surveys and in obtaining forest maps are given in Appendix VII.

(27) Periodicals as well as books which are published in parts must be bound up in volumes, which will usually be yearly. Annual reports and similar publications, for convenience of preservation, shall also be bound up in volumes from time to time. A similar procedure will also be adopted in respect of the proceedings of the Chief Conservators of Forests.

134. Uniform to be worn the executive and protective officers.- The uniform to be worn while on duty, the pattern prescribed and the conditions of supply with other particulars are given in Appendix VIII

135. Preservation and destruction of records.- A statement showing the list of records and correspondence which are to be permanently retained and those showing the number of years after which they could be destroyed is given in Appendix IX. Soon after the close of the financial year, the heads of offices will examine the records of their offices with a view to the destruction of those documents and take action accordingly.

136. Transfer between Foresters, Guards and Depot Keepers.- A transfer report in Form 22 shall be submitted to the Divisional Forest Officer through the Range Forest Officer in the case of Foresters and Beat Guards and in Form 6 in the case of Sandalwood timber fuel Bamboo depot keepers.

CHAPTER IV

137. Annual Administration Reports and other Periodical Returns. - Each Divisional Forest Officer shall submit to the Conservator of Forests a brief annual report or statement of progress of his Division for the financial year ending the 31st March so as to reach him not later than the 31st August. The report should follow the arrangement of subjects, detail in Article 141 and such other details as may, from time to time, be prescribed by the Chief Conservator of Forests the report should be accompanied by the annual returns detailed in Article 142 *infra* and by such other returns as the Chief Conservators of Forests may direct. The principles laid down and the instructions contained in Article 140 should be followed in compiling the administration report. The Divisional Forest Officers, Working plans, the Forest Utilisation Officer and the Silviculturists shall also submit to their respective Conservators their annual reports in such form and accompanied by such returns as the Chief Conservators of Forests may prescribe

138. The Conservator of Forests shall review the Divisional reports, prepare his own report for the Circle exhibiting in a concise manner the progress of work during the year and submit it to the Chief Conservators of

Forests so as to reach him and not later than 15th October. 'The report should follow the arrangement of subjects laid down in Article 141 and in accordance with the instructions contained in Article 140. The annual returns prescribed in Article 142 should accompany the report.

139. (a) The Chief Conservators of Forests will review the Circle administration reports and from them and other information in his possession will compile a concise report for the State and submit to Government a type-written copy of it in duplicate so as to reach them not later than the 15th December. The report will follow the arrangements of subjects as laid down in Article 141 and will cover all the important activities of the Department and particularly those affecting the ryots and the general public. The Report will be in two parts, Part I containing the Administration report proper and Part II comprising the annual returns.

(b) The Government will review the administration report of the Department and send an approved copy of the report with their review to the Director, Government Printing, Stationery and Publications, Bangalore with instructions to publish the report and to supply the number of copies of the report required by the Government formation.

140. In compiling the report, the following principles should be strictly followed.

(i) The annual administration report is a record of work done and as such should contain no proposals for future action or complaints regarding inadequacy of funds, establishment, etc. Such representations should form the subject of separate reports;

(ii) The report should contain only the explanation of really important or suggestive variations in the statistics, and the statement of really noteworthy facts in the history of the Year's administration;

(iii) No mere paraphrasing and 'reproduction of statistics should be allowed in the report;

(iv) All attempts to offer explanations of variations in the figures which are not important or unusual should be excluded unless the fact alleged in explanatory is in itself important enough to demand mention;

(v) It should be recognised that the more brief a report is the better, provided it conveys all that is needed for an intelligent comprehension of the meaning of the facts and figures and of the salient features of the year's work. Prominence should be given to facts which are likely to interest the public;

(vi) The body of the report should be almost in a narrative form the reproduction of tabular statements from the corresponding returns being avoided. It will occasionally be necessary to introduce tables of comparative statistics into the narrative, but such tables should be brief and simple and their number rigidly restricted;

(vii) The number of maps, photographs and diagrams should be restricted and they should be inserted at suitable places in the report; .

(viii) The printing of statistics side-ways on a page should be avoided as far as possible;

(ix) Pages of tabular matter should not be printed with the columns left entirely or almost entirely blank;

(x) It is seldom necessary to give in full detail: and in separate columns, in tables of statistics, the corresponding figures for the preceding year. In most cases, it will be found sufficient to give corresponding figures for the totals only by means of one additional line at the foot of the table;

(xi) No criticisms of orders passed by Government should be inserted in the annual administration reports, and any discussions in administration reports of the Policy of Government Orders must be avoided;

(xii) Care should be taken in the preparation of the reports to avoid discrepancies between the figures given in the body of the reports and those given in the corresponding annual returns;

(xiii) Whenever figures relating to various Divisions are furnished, they should be presented in tabular form;

(xiv) Correct scientific nomenclature of all plants should be employed in the preparation of the Forest administration reports. As regards the more generally known trees, plants and products, if the local and not the scientific name is in common usage, it will suffice to give the scientific equivalent once or twice when the tree, plant or product is first alluded to in the report. The scientific name should invariably follow the local name.

141. The administration report should be arranged in chapters, sections and sub-sections mentioned below and compiled according to instructions given under each head.

introduction- It should only deal in a summary way with the points contained in the Report. Any special matters not directly connected with the administration of the forest property of the State, but bearing on it, should be included in the general remarks.

CHAPTER I

Constitution of Reserved Forests.

(1) Alteration of area.- This section should give concisely the areas added or excluded during the year, together with the reasons for additions and exclusions. The five classes of forests, viz., (1) Reserved forests (2) Protected forests (3) District forests (4) Village forests and (5) Private forests under the management of the Forest Department should be dealt with.

(2) Forest settlements.- The progress made in Forest settlement should be recorded. The area finally settled during the year, that under settlement,

the cost of settlement and an estimate of the area still available for settlement together with suggestions for the future should be added.

(3) Demarcation.- The length of new boundary demarcated and the old boundary repaired and maintained should be noted differentiating external and internal boundaries. The method employed and the cost per unit length should be stated. An estimate of length of new demarcation still to be done should also be mentioned.

(4) Forest surveys.- A short report by the Circle Superintendent, Survey of India Department, should, where necessary, be entered here followed by a brief note of local surveys carried out. The section should close with an estimate of the amount of survey work still outstanding.

CHAPTER II

Management of Reserved Forests

(1) Regulation of management.- (a) Preparation and control of regular Working Plans.- Under 'preparation' should be mentioned the areas for which new working plans were sanctioned during the year and the areas for which working plans were under compilation. In the case of completed plans, the cost per square kilometre should be recorded. Under 'Control', it should be mentioned whether the prescriptions of existing plans were carried out; important deviations should be explained and the authority therefor stated. Revisions of working plans should next be noted. The subsection should close with an estimate of the area for which working plans are still required and a list of plans that expire within the next three years.

(b) Preliminary working plan reports.- A brief note of the reports submitted or under compilation should be entered.

