



ODISHA FOREST DEPARTMENT

CODE 2020

Forest & Environment Department
Government of Odisha

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The Odisha Forest Department (Amendment) Code 2020
&
The OFD Code 1979

Forest & Environment Department
Government of Odisha

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Foreword

Odisha Forest Department (OFD) Code contains important provisions regarding forest administration, accounting procedure, scientific forest management, training and examinations and other aspects of forestry sector. The OFD Code came into existence in 1979 & has not been amended thereafter. However, many changes have taken place in the working of forest department in course of time.

Under the 5T & Mo Sarkar initiative of the Forest Department as per the direction of Hon'ble Chief Minister, amendment of OFD Code was highly essential to bring transparency, efficiency in the management of forest and wildlife resources by use of technology, bringing in transparent procedures for execution of works.

The amendment to OFD Code worked out by team effort of officials of Forest & Finance Departments will go a long way in transforming the functioning of the Forest Department.

The amended Code incorporates the features like discontinuance of forest advance to field officials, integration of forest accounting system with Integrated Financial Management System (IFMS), Direct Benefit Transfer (DBT), Contract System in Forest Works and various administrative changes in Forest Administration.

The amended OFD Code has been notified vide Notification No.1125 dated 11th September, 2020.

I take this opportunity to convey my thanks to Finance Department which guided the team of officers of Forest Department to finalize this amendment to OFD Code.

Dr. Mona Sharma, IAS,
Additional Chief Secretary,
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TABLE OF CONTENTS

PAGE

OFD (Amendment) Code 2020	2
Annexure	48
OFD Code 1979.	
PART I	
ORGANISATION OF THE FOREST DEPARTMENT	
CHAPTER I	Introductory and Definitions 53
CHAPTER II	Administrative Charges Position and Duties of Officers..... 55
CHAPTER III	Forest Services Their Constitution, Recruitment and Service Rules..... 65
CHAPTER IV	Miscellaneous Service Rules 69
CHAPTER V	Training and Examinations..... 75
CHAPTER VI	Discipline 83
CHAPTER VII	Leave 90
CHAPTER VIII	Allowances and Concessions 93
CHAPTER IX	Miscellaneous Rules Relating to Staff..... 102
PART II	
MANAGEMENT AND WORKING OF FORESTS	
CHAPTER X	Constitution, Demarcation and Survey of Forests..... 112
CHAPTER XI	Working Plans and Working Schemes 122
CHAPTER XII	Research..... 125
CHAPTER XIII	Utilisation, Survey of Forest Resources and wildlife Management 132
CHAPTER XIV	Disposal of Forest Produce 136
CHAPTER XV	Disposal of Forest Land 144
CHAPTER XVI	Forest Offences 145
CHAPTER XVII	Administration Reports 149
CHAPTER XVIII	Miscellaneous Rules Relating to Forest Management 165
PART III	
ACCOUNTS	
CHAPTER XIX	Accounts of Forest Produce and Stock 170
CHAPTER XX	Cash Accounts 178
CHAPTER XXI	Powers of Financial Sanction 197
CHAPTER XXII	General..... 203
CHAPTER XXIII	Budget Estimate and Control..... 209
PART IV	
OFFICE BUSINESS	
CHAPTER XXIV	Miscellaneous office Business..... 218
CHAPTER XXV	Transfer of Charge and Inspection Reports..... 221
PART V	
CHAPTER XXVI	Miscellaneous 230
INDEX	235

OFD (Amendment) Code 2020

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FOREST AND ENVIRONMENT DEPARTMENT

NOTIFICATION

The 11th September, 2020

No.13965 FE-MISC-MISC-0046-2019 /FE:- In exercise of power conferred under Rule 463-A of the Odisha Forest Department Code, 1979, the State Government do hereby make the following Rules further to amend the Odisha Forest Department Code, 1979, namely :-

1. (1) These Rules may be called The Odisha Forest Department (Amendment) Code, 2020.
(2) Save as otherwise provided in these Rules, they shall come into force on the date of their publication in the official gazette.
2. In the Odisha Forest Department Code, 1979 (hereinafter referred to as said code), in Rule 2:-
“2. **Definitions:-** Unless there be anything repugnant in the subject or context, the terms defined in this Chapter are used in these rules in the sense as stated below :
 - i. Clause (4) shall be omitted
 - ii. Clause (6) shall be omitted
 - iii. After Clause (12) the following new clause shall be inserted.

(12-a) Gross yield means the “gross yield” of forest produce is the total volume (in cubic metre solid) or the total quantity (by number or weight) of such produce, cut or felled, whether it is actually removed and utilized or not.

- iv. After Clause (14) the following new clauses shall be inserted.

“(14-a) Out- turn means the “out turn” or net yield of forest produce comprises such portion of the “gross yield” as has been or will be utilized or disposed of by Government agency.”

(14-b) Principal Chief Conservator means the Principal Chief Conservator of Forests (PCCF) & Head of Forest Force, Odisha. He is the administrative and professional Head of the Forest Force. He is also the technical adviser of Government in all matters relating to the Department.”

(14-c) Principal Chief Conservator of Forests (Wild Life) and Chief Wildlife Warden means “Principal Chief Conservator of Forest in charge of Wild Life wing. He is the administrative and professional Head

of the Wild Life wing. He is also the technical adviser of Government in all matters related to the Wild Life wing.

(14-d) Principal Chief Conservator (Kendu Leaf) means “Principal Chief Conservator of Forest in charge of Kendu leaf wing. He is the administrative and professional Head of the Kendu leaf wing. He is also the technical adviser of Government in all matters related to the Kendu Leaf organization.

v. After Clause (16) the following new clause shall be inserted.

(16-a)Regional Chief Conservator means a Regional Chief Conservator of Forests in charge of a Circle.”

vi. After Clause (17) the following new clauses shall be inserted.

(17-a) Sub-Divisional Forest Officer (SDFO) means Assistant Conservator of Forests in-charge of a Forest Sub-Division.

vii. Clause (21) shall be omitted.

3. In the said code, for Rule-3 the following Rule shall be substituted namely:-

“3. Administrative Charges:-The general forest administration of the Odisha State is in the charge of the Principal Chief Conservator of Forests & Head of Forest Force (PCCF & HoFF). For administration purposes the Forest Department is divided into (8) eight territorial circles viz. Angul, Baripada, Berhampur, Bhawanipatna, Bhubaneswar, Koraput, Rourkela & Sambalpur Circles. Each territorial circle is under the administrative charges of Regional Chief Conservator. The Regional Chief Conservator of Angul & Baripada Circles are Field Directors of Satkosia Tiger Reserve & Similipal Tiger Reserve respectively. In addition, there is 1 (one) non-territorial circle, viz. Training & Development Circle at Cuttack. ”

4. In the said code, for Rule-6 the following Rule shall be substituted namely:-

“6. Powers of Principal Chief Conservator (Kenduleaf):-The Principal Chief Conservator (Kenduleaf) is exclusively in charge of Departmental operations of nationalized Kendu leaf trade and also technical adviser to Government in all matters relating to the Kendu leaf trade. He exercises all the powers of the Principal Chief Conservator of Forests within his sphere of activity and is also notified as Head of Department. The functions and duties of the Principal Chief Conservator (Kenduleaf) have been defined in “Odisha Kendu Leaf Manual”.”

5. In the said code, for Rule-7 the following Rule shall be substituted namely:-

“7. Duties of Chief Wild Life Warden:-The Principal Chief Conservator of Forests (Wild Life) is also the Chief Wild Life Warden who heads wild life wing in the department created for the purpose of preservation of wild life and conservation of habitats”.

6. In the said code, for Rule-8 the following Rule shall be substituted namely:-

“ 8. Formation of charges - The constitution of Circles and Divisions along with their headquarters will be as per decision of Govt. from time to time.

7. In the said code, for Rule-9 the following Rule shall be substituted namely:-

“9. Formation and Distribution of Ranges:-The Regional Chief Conservator of Forests is authorised to submit proposal to PCCF & HoFF Odisha for the formation and redistribution of Ranges provided it does

not involve increase or decrease in the sanctioned staff or any recurring or non-recurring expenditure. The sanction order will be issued by the PCCF & HoFF, Odisha. In case of increase or decrease in the sanctioned staff strength or recurring or non-recurring expenditure, the proposal will be finalised at the Government level.

8. In the said code, for Rule-10 the following Rule shall be substituted namely:-

“10. Powers of the DFO - The Divisional Forest Officer is authorised to submit proposal to the concerned Regional Chief Conservator of Forests for the formation and redistribution of Sections and Beats in the Division provided it does not involve any increase or decrease in the sanctioned staff strength or any recurring or non-recurring expenditure. The approval order will be issued by the Regional Chief Conservator of Forests under intimation to PCCF & HoFF, Odisha.”

9. In the said code, for Rule-12 the following Rule shall be substituted namely:-

“12. Duties of Principal Chief Conservator of Forests & Head of Forest Force:- (1) The Principal Chief Conservator is the head of the Forest Department and the technical adviser to the State Government in forest matters. He shall refer all matters which require the orders of Government to the Secretary to Government dealing with the subject. He shall address the Government officially on his own initiative on question of forest policy, forest development and personnel management, etc., for requiring the approval of Government and on such technical matters as he may wish to bring to the notice of the State Government.”

“(2) The Principal Chief Conservator is empowered to deal on his authority with:-

(a) Professional questions.

(b) Such other matters within the powers delegated to him as a Head of the Department or under the Special orders contained in this Code.”

“(3) In all matters of professional interest the Principal Chief Conservator may correspond direct with the Director- General of Forests and other officers of Government of India, while keeping the State Government informed.”

“(4) The Principal Chief Conservator will be responsible for proper drawing up of the preliminary working plan report by the Regional Chief Conservator in charge of the circle in which the Division is coming under the Administrative Control of the Circle. He will submit completed plans with his remarks to the State Government for sanction. He will sanction working schemes. In the matter of control of sanctioned plans he is responsible for the final checking and control of sanctioned plans. He is also responsible for the final checking of control forms and forthwith to bring to the notice of Government deviations, if any, from the working plan sanctioned by Government and may himself sanction deviations, if any, from the working plan Code.”

“(5) The Principal Chief Conservator is responsible to the State Government for timely transmission of the consolidated budget, appropriation proposals and annual Forest Administration Report for the State for his office and Offices of his Subordinates. The Principal Chief Conservator of Forests (Wildlife) and the Principal Chief Conservator of Forests (Kendu Leaf) are also responsible for their office and office of their Subordinates for the purpose of consolidated budget.”

“(6) The Principal Chief Conservator of Forests and Head of Forest Force, Principal Chief Conservator of Forests (Wildlife) and Chief Wild Life Warden and Principal Chief Conservator of Forests (Kendu Leaf) will

thoroughly inspect the office of each Regional Chief Conservator / CCF (KL) under their control at least once a year and send the inspection note for information of Government as soon as the inspection is completed. They will also inspect the office of at least one Divisional Forest Officer in a year.”

10. (i) In the said code, in Rule -13 after item (xii), the following item shall be inserted namely:-

(xiii) The Regional Chief Conservator shall be in charge of compilation and revision of working plan and/ or scheme through the Working Plans Officers under his control and/ or any other working plan officer assigned by the Government. He should submit the preliminary working plan report to the Principal Chief Conservator of Forests & Head of Forest Force for approval as laid down in the working plan procedure code and He is to see that the progress is made as per the programme.

(xiv) He is responsible for the timely submission of the control forms and deviation statements to the Principal Chief Conservator.

(xv) He is to see that progress of afforestation is made according to the annual plan of operation.

(xvi) He is responsible for preparing a master plan of afforestation work be carried out in the State for periods of 10 years and submit the same to the Principal Chief Conservator for obtaining Government Sanction.

(xvii) He should see that each division is properly covered by approved afforestation scheme and that no plantations are done outside the sanctioned schemes without the prior approval of Principal Chief Conservator.

(xviii) Once in every five years, he should make an assessment of old plantations and submit his report to Principal Chief Conservator and Government for information. The percentage of success, the general rate of growth and the profitability of the scheme should be highlighted in the report.

(xix) He should report to the Principal Chief Conservator about suitability of species in the areas planted. He may suggest discontinuance of planting any particular species at particular places.”

11. In the said code, for Rule-16 the following Rule shall be substituted namely:-

“16. Duties of Chief Conservator of Forests(Training and Development): (i)The Chief Conservator in charge of Training and Development Circle is responsible for drawing the programmes for induction course of training to the newly recruited Forest Guards, Foresters, and Forest Range Officers. He is also responsible for conduct of refresher course of training to the in-service Subordinate staff such as Ministerial Staff, Forest Guards, Foresters, Deputy Rangers and Forester Rangers through the training institutions under his control.

(ii)- He is in charge of the research, utilization and Forest Resources survey programme and is responsible to see that progress is made according to the programme approved by the Principal Chief Conservator.

(iii) He would submit plans for Forestry Development as required by the Principal Chief Conservator.

(iv) He will also survey forest resources and explore new markets for various forest produce on his own initiative

(v) He is to see that the actual exploitation of forests are to be done in accordance with the prescriptions in approved working plan and working schemes.”

12. In the said code, the Rule-17 shall be omitted.

13. In the said code, in Rule-18 for the word “Chief Wild Life Warden”, the words “Principal Chief Conservator of Forests (Wild Life) & Chief Wildlife Wardens” shall be substituted.

14. In the said code, for Rule-19 the following Rule shall be substituted namely:-

“19. Applicability of Rule 13 :-All the duties laid down in Rule 13 will be applicable mutatis mutandis to the Chief Conservators Training and Development.”

15. In the said code, after sub-rule-5 of the Rule-20, the following sub-rule shall be inserted namely:-

“(6) He will be held responsible for the correctness of all technical operations carried out in his Division subject to any instruction that he may receive in the matter from his superior officers. He will be responsible to see that Government money is spent usefully and economically. He should ensure proper maintenance of all relevant records as may be prescribed and called for from time to time.”

16. In the said code, the Rule-21 shall be omitted.

17. In the said code, for Rule-22 the following Rule shall be substituted namely:

“22. Duties of Non-Territorial Divisional Forest Officers - The duties of Silviculturist, Forest Utilization Officer, Divisional Forest Officer, Resources Survey Division, Working Plans Officers and Deputy Conservator in charge of Training School are detailed in Chapters XI, XII and XIII, respectively.”

18. In the said code, the Rule-25 shall be omitted.

19. In the said code, for Rule-42 the following Rule shall be substituted namely:-

“42. Appointment to Cadre Posts:-Except as provided in Rule 9 of the I.F.S. (Cadre) Rules, 1966, all appointments to the I.F.S. cadre posts in the State shall be made by the State Government from amongst Members of the Service recruited by the Central Government and allotted to the State.

The Indian Forest Service in Odisha, at present comprises the following ranks :

- a. Principal Chief Conservator of Forests and Head of Forest Force
- b. Principal Chief Conservator of Forests
- c. Additional Principal Chief Conservator of Forests
- d. Chief Conservator of Forests
- e. Conservators of Forests
- f. Deputy Conservators of Forests
- g. Assistant Conservators of Forests”

20. In the said code, for Rule-44 the following Rule shall be substituted namely:

“44. Constitution and Recruitment of Odisha Forest Service:- The Odisha Forest Service consists of Group-A (Junior Branch), Group-A (Senior) and Group-B Services. Recruitment and Promotion to the

Odisha Forest Services Group-A (Junior Branch), Group-A (Senior) and Group-B Services are regulated in accordance with the Odisha Forest Service, Group-A (Junior Branch) (Recruitment and Conditions of Services) Rules, 2013, Odisha Forest Service, Group-A (Senior)(Method of Recruitment and Conditions of Service) Rules, 2015 and Odisha Forest Service, Group-B (Recruitment and Conditions of Service) Rules, 2013 respectively.”

21. In the said code, for Rule-45 the following Rule shall be substituted namely:

“45. Constitution of Subordinate Forest Service-The Subordinate Forest Service includes Deputy Rangers, Foresters and Forest Guards.”

22. In the said code, for Rule-46 the following Rule shall be substituted namely:

“46. Recruitment of Forest Rangers- Appointment to Forest Ranger shall be made in accordance with Odisha Forest Service, Group-B (Recruitment and Conditions of Service) Rules, 2013.”

23. In the said code, for Rule-47 the following Rule shall be substituted namely:

“47. Composition and Recruitment of Ministerial Services:- (1) The composition, recruitment and conditions of service of the Ministerial Services in the Department are to be governed by the Recruitment Rules framed by Government from time to time.”

(2) Recruitment to the post of Private Secretary and Personal Assistant to the Principal Chief Conservator are to be governed by respective recruitment rule framed by Government time to time.

24. In the said code, for Rule-53 the following Rule shall be substituted namely:

“53. Recruitment to Group-D posts:- Recruitment to posts in the Group-D service shall be made by the Divisional Forest Officer, Regional Chief Conservator or the Principal Chief Conservator, as the case may be, if borne in their respective establishment as per existing Rules framed by the Government from time to time”.

25. In the said code, the Rule-54 shall be omitted.

26. In the said code, for Rule-57 the following Rule shall be substituted namely:-

“57.Submission of Annual return by DFOs/Regional Chief Conservator –

The Divisional Forest Officers/ Regional Chief Conservator shall submit to the Principal Chief Conservator by end of the month of June every year, an annual return in Sub-joined Forms I and II showing number of Scheduled Caste and Scheduled Tribe candidates appointed by them during the preceding financial year. On receipt of the returns from the subordinate offices, the Principal Chief Conservator shall submit to Government in the Administrative Department by the end of the month of July every year similar return in respect of the Department as a whole (including his office and persons appointed to Gazetted post by Government).”

27. In the said code, the Rule-68 shall be omitted.

28. In the said code, the Rule-69 shall be omitted.

29. In the said code, the Rule-70 shall be omitted.

30. In the said code, for Rule-71 the following Rule shall be substituted namely:-

“71. Gradation List:- The Principal Chief Conservator of Forests & Head of Forest Force shall maintain gradation list of Deputy Rangers and Forester of the entire State and the Divisional Forest Officer shall maintain similar gradation list in respect of Forest Guards of the respective Divisions and revise them every year as on 1st January.”

The Regional Chief Conservator and the Divisional Forest Officers shall furnish full particulars in the following prescribed form in respect of all Deputy Rangers and Foresters appointed or promoted, as the case may be, to the said rank during the year ending 31st December so as to reach Principal Chief Conservator by 7th January every year to enable the latter to make the gradation list up-to-date and circulate them. The Divisional Forest Officer shall send the particulars of the Forest Guards of the Division to the Regional Chief Conservator by 7th January every year.

Sl. No.	Name, date of birth and home district	Educational technical qualification tests passed	Name of division	Date of appointment		Whether S.C. or S.T	Remarks
				To Department	To rank		
1	2	3	4	5	6	7	8

In the said code, for sub-rule-1,2 and 3 of Rule-72 shall be substituted namely:-

“72. Posting and Transfers:- (1) The postings and transfers of officers of Indian Forest Service and Group-A and Group-B Officers of Odisha Forest Service within the State are made by the Government. Such transfers are ordinarily on the recommendation of the Principal Chief Conservator.”,

“(2) The Principal Chief Conservator, has full powers to transfer all members of subordinate forest service and ministerial service from one circle to another.” and

“(3) The Regional Chief Conservator has full power to transfer all member of subordinate forest service and ministerial service from one Division to another within the circle.”

32. In the said code, for Rule-75 the following Rule shall be substituted namely:-

75. Cadre Management :- The cadre management of the Group-C and ministerial services in the Department will be as indicated below:

(1) The Forest Guards/ Foresters/ Junior Clerks of Divisional Office will form a Division cadre, and will be controlled by the Divisional Forest Officer.

(2) Deputy Rangers/Junior Accountants/Head Clerks of Divisional offices, Junior Clerk/ Senior Clerk will form a circle cadre and will be controlled by Regional Chief Conservator.

(3) Surveyor Draftsmen/ Head Clerk/ Office Superintendent of circle offices shall form a State Cadre and shall be controlled by the Principal Chief Conservator.”

33. In the said code, for Rule-81 the following Rule shall be substituted namely:-

“81. Training:- Senior Clerks of Division and Circle Offices and Senior Assistants of Principal Chief Conservator & HoFF, Odisha, Principal Chief Conservator (Wildlife) and Principal Chief Conservator (Kenduleaf) are required to undergo training at the Madhusudan Das Regional Academic of Finance

and Training, Bhubaneswar. They will not be eligible for promotion to the next higher grade until they complete the training successfully.”

34. In the said code, for Sub-Rule-5 of the Rule-87 shall be substituted namely:-

“(5) If an employee is found to be using or have used unfair means in the examination, the following penalties may, without prejudice to any other action that may be taken against him by the Principal Chief Conservator, be imposed on him, namely:

(a) Cancellation of result of examination in any paper or papers.

(b) Debarring from appearing at the examination in the remaining papers in the same chance.

(c) Debarring from appearing at the examination in subsequent chances not exceeding five successive chances other than that specified in Clause (b) above.

The Invigilating Officer not below the rank of Divisional Forest Officer shall be competent to inflict penalties specified in Clauses (a) and (b) above and the Principal Chief Conservator shall inflict all penalties specified in this sub-rule. Orders passed by the Invigilating Officer and the Principal Chief Conservator under this rule are final.

35. In the said code, for Sub-Rule-1 of the Rule-88 the following shall be substituted namely:-

“(1) The Junior Clerks of Divisional offices and Circle Office, Junior Assistants of the office of the Principal Chief Conservator & HoFF, Odisha, Principal Chief Conservator (Wildlife) and Principal Chief Conservator (Kenduleaf) are required to pass the 1st E.B. Examination.”

36. In the said code, for Rule-94 the following Rule shall be substituted namely:

“94. Authority Competent to impose Penalty on State Govt. Servants:- The State Government is competent to impose all penalties on the State Govt. employee other than an IFS Officers under the provisions of Odisha Civil Service (Classification Control and Appeal) Rules, 1962 and Odisha Civil Service(Pension) Rules, 1992.”

37. In the said code, for Rule-101 the following Rule shall be substituted namely:

“101. Performance Appraisal Report:- (a) The Performance Appraisal Report of IFS Officers will be regulated in the manner prescribed under All India Services (Performance Appraisal Report) Rules, 2007.

(b) The Performance Appraisal Report of all Group-A and Group-B Officers of Odisha Forest Service will be regulated as per the Government Rules and Guidelines framed from time to time.”

38. In the said code, for Rule-102 the following Rule shall be substituted namely:

“102. Submission of P.A.R.:-(a) The procedure for submission of PAR of IFS Officers will be followed as laid down under All India Services (Performance Appraisal Report) Rules, 2007 and Guidelines issued by Government of India and Government of Odisha from time to time.

(b) The procedure for submission of PAR of Group-A and Group-B Officers of Odisha Forest Service will be as per the Government Rules and Guidelines framed from time to time.

39. In the said code, for Rule-103 the following Rule shall be substituted namely:-

“103. Custody of PAR:- The PAR files of IFS Officers will be maintained by the Government of Odisha in General Administration & Public Grievance Department and the MoEF & CC, Government of India. The PAR files of Group-A and Group-B officers of Odisha Forest Service will be maintained by the Government of Odisha in General Administration & Public Grievance Department.

40. In the said code, for Rule-104 the following Rule shall be substituted namely:-

“104. Confidential Character Rolls of Group-C staff:- The Confidential Reports of the Group-C staffs in the Department shall be maintained as per the Government Rules and Guidelines framed from time to time.”

41. In the said code, for Rule-105 the following Rule shall be substituted namely:-

“105. Register of Confidential Character Rolls:- There shall be a register maintained of all Confidential Character Rolls of Group-C staff with every officer having the custody thereof. It shall be in parts one part for each category of staff. The register should show (1) serial number, (ii) name of the employee and posting, (iii) date on which Confidential Character Roll was received, (iv) designation of the officer from whom received, (v) date on which Confidential Character Roll was transferred, and (vii) remarks, if any.”

42. In the said code, for sub-rule-2 of the Rule-107 following shall be substituted namely:-

“(2) Subject to the condition that the authority competent to make a substantive appointment to the post held by a Government servant has full powers to grant leave other than special disability leave, study leave and leave under Rule 130 in Appendix I of Odisha Service Code, to the said Government servant; the powers of Forest Officers in regard to grant of leave are as under

Authority competent to grant leave	To whom	Limits and restrictions, if any
(a) Principal Chief Conservator of Forests and Head of Forest Force, Principal Chief Conservator (Kenduleaf) and Principal Chief Conservator (Wildlife)	(i) Deputy Conservator (other than IFS) (ii) Assistant Conservators/ P.A.(NT) (iii) Forest Rangers and to any member of subordinate Forest Establishment and Class III, Class IV of his own office	May grant leave up to 60 days May grant leave up to 120 days provided no substitute is required
(b) Regional Chief Conservator / Chief Conservator (Kendu Leaf)	(i) Class II and Class IV staff of his own office (ii) Forest Rangers, Head Clerks and Accountant of Divisional Office	Full Power

In the said code, for sub-rule-2 of the Rule-108 following shall be substituted namely:-

“(2) The leave applications of gazetted officers shall be routed to Government through the Principal Chief Conservator except in cases where he is competent to grant leave, in which case, he shall calculate and provisionally sanction the earned leave due as provided in Rules 7 and 11 of Appendix 10 to Odisha Service Code and at the same time get the eligibility for leave verified by the Accountant-General, Odisha.”

44. In the said code, for Rule-118 the following Rule shall be substituted namely:

“118. Authority competent to grant C.L., Quarantine Leave:- The following authorities are empowered to grant casual leave, quarantine leave or permission to leave station during casual leave or holidays.

Authority	To whom	Extent of power
(a) Government	Principal Chief Conservator of Forests and Head of Forest Force/ Principal Chief Conservator (wild life) Principal Chief Conservator (kenduleaf)	Full Power
(b) Principal Chief Conservator, Additional Principal Chief Conservator	(i) Regional Chief Conservator (ii) Gazetted and non- Gazetted staff in his office	Ditto
(c) Regional Chief Conservator	(i) D.F.Os. (ii) Gazetted and non- Gazetted staff in his office.	Ditto

In the said code, the Rule-128 shall be omitted.

46. In the said code, for sub-rule-1 of the Rule-137 the following shall be substituted namely:-

“(1) The following Government servants in the office of the Principal Chief Conservator of Forests & HoFF, Odisha, Principal Chief Conservator of Forest (Wildlife) and Principal Chief Conservator of Forest (Kenduleaf) shall be supplied with liveries within such monetary limit as may be fixed by Government from time to time.”

47. In the said code, for Rule-144 the following Rule shall be substituted namely:

“144. Washing Allowance:- The Group-D Government servants in Principal Chief Conservator’s, Principal Chief Conservator’s (kenduleaf)’s and Principal Chief Conservator (WL)’s, office who supplied with hot weather liveries will draw washing allowance at the rate of Rs. 2 each per month or as amended from time to time by Government.”

48. In the said code, sub-rule-4 & 5 of Rule-148 shall be omitted and for sub-rule-1 the following shall be substituted namely:

“(1) The establishments in which staff relating to the department are entertained are classified into:

1.

- i. Permanent establishment;
- ii. Temporary establishment;”

49. In the said code, the Rule-150 shall be omitted.

50. In the said code, the Rule-151 shall be omitted.

51. In the said code, for Clause-(iii) and (v) of the Rule-158 the following shall be substituted namely:-

“(iii) A register of Reserved Forests for the entire circle shall also be maintained in the circle office separately for each Division in the circle. The Register maintained in the circle office should be tallied

with the register maintained in Divisional Office at the time of annual office inspection by the Regional Chief Conservator and both the registers should be brought up-to-date with respect to all orders issued since the last inspection.” And

“(v) As far as practicable, a map of each reserve shall be left in the office of the Principal Chief Conservator/ Regional Chief Conservator / Divisional Forest Officer.”

52. In the said code, for Rule-172 the following Rule shall be substituted namely:-

“172. Procedure for submission of proposal for forest diversion - It would be processed as per the provisions of Forest Conservation Act, 1980, Forest Conservation Rules, 2003 & guidelines/ modalities of MoEF & CC, Govt. of India from time to time in this regards.”

53. In the said code, for Rule-173 the following Rule shall be substituted namely:-

“173. Forest Land required by other Departments- It would be processed as per the provisions of Forest Conservation Act, 1980, Forest Conservation Rules, 2003 & guidelines/ modalities of MOEF & CC, Govt of India from time to time in this regards.”

54. In the said code, for Rule-174 the following Rule shall be substituted namely:-

“174. Compensatory Afforestation - Whenever a forest land is diverted for any non- forestry activity, the Compensatory Afforestation will be taken up as per the provisions of Forest Conservation Act 1980, Forest Conservation Rules, 2003 & guidelines/ modalities of MOEF & CC, Govt of India from time to time in this regards.”

55. In the said code, after sub-rule-4 of the Rule-175, the following sub-rules shall be inserted namely:-

“5. The map requirements for Forest Survey will be mainly met through Forest Survey of India, Dehradun and ORSAC, Bhubaneswar. The field staff of the Forest Department will make use of appropriate gadgets like DGPS etc. to collect further information on the ground.”

“6. The survey & georeferencing of forest blocks be undertaken in consonance of the Standard Operating Procedure (SOP) for georeferencing of Forest Block boundaries & DGPS survey dt 5th September 2017, RFP dated 21st August 2018 for selection of georeferencing partners & other guidelines/modalities issued by State Government & MOEF& CC, Govt. of India in this regards.”

56. In the said code, for Rule-182 the following Rule shall be substituted namely:-

“182. Introduction: - The Rules regarding preparation and control of Working Plans are contained in the “National Working Plan Code 2014.”

57. In the said code, for sub-rule (1) of the Rule-183 the following shall be substituted namely:-

“(1) The Conservator of Working Plan in the Office of the Principal Chief Conservator of Forests and Head of Forest Force shall draw up an advance programme of the compilation and revision of working plans and working schemes every five years and shall submit it to the Principal Chief Conservator of Forests and Head of Forest Force for his approval. This approved programme shall also be communicated to the territorial Regional Chief Conservator and Divisional Forest Officers concerned in time, so that the concerned records and management maps of the divisions shall be kept up-to date and made available to the Working Plans Officer when required. The prior approval of the Principal Chief Conservator of Forests and Head of Forest Force must be obtained for any change in the programme.”

58. In the said code, for sub-rule-(1) and (4) of the Rule-184 the following shall be substituted namely:-

“(1) The Regional Chief Conservator, shall be responsible for the important prescriptions, and for corrections and alterations, he may make in the Working Plan Officer’s draft.”

“(4) The duty of checking control forms will be of the Working Plans Officer. Any adverse comments on control form will be reported to the Regional Chief Conservator, who will bring it to the notice of the concerned Regional Chief Conservator and the Principal Chief Conservator.”

59. In the said code, for sub-rules of the Rule-186 the following shall be substituted namely:-

“Working Plan Amendment:-(1) It is highly undesirable that Working Plans should be altered except for substantial reasons. Any alteration affecting the fundamental silvicultural management, the rotation, or the calculation of the yield must receive the sanction of Government.”

“(2) The Principal Chief Conservator may for special reasons to be recorded in writing sanction excess or deficit fellings in deviation from the prescription of the Working Plan, provided that excess fellings are limited to one year in advance of those prescribed.

The Principal Chief Conservator may also sanction alteration in annual coupes all deviations regarding roads, buildings and fire protection measures for reasons to be recorded in writing under intimation to Government.”

“(3) The Principal Chief Conservator should normally consult the Regional Chief Conservator, the concerned territorial Regional Chief Conservator, the Working Plans Officer and the Divisional Forest Officer of the Division concerned, in the case of all important amendments to the Working Plan. The fact that he has done so, along with the opinion of the officers consulted shall be communicated to Government in the case of all applications for Government sanction to Working Plan amendments.”

“(4) All amendments will be printed and copies will be submitted to Government. The Regional Chief Conservator is authorized to have sanctioned correction slips printed without reference to higher authority for the printing.”

60. In the said code, for Rule-194 the following Rule shall be substituted namely:

“1. Government of Odisha, Forest and Environment

Department	12 copies
2. Principal Chief Conservator	5 copies
3. Chief Conservator of Forests (Training & Development)	3 copies
4. Regional Chief Conservator concerned	5 copies each
5. Regional Chief Conservator not concerned (territorial and non-territorial)	2 copies
6. Divisional Forest Officer concerned	18 copies each
7. Divisional Forest Officers not concerned (territorial and non-territorial)	1 copy each

8. Working Plans Officer concerned	2 copies
9. Director, Forest Schools	2 copies each
10. D.G, Forests, MoEF & CC, Govt. of India	5 Copies
11. Director General, ICFRE, Dehradun	2 copies
12. Director Forest Education (DFE), Dehradun	2 copies
13. Board of Revenue, Odisha	3 copies
14. District Magistrate concerned	1 copy each
15. DDG, Eastern Regional Office MoEF & CC, Bhubaneswar	1 copy
16. The Author	1 copy
17. Sub-divisional Officer concerned	1 copy each

Each time a Plan is sent to the Press, the number of copies to be printed shall be intimated to the Director of Printing and Stationery and Publication and a distribution list will be attached to the requisition for printing.

Summaries of Plans about to be issued may be circulated to the following officers during the first week of January each year. The summaries shall mention features of particular interest in each plan in order to enable other States to select Plans copies of which they wish to have –

(1) All Principal Chief Conservators

(2) All Regional Chief Conservator/ Chief Conservator of the neighboring States.

If any of the Officers not mentioned above requires copies of any Plan, it will be supplied to them on payment at the rate of Rs. 100 per copy of the Plan along with the usual uncoloured map or maps if any.”

61. In the said code, for sub-rule-(1) and (2) of the Rule-195 the following shall be substituted namely:-

“ (1) A quinquennial programme of research and experiments will be drawn up by the Silviculturist in consultation with the Regional Chief Conservator in charge and will be submitted to the Principal Chief Conservator, Additional Principal Chief Conservator for his approval. In the month of January each year the Silviculturist will prepare a programme outwork for the ensuing year, based on the selected items of the approved quinquennial programme and will submit the same for the approval of the Regional Chief Conservator.” and

“(2) It will be the responsibility of the Divisional Forest Officers to bring to the notice of the Silviculturist by the month of November preceding, any special problems on which they feel that further research should be done. The Silviculturist on receipt of requests from the Divisional Forest Officers will compile a consolidated report including the various suggestions of the Divisional Forest Officer and send them to the Regional Chief Conservator before the preparation of the quinquennial programme so that such

of the items as finally approved by the Regional Chief Conservator can be included in the quinquennial programme to be drawn up by the Silviculturist.”

62. In the said code, for sub-rule (2) of the Rule-196 the following shall be substituted namely:-

“(2) Silviculturist may, with the approval of the Principal Chief Conservator, Additional Principal Chief Conservator, receive funds from the Indian Council of Forestry Research and Education (ICFRE), Dehradun and other Organisations and carry out research and experiments in co-ordination with the sponsoring organisations. The prescribed accounting procedure shall be followed in all such cases.”

63. In the said code, for sub-rules of the Rule-197 the following shall be substituted namely:-

“(3) On a request made by the Silviculturist through the Regional Chief Conservator, the Principal Chief Conservator, Additional Principal Chief Conservator may direct any Divisional Forest Officer to do the periodical maintenance of such plots if he considers it necessary. All expenditures will be charged to the Silviculture Division in such cases.”,

“(4) In cases where a plot of more than 20 hectares is required by the Silviculturist to lay out a research garden, the concurrence of the territorial Regional Chief Conservator and the Principal Chief Conservator, Additional Principal Chief Conservator should be obtained by the Silviculturist through Regional Chief Conservator in charge.”,

“(9) Gregarious Flowering of Bamboo- The occurrence of gregarious flowering of bamboos and good seed years of bamboos should be reported to the Silviculturist by the Divisional Forest Officer who will prepare a consolidated report for the State and send such reports to the Regional Chief Conservator, the Principal Chief Conservator, the Head Division of Forestry and the Honorary Editor, Indian Forester.” And

“(10) An Annual Report on the seeding of principal species will be sent direct to the Silviculturist by the Divisional Forest Officer by the 1st July each year. The Silviculturist will compile a consolidated report for the State and send them to all the territorial Regional Chief Conservator in charge of research for their information and record.”

64. In the said code, for Rule-208 the following Rule shall be substituted namely:-

“208. Research Work by the Divisional Forest Officers:- The Divisional Forest Officers of Territorial & Wildlife Divisions carry out large scale plantation of different species. The Divisional Forest Officers of Territorial & Wildlife Divisions may undertake local experiments to study the suitability of species, and to evolve the best plantation technique for different species and the method of seed treatments and regeneration and any other aspect of plantation work particularly of the indigenous useful species, in consultation with the Silviculturist and the Regional Chief Conservator.

Proper records as advised by the Silviculturist should be maintained by the Divisional Forest Officers and annual observation reports compiled and sent to the Silviculturist by the end of September each year, for record in his concerned ledgers and inclusion in the annual research report.

Any expenditure required for such experiments shall be met by the Divisional Forest Officers from their Divisional Budgets under this specific budget sub-head.”

65. In the said code, for Serial No.-5, 6, 8, 10, 14 and Note of the Rule-212 the following shall be substituted namely:

“(5) D.G, Forests & Special Secretary, MoEF & CC

2 copies

(6) D-G, ICFRE, Dehradun	3 copies
(8) Principal Chief Conservators of Forests & Head of Forest Force other State on reciprocal basis	1 copy each.
“(10) Additional Principal Chief Conservator of Forests	2 copies”
(14) Deputy Director General, MoEF & CC, Regional Office	1 copy»

Note- Whenever the annual research report is required by institutions or persons other than listed above, a nominal fee of Rs. 25 for each copy, shall be realised.”

66. In the said code, for Rule-235 the following Rule shall be substituted namely:-

“235. Management of Sanctuaries and National Parks:- All the wild life sanctuaries and national parks (except the area under the Project Tiger) in the State will be under direct control of the Principal Chief Conservator of Forest (Wildlife) and Chief Wildlife Warden. Forestry operations in the sanctuaries and the national parks will be regulated by the respective Wild Life Wardens as per instructions of the Principal Chief Conservator of Forests (Wildlife) and Chief Wildlife Warden. Timber operations and collections of other forest produce should be of secondary consideration, objectives of each sanctuary and national park will be identified and accordingly the prescriptions of the Working Plans will be wild life- oriented so that habitat conservation receives adequate importance.”

67. In the said code, for Rule-236 the following Rule shall be substituted namely:

“236. Jurisdictions of the Wild Life Staff:- Under the Principal Chief Conservator of Forests (Wildlife) and Chief Wildlife Warden there should be wild life wardens of the rank of Deputy Conservator. All the territorial Divisional Forest Officers should be declared as Wild Life Wardens. A full-time wild life warden should be in charge of each national park or sanctuary of area over 250 Sq. Kms. in case the national parks or sanctuaries are smaller a few of them should be clubbed together to form a sizeable jurisdiction. In sanctuaries and national parks which are of vital importance from the point of view preponderance of endangered species, there may be Wild Life Wardens even if the area is less than 250 Sq. Kms. Other sanctuaries and national parks of area between 100 to 250 Sq. Kms. should be under the control of Wild Life Wardens of the rank of Assistant Conservator. Sanctuaries and national parks of area between 50 to 100 Sq. Kms, should be under control of an Assistant Wild Life Warden of the rank of a Forest Ranger. The National Parks and Sanctuaries may be further subdivided into smaller units to be under the control of Forester and Forest Guards. Jurisdiction of a Wild Life Forest Guard should be approximately 10 Sq. Kms. and may be even smaller depending upon the terrain, accessibility to the poachers and incidence of wild life of particular interest. For every four wild life Forest Guards, there should be one wild life Forester who will work directly under the Assistant Wild Life Warden.

In the towns which are the centers of trade in wild animals, animal articles and taxidermy, a Forest Ranger should be posted to check and control such trade and taxidermy.”

68. In the said code, for Rule-240 the following Rule shall be substituted namely:-

“240: Working by Odisha Forest Development Corporation Ltd.

It is the policy of the Government to allow Odisha Forest Development Corporation Ltd (OFDC

Ltd), a Government of Odisha undertaking, the lease of forest produces particularly the timber coupes in the Division where the Corporation is interested on preferential basis. The Odisha Forest Development Corporation Ltd was established in the year 1962 with grant of monopoly lease of all timber coupes in Bonai and Jeypore Division. Since then the Corporation has extended its activities to all Forest Divisions of the State. The Corporation has also been entrusted with marketing of Kenduleaves throughout the State. Besides, the Corporation has been allowed to work all the bamboo coupes as an agent of the Government.

The terms and conditions of the lease of the timber coupes are as follows:-

- a. The Corporation will contract the Forest Department in advance for allotment of coupes and for fixation of royalty.
- b. The Divisional Forest Officer shall intimate the Divisional Manager and Managing Director of the Corporation the list of coupes due for working along with the list of marked trees by end of September each year. Corporation should formally confirm within a period of 07 days to DFO that they will work out the coupes on payment of the royalty fixed against each, failing which it will be confirmed that they are not willing to work out the coupes. Thereafter, Principal Chief Conservator of Forests, Odisha will take steps for otherwise working of the coupes.
- c. The upset price in respect of a particular coupe should be fixed as royalty payable for that coupe by the Corporation as per the modalities and guidelines issued by the Government from time to time. The unit value and payable royalty for each working year will be finalized by the Pr.CCF, Odisha and Managing Director, OFDC Ltd by 31st of August each year prior to delivery of the coupes by 30th September, based on the sale result of previous year and marketing condition. The royalty amount due for realization so from OFDC Ltd assessed shall be intimated to Government. The OFDC Ltd shall ensure payment of royalty within the same financial year. Interest will be charged as usual for default in payment of royalty of regular coupes. No security deposit shall be payable by the Corporation.

1. Classification of the species:

- a. Modalities for classification of species into different classes and basis of calculation of unit for different classes of trees to be removed is to be regulated in accordance with memo no. 12224 (4)/5F-ST-20/81 dt. 07.06.1982 of Pr.C.C.F, Odisha uniformly throughout the State.
 - i. 1st class species: - Sal, Bija, Sisoo, Gamhar, Bandhan, Champa and Kangda.
 - ii. 2nd class species: - Asan, Kurum, Kasi, Mango, Kendu, Dhaura, Tendra, Sidha, Jamu, Mitkinia and Rohini.
 - iii. 3rd class species:- All other species (except Teak, Chandan and Khair)
- b. Teak is to be treated as special class and unit value to be calculated as twice that of Sal of equivalent girth for calculation of units, if sold from a coupe standing with other species.
- c. Chandan and Khair are to be classified into any of the classes mentioned above depending on the market value.

2. Calculation of Units of different classes of species:

- a) The Unit calculation of different classes of species will be determined as per the guideline issued by

the Forest and Environment Department vide their Memo No. 6F-(B)-12/2006 7420 /F&E, Bhubaneswar, Dated. 08.05.2006 and subsequent modification in this regard from time to time by the competent authority.

b) Actual volume of the lot is to be taken into consideration for felled and converted/stacked timber or firewood.

c) Ratio to be adopted for conversion of different classes of tree species of varied girth into unit is as under:

Sl.No.	Girth	Ratio of conversion into units.		
		1st Class	2nd Class	3rd Class.
1	Under 60 Cm	0.25	-	-
2	60 CM to under 90 CM	0.50	0.25	-
3	90 CM to under 120 CM	1.00	0.50	0.25
4	120 CM to under 150 CM	2.00	1.00	0.50
5	150 CM to under 180 CM	4.00	2.00	1.00
6	180 CM and above.	6.00	3.00	1.50

d) For calculation of units, trees marked as “unsound” are to be taken as half of that of sound trees of the corresponding girth of the species.

3. Disposal by OFDC Ltd.

OFDC Ltd shall strive for disposal of all stock received within the year itself by way of retail sale, and /or bulk sale as per the guidelines issued by Government from time to time and as per the sale policy of the Corporation.»

69. In the said code, for Rule-243 the following Rule shall be substituted namely:-

“243 Lease of Bamboo coupes - After nationalization of bamboo in the year 1988-89, Odisha Forest Development Corporation Ltd has been appointed as an agent to work out the bamboo coupes on behalf of Government. Allotment of coupes, payable royalty, working cost as well as sale value will be determined by the Empowered Committee (EC) as per the Government instructions and guidelines. The main objective of the bamboo working is to ensure systematic and scientific working of the bamboo coupes to get the raw materials in sustainable manner to cater the need of artisans, local people and raw material for different bamboo based industries and at the same time creating employment opportunity. However, the areas allotted to JFM Committee and forest areas over which either community right have been granted under Forest Right Act or community right under FRA applied shall be excluded from the lease and shall be worked out as per the Government guidelines from time to time.”

70. In the said code, the first and the second paragraphs of sub-rule-1 of the Rule-245 shall be substituted namely:

“245. Calculation of Upset-price :- (1) Upset price/ royalty of a coupe will be determined as per the guidelines and as per the manner mentioned under Rule-240.”

71. In the said code, the Rule-258 shall be omitted.

72. In the said code, for Rule-268 the following Rule shall be substituted namely:

“268. Payment of Rewards:- Payment of Rewards to individuals or community shall be as decided by Government from time to time.”

73. In the said code, for Rule-269 the following Rule shall be substituted namely:

“269. Payment of Special Rewards:- Payment of Special Rewards to individuals or community shall be as decided by Government from time to time.”

74. In the said code, for Rule-270 the following Rule shall be substituted namely:-

“270. Payment of Special Rewards to an Individual or a Community:- Where an individual other than a forest employee or a community renders assistance in protection of forests, detection of forest offence and extinguishing forest fires, the payment of special rewards can be sanctioned by the forest officers up to an amount given below :

Sl. No.	Item	PCCF	R.C.C.F	D.F.O.
1.	Individual	200	100	50
2.	Community	500	300	100

Provided that the same individual or community should not be given more than one reward under this rule within the same financial year.

Note-In any forest offence case, in which the offender is convicted under law but in which no penalty has been imposed, special reward may be given under this rule if any person has performed any service of special merit in respect of detection or imparting information for successful prosecution of the case.”

75. In the said code, the Rule-272 shall be omitted.

76. In the said code, for sub-rule(1) of the Rule-276 (Part-II) the following shall be substituted namely:-

“(1) The Part II of the Administrative Report should be prepared by the Principal Chief Conservator (Kenduleaf) in charge of Kendu Leaf Organisation and submitted to Government with a copy forwarded to the Principal Chief Conservator and HoFF for inclusion by him in the Annual Administration Report of the Department.”

77. In the said code, for serial No. 8 and 11 of the Rule-281 the following shall be substituted namely:-

“8. Principal Chief Conservator of Forests of other

States on reciprocal basis 1 copy each.” and

11. All Regional Chief Conservator 2 copies each”

78. In the said code, the sub-rule-2 of the Rule-282 the following shall be substituted namely:-

“(2) A similar quinquennial report shall be prepared for Kendu Leaf Organisation and compiled by the Principal Chief Conservator of Forests (Kenduleaf).”

79. In the said code, for Rule-287 the following Rule shall be substituted namely:-

“287. All Forest Produce Received and Disposed of to be Brought to Account:- (1) All forest produce

removed from areas under the charge of the Forest Department by any agency whatsoever, or brought or otherwise received or disposed of, must be brought into accounts immediately after a transaction takes place.

2) The sale proceeds arising out of the removal of the forest produce should be deposited into the Govt. Account in Treasury preferably in the Online Mode.

3) The payments to be made to the agencies engaged for removal of forest produce shall be made directly to their bank account using the online platform of Odisha Treasury.”

80. In the said code, the Rule-288 shall be omitted.

81. In the said code, for Clause (i) of the Rule-289 the following shall be substituted namely:-

“(i) All transactions of forest produce (removed or collected by Government agency (or assigned to Government in the case of illicit removals) must appear in form Nos. 2-A, 2-B and 41 unless otherwise specially directed by Principal Chief Conservator.”

82. In the said code, for Rule-291 the following Rule shall be substituted namely:-

“291. Register of Receipts and Disposals in Depots:- In each sale depot Registers of Receipts (Form No. 2A)in which will be entered all stock as it arrives, and Registers of Disposals (Form No. 2 B) showing all stock sold or otherwise disposed of. Separate Registers will be kept for -

(a) timber, including drift and waif wood,

(b) bamboos,

(c) fuel wood

(d) Wild animals and their produce

(e) other forest produce.

Form 2-B shall be balanced at least twice in a year and every time the register is examined, a stock taking of the produce in the depot shall be done by the Inspecting Officer. A certificate of having done so shall be recorded in the concerned depot registers. A special report may be submitted to the next higher officer in case of any discrepancy.

83. In the said code, for sub-rule (3) of the Rule-293 the following shall be substituted namely:-

(3) In firewood sale depots the receipts should be shown in standard stacks in Form No.2-A and the form must be balanced at the close of each day as per the table given below.:-

Receipts				sales				Balance	
Daily		Running total		Daily		Running total		Stack	Vol.
Stack	Vol.	Stack	Vol.	Stack	Vol.	Stack	Vol.		
No.		No.		No.		No.		No.	