(2) Motor vehicles, communications and buildings.-- (a) Motor vehicles.-In this sub-section, different kinds of motor vehicles in charge of the Department, the new vehicles acquired during the year with their cost and

the cost of maintenance and repairs of the vehicles should be detailed.

(b) Roads and bridges.- This sub-section includes slides and all other forms of export lines. The information should be sub-divided under the heads 'permanent' and 'temporary' works. Details of new roads, bridges, etc., constructed during the year together with their cost and the cost of maintenance and repairs of the existing roads should be furnished. If the works were of some magnitude and importance, details may be given regarding their nature.

(c) Buildings.- Here again, the information given should differentiate between 'Permanent' and 'temporary' works. Details need only be furnished in respect of permanent buildings of importance. New buildings, constructed during the year with their cost and the cost of maintenance, repairs to and improvements, if any, of old buildings should be detailed in this sub-section.

(d) Miscellaneous works.- In this sub-section should be noted important miscellaneous other works executed during the year together with cost. Details need not be mentioned of works that are not of any importance. In such cases a statement of the cost incurred with suffice.

(3) Protection of Forests.- (a) General protection.- This sub-section is of great importance and in it should be compared the total number of forest offences detected during the year, under the heads (1) injury by fire (2) unauthorised felling or removal of timber and other produce (3) grazing offences (4) offences relating to encroachment in forests and (5) other kinds of offences, with those of the previous year and the average of the past three years, the reasons for any marked variation in the total being given. In another paragraph, the number of cases pending disposal at the beginning of the year, the cases detected during the year, their total, the cases disposed of during the year and the cases remaining undisposed at the close of the year should be furnished Circle-wise. In a separate paragraph, the number of cases compounded, the compensation amount realised, the value of produce confiscated, the value recovered of the produce released should be noted circle-wise. In another paragraph, the

number of cases taken, to Court should be considered together with the percentage of convictions obtained and the nature of punishments inflicted by the Magistracy in important cases. The sub-section should close with remarks as to undetected cases.

(b) Unauthorised felling and removal of forest produce.- In this sub-section, offences of the kind should be classified under (i) timber (ii) Sandal wood (iii) fire wood (iv) bamboos and (v) Minor Forest Produce. The increase or decrease in offences under this head should be compared with those of the past year and measures taken to reduce illicit felling and misappropriation of forest produce and the causes thereof should be explained.

(c) Special protection staff.- In this sub-section, the work carried out by the Special protection staff namely mobile squads and other establishments employed exclusively for the prevention of smuggling of timber., sandal wood and other forest produce should be dealt with. The number of such establishments, the cases detected by them during the year compared with those of the previous year should also be mentioned with results.

(d) Injury by fire and protection from fire.-The number of cases of fire offences observed during the year and the reasons for the increase or decrease of fire offences with those of the previous year should be explained Measures employed for protection of forests from fire should be briefly mentioned in a separate para. "The area successfully protected from fire and its percentage in respect of the total forest area should be noted. The figures of areas protected should not include forest areas which enjoy natural immunity from fire as they do not give indication of the success attained by continued precautions. What is required is the most reliable information obtainable which will afford some indication of the extent of forests susceptible to forest fires for which continuous protection is desirable and the proportion of such forest which has been protected by departmental efforts. Hence, a statement as to the area attempted for protection and the area actually protected should be noted in this sub-section. Areas as are naturally immune should be shown separately.

In a separate paragraph under this sub-section the original fires should be considered under the following heads.-

- (i) Those originating in departmental fire conservancy operations;
- (ii) Those originating externally and crossing over external fire lines;
- (iii) Those originating inside the forest by carelessness or accident by outsiders;
- (iv) Those originating inside the forest by intention or malice;
- (v) Those due to unknown causes.

The sub-section should end with a statement of cost of fire protection

(e) Unauthorised grazing and protection from cattle.- The sub-section should commence with a statement as to the extent of forest area open to cattle grazing, the area closed to grazing and the percentage of the former to the whole forest area. The number of grazing offences detected, during the year should be compared with those of the previous year and the variations explained. The number of cattle impounded as compared with the average of the past three' years should be noted and reasons given for any marked change in these numbers. The injury done by cattle, the means taken to prevent such injury and their results should be recorded. The total number of different kinds of cattle admitted to graze, the amount of grazing fees, if any, collected and any special steps taken for the improvement of fodder and pasturage in forest areas should be given.

(f) Encroachments in forests.-In this sub-section, offences of the kind should be classified under (i) Reserved forest and (ii) District and protected forests. The extent of encroachment under each kind of forests at the beginning of the year, the area encroached or found to have been encroached during the year, the area evicted of encroachments and the area of encroachments dis-afforested during the year, the balance area remaining encroached at the close of the year and the measures taken to obtain evictions should be given reasons for decrease or increase of such

offences compared with the previous year should also be noted.

(g) Other offences.-The nature of the offences, the number of offences detected under each sum kind together with reasons for increase or decrease in number compared With the past year should be noted.'

(h) Protection against injuries from natural causes.- The more common injuries and damage to forest crops and forest produce and the measures taken to prevent such injuries and damages may be dealt with under the following heads.

(i) Virus, bacteria and fungus diseases;

(ii) Vegetable pests including creepers, climbers, loranthus, prickly pear, lantana, eupatorium, *etc.*;

(iii) Animal pests including rats, rabbits, hare porcupines, birds, reptiles, monkeys, Deer, Sambhar, Bison, Elephants, Wild Boars, *etc.*;

(iv) Insect pests, including Teak-defoliators and other insects, locusts, grasshoppers, crickets, termites, *etc.*;

(v) Other causes, such as severe drought, frost, floods, cyclones, thunderstorms, erosion, *etc.*

CHAPTER III **Silviculture**

(1) System of Management- Under this section, tabular statement showing the total areas of forests worked under each system of management should ,be given *viz.*, (i) Clear-felling, (ii) Selection felling, (iii) Selection-cum-improvement, (iv) Simple coppice (v) Coppice with standards or reserves (vi) Sandal and (vii) Bamboo Working.

(2) General progress of regeneration and afforestation.- This section will describe all ,areas under regeneration under three main heads, viz.

- A. Mainly natural.
- B. Mainly artificial.
- C. Afforestation.

Under A. 'Mainly natural' ,there will be two sub-heads, viz., (i) concentrated and (ii) not concentrated. Regeneration in coupes under simple coppice or coppice with standards of reserve method of working will constitute 'concentrated regeneration while regeneration in forests worked under the selection or improvement systems, and canopy lifting will fall under 'not concentrated'. 'B. Mainly artificial' will include all plantation works under taken to replace tree-growth removed by fellings and the replacement of which is not obtained by natural regeneration e.g., concentrated plantations of Teak, Eucalyptus, Casuarina, Softwoods, Cashew and other species of economic importance.

C. Afforestation' will deal with creation of new forest crops where there was little or no forest growth, e.g., afforestation of arid areas, bare-hillocks and eroded slopes to check soil erosion by contour trenching, sowing and planting. The technique of afforestation adopted, area dealt with, species laised, expenditure Incurred and the results obtained should be de~ in brief. The details of irrigated and mechanised plantations shall be separately given.