Note:- The size of the stack of the Divisions shall be standardized by the Regional Chief Conservator. All sales of fire wood from the depots shall be by stacks.

84. In the said code, for sub-rule(4) of the Rule-294 the following shall be substituted namely:-

“(4) All transactions shown in Form No.41necessitating payments should appear in Form No. 46 of the same month and vice- versa.

85. In the said code, for clause (ii) of the Rule-298 the following shall be substituted namely:-

“(ii) A receipt book in form No. 49 must also be used for receipts of price paid to be given to purchasers. The issue of receipt in manuscript is strictly prohibited. A notice-to the effect that manuscript receipts should not be accepted by purchasers must be exhibited in Odia in some conspicuous place in each depot.”

86. In the said code, for sub-rule (5) of the Rule-299 the following shall be substituted namely:-

“(5)Timber and other forest produce supplied to people affected by natural calamities, such as flood, fire, cyclone etc., should appear in Form No. 52 quoting authority for the supply in column No. 10 of the form.”

87. In the said code, for Rule-300 the following Rule shall be substituted namely:

88. “300.Revenue Demand and Outstanding (Form Nos. 53, 54 and 55):- Odisha Forest Development Corporation Ltd. (OFDC) is the agent of the Forest Department of Odisha for harvesting and marketing of timber and other forest produce. Revenue payable for timber and other forest produce sold under any agreement is governed by Odisha Forest Contract Rules,1966, Odisha Forest Produce (Control of Trade) Act,1981,The Odisha Forest Produce(Control of Trade)Rules,1983.”

89. In the said code, for Rule-302 the following Rule shall be substituted namely:-

“302. Returns of Stores, Tools and Plant, (Form No. 57):- (1) (a) An account of stores, tools and plants will be maintained in the following forms in all offices, showing the number received, the number disposed of (by transfer or writing off etc) and balance-in-hand, for each kind of article.

(i) In Code Form No. 57 for all stores, tools and plants except consumable stores.

(ii) In Code Form No. 58 for consumable stores in offices of the Divisional Forest Officer, Regional Chief Conservator of Forests and Principal Chief Conservator of Forests.

(iii) In Code Form No. 59 for consumable stores in Ranges.

(b) Stores, tools and plants should ordinarily be classified as follows:—

(i) Surveying and other instruments

(ii) Machinery

(iii) Tools

(iv) Office and rest-house furniture

(v) Tents

(vi) Marking hammers

(vii) Building materials, small stores and house fittings

(viii) Uniform articles

(ix) Miscellaneous

(2). The Divisional Forest Officer and Range Officers will obtain receipts for all stores, tools and plants issued by them to their subordinates or contractors etc. and will check these receipts at the time of the annual inspection. In case where articles are transferred from the charge of one person to that of another, fresh receipts will be taken from the latter.”

90. In the said code, for Rule-305 the following Rule shall be substituted namely:-

“305. Return of Stores, Tools and Plants:- (1) An annual return of stores tools and plant shall be submitted in Code Form No. 57 by the Range Officer to the Divisional Forest Officer. After checking and plus and minus entries should be made by the Divisional Forest Officer and Officer-in-charge of Circle as noted below:-

Authority required to submit	To whom to be submitted	Due date of submission
(i) Range Officer	Divisional Forest Officer	1st May
(ii) DFO (Plus and minus entries).	Regional Chief Conservator of Forests/ Officer-in-charge of Circle	1st June
(iii) Officer-in-charge of Circle (Plus and minus entries).	Principal Chief Conservator of Forests	1st July

(2) The stores, tools and plants should be ordinarily classified in the annual return as detailed in Rule 302.

91. In the said code, for Rule-307 the following Rule shall be substituted namely:-

“307. Register of Live- Stock:- A register in Code Form No. 60 of all live stock shall be maintained in the Range and Division offices where live stock is kept. The following instructions should be followed in maintaining the registers—

- i. The register will be indexed. A few pages shall be devoted to each category of animals, birds, reptiles etc. In case of Elephants however 1 page will be earmarked for each individual indicating name of the animal, sex and age at the top of the page.
- ii. The register should be written up as the stock is received or disposed of and should be balanced at the end of each financial year.”

92. In the said code, for Rule-308 the following Rule shall be substituted namely:-

“308. Annual Return of Live-Stock:- An annual return of live-stock shall be submitted in the form, prescribed by the Central Zoo Authority, New Delhi from time to time.”

93. In the said code, for sub-rule-1, 4 & 6 along with introductory of Rule-309, the following shall be substituted namely:-

“309. Introductory:- Detailed rules for the receipt of Government money and payments are embodied in the Odisha Accounts Code, the Odisha General Financial Rules and the Odisha Treasury Code. However a few important rules for general guidance are quoted below:

“(1) Government Servants receiving money on behalf of government must give a Departmental Receipt to the payer towards acknowledgement of the amount. In case the money is received through digital

mode such as: PoS devices, BHIM, UPI, QR Code etc. the appropriate guideline issued by the Finance Department should be adhered. Procedure laid down in Rule-41 as amended from time to time of the Odisha Treasury Code should be strictly followed.”,

“(4) Government dues or other money receivable on Government account from the Bodies/Agencies other than Government Department for Deposit works may be realised in online mode. However the realised amount of Rs. 500 or less may be remitted immediately into the Treasury under the Forest Remittance head only, through online or offline mode, using the online platform of IFMS. accepted in cash and remitted immediately to Government account as per provisions of Odisha Treasury Code.” and

“(6) As a general rule, no authority may incur any expenditure or enter into any liability involving expenditure from Consolidated Fund, Contingency Fund or CAMPA Fund until the expenditure has been sanctioned by general or special orders of the Government or by an authority to which power has been duly delegated in this behalf and the expenditure has been provided for in the authorised grants and appropriation for the year. In case of extra-Budgetary resources, expenditure may be incurred as per approved Annual Plan of Operation.”

94. In the said code, for sub-rule-4 & 5 of the Rule-311 the following shall be substituted and sub-rule-6 shall be inserted after sub-rule-5 namely:-

“(4) Transactions must be recorded on the date on which they actually occur and in order of occurrence as far as practicable.

Note:—If owing to the absence of the disbursing officer on tour a cheque issued by him while in camp, is entered in the cash book maintained at this headquarters on a subsequent date, the actual date of issue of the cheque should be recorded in the cash book as denominator and the numerator being the date on which the entry is made in the cash book.

(5) The cash book should be bound and should normally contain 100 pages being machine numbered before the first entry in the cash book is made, the page numbers should be verified and pages counted and following certificate recorded on the 1st page by the disbursing officer to whom the cash book belongs.

«Certified that on actual count the cash book contains pages from page No to page No.....

Signature

Date”

(6)“The monthly accounts may be prepared using the Forest Module of iFMS and submitted to Accountant General, followed by the hard copy of Account (the system generated account along with the concerned vouchers duly signed by the Competent Authority). However any change on the system of online accounts as per iFMS and guidelines issued by the Government from time to time shall be followed.

On elimination of Plan and Non-Plan Distribution since the Financial Year 2017- 2018, the various budget documents have already been revised for distinguishing allocation in terms of Revenue and Capital Expenditure. The Government expenditure would now be classified into the following four broad categories:-

A. Administrative Expenditure

B. Programme Expenditure

C. Disaster Response Fund

D. Transfers from State

95. In the said code, for clause (iv) of the Rule-312 the following shall be substituted namely:-

“(iv) All entries of advance on both sides of the cash book must be underlined.”

96. In the said code, for Rule-313 the following Rule shall be substituted namely:-

“313. Cash Book Entries:- The cash book of the Divisional Forest Officer is primarily the detailed record of his own transaction written day by day, but the transactions of his Sub-divisional officers and subordinates, whether rendered through cash books or otherwise should also be incorporated therein. All items of classified revenue realised and expenditure incurred by subordinate officers should be posted in totals only, other items of receipt and charges and recoveries of service payments should be entered.”

97. In the said code, for Rule-314 the following Rule shall be substituted namely:-

“314. Classification of Transactions:-

Any transactions relating to Forest Accounts, whether it is Revenue or Expenditure should be classified in accordance with the prescribed head of accounts. The classification of receipts and charges should be shown under the column “Head of Service” on both sides of Cash Book. In the monthly Accounts (Cash Accounts) the receipts and charges to be shown major head wise but in the Classified Abstract and the Schedule of Works expenditure (60P), the complete classification as per the budget may be shown. All sums paid into treasury or the value of cheques drawn in iFMS, is to be debited or credited as the case may be, under 8782-Forest Remittance. Advances and Recoveries thereof by the Divisional Forest Officer’s to/from their subordinates should be shown under 8550-Forest Advance. Statutory deductions, such as Income Tax, GST, Royalty Charges etc. deducted at source may be shown under the head of accounts as below:-

Income Tax	8658-00-112-1688-91299
OGST	8658-00-101-9318-91336
CGST	8658-00-101-9318-91337
CGST	8658-00-101-9318-91338
Royalty	0853-00-102-0121-02021

The amounts received from the Bodies/Agencies other than the Government Department for Deposit Works and the works executed thereof should be shown under 8443- Forest Deposit. Value of bills accepted by other Departments and the bills of other Departments accepted by the Divisional Forest Officer along with other items of receipts and charges adjustable by Book Transfer should be classified under Book Transfer and the recovery of said payment will be dealt with in a manner as prescribed by Finance Department, Government of Odisha from time to time”.

98. In the said code, for sub-clause (2) of clause (a) of the Rule-315, the following shall be substituted namely:-

“(2) In all other cases, the amount recovered should be entered initially in the accounts as an item of receipt under “Recoveries of Service payments” but not remitted into the treasury as revenue receipts. In the classified Abstracts of Expenditure, Form No.60P the amounts should be shown as minus entries with underline under the sub-heads to which they were originally charged so that the total of Form No.60P would be correspondingly reduced, as also the amount of the lump sum entry to be made in the Monthly Cash Account, Form No. 61, as the expenditure charged during the month.”

99. In the said code, for Rule-320 the following Rule shall be substituted namely:-

“320. Checking and Balancing the Cash Book:- (1)All entries in the cash book must be checked by the disbursing officer as soon as possible after the date of their occurrence, and then he must see that all receipts have been properly credited to the Treasury mentioned in it and that the payments are supported by vouchers which have been passed by him. The cash book should be initiated (and dated) under the last entry checked.”,

“(2)The cash book should be closed and balanced monthly. Divisional Forest Officers should close their cash books on the last working day of each month, but subordinate officers may do so on the 25th or such earlier date as may be necessary in order to ensure that the officer in charge of the division in which they are serving in which their accounts are compiled may receive by the last day of the month a copy of the cash book (with the original vouchers and such other accounts as may be prescribed). For the month of March, the Divisional Forest Officer should keep open his own accounts until the receipt of such accounts of the subordinate officers as will be closed on the 31st of the month.” and

“(3) In the case of Divisional Forest Offices, the cash balance on hand should be counted on the last day of each month and a certificate to the effect that it agrees with the computed balance should be recorded in the cash Account in form No. 61. They must, when at headquarters, always verify the cash balance in person and sign the accounts to be rendered to the Accountant-General.”

100. In the said code, for Rule-321 the following Rule shall be substituted namely:-

“321. Correction of Errors:- (a) If an item in the Forest Account requires correction/reconciliation of monthly Accounts, the same should be done online as prescribed by Finance Department from time to time.” and

“(b) If any error is noticed after the accounts of March supplementary have been closed and despatched to the Accountant General it should be reported by letter to the Accountant General.”

101. In the said code, for Rule-322 the following Rule shall be substituted namely:-

“322. Advance to Disbursers:- (1) The disburser is an officer who receives advances direct from the drawing officer and renders accounts to him. It includes an officer in charge of a range, Assistant Conservator, Ranger, Deputy Ranger or Forester in charge of any particular work and also Head Clerks and Head Assistants for meeting petty expenditure of the office. The disburser is required to maintain a cash book.” and

“(2) When a cash advance is made, the amount must be charged at once in the cash book of the officer making the advance, under “Forest advances” as an advance to the disburser concerned. Until cleared, the advance should be held at the personal debit of the disburser.”

102. In the said code, for Rule-323 the following Rule shall be substituted namely:-

“323. Application for Advance:- (1) A fund application in Schedule XVIII form No. 79 will be made by the disbursing officer on the last working day of each month to the Divisional Forest Officer for the advance required in connection with work to be executed, during the month. The disbursing officer shall indicate in the application the different 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 hand at the time of application should also be mentioned. The Divisional Forest Officer shall exercise close scrutiny on such application and issue cheques. The Divisional Forest Officer should at the same time keep a watch on the budget allotment made to the applicants with a view to control expenditure within the budget. Online requisition for advance of funds shall be made by the Range Officer as per the field requirement.” and

“(2) Sanction of Advance should be based on requirement to be submitted by Range Officer/ SDFO/ ACF to meet expenditures arising out of urgent/ unforeseen circumstances with justification.”

103. In the said code, for Rule-324 the following Rule shall be substituted namely:

“324. Advance to Sub-Disbursers:- (1) The sub-disburser is an officer who receives advance from a disburser (not DFO) and renders accounts to him. His position is sub-ordinate to the disburser and he disburses money on behalf of the disburser. The Divisional Forest Officer shall be competent to decide whether the sub-disburser should maintain independent cash book depending upon the frequency and quantum of advance.” and

“(2) For each such advance paid, the Range Officer/ SDFO/ ACF shall obtain a receipt from the payee and charge it in his cash book as usual. The receipt should be submitted to the Divisional office with his monthly accounts. He should also maintain a disburser’s ledger in Form No.44 and submit an abstract to the Divisional Forest Officer in the same way as the latter does to the Accountant General.”

104. In the said code, for Rule-325 the following Rule shall be substituted namely:

“325. Advance to the contractors:-

Generally there will be no advance payment to the contractors. But in case of exigencies advance may be paid as provided in Rule-376.”

105. In the said code, for sub-rule (3) of the Rule-326 the following shall be substituted namely:-

“(3) Each item entered in the cash book should be posted at once in the Ledger and when any work is accepted as having been done by a contractor, or any account supported by the necessary vouchers is accepted from a disburser, the amount covered by work done, or expenditure incurred should be set off against the amount due from the contractor or disburser, as shown in his account in the ledger. The ledger account should, thus be a running account with each contractor and disburser, from which the amount due by him or from him can always be ascertained easily.”

106. In the said code, for sub-rule (3) of the Rule-327 the following shall be substituted namely:-

“(3)The Officer-in-charge should, within ten days of receipt in his office examine them and making there from such notes for information and guidance as might appear to him desirable or necessary.

Note- It is optional with Government to retain the procedure described under which the accounts are sent through the Officer-in-charge of Circle.”

107. In the said code, for Rule-328 the following Rule shall be substituted namely:-

“328. Cash Revenue Receipts:- (1) All revenue received by officers of the Department shall be deposited online as soon as possible into the treasury using the online platform of Odisha Treasury Portal for credit as “Forest Revenue Remittance”.

(2) All cheques forwarded to the Treasury for re-credit in the treasury account should be endorsed as follows: “Received payment by transfer credit to revenue under head of service Forest Department”. No such cheque should ever be made payable to any Forest Officer or Treasury Officer by name or by official designation as prescribed in S.R. 407 of O.T.C.

“(3) A consolidated receipt for the money remitted to the Treasury/Cyber Treasury by all officers/ Divisions and credited in the Treasury Accounts during the month should be furnished by the Treasury Officer including Cyber Treasury either through online or offline to the Divisional Forest Officer on the first of the ensuing month.” and

“(4) No challan shall be adjusted in the division accounts unless the same is forwarded by the Treasury Officer direct to the Divisional Forest Officer as laid down in S.R. 408 (iii) of O. T. C. or made available through electronic mode as per prescribed procedure.”

108. In the said code, for Rule-329 the following Rule shall be substituted namely:-

“329. Preparation and Disbursement of Muster Rolls:- For works executed by Forest Department through labourers on daily or monthly wages, an e-muster roll in Schedule-XVIII, Form No.16 must be maintained. The e-muster roll should show the names of labourers their father's or husbands' name (in the case of married women), their village of residence, the number of full days or half days they have worked, rate of daily wages to be paid, and the amount due to each. This e-muster roll is the initial record of the labour employed each day on each work and must be generated and written up daily by the staff executing the work and required to maintain the e-muster roll. The following instructions should be observed for maintenance, preparation and disbursement of e-muster roll:

(1) A separate e-muster roll must be kept for each work carried out by each disbursing officer who is entirely responsible for all entries he makes in that e-muster roll. These e-muster rolls must be submitted as separate regular vouchers and must be preserved for such periods as the accounts submitted by the Range Officer to the Divisional Forest Officer is preserved. If consolidated into one voucher (Form No.108 of Schedule XVIII) they should accompany that voucher to Divisional Forest Officer for check. They are the basis of all check and control and must remain on record in their original state.

The disbursement Certificate should be given by the Range Officer in the following form:

“This amount of Rs..... has been disbursed by me and disbursement certificates have been taken on the e-muster rolls, concerned”.

(2) (a) The labourers should be finally paid up through online transfer to their bank accounts in DBT mode and their accounts settled as early as possible. Separate e-muster rolls must be prepared for each period of payment for which a bill is drawn.

(b) Payment should be made only after the work done is measured and the detailed measurements recorded in the measurement book, if the work admits of such measurement. If the work is not susceptible to measurement, the progress should be estimated as correctly as possible and entered in the appropriate columns of the statement under “Details of work done” at the foot of the muster roll form. In such a case no entry in the measurement book is necessary.

(c) Wages remaining unpaid for more than one month should be reported to the Divisional Forest Officer who will decide in each case whether the liability should also be shown in column 9 and 10 of Form No 66.

(3) (a) e-Muster rolls are to be prepared daily on the work by Forest Guards or other officers in charge of works. They shall always have these rolls with them at the work site and will produce them for check whenever required to do so.

(4) e-Muster rolls of labourers on daily labour must invariably be kept in the usual printed forms (Form Nos. 16 and 16-A of Schedule XVIII Forests), and must remain in possession of the officer in charge of the works until submitted to his superior

(5) Every e-muster roll should be checked, at least twice by the next officer who should sign and date the muster roll checked by him on each occasion. The Range Officer should similarly re-check it while on tour and sign and date his checking note. He should check not less than 25 per cent of his Range e-muster rolls.

(6) Payment of daily labour through a contractor instead of by e-muster roll is not to be done. Each labourer must be paid individually through bank accounts. No cash payment is to be made to the individual labourer.

(7) The Range Officer is personally responsible in every respect for seeing that the works are properly done and that vouchers are properly kept.

(8) At least 5 per cent of the e-muster rolls should be checked by the Divisional Forest Officer while on tour.

Note:-Assistant Conservator should also check the e-muster rolls while on tour in addition to the checks prescribed above.

(9) Printer, ink is to be used in taking finger impressions on e-muster roll.

109. In the said code, for Rule-331 the following Rule shall be substituted namely:-

331. (1) Classification of Works:

The works in the Forest Department may be broadly classified into three categories.

(i) Forest works.

(ii) Civil works.

(iii) Miscellaneous.

(i) Forest Works: Forest works cover all the activities related to protection of forests and wildlife, afforestation activities, training and research activities, exploitation of forest resources and other activities related to forest management.

(ii) Civil works: All works connected with buildings, roads, bridges and major works carried out with machine etc. relating to forest management are included in this category.

(iii) Miscellaneous: Works connected with the capturing and caging of wild animals, acquisition of live-stock and the upkeep of live-stock, maintenance of zoos etc. fall under this category. Purchase and

repair of stores, tools, furniture etc. are also included under this category.

(2) Execution of Works:

Works can be executed in the following two ways:

(i) The Departmental Method

(ii) The Contract Method.

(i) The Departmental Method

All works related to protection of forests and wildlife, afforestation activities, training and research activities, exploitation of forest resources and other activities related to forest management, except works to be done through Contract Method, will be done through Departmental Method. Further, all the works including civil works will be done departmentally if the work site falls in a protected area / tiger reserve or remote area. Range Officer will get all such works done through his sub-ordinates and submit the vouchers to officer-in-charge of Division /DFO and make payment following DBT. Works done will be reflected in e-muster roll and payment will be done electronically.

Note: In exceptional cases works can be executed through the Contract Method in a protected area / tiger reserve with due permission of the Chief Wildlife Warden.

(ii) The Contract Method

The works under Contract Method will be done through Contractors as per the standard procedure followed by the Works Department. All civil works like buildings, pucca road, RCC structure, pitting for plantation (except in Reserved Forests, Protected Areas and Tiger Reserves), digging of trench, fencing like barbed wire, solar etc., digging of well and creation of water bodies etc. will be done through this method. Standard Tender System will be followed in these works. Tender system will ensure competitive bidding, efficiency and transparency. In case of contingent works not exceeding Rs.500,000/- (Rupees Five Lakhs only), tender system will not be followed. Work of value Rs.500000/- and above shall be put to tender.

(3)Registration of Contractors

Procedure for registration of contractors, eligibility for registration, conditions on functions of contractors and terms and conditions in tender process are given in a separate annexure.

110. In the said code, after Rule 331, the Rule-331A shall be inserted namely:-

“331A. Maintenance of Measurement Books:- (1) All works done or supplies made shall be measured (weighed or counted) before making payments thereof. The details of measurement shall be systematically recorded in a book called measurement book (Schedule XVIII –Form No.45). The description of work or supply shall be done in such a manner that it can be easily identified and checked.”

(2) Measurement should be taken by an officer not below the rank of Forester. Measurement should be recorded in sufficient description and distinction which can be easily checked by Inspecting Officer.

(3) (i) To ensure that the measurement books are being maintained properly by the forest subordinate and that the measurement recorded therein tally with the measurements on vouchers, the range officers should send in the measurement books of their ranges along with the accounts. These measurement

books should be returned to the Range Officers after check in the Divisional Office.

(ii) The measurement book should be checked by the Divisional Forest Officer and Officer-in-charge of Circle, while on tour to ensure that these records are being properly maintained.

(4) A record of check of percentage of e-muster rolls and measurement books by Range Officers/ Assistant Conservator and Divisional Forest Officers should be kept in a register, Form No. 66A.

(5) The fact of check measurement by the Range Officer, Assistant Conservator or the Divisional Forest Officer should invariably be noted in the measurement book at the time of check measurement and the item check measured should be indicated by dated initial of the checking officer, which should be placed on the left side of the column "Particulars" in line with the item check measured.

(6) No bill should ordinarily be passed for payment without the entries in the measurement book having been scrutinized by the Range Officer.

(7) If any measurement book in use is lost the matter should be immediately reported to the RCCF/CCF/ Officer-in-charge of Circle, who will deal with it as per the provisions of prevailing OGFR.

111. In the said code, the Rule-332 shall be omitted.

112. In the said code, the Rule-333 shall be omitted.

113. In the said code, for Rule-334 the following Rule shall be substituted namely:-

"334. Forest Deposit:- The security deposits realized from Contractors should be kept in appropriate Bank Account and should be recorded in form No.67 or as per the prevailing guidelines of Finance Department. No cash transaction shall be made for the purpose."

114. In the said code, for sub-rule (1) and (2) of the Rule-335 the following shall be substituted namely:-

335.(1) No work requiring the sanction of estimate by a competent authority shall be commenced before the sanction order is received. Expenditure shall always be within the budget limits.

(2) All sanction orders will be numbered consecutively for each financial year and entered in a register in Form No. 69. All sanctions to work accorded by the competent authority will be submitted to the Accountant-General in a monthly statement in Form No. 69 on the 5th of the month following the month of issue of the sanction order.

115. In the said code, for Rule-336 the following Rule shall be substituted namely:-

"336. Completion Report:- When a sanctioned work is completed all outstanding liabilities should be discharged as soon as possible and the account of the work should be closed. A completion report along with a copy of entries in Form No. 70 maintained by the Divisional Forest Officer, showing the amount sanctioned and the amount actually spent should be submitted to the RCCF/CCF/ Officer-in-charge of Circle through the Accountant-General. On receipt of these completion reports the Accountant-General will verify the expenditure with that recorded in the audit registers of his office and transmit the reports to the RCCF/CCF/ Officer-in-charge of Circle who will transmit the same to the sanctioning authority for final record. In cases where Government is the sanctioning authority, the report when received by Government from the Accountant-General will be forwarded to the PCCF for record."

116. In the said code, the Rule-337 shall be omitted.

117. In the said code, the Rule-338 shall be omitted.

118. In the said code, for Rule-339 the following Rule shall be substituted namely:-

“339. Pay Vouchers:- General instructions contained in Subsidiary Rule, 222 under the Odisha Treasury Code, shall be followed.”

119. In the said code, for Rule-340 the following Rule shall be substituted namely:-

“340. Travelling Allowance Bill:- The travelling allowance bills of gazetted officers will be as per existing T.A. Rules.”

120. In the said code, the Rule-341 shall be omitted.

121. In the said code, the Rule-343 shall be omitted.

122. In the said code, for Rule-346 the following Rule shall be substituted namely:-

“346. Withholding and Disallowing of Vouchers:- (1) Whenever there is any suspicion or genuine complaint of improper voucher or excess expenditure or work not done as per voucher prepared or unauthorized work etc., the DFO will disallow such vouchers. The Range Officer will raise the Cash Balance by same amount as per disallowed vouchers if he agrees with the decision of the DFO and reflect the same accordingly in the accounts of next month. Further, the DFO will fix up the responsibility against the officers and staff responsible for the same for execution, supervision, checking and loss sustained by Government. The same amount will be recovered from the delinquent officer / staff in addition to other penalty following due procedure. If the Range Officer does not agree with the decision of the DFO, he can prefer appeal to the Officer-in-charge of the Circle within 7 days of the date of communication regarding disallowed voucher by the DFO. The appeal petition of the Range Officer shall be heard and finalized by the Officer in charge of the Circle within a period of 30 days from the date of receipt of the Appeal petition., The decision of the Officer in charge of the Circle will be final.”

123. In the said code, for Rule-351 the following Rule shall be substituted namely:-

“351. Additional Accounts:- In addition to the accounts prescribed above, such other accounts of revenue due and outstanding and of timber and other transactions should be submitted by the Divisional Forest Officer to the Accountant-General as he may from time to time require. Copies of all such directions will be forwarded by the Accountant-General to the PCCF.”

124. In the said code, the Rule-352 shall be omitted.

125. In the said code, for Rule-354 the following Rule shall be substituted namely:-

354. Conservator's Control over Accounts:- (1) The duties of the officer-in-charge of circle with regard to the accounts of Forest Expenditure are to exercise a strict control over the whole outlay for Conservancy and works, outlay of capital nature and to examine the charges on account of travelling allowance and contingencies. To facilitate the exercise of this control, the officer-in-charge of circle is furnished monthly by the Divisional Forest Officers, with duplicate copies of the Abstract of Receipts and Expenditure, Form No.49 submitted to audit.

(2) The Officer-in-charge of Circle is further required especially to control the adjustment of advances and for this purpose the monthly abstracts of the Divisional Forest Officer and disbursers ledger, submitted to audit by the Divisional Forest Officers are required to pass through the RCCF / CCF / CF.

126. In the said code, for Rule-355 the following Rule shall be substituted namely:-

“355. Results of Audit:- (1)The results of the audit of bills and accounts will be communicated by the Accountant-General to the DDOs for their respective accounts in objection statements in Form Nos.76 and 77, the latter form being used in those account offices in which the system of combined objection book and objection statement is in force.

(2)The objection statement should be returned in original, within, a fortnight of its receipt, with a copy to PCCF who should note all corrections and alterations, in his copies of the Divisional Classified Abstracts of Revenue and Expenditure.

(3) The list should be forwarded by the Accountant General to the PCCF each month showing the dates on which the objection statements were sent to each divisional office and Circle Office. The list should be compiled and sent back to the Accountant General by the PCCF after all the objections statements for the month have been returned.”

127. In the said code, for Rule-356 the following Rule shall be substituted namely:-

“356. Conservator’s Objection Statements:- The monthly returns received from DFOs will be scrutinised in the officer-in-charge of circle office and the Divisional Forest Officers addressed regarding any discrepancies which may be noticed. The objections raised by the officer-in-charge of circle should be promptly attended to and compliance reported without loss of time.”

128. In the said code, for Rule-357 the following Rule shall be substituted namely:-

“357. Summary of Revenue and Expenditure:- (1) After completing the audit of the monthly account for each division the Accountant-General will prepare summaries of revenue and expenditure for the month for each division, in Form No.78 and furnish them to the Officer-in-charge of Circle. In addition to this, the Accountant General will furnish a consolidated account in Form No. 78 for each circle to the PCCF every month.

(2) Accountant-General will also furnish the Officer-in-charge of Circle and the PCCF not later than the 31st July with a statement showing the figures of receipts and expenditure for the past year in order to enable to have correct figures for the preparation of the budget and annual summary of revenue and expenditure for the annual administration report.

(3) On receipt of these summaries, the PCCF will take steps to check the figures with Form No. 63 and reconcile differences if any by direct correspondence with the Accountant-General. At the same time they will forward the monthly summaries (Form No. 78) to the DFOs concerned together with copies of correspondence between them and the Accountant General in connection with reconciling the discrepancies. After the finally corrected figures are accepted necessary correction should be made in all the offices concerned.

129. In the said code, for Rule-358 the following Rule shall be substituted namely:-

358. Administrative Approval:- (1)The powers of officers to accord administrative approval on the following items of capital expenditure in each case are given below:-

Sl. No	Subject	Powers of PCCF (In Rs.)	Powers of RCCF / CCF (In Rs.)	Powers of DFO/ Equivalent Rank Officers (In Rs.)
1	2	3	4	5
1	Building (Non-residential)	7,50,00,000	5,00,00,000	2,00,00,000
2	Building (Residential)	5,00,00,000	3,00,00,000	2,00,00,000
3	Building Inspection Bungalow, Rest Shed and other buildings	3,00,00,000	2,00,00,000	1,00,00,000
4	Sanitary and Water-supply Installation			
	(a) Non-residential	75,00,000	50,00,000	20,00,000
	(b) Residential	50,00,000	20,00,000	10,00,000
5	Electrical Installation			
	(a) Non-residential	75,00,000	50,00,000	20,00,000
	(b) Residential	50,00,000	20,00,000	10,00,000
6	Communication including Culverts	5,00,00,000	3,00,00,000	2,00,00,000

(2) Delegation of financial power under sub-Rule-1 will be revised from time to time by the Administrative Department with concurrence of Finance Department.

130. In the said code, for Rule-359 the following Rule shall be substituted namely:-

359. Writing off of Losses:- (1) Powers specified herein relating to write off of losses may be exercised by the appropriate authority provided that:-

“(a) The loss does not disclose a defect in rules or procedure, the amendment of which requires orders of higher authority or concurrence of Finance Department.” and

(b) There has not been any serious negligence on the part of any Government servant which may call for disciplinary action by a higher authority.

(2) Write off losses of cash in Treasury whether in course of remittance or out of Treasury balance and of over-payment made to Government servants are governed by separate rules as mentioned in Rule 43 and 44 of Odisha General Financial Rules(Appendix-7.2)

(3) For the purpose of assessment of the value of stores, the book value should be taken where price accounts are maintained and replacement value in other cases.

(4) The following officers are empowered to sanction write off losses subject to the above conditions as follows

Sl. No.	Subject	PCCF (In Rs.)	RCCF / CCF (In Rs.)	DFO (In Rs.)	Remarks
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1	Losses due to theft, fraud or negligence	150,000	75,000	50,000	In each case
2	Other Losses excluding statutory dues	150,000	75,000	50,000	Ditto

In the said code, for Rule-360 the following Rule shall be substituted namely:-

360. Sanction of Contingent Expenditure:-The various officers have powers to sanction contingency and miscellaneous expenditure subject to the following conditions:

- No expenditure shall be incurred without valid appropriation or re-appropriation sanctioned by competent authority.
- Rules for supply of articles required for public services contained in the Odisha General Financial Rules and subsidiary instructions and orders, if any, issued on the subject, shall be followed.
- No contingent expenditure involving and departure from rules, orders, restrictions or scales shall be incurred nor shall any liability be under-taken in connection therewith except with prior concurrence of the Finance Department.
- Subject to the conditions mentioned above the general power of the Heads of the Department and Other officer to sanction contingent expenditure will be as follows:-

Sl. No.	Subject	PCCF	RCCF / CCF	DFO
1	Contingencies Expenditure	In Rs. per annum	In Rs. per annum	In Rs. per annum
	(a) Recurring	20,00,000	10,00,000	5, 00,000
	(b) Non-recurring	100,00,000	50,00,000	25, 00, 000

In the said code, for Rule-361 the following Rule shall be substituted namely:-

361. (1) The Principal Chief Conservator of Forests and Regional Chief Conservator of Forests / CCF/ Officer-in-charge of Circle will have power to sanction rent for hired accommodation subject to production of fare rent certificate and certificate of non availability of accommodation as provided under Appendix XII of OPWD Code Volume II and in terms of provisions of Annexure C of Delegation of Financial Power Rule, 1978

(2)The Head of Office will sanction the HRA for subordinate staff and for the Head of Office next higher authority will do for the office as per Rule 105 & 106 of Odisha Service Code.

133. In the said code, for Rule-362 the following Rule shall be substituted namely:-

“362. Local Purchase of Stationery:- (1)The power to sanction expenditure towards purchase of the stationery in exigency is given below:

Authority	Financial limit (in Rs.)
PCCF	25,000

RCCF/CCF	15,000
DFO	10,000

(2) The authority mentioned at sub-rule(1) may constitute a local purchase committee to purchase stationery upto Rs. 1,00,000/- in case of exigency/ urgency. The local purchase committee will jointly record a certificate as under :

“Certified that we Members of the local purchase committee are jointly or individually satisfied that the goods recommended for purchase are of requisite specification and quality, priced at the prevailing market rent and the supplier recommended in reliable and competent to supply the goods.”

134. In the said code, for Rule-363 the following Rule shall be substituted namely:-

“363. Purchase and Repair of Bi-cycle:- Divisional Forest Officers will have powers to purchase of Bi-cycle and motorcycles following due procedures for official use if required.”

135. In the said code, for Rule-366 the following Rule shall be substituted namely:-

366. Purchase of stores/ contracts for procurement of goods, engagement of consultant and outsourcing of services etc.:-

(1)The GeM portal shall be utilised for direct online purchases of goods and services. In case of non-availability of goods or services in GeM portal or the price discovered on GeM is more than the local market/ open market as per the guideline issued by the Finance Department from time to time.

(2)The following officers are empowered to sanction expenditure for purchase of various items on the basis of provisions laid down under rule 12 of DFPR 1978 as given below:

Sl. No.	Subject	PCCF
1	2	3
1	Procurement of goods	7,50,00,000
2	Engagement of consultants	50,00,000
3	Outsourcing of services	10,00,000

In the said code, for Rule-367 the following Rule shall be substituted namely:-

“367. Pleader’s Fees in Criminal Cases:- Powers to sanction expenditure on pleaders fees in the prosecution of criminal offences are, subject to the conditions as under Sl. No. 7 of Annexure D of Delegation of Financial Rules, 1973 that is expenditure will be regulated under the relevant rules of the Odisha Law Officers Rules 1971 and such other general or special rules as may be issued by the Government from time to time.”

137. In the said code, for Rule-368 the following Rule shall be substituted namely:-

“368. Rent for Land:- The relevant Financial Power of PCCF, RCCF / CCF and DFO will be as provided in Finance Department Rules.”

138. In the said code, for Rule-369 the following Rule shall be substituted namely:

“369. Free Grant of Concessions:- The PCCF may make grants of timber or other forest produce free or on concessional rates up to a value of Rs.100,000 RCCF/CCF upto a value of Rs.50,000and Divisional Forest

Officers up to a value of Rs.10,000 in any case from the forests in cases of poverty or in any exceptional circumstances to village communities, private charitable, religious or educational institutions-

(a) Provided that principles laid down in rule 250 are to be observed.

(b) all free grants should as far as possible, be supplied from un-demarcated forests, and

(c) all such free grants shall be entered in a register.”

139. In the said code, the Rule-370 shall be omitted.

140. In the said code, the Rule-371 shall be omitted.

141. In the said code, the Rule-372 shall be omitted.

142. In the said code, for Rule-373 the following Rule shall be substituted namely:-

“373. Power to Sanction Sale of Used and Unserviceable Stores etc.:- The used and unserviceable stores/ articles etc shall preferably be sold through E-auction platform authorized by State Government.”

143. In the said code, the Rule-374 shall be omitted.

144. 166. In the said code, for Rule-375 the following Rule shall be substituted namely:-

“375. Revenue Expenditure:- The Principal Chief Conservator of Forests, Addl. Principal Chief Conservator of Forests, RCCF/CCF, Divisional Forest Officers are empowered to sanction all payments on account of items of revenue expenditure provided that the budget allotments are in no case exceeded.”

145. In the said code, for Rule-376 the following Rule shall be substituted namely:-

“376. Advances to Contractors:- In exigency, the RCCF / Chief Conservator of Forests is empowered to grant advance to contractor subject to the provision of the rule.”

146. In the said code, for Rule-377 the following Rule shall be substituted namely:-

“377. Payment of Reward for Fire Protection:- The Principal Chief Conservator of Forests and RCCF/ Chief Conservator of Forests are empowered to grant reward/not exceeding Rs. 25,000/-(*) to fire patrols and other low paid subordinates of Forest Guard and Forester rank whose pay does not exceed Rs. 25,000/- per month for specially good work done during the fire season. The reward can be sanctioned on the recommendation of RCCF / Divisional Forest Officer as per the merit of the case.”

147. In the said code, the Rule-378 shall be omitted.

148. In the said code, the Rule-379 shall be omitted.

149. In the said code, the Rule-380 shall be omitted.

150. In the said code, the Rule-381 shall be omitted.

151. In the said code, for sub-rule (1) of the Rule-382 the following shall be substituted namely:-

“(1) Except for the Head Ministerial Officer, no other member of the office establishment shall be entrusted with Government money. The Head Ministerial Officer shall be responsible for the custody

of the cash of the office. He shall receive payment towards revenue, tax, rent etc. in cash or by any other transaction instruments. But he shall not be authorised to receive any payment in cash towards sale proceeds of any kind of forest produce. However, e-transaction should be encouraged. He shall be authorised to incur expenditure for contingent charges of the office.

He may be authorized to disburse Pay & Travelling Allowance bills of the office after obtaining the previous pay orders of the Head of Office. In the absence of the Drawing and Disbursing Officer, the Head Ministerial Officer may sign for and on behalf of the Drawing and Disbursing Officer, chalangos for payments to be deposited in the treasury.”

152. In the said code, for sub-rule(1) of the Rule-384 the following shall be substituted namely:-

“(1) Whenever any defalcation or loss of public money or fraud in connection with any revenue (from timber or other forest produce or Govt. property etc) is discovered, the fact should immediately be reported by the officer concerned to his immediate higher authority as well as to the Accountant General, even when such loss has been made good by the party responsible for it. When the matter has been fully investigated, a further and complete report should be submitted on the nature and extent of the loss, showing the errors or neglect of rules by which such loss was rendered possible and the prospects of effecting recovery.

Exception:- Petty cases i.e. cases involving losses not exceeding Rs. 10,000/- each, need not be reported to the Accountant General, unless there are, in any case, important features which merit detailed investigation and consideration [O. G, F. R. 19 (1) Exception].”

153. In the said code, for Rule-385 the following Rule shall be substituted namely:-

385. Recovery of Losses and Disciplinary Actions:- The following procedure should be followed when losses of public money occur through the negligence or fraud of individuals :-

- i. should the administrative authority require the assistance of the audit officer in the investigation of any loss due to fraud, negligence, financial irregularity, misappropriation etc., he may call on that officer for all vouchers and other documents that may be relevant to the investigation and if the investigation is complex and he needs the assistance of an expert audit officer and cyber crime experts to unravel it, he should apply forthwith for that assistance to Government who will then arrange with the audit officer or any cyber crime expert for the services of an investigating officer.
- ii. Steps should be taken for initiation of Departmental Proceeding within one month of detection of losses due to fraud, negligence, financial irregularity, misappropriation etc., for recovery of losses and the Departmental Proceedings should be finalized within three months from the initiation.

154. In the said code, the Rule-392 shall be omitted.

155. In the said code, the Rule-393 shall be omitted.

156. In the said code, for Rule-394 the following Rule shall be substituted namely:-

394. Encashment of Cheques at Headquarters:- (1) In the case of encashment of cheques at headquarters, the precautionary measure shall be followed depending on the amount for which the cheque has been issued.

157. In the said code, for Rule-395 the following Rule shall be substituted namely:-

395. General Orders regarding Budget:- General orders regarding the preparation and submission of Budget Estimates, schedule of new expenditure, list of Major and Minor works Excess and Surrender statements, contained in the Odisha “Budget Manual should be strictly followed.”

158. In the said code, for Rule-396 the following Rule shall be substituted namely:-

396. Classification of Budget-Heads:- Budget heads are broadly classified as follows. Details are given in Appendix 28 Definition of heads.

REVENUE

Major Head— 0406— Forestry and Wild Life

Sub Major Head – 01-Forestry

Minor Head—

1.

a. 101- Sale of Timber and Other Forest Produce

b. 800- Other Receipts

Sub Major Head – 02-Environmental Forestry and Wildlife

Minor Heads—

(a) 111- Zoological Park

(b) 800- Other receipts

EXPENDITURE—Administrative

I. Major Head—2059 — Public Works

Sub Major Head – 01-Office Building

Minor Head:—

(a) 053 - Maintenance and Repairs

II. Major head—2406 —Forestry and Wild Life

Sub Major Head – 01-Forestry

Minor Heads:—

(a) 001 - Direction and Administration

(b) 003- Education and Training

(c) 004- Research

(d) 005 - Survey & Utilisation of Forest Resources

(e) 070 - Communication and buildings

(f) 101- Forest Conservation, Development and Regeneration

(g) 102 - Social and Farm Forestry

Sub Major Head – 02-Environmental Forestry and Wildlife

(a) 110 - Wild Life Preservation

(b) 111 - Zoological Park

(c) 800 - Other expenditures

(d) 911 - Deduct-Recovery of Over Payment

III. Major Head—3435 — Ecology and Environment

Sub Major Head – 03-Environmental Research and Ecological Regeneration

Minor Heads:—

a. 102 - Environmental Planning and Coordination

b. 103 - Research and Ecological Regeneration

Sub Major Head – 04-Prevention and Control of Pollution

1.

a. 103 - Prevention of Air & Water Pollution

b. 911 - Deduct-Recovery of Over Payment

EXPENDITURE- Programme

I. Major Head 2406 —Forestry and Wild Life

Sub Major Head – 01-Forestry

Minor Heads:—

a. 004 – Research

b. 005 - Survey & Utilisation of Forest Resources

c. 102 - Social and Farm Forestry

d. 105 – Forest Produce

e. 111- Departmental Working of Forest Coupes and Depots

Sub Major Head:-02- Environmental Forestry and Wildlife

1.

a. 110 - Wild Life Preservation

b. 111 – Zoological Park

Sub Major Head-04- Afforestation & Ecological Development

a. 103- State Compensatory Afforestation

b. 789- Special Component Plan for Scheduled Castes

c. 796- Tribal Areas Sub-plan

II. Major Head 3435 —Ecology & Environment

Sub Major Head – 03-Environmental Research and Ecological Regeneration

Minor Heads:—

- a. 102 - Environmental Planning and Coordination
- b. 103 - Research and Ecological Regeneration

III. Major Head 4406 - Capital outlay on Forestry and Wild Life

Sub Major Head – 01-Forestry

Minor Head:—

- a. 070 - Communication and building

IV. Major Head 6406 - Loans for Forestry and Wild Life -

Minor Head:—

(a) 104 - Forestry

159. In the said code, for Rule-397 the following Rule shall be substituted namely:-

397. Divisional Budget Estimates:-(1) The Budget Estimates of the Drawing & Disbursing Officers (DDOs) for the next financial year will be submitted in prescribed format to the Controlling Officer i.e. Principal Chief Conservator of Forests by the 1st July each year or the date prescribed by the Finance Department It will be prepared range wise and all projects must be entered in sufficient detail to enable the Principal Chief Conservator of Forests to check them.

(2) The following statements will accompany the DDOs Budget Estimate,

(a) Items of budget.

Division					
Budget heads	Actuals of the Preceding Year	Average of past three years	Sanctioned Estimate	Revised Estimate	Budget Estimate
1	2	3	4	5	6

(b) A list of the permanent controlling subordinate and office establishments.

Number	Group	Rate of Pay	Actual pay on 1st April
1	2	3	4

In the said code, after Rule-397, Rule -397A shall be inserted namely:-

“397A. (1) On receipt of the DDO wise Budget Estimates, the Principal Chief Conservator of Forests should examine it, to see that they are correct, that all details and explanations given are adequate. If the explanations furnished by the DDO in support of provisions made by them is inadequate and do not justify the provisions made, the Principal Chief Conservator of Forests shall alter the provisions to the extent he considers them reasonable.

The Wild Life Warden shall furnish separate estimates to the Chief Wild Life Warden in respect

of all Wild Life Schemes.

(2) The PCCF will then prepare a consolidated budget estimate including his office and review, the consolidated figures under each unit of appropriation. He should also estimate the probable revised expenditure under, each unit of appropriation and review the proposed Revised Estimate in the light of this. While submitting the budget proposal to the PCCF & HoFF /PCCF (WL) & CWLW), the DDO should enclose the duplicate copies of the Budget Estimates and Revised Estimate along with the explanatory notes submitted by the DDO. A copy of the working sheets showing the consolidation of estimates under each unit of appropriation should also be submitted for easy reference in the office of the PCCF & HoFF /PCCF (WL) & CWLW. Brief notes should be given in the remarks column of the statements justifying the alterations if made. In addition the details of revenue and expenditure under each sub-heads and units of appropriation shall be submitted by the DDOs to the PCCF & HoFF/PCCF(WL) & CWLW.”

161. In the said code, the Rule-398 shall be omitted.

162. In the said code, for Rule-398A the following Rule shall be substituted namely:-

“398A. State Forest Budget:- (1) On receipt of the DDO wise estimate, the PCCF& HoFF/PCCF(WL) & CWLW should examine them in the light of instructions contained in rules 48 to-84 Odisha Budget Manual, 1963, and in the Finance Department Notifications/ Circular issued from time to time and submit the consolidated State Forest Budget along with Schedules and explanatory notes as indicated below.

(2) Separate estimates shall be submitted for Programme Expenditure & Administrative Expenditure of the projects.

(3) The PCCF &HoFF/PCCF(WL) & CWLW should submit two copies of the consolidated budget to the Accountant-General and one copy each to the Forest & Environment and the Finance Department simultaneously by the 1st September each year in Schedule Form No. 36 (Rule 73 Odisha Budget Manual, 1963).”

163. In the said code, for Rule-401 the following Rule shall be substituted namely:-

401. Submission of Revised Estimates:- (1) The DDO wise Revised Estimates will be submitted to the PCCF & HoFF/PCCF(WL) & CWLW along with the submission of the Budget Estimates, but the schedule and explanatory notes should be separately recorded.

(2) The Revised Estimate for the Forest Department will be submitted to the Accountant General, the Administrative Department and the Finance Department, along with Budget Estimates in Form No.58 in the manner prescribed for the submission of the Budget Estimates.

164. In the said code, for Rule-408 the following Rule shall be substituted namely:-

408. Allotment of Funds:- (1) On receipt of the allotments under different heads and schemes, the PCCF & HoFF /PCCF(WL) & CWLW will distribute the amount allotted to him under the several units of appropriation among the DDOs and any other officer directly under him.

(2) The PCCF & HoFF/PCCF(WL) & CWLW may allot funds for specific works requiring his sanction out of the amounts at his disposal under each primary or secondary unit leaving a lump sum under each such unit for distribution to DDOs. The DDOs may distribute the funds to different Ranges for the execution of various sanctioned work.

165. In the said code, for Rule-409 the following Rule shall be substituted namely:-

409. Re-appropriation:- (1) Re-appropriation means the transfer by a competent authority of savings from one unit of appropriation to meet excess expenditure anticipated under another within the same grant.

(2) All applications for re-appropriation except those which can be sanctioned by the PCCF& HoFF/ PCCF(WL)& CWLW shall be forwarded to the Administrative Department concerned.

(3) All orders of re-appropriation shall specify the exact amount involved and in order to ensure this the standard form of re-appropriation is submitted for sanction or is sanctioned by competent authority (Orissa Budget Manual, 1963, Rule 158).

(4) No re-appropriation can be sanctioned after the close of the financial year, therefore applications for re-appropriation must be sent sufficiently in advance in the month of February (Based on Orissa Budget Manual. 1963, Rule 159).