(3) Forest nurseries.-In this section,. the extent of permanent and temporary nurseries raised, an approximate estimate of the different seedlings obtained therefrom and the number of seedlings made use of for local planting and those supplied to others together with the cost incurred and the revenue, if any, realised should be noted.

(4) Seed collection.-Seeds of various species collected, those purchased from outside, quantities used for direct sowing and for raising nurseries and quantities supplied to other including supplies made outside the State together with the cost incurred and the revenue lealised should be noted.

(5) Tending of the growing stock.-This section should deal with the usual cultural operations, such as weedings, hoeings, cutting back operations climber-cutting, felling or girdling of worthless species, cleanings, thinnings, canopy lifting, de. The operations carried out should be separately shown for (i) areas under concentrated regeneration and (ii) areas not under concentrated regeneration.

CHAPTER IV

Forest Utilization

(1) System of management.- General.-Areas worked for major forest produce, such as timber, firewood, sandalwood, bamboos, *etc.*, under the various methods of exploitation classed under the headings clear felling, selection, simple coppice, coppice with standards or reserves, improvement fellings and unregulated fellings should be stated and any reasons for increase or decrease of the areas operated on should be explained, The system of disposal of minor forest produce should be stated here along with efforts, if any, made to increase the utilisation of minor forest products. The method for regulating grazing in forests should also be dealt here.

(2) Agency of exploitation.- (i) By Government agency.-The sub-section should be considered under different produce exploited, *viz.*, timber including sleepers and sawn material, sandalwood, firewood and charcoal, bamboos, minor forests products, ivory, *etc.* The quantities extracted, their transport, depot arrangements, sales and supplies, *etc.* should be briefly described. Mechanical skidding, conversion of timber in the Departmental Saw Mills and the seasoning and treatment of timber in Plants should also be mentioned in this sub-section.

(ii) By private agency...-(a) Quantities of the different major and minor forest products exploited by contractors and lease holders and the revenue obtained there from should be explained under this sub-section.

(b) Quantities of different kinds of forest produce removed by purchasers

and consumers on permit or license system and the revenue derived therefrom should be noted under this sub-section.

(c) Different kinds of forest produce removed by right and privilege holders and those granted free or at concessional rates should be mentioned in this sub-section, with explanations as to any increase or decrease in demand as well as the means taken to permit the proper exercise of rights and privileges without damage to the forests. The estimated quantity or value of removals and the value foregone by the department should be stated under each of the heads:- timber, firewood, bamboos, grass and grazing and other minor forest produce.

(iii) Gross yield and out-turn- In this sub-section, a summary of forest produce by volume, quantity or value extracted by whatever agency should be given.

CHAPTER V

Forest Industries and Corporations

(1) The Karnataka State Forest Industries Corporation Limited.- The annual working and details including the financial results shall be given.

(2) The Karnataka Forest Plantation Corporation limited - The physical extent of plantation covered, annual details of works done and financial results should be given. Wood Seasoning Kilns, etc., should be explained together with their outturn, expenditure and profit or loss.

(3) Industries dependent on the Forest Department for raw materials.- In this section, the more important of the forest-based industries both in the public and private sector, the kinds and quantities of raw materials drawn by them, the revenue realised from these sources compared with the figures of the past year and further scope, if any, for the establishment of new industries on the availability of any particular raw material in abundance maybe explained.

CHAPTER VI

Financial Results

(1) Revenue. – The revenue allotted for the year and that realized should be stated, explaining reasons for any appreciable variations.

In another paragraph, the revenue of the year should be compared with those of the previous three years and important factors, if any, contributing to large variations should be explained.

An analysis should then be made in a tabular statement, the details of revenue realized during the year under each budget head against the allotment, furnishing explanations for large variation between the allotment and actual realisation.

In a separate paragraph, the revenue outstandings of the year showing the demand, collection and balance should be noted, stating reasons for items of heavy outstanding.

(2) Expenditure.- The total expenditure under all heads, viz., Conservancy and Works, Developmental schemes and Establishment should be stated against the allotment and compared with those of the past three years.

A tabular statement of expenditure under various heads under establishment. Conservancy and Works and Schemes under Five Year Plans should be added indicating the allotments made. Variations between the allotments and the actual expenditure should be explained wherever necessary.

(3) Net Revenue.-The net revenue surplus of the year should be stated and compared with that of the previous year.

(4) Forest advances.- The position afforest advances for works during the year should be briefly explained in this section.

CHAPTER VII

Administration

(1) A brief account of the charges held by the Class I Officers of the Department should be given in this section.

(2) New Gazetted posts sanctioned, if any, during the year should be noted in this section quoting the relevant Government Orders sanctioning such posts.

(3) Appointments and promotions in the Gazetted cadres should be furnished in this section.

(4) A list of Gazetted Officers of the Department in foreign service on deputation during the year and those reverted to the Department from the Foreign Service should be furnished in this section.

(5) Forest Education.-(i) List of IFS probationers and KFS probationers deputed for training in the Diploma Course of Forestry at the Indian Forest College, Dehra Dun may be given in this sub-section.

(ii) Names of officers deputed for specialised postgraduate studies and study tours in foreign countries may be mentioned in this sub-section.

(iii) The number of candidates deputed for Ranger's training in the Southern Forest Ranger's Colleges, Coimbatore may be given in this sub-section.

(iv) The working of the Foresters and Guards Training Schools and the number of candidates trained therein during the year may be noted in this sub-section.

(6) (i) List of casualties and requirements of Gazetted Officers of the Department may be noted in this sub-section.

(ii) A tabular statement showing the number of subordinates retired, died or resigned may be furnished in this sub-section.

(7) A statement showing the various kinds of punishments inflicted on officers and subordinate establishment of the Department should be furnished in this section.

(8) A brief account of the temporary establishment freshly created during the year and that continued from the previous year may be summarised in this section.

CHAPTER VIII

Research and Experiments

In this chapter, a brief summary of the research and experiments carried by the Department, their objects, progress and results achieved together with their contribution in the advancement of scientific management of forests may be given. It is not necessary to go into the statistical details of each item of research or experiment and it would suffice to mention the nature of experiment the object aimed at the conclusions, if any, arrived at.

Research work and experiments carried out in each of the territorial Circles by the territorial Officers and those carried out by the Silviculturist and Forest Utilisation Officer may be shown separately.

CHAPTER IX

Development Schemes under Five Year Plans

In this section, various schemes sanctioned for the year, the physical and financial targets fixed may be enumerated under the following groups..

- (a) State Sector Forestry Schemes;
- (b) Central Sector Schemes;
- (c) Centrally sponsored Schemes;
- (d) State Sector Other Schemes like 64 famine relief, CADA, *etc.*;
- (e) Schemes of special nature like World Bank, CARE, *etc.*

CHAPTER X

Welfare activities of Backward Classes, Scheduled Castes and Scheduled Tribes

This chapter should summarise measures taken to help the above classes to improve their economic conditions, such as.