(5) Deliberate re-appropriation from one sub-head to another as a temporary device in the expectation of restoring the diverted amount from savings which might occur under other sub-heads later in the year is irregular (Rule 156 Orissa Budget Manual).

166. In the said code, for Rule-410 the following Rule shall be substituted namely:-

410. Comparative Statement of Revenue and Expenditure:- (1) A comparative statement of revenue and expenditure should be submitted as early as possible in January, February and March in Form No. 66 in order that savings towards the close of the year in certain division may be utilised in others so that the budget figures sanctioned by Government may be worked up to.

Note: (I) Target dates of submission of the Statement as per Finance Department stipulations.

(2) The final surrender statement should be submitted by the DDOs to COs like PCCF & HoFF/PCCF(WL) & CWLW by the date stipulated by the Finance Department positively.

(3) The Controlling Officers will send the final surrender statement both to the Finance Department and the Administrative Department the stipulated date.

167. In the said code, for Rule-413 the following Rule shall be substituted namely:-

413. Distinction between Construction and Completion:- Divisional Forest Officers should make a clear, distinction between

(i) Construction of projects,

(ii) Part construction of projects,

(iii) continuation of projects,

v. completion of projects to enable the RCCF's office to check the figures.

In cases of (iii) and (iv) above a certificate should be furnished that- the provision made in the budget will not result in excess expenditure over the original and revised administrative sanctions.

168. In the said code, for Rule-415 the following Rule shall be substituted namely:-

415. Estimates for Road Projects:- In the case of roads, preliminary survey and proper alignment are to be made before the estimate for the road can be prepared Administrative approval to the project cannot be given until the estimated cost of the project is known. For preparation of estimates for road projects, a separate estimate should, therefore, be prepared for surveying and aligning each road under 2406-Forestry & Wildlife, if the cost of such work exceeds Rs.1,00,000/- (Rupees one lakh) provision should be made under "Major Works".

169. In the said code, for sub-rule(1) of the Rule-421 the following shall be substituted namely:-

"(1) The Divisional Forest Officer shall not address the Government or the Principal Chief Conservator Forest direct, unless a direct reply has been specifically desired by the Government or the Principal Chief Conservator. He may however submit reports and returns to the Principal Chief Conservator direct on routine and unimportant matters. Whenever direct correspondence is made, copies of such correspondence shall invariably be sent to all the superior officers."

170. In the said code, for sub-rule(1) and (2) of the Rule-423 the following shall be substituted namely:-

"(1) The Principal Chief Conservators shall submit his monthly tour diaries in duplicate to Government."

"(2) The Regional Chief Conservator shall submit their monthly diaries direct to Government with a copy routed through the Principal Chief Conservator who shall furnish his comments, if any, to Government."

171. In the said code, for clause (a), (b), (c) and (d) of the sub-rule-3 of the Rule-423 the following shall be substituted namely:-

"(a) Divisional Forest Officers, in charge of territorial divisions shall submit their monthly diaries to their Regional Chief Conservator, one copy routed through the Collector and another direct. The latter shall forward the same to the Regional Chief Conservator after recording his comments. The Regional Chief Conservator shall send the same to the Principal Chief Conservator alongwith his views on the comments of the Collector. He shall also record his own comments on the observations of the Divisional Forest Officer."

"(b) Extract of portions dealing with wild life and its habitat management shall be sent by the Divisional Forest Officers to the Principal Chief Conservator of Forests (Wildlife)."

"(c) Divisional Forest Officers not in charge of territorial divisions shall submit their diaries in duplicate to their Regional Chief Conservator, who shall forward a copy to the Principal Chief Conservator together with his comments."

"(d) Attached gazetted officers shall submit their monthly diaries to the Regional Chief Conservator / Principal Chief Conservator of Forests (Wildlife) through the Divisional Forest Officer/Wild Life Wardens."

172. In the said code, for Rule-425 the following Rule shall be substituted namely:-

"425. Supply of Stationery:- The supply of stationery is regulated by a fixed annual book credit allotment. Divisional Forest Officers shall submit their annual indents to their Regional Chief Conservator not later than the 1st May who shall countersign and forward the same to the Director, Printing, Stationery and Publications, Cuttack. The Regional Chief Conservator and the Principal Chief Conservator /Additional Principal Chief Conservator should send their indents to the Government Press by 1st June at the latest."

173. In the said code, for Rule-443 the following Rule shall be substituted namely:-

«443. Inspection by P.C.C.F/ Addl. P.C.C.F- The PCCF/ Addl. P.C.C.F shall inspect all Circle Offices within a year. The inspection need not be on very rigid lines but should be designed fully to review the control over expenditure, efforts taken to realise revenue and comments on the office and field works of the Regional Chief Conservator of Forests during the period under inspection. The initiative taken and leadership shown by the Regional Chief Conservator of Forests in different spheres should be specially noted.»

174. In the said code, for Rule-444 the following Rule shall be substituted namely:-

“444. The PCCF & HoFF / PCCF (WL) will inspect all offices of the Regional Chief Conservators of Forests under him once a year. Also he shall inspect six divisional offices, preferably one in each circle, once every year. Where special schemes are in operation, he shall also inspect the office of the concerned Divisional Forest Officer once a year.”

175. In the said code, for Rule-445 the following Rule shall be substituted namely:-

“445. Inspection by R.C.C.F.- The Regional Chief Conservator of Forests will inspect all Divisional Offices and at least seven Range Offices, preferably one in each Division under him, once every year.”

176. In the said code, for Rule-447 the following Rule shall be substituted namely:-

“447. Programme of Inspection:- Care should be taken to ensure that one office is not inspected by many inspecting officers during a year to the exclusion of other offices requiring such inspection and it should be ensured that offices and Ranges offices the beaten track get adequate attention.

To ensure this, PCCF & HoFF will indicate various offices to be inspected by him during a year and those to be inspected by the Regional Chief Conservator of Forests well ahead of the commencement of the year. The programme of inspection for the ensuing year, must reach all officers concerned by the 15th September of the preceding year. The Regional Chief Conservator of Forests are expected to formulate their own programme of inspection for the following year by end of October of the preceding year and intimate the same to Divisional Forest Officers by end of November of the preceding year.”

177. In the said code, for Rule-449 the following Rule shall be substituted namely:-

“449. Inspection of Circle Office:- PCCF & HoFF and PCCF(WL)’s inspection of office of the Regional Chief Conservator of Forests need not be on very rigid lines, but should be designed fully to review the control over expenditure, efforts taken to realise revenue. Office and field work of the Regional Chief Conservator of Forests during the period under inspection; the initiative taken and leadership shown by the Regional Chief Conservator of Forests in different spheres should be recorded in the inspection note:

(a) What has been the personal contribution of the officer to the disposal of important cases ? Has he taken sufficient personal interest in the disposal of important cases and shown capacity for independent and critical judgment without being led by his office unwittingly in a routine manner ?

(b) Has he displayed outstanding qualities of leadership in the initiation of new schemes and speedy implementation of plan schemes meriting special recognition of Government ? If so, the details thereof should be made available. “

178. In the said code, for sub-rule-8 of the Rule-463 the following shall be substituted namely:-

«(8) Permission to shoot films (and other terms and conditions) inside the Reserved Forests for commercial purposes will be given by PCCF & HoFF, and in National Parks, Wildlife Sanctuaries and Tiger Reserves by PCCF (WL).”

179. The expression Chief Conservator and Conservator wherever occur in the code shall be read as Principal Chief Conservator of Forests & Head of Forest Force (PCCF & HoFF) and Regional Chief Conservator of Forests (RCCF) respectively.

180. In the said code, after Rule-463A, the following Rule shall be inserted namely:-

“464. Interpretation:- If any question arises relating to the interpretation of any provision of these rules, it shall be referred to the Government in Administrative Department for a decision.”

By order of Governor

Additional Chief Secretary to Government,

Forest & Environment Department

Memo No. _____/F&E., Dated _____

Copy along with softcopy forwarded to Director, Printing, Stationary and Publication, Odisha Cuttack with a request to issue this Notification in the extra ordinary issue of the Odisha Gazette and supply 100 (one hundred) copies to the Department.

Special Secretary to Government

Memo No. _____/F&E., Dated _____

Copy along with softcopy forwarded to Gazette Cell, Commerce & Transport Department, Odisha Secretariat, Bhubaneswar for information & necessary action.

Special Secretary to Government

Memo No. _____/F&E., Dated _____

Copy forwarded to Accountant General (A&E), Odisha for information and necessary action.

Special Secretary to Government

Memo No. _____/F&E., Dated _____

Copy forwarded to PCCF, Odisha/ PCCF (Wildlife) & Chief Wildlife Warden, Odisha/ PCCF (Kendu leave), Odisha/ PCCF-cum-PD, OFSDP for information and necessary action.

Special Secretary to Government

Memo No. _____/F&E., Dated _____

Copy forwarded to All RCCFs/ CCF (Training & Development)/ CCFs (Kendu Leave)/ All DFOs, for information and necessary action.

Special Secretary to Government

Memo No. _____/F&E., Dated _____

Copy forwarded to All Departments of Government/ All Heads of Department/ All RDCs/ All Collectors for information and necessary action.

Special Secretary to Government

Memo No. _____/F&E., Dated _____

Copy forwarded to the Head, State Portal, IT Centre, Odisha Secretariat, Bhubaneswar for information and uploading in the website of Forest & Environment Department for information of all concerned.

Special Secretary to Government

Memo No. _____/F&E., Dated _____

Five copies extra for Guard File.

Special Secretary to Government

Annexure

ANNEXURE

Procedure for Contract Method of Works

- Para-3.5.1 of OPWD Code, Vol-I -The recognized system of execution of public work otherwise than by employment of daily or periodical labourer or departmental machinery is by entering in to Contracts. The contract should be executed either on the basis of tender or on award of work without calling tender.
- Contracts shall be awarded only to Registered Contractors registered under Odisha PWD Contractor's Registration Rules or registered by CPWD, Railways etc.
- Following is the Class of Contractors:-
 - (i) D Class Up to Rs. 10 lakhs (ii) C Class Up to Rs. 30 lakhs
 - (iii) B Class Up to Rs. 1 crore (iv) A Class Up to Rs. 3 crores
 - (v) Special Class Up to Rs.8 crores (vi) Super class – Unlimited
- The detail procedure for selection of consultant & power of acceptance is stipulated in Finance Deptt, O.M. No.-42280/F/Codes-27/11 dated 26.09.2011.
- The procedure for procurement of Goods and the conditions of contract is stipulated in Finance Deptt. O.M. No. 4939/F. Code – 27/2011 dt 13.02.2012
- Tenders should invariably be invited publicly in the manner prescribed in Appendix- IX of OPWD Code, Vol.-II. for execution of works, procurement of Goods or for procurement of Services.
- Tenders for the works above Rs.5 laks should always be sealed and invited in the most open and public manner possible, whether by advertisement in the Odisha Gazette and local newspapers or by notice in English News Paper and in vernacular posted in public places. The bidders should have free access to the tender documents.
- Tenders for works costing more than Rs.10, 000/- but less than Rs. 5 laks should be circulated among the local offices.
- The Tender documents includes the following :-
- The notice inviting tender.
- The form of contract to be used along with a set of conditions to be compiled by the persons whose tender may be accepted.
- A complete set of drawings/specification showing the general dimensions of the proposed work and so far as necessary, details of the various parts.
- A complete specifications of work to be done and of the materials to be used, unless reference can be made to some standard specifications.
- A schedule of quantifies of the various description of work.

- The time limit between issue of tender notice and sale, receipt shall be as per time prescribed in Appendix-IX of OPWD Code Vol.-II.
- Govt. of Odisha in Works Department Office Memorandum No.1027 dt.24.01.2009 issued procedural requirement for E-procurement of tenders through modifications to codal provisions by way of addition as Appendix-IX (A) of OPWD Code Vol-11 for works costing by more than Rs.20 lakhs .
- Government after careful consideration have decided in their letter dated 31.08.2015 to hoist all the works costing Rs.5 lakhs or above in e-procurement portal.
- Works Department is the Nodal Department for the implementation of e-Procurement in the State
- The e-procurement portal of Government of Odisha is ‘[https:// tendersodisha.gov.in](https://tendersodisha.gov.in)’.
- Valid Digital Signature Certificate of appropriate class (Class II or class III) issued from registered certifying authorities (CA) as stipulated by Controller of Certifying Authorities (CCA), Government of India is mandatory.
- Registration in the e-procurement portal is without levy of any charges but Government reserves the right to levy any charges for such value added services in future.
- Contractor not registered with Government of Odisha, can participate in the e-Procurement after necessary enrolment in the portal but have to subsequently register themselves with the appropriate registering authority of the State Government before award of the work as per prevalent registration norms of the State.
- All the volumes /documents of tender including any addendum, corrigendum shall be uploaded in the portal by the tender creating officer (Procurement Officer Administrator) and published by the Officer inviting Tender (Procurement Officer Publisher) using their DSCs in appropriate format so that the document is not tampered.
- The Procurement Officer/ Administrator should mention the cost of tender paper and EMD amount as laid down in DTCN / SBD.
- Appendix-IXA explains the detail procedure for preparation of bid and submission of the same by prospective bidders.
- The Bidder shall furnish, as part of his Bid, a Bid security for the amount mentioned under NIT / Contract Data.
- The Fixed Deposit / Bank Guarantee or any other form as mentioned in detailed tender call notice in respect of Earnest Money Deposit / Bid Security and the Bank Draft in respect of cost of Bid are to be scanned and up loaded in portable document format (PDF) along with the bid.
- The tender accepting authority will verify the originals of all the scanned documents of the successful lowest bidder only within 5 days of opening of the tender.
- The Tender for all works costing more than Rs.50 lakhs shall be in Two Cover system i.e. Cover-1 Technical Bid and Cover-2 for Financial Bid.
- The Technical bid generally consist of cost of Bid documents, EMD / Bid Security, VAT, PAN I TIIV, Registration Certificate, Affidavits, Profit Loss statement, Joint venture agreement, List of similar nature of works, work in hand, list of machineries, and any other information required by OIT. The Financial Bid shall consist of the Bill of Quantities (BOQ) and any other price related information/undertaking including rebate

- Bid opening date and time is specified during tender creation or can be extended through corrigendum. Bids cannot be opened before the specified date & time. The Cover-1 of the bid shall be opened first on the due date.
- The bidders & guest users can view the summary of opening of bids from any system. Contractors are not required to be present during the bid opening at the opening location if they so desire.
- All the opened bids shall be downloaded and printed for taking up evaluation. The officer authorized to open the tender shall sign and number on each page of the documents downloaded and furnish a certificate that “the documents as available in the portal containing--- - nos of pages”.
- The financial bids of the technically responsive bidders shall be opened on the due date of opening.
- The Financial Bid will be opened on the notified date & time in the presence of bidders or their authorized representative who wish to be present.
- For examination, evaluation, and comparison of bids, the officer inviting the bid may, at his discretion, ask the lowest bidder for clarification of his rates including reduction of rate on negotiation and breakdown of unit rates
- The Employer/Engineer-in-Charge shall notify acceptance of the work prior to expiry of the validity period by cable, telex or facsimile or e-mail confirmed by registered letter.

OFD Code 1979

PART I ORGANISATION OF THE FOREST DEPARTMENT

CHAPTER I INTRODUCTORY AND DEFINITIONS

1. INTRODUCTORY

- (i) This code is intended to define the scope of the functions of the officers of the Forest Department in Orissa working under the administrative control of the Forest, Fisheries & Animal Husbandry Department. Unless otherwise stated, the rules in this Code are only complementary to those laid down in the All-India Service Manual, Orissa Service Code, Orissa General Financial Rules, Bihar and Orissa Account Code and Orissa Treasury Code. The general rules and Government circulars as amended from time to time will apply to the business of the Forest Department unless specially stated in this Code.
- (ii) This Code shall come into force at once. From its commencement the provisions of Orissa Forest Department Code, 1941 as amended up-to-date shall no longer apply.

2. DEFINITIONS

Unless there be anything repugnant in the subject or context, the terms defined in this Chapter are used in these rules in the sense as stated below:

- (1) "Accountant-General" means, Accountant-General, Orissa. He is head of office of audit and accounts in the State under the Comptroller and Auditor General of India.
- (2) "Act" means Orissa Forest Act, 1972.
- (3) "Appropriation" means appropriation of funds by means of Appropriation bill. Allotment means the assignment to meet specified expenditure of funds in favour of subordinate authority.
- (4) "Chief Conservator" means the Chief Conservator of Forests. He is the administrative and professional Head of the Forest Department. He is also the technical adviser of Government in all matters relating to the Department.
- (5) "Competent Authority" means Government or any other authority to whom the relevant power may be delegated.
- (6) "Conservator" means a Conservator of Forests in charge of a Circle.
- (7) "Controlling Officer" means the Head of the Department and other Departmental Officer who is entrusted with the responsibility of controlling the incurring of expenditure and/or collection by the authority subordinate to the Department.
- (8) "Divisional Forest Officer" means the Forest Officer in charge of a division.
- (9) "Drawing and Disbursing Officer" means head of an office and also any other officer designated by Government to draw cheques and make payment on behalf of the State Government.
- (10) "Financial year" means year beginning on the 1st April and ending on the 31st March following.

- (11) "Forest Department" means a Department of State Government in administrative charge of Forests.
- (12) "Government or State Government" means the Government of Orissa.
- (13) "Major works" means an original work, the estimated cost of which is Rs. 1,00,000 or more.
- (14) "Minor works" means an original work, the estimated cost of which is less than Rs. 1,00,000.
- (15) "Range Officer" means an Officer in charge of a Forest Range.
- (16) "Re appropriation" means the transfer of funds from one unit of appropriation to another such unit.
- (17) "State" means the State of Orissa.
- (18) "Subordinate authority" means a Department of State Government or any authority subordinate to it.
- (19) "Treasury Rules" means the Treasury rules of the State Government embodied in the Orissa Treasury Code.
- (20) "Upset price" means an approximate estimate of the anticipated price in sale by auction or by inviting tenders.
- (21) "Work Charge Establishment" means the establishment employed on the supervision or execution of a particular work, the cost which is debitable to the work concerned.

Note-The terms used in this Code but not defined shall have the same meaning as explained in the Bihar and Orissa Account Code.

CHAPTER II

ADMINISTRATIVE CHARGES-POSITION AND DUTIES OF OFFICERS

3. Administrative Charges.

The general forest administration of the Orissa State is in the charge of the Chief Conservator. For administration purposes, the Forest Department is divided into 4 territorial circles or administrative charges in charge of Conservators, viz., Berhampur, Angul, Sambalpur and Koraput, respectively. In addition, there are 2 nonterritorial circles, viz., Development Circle and Afforestation Circle.

4. Controlling Charges

The administrative charges are divided into a number of forest divisions or controlling charges of each under the charge of Divisional Forest Officer.

5. The Forest Divisions are divided into "Forest Ranges" or executive charge. The Ranges are subdivided into Sections which are subexecutive charges which are further subdivided into Beats or protective charges.

6. The Additional Chief Conservator is exclusively in charge of Departmental operations of nationalised Kendu leaf trade and also technical adviser to Government in all matters relating to the Kendu leaf trade. He exercises all the powers of the Chief Conservator of Forests within his sphere of activity and is also notified as Head of the Department. The functions and duties of the Additional Chief Conservator have been detailed in "Orissa Kendu Leaf Manual".

7. The Chief Wild Life Warden heads wild life wing in the department created for the purpose of preservation of wild life and conservation of habitats.

8. Formation of Charges

The constitution of Circles and Divisions alongwith their headquarters are given in Appendix 1.

9. The conservator is authorised to sanction the formation and redistribution of Ranges provided it does not involve increase or decrease in the sanctioned staff or any recurring or non-recurring expenditure.

10. The Divisional Forest Officers are authorised to sanction the formation and redistribution of sections and beats provided it does not involve any increase or decrease in the sanctioned staff or any recurring or non-recurring expenditure.

11. Holding of Charges.

Charge of a circle is held by a Conservator and charge of a Division is held by a Deputy Conservator, charge of Range is ordinarily held by a Forest Ranger, but occasionally by a Deputy Ranger or an Assistant Conservator under training. Charge of a Section is held by a Forester and charge of beats is held by Forest Guards.

12. Duties of Chief Conservator.

(1) The Chief Conservator is the head of the Forest Department and the technical adviser to the State Government in Forest matters. He shall refer all matters which require the orders of Government to the Secretary to Government dealing with the subject. He shall address the Government officially on his own initiative on question of forest policy, forest development and personnel management, etc., requiring the approval of Government and on such technical matters as he may wish to bring to the notice of the State Government.

(2) The Chief Conservator is empowered to deal on his authority with

(a) Professional questions;

(b) Such other matters within the powers delegated to him as a Head of the Department or under the Special orders contained in this Code.

(3) In all matters of professional interest the Chief Conservator may correspond direct with the Inspector-General of Forests and other officers of Government of India, while keeping the State Government informed.

(4) The Chief Conservator will be responsible for proper drawing up of the preliminary working plan report by the Conservator in charge of Working Plans. He will submit completed plans with his remarks to the State Government for sanction. He will sanction working schemes. In the matter of control of sanctioned plans, he is responsible for the final checking of control forms and forthwith bring to the notice of Government deviations, if any from the working plan sanctioned by Government and may himself sanction deviations, if any from the working plan Code.

(5) The Chief Conservator is responsible to the State Government for timely transmission of the consolidated budget, appropriation proposals and annual Forest Administration Reports for the State.

(6) He will thoroughly inspect the office of each Conservator under his charge at least once a year and send the inspection note for information of Government as soon as the inspection is completed. He will also inspect the office of at least two Divisional Forest Officers in a year.

(7) A schedule of powers delegated to the Chief Conservator is given in Appendix 30.

13. Duties of Conservators.

(1) It is the duty of the Conservator to make frequent tours of inspection and visit at least once a year as many of the forests in each division under his control as possible. During these tours the following points should receive particular attention, and if necessary, be especially reported to the State Government through the Chief Conservator :

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

(ii) Extent to which working plans and schemes are still required. Results of working plans and schemes, if any, in force;

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

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

- (v) Executive and protective staff, efficiency, state of discipline, etc;
- (vi) Conditions of the forests, the methods or treatment employed; natural reproduction, causes which interfere with it, etc;
- (vii) Protection of the forests from injury by man, by cattle, by fires, etc., breaches of the forest rules, their frequency and causes;
- (viii) Works of reproduction and cultural improvements, extent, condition and cost of plantation made; condition of nurseries, new sowing or plantings required, thinning, creeper cutting, etc., 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, outturn of the forests and financial results.
- (x) Timber depots, their situation and adequacy condition in which kept; state of the records kept up in connection with them etc.
- (xi) Inspection and checking of field records. (xii) Inspection of check gates their performance and records.

14. The Conservator of Forests should see that all monetary transactions are conducted in accordance with the rules in force; and he should examine the cost of current work as well as of those which have been spread over several years. 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 work is properly supervised. He should ensure timely submission of all reports and returns as prescribed and call for from time to time.

15. Triennial Inspection Reports

At intervals of not more than 3 years as complete an inspection report as possible on each territorial division should be got printed and submitted to State Government by the territorial Conservators. Such reports form valuable divisional records.

16. Duties of Development Conservator

- (i) The Conservator of Forests, Development Circle is in charge of compilation and revision of working plan and/or scheme through the Working Plans Officers and he is to see that the progress is made as per the programme.
- (ii) He is in charge of the research, utilisation and Forest Resources Survey programme and is responsible to see that progress is made according to the programme.
- (iii) He should submit the preliminary working plan report to the Chief Conservator for approval, as laid down in the Working Plans Procedure Code. He is to submit research, utilisation and the working plan programmes for approval of the Chief Conservator.
- (iv) He is responsible for the timely submission of the control forms and deviation statements to the Chief Conservator.
- (v) He would submit plans for Forestry Development as required by the Chief Conservator.
- (vi) He will also survey forest resources and explore new markets for various forest produce on his own initiative.

17. Duties of Afforestation Conservator

(i) The Conservator of Forests, Afforestation Circle is in charge of raising new plantations and the execution of the Afforestation programmes under different schemes in the State. He is to see that progress of afforestation is made according to the annual plan of operation.

(ii) He is responsible for preparing a master plan of afforestation work to be carried out in the State for periods of 10 years and submit the same to the Chief Conservator for obtaining Government Sanction.

(iii) He should see that each afforestation division is properly covered by approved afforestation schemes and that no plantations are done outside the sanctioned schemes without the prior approval of Chief Conservator.

(iv) Once in every five years, he should make an assessment of old plantations and submit his report to Chief Conservator and Government for information. The percentage of success, the general rate of growth and the profitability of the scheme should be highlighted in the report.

(v) He should report to the Chief Conservator about suitability of species in the areas planted. He may suggest discontinuance of planting any particular species at particular places.

(vi) He should maintain a close liaison with the territorial Conservators and Conservator Development Circle.

18. Duties of the C. W.L.W.

(i) The Chief Wild Life Warden will work under the control of the Chief Conservator and shall be in charge of the wild life wing of the department. He shall be responsible for:

(a) Scientific management and development of Wild Life Sanctuaries and other Wild Life areas in the State;
(b) the discharge of statutory functions enjoined in the provisions under the Wild Life (Protection) Act, 1972 (Act 53 of 1972) and rules framed thereunder.

(ii) He shall supervise the work of all Wild Life Wardens and other ancillary staff for the effective management of the sanctuaries and parks.

(iii) All the Wild Life Sanctuaries and National Parks, Zoological Parks and other areas having wild life in the State will be under the control of the Chief Wild Life Warden.

19. All the duties laid down in Rule 13 will be applicable mutatis mutandis to the Conservators of Development and Afforestation Circle and the Chief Wild Life Warden.

20. Duties of Divisional Forest Officers

(a) (1) The responsibility for the proper management of the forest business and the finance of the Division rests on the Divisional Forest Officer. He is to take an active part, in all technical work. Subject to the prescriptions of the working plan and any direction he may receive from his superior officers, he will control the silviculture of his division, and will be held responsible for the correctness of all technical operations. He should have a wide knowledge of the people with whom he has to deal and sympathy for their requirement and should carry out the forest policy prescribed for him with fairness and common sense. He should ensure timely submission of all reports and returns as prescribed and called for from time to time.

(2) He is responsible for the general management of the forests situated in his division and possesses direct control over the forest establishment employed therein.

(3) He shall report without undue delay to the Conservator the action taken on the Conservator's inspection notes.

(4) He should make frequent inspection of the Check Naka station and timber depots situated in the division.

(5) He is responsible for the proper implementation of Transit rules concerning transit of forest produce and shall prevent illegal and illicit transit of forest produce from his division.

21. Duties of Divisional Forest Officers Afforestation

The Divisional Forest Officer of an Afforestation Division will carry out all works pertaining to any scheme of afforestation that may be entrusted to him. He will be held responsible for the correctness of all technical operations carried out in his division subject to any instruction that he may receive in the matter from his superior officers. He will be responsible to see that Government money is spent usefully and economically. He should work in close collaboration with the concerned territorial Divisional Forest Officers. He should ensure proper maintenance of all relevant records as may be prescribed and called for from time to time.

22. Duties of Non territorial Divisional Forest Officers.

The duties of Silviculturist, Forest Utilisation Officer, Divisional Forest Officer, Resources Survey Division and Working Plans Officers are detailed in Chapters XII, XIII and XI, respectively.

23. Duties of Wild Life Conservation Officer.

The Wild Life Conservation Officer shall, subject to such instructions that he may receive from his superior officers, be responsible for all works in connection with the development of the Nandankanan Zoological Park.

24. Duties of Wild Life Warden.

(i) (a) The Wild Life Wardens are responsible for scientific management and development of wild life sanctuaries and other habitats of wild life in their respective jurisdiction.

(b) The Wild Life Wardens should be well versed with the relevant Acts and rules for wild life protection and should discharge statutory functions enjoined in the provisions under Wild Life Protection Act, 1972 and rules framed thereunder by both the State and Central Governments.

(ii) They shall supervise the work of all their subordinate staff for the purpose of effective management of sanctuaries and parks coming under their respective jurisdiction and implementation of the provision of the Wild Life Protection Act and rules framed thereunder.

(iii) They shall prepare and submit to the Chief Wild Life Warden the annual budget estimates and revised estimates relating to management of the Wild Life Sanctuaries, Parks and other schemes connected with development of wild life and their habitat under their respective jurisdiction.

(iv) They should see that all fees and royalties payable under any of the provisions of Wild Life Protection Act, 1972 and rules framed there under are realised and credited to the proper head of accounts.

(v) They should maintain all records and furnish timely returns prescribed under Wild Life (Protection) Act, 1972 and rules framed thereunder or as required by superior authorities.

(vi) The Wild Life Wardens shall inspect the office and works of all his subordinates at least once a year to ensure proper implementation of the provisions of the Wild Life (Protection) Act, 1972 and rules framed thereunder and proper field administration.

25. A schedule of powers delegated to Divisional Forest Officers is given in Appendix 30.

26. Duties of Assistant Conservator of Forests.

(1) The Assistant Conservator of Forests attached to a Division, will assist the Divisional Forest Officer in his management of the Division as may be required of him by the Divisional Forest Officer and/or as required under the provisions of this Code.

(2) He shall inspect the Check Naka Stations as frequently as possible and shall submit his findings to the Divisional Forest Officer for taking necessary action.

27. A schedule of powers delegated to Assistant Conservator of Forests is given in Appendix 30.

28. Duties of Range Officers.

Range Officers are expected to carry out the following duties to the best of their ability:

(i) He must know the nature, value and extent of the forest property committed to his charge and must know the plan prescribed for the protection and management of that property which not only consist of natural forests and wild life but also plantations, roads, buildings, wells, etc. He is responsible for the protection of forests in his charge and should see that the works are carried out as per the prescriptions in the working plan or scheme or as directed by his superior officers. (ii) He is responsible for the discipline, conduct and work of all his subordinates in the discharges of their duties.

(iii) He is absolutely responsible for all cash disbursement and expenditure within his Range, and all payments of pay and labour must as far as possible be done personally by him. He should see that all forest revenue due from his Range is collected and credited to Government.

(iv) He is to communicate all official orders and instructions to his subordinates, and to see that they understand them fully and carry them out.

(v) He is to check and control all work within his Range and also to see that work is carried out as per programme of work approved by the Divisional Forest Officer and ensure that the Government funds are used in the most economical and efficient way.

(vi) He is to protect Government interests by insisting upon the maximum of good work from all subordinates and labour and producing the highest revenue from his Range consistent with the highest principles of forestry.

(vii) He is to collect, check and consolidate all returns and registers and prepare the monthly range account and to carry out all necessary office work promptly and correctly. (viii) He is to prevent to the best of his ability any misuse of authority by subordinates. In the case of compounding forest offences, he should see that rules are strictly followed.

(ix) He is required to supervise thoroughly the work of the forest contractors and agents appointed by Government to deal with forest produce working within his jurisdiction and see that they work according to rules.

Note-The provisions of the above rules will apply mutatis mutandis to all Divisional Forest Officers and Assistant Conservators.

29. Duties of Forester

The Forester is required :

(i) to assist the Range Officer to the best of his ability in carrying out the work of the Department honestly and efficiently.

(ii) to carry out the orders of his superiors.

(iii) and is responsible to report to the Range Officer on all important happenings in his section.

(iv) for the proper protection of the forest and wild life in his charge and other Government properties entrusted to him.

(v) to see that all work entrusted to him is carried out as per programme.

(vi) to ensure discipline, good conduct and efficient work of all Forest Guards under him in the discharge of their duties.

(vii) to supervise the work of the forest Contractors and Agents appointed by Government to deal with forest produce working in his section and see that they work as per rules.

(viii) to see that rules for compounding forest offences are closely observed and no money is taken from offenders except as laid down in these rules.

30. Duties of Forest Guards.

(a) The Beat Forest Guard is responsible for the following works in his beat :

(i) Maintenance of fence in good conditions.

(ii) Tending of areas under regeneration and weeding young plants wherever necessary.

(iii) Tending of plantations. It is Beat Guard's business to attend to the above works without the receipt of any further orders. When any expenditure on these is necessary he will report and obtain his Range Officer's sanction through the Forester.

(b) Beat Forest Guard under orders of the Range Officer or Forester will generally carry out repairs and ensure maintenance of roads, boundary pillars and buildings in his beats.

(c) Beat Forest Guard is responsible for the custody of all Government stores, tools and timber deposited in his charge, and also for the protection of the forests, wild life and property like plantations, roads, buildings and wells, etc., of his beat. It is his duty to prevent damage being done to the forests, and should any be done forth with to apprehend the offender. He will make it his business to obtain knowledge of everything which takes place in his beat, and no excuse of ignorance will be accepted. The rules for compounding forest offences must be strictly observed.

(d) It is the Forest Guard's duty to see that the provision under the Wild Life (Protection) Act, 1972 and rules framed thereunder are Observed and to put a stop to illegal shooting and trapping.

(e) He is to know the limits of his charge thoroughly for which purpose he will be supplied with a copy of the map in a convenient scale.

(f) He should prevent encroachment, prevent his beat forests against injury from fire or other causes and prevent forest offences. Failure to be fully acquainted with the beat within a month of taking charge will render him liable for departmental proceedings.

(g) He is to patrol the forest to prevent offences.

(h) Normally it is the duty of the Beat Forest Guard to supervise the work of the forest contractors and Agents appointed by Government to deal with forest produce within his jurisdiction and see that they work according to rules.

(i) He will maintain an order book supplied to him in which will be entered all orders or instructions of his superiors that he may receive. He must have the book always with him when on duty and must produce it for record of orders at the spot. The order book shall be handed over to his successor on relief.

31. Duties of Mobile Parties.

Duties and functions of Mobile Patrol parties are prescribed in Appendix 2.

32. Duties of Prosecution Rangers

(a) The prosecution Ranger shall be responsible for collection of all documents and case records to assist the Public Prosecutor in the preparation and in successfully conducting the case in the court.

(b) He would carry out field investigations if required by the concerned Divisional Forest Officer or the Wild Life Warden.

(c) On receipt of prosecution reports, he shall go through the case records in order to find out if there are defects in the investigation and shall get them remedied before handing over the case records to the Public Prosecutor for preparation of the brief on the case. Any defects pointed out by the Public Prosecutor shall in consultation with the concerned Divisional Forest Officer or the Wild Life Warden be remedied by him and any additional information required shall be supplied by him to the Public Prosecutor.

(d) He shall ensure that the cases are properly posted for hearing and shall keep a watch on the day-to-day progress of the case.

(e) It shall be the responsibility of the Prosecution Ranger to assist in the proper marshalling of witnesses during the progress of the case in the Court.

(f) He shall maintain separate register for each Division showing the receipt, progress, disposal and result of the cases entrusted to him, which shall be produced for verification when so required by the concerned Divisional Forest Officer or Wild Life Warden.

33. Duties of Wild Life Rangers.

The Wild Life Rangers shall carry out the following duties to the best of their ability.

(i) He should have full knowledge of the fauna and their habitat and must know the provisions prescribed for the protection and management of wild life within his jurisdiction. He is responsible for the protection of fauna and their habitat in his charge and should see that, the provisions of Wild Life (Protection) Act, 1972 and rules framed thereunder are properly implemented.

(ii) He will assist his Wild Life Warden in prevention and detection of offences, under Wild Life (Protection) Act, 1972 and rules framed thereunder and should carry out the instructions of the Wild Life Warden to the best of his ability.

(iii) He is to prevent to the best of his ability any misuse of authority in respect of Wild Life (Protection) Act, 1972' and rules framed thereunder, by the lower subordinate staff.

(iv) He is responsible to report to his Wild Life Warden on all important happenings regarding fauna and their habitat within his jurisdiction.

34. Duties of Non-territorial Executive Staff.

The executive staff under non-territorial divisions shall have the same duty and responsibility as provided

in Rules 28, 29 and 30 as far as the same is applicable and also special duties enumerated in the respective manuals.

35. Duties of staff at Check Naka Stations.

Checking staff at Check Naka Stations shall be responsible to see that laws relating to transit of forest produce (inclusive of wild life) are enforced, and instructions issued thereon by the Divisional Forest Officer are strictly observed.

They shall maintain a register in Code Form No. 1 which shall be produced for verification whenever so required by their superior officers.

36. Duties of Staff at Depot.

Checking staff at Depots shall be responsible to see that laws relating to transit of forest produce are enforced, and instructions issued thereon by the Divisional Forest Officer are strictly observed.

They shall maintain a register in Code Form No. 2 which shall be produced for verification whenever so required by their superior officers.

37. Duties of Other Staff.

Duties of other staff not provided in the Code shall be as may be prescribed by Government or by the Chief Conservator in case of Gazetted or non-Gazetted staff, respectively...

38. Relationship between Forest and Revenue Officials.

(i) The Divisional Forest Officers must understand that they are put in charge of the forests to administer them in the interest of the people of the district in so far as these interest do not conflict with the larger interest of the community or the State as a whole. The Collector is the head of the District and the Welfare of the people of his district is his immediate concern. When, therefore, the Divisional Forest Officer proposes to adopt any new procedure or to take any new action which in any way affects the interest of the residents of the district, such as the closure of certain area to grazing or the leasing out of the grazing instead of the issue of permits departmentally, the Collector should be consulted or informed in sufficient time to allow him to raise any objection. The reasons for the proposed action shall be clearly explained. If the Collector objects to the proposed action but the Divisional Forest Officer is still of opinion that this proposed action should be taken in the interest of the forests or in the interest of the State he can then refer the matter to the Conservator, who will, if he agrees with the views of the Divisional Forest Officer refer the matter to the Revenue Divisional Commissioner with a copy to Chief Conservator. The Revenue Divisional Commissioner should report his views to Government in case he disagrees with the views of the Conservator. Government will issue final orders in the matter after consulting the Chief Conservator.. Similarly, if the Collector proposes to take any action which the Divisional Forest Officer considers detrimental to the interest of the forests or which will result in a large decrease of revenue to Government, the Divisional Forest Officer will first explain matters to the Collector and, if he fails to convince the Collector he may then refer the matter to the Conservator who will refer the matter to the Revenue Divisional Commissioner if he agrees with the Divisional Forest Officer with a copy to the Chief Conservator.

Again, the advice of the Collector should be sought on all matters such as the collection of land revenue and cess, the procedure to be taken to evict tenants who are refusing to vacate temporary cultivation at the expiry of their leases, and in other similar matters which are out side the ordinary "scope of a Forest Officer's duties. Similarly the advice of the Forest Officer must always be sought for by the Collector in Forestry matters. The Divisional Forest Officer must invariably attend revenue meeting of the district personally to put out problems regarding encroachments, reservation of forests, disposal of certificate cases, prevention

of theft of forest materials, and the like. If he is prevented for any unavoidable reason from personally attending such meetings he should depute an Assistant Conservator with proper briefing to the said meeting under prior intimation to the Collector.

The Divisional Forest Officers are District Officers and should be personally known to the Magistrate and other District Officers such as the Additional District Magistrate, Executive Engineers, Superintendent of Police, etc. They should take every convenient opportunity to discuss forest matters with these officers personally.

(ii) The Collector will see that Subdivisional Officers, Tahasildars and the subordinate revenue agency of all grades render as much assistance not only in the management of Government waste lands, and in the assessment and collection of Government dues, but generally in the management of forests as their other duties permit. The impression that forest work lies outside the duties of land revenue officials should be discouraged. The Collector will take steps to ensure that these principles are thoroughly understood by all the revenue staff subordinate to him.

The Divisional Forest Officer shall in consultation with the Collector file in the District Record Office such of the forest records as relate to forest settlements or revenue leases, or other matters affecting the use of the forests and waste lands by the population adjacent thereto.

CHAPTER III

THE FOREST SERVICES-THEIR CONSTITUTION, RECRUITMENT AND SERVICES RULES.

39. Composition of Services.

The following is the composition of the services in the Forest Department:

- A. The Indian Forest Service
- B. The Orissa Forest Service
- C. The Subordinate Forest Service
- D. The Ministerial Service
- E. The Class III Service
- F. The Class IV Service
- G. Work Charged Establishment

40. The Constitution of the I. F. S.

The constitution of the I. F. S. will be as classified in the Indian Forest Service (Pay) Rules, 1968 as amended from time to time.

The I. F. S. cadre of the State is subjected to triennial reviews. The sanctioned cadre is printed in the Orissa Civil List from time to time.

The Central Government may make such alterations as it deems fit in the composition and strength of the I. F. S. (Orissa) Cadre, under the I. F. S. (Cadre) Rules, 1966.

41. Recruitment to I. F. S.

Recruitment to I. F. S. shall be made by the Central Government in accordance with the I. F. S. (Recruitment) Rules, 1966 and the Regulations made thereunder, viz., the I. F. S. (Appointment by Promotion) Regulations, 1966 and the I. F. S. (Appointment by Competitive Examination) Regulation, 1967.

42. Appointment to Cadre Posts.

Except as provided in rule 9 of the I. F. S. (Cadre) Rules, 1966, all appointments to the I. F. S. cadre posts in the State shall be made by the State Government from amongst Members of the service recruited by the Central Government and allotted to the State.

The Indian Forest Service in Orissa, at present, comprises the following ranks :

- (a) Chief Conservator
- (b) Additional Chief Conservator
- (c) Conservators
- (d) Deputy Conservators
- (e) Assistant Conservators

43. Service Condition of I.F.S.

Service conditions of the members of the Indian Forest Service shall be as prescribed in A. I. S. Manual, as amended from time to time.

44. Constitution and Recruitment to Orissa Forest Service.

The Orissa Forest Service consists of Class I and Class II Services. Recruitment and Promotion to the Orissa Forest Services Class I and Class II services are regulated in accordance with the O. F. S. Class I Recruitment Rules and Regulations and the O. F. S. Class II Recruitment Rules and Regulations, respectively, as amended from time to time (vide Appendix 3 and 4).

45. Constitution of Sub-ordinate Forest Service.

The subordinate Forest Service includes Forest Rangers, Deputy Rangers, Foresters and Forest Guards.

46. Recruitment of Forest Rangers

Appointment to subordinate Forest Service shall be made in accordance with Orissa Subordinate Forest Service Rules and Regulations as amended from time to time, vide Appendix 5.

47. Composition and Recruitment of Ministerial Services.

The composition, recruitment and conditions of service of the Ministerial Services in the department are laid down in "The Ministerial Services (Method of Recruitment and Conditions of Service of Clerks and Assistants in Forest Offices) Rules, 1978, vide Appendix 6.

(2) Recruitment to the post of Personal Assistant (Non-Technical) to the Chief Conservator shall be made by Government by promotion from the ranks of Office Superintendent or Head Assistants in the Office of the Chief Conservator and Additional Chief Conservator.

48. Recruitment of Other Class-III Services.

(1) The other Class III services include the Class III posts borne in the pensionable establishment of the department but not included either in the Subordinate Forest Service or in the Ministerial services, e.g., (i) Drivers; (ii) Diarist-Despatcher; (iii) Diarists (iv) Librarian; (v) Assistant Draftsman; (vi) Surveyor Draftsman; (vii) Junior Grade Typist; (viii) Junior Grade Despatcher; (ix) Senior Grade Typist; (x) Senior Grade Despatcher; (xi) Junior or Senior Grade Head Typist; (xii) Record Keeper; (xiii) Stenographer Grade III; (xiv) Stenographer Grade II and (xv) Stenographer Grade I.

(2) (i) Posts mentioned in item (1) to (viii) of sub-rule 1 above, shall be filled in by direct recruitment and those in item (ix) to (xii) by promotion.

(ii) Posts of Stenographers of various grades in item (xiii) to (xv) shall be filled up by direct recruitment but the post in a higher grade shall ordinarily be filled up by promotion from the lower grade in the same office subject to efficiency suitable to the grade.

(3) Recruitment to the Class III posts not here-in-before mentioned shall be made in such manner and by such authority as may be decided by Government from time to time.

49. Qualification for Other Class III Services.

(1) Recruitment to the following posts shall be made of candidates possessing the qualifications mentioned against each below:

Name of Post	Prescribed qualifications
(i) Drivers	Middle English Standard with driving license. (a) Grade III
(ii) Stenographers -	(b) Passed Matriculation of a recognised University or H. S. C. Examination of the Board of Secondary Education or an equivalent examination of a recognised university with a speed of 80 words per minute in shorthand and 40 words per minute in type-writing from printed matter, both without mistakes.

		(b) Grade II
		: Educational qualifications as in (a) above but speed per shorthand shall be 100 words per minute and that in type-writing shall be 40 words per minute from printed matter, both without mistakes.
		(C) Grade I
		Educational qualification as in (a) above but speed in short-hand shall be 120 words per minute and that in typewriting shall be 40 words per minute from printed matter, both without mistakes.
(iii) Diarist Despatcher (iv) Diarist (v) Librarian	}	Passed Matriculation of a recognised University or H.S.C. Exam of the Board of Secondary Education or an equivalent examination of a recognised University.
(vii) Assistant Draftsman		Educational qualifications as in (iii) above with knowledge in Survey, preparing plans and estimates
(vii) Surveyor Draftsman (viii) Junior Gr. Typist .. (ix) Junior Grade Despatcher	}	Passed Overseer Educational qualifications as in (iii) above with speed of 40 words per minute in typewriting from printed matter, without mistakes.

50. Promotion of Typists, Draftsman and Despatcher.

(1) Promotions to the posts of Senior Grade Typists and Senior Grade Despatcher shall be made from amongst Junior Grade Typists and Junior Grade Despatchers, on the basis of suitability with due regard to seniority.

(2) Promotions to the posts of Junior or Senior Grade Head Typists shall be made from amongst the Senior Grade Typists and Senior Grade Despatchers on the basis of suitability with due regard to seniority.

(3) Promotions to the posts of Surveyor Draftsman, if required, shall be made from the rank of Assistant Draftsman on the advice of the State Selection Board referred to in Orissa Subordinate Forest Service Rules and Regulations.

51. Competent Authority to Appoint.

The Divisional Forest Officer, Conservator or the Chief Conservator as the case may be, shall be the authority competent to fill in the posts mentioned in rule 48 if borne in their respective establishments except the posts of Surveyor Draftsman which shall be filled in by the Chief Conservator.

52. Composition & Recruitment of Class IV Service.

The Class IV service includes the Class IV posts borne in the pensionable establishment of the department but not included either in the Subordinate Forest Service or the Ministerial services, e.g., (i) Sea Cunny; (ii) Jamadar Orderly; (iii) Daftary; (iv) Literate Peon; (v) Office & Orderly Peons; (vi) Chowkidars; (vii) Dak Runners (viii) Tent Khalasi; (ix) Malies; (x) Khalasi; (xi) Animal Keeper; (xii) Mahont; (xiii) Mate; etc.

53. Recruitment to posts in the Class IV service shall be made by the Divisional Forest Officer, Conservator or the Chief Conservator as the case may be, if borne in their respective establishment from candidates who possess qualifications which in the opinion of the authority, are adequate to discharge the duties and responsibilities required of the post concerned:

Provided that the candidate shall be able to speak Oriya and if he is a literate person, shall be able to read and write it:

Provided further that no candidate who does not conform to the following physical standards, shall be recruited to the post of peon.

Height ... 158 Cm.

Chest ... 74 Cm.

54. Work- Charged Establishment.

(i) Appointment of work-charged establishment to different class of posts will be made by officers competent to appoint in corresponding posts in the regular establishment

(ii) The recruitment and conditions of service of the employees under work-charged establishment shall be governed by "Orissa Work charged Employees (Appointment and Conditions of Service) Instructions, 1974" as amended from time to time.

55. Service Condition.

Service condition of all services, other than I. F. S. shall be as prescribed in Orissa Service Code as amended from time to time.

CHAPTER IV

MISCELLANEOUS SERVICE RULES

56. Method of Direct Recruitment.

(1) Except in cases of recruitments made under any recruitment rules or as may be provided in Section 3 of the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959, all vacancies shall be notified to the Employment Exchange/s concerned and filled in form amongst the candidates sponsored by the Exchange/s. Recruitment from open market to fill up such vacancies shall be resorted to only in cases where the Employment Exchange/s furnish/es non-availability certificate or fails to furnish nominations, within the time specified in the notice to the Employment Exchange.

(2) Instructions for advertising vacancies--

(i) Adequate publicity should be given to vacancies required to be filled in by recruitment from open market, so as to give equal chances to all eligible applicants.

(ii) Vacancies which are required to be filled in by recruitment from open market must be advertised. The Officer with power to fill up a vacancy shall use his discretion regarding the manner of advertisement whether by notice on the notice boards of the local offices, or by advertisement in the Gazette, or both, subject to the following:

(a) In the case of vacancies, in Class III/IV service or posts and likely to last for 3 months or less, the advertisement must be put on the noticeboards of the local offices..

(b) In other cases the vacancies shall also be advertised at least in two local newspapers and also in the official gazette.

The notification in the Gazette or advertisement in a news paper should be worded as economically as possible (as in a telegram) and should state (i) the office, (ii) the post vacant and pay, (iii) the minimum qualifications required, (iv) officer to whom application should be made, (v) the date by which application should reach the officer, (vi) and reservation, if any. The date given in item (v) must not be less than fourteen days from the date of publication in the newspaper. Matter to be printed in the Orissa Gazette must reach the Superintendent Government Press, Madhupatna, Cuttack not later than 5 P. M. on Wednesdays.

(iii) Advertisement meant for publication in newspapers should be routed through the Director of Public Relations, Government of Orissa, Bhubaneswar, who will arrange their publication in such newspapers as may be approved by Government and are otherwise suitable for the purpose.

57. Submission of Annual- Return by D.F.Os/ Conservator.

The Divisional Forest Officers/Conservator shall submit to the Chief Conservator by the end of the month of June every year, an annual return in sub-joined Forms I and II showing number of Scheduled Caste and Scheduled Tribe candidates appointed by them during the preceding financial year. On receipt of the returns from the subordinate offices, the Chief Conservator shall submit to Government in the Administrative Department as well as Home (Reforms) Departments by the end of the month of July every year, similar return in respect of the Department as a whole (including his office and persons appointed to Gazetted post by Government).

FORM

Annual return showing number of Scheduled Castes and Scheduled Tribe candidates appointed in Department, during the year--

- | | |
|---|--|
| (1) Total number of Government servants appointed to. | (a) Gazetted posts
(b) Non-Gazetted posts |
| (2) Total number of Scheduled Caste candidates appointed. | (a) Gazetted posts
(b) Non-Gazetted posts |
| (3) Number of scheduled Tribe candidates appointed to. | (a) Gazetted posts
(b) Non-Gazetted posts |
| (4) Total number of Government servants appointed to. | (a) Class I posts
(b) Class II posts
(c) Class III posts
(d) Class IV posts |
| (5) Number of Scheduled Caste candidates appointed to. | (a) Class I posts
(b) Class II posts
(c) Class III posts
(d) Class IV posts |
| (6) Number of Scheduled Tribe candidates appointed to. | (a) Class I posts
(b) Class II posts
(c) Class III posts
(d) Class IV posts |

58. Plural Marriage

(1) No person who has more than one spouse living shall be eligible for appointment to Government service, provided that the State Government may, if satisfied that there are special reasons for doing so, exempt a person from the operation of this sub-rule.

(2) No female candidate who has already married a person, who has one or more than one wife living shall be eligible for appointment to Government service.

59. Age-Limits

The upper and lower age-limits for admission to the Government pensionable service are given in rule 52 of the Orissa Service Code.

60. Health Certificate.

The rules regarding production of health certificate at the time of entry in to Government service are contained in rules 49, 50 and 51 of Orissa Service Code, as amended from time to time. The candidates selected under the rules laid down in Appendix 3 of this Code who have produced the health certificate under rule 49 of the Orissa Service Code prior to their selection for training will not furnish a second health certificate at the time of their appointment to Government Service on successful completion.

61. Reservation of Vacancies.

Vacancies shall be reserved for the Scheduled Castes and the Schedule Tribe candidates in the manner and to the extent prescribed by the Government from time to time.

62. Probation

(1) Unless otherwise provided in the recruitment rules, every Government servant appointed to officiate against a substantive vacancy shall be treated as on probation, except in case of a transferred officer or a promotee who has already been confirmed in his previous service prior to his transfer on promotion.

(2) The period of probation shall be two years in case of directly recruited Government servants and one year in case of promotees. "Transferred officers who have not been confirmed in their previous service prior to their transfer, may be treated as on probation for such period as may be determined by the appointing authority in each case.

(3) The period of probation in each case shall count from the date a Government servant is appointed to officiate against a substantive vacancy:

Provided that the whole or any part of the continuous officiating service rendered by a Government servant prior to such appointment in a temporary post may be allowed by the appointing authority to count towards the period of probation prescribed in the preceding sub-rule.

(4) The appointing authority may in any special case, extend the period of probation by such further period as he may deem fit.

(5) The appointing authority may terminate the services of an officer directly recruited or revert him to his former appointment in case he is a promotee or transferred officer, during or at the end of the period of probation, if the Government servant has failed to give satisfaction or is found to be otherwise unfit for permanent appointment to the post. No appeal shall lie in such cases.

63. Terms of Appointment to Temporary Post.

(1) Appointments through direct recruitment to temporary posts shall be made on "Purely temporary basis until further orders and terminable at any time without notice".

(2) Services of a Government servant who has officiated for at least 3 years continuously shall not be terminated except as a disciplinary measure if any of his juniors are retained in the service.

64. Confirmation

(1) No Government servant shall be confirmed unless his work and conduct are found to be satisfactory, show that he is likely to become efficient and that he has passed the tests, if any, prescribed under the rules. The confirmation may take effect from the date of completion of probationary period or from the date of passing the prescribed tests, if any, or from the date his turn for confirmation falls due according to his seniority or from the date the appointing authority considers him fit for confirmation, whichever is later.

(2) The authority competent to fill in a post shall be the competent authority to confirm a Government servant in the said post.

(3) No Government servant, whether on probation or officiating, may be allowed to remain unconfirmed after having completed a term of three years in any capacity, unless his probationary period has been extended under Rule 62 (4).

65. Appointment to Selection Grade Posts

Appointment to Selection Grade posts in a cadre shall be made by the authority competent to fill in posts in that cadre on the advice of such Selection Board as is competent to recommend promotion to the cadre.

66. Extension of Service.

No Government servant shall be retained beyond the date of superannuation except with the prior sanction of Government.

67. Officers to Grant Increment.

Head of the office will grant periodical increments of the non Gazetted staff serving under him except at the stage of crossing the Efficiency Bar.

Note-(1) For the rules regarding grant of increments and the conditions to which service counts for increment, see Chapter IV of Orissa Service Code.

(2) Periodical increments of a Government servant should be sanctioned as soon as it is due or by the end of the next month at the latest except for reasons to be recorded. To enable the competent authority to do this, a chart showing the due dates of increments of the staff working in the office should be drawn up for a calendar year and kept with the head of the office and the Head ministerial officer of the office and should be checked up every month.

(3) Since the increments cannot be stopped with retrospective effect, there is no bar to sanction increments on the due date even if proceedings are contemplated or pending against a Government servant.

68. Grant of Increments to L.D.Cs.

The grant of first and second increments to L. D. Clerks and Assistants in Divisional and Circle Offices shall be regulated by the following conditions:

(1) The first increment shall be given only if a clerk/assistant can type 40 words a minute from printed copy without a mistake and can enter the gist of 40 letters concisely and correctly with back and forward references in the Diary or Issue registers.

(2) The second increment shall be given to a L. D. Clerk/Assistant to satisfy the Head of the office that he can still pass the first test and can check a Range account and draw up an objection statement to the Range Account.

69. Premature Increments

(1) The Chief Conservator may grant one advance increment to two top-most student Foresters in the combined final examination of the two Forester's Schools, provided that they passed with credit or obtain one of the prizes for silviculture utilisation, engineering or are the best all-round students.

(2) The Chief Conservator may grant one advance increment to the top most Forest Guard student in the Forest Guard's Training Schools when the number of students in the session does not exceed fifty. When the number exceeds fifty but does not exceed one hundred, two top most students shall be eligible for the said concession and when the number of students exceeds one hundred four top-most students shall be eligible. The Director of the School shall report to the Chief Conservator the names of the Forest Guards eligible for this concession.

70. Crossing of Efficiency Bar.

No Government servant shall be allowed to cross the first Efficiency Bar unless his work is considered satisfactory and his integrity is certified. The second Efficiency Bar will be allowed only when his work is found distinctly above the average and his efficiency and integrity are beyond doubt. The authority empowered to withhold increment of a Government servant shall be the authority competent to allow the crossing of the Efficiency Bar.

If a Government servant is held up at a stage in a time scale of pay due to his failure to pass the departmental test, has subsequently passed the test, his pay from the date he has passed the test completely that which he has drawn in the normal course on that date. The date of passing the departmental test will be the date on which he appeared in the examination.

71. Gradation List

The Chief Conservator, shall maintain gradation list of Forest Rangers. Deputy Rangers and Foresters of the entire State and the Conservators, shall maintain similar gradation list in respect of Forest Guards of the respective circles and revise them every year as on 1st March

The Conservator, and the Divisional Forest Officers shall furnish full particulars in the following prescribed form in respect of all Forest Rangers, Deputy Rangers and Foresters appointed or promoted as the case may be to the said rank during the year ending 1st March so as to reach Chief Conservator by 15th April every year to enable the latter to make the gradation list up-to-date and circulate them. The Divisional Forest Officer shall send the particulars of the Forest Guards of the division to the Conservators by 15th April every year,

Sl. No.	Name, date of birth and home district	Educational technical qualification tests passed	Name of division	Date of appointment		Whether S.C. or S.T.	Remarks
				To Department	To rank		
1	2	3	4	5	6	7	8

The up-to-date gradation list shall be circulated to all officers by 1st June every year.

72. Posting & Transfers.

(1) The postings and transfers of officers of Indian Forest Service and Class I Officers of Orissa Forest Service within the State are made by the Government. Such transfers are ordinarily made on the recommendation of the Chief Conservator..

(2) The Chief Conservator, is empowered to transfer Class II Officers of Orissa Forest Service within the State.

(3) The Chief Conservator, has full powers to transfer all members of subordinate forest service and ministerial service from one circle to another.

(4) The Conservator has full power to transfer all members of subordinate forest service and ministerial service from one division to another within the circle.

(5) The Divisional Forest Officers are empowered to transfer Forester and other subordinate officers below the rank of Forester within the division.

Note-Except in exceptional cases to be recorded in writing Foresters, L. D. Clerks, Stenographers and Forest Guards should not be transferred from one division to another. Such transfers should not be for a period of more than 3 years and the incumbent should be reposted to the parent division on expiry of the terms.

(6) The Deputy Rangers/U. D. Clerks/Accountant/Stenographers and all ministerial officers in the circle cadre should not ordinarily be transferred from one circle to another except for exceptional reasons to be recorded in writing. Such transfer should not be for a period more than 3 years and the incumbent should be reposted to the parent circle on expiry of the term.

(7) To enable the Forest Rangers to acquire experience in all the branches of the Forest Department they should be transferred to various circles such as Afforestation, Development, Working Plan and Kendu leaf working. The Forest Ranger in a non-territorial circle should ordinarily be transferred to a territorial circle after the period of 3 years likewise a Forest Ranger who is continuously posted in a territorial circle for more than 5 years should be posted to a non-territorial or Kendu leaf circle.

73. (a) No transferable Government servant shall ordinarily remain in a particular station for more than 3 years unless he has gained some special knowledge and there is difficulty to get a suitable substitute. But he should be replaced at the earliest opportunity.

(b) Similarly a transferable employee should not be disturbed from a post unless he has completed 3 years of service unless there is administrative reasons to transfer him earlier. The reasons should be recorded in writing.

(c) Except in the case of promotion all transfers as far as practicable may be made between April to June so that the education of the dependants are not seriously disturbed.

74. Resignation

(1) The authority competent to appoint an officer is competent to accept his resignation.

(2) Government servants wishing to resign must give at least 3 month's notice and await order of competent authority, before leaving the work with which they are entrusted. Failure to comply with these instructions may render them liable to disciplinary action for absence from duty without permission.

(3) When three month's notice of resignation is given by a Government servant, the competent authority must either accept it before the termination of the period or should refuse permission for resignation within this period for reasons to be specified and communicated to him.

75. Cadre Management

The cadre management of the non-Gazetted and ministerial services in the department will be as indicated below:

(1) The Forest Guards/Foresters/Lower Division Clerks of Divisional Office will form a divisional cadre and will be controlled by the Divisional Forest Officer.

(2) Deputy Rangers/U. D. Clerks/Accountants/Head Clerks/Accounts Supervisors of Divisional offices, L. D./U. D. and Senior Assistants will form a circle cadre and will be controlled by the Conservator

(3) Forest Rangers/Surveyor Draftsmen/Head Assistants of circle offices/Accounts Supervisors shall form a State Cadre and shall be controlled by the Chief Conservator.

CHAPTER V

TRAINING AND EXAMINATIONS

Section A-Training

76. Training of Gazetted officers.

Instructions regarding the training of direct recruit gazetted officers are given in Appendix 7.

77. Visit of Forest Officers to Forest Research Institute.

(1) Gazetted Forest Officers should be in touch with the Forest Research Institute, Dehra Dun and keep themselves acquainted with the work and research in progress there. They should be encouraged to pay short visits to the Institute during which time they would be able to inspect the museums, the various branches of the Institute and the Herbarium. They would thus gain a general knowledge of the research which have been and are being undertaken, and of the widespread effects that these may be expected to have on the silvicultural treatment of the forests and on the development of forestry in general and wild life management.

Note- Officers will be allowed travelling allowances as on tour

(2) Should it be considered desirable that an officer should pay a more extended visit to Dehra Dun for some particular purpose or with some special object, e.g., to consult the Herbarium in connection with the preparation of a local "Flora" it will be open to the State Government to allow him to do so and the President, Forest Research Institute, will endeavour to give him every facility for prosecuting his inquiries. The most convenient time for such visits would be during the monsoons July to October, and any Forest Officer who wishes to do so, and who, it is considered, would profit by such visits, may after consultation with the President, Forest Research Institute and Colleges, be allowed to visit Dehra Dun on duty for the purpose set forth above.

Refresher, Will Life, Silvicultural and Statistical Training.

(3) Refresher, Wild Life, Silvicultural and Statistical Courses being organised at the Forest Research Institute, Dehra Dun and other arranged organised by Government should be taken advantage of to depute the Forest Officers to keep them abreast with the Developments in Forestry and wild life and other administrative matters.

78. Training of Forest Rangers.

Instructions regarding the training of direct recruit Forest Rangers are given in Appendix 8.

79. Training of Foresters and Forest Guards.

Rules for the training of Foresters and Forest Guards at the training schools maintained by the Forest Department are laid down in Appendix 9 and Appendix 10. Instructions regarding selection and deputation of Foresters and Forest Guards for training are given in Appendix 11. The syllabus for training at the schools is given in Appendix 12.

80. Training of Clerks.

The Heads of offices shall particularly give attention to the training of newly appointed clerks. L. D. Clerks/L. D. Assistants as appointed shall be regularly taught each branch of office work and for this purpose they shall be rotated from one seat to another at suitable intervals. The Head Ministerial Officer of the office should give every facility to the Junior clerks to become really proficient in office routine. Specialisation is a

good thing in itself and is almost inevitable when a senior clerk has attained real efficiency. But specialisation in junior clerks should be prohibited on the principle that until he knows the routine of the department thoroughly specialisation makes him less efficient and gives him a narrow outlook on the activities of the department.

81. U. D. Clerks/U. D. Assistants of Divisional/Circle offices and Grade II U. D. Assistants of Chief Conservator's office are required to undergo 3 months training at the Accounts Training School, Bhubaneswar. They will not be eligible for promotion to the next higher grade until they complete the training successfully.

Section B-Examinations

82. Examinations Prescribed for Gazetted Officers

(1) Gazetted Forest Officers are required to pass the following departmental tests in the following subjects:

- (i) Law
- (ii) Land Revenue (iii) Procedure and Accounts
- (iv) Oriya in higher standard

(2) An officer may be exempted from passing departmental test in Oriya on producing a certificate that he has passed in Oriya at the Matriculation or such other examination, as in the opinion of Government is equal or higher to it.

83. Syllabus of the Examination.

The syllabus of each subject shall be as under :

(i) Law: -

- (1) Forest Acts in force at the time and rules framed thereunder
- (2) The Cattle Trespass Act
- (3) The Wild Life Protection Act and Rules framed thereunder
- (4) The Orissa Kendu Leaves (Control of Trade) Act and the rules framed thereunder.
- (5) Special Rules framed under the Forest Acts
- (6) Sales of goods Act
- (7) Public Demand Recovery Act
- (8) The Indian Evidence Act, 1872 (Chapter VIII excluded)
- (9) The Code of Criminal Procedure, 1973 (Chapters IV to VII, XIII to XVII, XIX to XXI, XXIV, XXV, XXXVIII and XLIII).
- (10) The Indian Arms Act, 1879 and the rules framed thereunder

Note: Questions to be set from the Acts and Rules mentioned in serial Nos. 8, 9 and 10 will be of general nature and relevant to prosecution of Forest offenses.

(ii) Land Revenue

- (1) The Land Acquisition Act, 1894 with all amendments (2) The Orissa Prevention of Land Encroachment Act, 1953 with all amendments.
- (3) Land Tenures and Land Reforms in Orissa (Published by the Board of Revenue, Orissa).
- (4) The Orissa Survey and Settlement Act, 1958
- (5) The Orissa Government Land Settlement Act, 1962

(iii) Procedure and Accounts

- (1) The Orissa Forest Department Code
- (2) The Orissa Pension Rules, 1968 and the Orissa Civil Services Family Pension Scheme, 1964.
- (3) Orissa General Financial Rule, Volume I and II
- (4) Orissa Service Code
- (5) Orissa Travelling Allowance Rules.
- (6) Orissa Budget Manual
- (7) The Orissa Certificate Manual, 1963
- (8) The Orissa Sales Tax Act, 1947 and the Rules made thereunder
- (9) The Central Sales Tax Act, 1956 and the Rules made thereunder.
- (10) The Orissa Treasury Code, Volume I .
- (11) Orissa Civil Services (Classification, Control and Appeal) Rule, 1962

iv) Oriya

The examination in Oriya shall consist of the following parts--

- (a) Transliteration Reading current (cursive) handwriting in Oriya. A document or documents of the description of office paper selected and lithographed by the Board of Examiners will be transliterated into Roman character.
- (b) Translation from Oriya to English-The papers will contain passages both from the prescribed test-books and from unseen official documents.

The following text-books are prescribed:

- (i) Katha Peri by Jadunath Das
- (ii) Chhaman Athaguntha by Fakir Mohan Senapati
- (iii) Katha Lahari by Raghabananda Das

(d) Viva voce examination in Oriya-(i) The examinee will be tested in conversation with the common people in such manner as to satisfy the examiner of his power to make himself understood by them and to explain himself with clearness and property in Oriya. The text-books may furnish topics for conversation.

(ii) The examinee will be made to translate orally to the examiner, a passage from one of the text-books the passage to be translated being first read out by him.

(iii) An ordinary piece of English narrative prose which may include a petition, the deposition of a witness etc., will be

handed over to the examinee and after being allowed to read it, he will be required forthwith to give a fluent oral translation of it.

Note -(1) In the oral translation it is essential that the candidate should show his ability to give what an ordinary villager would understand. Literal accuracy need not be insisted on but a substantially correct rendering of all points shall be required. It is not necessary that each candidate should translate the same piece, just as it is not necessary that the viva voce examination of each should involve the same conversation.

84. Allotment of Marks.

(1) The maximum and pass marks assigned to each subject and the time allowed for the papers shall be as under: -

Subject of Examination	Maximum marks	Pass marks	Time allowed
(1)	(2)	(3)	(4)
Law (Without books)	200	120	3 hours
(ii) Land Revenue (Without books).	200	120	3 hours
(iii) Procedure & Accounts (With books)	200	120	3 hours
(iv) Oriya			
1. Translation	20	10	1 hour
2. Translation from Oriya	80	48	2 hours
3. Translation from English	80	48	2 hours
4. Viva Voce Part I	80	48	About 20 minutes
5. Viva Voce Part II	40	24	About 20 minutes
6. Viva Voce Part III	80	48	About 20 minutes

Note-Candidates must pass in all the branches to secure a standard in Oriya. Failure in one of the branches will be treated as failure in the subject.

(2) A total of over 160 marks in any of the subjects mentioned in terms (i) to (iii) of the preceding sub-rule will entitle an examinee to a certificate of having "passed with credit" in that subject and a total of over 180 marks, to a certificate of having passed "with great credit" provided that no examinee will be held to have passed "with credit" or "with great credit" in any subject, if no marks are allotted for the answer to any one of the questions set in that subject.

85. Control and Conduct of Examinations.

Regulations 3, 4, 5, 10, 11, 13, 14, 16 and 19 of "The Orissa Administrative Service, Class II (Departmental Examination) Regulations, 1966" shall apply in the matter of control and conduct of the examinations except that a probationer who wishes to appear at an examination may submit his application in duplicate in the sub-joined prescribed form to the Secretary, Board of Examiners, Orissa through the Chief Conservator.

Form of application for admission into Departmental Examination

No.

From

Shree

(Name in full in block letters)

Designation.....

Postal Address.....

To

The Secretary, Board of Examiners, Orissa, Cuttack.

Dated.....

Sir,

With reference to Board of Examiners notification No..... dated....., I request that I may be allowed to appear at the departmental examination to be held in..... (here specify month and year) in the following subjects, namely :

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

2. I have already passed in the subjects, details of which including the standard and notification thereof) are specified below:

Sl. No.	Subject	Standard by which the candidate has passed the examination	Notification No.(s)
(1)	(2)	(3)	(4)

Yours faithfully

(Signature in full)

Designation and office,
district

86. Penalties for Unfair Means in Examination.

(1) If an officer is found to be using or have used unfair means in the examination, the following penalties may without prejudice to any other action that may be taken against him by Government, be imposed on him, namely:

(a) Cancellation of result of examination in any paper or papers:

(b) Debarring from appearing at the examination in the remaining papers in the same chance;

(c) Debarring from appearing at the examination in subsequent chances not exceeding five successive chances other than that specified in clause (b) above.

(2) The Secretary, Board of Examiners, shall be competent to inflict penalties specified in clause (a) and (b) of sub-rule (1) and Government in the administrative Department shall be competent to inflict all penalties specified in sub-rule (1)

(3) Orders passed by the Secretary, Board of Examiners and Government under this rule are final.

87. Examinations Prescribed for Forest Rangers.

(1) Forest Rangers are required to pass Departmental examinations in Forest Law and Procedure and accounts embracing the following syllabus within three years of their appointment. Failure to do so will entail stoppage of increments.

(i) Forest Law :

- (a) Forest Acts in force at the time and rules made thereunder
- (b) The Cattle Trespass Act
- (c) Wild Life Protection Act, 1972 and rules framed thereunder
- (d) The Orissa Kendu Leaves (Control of trade) Act and the rules framed thereunder.
- (e) The Indian Evidence Act, 1872. (Chapter VIII excluded)
- (f) The code of criminal procedure (Chapter IV to VII, XIII to XVII, XIX to XXI XXIV, XXV, XXXVIII and XLIII).
- (g) The Indian Arms Act, 1878 and the rules made thereunder

Note:-Questions to be set from the Acts and rules mentioned in items (e), (f) and (g) will be of general nature and relevant to prosecution of forest offences.

(ii) Procedure and Accounts: -

- (a) Orissa Forest Department Code
 - (b) Orissa Service Code
 - (c) Orissa Travelling Allowance Rules
- (2) The maximum and pass marks assigned and the time allowed for each paper shall be as under

Subject of Examination	Maximum Mark	Pass Mark	Time allowed marks
(1)	(2)	(3)	(4)
(i) Forest Law (Without books)	200	120	3hours
(i) Procedure and Accounts (With books).	200	120	3hours

(3) Rule 84 (2) shall apply mutatis mutandis to Forest Rangers.

(4) The examinations shall be held once in a year during December and shall be conducted by the Chief Conservator at such centres and according to such programme as he may decide. The Conservators shall report to the Chief Conservator before 15th October each year the names of Forest Rangers Division wise who intend to appear at either of the examinations.

(5) If an employee is found to be using or have used unfair means in the examination, the following penalties may, without prejudice to any other action that may be taken against him by the Chief Conservator, be imposed on him, namely:

- (a) Cancellation of result of examination in any paper or papers;
- (b) Debarring from appearing at the examination in the remaining papers in the same chance;.
- (c) Debarring from appearing at the examination in subsequent chances not exceeding five successive chances other than that specified in clause (b) above. The Invigilating Officer not below the rank of Divisional Forest Officer shall be competent to inflict penalties specified in clauses (a) and (b) above and the Chief Conservator shall inflict all penalties specified in this sub-rule. Orders passed by the Invigilating Officer and the Chief Conservator under this sub-rule are final.

(6) Answer papers shall be retained in the office of the Chief Conservator for a period of six months from the date of publication of the result.

88.Examinations Prescribed for Clerks.

(1) The L. D. Clerks of Divisional offices, L. D. Assistants of Circle offices and the Chief Conservator's office are required to pass the Ist E. B. Examination.

(2) The Accountants of Divisional Offices, Senior Assistants of Circle offices and the Grade I. U. D. Assistants of Chief Conservator's office are required to pass the 2nd E. B. examination which will be in two papers viz., (i) Procedure and Accounts and (ii) Precis writing, noting and drafting.

(3) The syllabus of the examinations shall be as under :

(i) 1st E. B. Examination

(a) Orissa Forest Department Code

(b) Orissa Forest Contract Rules

(c) Simple office routine; accounts rules and procedure relating to Forest Department and writing of cash book, simple noting and drafting.

(ii) 2nd E. B. Examination-Procedure and Accounts

(a) Orissa Forest Department Code

(b) The Orissa Pension Rules, 1977 and the Orissa Civil Services Family Pension Scheme 1964.

(c) Orissa General Financial Rule, Vol. I and II

(d) Orissa Budget Manual

(e) Orissa Service Code

(f) Orissa Travelling Allowance Rules

(g) The Orissa Certificate Manual, 1963

(h) Orissa Civil Services (Classification, Control and Appeal) Rules, 1962.

(i) Orissa Treasury Code

Note-Questions should not be set from those parts which are exclusively applicable to other departments.

(iii) 2nd E. B. Examination

Precis writing and drafting and noting: -

(4) The maximum pass marks assigned and the time allowed for each paper shall be as under: -

Subject of Examination	Maximum marks	Pass Marks	Time allowed
(i) 1st E. B. Examination (with books)	100	50	3hours
(ii) 2nd E. B. Examination Procedure & Account (with books except O. F. D. Code).	100	50	3hours
(iii) 2nd E. B. Examination Precis & writing and drafting.	50	25	2hours

(5) There will be no limit to the number of times a clerk may appear at the E. B. Examination. Failure to pass the tests by the time one's turn for promotion falls due will entail temporary or permanent supersession vide rule of the Ministerial Service (Method of Recruitment of Clerks and Assistants in Forest Officers) Rules, 1978, vide Appendix 6.

(6) Sub-rules (4), (5) and (6) of rule 85 shall apply mutatis mutandis in the case of clerks.

89.Study of Tribal Languages.

The rules relating to examination in certain tribal languages, for passing in which Deputy Conservator Assistant Conservators, Forest Rangers, Deputy Rangers and Foresters are entitled to rewards, will be found in "The Rules for encouraging study of tribal languages by officers serving under the State Government."

90.Attendance at the Examinations Period Haow Treatid.

The number of days actually required by a Government Servant for proceeding to and returning from the station at which an obligatory departmental examination or an optional 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. Without prejudice to the provisions of proviso (2) to Rule 104 of Orissa Travelling Allowance Rules, this concessions shall not be granted more than twice for the same standard of examination.

Note-The examination in "Oriya" and "Procedure and Accounts" laid down in rule 82 shall be regarded as a separate standard of examination by itself and that "Land Revenue" and "Law" shall be grouped to gather to form one standard for the purpose of this rule.

CHAPTER VI

DISCIPLINE

91. Disciplinary Rules Applicable

The A. I. S. (Disciplinary and Appeal) Rules, 1969 are applicable to I. F. S. Officers and Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 are applicable to other Government Servants.

92. Authority Competent to Impose Penalties to I. F. S. Officers.

The Central Government is competent to impose penalties of dismissal, removal from service or compulsory retirement to a member of the I. F. S. where as all other penalties mentioned in the rule 6 of A. I. S. (Disciplinary and Appeal) Rules, 1969 can be imposed by the State Government.

93. Prescribed Penalties.

Under rule 13 of the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962, the following penalties may, for good and sufficient reasons and as provided in the said rules, be imposed on a Government Servant.

Minor penalties

- (i) Fine
- (ii) Censure
- (iii) withholding increments or promotion
- (iv) Recovery from pay of whole or part of any pecuniary loss caused to Government by negligence or breach of orders;
- (v) Suspension

Major penalties

- (vi) Reduction to a lower service, grade or post or to a lower time scale or to a lower stage in a time scale.
- (vii) Compulsory retirement
- (viii) Removal from service which shall not be a disqualification for future employment.
- (ix) (Dismissal from service which shall ordinarily be a disqualification for future employment provided that the penalty of fine shall be imposed only on Class IV Government Servants,

94. Authority Competent to Impose Penalty on State Govt. Servants.

(i) The State Government is competent to impose all penalties except (i) to any gazetted Government servant other than an I. F. S. Officer

(ii) The Chief Conservator is competent to impose all the above penalties on any member of the subordinate establishment except (i) which can be imposed only on Class IV Government servants.

(iii) The Additional Chief Conservator is empowered to exercise all the powers of the Chief Conservator

except imposing penalties under rules, (vii) (viii) and (ix) on Forest Rangers.

(iv) The Conservators are empowered

(a) to impose all penalties except (i), (vii), (viii) and (ix) to Forest Rangers, Head Assistants and Surveyor Draftsmen.

(b) all other penalties except (i) on other members of his subordinate establishment.

(c) to impose penalties (i) on Class IV Government servants

(v) (a) Divisional Forest Officers are empowered to impose all penalties except (i) on Foresters, L. D. Clerks and Forest Guards and all penalties including (i) on Class IV Government servants.

(b) to impose penalties (ii), (iii) and (iv) on any member of the subordinate and ministerial establishment.

95. Date of Effect of Orders.

No Government servant shall be placed under suspension or dismissed, removed or discharge with retrospective effect. The date on which the orders are issued shall be the earliest date from which such orders can be operative. Such orders can also be given effect to from a future date.

96. Notification of Dismissal.

Whenever a Government servant is dismissed, necessary particulars in respect of him shall be forthwith furnished by the disciplinary authority to Government in Political and Services Department through the Chief Conservator for their publication in the Orissa Gazette.

97. Authority Competent to Suspend a Government Servant.

(1) The appointing authority or any authority to which it is sub ordinate or any authority empowered by the Governor or the appointing authority in that behalf may place à Government servant under suspension

Note--The term "Appointing Authority" used in this chapter shall have the same meaning as assigned to it in rule 2(a) of the O. C. S. (C. C. A.). Rules, 1962.

(2)Criteria for Suspending a Government Servant.

Broadly speaking the gravity of the charge brought against a Government servant shall determine whether he shall be placed under suspension. A few examples are given below:

(a) When it is apprehended that continuance in the office is not desirable in the public interest.

(b) Where a case against a Government servant in respect of any criminal offence is under investigation or trial, it may be advisable to place him under suspension

(c) Government servant departmentally proceeded against or against whom departmental proceedings are contemplated for acts of misconduct which may ultimately result in their dismissal or discharge or reduction in rank. The main object is to see that suspension may be limited to cases where public interest demands it.

(3)Suspended Officer Subject to Discipline,

A Government servant under suspension continues to be subject to the same discipline, penalties and service rules which are applicable to a Government servant on duty, although during the term of such

suspension, the powers, functions and privileges vested in him remain in abeyance.

(4) Headquarters While Under Suspension.

The authority competent to order the suspension of a Government servant has power to prescribe the headquarters during the period of suspension. Unless otherwise ordered a Government servant placed under suspension shall remain at his existing headquarters.

(5) Conversion of Suspension as Leave.

The Disciplinary or the appellate authority may direct the period spent under suspension being regarded as leave. Such conversion will be permissible only to the extent that leave is due and on such leave salary as may be admissible under the leave rules applicable to the Government servant. It may happen that the total period of suspension will be longer than the period of leave due. In such cases, if the Disciplinary or the appellate authority so directs, a portion of the total period of suspension may be treated as leave and the balance portion in such manner as may be directed by him.

(6) Effect of Detention in Custody

A Government servant detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of detention, by an order of the appointing authority and shall remain under suspension until further orders.

Note:- If the period of detention in custody is forty-eight hours or less he shall be considered to be under suspension for that period only under rule 93 of O. S. C.

(7) Effect of Reopening of Proceedings.

(a) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant from service under suspension is set aside in appeal or on review under the O. S. C. C. and A. Rules, and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal removal or compulsory retirement and shall remain in force until further orders.

(b) Where a penalty of dismissal removal or compulsory retirement from service imposed upon a Government servant is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority on a consideration of the circumstances of the case, decides to hold a further enquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the Government servant shall be deemed to have been placed under suspension by the appointing authority from the date of the original orders of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(8) Authority Competent to Revoke Suspension Order.

An order of suspension made or deemed to have been made under these rules may, at any time, be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

(9) Directions About Treatment of the Suspension Period.

The disciplinary authority, while passing the final order of punishment or of release in the disciplinary proceedings against the Government servant shall give directions about the treatment of the period of suspension which is passed not as a measure of substantive punishment but as suspension pending enquiry, and indicate whether the suspension would be a punishment or not.

98. Legal and Financial Assistance.

Rules for giving legal and financial assistance to Government servants involved in legal proceedings are laid down in the Appendix 13.

99. Appeals

The rights of appeal of Government servants in service matters and the procedure to deal with such appeal are laid down in

- (i) the All-India Services (Discipline and Appeal) Rules, in the case of I. F. S. Officers.
- (ii) the Orissa Civil Services (C. C. and A.) Rules, 1962 in the case of others.

100. Petitions and Memorials

The instructions for submission of petitions and memorials are given in Appendix-14.

101. Confidential Character Roll.

(a) Confidential report of I. F. S. Officers will be regulated in the manner prescribed under the A.-I. S. (Confidential Rolls) Rules, 1970.

(b) Annual Confidential reports of all other Gazetted Forest Officers pertaining to the previous financial year ending 31st March, shall be prepared in the prescribed form and shall be submitted to Government through the Chief Conservator.

102. Submission of C.C.R.

(a) The Divisional Forest Officers shall send the Confidential Character Rolls of the attached officers under them to the Conservators by the 30th April, who shall record their remarks and send them to Chief Conservator for onward submission to Government in Political and Services Department after recording his remarks by 15th May.

(b) The Conservators will make necessary entries in respect of Divisional Forest Officers working under them and submit it to the Chief Conservator by the 30th April for onward transmission to Government in Political and Services Department after recording his remarks by 15th June.

(c) Chief Conservator shall record his remarks on Conservators and send them to Secretary to Government Forest Department by 30th April for recording his remarks and submission to Development Commissioner who shall send to the Political and Services Department with his remarks by 31st May.

(d) The Confidential report on the Chief Conservator will be recorded by the Government.

103 Custody of C. C. R.

The Confidential Character Roll files of Gazetted Officers will be maintained by the Government in Political & Services Department (Special Establishment). The Reporting Officer shall prepare the Confidential Character Rolls in five copies and the Chief Conservator shall send all the copies to Government after recording his remarks.

In case of I. F. S. Officer's the Political & Services Department shall send one copy of the final character roll to the Ministry of Agriculture (Department of Agriculture) for their record.

In the event of transfer of a Reporting Officer during the course of the year, he shall, before handing over

charge record the confidential reports of all officers for the period of the year they worked under him. Similarly, in the event of transfer of an officer from one Reporting Officer to another, his Confidential Report shall be prepared at the time of the Officer's transfer. The reports thus recorded shall be submitted immediately in the manner indicated above.

104. Confidential Character Rolls of Non-Gazetted Staff.

(1) The Confidential reports of the following categories of non gazetted staff in the department shall be maintained in the forms mentioned against each below:

- | | |
|--|-----------------|
| (i) Employees of the sub-ordinate Forest Service except Forest Guards. | Code Form No. 3 |
| (ii) Ministerial staff except stenographers | Code Form No. 4 |
| (iii) Stenographers | Code Form No. 5 |
| (iv) Other class III staff | Code Form No. 6 |
| (v) Forest Guards | Code Form No 7 |

(2) The reports shall be for the financial year i.e. from 1st April to 31st March of the following year. The following channels are prescribed for preparation, submission and custody of the Confidential reports in respect of non-Gazetted staff.

Officers reported upon	Reporting Officer	Channel of submission	Officer in whose custody C Rs will be retained
(1)	(2)	(3)	(4)
(i) F. Rs. in Divisions.	D.F.O.	D. F. O will record his remarks and send them to concerned Conservator by 30th April. The later will record his remarks and transmit them by 15th May to the Chief Conservator/or Additional Chief Conservator for recording his remarks by the 31st May.	Chief Conservator or/ Addl. Chief conservator
(ii) Deputy Rangers Forester & Ministerial staff in Divisions and Stenographers.	D. F. O.	The D. F. O. will record his remarks and send them to concerned C. F. by 30th April for recording his remarks by 31st May. Note-In case of Rangers, Deputy Rangers, Forester who have been specially entrusted the execution of any wild Life Schemes/Project Addl. chief conservator etc. the C. R. should be routed through the C.W.L.W.	Conservator

(III) F. Rs., Survey or Draftsman & Head Head Assistant of Circle Offices	C.F.S.	The Conservator will record his remarks and send them to Chief Conservator. Conservator/ Addl chief conservator by 15th May for recording his remarks by 31st May.	Chief Conservator / Additional Chief Conservator.
(iv) Assistant Draftsman Stenographer, Diarists Ministerial staff of categories in circle offices except Head Assistants.	Conservators	The Conservator will record his remarks by the 15th May each year.	Conservators
(v) Ministerial staff of Chief Conservators office; Diarists Despatcher, Typists, Stenographers, Librarian, Survey or Draftsman and others.	Assistant Chief Conservator P.O./A.O. Gazetted Officer in charge of branches.	The concerned gazetted officer as the case may be shall record his remarks in respect of the staff working in the branches under their respective charges and shall submit the report to Chief Conservator/ Additional Chief Conservator by 30th Arpil each year, for recording his remarks by 31st of May.	Chief Conservator/ Additional Chief Conservator
(vi) Forest Guards	Range Officer	The Range Officer will record his remarks and send them to the D.F.O. by 30th April each year for his remarks by 31st May	D.F.O.

(3) The reports in respect of Forest Rangers in the Divisions shall be prepared in triplicate, one copy shall be retained by the Reporting Officer for his file; the second copy shall be with the circle Conservator and the third copy shall be with the Chief Conservator. The reports in respect of employees named in items (ii), (iii) and (iv) shall be prepared in duplicate one copy shall be retained by the reporting officer and the other copy shall be with the authority mentioned in column 4 of the preceeding sub-rule.

(4) In the event of transfer of a Reporting Officer during the course of the year, he should, before handing over charge, record the confidential reports of all employees for the period of the year they worked under him. Similarly, in the event of transfer of an employee from one Reporting Officer to another, his confidential report should be prepared at the time of the employee's transfer. The reports thus recorded should be submitted immediately in the manner indicated in sub-rule (2) above.

(5) The Chief Conservator shall be competent to pass orders on the representations against communication of adverse remarks of Forest Rangers, Deputy Rangers and all ministerial Officers of Circle Offices and the Conservator shall pass orders on the representations of all other Forest subordinate and ministerial officers of Divisional Offices. Government shall pass orders on the representation of ministerial staff of office of the Chief Conservator and Additional Chief Conservator against any adverse remarks.

105. Register of Confidential Character Rolls.

There shall be a register of all Confidential Character Rolls of non-gazetted staff with every officer having the custody thereof. It shall be in parts one part for each category of staff. The register should show (1) serial number, (ii) Name of the employee and posting, (iii) Date on which Confidential Character Rolls was received, (iv) Designation of the officer from whom received, (v) Date on which Confidential Character Rolls was transferred and (vii) Remarks, if any.

CHAPTER-VII

LEAVE

106. How Leave Regulated.

(1) The leave of Indian Forest Service Officers is regulated by the All-India Services (Leave) Rules, 1955 and that of all other Government servants by the Orissa Leave Rules, 1966 contained in Appendix 10 of the Orissa Service Code.

(2) The rules in this Chapter are supplementary or explanatory and in no way over-ride the All-India Services (Leave) Rules or the Orissa Service Code.

107. Authority competent to Grant Leave.

(1) Leave may be granted by Government to Gazetted Officers in the Department.

(2) Subject to the condition that the authority competent to make a substantive appointment to the post held by a Government servant has full powers to grant leave other than special disability leave, study leave and leave under rule 130 in Appendix I of Orissa Service Code, to the said Government servant; the powers of Forest Officers in regard to grant of leave are as under: -

Authority competent to grant leave	To Whom	Limits and restriction if any
(a) Chief Conservator Additional Conservator	(i) Deputy Conservators	May grant leave up to 30 days
	(ii) Assistant Conservators/ P.A. (NT)	May grant leave upto 60 days provided no substitute is required
	(iii) To any member of subordinate Forest Establishment and Class III Class IV of his own office.	Full powers
(b) Conservator	(i) Class III and class IV staff of his own office	Full power
	(ii) Forest Rangers Deputy Forest Rangers. Head clerks and Accountant of Divisional office.	
(c) Divisional Forest Officer	(i) Foresters, Forest Guard, L.D, Clerks Stenographer and other class III and IV staff in the Division, whom he is competent to appoint	Full power

108. Procedure for Grant of Leave.

(1) The general conditions of leave and the procedure regarding applications for leave the grant of leave, and payment of leave salary are regulated by the rules continued in Chapter VI and Appendix 10 of Orissa Service Code, as amended from time to time.

(2) The leave applications of gazetted officers shall be routed to Government through the Chief Conservator except in cases where he is competent to grant leave, in which cases, he shall calculate and provisionally sanction the earned leave due as provided in rule 7 and 11 of Appendix 10 to Orissa Service Code and at the same time get the eligibility for leave verified by the Accountant-General, Orissa.

109. Except in the case of leave on urgent private affairs or on medical certificate, an officer should give at least three month's notice of his intention to apply for leave.

110. When officers on leave wish to extend their leave, they should apply for it in ample time to permit of sanction being accorded thereto before the expiry of the original leave granted.

111. (1) A Government servant under orders of transfer to another office shall apply for leave or for medical requisition to the officer in charge of the office to which he has been transferred. If such an application is made prior to his relief, he should apply through the officer where he is working.

(2) If a Government servant receives the orders of transfer during leave, he should make further correspondence on all matters to the Officer in charge of the office to which he has been so transferred.

112. Address During Leave.

No officer should be allowed to proceed on leave or leave the division or province without intimating the address which will find him during his absence

(i) In case of Gagetted officers, the address should be left in their divisions and also intimated to the Conservator.

(ii) In the case of officers other than Gagetted officers, the address should be left with their Divisional Forest Officers.

113. Communications regarding leave, pay, transfer, leave allowances, fund subscriptions, etc., of Government servants are private and not official, and should not therefore, be sent at the public expense. In cases in which replies regarding leave, pay thereof, etc., of Government servants are called for by telegram, the officers concerned should send telegram prepaid or the cost of such telegram by post when the original application is by letter.

114. Leave Account

(1) The leave account of a Gazetted Government servant shall be maintained by or under the direction of the Accountant-General, Orissa. A Gazetted Officer who intended to go on leave, may, if he so desires get information as to the amount of leave due to him by applying to the Accountant-General, Orissa and furnishing a Certificate that he either has actually applied for leave or intends to do so within six months.

(2) The head of the office shall maintain the leave account of all non-Gazetted Government servants working in his establishment. While forwarding the leave application to higher authority, the head of the office shall submit along with the application the leave account of the employee concerned in order that the sanctioning authority may satisfy himself about the leave being due.

115. Overstay of Leave or Joining Time.

(1) No Government servant shall overstay the leave or joining time by affixing holidays without prior permission of the authority which granted the leave.

(2) The attention of all grades of Government servants is drawn to rules 144 and 210 of the Orissa Service Code which deal with overstay of leave or joining time.

116. Recall from Leave.

The authority granting leave is empowered to revoke the order and recall the Government servant to duty.

Note-See rule 131 of Orissa Service Code regarding the concessions a Government servant is entitled on his recall from leave.

117. Casual Leave etc.

(1) The rules for grant of casual leave, quarantine leave and leave of absence during Gazetted holidays or vacation are given in Appendix 6 of the Orissa Service Code.

(2) The casual leave is admissible to Government servant up to 10 days in a calendar year. In special circumstances he may be granted special casual leave to the extent of 5 days a year in addition.

118. Authority Competent to Grant C. L., Quarantine Leave.

The following authorities are empowered to grant casual leave, quarantine leave or permission to leave station during casual leave or holidays.

Authority	To whom	Extent of power
(a) Government	Chief Conservator/Additional Chief Conservator.	Full powers
(b) Chief Conservator/Additional chief conservator.	(i) Conservators (ii) Gazetted and non-Gazetted staff in his office.	Ditto
(c) Conservators	(i) D. F. Os (ii) Gazetted and non-Gazetted staff in his office.	Ditto
(d) Divisional Forest Officers.	(i) Assistant conservators (ii) Non-Gazetted staff in his office.	Ditto
(e) Assistant Conservator Divisional headquarters	Clerks in their own office; Range Officers, Foresters and Forest Guards, under their control	Ditto

CHAPTER VIII

ALLOWANCES AND CONCESSIONS

119. Additional for Holding More than One Charge.

The question as to what additional pay, if any, may be granted to a Government servant under the Orissa Service Code Rule 96 for a temporarily holding full charge of, or officiating in, two or more independent posts will be regulated as follows:

(1) No additional pay shall be granted for holding charge of an additional post, unless the previous incumbent (if any) of the post has actually given over charge thereof under orders of competent authority and the appointment to the additional post has been made by a formal order of the authority who is competent to fill the second post.

Note-If the duration of the vacancy is not likely to exceed one month, it should not be filled as a matter of course, but only if it is advisable on public grounds to do so.

(2) The authority which appoints an officer to a post in addition to his own, will declare whether he officiates in, or holds full charge of, the additional post or is appointed merely to discharge its current duties.

Additional pay should not be paid to an officer who is appointed to hold charge of the current DUTIES of another post irrespective of the duration of the current charge.

Additional pay will not be admissible to an officer who discharges the duties of more than one appointment in the same office or in the same establishment or when the posts are directly and completely one above the other. In such cases the officer will draw the highest pay including the special pay to which he would be entitled if he officiated in one of the posts alone, and to nothing more.

A subordinate doing the work of another subordinate in the same office, e.g., a clerk discharging the duties of one or more clerks in the same office, will draw his substantive pay only unless any one of the posts which he holds i. e., one to which acting promotion would be admissible. In that case he will draw the pay which would be admissible to him for officiating in such post and nothing more.

(3) If an officer officiates in, or holds full charge of, the duties of two posts otherwise than in item (2) above, i. e., not in the same establishment or office, and not directly above one another, he will be entitled to the higher pay under the Orissa Service Code Rule 96(a), as may be applicable to him plus such additional pay not exceeding one-fifth of the presumptive pay of the additional post as may be determined in each case. Compensatory allowance will be regulated by the Orissa Service Code Rule 36(c).

Note-In the case of a Government servant officiating in a post continuously for more than three years if appointed to hold full charge of another post in addition to his own, will be entitled to count his officiating pay as substantive for the purpose of calculation of additional pay under this rule.

120. Current Duties.

An Officer appointed to perform the current duties of another appointment, can exercise administrative or financial powers vested with the full-fledged incumbent of the post, but he cannot exercise the statutory powers whether these powers are derived direct from an Act of the parliament or the state legislature or rules, regulations and byelaws framed under various articles of the Constitution of India.

121. Special Pay to Working Plan, Silviculture and Forest Utilisation staff.

Gazetted Officers and members of the subordinate Forest Service when posted to Working Plans Divisions, Silviculture Division the Forest Utilisation Division and such other Divisions as the State Government may decide from time to time, will draw special pay at the following rates in consideration of the specially arduous nature of duties required of them in those Divisions.

Rank of employee	Rate of special pay
i(a) Deputy Conservator in O. F. S. Cadre	in 20 per cent of pay subject to maximum of Rs. 75p.m. if belongs to State cadre.
(b) Deputy Conservators in I. F.S. cadre.	At such rate as may be decided by Government from time to time.
(ii) (a) Assistant Conservator I. F.S. cadre attached-	20 per cent of pay subject to a maximum of Rs. 50 p.m. if he belongs to State cadre.
(b) Assistant Conservator of Attached to Divisions/circles Chief Conservators Office.	At such rate as may be decided by government from time to time.
(iii) Forest Ranger	Rs. 25 p.m.
(iv) Deputy Ranger	Rs. 15 p.m.
v) Foresters	Rs. 10 p.m.
(vi) Forest Guard including orderly Forest Guard.	Rs. 5 p.m.

122. Special pay to Directors of Schools.

The Divisional Forest Officer, Keonjhar/Angul Division will draw special pay at such rate as may be decided by Government from time to time, for holding additional charge of the Nicholson Forest, School, Champua, second Forester Training School and the Mooney Forest Guards School, Angul as Director

123. Special pay to Assistant Chief Conservator and Planning Officer, etc.

A Deputy Conservator when posted as Planning Officer or Assistant Chief Conservator, Orissa will draw special pay at such rate as may be decided by Government from time to time in consideration of the specific and significant addition to his work and responsibility.