- (i) Free or concessional grant of timber fabricated doors and windows, bamboos, etc., for construction of dwelling houses, 'huts, etc.;
- (ii) Release of lands from forests for house sites, cottage industries, etc.;
- (iii) Lease of land for Cumri and other forms of cultivation on Agri-Silvi basis;
- (iv) Free or concessional grant of bamboos, canes, tanning materials, etc.; for cottage industries;
- (v) Grant of contracts and leases for the exploitation of forest produce to Forest Co-operative societies of the tribals and other forest dwellers;
- (vi) Maintenance of tribal schools and forest dispensaries for the benefit of the tribals and other forest dwellers; and
- (vii) The extent of employment provided to the weaker sections as forest labour in various works of the department;
- (viii) A general note on Forest tribes and hill tribes and their allocations may be given. For example the position of Jenukuruba, Kadukuruba, Hakkipikki. Sholigars and their extent of involvement in Forest operations shall be briefly narrated.

CHAPTER XI Wildlife Preservation

(1) (a) National parks Wildlife Sanctuaries and Birds Sanctuaries.- A brief account of the various Wildlife Sanctuaries and National Parks maintained by the Department and the fresh Sanctuaries and parks, if any, added on during the year should be given.

(b) The number of Wildlife Preservation and shooting Blocks maintained by the Department during the year may be stated in this sub-section.

(2) A summary of improvements effected in the sanctuaries for the benefit of the Wildlife and the facilities provided for the tourists and visitors to go round the sanctuaries should be given in this section.

(3) Measures taken to preserve Wildlife.

(a) Issue of Game Licences and Block Licenses and the revenue realised;

(b) Game offences detected.

(4) Havoc caused by wild animals and the measures taken to combat such a havoc.

(5) Capture of wild animals during the year, their disposal and revenue realised.

(6) Celebration of Wildlife Week.

(7) The number of tourists and visitors, visiting the different sanctuaries and the revenue derived from this source.

In this section may be mentioned the visits of distinguished persons and V.I.Ps.

(8) Meetings of the State Board and Indian Board for Wildlife. .

(9) Bannerghatta National Park.

(10) Project Tiger Bandipur.

(11) Crocodile breeding and development.

(12) Zoos.-(a) Major Zoo.

(b) Minor Zoo.

CHAPTER XII

Miscellaneous

(1) Management of Private Forests.- A brief account of the several Private forests under the management of the Department, the important operations carried out in them may be given in this section together with an account of total revenue and expenditure.

(2) Village Forests.- The total area of village forests may be given under the headings, viz., (1) Under the management to Village Panchayats and (2) Under the management of the Department. Measures taken to improve the condition of the village forests and an overall picture of the management of the village forests in the State should be furnished in this section.

(3) District Forests and Unreserves.- Measures taken by the Department to takeover the management and control of the District forests and the other un-reserves, the progress made in this behalf and an estimate of area still available for taking over may be given in this section.

(4) Lease of Forest lands.- Total area of forest lands leased out for various purposes and the amount of the rental realised compared with those of the past year may be given in this section.

(5) Livestock.- An account of the Departmental elephants, showing the number existing at the beginning of the year, the number captured and added on during the year, the number gifted, sold or died during the year and the number remaining at the close of the year may be given in this section.

(6) Exhibitions.- Various exhibitions in which the Department participated and the awards and appreciations, if any, obtained for any of the exhibits, may be recorded in this section.

(7) Vanamahotsava.- A brief account of the activities of the Department in the annual celebration of Vanamahotsava, including the quantity of seedlings and seeds supplied, lectures and radio-talks organised, pamphlets and posters issued may be given in this section along with an estimated assessment. of survivals of Vanamahotsava plantings and sowings in forest areas.

(8) Tree-planting in forest areas.- Total area of forests granted on san ad for planting of fruit trees and the area resumed for the failure on the part of the Sanad-holder to fulfill the terms of the Sanad maybe given in this section.

(9) Floods, famine, Fire and Fodder scarcity.- Relief works undertaken by the Department by way of providing employment to agricultural labour, grazing and fodder facilities, liberalized and the departmental collection and supply of fodder and grass during the period of floods, famine, fire havoc may be briefly described in this section.

(10) Forest Labour and Wages.- An approximate estimate of the labour employed in forest operations (felling, conversion, extraction, regeneration, protection, roads and buildings) and in forest industries maybe stated to give an *idea* of the extent .of employment, the forest works afford to people. The average wages of for a labour, the difficulties experienced, if any, in getting labour for forest works and the manner in which they could overcome may be mentioned.

(11) Conferences and Meetings.- Important meetings and conferences in which the department participated during the year maybe mentioned in this section.

(12) A special note of State Forestry Advisory Board shall be given.

(13) General and conclusion.- Special matters of interest which do not fall under any of the previous heads and which are of sufficient public interest may be mentioned in this section.

142. Quinquennial Report- Once in five years, conforming to 5 years plans, a Report showing summary of the progress of forest administration of the State and furnishing a retrospect of the events and changes of the past five years, as clearly and concisely as possible, the directions in which the forest policy is tending and the extent to which the general principles of the State Forest Policy as laid down in consonance with the Forest Policy of the Government of India has been carried out should be submitted and also added as a Chapter in the administration report of the concerned year. The Conservators of Forests will submit similar reports to the Chief Conservator of Forests along with their annual reports to facilitate the latter Officer to consolidate the report with his review.

143. Annual Returns.-(1) The following returns will accompany the annual administration report. These returns should be in the prescribed forms. Any other return that may be inserted should be strictly limited to the illustration of important points mentioned in the report. Fraction of rupees, square kilometres, hectares, cubic metres, metric tonnes, etc., if half and above will be taken as full rupee, square-kilometer, hectare, cubic metre or metric tonne, as the case may be, if less than half, they will be omitted.

(2) Form 23 Parts I and II (Areas of Reserved, Protected. District, Village and other classes of Forests).- Part I will show the area in charge of the Forest department and part II, that in-charge of the Revenue and other Departments. The areas of several classes of forests should be shown separately for each Division, the totals given for each Circle and the State.

(3) Form 24 (Progress made in forest settlement).- Figures in Column 4 should tally with Column 7 of the previous year's corresponding table. Column 6 should show only that much of the area which has been actually settled during the year. Totals for the circles are sufficient and they need not be given by Divisions. Figures in Column 9 may be worked on the basis

of the forest area finally settled and expenditure incurred thereon during the year. .

(4) Form 25 (Record of Demarcation and Maintenance of Boundaries).

-Boundaries include, besides the outer perimeter, the limits of enclosures of private or other lands within the forests, but not the limits of Sub Divisions, such as blocks, compartments, coupes, etc. The lengths of boundaries of forests finally notified should alone be shown in this return. The figures in each column should be total for the Circles and need not be given by Divisions. The following points should be observed.