124. Special Pay to Teaching Staff.

A Forest Ranger/Deputy Ranger when posted as Instructor/ Assistant Instructor in any of the Training Schools will draw special pay at the rate of 20 per cent of his pay in consideration of the specially arduous nature of duties involved.

125. Special pay to Surveyor Draftsman.

A Forest Ranger/Deputy Ranger when posted to Working Plan appointed as Surveyor Draftsman will draw special pay at 20 per cent of his pay (Subject to maximum of Rs. 50 per month in case of Forest Rangers) in addition to his grade pay in consideration of the specially arduous nature of duties involved.

126. Honorarium to Examiners and Paper Setters.

An officer selected as paper setter and Examiner will be eligible to remuneration at the following scales

(i) In the Departmental examinations of ministerial and subordinate executive staff.

- | | |
|--|--------------------------|
| (a) For setting question paper on each subject | Rs. 16 |
| (b) For Valuation of answer books | Rs. 0.75 per answer book |

(ii) In the Final Examination of Foresters or Forest Guards Training School

- | | |
|--|---------------------------|
| (a) For setting question paper on each subject. .. | Rs. 16 |
| (b) For valuation of answer books . | Rs. 0.50 per answer book. |

NOTE-See Rule-120 of Orissa Service Code for authority competent to grant the honorarium.

127. Part-time Allowance to Medical Officer.

The Medical Officer, Champua will draw a part time allowance of Rs. 30 per month for working as medical attendant and delivering at least four lectures a month in hygiene, First-aid, Sanitation, etc., to the students of Nicholson Forest School.

128. Honorarium to Police Officer.

The Chief Conservator may sanction an honorarium of Rs. 100 for each session to an Officer who delivers series of not less than 10 lectures on Evidence Act, Criminal Procedure Code and Indian Penal Code to the cadets of the Mooney Forest Guards School and the 2nd Foresters School, Angul.

129. House Rent Concessions.

No house-rent will be charged from Chief Instructor, Instructors and Assistant Instructors of Training Schools per occupation of buildings maintained by Forest Department.

130. Medical Attendance.

(1) The rules governing medical attendance on Government servants and their family members are laid down in

- (i) the All-India Services (Medical Attendance) Rules, in case of I. F. S. Officers; and
- (ii) the Orissa Services (Medical Attendance) Rule vide Appendix 15 in the case of others.

(2)—(a) Every Government servant or a member of his family is entitled to receive free medical attendance and treatment as are available in a Government Hospital at which he is being treated under every circumstances, whether at his own or at another station, whether passing through his own or another district, and whether on duty or on leave.

Note-The terms "Family", "Medical attendance", "treatment", "Government Hospital", will have the same meaning assigned to them in the respective medical attendance rules.

(b) At places where a Government Medical Officer has not been specially appointed for attendance on Government servants and their families residing in a particular area, the Medical Officer in charge of the nearest Government Hospital/Dispensary or Primary Health Centre is liable to attend gratuitously on such Government servants and their family members as are entitled to free medical attendance from a Medical Officer of his status. No fee should be demanded by such Medical Officer in any circumstances from any Government servant entitled to his attendance.

131. Procedure for Reimbursement of Expenses on Medical Treatment.

(1) Claims preferred by Government servants under the medical attendance rules shall be accompanied with

(a) the essentiality certificate granted by the authorised Medical Attendant in the prescribed form; and

(b) Receipts, cash memos., etc., showing the purchase of the medicines, duly countersigned by the Authorised Medical Attendant .

(2) In the matter of drawal of charges for medical treatment there is no need for according specific sanction and issuing a sanction order in respect of officers including non-gazetted Government servants, but the receipts, cash memos., etc., should be countersigned by the controlling officer, i.e., the officer who is competent to countersign the T. A. bills of the Government servants concerned.

(3) It is the duty of the Controlling Officer to scrutinise carefully before signing or countersigning a claim in respect of medical expenses, that the claim is genuine and is covered by the rules and orders on the subject and that the charges claimed are supported by receipts, certificates, etc. They are empowered to disallow claims which do not satisfy these conditions.

Note-(1) The procedure laid down in sub-rule (2) will not apply to cases of I. F. S. Officers who are authorised to certify the receipts and cash memos.

(2) The expenditure on account of reimbursement of such claims may be drawn in salary bills under the primary unit "1-Salary Recruitment-Cost of Medicines" vide S. R. 210-A and 233-A of Orissa Treasury Code, Volume I.

132. Procedure for Medical Attendance and Treatment Outside the State.

(1) Before advising a Government or a member of his family to undergo treatment outside the State on account of diseases in respect of which facilities for treatment are not available in the State. Authorised Medical Attendant not below the rank of Chief District Medical Officer/Specialist shall obtain prior approval of the Director of Health Services, Orissa unless the delay involved entails danger to the Health of the patient. In the absence of such approval the cost of reimbursement should not be sanctioned unless there are sufficient reasons for the deviation.

(2) The concessions admissible for the medical attendance and treatment outside the State in such cases are laid down in Appendix 15 & A. I. S. (Medical Attendance) Rules.

133. Concessions to T. B. Patients.

(1) The concessions allowed to Government servants for their treatment in a recognised Sanatorium, the authority competent to sanction the said concessions and the list of recognised sanatoria are laid down in Appendix 16.

(2) The Rules for financial assistance to T. B. patients from the special grant placed at the disposal of the Minister for Health, Orissa are laid down in Appendix. 17.

134. Concessions for Antirabic Treatment.

The Rules regarding grant to Government servants and other persons of certain concessions to enable those bitten by a rabid animal to proceed to the nearest anti-rabic centre for treatment, are laid down in Appendix 18.

135. Procedure or Leprosy Treatment.

(1) If a Government servant is known or suspected to be suffering from leprosy, he should be sent by his Head of the Office to the Chief District Medical Officer concerned for examination and opinion.

(2) If the Chief District Medical Officer finds him a 'closed' case of leprosy and otherwise fit for duty, he should be allowed to continue in his employment on the following conditions .

(a) That he should remain under suitable medical supervision, and that if the Chief District Medical Officer considers necessary, he should take treatment in a recognised treatment centre.

(b) That at periodical re-examinations by the Chief District Medical Officer he continues to remain a "Closed" case. The Chief District Medical Officer should decide in each case the interval between such re-examination. If the Chief District Medical Officer regards the case as permanently arrested he may recommend that no further medical supervision or re-examination is needed.

(3) (a) If the Chief District Medical Officer finds him an 'open' case he should be granted leave up to the maximum he is entitled to under the rules, subject to the following conditions--

(i) he should be treated as a recognised centre of treatment of leprosy;

(ii) leave shall granted subject to the production of a certificate

from the Chief District Medical Officer or the Medical Officer in charge of the leprosy centre where he is being treated, specifying the period for which leave is recommended;

(iii) the Chief District Medical Officer or the Medical Officer on recommending leave shall bear in mind the provisions of rule 6 in Appendix 13 of the Orissa Service Code and

(iv) the post from which a temporary Government servant proceeds on leave is likely to last till his return to duty.

(b) He should not be allowed to resume duty unless he is certified by the Chief District Medical Officer to have become a 'Closed' case. It after expiry of all leave granted to him, he is still found to be an 'open' case, he will be invalidated, subject to the opinion of the standing Medical Board, if necessary.

136. Supply of Uniforms.

(2) The uniforms shall consist of the following: -

(a) Forest Rangers Head gear	Peak Cap with a round monogram with Government of Orissa, Forest Department engraved.
(i) Ceremonial ..	Khaki
Full Shirt	Full Shirt with shoulder flaps and two chest pockets, with letter "O. F." in silver on both shoulders and silver plated buttons with Ashok Pillars impressed.
Full Pants	In Khaki drill
Bush Shirt	Khaki, with shoulder flaps and letter "O. F. on both shoulders two front pockets.
Full Pants	Khaki drill
Foot wear	Brown shoe and Khaki woolen stockings
Belt	Khaki Canvas belt
Other accessories	(1) Mettalic 3 shoulder stars on each shoulder. (2) Hand cane stick with mettalic Cap. (3) Thunder whistle with Khaki chord.

(b) DEPUTY RANGERS

Same as prescribed for the Forest Rangers except the following changes

Head gear	Sola hat with rectangular green cloth on left
Other accessories..	(1) Mettaalic 2 stars on each shoulder. (2) Wooden baton (3) Thunder whistle with Khaki chord.

(c) FORESTER

Head gear	Sola hat
(a) Ceremonial	
Fill Pants	Khaki drill
Half shirts .	Khaki half shirts with shoulder flaps and two chest pockets.
Full pants	Khaki drill
Foot wear	Brown shoes and khaki woolen shockings
Belt	Sam brown leather belt.
Other accessories	(1) Mettalic one star on either shoulder (2) Thunder whistle with Khaki chord

(d) FOREST GUARDS INCLUDING ORDERLY FOREST GUARDS

Head wear	Green barret
Tunic	(For formal occasions) Khaki drill brass button with Ashoka pillar and letters "Orissa Forest" on both shoulders and letter Forest Guard and Number of Guard in brass on left breast.
Half shirts	Khaki cellular with brass buttons letters "Orissa Forest" and numbers of Guard as above.
Shorts	Khaki drill

Foot wear	Hunter Boots and Khaki putties
Belt	Brown leather belts with F. D. and name of division on the badge. Wallet to carry hammer affixed at back.
Hammer	A combined hammer and axe, hammer surface to be engraved with name of division, serial number of Forest Guard.
Other accessories	(i) Thunder whistle with Khaki chord (ii) Khaki wollen jersey full sleeve for winter (iii) Mosquito net. (iv) Rain coat every third year.

(e) Office and Orderly Peons :

Same as Forest Guards except that the Tunic, breast number and letters. Hammer will not be supplied. For foot-wear brown canvas shoes with socks will be supplied.

(f) Office Cowkidar; Tent Khalasi; Mahunta; Dak Runners; Mates and Animal Keeper.

Plain Khaki Pugri, Plain Khaki drill jumper and wide belt with brass buckle, Khaki shorts and Khaki putters.

(g) Rest House Chowkidars

Belt with badge only.

(3) Uniforms shall be supplied at Government cost to the non gazetted staff below the rank of Deputy Rangers at the rate of two sets for every eighteen months except foot-wear with stockings; brass buttons, badges and leather belt which will be supplied once in two years.

One set of tunic shall be supplied every three years.

Notes-Uniforms at Government expense will not be supplied to men employed on the temporary establishment for less than six consecutive months and they will not be required to wear uniform. In the case of men employed for six months or more but less than twelve months uniforms must be returned by the users before they are allowed to leave the service.

(4) Foresters/Forest Guards deputed for training will be supplied by the Director of the School if not supplied by the Division with a set of uniforms except hammers.

137. Supply of Liveries

(1) The following Government servants in the Additional Chief Conservator/Chief Conservator's office shall be supplied with liveries within such monetary limit as may be fixed by Government from time to time.

(2) The pattern and scale of the liveries shall be as under

(a) Office and Orderly peons: Jamadar Orderly: Literate Peons: Office Chowkidar.

HOT WEATHER LIVERIES

Full pants	Two .	}	Of white dosuti Khadi cloth
Long coats	Two		

Brass badge (oval shape) with the inscription "Government of Orissa" to be attached to the left chest.	}	One
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COLD WEATHER LIVERIES

Khaki woolen Sweater of size 32" to 36" with "V neck and full sleeves.	}	One
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Blanket		One
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Note-The blankets will be supplied to the Class IV Government servants while accompanying officers to cold places like Delhi, Simla, etc., on official duty and will be received back immediately on return from such tour. The replacement of blankets can take place only when the old one is condemned by the competent authority.

(b) Office Sweeper

(i) Males HOT WATER LIVERIES

Shorts	Two	}	of white dosuti Khadi cloth
Half sleeve shirts	Two		

(ii) Females

Sarees Two-Blouses Two white khadi saree with black border and white blouse.

COLD WEATHER LIVERIES

Same as to orderly and office peons

(C) Driver

Two sets of uniforms with Brown canvas shoes one pair-(every two years)

Trousers	One pair	}	Khaki Drill
Half sleeve shirt	One		Khaki Cellular
Driver’s cap	One		Khaki cloth.
Web-belt	One		

(3) The liveries shall be supplied once in a year except brass badges and Sweaters which shall be supplied once in five years.

(4) Charges for liveries should always be supported by a certificate to the effect that the staff for whom the charges are drawn are being or have been supplied with the liveries after the full minimum period since last supply, prescribed by the rules, has expired.

138. Contracts for Uniforms/ Liveries.

Heads of Offices are responsible to see that their subordinates wear the prescribed dress and keep their uniforms/liveries neat and clean.

139. (1) Tenders for the supply of uniform articles/liveries shall be called for by the Head of the Office in respect of his office. Articles manufactured by other Departments of Government, jails and other organisations owned or controlled by Government partly or wholly should have first preference. While accepting tenders, the price preference and other instructions laid down in Appendix 6 of Orissa General Financial Rule, Vol. II shall be kept in view.

(2) Contractors offering tenders shall be required to submit along with them, samples of each uniform article or a piece of cloth in case of clothing which shall be sealed and retained carefully for comparison with the uniforms/liveries subsequently received.

140. Indents for Uniforms/ Liveries

Indents for uniform articles/liveries shall ordinarily be sent to contractors three months before they are required. Indents shall show clearly the number and size of the articles required, which should be checked up when the articles are received and before payment is made.

141. Issue of Uniform

The year for the supply of uniforms shall be calculated from the month of October to the month of September following.

142. Accounts of Uniform Articles Liveries.

An account of the receipt and issue of uniform articles/liveries shall be maintained in Orissa General Financial Rules, Form No. 6. In respect of the articles issued to the Range Officers, the latter should furnish to the Divisional Forest Officer distribution list of the uniform articles with the acknowledgment of each recipient thereon.

143. Uniform Allowance.

Forest Rangers/Deputy Rangers will draw a monthly uniform allowance of Rs. 15, Rs. 10 each.

Note-Forest Rangers when appointed as Instructors or Surveyor, Draftsman are also eligible to draw the allowance. Similarly Deputy Rangers appointed as Assistant Instructors are eligible to draw the allowance.

2. The uniform allowance is not of the nature of compensatory allowance.

144. Washing Allowance.

The Class IV Government servants in Chief Conservator's, Additional Chief Conservator's office who are supplied with hot weather liveries will draw washing allowance at the rate of Rs. 2 each per month or as amended from time to time by Government.

145. Uniform Articles Property of Government.

All accoutrements and uniform (dress articles) supplied at Government cost are the property of Government, and may on no account be made away with by the wearers. The articles of uniform supplied to Forester or Forest Guard who dies, resigns, removed from service or is dismissed must be returned into store.

146. Uniform not to be Worn When not on Duty.

Any person not on duty in the Forest Department found wearing any of the articles of uniform will be liable for criminal prosecution under section 170 and 171 of the Indian Penal Code. The hammer axe must always be in the personal custody of the subordinate to whom it is supplied and on no account should it be used by any one else. The holder is liable to disciplinary proceeding, if the hammer is passed on to any one unauthorisedly.

147. (1) All executive staff for whom uniforms have been prescribed, are required to be clearly and properly dress in uniform, at all times when on duty, and if they allow their clothings to become unserviceable within the prescribed period another set will be supplied at their own expense, the cost being deducted from their pay in six monthly installments.

CHAPTER IX

MISCELLANEOUS RULES RELATING TO STAFF

148. Classification of establishment.

(1) The establishments in which staff relating to the department are entertained are classified into

- (i) Permanent establishment,
- (ii) Temporary establishment,
- (iii) Temporary Work-charged (establishment), and
- (iv) Contingent

(2) Permanent establishment includes all Government servants of whatever rank, who are required for the ordinary administration of the Forests and who are employed for the whole year and year after year in pensionable service. Their pay will be charged under the appropriate sub-heads of the minor heads "22-313-Forest-(a) Direction/ and Administration-(B) Field Establishment (Circle offices)-(C) Field Establishment-(A) Headquarters Establishment (Division Office)-1-Salaries, (i) Pay, (ii) Dearness Allowance, (iii) House Rent Allowance, (iv) Reimbursement of cost of Medicines, (v) Other Allowances,— (2) Travel Expenses—(3) Office Expenses" excepting "Contingency".

(3) Temporary Establishment.

Temporary establishment consists of staff which is required to supplement the permanent establishments whenever there is a temporary expansion under the same "Minor head"/ "Sub-head", and detailed account head as permanent establishments, except the establishment relating to the Five Year Plan Schemes which shall be debited to the relevant sub-heads and detail heads of accounts sanctioned by Government from time to time. Such establishment although provided for under the same minor heads and detailed account heads as permanent establishment are distinguished from them by being grouped together under separate secondary units "Temporary establishment", as regards pay. Such temporary establishment must be distinguished from those provided for, in the sanctioned estimates of works and employed on such work.

(4) Temporary Work Charged Establishment.

The temporary establishment which are provided for in the sanctioned estimates of work and whose pay, etc., are charged directly to the work and appear merged in the budget under Conservancy and Work". are called temporary work-charged establishment. As far as possible persons so employed may not be designated with the titles used for ordinary establishments, such as Forest Ranger, Forester, Forest Guards, etc.

(5) Contingent Paid Staff.

Contingent establishment consists of staff whose pay is charged to the sub-head "Contingency" e.g., part time office Sweepers, etc.

149. Day Labourers.

All persons engaged departmentally for the execution of works are considered as "Day-labourers" and their wages should be drawn on muster rolls and charged to the accounts of the works on which they are employed. Such persons are not included in the terms temporary establishment, temporary work-charged staff or contingent paid staff referred to in the previous rules. The Officer who employs "Day-labourers" for execution of work entrusted to him shall personally ensure that labour is not retained for a longer period than is actually required.

150. Power to Sanction Posts.

(1) The power in regard to creation, extension of the term of temporary posts or to make a temporary post permanent will be governed by Delegation of Financial Powers Rules, 1978 amended from time to time.

(2) The Chief Conservator has power to create non-gazetted posts in the temporary establishments for one year except for his own/office or to sanction extension of the term of non-gazetted temporary posts in such establishments for one year both in respect of his own office/Additional Chief Conservator office as well as subordinate offices, indicating the concurrence of Finance Department in the proposal at the stage of pre-budget scrutiny, subject to the following conditions:

- (a) Specific budget provision has been made with the concurrence of Finance Department. Availability of funds from savings and reappropriation should not be treated as specific provision without concurrence of Finance Department.
- (b) There should be posts of similar character and designation in the establishment for which posts are created on a rate or scale of pay approved by the Finance Department.
- (c) The power shall not be exercised in respect of any service which is not under the control of Forest Department.
- (d) Concurrence of Finance Department at the post-budget stage shall be obtained in all cases of extension of posts, in case of schemes involving an expenditure exceeding Rs. 5 lakhs in any year, unless the Finance Department has specifically waived it at the time of pre-budget scrutiny. In such a case a certificate to the effect that the Finance Department has waived its concurrence at the time of pre-budget scrutiny should be recorded in the sanction order.

Note-- In order to enable the Chief Conservator to exercise this power, the Administrative Department should intimate him the details of concurrence taken at the stage of pre-budget scrutiny.

(3) The Chief Conservator/Additional Chief Conservator/Conservator has power to make appointments required from time to time in the work charged or contingency/paid staff of the department/circle concerned within the limit of the annual budget allotment on this account:

Provided that the powers of Conservator shall be subject to the following limitations:--

- (i) Finance Department has given concurrence at the pre-budget scrutiny stage to the post included in the schemes and budget provision has been made specifically for the same.
- (ii) All temporary posts carrying pay of Rs. 250 a month or less.
- (iii) Temporary posts carrying pay between Rs. 250 and Rs. 300 for a period of three months only. No extension of this period may be granted without the previous sanction of the Chief Conservator:

Provided further that

(i) The pay and allowances of any post shall not exceed the prescribed rates or scales of pay in cases where such rates or scales of pay have been definitely laid down by a higher authority for any particular class of posts;

(ii) When a temporary post is created which may have to be filled by a person not already in Government services, the pay of the post shall be fixed with reference to the minimum that is necessary to secure the services of a person capable of discharging efficiently the duties of the post;

(iii) When a temporary post is created which will probably be filled by a person who is already a Government servant its pay shall be fixed with due regard to the character and responsibilities of the work to be performed, and the existing pay of Government servants of a status sufficient to warrant their selection for the post.

(4) The Chief Conservator/Additional Chief Conservator is also empowered to vary details (viz., name of posts, number of posts, period of employment, rates of pay or scale of pay) of temporary work-charged or contingent paid staff, sanctioned by him subject to the same conditions and limitations laid down in the preceding sub-rule.

151. Service Condition of Members of Work-charged and Contingent Paid Staff.

(1) Members of the work-charged and contingent paid staff are not strictly Government servants and so neither the Government Servants, Conduct Rules nor the Orissa Civil Services (Classification, Control and Appeal) Rules or the provisions of the O. S. C. are applicable to them.

(2) The conditions for employment and service of the members of the work-charged establishments shall be as follows:

(a) All work-charged staff of and below the rank of Foresters shall be filled in by the Divisional Forest Officer, those up to and equal in rank to a Deputy Ranger shall be filled in by the Conservator, and other non-gazetted posts by the Chief Conservator/ Additional Chief Conservator. The educational and other qualifications shall be such, which in the opinion of the authority creating the post, are adequate to discharge the duties and responsibilities required of the post concerned. All appointments shall be made on "purely temporary basis", "until further orders" and "terminable at any time without notice".

(b) Rules 49 and 53-A of Orissa Service Code shall be applicable.

(c) Their pay shall be regulated according to rule in Chapter IV of Orissa Service Code.

(d) Rule 173 of Orissa Service Code shall be applicable in the matter eligibility of leave.

(e) They will be eligible to the benefits of joining time, joining time pay as laid down in the Orissa Service Code and Traveling Allowance on transfer in the interest of work as admissible to corresponding grades of Government servants in the permanent or temporary establishments, subject to the conditions in rule 26 of Orissa Travelling Allowance Rules.

(f) Actual travelling expenses may be allowed by the Divisional Forest Officer for journeys performed (1) within the jurisdiction or to and from a Division on the orders of the competent authority and (2) in the interest of the work on which the persons are employed.

(g) No other allowance except Dearness Allowance is admissible to persons who are drawing rates of pay which have been fixed with reference to normal circumstances.

(h) They are not entitled to pension except extraordinary pension or gratuity in certain cases as admissible under Chapter X of the Orissa Pension Rules, 1977.

Note (1) This rule is not intended to interfere with the discretion of the Divisional Forest Officers to grant short C. L. on full pay subject to such general rules regarding the grant of C. L. to ordinary establishment as may be prescribed by Government.

(2) This rule shall not apply to part-time work-charged staff. It shall not also apply to members of the temporary or permanent establishments who have been appointed on other duty in the work-charged establishments, who shall continue to be governed by the rules applicable to them prior to their appointment in the work-charged establishment.

(3) The conditions for employment and services of members of the Contingent paid staff shall be as laid down in items (a), (b), (c) and (g) of preceding sub-rule and notes thereunder. They are also eligible to leave without pay under rule 175 of Orissa Service Code.

152. Security Deposit.

Rules for taking security from the staff in the Forest Department-(1) An Officer in the department whether holding permanent, temporary or officiating appointment through whose hands public money passes or who is entrusted with the custody of Government stores is required to furnish security and to execute a security bond setting forth the conditions under which Government will hold the security and may ultimately refund or appropriate it.

(2) The amount of security to be furnished by Officers handling cash and/or stores shall be as under:

(i) Forest Rangers and Dy. Rangers	Rs. 750
(ii) Foresters	Rs. 250
(iii) Forest Guards including Orderly Forest Guards; Office and Rest House Chowkidars;	Rs. 50
(iv) Head Clerks, Accountants of Divisional Forest offices; Head Assistant, Senior Assistant, & Surveyor Draftsman of circle offices; Office Superintendent Surveyor Draftsman, Head Assistant in charge of Accounts Section and the Assistant entrusted with Accounts work in Chief Conservator/Additional Chief Conservator's Office:	Rs. 500

In other cases the Chief Conservator or Additional Chief Conservator or the Conservator as the case may be will decide by special order what amount of security will be furnished.

(3) (a) The Security Bonds from officers handling cash/stores may be taken in the form given in :

- (i) Appendix 17-A of Orissa General Financial Rule, Vol. II in the case of members of office establishment excluding orderly Forest Guards.
- (ii) Code Form No. 8 (Schedule XVIII, Form No. 51) the case of others.

The Divisional Forest Officer/Conservator/Chief Conservator/Additional Chief Conservator as the case may be shall execute such bonds in respect of the staff of his division/Office. The authority executing the bond shall satisfy himself about the solvency of the persons offered as sureties.

(b) Security bonds executed by officers in the department are exempt from payment of staff duty and registration fees.

(c) The security bonds of all officers are to be sent for safe custody to the Inspector-General of Registration, Orissa, Cuttack. They should be - sent by registered post and copies thereof should be retained in the forest: office concerned, for reference, whenever necessary.

(d) No fresh security bond need be executed if an officer is transferred from one division/office to another or is promoted from one post to another except in cases where the prescribed amount of security to be furnished differs.

(4) The Security to be furnished shall be in the form either Cash! Government Promisory Notes/Post Office Savings Bank Pass Books/Post Office Cash Certificates or Defence Savings Certificates or National Savings Certificates, 12 year National Defence Certificates/or partly in one and partly in another form when this is specially permitted by the Head of the Office.

(5) (a) Officers wishing to furnish the security in cash may pay the prescribed amount by monthly installments of not less than 5 per cent of their pay or leave salary. No deduction from pay towards security shall be made whilst an Officer is on leave on medical grounds or drawing leave salary less than the average pay, or while under training.

(b) Amounts received as security by deduction from pay should be placed in the Government Post Office Savings Bank in the name of the Officer concerned, pledged to the Head of the Office concerned by designation in accordance with the Savings Bank Rules. The accounts shall be opened with the Post Office at the Divisional Headquarters (any such account at present opened with other Post Offices should be transferred. to the Post Office at the Divisional Headquarters).

(c) A register of security deposits shall be maintained in Schedule XVIII, Form No. 52 (O. F. D. Code Form No. 9) in every Forest Office. The Head of the Office is responsible to ensure that the monthly security deductions are regularly made and entered in the register of security deposits. He will each month compare the Savings

Bank Pass Books with the entries in the register of Security Deposits. All withdrawal from the Post Office Savings Bank for remittance to the Reserve Bank of India for the purchase of Government securities, should be entered in red ink in the column "Value of Security Furnished" with an explanatory note in the "Remarks" column and any balance returned by the Reserve Bank of India should also be entered in the same column with a remark explaining the transaction.

Note-The amount held in deposit in the Post Office Savings Bank may, if the depositor so desires, be converted, at the cost of the depositor, into any of the interest bearing forms of security mentioned in sub-rule (4) above.

(d) As early as possible in the first week of each month list in Schedule, XVIII Form No. 78 (O. F. D. Code Form No. 10) showing the sums payable out of salary for the previous month to be deposited in each Savings Bank Pass Book shall be made out in duplicate; the Head of the office will then draw a Forest Cheque in favour of the Post Master (not by name) on the local Bank or Treasury for the total amount shown in the list or lists; the cheque, one copy of each list or lists and the Savings Bank Pass Books should be sent to the Post Office for entry and return to the Forest Office, where the entries in the Savings Bank Pass Book should be checked. The lists should be prepared separately for each establishment.

Entry to be made in the Divisional Cash Book as follows:

"By paid part pay of the following staff for the month of.....

19being deduction from pay paid into the Savings Bank as security:

Shri A. B., Forest Ranger	Rs.
Shri C. D., Forester etc.	Rs.
	<hr/>
	Total Rs

The copy of the list received back from the Post Office with acknowledgment thereon should serve as voucher in support of the entry.

In the Pay Bill Schedule XVIII, Form No. 74 (O. F. D. Code Form No. 11) the amount of security deposit deducted from pay or leave salary of each Government servant should be shown in red ink as held over amount and the Range Officer or other disbursing officer should be instructed to disburse the balance. The amount thus held over should be deposited into the Savings Bank as per instructions in preceding sub-para. and the relevant voucher number and month noted in the pay bill against the red ink figure indicating that the held over amount has been paid.

(e) Once a year, on 1st August, or as soon as practicable, after the pass books have been balanced by the Post Office, a return in O. F. D. Code Form No. 12 will be sent to each Range Officer showing the amount standing to the credit of each individual serving in the Range from whom cash security is taken. Similar return in respect of office staff should also be circulated. Should any one question the correctness of his amount, the complaint should be promptly examined and the position explained to the satisfaction of the complainant.

(6) Public securities lodged with Government officers as guarantee for due performance of official duties are to be dealt with under the rules in force on the subject (vide Government Securities Manual).

(7) Government Promissory Notes may be accepted only under the conditions laid down in the rules in Chapter V of the Government Securities Manual and shall be dealt with according to the rules therein. These should be accepted at 5 per cent below the market price or at their face value whichever is less.

Note-When Promissory Notes are deposited as security, their acceptable cash value should not be less than the amount of the security prescribed.

(8) Post Office Savings Bank Pass Books in the name of a Government servant may be accepted as security deposit provided that the Government servant has signed and delivered to the Post Master concerned a letter in the prescribed form pledging it to the concerned head of the office.

(9) (a) Post Office Cash Certificates, Defence Savings Certificates, National Savings Certificates, 12-year National Defence Certificates or 10 year Defence Deposit Certificates may be accepted as securities for the amount at which they were purchased and not for their face value at which they shall be formally transferred

to the pledge of the concerned head of the office with the sanction of the Head Post Master of the Office in which, or in one of the sub-offices attached to which, the certificates are for the time being registered. The certificates may, with the permission of the Head Post Master, be retransferred by the pledge to another authority or to the original holder on removal of the pledge (see also rules in respect of such certificates issued by the Post Office).

(b) The certificates like the 5-year Cash Certificates, 12-year National Defence Certificates etc. which mature on completion of the specified period from the date of their original issue, will not earn any further interest if retained beyond the date of maturity. Hence the pledge should encash them soon after maturity and purchase fresh certificates at the prescribed amount of security under intimation to the Government servant; refunding the balance to the Government servant concerned. Government servants who have furnished security in the form of such certificates should also invite the attention of the pledgee about the date of maturity of their certificates so as to encash them in time.

(c) Government Promisory Notes, Post Office Cash Certificates, National Certificates, Defence Savings Certificates, 12-year National Defence Certificates and 10-year Defence Certificates furnished as security should be lodged for safe custody with the Manager of the Reserve Bank at places where there are offices of that Bank and with the District Treasury in other places in accordance with the rules of the Government Securities Manual.

(10) Interest accruing on Savings Bank Deposits, Government Promisory Notes or Cash Certificates will form part of the pledge to Government, until the full amount stands to the credit of the Government servant concerned.

(11) All transactions connected with the payment of interest in Government Promisory Notes should appear in the accounts. On receipt of the warrants authorising payment of interest the amounts thereof should be entered in the Divisional Cash Book under the head "Suspense", and payment made to the Government servant to whom the interest is due should be charged to the same head, each such charge being supported by a voucher in the prescribed form.

(12) The security taken from a Government servant should be retained for at least six months from the date when he vacates his post, but a security bond should be retained permanently or until it is certain that there is no further necessity for keeping it.

Note:-Date of vacation of office will be the date on which the officer leaves the service permanently or is confirmed in another post where no security is necessary. Temporary promotion or deputation will not be treated as vacation of office.

(13) The withdrawal of a part or the whole of the deposit as an advance to the depositor is strictly forbidden.

(14) Security is liable to forfeiture for any misconduct, act or omission on the part of the depositor by virtue of his official position which involves loss either to Government or to any person. The sureties of the Government servant concerned in any such loss should be informed at once of the circumstances and warned of their liability to pay should the Government servant fail to do so.

153. Maintenance of Service Books.

Instructions for maintenance of Service Books (1) The rules for maintenance of Service Books (Service Rolls for Class IV Government servants) are laid down in Appendices 11 and 11-A of Orissa Service Code. The following instructions are supplementary thereto as well as to the instructions at pages 1 to 12 of Hand Book of Instructions to ensure timely disposal of pension cases.

(2) Service Books (Service Rolls) shall be opened in duplicate just after completion of one year service or earlier if the incumbent is likely to continue in Government service for more than a year. The duplicate copy shall be marked "DUPLICATE GOVERNMENT SERVANT'S COPY" on the cover in block letters.

(3) The duplicate copy should be made over to the Government servant and his acknowledgment obtained in the appropriate column of the Register of Service Books prescribed in sub-rule (7) below.

(4) The duplicate copies of Service Books (Service Rolls) which are kept in the custody of the Government

servants concerned shall contain verbatim reproduction of all entries in the original Service Book (Service Roll) and all such entries shall be attested periodically by the Head of the Office or his Gazetted Assistant authorised under rule 5 of Appendix 11 of Orissa Service Code. For this purpose, the Head of the Office shall call for the duplicate Service Books (Service Roll) from the Government servants in the month of May every year invariably or at the time of the transfer of the staff concerned and see that the same are posted up-to-date at the time of annual verification of the original Service Books (Service Rolls) in July every year as per rule 12 of Appendix 11 of Orissa Service Code, and a note to the effect in each case kept in appropriate column of the Register of Service Books. The certificate of verification as laid down in rule 12 of Appendix 11 of Orissa Service Code should be recorded in the duplicate copy over the signature of the Head of the Office only. It is the duty of every Government servant to produce his copy of the Service Book (Service Roll) when called for and receive it back from the office after the same is brought up-to-date, duly acknowledging it in the Register of Service Books.

(5) To specifically bring every change in the official career of the Government servant to his notice, column 8 of the Service Book both original and duplicate should be got signed by the Government servant at the time of each entry.

(6) To ensure up-to-date information in respect of descriptive roll of the Government servant, the entries at the first page of the Service Book (Service Roll) should be attested every five years and for this purpose the signature of the Government servant with date should be taken in the presence of the attesting officer in token of the fact that the information recorded is correct and up-to-date.

(7) It is the responsibility of the Head of the Office to see that the duplicate Service Books (Service Roll) are maintained as per provisions contained in the Orissa Service Code and the “Hand Book of Instructions to ensure timely disposal of pension cases” as in respect of original Service Books (Service Rolls) and be preserved as per rules therein. To ensure, proper maintenance and verification of both copies of the Service Books (Service Rolls) in time, a register of Service Books, shall be maintained in each office in the sub-joined form in respect of all non Gazetted Government servants in the Division Office.

Register of Service Books and Service Rolls.

Name of Office.....

Name of incumbent in the Establishment with designation	Date of entry into Government Service	Signature of the Government servant in token of receipt of duplicate S.B. by him	Both copies have been made up-to-date for the financial year (to be certified by Head of office by putting initial against each name of incumbent each year	Remarks (to be left blank to watch the final disposal of both the copies i.e., transfer, quittal of Service and retirement.
			1966-67, 1967-68, 1968-69, 1969-70, 1970-71	

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(8) (a) After proper verification of the Register of Service Books maintained by them, the Head of the Office shall furnish the following certificate to the Chief Conservator of Forests/Additional Chief Conservator of Forests, as the case may be, so as to reach him by the 31st July every year.

“Certified that the Service rendered by all members of non gazetted staff of this Division/Office during the preceding financial year have been verified and certificates of verification recorded in the respective service books and service rolls. Certified also that the duplicate Service Books (Service Rolls) have been posted up to the end of the preceding financial year.

“Dated, Signature and designation of the Head of the Office”.

A copy of the certificate furnished by the Divisional Forest Officer to the Additional Chief Conservator or Chief Conservator direct shall be sent by him to his Conservator.

(b) After obtaining the certificate prescribed in the preceding sub para. from all Heads of Offices, the Chief Conservator/Additional Chief Conservator shall furnish to Government in Finance Department, Administrative Department as well as to the Director of Treasuries and Inspection, Orissa by 10th August every year, similar certificate in respect of the Department as a whole (including his office).

(c) Each Drawing Officer shall furnish a certificate on the body of the establishment bill for August every year (to be drawn on the first day of September) to the effect.

“Certified that the annual certificate on proper maintenance of Service Books (Service Rolls) for the preceding financial year has been sent to the Controlling Officer vide this office Memo. No.....dated.....

“Dated Signature of the Officer Drawing the Establishment pay bill”

(9) A Government servant transferred from one Division Office to the other during the financial year, shall surrender immediately on receipt of the transfer order, his copy of the Service Book (Service Rolls) to the Head of the Office, who should get it posted up to the date of relief and return it (duly attested) to the Government servant before he has proceeded on transfer keeping his acknowledgment in the appropriate column of the Register of Service Books.

(10) The Internal Auditors of the Departments/Director of Treasuries and Inspection, Orissa as well as the higher authorities while inspecting/auditing the offices will call for the Government servant’s copy of the Service Books (Service Rolls) and check up both copies. The Inspecting Officers/Auditors will sign in a special pencil in the remarks column of each Service Book (Service Rolls) after inspection/Audit in token of having checked the Service Book (Service Roll) up to that period.

(11) (a) Duplicate copy of the Service Book (Service Roll) SO maintained will be admitted as basic record for the purpose of pension, etc., in the event of loss of original one. In such a case, verification of entries in the duplicate copy of the Service Books (Service Rolls) for the period not covered by the certificate as mentioned in sub-rule (4) above (i.e., the period towards the end of the service period of the Government servant) will be conducted with reference to the acquittance rolls, etc.

(b) In case the duplicate copy is lost or damaged by the Government servant, the same can be prepared by the Head of the Office on payment of a copying fee of Rs. 5 only by the concerned Government servant. The amount so realised shall be credited to "113-Forests-(b) Other Receipt 4-Other miscellaneous Receipt".

(12) The duplicate copies of the Service Books (Service Rolls) should be surrendered by the Government servant while applying for pension i.e., one year before retirement and in case it is not surrendered the Head of the Office should call for it. Necessary note in the original Service Books (Service Rolls) should be kept to the effect that the duplicate copy has been surrendered and kept for record, to avoid future complications. In case of quitting of service either by way of resignation, dismissal, removal or discharge, the duplicate copy should be called for by the Head of the Office and necessary note in the Original Service Book should be kept to the effect that the duplicate copy has been surrendered/not surrendered and kept in the office for record. The note should be kept in the Service Book (Service Roll) under proper attestation of the Head of the Office.

154. Reduction of Establishment.

In the case of reduction of any establishment no Government servant shall be discharged until the reduction has been finally determined and has been actually ordered by Government. The fact that prospective changes are under consideration and likely to be adopted which will involve a reduction of establishment should not be used to justify the discharge of an officer from his appointment.

155. Certificates to Discharged Employees.

When a Government servant is either retrenched or discharged, a discharge certificate giving his name, designation, cause of discharge record of his previous service, efficiency, conduct etc. may be given to him.

PART II
MANAGEMENT AND WORKING OF FORESTS

CHAPTER X

CONSTITUTION, DEMARCATION AND SURVEY OF FORESTS

156. Classification of Forests.

The following are the classes of forests over which the Forest Department exercises control:

1. Reserved Forest
2. Village Forests
3. Protected Forests
 - (a) Demarcated Protected Forests
 - (b) Undemarcated Protected Forests
4. Unclassed forests

157. Reserved Forests.

The Reserved Forests are State lands which have been dealt with or deemed to have been dealt with in accordance with the procedure laid down in Chapter II and Chapter XI of the Orissa Forest Act, 1972 and finally notified in the State Gazette to be Reserved Forests.

158. Register of Reserved Forests.

A copy of every such notification mentioned in Rule 157 shall be kept in each Division in a bound volume called the "Register of Reserve Forest" in Code Form No. 13.

The following are the instructions with regard to the maintenance of the "Register of Reserve Forest" -

- (i) Each notification with the corresponding statement of rights, will be numbered separately, according to the dates from which the forest has been declared a reserve forest. The register for each forest shall commence with an area statement and several pages of the volume shall be allotted to it, so as to afford space for additions and corrections. It is desirable that a sketch map on a small scale or a copy of the notified map should form part of the record for each reserve.
- (ii) A copy of every subsequent order which affects the constitution of any reserve as well as of every order under the Forest Act or Regulation, by which rights are modified or regulated, or further rights and concessions are granted within the reserve, should be inserted immediately after its promulgation, in the same volume under the reserve to which order relates. A copy of the notification along with a map of the area disforested should be kept in the register.
- (iii) A register of reserved Forests for the entire circle shall also be maintained in the circle office separately for each division in the circle. The register maintained in the circle office should be tallied with the register maintained in Divisional Office at the time of annual office inspection by the Conservator and both the registers should be brought up to date with respect to all orders issued since the last inspection.
- (iv) An index shall be provided to the register of reserve forests in which every corrections or alterations noted in sub-para (ii) above, should be entered so as to ensure that all such subsequent amendments have been duly inserted against the reserve to which they apply.
- (v) As far as practicable, a map of each reserve, shall be left in the office of the Chief Conservator/ Conservator/Divisional Forest Officer.

159. Village Forests

Village forests are those which are constituted under Section 30 of Orissa Forest Act. At present, no such village forest has been constituted.

A register of village Forests should be kept in each division in the same manner as detailed in Rule 158.

160. Protected Forests.

Protected Forests in the State are Government lands not included in Reserved Forests but over which, the State Government have notified under Section 33 of the Orissa Forest Act that provisions of Chapter IV of the Act are applicable or over which the provisions of the said chapter have been declared to be applicable under section 90 of the said Act. This includes all lands at the disposal of Government to which the provisions contained in Chapter III of the Madras Forest Act, 1882 were applicable immediate prior to coming of the Orissa Forest Act 1972, and all Khesra Forest, Village Forests or Protected Forests or Forest other than reserved forests in whatever name designed or locally known in the merged ex-State territories as provided under Section 81 (4) of the Act.

The protected forests are classified into Demarcated Protected Forests and Undemarcated Protected Forests. The demarcated protected forests are those which have been declared to be closed under Section 34 (c) of the Orissa Forest Act. All Reserved lands declared under Madras Forest Act are also termed as Demarcated Protected Forests. These are under the management of the Forest Department. All other protected forests and all unreserved lands are termed as undemarcated protected forests.

Forest growth on the undemarcated protected forests are under the management of the Forest Department while the land is under the management of the Revenue Department.

A register similar to the one prescribed in Rule 158 for Reserved Forests will be kept for Demarcated Protected Forests.

So far as the available data permit a register should also be opened on the same lines for the undemarcated protected forests and these should be kept up-to-date year to year after recording the leases granted therein for each protected forests by the Revenue Department.

161. Unclassed Forests.

(a) All lands owned by the Forest Department outside the reserve or protected forests, with the Forest Department's title to them are included under unclassified forests. These include lands used for forest roads, forest buildings, sites for nurseries, zoos, wild life parks and other miscellaneous purposes.

Register of unclassified forests.

(b) A register of all such lands will be maintained in Code Form No. 14, in every divisional office.

The following instructions shall be followed in preparing the register:

- (i) The headings should be written horizontally;
- (ii) The register should be bound as the Register of Reserved and Protected Forests, and the index should normally be classified under three main heads; A-Compounds, B-Roads and C-Miscellaneous, e.g., plantations sites, depots, etc. Separate serial numbers should be given to the lands entered under each of the above heads, a page or more being devoted to each serial number.
- (iii) In all cases areas in the possession of the Department should be shown on the 16"=1 mile cadastral sheets of the settlement maps which should be properly attested by the Divisional Forest Officer. The sheets of the settlement maps in question should be kept in a folder or in a map almirah with a note in the register that the maps are in the folder or almirah giving the number of sheets and the collection in which to be found.
- (iv) A special folder or map almirah should be made and copies of settlement maps showing Forest Department properties should be kept in it.

- (v) The settlement Department is likely to give one plot number to the whole road running through a village. If within one village, a road bearing one plot number is held by the Forest Department under different methods of tenure, the different sections shall be shown on the map as (a), (b) etc., to indicate the different kinds, of tenure.
- (vi) Each Range Officer should have a register showing records of land in his Range, the maps to be filled in the Range Register being copies of maps in the Divisional register.

162. Demarcation

The following are the instructions for initiating proposal for reservation of forest

- (1) When the Divisional Forest Officer, has decided to demarcate a forest for the purpose of reservation or for creation of demarcated protected forests, he shall place his proposal before the Collector and shall after obtaining his consent start demarcation of the forest.
- (2) While demarcating the boundaries of the proposed block attention should be given to making the boundaries as straight as possible and easily and cheaply maintained as possible, for clearing, fire protection and inspection purposes. Attempts should be made to make natural features, such as rivers, nalas, canals and roads as boundaries. Under no circumstances the demarcated boundary line should be within 100 metres of the bastee site. All cultivated or other private lands included within the external boundaries of the proposed block shall clearly be demarcated and pilers numbered. General rules for the demarcation of blocks is given in Appendices-19.

163. Preparation of Preliminary Map.

After demarcation of the boundary is completed, a map in 1 to 1,000 scale should be prepared for submission of the proposal for notification under section 4 of Orissa Forest Act. This map should indicate all such areas mentioned in Rule 162 in addition to the external boundary of the proposed block.

164. Boundary Description

Along with the preparation of the maps, a detailed and complete description of the boundary should be made, mentioning therein the position of the boundary with respect to important physical features and indicating the position of the boundary pillars with respect to the existing survey pillars. The compass bearing of each boundary pillar with respect to the adjacent pillars and the distance between them should be recorded, so that during the time lag between demarcation survey, and the appointment of the Forest Settlement Officer, if any boundary pillars are removed or found missing, it can be immediately replaced at the proper place.

The description should start from the North Western corner of the block and continue in a clockwise direction. This will be convenient for retracing the boundary and will keep uniformity.

165. Proposal for Notification under Section 4 of O. F. Act.

- (1) After completion of demarcation, the Divisional Forest Officer shall obtain the consent of the Chief Conservator for initiating proposal for reservation of the block and then submit the draft notification alongwith the maps to the Collector.
- (2) On receipt of the draft notification from the Divisional Forest Officer, the Collector shall forward the same to the Revenue Divisional Commissioner alongwith the views already given by him at the initial stage. The Revenue Divisional Commissioner shall forward the draft notification alongwith his views to the Director of Land Records and Survey and the Board of Revenue suggesting the name of the officers to be appointed as Forest Settlement Officer and Appellate authority.
- (3) The Director, Land Records and Survey will obtain the recommendations of the Board of Revenue and transmit the proposals to the Government in the Revenue Department with a copy to the Forest and Animal Husbandry Department.

(4) The Forest & Animal Husbandry Department after taking orders of Government in that Government will intimate the Revenue Department for further action.

On receipt of the Government orders in the Forest & Animal Husbandry Department, the Revenue Department will issue a notification in the Orissa Gazette under Section 4 of the Orissa Forest Act 1972, declaring that it is proposed to constitute such land as reserved forest and appointing a Forest Settlement Officer for the purpose.

(a) After the Forest Settlement Officer has concluded his enquiry and finalised his proposals, he shall submit a draft notification under Section 21 of the Orissa Forest Act 1972, specifying definitely, according to boundary marks erected or otherwise, the limits of the forest which is to be reserved, alongwith copies of such reports, maps and registers as has been prescribed under the Forest Settlement Rules, to the Director of Land Records and Survey through the Collector and the Revenue Divisional Commissioner.

(b) The Director, Land Records and Survey shall then forward the draft notification alongwith relevant documents and the views of the Board of Revenue to the Revenue Department with a copy to the Forest & Animal Husbandry Department for necessary action.

(5) (a) The Revenue Department will then issue a notification under Section 21 of the Orissa Forest Act 1972, with the concurrence of the Forest & Animal Husbandry Department declaring the Forest to be reserved from a certain date fixed in the notification.

(b) From the date so fixed, such forests shall be deemed to be reserved forests.

166. Forest Settlement.

After the Section 4 notification is issued by the State Government and the Forest Settlement Officer appointed, the Forest Settlement Officer will proceed as per the provision of the Orissa Forest Act 1972, till the final notification under Section 21 of the said act has been issued by the State Government.

After completion of all the proceedings by the Forest Settlement Officer, the State Government shall issue a notification under Section 21 of the Orissa Forest Act, 1972 declaring the forest a reserved forest.

A complete list of rights and concessions allowed by the Forest Settlement Officer and the exact boundary of the reserved forest so constituted shall also be published in the Orissa Gazette in the above notification.

167. Boundary Register and Maps.

(a) A permanent record of the boundaries of all reserved forests, village forests and Demarcated protected Forests shall be maintained in a separate register for the purpose of checking the position of boundaries, if necessary, in case of disputes arising in future. This register be maintained in all divisional and range offices.

(b) All forest boundaries should be shown on the village land revenue maps, as these maps take precedence in a court of law over all forest department records. Steps should be taken to get this done during survey and settlement operations, or should be got specially done at some other time.

(c) Boundaries should be classified as

(i) Artificial-Demarcated by cut lines and pillars.

(ii) Natural—Not requiring any artificial demarcation, and

(iii) Semi-natural-Demarcated by pillars without cut lines, e.g., along roads and small nallahs. (d) Copies of certified reservation maps showing position of all pillars should be maintained in each Range and Divisional Offices.

(e) Any alternation which may from time to time be made in the boundaries shall be accurately recorded on the maps and in the registers, so that the records are always up-to-date.

168. Upkeep of Boundaries.

The clearance of boundaries and repairs to the boundary pillars shall be done on a five year cycle in a

rotational method. The Working Plan/Working Scheme should prescribe a definite programme for the maintenance of boundary lines in the case of the boundaries of the Reserve Forests.

169. Inspection of boundaries.

- (i) All boundary marks shall be maintained in a good state of repairs. In order that this may be done, systematic and frequent inspection of boundaries must be carried out. The Working Plan should prepare a ten year programme of boundary inspection by the Divisional Forest Officer.
- (ii) It shall be the duty of the Beat Officer and Section Officer to inspect all boundaries within the limits of their charges at least once a year, and to report to their Range Officer, cases of encroachments, or wilful removal of or destruction of boundary marks, or repairs that are found to be necessary.
- (iii) Range Officers should inspect at least 20% of the boundaries in their Range and submit a report to the Divisional Forest Officer, that they have done so. The Range Officer should also report to the Divisional Forest Officer, the encroachments if any and the immediate repairs required to the boundary pillars as per the report of the Beat Officer vide sub-para. (ii) above.
- (iv) The Divisional Forest Officer will inspect the boundaries of the division in a ten year cycle programme as laid down in the Working Plan Working Scheme.
- (v) The Divisional Forest Officer will submit to the Conservator of Forests by 15th April each year a certificate to the effect that he has inspected the boundaries of (name.....) blocks and found those in order, and that there has been no encroachments. If encroachments have been detected, their nature and extent should be specified and action taken, if any, in this respect reported.

170. Amended Description of Boundaries

It sometimes happens that the original description of boundaries has proved unsatisfactory and it is necessary to re-notify amended descriptions of the boundaries of forest reserves already notified under any forest enactment. In such cases, the boundaries should be re-described and re-notified in the appended form of notification, provided that the fresh notification merely provides for the substitution of a more exact and definite description of the boundaries for that which was originally notified without in any way affecting the area of the block by either inclusion of new area or exclusion of part of the block, however, small the area in question may be.

NOTIFICATION

With reference to notification No.....date.....published under section.....of the..... at page.....of the..... State Gazette of the.....declaring the forest to be a Reserve Forest, the Government of Orissa is pleased to direct that the following amended and more accurate description of the boundaries of the said forest be substituted for the description contained in the said notification.

171. Notification of Boundaries -

Copies of all notifications issued by Government, constituting or modifying the boundaries of Reserved, village and demarcated protected Forests, together with indicative tracings of sketch maps, should be supplied immediately after they are issued, to the Deputy Director of Surveys, Orissa for the purpose of enabling him, to make the requisite additions or alterations in the corresponding maps in his office.

172. Procedure for Submission of Proposal for Disforestation.

In submitting proposals for disforestation to the State Government under section 29 of O. F. Act, 1972 the proposal should be submitted in the following form and should be accompanied by a map and the recommendations of the Forest Authorities.

DRAFT NOTIFICATIONS

In exercise of the powers conferred by section 29 of the Orissa Forest Act, 1972, the State Government do hereby, direct that the Forest area of.....hectare specified below out of total area of.....

hectares of Forests which was declared reserved under.....Act of.....in notification of Government of.....Department No.....dated.....shall cease to be a reserved forest with effect from the.....of 19.....

Specification of land disforested:

Name of R.F. of portion of R.F.	District	Tahsil	Mauza or village	Area in hectares

Boundaries

Brief description

Reasons for disforestation

Consequent upon disforestation, the boundary description of the original block will have to be amended. In such cases the amended boundary description should be notified at the same time as the notification of disforestation in the following form:

Consequent upon the disforestation of the area noted above, the following boundary description of the reserve should be substituted for that given in notification No.....dated under which the forest was declared a reserve.

Every such boundary descriptions must be a prepared by an officer of not below the rank of a Forest Ranger and the Divisional Forest Officer should carefully check that they are amended boundary description before they are forwarded to the higher authorities. The Divisional Forest Officer should give a certificate to the effect that he has checked the revised boundary description and found it to be correct on the field.

173. Land Required by Other Departments.

(i) When land lying within the limits of reserve forests or Forests already notified under relevant sections of the forest enactments is required by the Public Works or Irrigation & Power Department for construction of roads, canals and dams, it is not invariably necessary that a formal notification disforesting the land should be issued under the relevant sections of the Orissa Forest Act. An executive order of the State Government permitting the requisitioning department to utilise the exact extent of land required for the project will suffice. The land shall continue to be a reserved forest.

(ii) Necessary entries to this effect indicating the area and map of the area so utilised shall be made in the register of reserved forests maintained in the office of the Divisional Forest Officer and the Conservator of Forests, duly attested by the head of the office.

All forest growth on such land, shall be disposed of before the land is allowed to be so utilised.

If the land in question is urgently required by the requisitioning department and sufficient time cannot be given to the Divisional Forest Officer for the disposal of the forest produce on the land, the Divisional Forest Officer will prepared an estimate of the value of the trees as per the joint enumeration list, basing on the sanctioned schedule of rates, and shall issue a demand equivalent to four times the royalty so calculated and send it to the requisitioning department through the Conservator. On payment of the above royalty by the requisitioning department, the land in question will be handed over for use alongwith the tree growth as per the joint enumeration list.

In such case, the concerned requisitioning department shall dispose of the forest produce, after obtaining necessary permits from the Divisional Forest Officer. If the disposal price is higher than the value already paid, the forest department shall be eligible for the difference.

The same procedure shall apply in the case of village Forests and Protected Forests.

174. Compensatory Plantation.

Whenever a part of any reserved forest is dis-reserved or whenever any part of village or protected forest

or is transferred to other department or released for mining purpose the requisitioning department or the mining lessee as the case may be, will pay to the Forest Department, an amount of money equivalent to the plantation cost at a rate sanctioned by Government for plantations from time to time.

175. Procedure for Forest Survey & Maps, etc.

The rules regarding the procedure to be followed in connection with forest surveys and obtaining forest map are given below:

(1) (a) The survey of forest areas is carried out as part of the topographical survey which is gradually being extended over the whole of India. The normal scale which has been adopted for the survey is 1 to 15,000 scale, but in certain undeveloped parts of the country, it is 1 to 7,500. In each case the maps are published on the scale of the survey and are obtainable by purchase of indent about a year after the survey has taken place. The Forest Department pays no share of the cost of the topographical survey and mapping which provide it with ordinary topographical maps showing the reserves and wooded areas on the scale adopted for the part of India in which the forest lie.

(b) The ordinary topographical map is, however, not always sufficient for forest purposes the scale may be too small and a map showing additional forest information, such as the interior boundaries of a reserve may be required or it may be necessary to make a special survey and record of a reserve boundary where it does not follow a natural feature. When this is the case a special survey can be carried out and a special forest map, or boundary map, prepared at the time of the topographical survey of the area in which the reserve is situated, provided (a) that the Survey of India is informed of the special forest requirements before the month of March of the year in which the topographical survey takes place and (b) that the Forest Department is prepared to pay for the cost of meeting its requirements, that is to pay the difference between the actual cost of the survey carried out and which would in any case have been incurred on the ordinary survey had the forests been surveyed merely to provide the ordinary topographical maps. The Forest Department will pay the whole cost of the drawing of all special maps.

(c) If a survey is considered necessary for a forest which is situated in an area that will not come under topographical survey for some years to come and it is not desirable to wait for maps until topographical survey takes place, or if this forest is situated in an area which has already come under modern topographical survey and the existing maps do not meet forest requirements it may be possible for the Survey of India to arrange for a special survey on any scale, provided the Forest Department is prepared to pay the entire cost of the survey and mapping.

Such special survey of forest which cannot be carried out as part of a Survey's ordinary programme are necessarily expensive and should only be applied for in really important and urgent cases.

All proposals for special survey should be made through the Chief Conservator.

(d) The departmental rules of the Forest Department and the Survey of India provide for the necessary consultation between the Chief Conservator and Director of Survey Circles, so that the former are kept informed of the progress and the immediate forecasts of topographical survey programmes, and the latter of the requirements of the Forest Department in regard to the surveys of forest which fall within their programme for two years ahead. The Survey of India rules also provided for the preparation of estimate of the additional cost of making special survey and maps to meet the requirements of the Forest Department in regard to the forest situated within the survey programmes.

(2) When the operations of the Survey of India is in progress in any district include the Survey of village or forest boundaries or of tri-junction pillars, it is the duty of the Divisional Forest Officer to arrange that the boundaries and pillars under survey are indicated to the Surveyors by the Forest officials in charge of the forest. It is not intended by this rule that Forest Guards should continuously attend on the Surveyors during the progress of the survey. When the survey has reached the stage at which the boundaries or pillars will be surveyed, the Officer-in-charge of the Survey party or his authorised Assistant will intimate to the Divisional Forest Officer the dates on which the attendance of each local official will be required, and any temporary inconvenience to current work involved in these attendance which will seldom exceed three or four days,

must be accepted.

If in any case, for which the above directions provide, the boundaries are found to be uncertain or not to be adequately indicated by existing pillars, the Collectors of the districts should be consulted in order to supply such deficiency in the demarcation as he may consider material.

(3) Before the survey is commenced the Divisional Forest Officer should arrange to check the position of all pillars with his copy of certified reservation map to ensure intermediate pillars are correctly sited

(4) Indents for survey maps should be prepared in the prescribed form, which can be obtained by Divisional Forest Officers direct from the Map Record and Issue Office, Calcutta, and submitted to the Conservator. The Conservator if he approves of the requisition made, will countersign and forward it to the Map Record and Issue Office, Calcutta, for compliance.

The cost of the maps is chargeable to "Office contingencies" and Chief Conservator is required to make the necessary provision in the Budget.

176. Procedure on Receipt of Map sheets in Proof.

The proof map sheets should be sent to the Divisional Forest Officer concerned asking him to compare them with the Settlement maps and to point out or record any discrepancies between the two, or to intimate officially that he accepts them as correct. Any discrepancies noticed by the Divisional Forest Officer should, if necessary, be recorded in the Register of Reserve Forests.

When any alterations to forest boundaries pillars, etc., are made in the proofs, authority for the same should be quoted.

177. Spelling of Names.

In order to attain uniformity in the spelling of names of and in Reserved Forests, so that forest maps and notifications may as far as possible agree, the following rules should be observed:

(i) In the case of reserved forests which have neither been notified nor mapped, the Conservator should send the draft notification to the Deputy Director, Survey, Cuttack or the Survey Superintendent concerned to obtain the correct spelling of names.

(2) For Reserved Forests which have been notified but not mapped the survey will enter the correct spelling in all their maps and will notify the Conservator of corrections to names which have appeared in the notification and amended notification will be issued if the errors are numerous and serious.

(3) For Reserved Forests which have been both notified and mapped, no action will be taken as regards forest maps, except that cases of incorrect spelling will be noted on the office copies of maps kept in Map Office, Cuttack these corrections to be taken into consideration, should re-notifications take place.

178. Orissa Survey Office Facilities.

The following map work will be done by the Orissa Survey office on payment:

(i) Tracing for printing-These are prepared from field originals or published plans. Cost of tracing will vary according to scale and amount of details.

(ii) Reproduction-That is done by vandyking

(iii) Hand colouring

(iv) Mounting of maps-Mounting is done in the following style. At the time of indenting the style of mounting should be clearly stated-

(a) Simply mounted on cloth

(b) Mounted on cloth and folded with or without limp covers

(c) Dissections made, mounted on cloth and folded in book size or any size ordered and provided with limp covers.

(d) Mounted on cloth and fitted on rollers with rings as a wall map, unvarnished.

(e) Mounted on cloth and fitted on rollers with rings as well map, varnished.

(v) Reprinting of Maps

179. Routine Works under taken by Survey Office

The following items of ordinary routine works will be done by the Survey office for the Forest Department

(a) Correction of office copies of forest maps

(b) Correction of fair original sheets and bringing them up-to-date

(c) Extration of areas

(d) Comparison of forest boundaries from large scale settlement maps, and supply of data for field surveys in all ordinary cases not involving substantial extra expenses.

(e) Maintenance of forest maps and field books

(f) Issue and sale of forest maps

180. Facilities Offered to Contributory States by Survey of India

The Survey of India offers the following facilities to the contributory States

(i) Maintains office copies of all forest maps and keeps them up-to date for (a) changes to forest boundaries and forest roads, (b) disforestation and afforestation against information supplied from time to time by the Forest Department and State Gazette notifications, etc.

(ii) Stocks printed copies of forest maps which have been paid for already but are not required immediately by the contributory state and supplies them free of charge later when required, except for packing and forwarding charges.

The facilities do not include the Survey drawing and printing of maps, These have to be paid for separately.

181. Indent of Maps from Survey of India.

Indents for maps will be submitted in Indent Form No. 57(a) of Survey of India, to the Officer-in-charge. map and Issue office, Survey of India, Hatibarkela, Dehra Dun. These indents shall be countersigned by the Conservator before submission.

The following precautions shall be observed for the custody of restricted maps:

(1) The map is treated as confidential and precaution should be taken to prevent its being lost.

(2) The map is kept in the custody of a responsible officer designated by the head of the office; in safe custody and physically checked from time to time. The head of the office must ensure that the map is not seen or handled by unauthorised persons.

(3) No map is to be reproduced either in part or in whole either by photographs or by any other means.

(4) All restricted maps should also be taken up ledger charge and all issues and receipts of maps should be properly acknowledged. Map holding should be checked periodically by indentors who should furnish an annual certificate to the issuing office of the Survey of India on 31st December every year to the effect that all restricted maps issued to them are physically accounted for.

(5) In the event of the map being lost, a report should be sent immediately to the Ministry of Defence, South Block, New Delhi and the Issuing Office or Survey of India. A departmental enquiry should be held to:

(a) Establish the circumstances under which the loss occurred.

(b) To find out whether it could have fallen into unauthorised hands, if not to take such steps as may be

possible, to ensure that it does not happen.

- (c) To take deterrent disciplinary action against negligent persons. Copies of the enquiry report should be sent to the Ministry of Defence, South Block, New Delhi, and the Issuing Office of the Survey of India.

Where foul play is suspected, or there is possibility of the map having fallen into unauthorised hands, a report should be made immediately upon the occurrence of the loss to the local police for investigation.

- (6) A copy which becomes un-serviceable due to wear and tear or otherwise should be returned to the Survey of India for destruction.

- (7) The annual certificate for safe custody shall be given in the following form:

ANNUAL CERTIFICATE OF SAFE CUSTODY OF RESTRICTED MAPS

(To be submitted by 31st December every year)

Map issue office	Invoice No. and date	Details of Map	No. of copies	Remarks

Certified that the restricted maps detailed above have been checked and are in safe custody. Proper precautions for their security are being assured by me.

Signature of the Officer
retaining maps

Place.....

Date.....

CHAPTER XI

WORKING PLANS AND WORKING SCHEMES

182. Introduction

The rules regarding preparation and control of Working Plans and Working Schemes are contained in the "Code of Working Plan Procedure, Orissa".

183. Advance Programme.

- (1) The Conservator, Development Circle shall draw up an advance programme of the compilation and revision of working plans and working schemes every five years and shall submit it to the Chief Conservator for his approval. This approved programme shall also be communicated to the territorial Conservators and Divisional Forest Officers concerned in time, so that the concerned records and management maps of the divisions shall be kept up to date and made available to the Working Plans Officer, when required. The prior approval of the Chief Conservator, Additional Chief Conservator must be obtained for any change in the programme.
- (2) It shall be the duty of the Divisional Forest Officer in whose division, the plan and scheme is to be compiled, to keep all records and maps ready for handing over to the Working Plans Officer when he needs them. The Divisional Forest Officer shall also get the boundary lines cleared and boundary pillars repaired and shall show all encroachments in the maps.
- (3) The preparation of all important plans will be done by the Working Plans Officer himself with the assistance of staff required for collection of data, stock-mapping, computation of area and any other field work.
- (4) When more than one plan is due for revision or compilation in one territorial circle, the second plan will be prepared by the Working Plans Officer II for the circle, assisted by a separate set of field staff.
- (5) The Working Schemes will be drawn up by an Assistant Conservator who will be designated as Assistant Working Plans Officer. He will be assisted by the minimum field staff required and will work under the guidance of the Working Plans Officer.

184. Responsibility or Working Plan and Control.

- (1) The Conservator, Development Circle, shall be responsible for the important prescriptions, and for corrections and alterations, which may make in the Working Plan Officer's draft.
- (2) The Working Plans Officer shall be responsible for all remaining details including area statements calculations, descriptions and maps.
- (3) He shall be responsible for the lay out of the printed plan and the correction of the proofs.
- (4) The duty of checking control forms will be of the Working Plan Officer. Any adverse comments on control form will be reported to the Conservator, Development Circle, who will bring it to the notice of the concerned territorial Conservator and the Chief Conservator.

185. Revision of Working Plan and Scheme.

Working Plans should normally be examined for revision after an interval of ten years. If considered necessary by the Chief Conservator a revision in whole or in part will then be carried out. Revision of a Working Scheme can be taken up any time at the discretion of the Chief Conservator.

186. Amendments

- (1) It is highly undesirable that Working Plans should be altered except for substantial reasons. Any alteration affecting the fundamental silvicultural management, the rotation, or the calculation of the yield must receive the sanction of Government.
- (2) The Chief Conservator may for special reasons to be recorded in writing, sanction excess, or deficit fellings in deviation from the prescription of the working plan, provided that excess fellings are limited to one year in advance of those prescribed.

The Chief Conservator may also sanction alteration in annual coupes, all deviations regarding roads, buildings and fire protection measures for reasons to be recorded in writing under intimation to Government.
- (3) The Chief Conservator should normally consult the Conservator, Development Circle, the concerned territorial Conservator, the Working Plans Officer and the Divisional Forest Officer of the Division concerned, in the case of all important amendments to the Working Plan. The fact that he has done so, along with the opinion of the officers consulted, shall be communicated to Government, in the case of all applications for Government sanction to Working Plan amendments.
- (4) All amendments will be printed and copies will be submitted to Government. The Conservator, Development Circle is authorised to have sanctioned correction slips printed without reference to higher authority for the printing.

187. Payment for Maps

The cost of all maps purchased or prepared for the working plan work shall be met from the budget of the Working Plans Division. All sanctions for purchase of required maps shall be made by the Conservator, Development Circle.

188. Special Marking of Trees Felled

All trees felled by the Working Plans staff either for statistical purposes, or for boundary purposes, must be marked with a special working plan hammer. When the felled timber is marketable, full details of species, situation and measurements must be sent to the Divisional Forest Officer, at once.

189. Field Office Work

It is most important that the maximum amount of writing and typing work be done on tour, in particular the filling in and bringing up-to-date of compartment histories, the mapping of new boundary lines, the rough calculation of areas, the preparation of stock maps, etc.

190. Rights and Concessions

The Working Plans Officer should on no account prescribe any new privileges or concessions in the Working Plan as there is no need to prescribe such privileges or concessions.

191. Time Schedule

The revision of an existing working plan should be ordinarily completed within two years of the posting of the Working Plans Officer.

Similarly the compilation of a working scheme ordinarily should not take more than one year.

The Working Plans Officer, the Assistant Working Plans Officer and the Working Plan staff should not normally be transferred until this has been prepared and submitted to the Conservator, Development Circle.

192. Annual Review of Progress

- (1) The Chief Conservator shall conduct an annual review of the progress of working plan. A report on the

review made shall be submitted to Government immediately thereafter.

- (2) After the annual working scheme is approved by the Chief Conservator, sufficient copies should be cyclostyled for distribution to the Range staff with spare copies for the Divisional Forest Officer. Normally, 25 copies would be sufficient for a working scheme.

193. Printing of Working Plan

After the working plan is sanctioned by Government the Conservator in charge of working plan shall take action for printing the requisite number of copies for distribution.

At least 50 extra copies of the Chapter "Summary of Working Plan Prescription" shall be printed, out of which 20 copies shall be supplied to the Divisional Forest Officer concerned for distribution among the Foresters and Rangers in the division for ready reference by them.

Distribution list of working Plans.

194. Distribution will be as Follows:

1. Government of Orissa, Forest & A. H Department.	12 copies
2. Chief Conservator	5 copies
3. Conservator, Development Circle	3 copies
4. Conservators concerned	5 copies each
5. Conservators not concerned (Territorial and non-territorial)	2 copies each
6. Divisional Forest Officer concerned	18 copies each
7. Divisional Forest Officers not concerned (Territorial and Non-territorial)	1 copy each
8. Working Plans Officer concerned	2 copies
9. Director, Forest Schools	2 copies each
10. President, Forest Research Institute, Dehradun.	5 copies
11. Director of Indian Forest Ranger's College.	2 copies
12. Board of Revenue, Orissa	3 copies
13. District Magistrate concerned	1 copy each
14. Department of Forestry University in Edinburgh.	1 copy
15. Librarian, National Library, Calcutta	1 copy
16. The Author	1 copies
17. Subdivisional Officer concerned	1copy each

Each time a plan is sent to the Press, the number of copies to be printed shall be intimated to the Director of Printing and Stationery & Publication and a distribution list will be attached to the requisition for printing.

Summaries of plans about to be issued, may be circulated to the following officers during the first week of January each year. The summaries shall mention features of particular interest in each plan in order to enable other States to select plans copies of which they wish to have

(1) All Chief Conservators

(2) All Conservators of the neighbouring States

If any of the officers mentioned above requires copies of any plan, it will be supplied to them on payment at the rate of Rs. 25 per copy of the plan along with the usual uncoloured map or maps, if any.

CHAPTER XII

RESEARCH

195. Programme of Research

(1) A quinquennial programme of research and experiments will of Research, be drawn up by the Silviculturist in consultation with the Conservator in charge and will be submitted to the Chief Conservator, Additional Chief Conservator for his approval. In the month of January each year the Silviculturist will prepare a programme of work for the ensuing year, based on the selected items of the approved quinquennial programme and will submit the same for the approval of the Conservator.

(2) It will be the responsibility of the Divisional Forest Officers to bring to the notice of the Silviculturist by the month of November preceding, any special problems on which they feel that further research should be done. The Silviculturist on receipt of requests from the Divisional Forest Officers will compile a consolidated report including the various suggestions of the Divisional Forest Officer and send them to the Conservator before the preparation of the quinquennial programme so that such of the items as finally approved by the Conservator can be included in the quinquennial programme to be drawn up by the Silviculturist.

(3) Research and experiments sponsored or suggested by the Forest Research Institute, Dehra Dun shall be included by the Silviculturist in his programme.

196. Budget and Accounts.

(1) The Silviculturist will provide in his budget for expenditure on staff and works as per the annual approved programme.

(2) Silviculturist may with the approval of the Chief Conservator, Additional Chief Conservator receive funds from the Forest Research Institute, Dehra Dun and other organisation and carry out Research and experiments in co-ordination with the sponsoring organisations. The prescribed accounting procedure shall be followed in all such cases.

(3) Provision of funds for research and experiments may also be made under selected schemes of the department. Such funds along with the staff component shall be made available to the Silviculturist for carrying out specific research and experiments.

(4) The Silviculturist may request the Divisional Forest Officers for advances on plain receipts to cover current expenditure, he may also take such advances from the local Range Officers if so required. All such advances shall be adjusted by I. D. T. with the Silviculturist.

197. Relation between Silviculturist and D. F.O.

The following instructions govern the relationship between the Silviculturist and the territorial Divisional Forest Officers:--

(1) On the basis of an approved programme the Silviculturist is empowered to select, lay out, and demarcate experimental and other plots in any Government forest under intimation to the Divisional Forest Officer. Such plots and the surround, i.e., forests around them to a distance of 20.117 metres from the plot boundaries, will not be touched by the Divisional staff except with the approval of the Silviculturist. All work in such plots and its surrounds will normally be carried out by the Silviculturist. The Divisional staff will co-operate in the matter of arranging labour and supply of tools etc. The Divisional staff shall protect such plots against fire, grazing and other biotic interference. Any serious damage to the plot accidental or otherwise shall be directly reported without loss of time, to the Silviculturist by the territorial Range Officer in whose jurisdiction the plot is situated; under intimation to the Divisional Forest Officer.

(2) A detailed report about the general condition of each plot shall be submitted by the territorial Range Officer to the Silviculturist under intimation to the Divisional Forest Officer, in May each year.

- (3) On a request made by the Silviculturist through the Conservator, the Chief Conservator, Additional Chief Conservator may direct any Divisional Forest Officer to do the periodical maintenance of such plots if he considers it necessary. All expenditures will be charged to the Silviculture Division in such cases.
- (4) In cases where a plot of more than 20 hectares is required by the Silviculturist to lay out a research garden, the concurrence of the territorial Conservator and the Chief Conservator, Additional Chief Conservator should be obtained by the Silviculturist through Conservator in charge.
- (5) Trees felled in such plots or their surrounds by the Silviculturist shall normally be handed over to the local territorial Range Officer for disposal; but the Silviculturist may retain any such timber, required for experimental or other purposes. Should any tree in such plots or its surround be damaged by wind or any natural calamity, the fact should be reported by the Divisional Forest Officer to the Silviculturist at the earliest opportunity.
- (6) Timber and other forest produce required by the Silviculturist for research and experimental purposes will be supplied free of cost by the Divisional Forest Officer. If such produce is required for any departmental construction it shall be supplied on payment of single royalty.
- (7) The Silviculturist can directly correspond with the Divisional Forest Officers in connection with the implementation of the approved programme..
- (8) The Silviculturist and his staff are permitted to tour in any forests of the State, but shall always endeavour to give the Divisional Forest Officers as much notice as possible of their intentions. Divisional Forest Officers should give every assistance and whenever possible should instruct the Range Officer to accompany the Silviculturist in case they are not able to personally accompany him. The services of a Forest Guard or a Forester with good local knowledge should be placed at the disposal of the Silviculturist, when on tour and the beat Forest Guard should be detailed to arrange labour and tools etc.

Gregarious Flowering of Bamboo

- (9) The occurrence of gregarious flowering of bamboos and good seed years of bamboos should be reported to the Silviculturist by the Divisional Forest Officer who will prepare a consolidated report for the State and send such reports to the Conservator, the Chief Conservator, the Head Division Forestry and the Honorary Editor, Indian Forester.
- (10) An Annual report on the seeding of principal species will be sent direct to the Silviculturist by the Divisional Forest Officer by the 1st July each year. The Silviculturist will compile a consolidated report for the State and send them to all the territorial Conservator in charge of research for their information and record.

198. Supply of Seeds

On requisition from the concerned Divisional Forest Officers the Silviculturist will procure seeds from outside the State and from other countries through the appropriate agency. An annual indent for this purpose shall be prepared by the Divisional Forest Officers and forwarded to the Silviculturist so as to reach him in the first week of September every year. Necessary funds for this purpose shall be provided by the Divisional Forest Officer in their Divisional budget.

For all seeds to be collected from within the State the Silviculturist may place indents for collection of seeds of any species with Divisional Forest Officers, for distribution within the State and to other States. On receipt of such indents from the Silviculturist the Divisional Forest Officer shall make prompt arrangements for collection.

Funds required for such collection shall be arranged by the Silviculturist and adjusted by I. D. T. with the concerned Divisional Forest Officers.

199. Relation between the State Silviculturist and Head Division of Forestry.

The relation of the Head Division Forestry, Forest Research Institute, Dehra Dun with the State Silviculturist is defined in the following resolutions passed by the 1929 Silvicultural Conference, Dehra Dun which was

subsequently accepted generally by the Government of India.

I. STATISTICAL

- (1) The Head Division Forestry, Forest Research Institute should continue to undertake all sample plot calculations as routine measure.
- (2) The Head Division Forestry should investigate thoroughly methods of forest statistical research, and make proposals for consideration where the need is felt for collection of data.
- (3) Whenever new type of investigations are started, the detailed projects should be sent to the Head Division Forestry for comment before work is begun.
- (4) The Head Division Forestry should arrange to give assistance in the field to state Silviculturist on application from them, and thereby keep his staff in touch with the work.
- (5) The Head Division Forestry should keep in close touch with the problems of the States. He should pay regular visits to the Forests in the States in order to study local problems and give advice.
- (6) The Head Division Forestry should undertake compilation of yield and volume tables or any other similar work in which help is required by the States. If a State wishes for any reason to do such work itself the connected records at the Research Institute should be made available for the purpose. The Head Division Forestry should also propose a standardised procedure for such operations as lend themselves to it; a revised and extended Statistical Code is required for this. Resolutions should be passed on these matters at the periodical Silvicultural conference.

II. EXPERIMENTAL

- (7) The Head Division Forestry should make a special study of methods of experimental research and circulate useful information collected. A general guide for the conduct of experimental research on Silvicultural problems would be very helpful to State Silviculturist. It should advisedly include as a separate part, prescriptions for procedure and for the use of forms where their introduction would be definitely helpful find not a hindrance to individual initiative.
- (8) The Head Division Forestry should see State experimental plot files annually, as far as this is practicable to enable him to maintain his records up-to-date, and should record any comments or suggestions he may desire for consideration by the State Silviculturist. He should pay special attention to co-ordination of work and co-operation between States in problems affecting more than one State.
- (9) To enable the Head Division Forestry to know in advance what work is going on in the State, particularly Stage 1A experiments, and to help him co-ordinate work in different States, all States which prepare annual working programmes should send a copy to the Head Division Forestry as soon as they are issued.
- (10) The Head Division Forestry should similarly see as many of the State experimental plots as possible. He should also see other investigations with the same object.
- (11) The Head Division Forestry should undertake such original investigation work as he can usefully attempt under Dehra Dun climatic conditions and with such assistance as he can be given. Such work should as far as possible be selected from among proposals received from the State.
- (12) Under Special conditions, the Head Division Forestry might arrange with the State authorities to initiate, if not maintain, special investigation in a State where the need for them was felt by either party. There should be close co-operation between the State Silviculturist and the Head Division Forestry specially in matter of experimental research and co-operative research projects.

200. Visit outside State.

When the State Silviculturist learns of work in another State, which he considers to be of special importance to his own, he should move Government through the Conservator in charge for obtaining Government

sanction, to visit such places and obtain first hand knowledge of the research undertaken.

201. Visit to F. R.I.

- (1) The State Silviculturist should visit the Forest Research Institute, Dehra Dun at least once in two years and study the modern trend and technique of research in order to keep himself in touch with up-to-date development in forestry Research.
- (2) Efforts should be made to send the Silviculturist and the Research Range Officers, or the Assistant Silviculturist if any, to attend the short specialised courses of studies conducted by Forest Research Institute, Dehra Dun from time to time.

202. Brochures

Whenever an experiment has been undertaken with a view to study the plantation technique, manural frequency or suitability of any species; it shall be the duty of the Silviculturist to compile brochures for every species separately and get them printed.

Such brochures should also be sent to the Head Division Forestry, Dehra Dun for their information.

203. Information

On request from the Divisional Forest Officers it shall be the duty of the Silviculturist to supply them with all informations about particular species from the ledger files maintained in his office.

204. Specialists

The Silviculturist shall be assisted by suitable number of specialist like Soil Chemists, Plant Genetist, Field Botanists, Documentation Officers etc., as decided by Government from time to time.

205. Tenure

The Silviculturist and staff posted under him shall normally be kept on their job for a period of not less than five years to maintain a continuity of research activity.

206. Printing

In the event of the Government Press, expressing inability, the Silviculturist is authorised to print forms exclusively required for maintaining research records and data, in any local press after calling for quotations.

207. Research by Divisional Forest Officers.

In order to make local observations which the Divisional Forest Officer considers necessary and which has not been included in the approved programme of research by the State Silviculturist, the Divisional Forest Officers may with the approval of their respective Conservators lay out such observation plots in their division.

When such plot is laid it shall be the duty of the Divisional Forest Officer to consult the State Silviculturist in order to properly design the observation plots.

When such plots are laid the Divisional Forest Officer will maintain proper records of observation in forms to be suggested by the Silviculturist, so that the result of the observation prove to be of value and he should send his annual observation report to the Silviculturist by the end of September each year under intimation to his Conservator.

Divisional Forest Officers shall meet the extra expenditure required for maintenance and other works in such plots from their own budget and no additional funds will be allotted for this.

208. Research work by the Afforestation Divisional Forest Officers.

The Divisional Forest Officers of Afforestation divisions carry out large scale plantation of different species. Afforestation Divisional Forest Officers may undertake local experiments to study the suitability of species, and to evolve the best plantation technique for different species and the method of seed treatments and regeneration and any other aspect of plantation work particularly, of the indigenous useful species, in consultation with the Silviculturist and the Conservator Afforestation circle.

Proper Records as advised by the Silviculturist should be maintained by the Divisional Forest Officers and annual observation reports compiled and sent to the Silviculturist by the end of September each year, for record in his concerned ledgers and inclusion in the annual research report.

Any expenditure required for such experiments shall be met by the Divisional Forest Officers from their Divisional budgets under this specific budget sub-head.

209. Silviculturist and the Divisional Experiments

It shall be the duty of the Silviculturist to advise the Divisional Forest Officers when requested in the laying out and maintenance of the Divisional experiments. He should make it a point to visit as many of such experimental plots during his tour in the divisions.

210. Annual Research Report

The Silviculturist shall compile the annual research report for the whole state and submit it to the Conservator in charge before the end of November each year. The Conservator shall forward the report with a note of introduction and such comments as deemed necessary to the Chief Conservator so as to reach him before the end of December each year. The Chief Conservator, Additional Chief Conservator after according approval shall get the annual report published by the end of January each year.

211. Compilation of Annual Research Report.

The annual research report shall be arranged as below:

Chapter I ... General

- (a) Introduction
- (b) Administration
- (c) Research Gardens and Centre

Chapter II ... Seeds

- (a) Collection and supply of seeds
- (b) Collection and supply of seedlings and other planting materials
- (c) Nursery, germination and plant percent
- (d) Experiments on germination

Chapter III ... Regeneration

- (a) Natural regeneration
- (b) Coppice regeneration
- (c) Artificial regeneration
 - (1) Trial of exotics
 - (2) Trial of useful indigenous species
 - (3) Trial of Minor Forest Produce plants
 - (4) Trial of medicinal and aromatic plants
 - (5) Trial of cash crops
 - (6) Trial of fruit trees and forest food plants

- (7) Trial of bamboos
- (8) Trial of other species
- (9) Reclamation and afforestation of typical sites
- (10) Under planting
- (11) Mixtures
- (12) Fertilizer and other designed experiments
- (13) Weeds and weeddecides

Chapter IV... Silvicultural systems

- (a) Systems of management
- (b) Tending and thinnings
- (c) Management of bamboo forests Chapter

Chapter V ... Forest Soils

Chapter VI ... Forest Botany

Chapter VII ... Forest Pathology and Entemology

Chapter VIII ... Forest statistics

Chapter IX ... Forest Genetics

Chapter X ... All-India experiments

- (a) Experiments approved by the Forest Research Institute
- (b) Experiments done in collaboration with other Institutions

Chapter XI ... Miscellaneous

- (a) Tours, Conferences, Publications, Photos etc.
- (b) Kendu leaves
- (c) Sal seeds
- (d) Financial outlays
- (e) Other activities

212. Distribution of Annual Research Reports.

The annual research report shall be distributed as follows free of cost :

- | | |
|--|---------------|
| (1) Administrative Department | 5 copies |
| (2) Other Development Departments | 1 copy each |
| (3) Raj Bhawan | 1 copy |
| (4) Chief Minister and Forest Minister | 2 copies each |
| (5) Inspector-General of Forests | 2 copies |
| (6) President, Forest Research Institute | 3 copies |
| (7) Head Division of Forestry | 2 copies |
| (8) Chief Conservator or other States on reciprocal basis. | 1 copy each |
| (9) All Universities in the State | 1 copy each |
| (10) Additional Chief Conservator | 2 copies |
| (11) All Conservators (Territorial & non territorial). | 2 copies each |

(12) All Divisional Forest Officers including Working Plans Officers and other non-territorial Division	2 copies each
(13) Silviculturist	20 copies
(14) Common Wealth Forestry Bureau	1 copy
(15) Orissa Administrative Officers Training School.	1 copy
(16) Forestry Schools in the State	2 copies each
(17) Member, Board of Revenue/all R. D. Cs./all Collectors.	1 copy each
(18) Librarian, Orissa Lagislative Assembly	1 copy
(19) Director, National Academy of Administration, Mussorie.	1 copy
(20) Librarian, State Planning Board	1 copy
(21) Librarian, National Library	1 copy
(22) Indian Council of Agricultural Research	1 copy
(23) To be kept in reserve	50 copies

Note-Whenever the annual research report is required by institutions or persons other than listed above a nominal fee of Rs. 3 for each copy, shall be realised.

CHAPTER XIII

FOREST UTILISATION, SURVEY OF FOREST RESOURCES AND WILD LIFE MANAGEMENT

213. Duties of F. U. O.

(a) The Forest Utilisation Officer shall collect market intelligence of various forest produces both inside and outside the State. He shall keep the Divisional Forest Officers abreast of the market price by timely circulating the quarterly price bulletin for various species of timber, both round and sawn and important Minor Forest Produce. Any fluctuation in market price of any forest produce should be brought to the notice of Divisional Forest Officers in time.

214. He shall maintain close liaison with the trade and shall intimate the concerned Divisional Forest Officers the market demand of various forest produce both inside and outside the State.

215. He shall collaborate with the Forest Research Institute and other research laboratories in finding out the various properties of local timber with a view to ensure better utilisation. He is authorised to supply such sample free. He shall be in touch with his counterparts.

216. He shall be in Touch with his Counterparts

In other States for obtaining better markets of the forest produce of the State, for which there is at present little or no demand within the State.

217. He shall attend promptly to the trade enquiry about availability of various forest produce without any commitment about royalty or other condition. No information regarding royalty should be given to outside parties.

218. Supplies to Railways and Other Department Logging Tools.

The Forest Utilisation Officer shall co-ordinate supply of round logs, sawn sizes, sleepers etc. to the Railways Director-General, Supplies and Disposal, Defence and other Government Departments.

219. Logging Tools.

He shall endeavour to popularise the use of modern logging equipments and tools in the timber industries with a view to ensuring maximum utilisation and least wastage. For this purpose, he shall demonstrate use of such equipments and tools in the field.

220. Exports

He shall popularise the use of secondary and inferior species by seasoning and treatment and shall issue leaflets on the subject. He shall also explore export market of various forest produce in collaboration with Forest Research Institute and Export Promotion Department of the State and also find out import substitution by indigenous species.

221. Exhibitions

All exhibitions whether inside or outside the State shall normally be arranged by the Forest Utilisation Officer in consultation with Divisional Forest Officers. Divisional Forest Officers are strictly forbidden to participate in local exhibitions of forest produce without first arranging with the Forest Utilisation Officer for advice and assistance.

222. Publicity

All publicity about the utility of the forest and wild life shall be organised by the Forest Utilisation Officer. He shall keep close liaison with All-India Radio and arrange publicity through Radio and Television about forests. He shall organise film shows depicting the utility of forests and wild life. He shall arrange issue of publicity materials, like pamphlets, etc., and exhibit slides in cinema houses about forest publicity.

He shall also arrange for showing of films on forestry, wild life and tourism interest in close collaboration with the State Public Relation Department and other publicity organisation of Government of India,

223. He shall compile annual outturn of major and minor forest produce species-wise indicating their consumption inside and outside the State.

224. Funds required by the Forest Utilisation Officer and his staff in outlying stations shall be advanced by the Divisional Forest Officer on requisition in writing by him and adjusted by I. D. T. promptly.

225. He shall submit the triennial utilisation programme for approval of the Chief Conservator, Additional Chief Conservator through his Conservator.

226. He shall also submit the annual utilisation report by 15th June each year for incorporation in Chapter VII of Annual Administration Report.

(b) FOREST RESOURCES SURVEY

227. Survey of Forest Resources.

Survey of Forest Resources aims at investigating the physical and economic availability of raw materials within selected industrial catchments. This shall quantify various forest resources data, related socio-economic information, potential supply and demand of raw materials for particular area and make technical interpretation of these data with a sound basis for making programme decision. This survey should include accessibility studies involving ground sampling and aerial photo interpretation, extraction method and cost studies of raw materials at potential sites and also cost of production of wood from natural forest and industrial plantations and calculation of annual quantities.

228. Programme

Five year programme for resources survey should be drawn up by the Divisional Forest Officer in charge of resources survey in consultation with his Conservator.

229. Liaison and Report.

The Divisional Forest Officer in charge of the resources survey shall maintain close liaison with the Pre-investment Survey of Forest Resources of Government of India to avoid duplication of work. Their co-operation should also be sought for evolving sampling design and the methodology to be adopted.

The assistance of Statistical Branch of Forest Research Institute and the Pre-investment Survey should be sought for data analysis and processing.

At the close of the Survey in each Industrial catchment area, reports should be prepared with the following outlines:

- (i) Acknowledgement
- (ii) Highlights of the Survey
- (iii) Findings of the Survey
 - (a) Forest Resources
 - (b) Annual cut and wood balance
 - (c) Markets and demands
 - (d) Cost analysis
 - (e) Summary of recommendations

230. Survey

Forest Resources Division is authorised to lay out and demarcate survey lines, post temporary pillars and lay out plots for survey purpose. No such lines or plots shall be disturbed or interfered with by the divisional staff without the written permission of the Divisional Forest Officer, Forest Resources Survey Division.

231. Divisional staff shall extend full co-operation for demarcation, identification of blocks, boundaries and other permanent features and also labour supply. Trees felled in course of survey shall be handed over to the Divisional Forest Officer for disposal.

232. Funds required by the Forest Resources Officer in the outlying stations shall be advanced by the Divisional Forest Officer on the requisition in writing by the former and adjusted by I. D. T. promptly.

233. Annual Survey of Forest Resources report shall be submitted to the Conservator by the 15th June each year or incorporation in Chapter VI of the Annual Administration Report.

(C) WILD LIFE MANAGEMENT

234. Functions of the Wild Life Wing.

The Wild Life Wing of the State, headed by the Chief Wild Life Warden, should look after the scientific management and development of sanctuaries, national parks and other areas important from wild life point of view in addition to such other functions as are envisaged under the provisions of the Wild Life (Protection) Act, 1972 (Act 53 of 1972) and the Wild Life Protection (Orissa) Rules, 1974.

235. Management of Sanctuaries and National Parks.

All the wild life sanctuaries and national parks (except the area under the Project Tiger) in the State will be under direct control of the Chief Wild Life Warden. Forestry operations in the sanctuaries and the national parks will be regulated by the respective Wild Life Wardens as per instructions of the Chief Wild Life Warden. Timber operations and collections of other forest produce should be of secondary consideration, objectives of each sanctuary and national park will be indentified and accordingly the prescriptions of the Working Plans will be Wild Life oriented so that habitat conservation receives adequate importance.

236. Jurisdictions of the Wild Life Staff.

Under the Chief Wild Life Warden, there should be wild life wardens of the rank of Deputy Conservator. All the territorial Divisional Forest Officers should be declared as Wild Life Wardens. A full-time wild life warden should be in charge of each national park or sanctuary of area over 250 Sq. Kms. In case the national parks or sanctuaries are smaller, a few of them should be clubbed together to form a sizeable jurisdiction. In sanctuaries and national parks which are of vital importance from the point of view preponderance of endangered species, there may be Wild Life Wardens even if the area is less than 250 Sq. Kms. Other sanctuaries and national parks of area between 100 to 250 Sq. Kms. should be under the control of Wild Life Wardens of the rank of Assistant Conservator, Sanctuaries and national parks of area between 50 to 100 Sq. Kms. should be under control of an Assistant Wild Life Warden of the rank of a Forest Ranger. The national Parks and sanctuaries may be further subdivided into smaller units to be under the control of Foresters and Forest Guards. Jurisdiction of a Wild Life Forest Guard should be approximately 10 Sq. Kms. and may be even smaller depending upon the terrain, accessibility to the poachers and incidence of wild life of particular interest. For every four wild life Forest Guards there should be one wild life Forester who will work directly under the Assistant Wild Life Warden.

In the towns which are the centres of trade in wild animals, animal articles and taxidermy, a Forest Ranger should be posted to check and control such trade and taxidermy.

237. Wild Life Research.

Research should form an integral part of wild life management. Full time research workers having master's degree in Zoology should be appointed in the Wild Life Wing and be given conservation-oriented research work. Periodical survey and census of different species of wild life should be taken up to ascertain the ecological status of particular species of wild life.

238. Zoological Parks.

Each Zoological park should be under the direct control of a Wild Life Warden of the rank of Deputy Conservator. The Zoological parks should be managed according to a set of principles incorporated in the Zoo Manual. Besides, a set of Rules should be framed to provide statutory backing in day-to-day management of the Zoos and swallen Zoological parks named as Deer Parks. Breeding of endangered species should be taken up in the Zoological Parks.

239. Collection of informations

The Chief Wild Life Warden should collect informations from the Wild Life Wardens on different aspects of wild life in such forms as would be prescribed by him from time to time. Annual reports on Zoos should be furnished in the form given in the Appendix-20.

CHAPTER XIV

DISPOSAL OF FOREST PRODUCE

240. Working By The Orissa Forest Corporation Ltd.

It is the policy of the Government to allow the Orissa Forest Corporation Ltd., a Government of Orissa undertaking the lease of forest produce particularly the timber coupes in the divisions, where the Corporation is interested on preferential basis. The Orissa Forest Corporation was established in 1962 with grant of monopoly leases of all timber coupes in Bonai and Jeypore Divisions. Since then, the Corporation has extended its activities to several other Divisions viz. Baripada, Rairakhol, Bamra, Nayagarh, Puri, Ghumsur North, Ghumsur South, Balliguda, Parlakhemedi, Athagarh, Dhenkanal, Keonjhar, Nowrangpur etc. The Corporation has also been entrusted with marketing of kendu leaves throughout the State. Besides, the Corporation has also been granted leases of sal seeds and bamboos in selected Divisions.

The terms and conditions of the leases of timber coupes to the Corporation are as follows:

- (a) The Corporation will contact the Forest Department one year in advance for allotment of coupes and for fixation of royalty.
- (b) The upset price in respect of a particular coupe, should be fixed as royalty payable for that coupe by the Corporation. This should be decided in a meeting especially called by the Conservator in August. Before this meeting, marking lists should be made available and if required, a joint varification may be done by the Divisional Forest Officer and the Divisional Manager of the Corporation. The meeting should be attended by the Divisional Forest Officer, the Divisional Manager. The Chairman and the Managing Director of the Corporation or their representatives should also attend the meeting. If the royalty fixed by the Conservator is not acceptable to the Corporation, the matter should be referred to the Chief Conservator, Additional Chief Conservator who may decide the same after further consultation with the Chairman/Managing Director of the Corporation. The entire procedure should be completed before 3rd September. The fixation of royalty is however subject to approval by Government.
- (c) The Divisional Forest Officer shall intimate the Divisional Manager and the Managing Director of the Corporation the list of coupes to be allotted along with the royalty fixed for each, by the 30th September. The Corporation should formally confirm within a period of 7 days to Government, Chief Conservator, Conservator and the Divisional Forest Officer concerned that they will work out the coupes on payment of the royalty fixed against each, failing which it will be confirmed that they are not willing to work out the coupes. Thereafter, the Chief Conservator, Additional Chief Conservator shall take steps to dispose off the coupes.
- (d) No lease should be granted to the Corporation without prior fixation of royalty and the date line for such fixation would be 31st October each year.
- (e) The Corporation shall pay royalty in two installments i, e., 50 percent during the financial year and the balance before the expiry of the initial lease period.
- (f) The Corporation shall execute agreements with the Government as in case of private parties and the provisions of Orissa Forest Contract Rules should be followed subject to modification in respect of quantum and date of payments of installments as in (e) above. Interest, etc., will be charged as usual for defaults in payment and in suitable cases, determination of the contract should be ordered as provided in the agreement. No security deposit shall be payable by the Corporation.

241. Lease of M. F. P. to the Co-operative Societies:

It is also the policy of the Government to encourage Tribal and labour Co-operative Societies to take lease of minor forest produce particularly in predominantly tribal areas to prevent the tribals from exploitation. Minor Forest Produce lots other than bamboos and kendu leaves, should be leased out to Orissa Tribal Development Co-operative Corporation and other Co-operative Societies, in case they are willing to take up the work. For this purpose, Tribal Development Co-operative Corporation of Orissa Ltd., and other Forest Marketing Societies should furnish their proposal to the Divisional Forest Officers concerned by 31st of July every year at the latest. The Divisional Forest Officers concerned should process the same and submit their recommendations to their respective Conservators by 7th of August every year with copies to Chief Conservator, Government indicating the rate of royalty and minimum royalty in each. The rate of royalty and the minimum royalty and in cases, where the royalty is fixed outright, shall be 10 per cent in excess of the previous year's royalty.