- (i) Total of Columns 3 and 4 should tally with Column 5 of the previous year's corresponding table;
- (ii) Column 5 should be equal to the sum of Columns 2,3 and 4;
- (iii) Column 8 should be equal to the sum of Columns 5,6 and 7;
- (iv) The Column 6 should not include any boundaries which do not require demarcation as they will be shown in Column 7. Where surveys have not been completed, the entries in Columns 6 and 7 must be estimated.
- (v) Cost of demarcation under Column 9 should be the expenditure on boundaries artificially demarcated during the year as given in Column 2. Figures in Column 10 should be expenditure incurred on the repairs of previously existing boundaries as shown in Column 3.

(5) Form 26 (Areas of forests surveyed with topographical details up to end of the year under report).

-This form should be used as a record of local surveys and those made by the Survey of India. Figures in Column 4 should tally with the figures in Column 6 of the corresponding table of the previous year. Figures in Column 7 should be the percentage of Column 6 to Column 3. Figures may be furnished for Circles and not by Divisions.

(6) Form 27 (Progress made in Working Plan).-The figure in Column 2 should tally with the figure in Column 5 of the previous year's corresponding table.

The figure in Column 5 should be equal to the sum of figures in Column 2 and 3, *minus* figure in Column 4. The figure in Column 10 should tally with the figure in Column 9 of Form 23 (Part I). The expenditure in Column 14 should agree with the figure shown under the head 'Working Plan' in Form 41.

This form should be prepared by Divisions and for each class of forests separately.

(7) Form 28 (Expenditure on Communications and Buildings).- The expenditure (on new works and repairs) shown in this Form on (1) buildings (2) roads, paths, bridges, *etc.*, and (3) other works should tally with the expenditure in Form 41 under the relevant detailed heads under "Communications and Buildings" (plus any expenditure on the corresponding sub-heads of Capital outlay on forests). Figures may be given in totals for the Circles and not by Divisions.

(8) Form 29 (Breaches of Forest Law and Rules).- Figures in Column 3 should agree with those of Column 17 of the previous year's corresponding table.

Figures in Column.9 should be equal to the sum of Columns 4 to 8.
Figures in Column 15 should be equal to the sum of Columns 11 and 13.
Figures in Column 16 should be equal to the sum of Column 15.
Against C No. figures need be given under Columns 3 and 11 to 17.
Figures should be given in totals for the Circles and not by Divisions.

(9) Form 30 (Area of forests protected from fire).-Figures in Column 9 against grand total should tally with the figure shown against the item 'Fire-protection' in Form 41.The form should show figures by Divisions.

(10) Form 31 (Causes of forest fires).-Figures in Column 16 should be equal to the sum of figures in Columns 2, 4, 6, 8, 10, 12 and 14.

Figures in Column 17 should be equal to 1he sum of figures in Columns 3, 5, 7, 9, 11,13 and 15.

Figures in Column 16 should agree with the total number of cases of forest fires noted in Form 30. The figures should be given by Divisions.

(11) Form 32 (Area of forest closed and open to grazing).-Figures in Column 7 should be equal to the sum of Columns 2 to 6; and should tally with Column 9 of Form 23.

Figures should be given by Circles.

(12) Form 33 (Return of Grazing in Government Forests)'- Figures should be given by Divisions.

(13) Form 34 (Progress made in concentrated regeneration and afforestation).-This should be shown in the parts. Part I will deal with non-plan progress, and Part II with Plan Progress. Each Part have two sub-parts: (A) as per working Plans, (B) outside working Plan. Column 2 includes all parts of periodic blocks I in process of natural regeneration.

Column 3 should show all coupes felled during the year.

Column 4 should include all those plantations first formed during the year.

Column 5 should include lands artificially converted to Forest during the year. Column 6 should tally with the sum of Columns 2, 3, 4 and 5.

Column 7 should include all costs of obtaining and of tending natural or artificial young crops and should be equal to the total expenditure under budget sub-head E. sowings, plantings and reproduction (*Plus* any expenditure under the corresponding detailed heads of P. Schemes of five year plan).

The figures should be given in Circle totals only.

(14) Form 35 (Outturn of timber sandalwood firewood charcoal and bamboos) during the year under report and the agency of exploitation). Circle total should be given for each class of forests separately. It is not necessary to show separate figures for the several methods of treatment adopted in exploitation.

Pulp wood Plywood, matchwood etc., should be shown separately and distribute from other classes of timber.

(15) Form 36 (Out-turn of Minor-Forest Produce including Grass and Grazing and the agency of exploitation).-Outturn for each class of forest should be shown separately.

Only important items of Minor Forest Produce should be shown separately and the rest in one entry under the head Miscellaneous. The Chief Conservator of Forests will fix the different items of M.F.P. required to be shown separately.

Grass and Grazing receipts should invariably be shown separately.

Each kind of produce should be shown wherever possible by both quantity and value. Where quantities cannot be furnished, only value may be shown. The value of Minor Forest Produce exploited by Government agency and the value of Minor Forest Produce and the value of grass and Grazing by purchasers should agree respectively with the amounts shown under the corresponding sub-heads of revenues in Form 41. Figures should be given by Circles and Divisional figures need not be given.

(16) Form 37 (Account of tiger and other produce cut or connected by Government agency and brought to Depots, sold locally or otherwise disposed of).-Figures should be given for (i) Timber (with separate figures, if available, for Teak, Rosewood, Other kinds, poles and ballies, Sleepers and sawn material), (ii) Firewood, (iii) Charcoal, (iv) Sandalwood, (v) Bamboos and (vi) Other Minor Forest produce. Figures in Column 4 should agree with figures in Column 8 of the corresponding form of the previous year. Figures in Column 5, in case of timber, firewood, charcoal, bamboos and Sandalwood should tally with the corresponding figures shown under 'Government Agency' in Form 35 and those in case of Minor Forest Produce, et, should tally with the corresponding figure shown under 'Government agency' in Form 37.

Figures should be given by Divisions, an abstract of Circle total being given at the end of each Circle, and an abstract of State-total being given at the end.

(17) Form 38 (An annual abstract statement showing the quantity of rough Sandalwood collected at the depots, issues of rough wood for preparation and the outturn of good wood shall be given in this form).

- Figures should be given for each Circle.

(18) Form 39. (An annual abstract of receipts. and issue of assorted Sandalwood including white-wood shall be given in this form.-Figures should be given for each circle. Figures should be furnished separately for (i) Assorted good wood and (ii) White Chips.

(19) Form 40 (Annual abstract showing the value of the Live and Dead stock: Figures should be given for each Circle. Livestock should be dealt separately under (1) Elephants and (2) Other live-stock.

Under Dead-stocks, figures should be furnished separately for (i) buildings, (ii) Vehicles, (Hi) Tractors, (iv) boats and (v) other articles of stores, too and plant (with separate figures for each class). Figures under the heading "Stores, tools-and plant" should agree with the figures in Columns 9 and 10 respectively of the corresponding form of the previous year.

(20) Form. 41 (Annual summary of Revenue and Expenditure).-This form shall be in two parts *viz.*, (1) Part A and (2) Part B. The figures should agree with the year's totals under each detailed head in the summary of Revenue and Expenditure supplied by the Accountant General.