The Conservators should furnish their recommendation to the Chief Conservator by 15th of August every year with copies to Government. Basing on the recommendations of the Conservator, the Chief Conservator or Additional Chief Conservator should finally submit his recommendations in the matter, to Government by 1st of September every year. The Government shall issue their orders by the 15th September which shall be communicated to the concerned Co-operative Societies and thereafter, arrangements should be entered into by Government with Tribal Development Co-operative Corporation and other Societies.

The lease with the Co-operative Societies will be for 3 years, but the royalty shall be fixed for one year with the stipulation of 10 per cent increase every year.

The Divisional Forest Officer will put the items of Minor Forest Produce not applied for by the Co-operative Societies to general auction sale. In case, the Co-operative Societies are not willing to take the produce, the Divisional Forest Officer shall dispose off the produce by offering to general auction sale.

242. Departmental Working of Kendu Leaves.

Kendu Leaves of the entire State will be worked departmently by the Kendu Leaf Organisation of the Department who are responsible for collecting and processing of the Kendu Leaves as per the procedure outlined in Kendu Leaf Manual. The Orissa Forest Corporation is the sole purchaser of the Kendu Leaves of the State and pays royalty on outturn at an agreed rate. The Corporation is entrusted with the ultimate disposal of the Kendu Leaves both inside and outside the State.

243. Lease of bamboos to Paper Mills.

It is the accredited policy of Government to lease out on long term basis the bamboo coupes to the various paper mills of the country with a view to ensure sustained supply of bamboos to the mills for manufacture of paper and at the same time to ensure systematic and scientific working of the bamboo forests by the paper mills which call for heavy investments in shape of construction of roads, employment of trained personnel and use of modern tools and equipments. Accordingly, almost all the bamboo coupes have been leased out to M/s. Titaghur Paper Mills, Bengal Paper Mills, Orient Paper Mills and J. K. Paper Mills. At the same time, the domestic needs of the local populace are required to be met from the lease hold areas, where there is such a demand. Agreements with the Paper Mills shall make it obligatory for them to meet the local demands by maintaining forest depots and stocking green long bamboos, which are mostly required by the people and supply them at the rates fixed by the Divisional Forest Officer.

244. General Rules for Disposal of Forest Produce.

The following general instructions govern the disposal of forest produce :

- (1) Long-term leases may be granted to Industrial establishments located within the State where a particular forest produce other than timber is the raw material for the Industry, e.g., bamboo lease to paper mills, sal seeds to oil Industry. These leases are granted by the Government on negotiation. In such cases, the rate of royalty on out-turn is fixed with the stipulation of the payment of an annual

minimum royalty. Ordinarily such minimum royalty is fixed on the basis of 60 per cent of the royalty payable on anticipated out-turn of the produce.

- (2) Lease of timber and other minor forest produce shall not ordinarily be sold to the general public for period longer than 3 years. (3) No forest produce shall ordinarily be sold except on cash payment in full at the time of delivery except where an agreement is drawn providing for payment in installments.
- (4) Agreements for forest contracts shall be drawn up in accordance with the Forest Contract Rules and general conditions of Sales given in Appendix 21A and 21B.
- (5) The following Forest Officers are empowered to ratify the sale of Forest Produce by auction or tender.
- (a) **Chief Conservator**-Ratification of sale of Forest Produce upto Rs. 1 lakh provided the period of contract does not exceed three years.
 - (b) **Conservators**- Ratification of sales of Forest produce upto Rs. 50,000 provided the period of contract does not exceed 3 years.
 - (c) **Divisional Forest Officer with special Powers** -Ratification of sales of forest produce upto Rs.20,000 provided the period of contract does not exceed 18 months.
 - (d) **D. F. O.** - Ratification of Sales of forest produce upto Rs. 10,000 provided the period of contract does not exceed 18 months.

In respect of ratification of sale in excess of Rs. 1 lakh or for a period exceeding 3 years Government approval is required.

- (6) (a) The Conservator or the Divisional Forest Officer as the case may be, may grant extensions under exceptional circumstances for total period (inclusive of original contract period) not exceeding 3 years and 11 years respectively, on payment of a monthly extension fee of 1 percent of the purchase price. The Conservator is authorised to exempt the imposition of extension fee wholly or in part in any special case.
- (b) Extension of lease period in case of Minor Forest Produce and bamboos shall not be granted as these produce are seasonal and do not retain after the season is over. In exceptional circumstances, extension may be granted for only extraction of the produce, but this should not overlap the collection period of the produce.

Note :--The above rules do not apply to minerals dealt with under the Mineral Concession Rules.

245. Calculation of Upset Price.

(1). Every Divisional Forest Officer shall determine the commercial out-turn of all important species in each diameter class for each felling series with reference to the conversion register maintained by the lessees. The value of a tree of each diameter class of each such species at the stump site should be determined from the market value of the timber at the nearest market and the probable cost of transportation from the felling series to the market. The value at stump site of a standard tree i.e., the main species such as sal in sal zone and teak in teak zone of 30 cm. to 40 cm, diameter class should be taken as 1 unit. The ratio of stump site value of the important species of different diameter classes with the value of the standard tree rounded to the nearest digit should be taken as the unit value of the various species in each girth class. These unit ratios for each felling series should be determined and reported to the Conservator for his scrutiny and approval. To calculate the upset price of each coupe, the total units of the coupe should be determined. The average unit value for the particular felling series should be determined by dividing the average of 3 year's sale value of the coupes by the total units of the coupe of the same felling series. The upset price of the coupe shall be obtained by multiplying the total units of the coupe with the average unit value of the felling series rounded to the nearest hundred rupees. Allowances may be given for the position of the coupe with respect to the road, steepness of the slope etc. It should be noted that the unit ratios shall not be the same for all the coupes. For sake of convenience, the unit ratios with respect to a standard tree may be determined for a whole range and not for individual felling series.

The upset price of a Minor Forest Produce shall be calculated as the average of the last 3 years price rounded to the nearest hundred rupees.

The following instructions govern the method of sale of forest produce:

- (a) Except where there is a right of the individual or the community, forest produce shall not be sold for general market at schedule of rates.
- (b) Forest produce shall ordinarily be sold by an open auction by giving wide publicity. Sealed tenders will be called for only if any produce offered for sale is not worth the trouble involved of holding an auction or if the produce has been offered at an auction unsuccessfully or where there is chance of a formation of a ring by the bidders. When a date and an hour for opening tenders has been fixed, this should be rigidly stuck to.
- (c) Sale by private negotiation may not be effected by any forest officer. If however owing to unusual circumstances, such as formation of rings by contractors or owing to inadequate offers in the previous auctions, the Divisional Forest Officer may negotiate sale with a willing party if it is considered that Government will benefit in the long run through its execution, but approval of the Government must be taken before the negotiation is finalised.
- (d) The normal method of sale will be by annual auctions, the sale condition of which will be subject to the approval of the Conservator. Divisional Forest Officers are authorised to submit their sale notices direct to Government Press for publication provided that the conditions of sale are according to the standing practice.
- (e) Prior to every sale, the Divisional Forest Officer will submit confidentially for his Conservator's approval, a list of the upset prices proposed for all sale lots.
- (f) (i) Sales above the upset prices may be approved by the authority competent to sanction such sale depending upon the value and the period of the contract.
 - (ii) In a sale where the highest bid amount is less than the approved upset price, the Divisional Forest Officer may withdraw the lot and offer the same again after a short interval. If after repeated offers, the highest bid is still less than the upset price, but the shortfall is less than 20 per cent, the Divisional Forest Officer may provisionally accept the bid subject to ratification in the manner given hereunder.
 - (iii) In cases where the highest bid amount is less than the upset price, it should be submitted to the authority having financial power within whose limit the upset price falls. Alternatively, where the highest bid is more than the upset price it should be submitted to the authority having financial power within whose limit the highest bid falls.
 - (iv) Divisional Forest Officers should submit all cases where the highest bid amount is less than the upset price to the Conservator, who may if satisfied ratify sale of the cases where the shortfall is up to 10 per cent and the cases where the short fall is beyond 10 per cent and the cases where the shortfall is beyond 10 per cent up to 20 per cent he may submit the cases to Chief Conservator for ratification with sufficient justification. Chief Conservator may ratify such cases if he is satisfied with the recommendation of the concerned Conservator of Forests.
 - (v) Cases where the highest bid is less than 10 per cent of the upset price but within the financial power of the Conservator for ratification, may be submitted with proper justification to the Chief Conservator, who may in his turn ratify the sales, if satisfied.
 - (vi) Cases, where the highest bid is between 10 per cent to 20 per cent below the up set price but coming within the financial power of Conservator may be submitted to Government through Chief Conservator with proper justification for ratification. Such cases may be ratified by Government in Forest Department, if satisfied, without reference to Finance Department.
 - (vii) Cases, coming within the financial power of Chief Conservator should be submitted to Government in cases of short fall only. Government in Forest Department will ratify the sales, if satisfied, without reference to Finance Department where the shortfall is up to 20 percent.

(viii) In all cases where the highest bid amount is less beyond 20 per cent of the upset price, it should be put to re-auction and if there is no improvement in the bid value, upset price fixed may be re-checked and action to revise the upset price, if need be, may be taken and in all such cases revised upset price should be approved by Chief Conservator under intimation to Government. Reference should simultaneously be made to Orissa Forest Corporation Limited with a view to ascertaining their interest in working the coupes. The Orissa Forest Corporation Limited should intimate their willingness within 10 days.

(ix) If the highest bid at the re-auction falls short of the upset price by more than 20 per cent and the Orissa Forest Corporation Limited are willing to pay a higher royalty, the coupes should ordinarily be allowed to the Orissa Forest Corporation Limited, even if their offer falls below the upset price.

(x) Where even after re-auction, the highest bid falls short of the upset price by more than 20 per cent and the Orissa Forest Corporation Limited do not offer a higher royalty, the proposal for ratification should be furnished to Government which should invariably be accompanied by the following :

(a) The rates at which the coupes were settled in preceding 3 years.

(b) Results of negotiation with the Orissa Forest Corporation Limited, clearly indicating the terms offered by the Orissa. Forest Corporation Limited for working the coupes.

(c) Specific recommendations of the departmental officers regarding possibility of alternative methods of working the coupes.

(xi) All cases where the shortfall is beyond 20 per cent and the Orissa Forest Corporation Limited do not offer a higher royalty and where the departmental officers report that no better price is expected if put to re-auction and there is no necessity of revising the upset price, should be submitted to Government for ratification. Government in Forest Department may ratify the sales, if satisfied, without reference to Finance Department.

(xii) All cases where the highest bid amount is more than rupees one lakh, Government in Forest Department if satisfied, may ratify the sales without reference to Finance Department. Cases where the highest bid amount is either equal or more than the upset price, recommendation may be made by the Conservator, direct to Government with copy to Chief Conservator and in case where the highest bid amount obtained is less than the upset price, recommendations should come through the Chief Conservator.

(xiii) The above produce will not be applicable to sale of Minor Forest Produce lots involving seasonal collection and sale of forest growth within a time bound programme such as plantation coupes, removal of forest growth in submersible areas of irrigation and resettlement projects, etc., and resale of determined lots and quashed lots. Such cases may however be ratified according to financial powers delegated to various authorities as mentioned in clause 244 (5) irrespective of the percentage of shortfall.

(2) EXECUTION OF CONTRACT—The following forest officers are empowered to execute contract in connection with working of Forest when the value of property does not exceed the amount and period mentioned against each:

(a) Execution of contract in connection with working of Forest value of which exceeds Rs. 1,00,000.

By Chief Conservator

(b) Execution of contract in connection with working of Forest when the value of the property does not exceed Rs. 1,00,000 and period of contract does not exceed 3 years.

By Conservators

(c) Execution of contracts in connection with the matters specified above when the value does not exceed Rs. 20,000 and period of contract does not exceed 18 months.

By the D. F. O. with special power.

(d) Execution of contracts in connection with the months specified above when the value does not exceed Rs. 10,000 and the period of contract does not exceed 18 months.

By D. F. O

(Vide Notification No. 2489—II-J-43/65-IDL, dated the 24th/28th March 1966)

246. Admissibility of Post Auction Offers.

If post-auction or tender offer is received when the bid price is substantially less than the upset price, and if the ratification order has not been communicated to the party concerned the ratification can be withheld, provided the person offering the same deposits 15 per cent to 25 per cent of the offer as earnest money. A resale will then take place duly notifying the same to all concerned. If in the resale, a higher bid than the offer is recorded, it should be accepted and the person concerned should pay necessary security deposit and commence work. If on the other hand, a lower amount than the offer is recorded, then the sale will be sanctioned in favour of the person offering the post-auction or tender and his earnest money deposit be adjusted towards security deposit.

Post-auction offers shall not be entertained in cases where highest bid money is more than the upset price.

247. Time for Holding the General Auction.

The annual general auction shall be held between the 15th July and the 30th September and the actual dates for the auction for the Circle shall be arranged by the Conservator to avoid overlapping of auctions of neighboring divisions.

Note - Before the general auction sale, the Divisional Forest Officer shall ascertain from the Corporation, the Tribal Development Co-operative Corporation and other Co-operative Societies, if they will be interested in the various produce and shall exclude such coupes and items of forest produce for disposal by open auction.

248. Persons Debarred for Bidding in The Auction.

No forest contract shall be given to any person who has failed to fulfill a previous contract or who is in debt to Government or who has been black-listed by Government. The Divisional Forest Officer may not allow any person to offer bid at the auction if he shows disorderly conduct in the hall or against whom there are charges of serious irregularity in execution of forest contracts.

249. No Contract With or On Behalf of a Minor.

No contract may be entered into with or on behalf of a minor, but if a contractor dies, his legal heir, even though a minor, is bound by the terms of the contract.

250. Grant of Forest Produce at Free or Concession Rates to the Public.

It is not the policy of Government to grant to villagers forest produce from reserved forests at concession rates unless they have been given rights to the same. Especially is this the case where the villagers have wasted their supply in village forests or protected forest by indiscriminate cutting. In times of distress, e.g., after flood or fire, forest produce distributed at the instance of Revenue Officers should be paid for by them, i.e., out of grants placed at their disposal for purposes of relief, except where the recipients have a right to such produce in which case it should be supplied free up to the limit of the capabilities of the particular forest area in which such rights subsist. Any produce supplied in excess of those capabilities, i.e., from other forest areas, should be paid for by the requisitioning authority.

251. Rules for Fire Relief.

The following are the instructions to be followed while making supply of forest materials in case fire affected persons, the relevant extracts of the revised instructions for sanction of relief in case of distress on account of fire are quoted below:

FIRE RELIEF INSTRUCTIONS, 1972

Vide G. O. No. 71057—IIF-1/72-R., dated the 2nd December 1972

Eligibility to get Fire Relief.

Para. 2 Relief shall be granted only to those persons whose circumstances are such that they cannot afford

to rebuild their houses themselves, while in other cases loans may be advanced under the Agriculturists' Loans Act, 1884 (Act No. XII of 1889).

Relief in shape of Forest Materials.

Para. 3 Relief to the fire afflicted persons shall be given in the form of both cash grant up to a maximum limit of Rs. 100 and free grant of building materials where available in the scale given below:

Descriptions of huts	Bamboos	Poles	Rafters and branchwood
1. One roomed hut	One cart-load	One cart-load	One cart-load
2. Two roomed hut	Two cart-loads	1 1/2 cart-loads	Two cart-loads

- Note-
- (1) One cart-load bamboos means 100 salia or 25 daba bamboos.
 - (2) One cart-load poles means 10 poles 2-3 girth.

Maximum Limit of Relief in case of Individual or Family.

Para. 4 Where forest materials are not available or where the relief measures administered in the shape of forest produce are found inadequate, money grant shall be given up to a maximum of Rs. 200 per individual or family according to the circumstances of each case subject to the conditions that if the relief is given partly in money the value of the combined relief should not exceed Rs. 200 per individual or family.

Maximum Limit of Relief in case of Institutions.

Para. 5 Whenever any institution not owned or managed by Government but serving the need of the people is adversely affected by fire, relief shall be extended to such institutions up to a maximum of Rs. 500 only, including royalty of timber if any, required by the institution.

Instructions for Supply of Forest Materials.

Para. 6

- (1) In order to reduce delay at all levels and to ensure payment of cash grant and prompt supply of forest materials the Tahasildar shall immediately after the occurrence of a fire accident in a village prepare the list of families who are eligible to get relief by cash grant and supply of forest materials in the scale prescribed in paragraph 3 and distribute cash grant.
- (2) The list shall be sent by the Tahasildar within 48 hours of occurrence to the Local Forester or Range Officer having jurisdiction over the forest from which the villagers usually take their requirements under intimation to the Divisional Forest Officer.
- (3) The supply of forest materials shall be made from the areas from which the people usually take their requirements in exercise of their rights.
- (4) The Forester or the Range Officer shall mark the trees from the protected forests (Khesra forest or unreserve) and issue free permit in favour of the persons concerned and report compliance to the Divisional Forest Officer who will raise necessary debit against the Tahasildar.
- (5) Where the materials are not available from the Protected Forests the supply shall be made from the current coupe or the thinning coupe of the 'B' Class Reserve Forest or Demarcated Protected Forest or the thinning coupe in exceptional cases.
- (6) In case of non-availability of materials from Demarcated Protected Forests or 'B' Class Reserve Forests supply shall be made from the Reserve Forests from the coupe of the year including the thinning coupe failing which materials shall be supplied from one year's advance coupe including thinning coupe.
- (7) In case of bamboos, supply shall be made from the Reserve Forest where no coupes have been formed and in other cases from the coupe of the year.

- (8) Permits for removal of bamboos shall also be made available from the areas leased out to paper mills.
- (9) Permits for removal of timbers shall remain valid for a period of three months from the date of issue.
- (10) In case of non-availability of forest materials within the local Forest Division, the timbers shall also be supplied to the afflicted persons from nearer forest division provided it is convenient to the afflicted persons.

Payment of royalty for forest materials.

Para. 7 (1)—In all cases of supply, the Forest Department shall be credited with the value of the produce supplied but in cases where the recipients have a right to such forest produce it shall be supplied free or at concessional rate up to the limit of the capacity of the particular forest area in which such rights subsist.

(2) Any produce supplied from the other forest areas shall be paid for by the Revenue authority at the full schedule of rate.

(3) The local officers of Forest Department shall keep the Tahasildar informed about the value of the timbers from time to time.

Para. 9 In addition to the relief prescribed in paragraph 4 emergent relief shall be given according to the scale and for the period prescribed for other natural calamities where the fire accident is widespread causing large scale devastation and throwing the affected people into a state of helplessness.

Priority Sanction Relief.

Para. 14 (1) The Tahasildar shall initiate relief measures prescribed in these instructions on receipt of report from the Revenue Inspector or on his own knowledge whichever is earlier.

(2) On receipt of requisition for materials the local Forester or the Range Officer as the case may be, shall issue the permit for supply of materials within 48 hours from the receipt of requisition.

(3) The Tahasildar shall finalise the distribution of money grant, where either no building materials is available or found inadequate as per paragraph 4 within a period of one week from the receipt of intimation from the Revenue Inspector or otherwise.

252. Transaction with Other Government Departments

The Forest Department will charge other departments of Government, local bodies or Public Institutions market rates for all forest produce supplied to them. The market rate shall be computed at four times the current schedule of rates or as will be decided by Government from time to time.

253. Free Grants of Sales of Forest Produce to Forest Officers or Other Officials.

(1) Save with the permission of the Government no free grants of timber may be made to any serving forest officer.

(2) Local sales of trees at full or concession rates to serving forest officials are forbidden except under the orders of the Conservator. Special reasons must be given for the same.

(3) Application for trees by officials of other departments must be forwarded to the Divisional Forest Officer through the Head of the Department concerned. They require the sanction of the Conservator in each case.

Note—This rule shall not however exclude the rights and concessions to which an official is entitled under any law or settlement rules.

CHAPTER XV

DISPOSAL OF FOREST LANDS

254. Occupancy or Lease Out

No Forest land other than undemarcated protected forest lands shall be given in occupancy or leased out for cultivation or any other purposes without the prior sanction of Government.

The Conservator has power to allow construction of water channels or tanks on such land, but water rent at such rates as may be fixed by him shall be realised from the beneficiaries.

255. Disposal of Forest Growth

Forest growth over the forest lands should be disposed off by the forest departmental before any such land is transferred. Only after the forest growth has been removed, the Divisional Forest Officer will hand over the area to the concerned revenue authority for effecting the transfer.

256. Maintenance of Register

The Divisional Forest Officer shall maintain a register for record of the areas transferred. A State Register will be maintained for each class of forests, such as Reserve Forests Village Forests Demarcated Protected Forest and U. D. P. Fs. The sanction order, the extent and location of the area, the quantity of forest produce removed and the amount realised shall be recorded in the register.

257. Forest Villages.

No new forest village should be started and the existing forest villages should be converted into Revenue villages, as these have outlined their existence.

258. Taungya Cultivation.

Taungya cultivation is a relic of the past and should not be encouraged. Departmental taungya may however be introduced and the labour paid for. The agricultural produce should be harvested departmentally and disposed off. This system shall not only help in weed control, soil, working and prevention of cattle damage, but will help substantially in the food production. Non-perishable agricultural produce like maize, bazra, mustard, turmeric, arrowroot, ginger, rice may be raised Creepers and Vines should not be grown along with the forest crop.

Where taungya labour has to be employed other than in departmental taungya agreements have to be executed with the labour in the form given in Appendix 29.

Appendix 29—This is the form of a agreement for taungya cultivation, pure and simple. The grantee receives a specified area for temporary cultivation for a fixed period, not exceeding 2 years and in return agrees to raise plants of a specified species in the area allotted to him free of charge. At the end of his lease, the grantee delivers the area back to the forest Department fully planted up.

Appendix 29—This is the form of a agreement for taungya cultivation, pure and simple. The grantee receives a specified area for temporary expires at the end of the period specified therein. The period should not exceed two years. Normally more than 0.5 ha. shall not be allotted to an individual.

259. Leases for land for water channels or construction of tanks will be given in forms as in Appendix 22.

Leases of buildings will be given in form as in appendix 23.

CHAPTER XVI

FOREST OFFENCES

260. Statutory Provision.

Under section 56 of the Orissa Forest Act, 1972 any forest officer or police officer may seize property (together with tools, vehicles, etc.) in respect of which there is reason to believe that a forest offence has been committed; and report the seizure to the Magistrate having jurisdiction to try forest cases, except where the offender agrees in writing to get the offence compounded, Section 68 gives power to any forest officer or police officer to arrest persons suspected of committing or having committed a forest offence without a warrant. Under section 72 Government can empower certain classes of officers to compound forest offences. Section 82(d) empowers Government to frame rules, to carry out the provisions of the Act. Section 82(b) empowers Government to frame rules for the grant of rewards to officers or informants out of the proceeds of fines and confiscations.

261. Procedure to be Followed in Forest Offence Cases.

(1) Every Beat Forest Guard and Section Forester shall be given an offence report book. The offence report book shall carry a serial No. and printed in duplicate in Form No. 15 and the pages shall also be serially numbered.

First Information Report.

(2) Within forty-eight hours of the detection of a forest offence, the detecting officer shall submit the First Information Report in the prescribed form in the offence report book, to the next higher authority the duplicate carbon copy being retained in the offence report book. The receiving officer shall acknowledge the report by signing in the reverse of the carbon copy.

262. Inquiry by Section Forester.

(a) The Section Forester/Range Officer shall maintain a register of offence cases for his section/Range. Immediately on receipt of the First Information Report, he shall make an entry of the case in his register indicating the name of the offender, produce involved and the nature of offence, etc.

(b) Soon after receipt of the first report he shall proceed to the spot where the offence had been committed and make a detailed enquiry to ascertain the truth or otherwise of the case and the seriousness of the offence committed. In no case completion of enquiry and submission of report shall be delayed beyond ten days from the date of receipt of the First Report. For any delay beyond the prescribed period, the enquiring officer will be held personally responsible.

(c) If the offender has come forward with a request to compound the case on payment of compensation fee and the value of the damage done to the forest, and if the enquiring Officer is convinced that ends of justice will be met by compounding the case and that the nature of the offence is not of the gravity to call for a prosecution in the court of the Magistrate, he shall accordingly prepare his report and collect the provisional compounding fees from the offender after giving him a proper receipt and forward the case records to the next higher authority along with his recommendations, the First Information Report, the compounding statement, the seizure list if any, zima nama for the seized produce, the statements of witnesses recorded by him and the receipt of the provisional compounding fees realised.

(d) The date of despatch of the case record, the date of enquiry of the case and the documents enclosed to the case record shall be entered by the forwarding officer in his register of offence cases. The amount realised with reference to the receipt No. shall also be entered in this register.

Procedure for Cases to be Prosecuted,

(e) In cases where the offender is not willing to compound the case or is such that the offender must be

prosecuted; the esquiring officer shall simultaneously with his enquiry report send the seizure list if any to the Magistrate having jurisdiction,

263. Inquiry by Range Officer.

(1) The Range Officer shall maintain two separate registers in his office viz., (i) Register of cases compounded , (ii) Register of cases prosecuted.

(2) On receipt of the enquiry report from the Section Forester, the Range Officer or his office Forester or Range Clerk, in the absence of the Range Officer from headquarters as the case may be, shall immediately make an entry of receipt of the case report in the concerned register giving the date of receipt of the case report, the date of detection, date of enquiry by the Forester and the other details etc. as per the enquiry report.

Procedure for enquiry.

(3) (a) If, in the opinion of the Range Officer, no further enquiry is necessary and he feels that the enquiry is complete and the compensation amount is reasonable, he shall forward the enquiry report and its accompaniments in Form No. 16 to the Divisional Forest Officer along with his recommendation for compounding the case. This report shall be sent to the Divisional Forest Officer along with his next monthly account at the latest.

(b) If the Range Officer feels that the enquiry has not been done properly, he shall immediately conduct an enquiry without loss of much time, and shall submit the enquiry report to the Divisional Forest Officer along with his recommendations.

Note-All cases which the Range Officer is competent to compound shall be finally compounded by him and final reports submitted to the Divisional Forest Officer for record in his office and for sanction of rewards.

(4) Simultaneously along with his report to the Divisional Forest Officer, the Range Officer shall release under section (57), Orissa Forest Act, 1972, any articles seized by his subordinate under section (56) on execution by the owner thereof necessary bond required under section (57) Orissa Forest Act, 1972, and send the bond in original and copy of the release order to the Divisional Forest Officer along with his Enquiry Report.

264. Actions at Divisional Forest Officer's Level.

(1) The Divisional Forest Officer shall maintain two sets of offence registers range wise, viz., the Register of cases compounded and the register of cases prosecuted.

(b) Immediately on receipt of the case report from the Range Officer the Divisional Forest Officer shall see that the cases are entered in the concerned registers, and put up to him within seven days of the receipt of the case records in his office.

(2) (a) If in the opinion of the Divisional Forest Officer the enquiry has been just and complete and if the offender has expressed his willingness in writing to compound the case on payment of proper compensation amount, the Divisional Forest Officer will pass orders on the case record finally compounding the case, mentioning clearly the amount of compensation money (including assessment of damage to the forest, if any) and shall finally release the property if any seized by his subordinates, but released by Range Officer on bond. He shall also mention in his order the amount of rewards to be paid to the informants or forest officers as the case may be, within his financial powers.

(i) The case report along with the final orders of the Divisional Forest Officer shall be sent back to the Range Officer for realising and adjusting the amount of compensation and for handing over the property released to its owner.

(ii) On receipt of a compliance report from the Range Officer the case record shall be closed by the Divisional Forest Officer after making necessary entries in the register of offence cases.

Procedure for cases to be prosecuted.

(b) If the order of the Divisional Forest Officer is to prosecute the case, necessary number of copies of the case record shall be prepared and forwarded to the Magistrate by the Divisional Forest Officer after sanctioning the prosecution.

(c) A certified copy of the case record shall be sent to the Range Officer or the Prosecuting Officer for conducting the prosecution in the court of the Magistrate.

(d) After the case has been finally decided, a copy of the judgement shall be obtained from the court by the Range Officer or the Prosecuting Officer and sent to the Divisional Forest Officer for closing the case in his register and for taking any action as directed by the Magistrate, or for filing appeal against the orders within the time limit.

(e) The Magistrate should be requested by the Divisional Forest Officer through the Prosecuting Officer to post as far as possible, several forest cases to the same date or consecutive dates, so as to not necessitate the frequent absence of Forest Officers from their other duties.

265. Nature of Cases to be Prosecuted.

Complicated cases where resistance was offered to lawful authority, those which involve heavy damage to the forest or indicate a clear intention to do damage, and offences by habitual offenders should be prosecuted.

266. Responsibility of the Range Officer.

From the date of the first report it will be the duty of the Range Officer to watch the progress of the case. The Range Officer should check every month, if all records along with the first information report have been submitted. If there is delay in submission of the enquiry report, he should immediately try to find out the reason and bring this to the notice of the Divisional Forest Officer for taking necessary action. The Divisional Forest Officer should also initiate suitable disciplinary action against the Range Officer if there has been any avoidable delay at the level of the latter.

267. Procedure for Offences Under the I. P. C. or any other Act.

It shall be noted that the above procedure refers exclusively to offences committed under the Orissa Forest Act or the Wild Life Protection Act and rules framed thereunder. It shall on no account be applied to offences under the I. P. C. or any other Act. Any such case shall immediately on detection or occurrence be referred to the appropriate authority for necessary action.

268. Payment of Rewards.

The Divisional Forest Officers are empowered to sanction payment of rewards in forest offence cases, compounded in accordance with powers vested in them under the Orissa Forest Act and other Acts in force up to Rs. 25 per cent of the compensation recovered in any one forest offence case or Rs. 150 whichever is less.

269. Payment of Special Rewards.

The Chief Conservator or Additional Chief Conservator and Conservators shall have powers to sanction rewards up to Rs. 300 and Rs. 150 respectively in each special case involving personal risk or exceptional heavy compensation provided that the same person should not be granted more than one special reward within a financial year.

270. Payment of Special Rewards to an Individual or a Community.

Where an individual other than a forest employee or a community renders assistance in protection of forests, detection of forest offence and extinguishing forest fires, the payment of special rewards can be sanctioned by the forest officers up to an amount given below:

Sl. No.	Item	C. C. F. or Addl. C. C. F	C.F.	D.F.O
1	Individual	200	100	50
2	Community	500	300	100

Provided that the same individual or community should not be given more than one reward under this rule within the same financial year.

Note--In any forest offence case, in which the offender is convicted under law but in which no penalty has been imposed, special reward may be given under this rule if any person has performed any service of special merit in respect of detection or imparting information for successful prosecution of the case.

271. Rewards for Fire Protection.

Rewards for fire protection to the fire patrols and other paid subordinates shall be given as provided in Rule 377.

272. Rewards for Collection of Tusks.

Reward for collection of tusks shall be given Rule 378.

CHAPTER XVII

ADMINISTRATION REPORTS

273.(1) The Annual Administration report shall be in two parts, Part I will deal with all forestry matters excluding Kendu Leaf and Part II will deal with the Kendu Leaf Trade.

274. State, Circle, & Divisional Annual Rbvfbreports

The Annual Report or Statement of progress in each division, for the financial year (extending from 1st April to 31st March) following shall be submitted to Conservators by the Divisional Forest Officers on the dates and forms prescribed hereinafter. The report will be accompanied by such of the annual returns in forms detailed in Rule 276 and by such other returns as the Chief Conservator/Additional Chief Conservator may direct. The reports shall be written on one side of the page only. Each section of the report and each form is to be headed with the name of the Division concerned. Any corrections made by the Accountant-General after the closure of the March final accounts, will be made in the next years report.

(2) It is frequently found that D. F. Os are content to leave the compilation, not only of statistics but also of the comments upon and explanations of the features of the years' work to their office. Reports as compiled are very badly worded and frequently contain comments and "explanations which are entirely inadequate or even incorrect; emphasis is often laid on points of little importance while important feature of the year's work are omitted or quite inadequately dealt with.

(3) Inadequate "explanations" such as the following must be avoided :

- (i) The increase in the area burnt is due to a greater number of fires.
- (ii) The larger out turn removed is due to more timber being extracted.
- (iii) The increased revenue is due to increased sales.

(4) Divisional Forest Officers should write their own reports bearing in mind that their clerks should only be required, in the first instance, to put up the forms and statistics upon which the D. F. O. will comment. It is for the D. F. O. to call for any cases or papers he wants when he finds himself unable to furnish an adequate explanation of the statistics from his own knowledge of the work in his division. They are themselves responsible for the accuracy of forms and statistics and must satisfy themselves of that accuracy to the best of their ability before submitting their reports to Conservator.

(5) While the annual report is not to be used for the purpose of discussing theories or of propounding views not relevant to the actual results of the year's work, it can undoubtedly be made an interesting and informative document. D. F. Os. must treat it as a valuable record of progress (or otherwise) in forest conservancy and management during the year.

(6) On receipt of the divisional annual reports and returns, the Conservator will produce a short report for the circle, and will check and consolidate the divisional returns for the circle. He shall then submit the consolidated circle report to the Chief Conservator/Additional Chief Conservator so as to reach him not later than dates mentioned in rule 275.

(7) The Chief Conservator shall then compile the Forest Administration Report for the State from the circle reports received by him for submission to Government. The Circle returns which accompany the Circle reports shall be consolidated by the Chief Conservator in prescribed forms as indicated in Rules 279 and 280.

275. Date of Submission of Report.

(1) The Divisional Forest Officers and the Conservators will submit the various chapters of the report to the Conservator and Chief Conservator/Additional Chief Conservator respectively on the dates mentioned below:--

	By D. F.O.	By C. F.
Chapter-I & VIII	1st May	1st June
Chapter-VII & IV	20th May	20th June
Chapter-II	24th June	24th July
Chapter-III	1st July	1st August
Chapter-IV	8th July	8th August
Chapter-V & VI	15th July	15th August

(2) The Chief Conservator/Additional Chief Conservator will submit the state report as compiled by him with views and comments, if any to Government for review and approval not later than the 30th of September. The report is to be printed after its receipt from Government duly approved and reviewed. In the event of the Government press expressing inability, the Chief Conservator is authorised to print the Annual Administration Report in any local press after, calling for quotation.

276. Contents of Annual Reports

The subjects will be arranged with division, circle and state reports.

- (i) Table of contents
- (ii) Introduction

PART I

GENERAL FORESTRY

CHAPTER 1 CONSTITUTION OF STATE FORESTS

Section 1	Alteration in area
Section 2	Forest Settlement
Section 3	Demarcation
Section 4	Forest Surveys

CHAPTER II-MANAGEMENT OF STATE FORESTS

Section 1	Regulation of management
Sub-section	(a) Preparation and control of Regular working plans (b) Preliminary working plan reports
Section 2 -	Communications and Buildings Sub-section (a) Roads and Bridges (b) Buildings (c) Miscellaneous works
Section 3	Protection of Forests, Introductory Sub-section (a) General Protection (b) Protection from fire (c) Protection from cattle (d) Protection against injuries from natural causes

CHAPTER III—SILVICULTURE

Section 1	System of management
Section 2	General progress of regeneration and afforestation
Sub-section	(a) Mainly natural (b) Mainly artificial (c) Afforestation
Section 3	Tending of the Growing Stock
Section 4	General

CHAPTER IV-WILD LIFE MANAGEMENT

The report should be submitted along with the Appendices and statements given in Appendix of this code.

Section 1	General
Appendix I	Wild animals hunted
Appendix II	Sanctuaries and parks
Appendix III	Application received & licenses issued
Appendix IV	Statistics about Wild Life
Appendix V.	Progress report on Research activities of Gharial & Salt Water Crocodiles.
Appendix VI	Progress report on Research activities of captive breeding of Crocodile at Nandankanan Biological Park.
Statement I	Offences committed under the Wild Life (Protection) Act, 1972.
Section II	Report on Zoos
Appendix VII	Annual Report on Zoo

CHAPTER V-EXPLOITATION

Section 1	System and Agency of Exploitation
Sub-section	(a) Major forest produce (b) Minor Forest produce (Except K. L.)
Section 2 ...	Outturn of forest produce
Sub-section ...	(a) Major forest produce (i) Departmental Agency (ii) Purchasers (iii) Right or concession holders and free grantees
Sub-section ...	(b) Minor Forest Produce (i) Departmental Agency (except K. L.) (ii) Purchasers (iii) Right or concession holders and free grantees
Sub-section ...	(c) Summary of Outturn (i) Major forest produce (ii) Minor forest produce
Section 3 ...	General

CHAPTER VI—FINANCIAL RESULTS

CHAPTER VII— RESEARCH AND EXPERIMENTS

CHAPTER VIII-ADMINISTRATION

CHAPTER IX-GENERAL

The prescribed returns should be in Code Forms No. 17 to 37 Appendices I, II, III, IV.

Appendices-

- I. Principal new works carried out during the year
- II. Principal new building and other works carried out during the year.
- III. Statement showing areas of Government forest under different systems of management.
- IV Annual report of the Silviculture division.

PART II

KENDU LEAF TRADE

(1) The Part II of the Administrative report should be prepared by the Additional Chief Conservator incharge of Kendu Leaf Organisation and submitted to Government with a copy forwarded to the Chief Conservator for inclusion by him in the Annual Administration report of the Department.

(2) A general resume of the work done and the collection, during and disposal of Kendu leaf should be given. The expenditure incurred for collection, indicating separately the expenditure on establishment should be reported. Any climatic hazards faced and its result on the trade should be indicated. Improvement if any proposed on the experience gained should be indicated.

(3) The Part II shall contain the following Chapters :

Chapter I	General
Chapter II	Kendu leaves purchased and processed in the season (Divisionwise) Form No. 8 of Orissa Kendu Leaf Manual, 1973.
Chapter III	Stock position of Kendu leaf bags in Central Godown (Form No. 9 of Kendu Leaf Manual).
Chapter IV	Quantity delivered to Orissa Forest Corporation and payment of Bill, O. F. C. Ltd., (Form No. 15 of Kendu Leaf Manual).
Chapter V	Consolidated (Division wise) trade and profit and loss account (in K. L. Form No. 2).
Chapter VI	Annual stock account (K. L. Form No. 22) should be given divisionwise with total for the estate in the end

277. General Instructions Regarding Compilation of Annual Report.

In compiling the State report the following principles should be strictly followed :

- (1) The report should be comprehensive but concise and should not normally exceed 100 printed pages excluding tables and appendices.
- (2) All reports 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.
- (3) No paraphrasing and reproduction of the statistics should be allowed in the report. (4) All attempts to offer explanations of variations in the figures which are not important or unusual, should be excluded unless the fact alleged in explanation is in itself important enough to demand mention.
- (5) The idea that it is necessary to say something should be discarded and it should be recognized that the briefer a report is the better, provided that it says 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 works.
- (6) The introduction into the text of large number of tables of statistics (usually a reproduction in an abridged form of the statistics in the appendices) detracts from the value and interest of a report while it greatly increased the cost of printing it. The body of the report should be almost entirely in narrative form. 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.
- (7) The number of maps or diagrams should be restricted; they should be placed at the beginning or end of the volume.
- (8) Tables of statistics should not be printed sideways on a page unless distinct economy of space thereby results.
- (9) Pages of tabular matter should not be printed with the columns left entirely or almost entirely blank.

- (10) It is seldom necessary to give in full detail and in separate columns in tables of statistic 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.
- (11) Cross references between the statistical tables and the paragraphs discussing them should be given by means of marginal entries on the paragraphs and, if possible, also on the tables themselves.
- (12) Figures quoted in forms relating to working plans, fire protection, grazing, and progress of regeneration (Code forms 21, 24, 26, 28A and 28B) and in Appendix should be based on working plan data. These may not agree with the figures in area form No. 17 if the latter have been corrected subsequent to the printing of the working plan.
- (13) Reports should be printed in solid pica and extracted matter and appendices in small pica.
- (14) Annual reports should be printed in octavo size.

278. Contents of Annual Reports.

The following instructions are laid down for the writing of various chapters, their sections and sub-sections.

TABLE OF CONTENTS

INTRODUCTION

A brief review of interesting features of the years activities should be given, written as far as possible in non-technical language.

Part I

CHAPTER I

CONSTITUTION OF STATE FOREST

Section 1—Alteration in area (Code form No. 17)

This section should give concisely the area added or excluded during the year together with the reasons for additions and exclusions.

The following classes of forests should be dealt with if existing :---

I. Reserve Forests

(i) Under management of Forest Department (Since all the reserve forests in the State are state forests and are under management of Forest Department, further sub-classification is not necessary).

II. Demarcated Protected Forest

III. Protected Forests under the management of the Forest Department.

IV. Village forests

V. Unclassed Forests

Section 2-Forest Settlement (Code Form No. 18)

The progress made in Forest Settlement will be recorded the area finally settled during the year, that under settlement and the cost and agency employed.

Section 3-Demarcation (Code Form No. 19)

The length of boundary demarcated and repaired during the year should be noted, differentiating between external and internal boundaries. The method employed and its cost per kilometre should be stated and an estimate made of the work still to be done.

Section 4-Forest Survey (Code Form No. 20)

A short report by the Circle Superintendent, Director, S. E. Circle, Survey of India, Bhubaneswar should, where necessary be entered here, followed by a brief note of local surveys if undertaken. The section should close with an estimate of the amount of the survey work still outstanding

This Chapter should end with a statement of the total expenditure under the head "Constitution of State Forests".

CHAPTER II

MANAGEMENT OF STATE FORESTS

(1) Regulation of Management (Code Form No. 21)

(a) Preparation and Control of regular working plans.

Under "Preparation" should be mentioned the area for which new working plans and schemes were sanctioned during the year and the area for which working plans and schemes were in compilation. In each case, the system of working prescribed or proposed should be recorded; and, in the case of completed plans, the cost per square Km. should be given. Under "Control" it should be mentioned whether the prescriptions of existing plans and schemes were carried out, and important deviations should be explained and the authority therefor stated.

Revision of Working Plans and Schemes should next be noted and the sub-section should close with an estimate of the area for which Working Plans are still required and a list of Plans which will lapse are within the next three years

(b) Preliminary Working Plan reports

A brief note of the reports submitted or under compilation be entered.

2. Communication and Building (Code Form No. 22)

(a) Roads and Bridges- The sub-section includes tramways, slides. Water transport and all other forms of export lines.

The information should be subdivided under the heads of "Permanent" and "Temporary" works. If the works were of some magnitude details of interest may be given regarding their nature and cost.

(b) Buildings- Here again the information given should differentiate "permanent" and "temporary" work, but no details are required save for permanent building of importance. The cost of permanent and temporary roads and bridges and buildings should only be given in totals.

(c) Miscellaneous works

A short paragraph may be devoted to a brief description of any miscellaneous works of interests, along with a brief statement of the cost incurred.

(3) Protection of Forests

Introductory

Here give the number of cases reported during the year and comment on their increase or decrease. Short paragraphs regarding any other executive measures taken for the protection of forests land or produce should be added under this head.

(a) General Protection (Code Form No. 23).

This sub-section is of importance, and the total number of forest offences which come under observation during the year should be compared with the average of those which occurred during the past three years. In the same way the offences of the year under the head (1) "Injury by fire", (ii) "Unauthorised Felling or Removal of Produce", (iii) "Unauthorised Grazing", and (iv) "Other Offences" which include unauthorised lopping should be compared, the reasons for any marked increase or decrease being given. In another paragraph the number of cases compounded and brought to court should be considered, together with the percentage of convictions obtained. The sub-section should close with remarks as to undetected cases and the nature of the punishments inflicted by the magistracy in important forest cases.

(b) Protection from fire (Code Form Nos. 24 & 25)

The sub-section should open with a statement of the different methods employed, i.e., fire lines, patrols, departmental burning, etc., and the work done under different methods, and be followed by informations

as to the area under regular protection, the percentage of success attained and its cost per square Km. The origin of fires should be considered under the following heads:

- (i) Those originating in departmental fire conservancy operations.
- (ii) Those crossing outer fire traces
- (iii) Those due to carelessness or accident by outsiders, or to unknown causes.
- (iv) Those originating from intention or malice

(c) Protection from Cattle (Code Form Nos. 26 & 27)

The percentage of forests open to (i) grazing and (ii) browsing, to the whole area may be mentioned. The number of cattle impounded, as compared with the average number of the last 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.

(d) Protection against injuries from natural causes

This sub-section should be of interest and should contain reference to any special danger threatening the forests, such as insects, parasites, droughts, frosts, floods, cyclone, etc. together with the measures taken or proposed to be taken to meet the situation.

Note: The offences under Wild Life Protection Act and rules made thereunder, shall be mentioned under Chapter IV and need not be dealt in this Chapter

CHAPTER III SILVICULTURE

1. System of Management

This section should contain a tabular statement showing the area under each of the several Silvicultural systems followed and may also contain general remarks about the systems. The different Silvicultural system should be classified as follows:

I. High Forest

- (i) Uniform and conversion to uniform
- (ii) Selection
- (iii) Selection-cum-improvement
- (iv) Any other system

II. Coppice

- (i) Simple coppice system
- (ii) Coppice with standards system
- (iii) Long rotation coppice. (40 years to 60 years rotation)
- (iv) Selection coppice

III. Plantation

- (i) Teak
- (ii) Casuarina
- (iii) Eucalyptus
- (iv) Accacias
- (v) Pines
- (vi) Mixed plantations
(Different mixtures should be mentioned separately).
- (vii) Bamboo

- (a) Pure
- (b) Mixed
- (viii) Other Species

(Extent of area raised under different species should recorded separately).

IV. Bamboos

- (a) Salia bamboo
- (b) Daba bamboo
- (c) Bamboo from plantation origin
- (d) Any other species or bamboo

V. Miscellaneous

This may contain any other information of interest and shall also give an indication of the area not under management.

(2) General progress of regeneration and afforestation

(Code Form Nos. 28A and 28B)

This section shall contain a statement of the total area under regeneration (natural and artificial) and afforestation and a statement showing the area in which regeneration was complete during the year.

(a) Mainly natural

(i) Concentrated-A general comment on the progress of regeneration should be given. This should include regeneration in all P. B. I. in coppice and in clear felling areas, commenting on the various factors which contributed to the progress (or otherwise) of natural regeneration. Mention should also be made of artificial filling up of small and scattered blanks and tendings done in such area. Clearing failures of regenerations with reasons thereof should be recorded. Any special type of fencing of the regeneration areas alongwith cost involved should also be made. It will be for the Divisional Forest Officers to decide when an area has been completely regenerated.

(ii) Not concentrated —Mention should be made on the progress of regeneration including blank fillings by artificial means in the selection, selection-cum-improvement and the improvement working circles. The condition of regeneration in the protection forests may also be recorded here.

(b) Mainly artificial

This includes all regeneration of forests by plantations and should be treated under the heads of (i) Regular plantations, (ii) Taungya planta tions, (iii) any other forms of artificial reproduction, Nursery work and the cost per hectare of sowing and planting as well as the total expendi ture and extent of work carried out, should be dealt with. A brief mention of employment potential and the number of man-days generated, may also be given here.

(c) Afforestation

This includes plantations on land not under forest such as barren hills, grass lands, large and extensive blanks, sandy wastes ravine lands, etc. e.g., coastal casurina plantations, the Eycalyptus plantations, etc. The essential difference between (b) and (c) is that (b) deals with artificial regeneration of pre-existing tree forests, whereas (c) does not. Otherwise these head are the same.

3. Tending of the Growing Stock

(1) Concentrated

Give a short note on thinnings and other operations in coupes which have been regenerated under concentrated regeneration. Areas over which such operations are carried out and their costs per hectare should also be given, alongwith the revenue obtained, if any.

(2) Not concentrated

Give a short note on the various operations, viz., improvement fellings, weeding, burning of debris, etc., in areas not under concentrated regeneration. Areas over which such operations are carried out and their costs per acre should also be given.

(3) General

Mention should be made here of the total expenditure incurred on concentrated regeneration, afforestation and tending works, etc. during the year as compared to that of the previous year.

Any remarks or information about silviculture which cannot appropriately be included under any of the other head of this chapter, shall find a place here.

CHAPTER IV

WILD LIFE MANAGEMENT

A short description of status of wild life in the Sanctuaries and outside the Sanctuaries should be given. This should indicate measures taken to promote wild life both inside the sanctuaries and outside as well as special measures such as clearance of forests, protection of bedding places of tigers, nesting places of crocodiles and other endangered species, fire protection, preservation of Biotopes, research activities should be indicated in the report. Number of human beings and cattle killed by animals may also be included. Besides the details in the appendices provided should be furnished.

CHAPTER V

EXPLOITATION

1. System and Agency of Exploitation

(a) Major Forest Produce.