Part A.- Summary of Revenue and Expenditure of the different Circles and the Direction Office. Figures of Revenue and Expenditure for each Circle and Direction Office should be given separately under the several detailed heads of Revenue and Expenditure. Totals for each sub-head and minor-

head should also be given.

Part B.- Summary of Revenue and Expenditure of the different Divisions and the Circle Offices.

Figures of revenue and Expenditure for each Division and Circle office should be given separately under the several detailed heads of Revenue and Expenditure. Totals for each sub-head, minor-head and the totals for each Circle should also be given. The Circle totals of Revenue and Expenditure should tally with the corresponding Circle figures in Part A.

(21) Form 42 (Revenue received and outstandings on account of Revenue).-Figures of Column 3 should agree with figures of Column 70 of the corresponding form of the previous year.

Figures in Column 5 should be equal to the sum of figures in Columns 3 and 4.

The amount shown in Column 6 should agree with the net revenue shown in Form 41.

The figures in Column 7 should be equal to the difference between figures in Columns 5 and 6. Reasons for heavy outstandings should be indicated in the Remarks column.

(22) Form 43 (Statement showing forest advances outstanding against contractors and disbursers).- Figures should be given separately for contractors and disbursers for each Division.

Figures in Column 2 should tally with figures in Column 7 of the corresponding form of the previous year.

Figures in Column 4 should be equal to the sum of figures in Columns 2 and 3.

Figures in Column 7 should be equal to figures in column 4 minus figures in Column 5.

Figures in Column 6 should agree with figures in Column 7 and in case of discrepancies between the two, they should be explained in the Column 8 and action taken to reconcile the two figures.

Column 8 should be made use of for explaining, reasons for heavy out standings of advances, if any, and the action taken for the recovery.

(23) An annual abstract of the Account Current.- This form will be furnished to the Chief Conservator of Forests by the Accountant General.

(24) Form 44 (Statement showing the Game Licenses issued, and Wild animals shot).- Figures in Column 12 should be equal to the sum of Columns 5 to 11.

144. (1) Each Forest Office should maintain standing list of all periodical reports and returns robe submitted by it, as prescribed in this code Manual Forest Accounts Code, Circular Orders of the Chief Conservator of Forests, Publications of Government and executive orders of Government.

- (1) Name of report on return;
- (2) Date of submission;
- (3) To whom to be submitted;
- (4) Authority for submission;
- (5) Remarks.

As soon as a fresh order is issued prescribing a new report or return, or cancelling an existing one, the list should be corrected accordingly and kept up-to-date. The head of the office should see that the reports and returns are submitted punctually and take steps in advance for the connection of the information or statistics required for their preparation, to avoid delay in

submission. Inspecting officers should see that the list is correctly maintained and acted upto.

(2) A similar list should be maintained in each office of reports and returns due to it from subordinate and other offices, for watching their punctual submission and facilitating issue of reminders in case of delay.

145. Summary of salient features of administration report.- The Chief Conservator will prepare and submit in manuscript to Government, not later than the 5th January a summary of the salient features of the administration of the Forest Department for the preceding calendar year. The summary will be prepared in a manner such as to be of interest and value both to officials and to the public; all mention of details figures should be avoided as far as possible.

146. Fire arms.- (1) The required number of guns will be supplied periodically by the Chief Conservator of Forest (GI). The guns and ammunition form a part of the equipment and must be accounted for in the stores register. No license is required to be obtained from the District Magistrate for possession of guns by the Department as it is meant for official use. However, intimation to the concerned District Magistrate shall be given about the movement of fire, arms, ammunition etc., and the places of storage. No guns or ammunition shall be transferred from one division to another or from one circle to another without the express orders of the Chief Conservator of Forests (General).

(2) A register of firearms and ammunition supplied by Government to officers as part of their equipment is maintained. in the office of the Chief Conservator and. transfers of musket as they occur are noted in it. An annual return specifying the several subordinates who were in possession of the muskets during the previous calendar year with information regarding the necessity for such distribution should be submitted by the Chief Conservator to reach Government by the 1st February.

(3) To enable the Chief Conservator to submit the above return all

Conservators and the Divisional Forest Officers under the direct control of the Chief Conservator should maintain a list in their offices, showing the distribution of muskets (a copy of the annual return) and submit it after annual verification to reach the Chief Conservator not later than 16th January. The Conservators will arrange to get in time similar returns from their subordinate officers.

147. Departmental Hammers and Stamps.- The various types of hammers and the details regulating its use. *dc.*, are given in the Appendix X. A register showing the stock position J111d distributions of hammers shall be maintained in each division, *le*, and Range Officer in Form 45.

148. By the 30th June of each year Conservator of Forests, Forest Research and Utilisation Circle, will submit to the Chief Conservator of Forests (Genl.), a report on Silviculture, Utilisation and Economic Research for the preceding year. The Chief Conservator of Forests (Genl.) will forward this report to the President F.R.I. and Colleges, Dehradun after re-editing it if necessary, so as to reach him by the 15th July sending simultaneously to Government a copy of the report for their information.

149. Regarding supply of stationery articles, drawing materials, typewriters, Rubber stamps, forms, Registers and Government Publications, the Forest Officers will refer to the Manual of Contingent Expenditure, 1958, and the rules framed by Government in Order No. FD-10-75-UPS-57, dated 15th December, 1960 and subsequent order issued from time to time.

CHAPTER V **Inspection of Offices**

150. The scale of inspection of various offices of the Department at different levels is fixed as follows –

General Wing

Development Wing

Name of the Inspecting Officer	Office to be inspected annually	Remarks	Name of the Inspecting Officer	Offices to be inspected annually	Remarks
(a) Chief Conservator of Forest (GI)	(1) All Conservators of Forests Offices	Detailed Inspections annually.	Special Chief Conservator of Forests (Dev.)	(1) All conservators of Forests offices in the Development Wing Annually	Detailed Inspections annually.
	Conservator of Forest Research and Utilisation office. Conservators of Forests Wildlife Preservation Offices.	-do-			
	(2) One Divisional Office in each circle during a year.	-do-		(2) One Divisional Forest Office in each Circle	-do-
	(3) Two Squads Offices during a year	-do-		(3) One Range Office in each circle	-do-

	(4) One sub-divisional Office under Wildlife wing every year and Mysore zoo biannually.	-do-			
	(5) One Forest Depot at Random in the state.				
	(6) Sandalwood Depot attandum in the state	-do-		All Divisional	Detailed
(b) Conservator of Forests	(1) All Divisional Offices, Squads and sub-divisional offices under their control once a year except those inspected by the Chief Conservator of Forests	Detailed Inspection annually.	(b) Conservator of Forests.	Offices under their control once a year except those inspected or in detail by the Special Chief Conservator of Forests (Dev.)	Inspections annually.

	(GI) (2) One Range, One Sandalwood Depot and one Depot office in each Division in a year other than those inspected by the Chief Conservator of Forests (GI)	-do-		(2) One Range office every month.	Cursory
(c) Conservator of Forests Research and Utilisation Code	All units under his control every year.	Detailed Inspections annually.			
(d) Conservator of Forests wildlife preservation	All units under his control except those inspected by the Chief Conservator of Forests (General) Every year.	-do-			

(e) Conservator of Forest Officer	All sub-Divisional offices, Ranges, Forest Depots, Sandal Depots, Wood Preservation plant, seasoning kilns, saw mills section in their jurisdictions except those inspected by the conservator of Forests or Chief Conservator of Forests every year.	-do-	Divisional Forest Officer	All Range Forest Offices once a year.	Detailed Inspections annually.
(f) Range Forest Officer's	All sections and beats.	-do-	Range Forest Officer's	All sections and beats	-do-

151. The scale of inspections fixed as above is the barest minimum and it is always open to the Inspecting Officers who have adequate time at their disposal to exceed this minimum. These inspections should be supplemented by surprise checks and visits.

152. A regular programme of inspections should be chalked out and the offices to be inspected intimated in advance. The programme of inspections should be related to financial year commencing from April and ending at March next year. The process should begin with the Chief Conservator of Forests who will fix his programme of inspections and inform the Conservator of Forests and Divisional Forest Officers, so that they in their turn adjust their inspections suitably. This process will go on to the level of the lowest Inspecting Officer. The entire programme of inspections for the year should be so chalked out as to include -the maximum number of offices in the same visit, as far as possible, instead of paying special visits each time for inspecting a single office.

153. All heads of officers should inspect their own offices periodically and see that they are functioning properly and efficiently. All such inspections should be done I-y themselves and not by their deputies or assistants.

154. The Chief Conservator of Forests should complete inspection of his office before the end of January and submit a copy of the inspection report to Government before the end of February.

155. The questionnaires prescribed will be in two parts, namely Part 'A' and Part 'B'. The former, *i.e.*, Part A is common for all offices and the questionnaire in Part B is prescribed separately for offices at various levels. Inspection Report questionnaire in Part A is embodied in Appendix XI. Part B of the questionnaire of the Inspection Report for the inspection of the Conservator's Office is given in Appendix XII and that of the Office of the Divisional Forest Officer in Appendix XIII, Part B Questionnaire for the inspection of the Sub-division or Range Office is contained in Appendix XIV. Questionnaire for the inspection of timber depots is embodied in Appendix XV and that of Sandalwood depots in Appendix XVI.

These questionnaires should not be considered as including an exhaustive

or comprehensive list of questions according to which inspection should be conducted. Only some of the salient points to, which an Inspecting Officer should direct his attention are given. It is not intended that inspection should be mechanical or strictly limited to the points, 'mentioned', in the questionnaire. The Inspecting Officer. is at liberty to make examination as varied and as thorough as the requirement of each office necessitates. The inspection of an Office will chiefly concern the registers and books prescribed to be maintained in that Office. His principal duty is to see that powers delegated to officers are not abused, that the rules, regulations and orders of Government and other competent authorities issued from time to time are observed in their proper spirit and to draw the attention of the officers concerned to any irregularities. His duty is to investigate as well as to educate, to cut down unnecessary and unauthorised duplication of work and *to suggest curtailment*, wherever this is possible without sacrificing efficiency. The tendency of noting every minute error in the Inspection report and starting correspondence on account thereof should be avoided; otherwise the will be worse than the disease. Minor points should be corrected on the spot. The Chief points which should receive attention can be summarised as follows.

- (i) Departures from des and oniers;
- (ii) Abuse of power;
- (iii) Defects in the system of working, rendering possible, among other things, defalcations and loss of public money, *etc.*
- (iv) Undue prolixity of routine.

156. The Chief Conservator, of Forests should send brief notes or the Inspections on the accounts of the subordinate offices conducted by him to the Secretary, Food and Forest Departments. Such brief notes should, among other things, contain important points of discussions held with the Departmental Officers, the works turned out, instructions issued thereafter as a result of such inspections, important points noticed as a result of inspection of offices, *etc.* Copies of routine Notes of Inspection should not be sent.

157. The Conservator of Forests should finally deal with the Inspection reports in respect of inspection of offices conducted by them. However,

they should send extract copies of the portions pertaining to accounts to the Accountant General, Bangalore. Cases of serious irregularities, and wilful negligence on the part of the officers and other staff including cases of fraud, embezzlement or loss to Government and matters of special interest or importance should be reported to the Chief Conservator of Forests.

158. (1) An inspection Minute book should be maintained in each office in Form 46 entering therein, within seven days of the receipt of the Inspection Note, all orders given as the result of the inspection which require specific action on the part of the office. The steps taken to comply with each order should be noted by the Superintendent, Manager or the ministerial head of the office at the end of each month and put up to the officer-in-charge. The officer-in-charge should review the action taken and adopt all necessary steps to carry out the instructions of the Inspecting Officer as quickly as possible. When complete action has been taken against any particular instruction or order the corresponding serial number should be rounded off after filling in Column 6 of the Minute Book.

(2) An extract of the Inspection Minute Book regarding the compliance action taken on the several instructions and orders should be submitted by the Presiding Officer to the respective Inspecting Officer within 3 months of the receipt of the Inspection Note. Similar progress reports should be sent every month thereafter within 15th of the month till all the instructions are complied with.

(3) The Inspecting Officers should also see that such compliance reports are obtained promptly by issuing reminders wherever necessary. For this purpose, a Check Register should be maintained by each Inspecting Officer in Form 47 and this should be checked every month by the Presiding Officer.

**159. Sa.1ientpoints requiring the attention of the Inspecting Officers.-
Inspection of Divisional Forest Offices.**-(a) The inspections should, besides covering account matters, deal with the general conduct of office business, and manufacturers relating to management to forests under

scientific principles. With this object in view, the chief Conservator of Forests or the Conservator of Forests Should carefully scrutinise (1) the register of Reserved Forests, Protected Forests and District Forests, (2) Reserve Forest Books (3) Control books and Forest (Control) Journals and see that they are properly maintained in the prescribed manner. He should also examine registers of stock accounts of timber and other produce, registers of sales of timber and other forest produce, revenue registers, forest offence registers, lease registers, registers of live and dead stock register of books and maps, buildings, roads, etc., correspondence register files, lists of pending papers, objection statements and inspection reports. Bill and receipt books, etc., should be scrutinised and recoveries and remittance to treasuries of amounts due to government should be verified with entries in the cash book, the classified abstract of revenue and expenditure and the register of remittances. Similarly, the registers of receipt books, bill books, licence books, permits books. transit pass books, etc., should be checked and the receipt, issue and balance of those books verified. The Forest cash books, general cash books and contingent registers should be carefully scrutinised along with the connected registers and vouchers.

(b) The list of questions prescribed in the Inspection Report form should be adopted for the inspection of the Divisional Forest Offices. The result of these inspections should be communicated to the Divisional Forest Officer for replies and extract copies of portions pertaining to accounts sent to the Accountant-General. Matters of special interest or importance should also be reported to the Chief Conservator of Forests. The Conservator of Forests shall submit a special report regarding any office which is, at the time of his inspection, in an unsatisfactory state, with the explanation of the Divisional Forest Officer concerned. The Divisional Forest Officer should inform the Conservator of Forests of the action taken on his report, within a period of 3 months.

160. Inspection of Range Offices.- (a) The Inspecting Officers will, amongst other matters, see that the registers of Reserved Forests, protected Forests and District Forests, Control books, control journals and

plantation registers are properly posted up in the prescribed manner; scrutinise the recovery, credit and remittance of revenue items with the help of bill, receipt, permit and transit pass books; examine the revenue registers and compare them with the entries in the cash book; and examine the cash books and check the cash balance in hand at the time of inspection; The examination of the cash book should be as thorough as possible and include a scrutiny of connected registers and vouchers, e.g. the registers of receipts and issue of passes, licences, bills, receipts; and other books and forms should be examined with a view to seeing whether the opening balance in the current registers agrees with the last closing balance brought over from used up registers, whether the stocks obtained from the Divisional Forest Office from time to time have been credited in the registers and the balance correctly carried forward from month to month, whether the number of books on hand agrees with the balance shown in the registers. In respect of licenses (Permits), the counterfoils of at least one month's issues should be compared with the duplicates received from subordinates and triplicates wherever recovered and the amounts connected should be checked with the credits in the cash book. He should also see whether the expenditure charged in the cash book is justified and covered by appropriate sanction of the competent authority and in case of charges on works they should be verified with the entries in field note books, measurement books and other connected registers.

(b) Stock accounts of timber and other Forest Produce, registers of live and dead stock, registers of stores, tools and plant, registers of buildings, roads, wells, etc., offence register, revenue registers, register of books and maps, accounts of stationery articles, stamps, uniforms, records of rounds (Sections) and beats, pay bill and travelling allowance bill registers, should also be carefully examined and discrepancies, if any, found recorded. Similarly registers of receipts and repayments of deposits, advances, outstanding against contractors and disbursers records of sanctioned works consolidated works vouchers, recovery of house rent, etc., recovery of security deposits from subordinates, should be scrutinised by the Divisional Forest Officer.

(c) The Inspecting Officer should also examine if files have been properly

maintained, and Government Orders and circular orders of the department have been properly filed by the Officer. He should see whether the Range Forest Officer has maintained the register of Sandal trees declared by owners of private lands and the register of sandal trees extracted from private lands and whether the payment of bonus or value of trees extracted is paid regularly and promptly.

(d) The list of questions prescribed in the Inspection Report form should be adopted and, results of inspection should be communicated to the subordinate officer for replies. If the inspection has revealed any serious irregularity, the Divisional Forest officer should send a special report to the Conservator of Forests.

161. Inspection of Timber Depots.-(a) The Inspecting Officer will conduct inspections of Sale Depots of timber in the same manner in which inspection of Range Offices are conducted, If such inspection includes stock verification, the stock of timber and other forest produce on hand should be checked and verified comparing the quantities actually on hand with those shown in the registers. The transactions of timber and other forest produce made during the year for which inspection is made should be thoroughly examined with the connected registers, passes, permits, hills, receipts, *etc.* Stock registers, revenue registers, remittance register, depot receipt books, pass books, bill books, cash receipt books should be carefully scrutinised to see whether the accounts of timber are properly and correctly maintained and revenue recoveries are being made regularly according conditions of sale and whether timely action is being taken to recover outstanding revenue due on account of sales. Cash books should be examined and the entries checked with the connected registers, vouchers, counterfoils of receipts, bills, *etc.* He should also see if the depot is properly managed, and the accounts, returns and correspondence are in good order.

(b) The list of questions prescribed for the 'Inspection Report form' should be adopted for the inspection of Depots. The results of inspection should be communicated to the Depot Officer for replies wherever necessary. A copy of the Inspection report with .the replies of the Depot Officer should be

sent by the Divisional Forest' Officer to the conservator of Forests. If the inspection has revealed any serious irregularity in procedure or deficit in stock, a special report should be sent. If the stock verification is done by the Inspecting Officer, it should be accompanied by a certificate, that the Inspecting Officer has satisfied himself that the stock on the date of inspection was correct and agreed with the registers with his remarks, if any.

(c) The above rule for the inspection of sale depots will be held to apply *mutatis muandis*, for the inspection of Forest depots i.e. secondary depots.

162. Inspection of Sandalwood Depots.-(a) The Inspecting Officer will inspect the sandalwood depots in the same manner in which inspection of timber sale depots and Range Offices are conducted. If such inspection includes stock verification, stocks of Sandalwood and other produce, if any, should be checked and verified comparing the actual stocks on hand with those shown in the registers. Each class of sandalwood should be weighed separately by lots, the number of pieces wherever necessary counted and the weights and numbers compared with the book balance. Deficits, if any, observed at the time of stock taking should be thoroughly investigated and recorded, besides taking prompt steps for obtaining sanctions of competent authorities for the write off such deficits if they are normal and to fix the responsibilities for deficits that may be due to loss, fraud, theft, *etc.* Any excess found at the time of stock taking should be recredited.

(b) Cash books should be scrutinised and the entries checked with the connected registers, vouchers, counterfoils of receipts, bills, *etc.* The retail sale register of sandalwood should be scrutinised thoroughly to see if all sales are covered by sanctions of competent authorities, the sales are billed at 'the sanctioned schedule of rates and the realisations credited to treasury promptly. The weighment register should also be examined carefully to see if weighments are made and recorded according to, the prescribed rules. The Register for the sandalwood supplied to Sandalwood Oil Factories should be examined to see if bills,' are preferred in time and recoveries effected promptly. Transactions of Sandalwood and other forest

produce relating to the year of inspection should be thoroughly examined with the connected registers, counterfoils of receipts, passes, permits, bills, etc. Sandalwood stock registers, revenue registers, sandalwood receipt books, transit pass books, cash receipt books, bill books, and register of remittances to treasury should be carefully scrutinised to see whether the accounts of Sandalwood, received, issued for conversion and outturn assorted wood, the accounts of sandalwood sold or supplied are properly and correctly maintained and revenue recoveries and their remittances to treasuries are promptly made. He should see if proper security arrangements for the safe custody of sandalwood and for the proper watch and ward of the depot are maintained. He should also see if the depot is properly and efficiently managed, proper discipline maintained and the accounts, returns and correspondence are in good order.

(c) The list of questions prescribed in the Inspection report form for adoption for Sandalwood Depot inspections should be followed. The results of inspection should be communicated by the Divisional Forest Officer to the Depot Officer for replies wherever necessary. A copy of the Inspection report with the replies of the Depot Officer should be sent to the Conservator of Forests. If the stock verification is done by the Inspecting Officer, it should be accompanied by a certificate that the Inspecting Officer has satisfied himself that the stock on the date of inspection was correct and agreed with the book balance with his remarks for any discrepancies noticed between the two.