A tabular statement showing the different kinds of fellings executed during the year under the different silvicultural systems and any large scale irregular fellings such as area under submersion by irrigation projects, areas cleared for rehabilitation of displaced persons or damaged by cyclone should be given. The agency for exploitation should be explained. Areas worked through the agency of the Orissa Forest Corporation Ltd., or other Governmental agency should be recorded separately. If any area was worked through departmental agency, the reason for the same should be explained and recorded separately. Prices obtained through different agencies of exploitation should be commented on and the tendency of the market price during the year as compared to previous year should be mentioned. Means taken to permit exercise of rights and concessions should be described.

When the report is for the first year after the introduction of a new working plan, this section should also contain a comparison of the outturn of the first year under the new plan with that of the last year of the old plan with remarks on the effect of the new plan on the out turn from the forests, division wise

(b) Minor Forest Produce.

If disposed of under the provisions of working plans or schemes, e.g., bamboo, kath or sonari coupes, state areas worked over. Explain agency and system of disposal, comment on market prices, and on any efforts to increase the utilisation of minor forest products. Methods of allowing exercise of rights and concessions should be described. Sales by long term contracts shall be mentioned with reasons.

2. Outturn of Forest Produce

(A) Major Forest Produce (Code Form No. 29)

(i) Departmental agency.

The total outturn of departmentally exploited forest produce during the year under review compared with the figures of the previous year should be given in a tabular statement in the form mentioned below. Reasons for any marked difference should be mentioned. The more important departmental works including

transport and depot arrangements may be briefly described. Explanatory remarks for any large unsold stocks should be made.

Produce	Previous year		Current year	
	Outturn in cubic metres.	Value in thousands of rupees.	Outturn in cubic metres.	Value in thousands of rupees

Timber

- (1) Teak
- (2) Sal
- (3) Piasal
- (4) Other species
- Total timer
- (5) Firewood
- (6) Bamboo
- (7) Others

(ii) Purchasers

(a) By Contractors

The outturn, giving reasons for any marked difference from previous years figures should be quoted. The value of the sales of the current year to Contractor should also be compared with the previous years.

(b) By Orissa Forest Corporation Limited or other Governmental agency.

The extent of forest leased out to the Orissa Forest Corporation Limited or other Government agency, alongwith the outturn, for the current year should be compared to those of the previous year. The value of coupes leased out to Orissa Forest Corporation Limited or other Governmental agency during the year should also be compared to the previous year. Any large deviations should be explained. The position of realisation of royalty alongwith arrears if any should also be recorded.

(iii) Right or concession holders and free grantees.

The estimated quantity and value of produce removed under this sub-head should be given, and figures of revenue foregone through concessions (not through rights) quoted. Any increase or decrease in the demand should be explained, and reference made to any large grants made during the year to individuals or committees.

(B) Minor Forest Produce.

Sub-section (i) to (iii), Same instruction as under (A).

Details should be given only for principal items of minor forest produce.

A tabular statement as under 2 above in case of Major Produce.

1. Kendu Leaves

2. Bamboo
3. Sal seeds
4. Mohua flowers

Each division will high light the new important Minor Forest Produce in their division.

(C) Summary of outturn

This sub-section will summaries by volume, quantity or value, all outturn by whatever agency extracted, and should do so by classes of forests (Chapter I), and classes of produce (Major and Minor). The numbers of cattle for which grazing has been provided should be quoted.

3. General

Here give the total expenditure incurred under management of State Forests as compared to the previous year and to the average of the past three years.

CHAPTER VI

FINANCIAL RESULTS (CODE FORM NOS. 32, 33, 34, 35, 36 AND 37)

A comparison should be made of the income and expenditure of the present and the past year and the average of the five preceding years, An analysis should then be made of the income as derived from major and minor produce, of the expenditure (a) incurred on extension, constitution, improvement, and exploitation of the forest property, and of that incurred (b) for administrative, executive and protective, charges, giving percentage of the whole in each case and at the end the percentage oi net income. The extent of outstandings and increase or deficit in stock should be taken into consideration.

The profit and loss account will be prepared in Form No. 35.

Attempt should be made to high light how the increase or decrease in the direct expenditure has affected the increase or decrease in the gross revenue.

CHAPTER VII

RESEARCH AND EXPERIMENTS

This chapter should be devoted to a record of research and experiment made in the introduction of new species or in the utilisation of indigenous growth. A brief but interesting report should be compiled and submitted by the Silviculturist from the Annual research report for inclusion in the State report by the Chief Conservator.

CHAPTER VIII

ADMINISTRATION

This chapter should deal with establishments, services and conduct of officers, casualties, and relations between Revenue and Forest officials and officers of other department. The inspection of offices should be briefly reported on. No details need be given of the charges held by various officers during the year but the number of days occupied on tour should be quoted.

CHAPTER IX

A REVIEW OF PLAN SCHEMES

This Chapter will contain the details of various plan schemes under taken during the year. The details should be given scheme-wise and indicate the total allotment made, the target achieved and the total expenditure incurred recurring and non-recurring expenditure should be mention separately. A short note on the development of the infrastructure for each scheme should also be mentioned.

CHAPTER X

GENERALS

This chapter should deal with any special matter of interest which does not fall under any of the previous heads such as, Vanmohotsava and observation of Wild Life Week, working of Orissa Forest Corporation etc.

279. Returns to accompany Annual Reports.

The following returns should accompany the divisional, circle and State reports :

Form No. 17—Area of forests

Form No. 18—Progress made in, and expenditure incurred on, forest settlement.

Form No. 19—Demarcation and maintenance of boundaries

Form No. 20—Forest area surveyed and under survey

Form No. 21—Progress made in working plans

Form No. 22—Communications and buildings

Form No. 23—Prosecutions for breaches of forest rules

Form No. 24—Area of forest tracts protected from fire

Form No. 25—Causes of forest fires

Form No. 26—Area open and closed to grazing

Form No. 27—Return of grazing in State forests

Form No. 28A-Progress of regeneration

Form No. 28B-Progress of afforestation

Form No. 29—Outturn of timber and fuel and agency of exploitation.

Form No. 30—Outturn of minor forest produce

Form No. 31—Account of timber and other produce out of collected by Government Agency and brought to depots, sold locally, or otherwise disposed of.

Form No. 32—Abstract showing the value of timber and other produce at sale depots.

Form No. 33—Abstract showing the value of live and dead stock

Form No. 34—Summary of expenditure for the State

Form No. 35—Profit and Loss Account

Form No. 36—Revenue received and outstandings on account of

Form No. 37—Outstandings and liabilities on account of contractors and disbursers.

No Additional return giving, in a different form, the information contained in the above statements shall be submitted any other appendices that may be inserted should be strictly limited to the illustration of important material points mentioned in the annual report.

Notes-(i) The Accountant-General will prepare form 37 for the circles under his audit and forward it to the Chief Conservator. These forms shall be inserted by the Chief Conservator in his report and a consolidated figures for the State will be inserted in the State report over the Accountant-Generals signature.

(ii) All the forms will be prepared for the financial year

(iii) Except in form No. 37, fractions of rupees, square kilometre, hectares or cubic metre, if exceeding one-half, will be taken as a full rupees, square kilometre, hectare, or cubic metre, as the case may be, if one-half or less they will be mitted.

280. Detailed Instructions regarding Compilation of Forms.

FORM No. 17 (Area of Forests)-Divisional Forest Officer will prepare this form by ranges.

As this form is often referred to for the purpose of according the area of a particular forest, it will be prepared in detail every fifth year. All forest statements or forms which are required in detail every fifth year should be so prepared for the year 1978-79, 1983-84 and so on. During intervening years only totals by ranges are required. Where any alterations in area of any particular forest have occurred, Divisional Forest Officers will give a foot-note to this effect.

FORM No. 18 (Progress made in, and expenditure incurred on, Forest Settlements)-Totals of divisions should be given

FORM No. 19 (Record of demarcation and maintenance of boundaries) -As indicated by the heading of column 1 the information given in this form should be confined to totals for each division, with a grand total for the circle. The entries in column 5 should be equal the total of those in columns 2, 3 & 4 while the 8th column should be the total of column 5, 6 and 7. Column 6 is not intended to 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

FORM No. 20 (Forest area surveyed and under survey)-This form should be restricted to a record of surveys made by the Survey of India Department. The totals of columns 2, 3, 4, 5, 8, 9, 10 and 11 should show the work done up to date (column 14) and this total added to column 15 should equal the total forest area shown in column 16. Boundary surveys should not be taken into account in calculating the figures to be entered in column 15. When a tract which has already been shown as surveyed is re-surveyed in a more elaborate manner, the area entered for the year under the head of the superior survey should be deducted from the area for previous years shown under the head of the inferior surveys, the alteration being explained in the column of remarks.

FORM No. 21 (Progress made in Working Plans)—This form is required in divisional abstracts only for each class of forests separately.

FORM No. 22 (Communications and Buildings)-Only totals by divisions should be given. No further details of expenditure are necessary except that an abstract should be made out at the end giving the totals of the various items. These totals should tally with the figures given in Form No. 34.

FORM No. 23 (Register of breaches of Forest Rules) Only Totals by Divisions should be given

FORM No. 24 (Area of forests protected from fire)-Information should be given for each range only, with totals for divisions and circles. Only areas actually protected from fire should be entered in column 8.

FORM No. 25 (Causes of forest fire) A divisional abstract it all that is required.

FORM No. 26 (Area closed and open to grazing)-This form should be filled in by divisions only for each class of forests separately.

FORM No. 27 (Return of grazing in State forests)- Information should be shown separately for each class of forests.

FORM No. 28A and B (Progress or regeneration and afforestation) The figure to be entered in column 4 should be the average area to be regenerated during the period of the plan. It should be left blank if the operations are not definitely prescribed in the plan. The method of regeneration should be clearly indicated in column 3, e.g., "by coppice" or "by clear felling and natural regeneration". Regeneration should be shown as completed when all initial cleanings or replacements of casualties have been completed and the crop is definitely established.

FORM No. 29 (Outturn of timber and fuel and agency of exploitation)Only divisional totals are to be given for each class of forests separately. It is not necessary to show separate figures for the several methods of exploitation, but if desired, the outturn of the different classes of timber may be given.

FORM No. 30 (Outturn of minor forest produce)-An abstract for the whole circle, showing the outturn from each class of forests separately but without details or divisions, will suffice. The different kinds of produce to be shown separately may be left to the Conservator, who will, apart from receipt on account of grazing and fodder grass and of bamboos, which should invariably be shown separately, confine himself to items of revenue which are important and show the rest in one entry under the head "Miscellaneous".

FORM No. 31 (Account of timber and other produce cut or collected by Government agency and brought to depots, sold locally, or otherwise disposed of)-For all purposes of superior control and statistics it will suffice if the opening balances, the receipts and disposal during the year (taking into account all the various sources) and the closing balances are given in lump sums for each division under the main heads of timber, firewood and minor forest produce only. If any one kind of wood possesses a special value, its transactions may be shown separately from those in woods of other descriptions.

FORM No. 32 (Abstract showing the value of timber and other produce at sale depots)—In the preparation of this form no credit for the value of tree grants of forest produce is to be taken. The value of all forest produce to be entered in form No. 32 will be the cost price, except in case when, its market value is definitely known to be less than cost price in which case it will be put at market value.

FORM No. 33 (Abstract showing the value of Live and Deal Stock) In preparing this form the depreciation of stores, tools and plants should be taken into account. A footnote should always be given showing the rate and amount of depreciation calculated and deducted.

The following schedule shows the percentage of depreciation fixed for various types of live and dead stock :

	Per cent
(1) Building, pukka	2
(2) Buildings, kutcha-pukka	3
(3) Buildings, Kutcha	10
(4) Furniture	5
(5) Iron-safes	1
(6) Tent, etc.	10
(7) Tools	30
(8) Tapes	30
(9) Mathematical instruments and steel tapes.	5
(10) Belts	5
(11) Plain leather goods	15
(12) Miscellaneous	20
(13) Motor cycles, Motor launches, cycles, Jeep Car, Buses, etc. - projects, camera, other machineries.	

Live stock

(1) Elephants	5
(2) Bullocks	20

Owing to the importance of the above form in the preparation of the State Profit and Loss Account (Code form No. 35), the greatest care should be taken by the Divisional Forest Officers in seeing that the figures entered are correct.

Form No. 34 (Summary of receipts and expenditure for the province) -This should contain a summary of receipts and expenditure both revenue and capital under the fixed budget sub-heads.

Form No. 36 (Revenue received and outstanding on account of revenue -This should be given in abstract for

the circle.

Form No. 37 (Outstandings and liabilities on account of contractors and disbursers)-This form will be prepared by the Accountant-General, Orissa for the State.

281. Supply of Copies of Annual Reports to Various Parties.

Copies of the Annual reports will be supplied by the Director, Printing, Stationary and Publications, in accordance with following distribution list :--

1. Administrative Department	5 copies
2. Other Development Department	1 copy each
3. Raj Bhawan	1 copy
4. Chief Minister & Forest Minister	2 copies each
5. Inspector-General of Forests	2 copies
6. President, Forest Research Institute	3 copies
7. Head Division of Forestry	2 copies
8. Chief Conservator of Forests of other States on reciprocal basis.	1 copy each
9. All Universities in the State	1 copy each
10. Additional Chief Conservator	2 copies
11. All Conservators	2 copies each
12. All Divisional Forest Officers including Working Plans Officers.	2 copies
13. Silviculturist	20 copies
14. Common Wealth Forestry Bureau	1 copy
15. Orissa Administrative Training School	1 copy
16. Forestry Schools in the State	2 copies each
17. Member, Board of Revenue/All R. D. Cs./ All Collectors.	1 copy each
18. Librarian, Orissa Legislative Assembly	1 copy
19. Director, National Academy of Administration, Mussorie.	1 copy
20. Librarian, State Planning Board	1 copy
21. Librarian National Library	1 copy
22. Indian Council of Agricultural Research	1 copy
23. To be kept in reserve	50 copies

Note-Whenever the annual report is required by institutions or persons other than listed above a nominal fee of Rs. 3 for each copy, shall be realised

282. Quinquennial Administration Report.

(1) Every 5th year, synchronising with the Five-Year Plans, reports giving a short resume of progress made in the forest administration during the preceding Five-Year Plan period will be prepared by the Divisional Forest Officers for their divisions, Conservators for their circles and submitted to the Chief Conservator alongwith the various chapters of the Annual Administration report for the Year. The Chief Conservator will prepare a consolidated report for the entire State. The Chief Conservator's letter covering this quinquennial report will give consolidated resume of progress during the preceding quinquennial. It shall be accompanied by a map of the State in suitable scale, to show the various activities done during the years under report such as new reservations, disreservations, roads, buildings, plantations, etc.

(2) A Similar quinquennial report shall be prepared for Kendu leaf organisation and compiled by the Additional Chief Conservator.

CHAPTER-XVIII

I-MISCELLANEOUS RULES RELATING TO FOREST MANAGEMENT

283. Fire Conservancy Rules.

(1) The Forest areas of each Division will be divided into three classes for the purpose of protection against fire according to the prescriptions of sanctioned working plans or failing such prescriptions, by executive orders of the Chief Conservator.

(2) The following are the classes :

Class I forests completely protected. This class includes

- (i) Regeneration coupes less than 10 years under the uniform system
- (ii) Young regenerated woods including coppice coupes less than 10 years old whilst closed to grazing.
- (iii) Plantations less than 10 years old
- (iv) Such other areas as the Chief Conservator may for special reasons direct (e. g. lac orchards).

(3) All areas in this class will be isolated by means of fire lines and cut guidelines and will be patrolled by fire watchers.

(4) Any fire occurring in them will be a calamity and must be reported. whatever the area burnt or the date of occurrence may be.

Class-II forests generally protected

(5) This class includes

- (i) all forests under systematic working not included in class I, and
- (ii) such other areas as the Chief Conservator may for special reasons direct.

(6) All areas in this class will be isolated from the surrounding country by means of external fire lines and divided into convenient blocks by interior fire lines. No guide lines will be cut, but all fire lines, roads, paths suitable ridges, grassy maidans, etc., will be burnt in successive stages as the grass dries sufficiently to be combustible, and the fire allowed to burn itself out.

(7) Fire watches may in areas of this class only be employed if sanctioned by the Conservator.

(8) As a supplementary measure the early burning of portions of areas of this class may be sanctioned by the Conservator. By early burning is meant a deliberate attempt to pass a slow fire early in the year through the whole area under such treatment.

Class III forests protected by law only

(9) In this class are included all forests not included in the two foregoing classes.

(10) In forests of this class deliberate burning is prohibited but no special measures of protection will be undertaken except that the outer boundary lines should be kept clean and debris collected in the middle of the line and burnt once or twice at the commencement of the fire season.

(11) Fire lines are of two kinds, exterior and interior. Exterior lines follow outer boundaries except when, in order to secure efficiency, it is necessary to deviate from serious or difficult boundaries in favour of straight lines running through the Government forest. Interior fire lines should follow roads and the beds of rivers wherever possible. Ridges should be avoided, as well as steep gradients and rough ground.

(12) In class-I forests the following measures are prescribed:

- (i) The first consideration is the isolation of the forest from the surrounding country. This will be effected by clearing the exterior fire lines of all inflammable material to a width of not less than 6 meters. Not later than the months of December-January two guide lines will be out on either side of the

fire line which is ultimately to be cleared. The width of guide lines will depend on the height of the grass through which they run and they must be cleared. This work should be completed by the end of January. In adjoining class II and III areas, no fire lines will be cleared but a guide line will be cut and burnt and the fire allowed to burn itself out.

- (ii) Interior fire lines will be similarly treated, but will usually be narrower than the exterior lines.
 - (iii) As the season advances, the grass in the centre of the fire lines will dry and should either be burnt off standing or cut close to the ground over the whole width of the line. If the latter course is followed, the cut grass should be spread over the fire line between the guide lines and burnt as soon as dry.
 - (iv) Dry leaves and other dry material on fire lines must be collected from time to time and deposited along the edge of the fire lines; but the burning of such material on the lines after the hot weather has commenced is strictly prohibited.
 - (v) Except with the express order of the Divisional Forest Officer and in the presence of the Range Officer or other subordinate authorised by the Divisional Forest Officer, no fire lines shall be burnt after March 31st.
- (13) In class II areas no guide lines are cut. The fire is allowed to run into the forest and burn itself out so as to interpose a wide burnt strip between the class II area and the surrounding country. The grass must be burnt as soon as it is sufficiently dry, and the operation must be carried out by stages. To control the operation the Divisional Forest Officer will receive from the 1st January or such earlier date as he may fix a fortnightly report from the Range Officer concerned showing the progress made in burning. The date by which burning must be completed will be fixed by the Conservator. After the date fixed operations must cease except with the special sanction of the Conservator.

FIRE WATCHERS

- (14) It is the duty of fire watchers constantly to patrol the fire-lines in their beats, to keep them entirely free from inflammable material, to prevent the carrying or making of fire within or in the vicinity of the protected area, to give immediate notice of the occurrence of a fire to the 'beat officer, to collect assistance and themselves to aid in extinguishing any fire that may occur.

FIRES

- (15) Any Forest Ranger, Forester or Forest Guard who may see smoke rising any where in or near the forest shall at once collect such aid as is immediately available and proceed in person to the spot. He must not sit quiet and send some one else to enquire or report. The Forest official who arrives at a spot where a fire is burning shall at once proceed to extinguish it. If the fire is out side his own beat or range, he will continue there till relieved by the local men, when he will return to his own beat or range unless the fire is so strong as to demand all possible help. This rule applies to all three classes of forests.
- (16) Wherever any incidence of fire comes directly to the notice of the Assistant Conservator or Divisional Forest Officer, he shall immediately proceed to the spot and enquire extinguishing the fire.
- (17) The greatest care must be taken that fires are thoroughly extinguished and all smouldering materials absolutely quenched. Piling earth over such materials will be found very effective. No official shall leave the burnt locality till the Senior Forest Officer present has satisfied him self that no smouldering material remains.
- (18) Except as noted below, all men assisting in extinguishing fires in Government forest (including forest villagers) shall be paid according to the amount of assistance rendered, at rates fixed by the Divisional Forest Officer.

RESPONSIBILITY

- (19) The Range Officer is held personally responsible for the efficiency of fire protection in his range.
- (20) The Divisional Forest Officer is personally responsible for carrying out efficiently the fire protection measures in his division. He must satisfy himself that the exterior fire lines have been properly cleared and thoroughly burnt before danger from external fires arises, and that at the same time all interior fire lines are in good order. He must by continual inspection assure himself that the protective staff is efficient, and he must continue to attend to this work until the arrangements for the efficient protection of the forest from fire are completed. He must during his tour satisfy himself by constant enquiries that no fires in protected areas have gone unreported, and that the areas of reported fires have been accurately estimated. These checks require extensive and thorough personal inspection by him.
- (21) The Range Officer shall report the out-break of a fire to the Divisional Forest Officer at once, using special despatch if the fire extends over a large area. The Range Officer must provide for rapid communication between himself and his staff in fire protected areas so that no delay may occur in his receiving report of the outbreak of a fire and in transmission by him of such intimation to the Divisional Forest Officer. The inspection of the area burnt and submission of a full final report in Code Form No. 38 with a sketch map by the Range Officer shall not without valid excuse be delayed for more than a fortnight after the outbreak.
- (22) The Divisional Forest Officer will submit annually to the Conservator in Code Form No. 39 a summary of fires which have occur calculated to the nearest hectare. The report will be accompanied by red in his division during the preceding fire season. Areas should be range fire maps on a scale of 1: 25,00. These maps will be returned to the Divisional Forest Officer by the Conservator after scrutiny. The symbols to be used on fire maps are given in Appendix 24.
- (23) Similar maps on a scale of 1 to 15,000 will be kept for each compartment in each compartment History.
- (24) The fires to be entered in the maps will include all fires that have occurred in class I area, and all fires that have occurred in class II areas after the date fixed for completion of line burning prescribed in rules 12 & 13 above
- (25) Areas deliberately burnt for Silvicultural reasons, e.g., to destroy felling debris or to stimulate reproduction, will be excluded from the scheme of fire protection. Such fires will not be reported unless they spread into a protected area. Deliberate burning is only permissible if prescribed by a Working Plan or sanctioned by the Conservator,
- (26) Without convincing proof no forest fires shall be attributed to incendiaryism, and should that proof be forthcoming a searching enquiry shall be made in order to discover the source of friction that has induced the malpractice.

284. Closure of Roads to Public.

Subject to the provisions of section 26 of the Orissa Forest Act, 1972 all Forest Department roads over which no right of way exists should be regularly closed to traffic for a day or two to prevent the accrual of rights over them.

285. Register of Forest Buildings.

A register of all forest building in Form No. 40 will be maintained in each divisional office, one page being allotted to each building.

286. Agreement for work Contract.

Contracts for the execution of works will be drawn up in the form of agreement given in Appendix-25.

EXTENT OF POWERS TO BE EXERCISED

- (i) The Chief Conservator and Conservators and Divisional Forest Officers have powers to execute contracts, security bonds and other instruments, other than those specified under (vi) and (vii) below in connection

with the administration and working of forests and Wild Life and with the business of the Forest Department generally where the amount involved does not exceed those mentioned.

(ii) Such instruments will be ordinarily

- (a) contracts for the supply of materials by or to the Forest Department.
- (b) contracts for timber transport and conversion;
- (c) contracts for roads, bridges, buildings, wells, etc., which are to be constructed departmentally.
- (d) leases for farming forest produce;
- (e) Security bonds for the fulfilment of contracts or agreements or for faithful service.

iii) The orders of Government should be obtained in any case where doubt may arise.

- (iv) In general no deed or instrument relating to land or any right or interest in land shall be executed by any forest officer. But the Conservator may execute conveyance deeds for the purchase of land which Divisional Forest Officers, are authorised to buy for forest purposes up to a cost of Rs. 2,000.
- (v) The Conservator has power to execute leases for cultivation in side reserved forest and the Divisional Forest Officers have power to execute such leases which have been previously approved by the Conservator provided that the annual rent in each case does not exceed Rs. 500.
- (vi) The authorities empowered to sanction house building advance have also power to execute contracts and other instruments relating to such advances.

PART III

ACCOUNTS

CHAPTER XIX

ACCOUNTS OF FOREST PRODUCE AND STOCK

287. ALL Forest Produce Received and Disposed of to be Brought to Account.

All forest produce removed from areas under the charge of the Forest Department by any agency whatsoever, or brought or otherwise received or disposed of, must be brought into account immediately a transaction takes place.

288. Definition of “Gross Yield” and “Outturn”

(i) The “gross yield” of forest produce is the total volume (in cubic meter solid) or the total quantity (by number or weight) of such produce cut or felled, whether it is actually removed and utilised or not

(ii) The “outturn” or net yield of forest produce comprises such portion of the “gross yield” as has been or will be utilised or disposed of by Government agency; in the case of produce removed or collected by purchasers or grantees “outturn” is equivalent to gross yield”

289. Transaction of Forest Produce where to be Booked.

(i) All transactions in forest produce removed or collected by Government agency (or assigned to Government in the case of illicit removals) must appear in form (Nos. 2A, 2B and 41) unless otherwise specially directed by the Chief Conservator/Additional Chief Conservator.

(ii) All removals of forest produce as it stands or lies in a forest under the charge of the Forest Department by purchasers must appear in Form No. 51.

(iii) All forest produce granted at concession rates to right holders or other grantees from any depots under the charge of the Forest Department must appear initially in Form No. 43-A to be maintained at each Range Office and subsequently in Form No. 51 when the sale value is credited to accounts. All forest produce granted free must appear in Form No. 43.

(iv) The forest produce seized in Forest Offence cases which are compounded, must appear in Form No. 22. Such seized produce which is appropriated to Government or sold outright must appear in Form No. 41 or 51 as the case may be.

(v) Elephant tusks and other wild animal products collected from forest shall appear in Form No. 41.

290. Depots.

Under the system of departmental working, two classes of depots will be established:

(i) Forest depots.

(ii) Sale depots.

Ordinarily, areas where fellings have been made will be considered as forest depots. All places at which timber or forest produce is usually stored for sale are called sale depots.

291. Register of Receipts and Disposals in Depots.

(1) In each sale depot will be kept registers of receipts (Form No. 2A) in which will be entered all stock as it arrives, and Registers of Disposals (Form No. 2 B) showing all stock sold or otherwise disposed of. Separate registers will be kept for

(a) timber, including drift and waif wood,

(b) bamboos,

- (c) fuel wood
- (d) wild animals and their produce,
- (e) other forest produce.

Form 2-B shall be balanced at least twice in a year and everytime the register is examined, a stock taking of the produce in the depot shall be done by the Inspecting Officer. A certificate of having done so shall be recorded in the concerned depot registers. A special report may be submitted to the next higher officer in case of any discrepancy.

292. Receipts and Disposal Register

A register of Receipts and Disposals will not be maintained for forest depots.

293. Timber Received in Sale Depots to be Measured and Marked.

(1) When trees are logged or otherwise converted into timber, each piece should be immediately marked with the number of the tree and (letter or) number of the log or sawn materials and when received in a sale depot, the depot number shall be conspicuously marked on each piece, which will be separately entered in the depot register, measured and carefully arranged. The measurement of the logs must be entered directly after they have been taken charge of in the depot. Sawn materials if of uniform measurement may be registered in lots and each piece will be marked with the depot mark.

(2) Logs and sawn sizes when sold, will be marked with the sale hammer which should be in the personal custody of the officer entrusted with the work by the Divisional Forest Officer, and he will be personally held responsible for any improper use of the hammer. On no account should any one else have access to, or allowed to handle the sale hammer.

(3) In firewood sale depots the receipts should be shown in standard stacks in Form 2-A and the form must be balanced at the close of each days transaction the headings of columns 6 to 10 being altered as follows:

RECEIPTS				SALES				BALANCE	
Daily		Running total		Daily		Running total		Stack No.	Vol.
Stack No.	Vol.	Stack No.	Vol.	Stack No.	Vol.	Stack No.	Vol.		

Note-The size of the stack for the division shall be standardised by the Conservator. All sales of firewood from the depots shall be by stacks.

(4) When any forest produce is moved from one depot to another it shall be accompanied by a detailed invoice in triplicate. The receiving depot officer shall tally and sign on all the copies of the invoice, and return two copies of the invoice to the despatching depot officer and the concerned Range Officer and file the triplicate in his accounts.

(5) These provisions should also be applied as far as possible to the forest depots.

294. Monthly Depot Returns (Forms 41 & 42).

(1) The following returns will be submitted from each forest and sale depots to the concerned Range Officer, who will submit consolidated returns in the same form to the Divisional Forest Officer along with monthly accounts.

Form No. 41-Receipt and issue of timber and other forest produce

Form No. 42-Sales of timber and other forest produce, including drift and standard timber.

The officer in charge of the depot will certify at the foot of form No. 41 that the amount of timber and other

produce entered as balance on the day of submission is correct.

(2) Each description of produce will be grouped together and the numbers and quantities will be totalled separately. The receipts and issues of forest depots will be shown separately from those of sale depots. These returns should be filed in the Divisional Office after check by the Divisional Forest Officer in guard books or have it bound.

(3) Forest materials cut or collected by Government agency whether saleable or not must appear in Form No. 41 and should normally be sold by outright auction or at pre-sanctioned sale rates. Sale by permit on schedule of rate is strictly prohibited. In the month of August every year, the Divisional Forest Officer shall review the position in Form No. 41 and shall take steps to write off such stock from the register which could not be sold even by permit.

(4) All transaction shown in Form No. 41 necessitating payments should appear in Form No. 46 of the same month and vice versa. Should the transactions be shown in Form No. 41 and Form No. 46 for different months, a note should be made in the "Remarks" column of the form in which the transaction has been entered showing the months in which the entry appears in the other form. When the entries made in both forms do not tally, the discrepancy should be explained against the entry in Form No. 41.

295. Sale of timber etc. collected by Government Agency form No: 42.

(1) Form No. 42 will show the sales, the proceeds of which are credited under appropriate Revenue head of account 'timber and other produce removed by Government agency', and "Drift, waif wood and confiscated forest produce collected by Government agency".

(2) The entries in this form will consequently comprise all disposals by sale of timber and other forest produce shown in Form No. 41. The totals for forest depots and sale depot being shown separately.

296. Permits Form No.44

For all timber or other forest produce sold otherwise than form depots, a permit in Form No. 44 must be given by the person authorised to grant it before removal of the produce by the purchaser. In the case of sale of timber or other forest produce from the forest or sale depots, a permit in Form No. 45 shall be issued by depot officer in charge, only after payment in full of all dues.

(2) Permit books should be periodically examined by the Divisional Forest Officer or a gazetted officer, Range Officer, and the counterfoils compared with collected permits and with the entries of the amount realised on their account made in the accounts of the person who issued the same.

297. Register of permit and Receipt Books.

A register in Form No. 47 and 48 should be maintained in each Divisional Office and Range Office for coupe and departmental permit books respectively. Department permit and receipt books (Form No. 44 and 49) may however, be accounted for in one and the same register (Form No. 48) at different pages.

298. Bill and receipt books (Form No.50 and 49).

(i) A bill book in Form No. 50 must be used for list of timber and other forest produce sold from depot. On each transaction taking place, a bill should be given to the purchaser, while a copy is forwarded to the Range Officer for submission to the Divisional Forest Officer with the monthly accounts and the counterfoil forms the depot copy.

(ii) A receipt book in form No. 49 must also be used for receipts of price paid to be given to purchasers.

The issue of receipt in manuscript is strictly prohibited. A notice to the effect that manuscript receipts should not be accepted by purchasers must be exhibited in Oriya in some conspicuous place in each depot.

299. Return Showing Sales from Forests of Produce Cut by Purchasers (from No.51)

(1) Save as provided under sub-rule 3 below, all timber or other produce cut, collected and removed from

the forests by consumers and purchasers will be entered in a monthly statement prepared in Form No. 51. The Range Officer will submit this return monthly to the Divisional Forest Officer along with the monthly account who will file it in his office after check in guard books or have it bound.

(2) Form No. 51 will show the sales of which the proceeds are credited under the revenue head (b) Timber and other forest produce removed by "consumers and purchasers", arranged and totaled in horizontal lines under their respective sub-heads, and so much of the revenue under revenue head "113 (c)" as it obtained by the sale of drift and walf wood and confiscated forest produce, collected and removed by consumers and purchasers.

(3) When leases are granted for certain fixed periods to collect i produce and the revenue is payable in instalments, no entry need be made in form No. 51.

(4) When the price of the produce entered in column 6 is only partially realised or not realised at all, the number and date of the Conservator's sanction for deferring realisation should be noted in the column provided for this purpose.

(5) Timber and other forest produce supplied to people affected by natural calamities such as flood fire, cyclone, etc., should appear in Form No. 52 quoting authority for the supply in column 10 of the form. The Divisional Forest Officer should maintain a register in the form given below, watch recovery of the revenue on account of the supply, from the department who had requisitioned for the supply. The Divisional Forest Officer should check the realisation before filling any return.

300. Revenue Demand and Outstandings (form No.53, 54 and 55).

(i) Revenue payable for timber and other produce sold under an agreement which is paid in one or more installments on fixed dates during a period of less than two financial years, will be entered in red at once on execution of lease in the proper column in Form No. 53. Each sale will be given a serial number. All payments will be entered in black in column "Paid" and all overdues in red. If any amount is paid by a contractor in excess of the demand or in advance against a particular sale entered in this form, the amount will be entered in black in column Paid in the month in which it is collected, and will be carried forward to the column "Overdue" in the following months either as a minus black entry or as red ink entry according as the payment is in excess or deficit of the amount due in the previous month. The revenue demands for which there is no agreement, such as the Nistar Cess grazing and house licence fees realised by other departments, will be entered in this form and will be treated as due on the last day of the financial year. Where instalments are due over a period of more than one year a Form No. 53 will be opened in advance for the next financial year and instalments due in that year entered therein.

(ii) When revenue on account of sale of timber or other forest produce on royalty basis is paid in advance the amounts will be at once credited to the appropriate sub-heads in the cash book, entries being made in red ink in Form No. 42 or No. 51 as the case may be, showing the nature of transaction etc. Such -revenue should in no case be left unadjusted for longer than three months. A ledger account should be maintained in Form No. 54, a separate account being opened for each contractor for each separate contract.

(iii) Revenue demands payable under agreements in which installments are due over a period of more than two financial years will be entered in Form No. 55 which will be maintained for decennial periods. If an agreement is due to expire before the end of a decennial period dashes should be entered in those columns 8 to 16 in which no recovery is due. If an agreement is extended it should be given a fresh serial number.

(iv) Any revenue not fully realised in Forms Nos. 51 and 55 should be noted in the "Remarks" column of that form. The Form No. 51 should be kept pending until the amount is realised and other objections settled. As a matter of principle, no produce should be allowed to be extracted from the forests until the value is fully realised. Recoveries from subordinates for losses of or damage to Government property through negligence are not fines and should be entered either in Form No. 51 or in Form No. 55 to watch recovery.

(v) An abstract of realisation and outstandings in Demand, Collection and Balance form will be submitted quarterly to the Conservator by the Divisional Forest Officers with a note of all changes and additions. The Conservators shall make a review of the position and submit the same to the Chief Conservator who in his

turn shall send the state review to Government for the quarter.

(vi) If any outstanding revenue becomes irrecoverable the sanction of the proper authority should be obtained to its being written off; and when the sanction is received the amount should be entered in red ink, in the column "paid" in Form No. 53 or in the column "Date of recovery" in Form No. 55 a reference being made to the sanction under which the entry is made in the "Remarks" column.

301. Procedure for Removed by Right Holders (Form No. 43, 43A)

All free grants of timber and other forest produce should be shown in Form No. 43 and those granted at concession rates to right holders or other grantees in Form No. 43A.

302. Returns of Stores, Tools, and Plant. (Form No. 57)

(1) (a) An account of stores, tools and plants shall be maintained in the following forms in all offices, showing the number received, the number disposed of (by transfer or writing off etc.) and the balance in hand, for each kind of article.

(i) In Code Form No. 57 for all stores, tools and plants except consumable stores.

(ii) In Code Form No. 58 for consumable stores in offices of the Divisional Forest Officer, Conservator and Chief Conservator.

(iii) In Code Form No. 59 for consumable stores in Ranges.

(b) Stores, tools and plants should ordinarily be classified follows:

(i) Surveying and other instruments

(ii) Machinery

(iii) Tools

(iv) Office and rest-house furniture

(v) Tents

(vi) Marking hammers

(vii) Building materials, small stores and house fittings (viii) Uniform articles

(ix) Miscellaneous

(2) Divisional Forest Officers and Range Officers must obtain receipts for all stores, tools and plants issued by them to their subordinates or contractors etc., and must check these receipts at the time of the annual inspection. In case where articles are transferred from the charge of one person to that of another, fresh receipts must be taken from the latter. For instance if the Range Officer is transferred, the Divisional Forest Officer should obtain a receipt for all the articles in that Range from Range Officer and should return or destroy the previous ones. For any shortage detected at this stage the Range Officer handing over charge shall be held personally responsible. Similarly in the office of the Divisional Forest Officer, Conservator and Chief Conservator/one Senior Assistant/clerk in the office will be kept incharge of the stores subject to overall responsibility of the head of the office (Assistant Chief Conservator in the office of Chief Conservator) and procedure as laid down in the case of Range Officer on transfer should also be followed in the case of the transfer of the assistant/clerk in charge of the store articles. No articles should be transferred from one Range to another without the sanction of the Divisional Forest Officer, or from one division to another without the sanction of the Conservator and from one circle to another without the sanction of the Chief Conservator/Additional Chief Conservator.

(3) The instructions given below should be carefully observed by all concerned in maintaining the register prescribed in sub-rule (1) above:

(a) The registers shall be indexed. A whole page shall be devoted to each common article, e.g., axes, phowrahs, chisels, etc., the name being written in block capitals at the top of the pages. Articles of which there are only few, or those which are seldom replaced or transferred can be allotted half page.

(b) Articles of similar description such as tables, durries, carpets, etc., shall be put into separate categories, each category comprising articles of same measurements and make and manufacture with the same metal or wood or other metal or wood or other material.

(c) The registers should be written up as articles are received and or disposed of and should be balanced at the end of each financial year, when the figures should be carried into the annual return.

(d) Each article of furniture should be marked with a number which will be its permanent number in the register. The value of each item entered in the register shall be the cost price of acquisition and will remain at that price in the register until finally disposed of. The cost price should be inclusive of carriage and incidental charges.

303. Physical Verification of Stores, Tools and Plants.

(1) (a) All stock whether in Ranges or at headquarters shall be checked at least once in a year by the Divisional Forest Officer or a Gazetted Officer attached to the office who himself is not the custodian of the stores which he is required to check.

(b) The Divisional Forest Officer will himself check all stores at divisional headquarters. He will also check all stock at Range head quarters at the time of office inspection and will with subordinates check the receipts of all petty articles of stock. 10

(c) Petty articles of stock on works or with subordinates will be checked by the Range Officer personally at least once during each calendar year and receipts taken a fresh. When the Range Officer is of a rank lower than Forest Ranger, all articles of stock will be produced at the Range headquarters at the time of the Range Office inspection for check by the Divisional Forest Officer.

(d) In divisions to which a gazetted officer is attached as Assistant Conservator the checking of stock may be done by him instead of by the Divisional Forest Officer.

(2) In making a physical verification, the following instructions should invariably be observed :

(i) Verification must always be made in the presence of the officer responsible for custody of the stores or of a responsible person deputed by him.

(ii) All discrepancies noticed should be brought into account immediately, so that the stores account may represent the true state of the stores; and

(iii) Shortages and damages, as well as unserviceable stores should be reported immediately to the authority competent to write off the loss.

(3) A certificate explaining the manner in which the stock articles were checked in such range and at headquarters of the division should be furnished with the plus and minus entries.

304. Hammer Register

A hammer register in respect of all kinds of departmental hammers including Forest Guards axe-hammer shall be maintained in the Form No. 8. in every divisional and Range Office. The register shall be indexed. A whole page shall be devoted to each hammer. The register shall be written up as the hammers are received and issued with dated acknowledgment of receipt and dated signature of the person to whom issued in the appropriate columns.

305. Return of Stores, Tools and Plants.

(1) An annual return of stores tools and plant shall be submitted in Code Form No. 57 by the Range Officer to the Divisional Forest Officer after checking and plus and minus entries should be made by the Divisional Forest Officers and Conservators as noted below:

Authority required to submit	To whom to be submitted	Due date of submission
(i) Range Officer	Divisional Forest Officer	1st May
(ii) D. F. O.	Conservator	1st June

(Plus and minus entries)

(iii)C. F.

Chief Conservator

1st July

(Plus and minus entries)

(2) The stores, tools and plants should be ordinarily classified in the annual return as detailed in Rule 302.

306. Write off of Stores, Tools and Plants.

(1) Divisional Forest Officers when applying to higher authorities for sanction to write off any articles must give the following information:

(i) Date or year of purchase of the article, or if that is not known, the approximate length of the time the article has been in use; and

(ii) Purchase value of the same, or, if that is not known the current price of a similar new article. After the writing off of any article is sanctioned it must either be sold if saleable, or destroyed in the presence of the Divisional Forest Officer or some other gazetted officer. Anything in the shape of marking hammers, sale hammers, khurpas etc., should be destroyed in such a manner that it is impossible to produce it again as unserviceable for being written off a second time.

(2) The authority competent to write off shall be decided with reference to purchase price or if that is not known, the current price of similar article and not on the depreciated value.

307. Register of Live-Stock.

A register in Code Form No. 60 of all live-stock shall be maintained in the Range and Divisional offices where live-stock is kept. The following instructions should be followed in maintaining the registers

(i) The register shall be indexed. A few pages shall be devoted to each category of animals, birds, reptiles etc. In case of Elephants however one page shall be devoted for each animal indicating name of the animal, sex and age at the top of the page.

(ii) In case of bullocks and buffaloes etc., the numbers should be indicated in pairs.

(iii) The register should be written up as the stock is received or disposed of and should be balanced at the end of each financial year. 308. An annual return of live-stock shall be submitted in the form enclosed, by authorities mentioned in rule 305 on the date mentioned therein.

308. Annual return of Live-Stock.

A Annual Return of Live-Stock Shall be Submitted in the form enclosed, by authorities mentioned in rule 305 on the date mentioned therein.

REGISTER OF RECEIPT AND DISPOSAL OF LIVE-STOCK

(For the year 1-4-19 to 31-3-19 Division/Range)

Sl. No.	Date of acquisition	How obtained	Name or identifying numbers of animals	Age at	Height in case of Elephants	
1	2	3	4	5	6	7

Value at commencement of the year	Sanctioned daily scale of ration	Expenditure on maintenance during the year including cost of attendance	How disposed of (quite authority)	Value realised	Remarks
8	9	10	11	12	13

CHAPTER XX

CASH ACCOUNTS

309. Introductory

Detailed rules for the receipt of Government money and payments are embodied in the Bihar Orissa Accounts Code, the Orissa General Financial Rules and the Orissa Treasury Code. However a few important rules for general guidance are quoted below:

- (1) Government servants receiving money on behalf of Government must give the payer a receipt. Procedure laid down in rule 41 of the Orissa Treasury Code should be strictly followed.
- (2) All transactions to which any officer of Government is a party in his official capacity must be brought to account without delay (O. G. F. R. 3).
- (3) Money received as dues of Government or for deposit in the custody of Government should be credited into the Government account in accordance with the treasury rules (O. G. F. Rule 4).
- (4) Government dues or other money receivable on Government account may be realised in Treasury chalan, pay orders, call deposits, demand draft duly confirmed on State Bank of India or any other Nationalised Commercial Bank, provided that payments due to Government upto Rs. 500 or less may be accepted in cash and remitted immediately to Government account.
- (5) Except as otherwise provided in any authorised code or manual, money tendered as dues to Government or for deposit in the custody of Government shall not un-necessarily pass through the hands of a departmental officer. Direct payment into treasury or into the Bank by the person who tenders such money shall be insisted on, and direct payments arranged whenever this is practicable.
- (6) As a general rule no authority may incur any expenditure or enter into any liability involving expenditure from consolidated fund or contingency fund until the expenditure has been sanctioned by general or special orders of the Government or by an authority to which power has been duly delegated in this behalf and the expenditure has been provided for in the authorised grants and appropriation for the year.
- (7) Every officer incurring or authorising expenditure from public money or stores should be guided by high standards of financial propriety, according to the principles laid down in O. G. F. R. 9.
- (8) Every authority sanctioning or incurring financial expenditure is responsible for enforcing financial order and strict economy at every step as laid down in O. G. F. R. 10, 315 and 324.
- (9) Delays in the payment of money indisputably due by Government is contrary to all rules and budgetary principles and should be avoided (O. G. F. R. 13).
- (10) Every officer whose duty is to prepare and render any accounts or returns in respect of public money or stores is personally responsible for their completeness and strict accuracy and their despatch within the prescribed dates (O. G. F. R. 14).
- (11) An Officer who signs or countersigns a certificate is personally responsible for the facts certified to, so far as it is his duty to know or to the extent to which he may reasonably be expected to be aware of them. The fact that a certificate is printed is no justification for his signing it unless it represents the facts of the case. If in its printed form it does not represent the facts, it is his duty to make any necessary amendment which will call attention to the deviation and so to give the authority concerned the opportunity of deciding whether the amendments cover requirements.
- (12) It is the duty of every departmental and controlling officer to see that the Accountant-General is afforded all reasonable facilities in the discharge of his functions and furnished with the fullest possible information for which he may ask, for preparation of any account or report, which is his duty to prepare. No such information, nor any books or other documents to which the comptroller and Auditor-General has a statutory right of access may be withheld from the Accountant-General (O. G. F. R. 16).

310. Cash Custody

(1) Every officer who is authorised to receive and disburse Government money should keep a cash chest for the custody of the Government money in his charge. The key of the chest may however be kept by the Head Ministerial Officer of the office. The contents, of the chest must be counted at least once a month and the amount compared with the cash book balance. If any excess or deficit be found, an entry of it should be made at once in the cash book and a report forwarded to the departmental superior.

(2) Action should always be taken to keep the cash balance very low. -If the cash balance with any disbursing officer is very high on the last day of the month, an explanation for retaining such high cash balance must be immediately submitted to the controlling officer.

311. Maintenance of Cash Book

(1) Every officer who is authorised to receive and disburse Government money should maintain a cash book in Form No. 61 in which he should enter all money transactions as they occur.

(2) When a cheque is drawn in favour of self or order to replenish the cash chest, the amount of it should at once be entered as a receipt. This entry must not be delayed until the money has been received after the encashment of the cheque at the treasury.

(3) Interpolation of entries, corrections or over-writing should be avoided, but if it becomes necessary to make any interpolation, such additions should always be attested by the writer of the cash book and by the disbursing officer, with dated initials.

(4) Transactions must be recorded on the date on which actually occur and in order of occurrence as far as practicable.

Note :-If owing to the absence of the disbursing officer on tour, a cheque issued by him while in camp, is entered in the cash book maintained at his headquarters on a subsequent date, the actual date of issue of the cheque should be recorded in the cash book as denominator and the numerator being the date on which the entry is made in the cash book.

(5) The cash book should be bound and should normally contain 100 pages being machine numbered. Before the first entry in the cash book is made, the page numbers should be verified and pages counted and following certificate recorded on the 1st page by the disbursing officer to whom the cash book belongs.

“Certified that on actual count the cash book contains from page No..... to page No.....

Signature

Date

312. Receipts Disbursement.

(i) All receipts, disbursements and charges of whatever sort connected with the public service must be, (and no other) may be shown in the cash book. Sufficient details should be given in the column Particulars” to admit of the main points of each transaction being readily ascertained without reference to the detailed vouchers. All items of revenue must be fully detailed, the forest from which the revenue is realised, the person who pays it, and the articles and quantities removed should be stated whenever the information is available.

(ii) A cheque drawn in order to be paid away, should be entered simultaneously on both sides of the cash book, once as a receipt of money from the treasury and once as a payment to the payee concerned, the number and distinguishing letter of the cheque being specified in both the entries.

(iii) Similarly all book transfers, i. e. Inter Divisional Transactions in which no actual payment or receipt of cash is involved should be entered simultaneously on both sides of the cash book, the credit or debit to Book Transfer appearing on one side and an equivalent debit to an expenditure head or credit to a revenue head, on the other.

(iv) All entries of advances on both sides of the cash book must be made in the red ink.

313. Cash Book Entries.

The cash book of the Divisional Forest Officer is primarily the detailed record of his own transaction written up day by day, but the transactions of his Sub divisional officers and subordinates, whether rendered through cash books or otherwise should also be incorporated therein. All items of classified revenue realised and expenditure incurred by subordinate officers should be posted in totals only, other items of receipt and charges and recoveries of service payments should be entered in detail

314. Classification of Transactions

(i) The classification of receipts and charges should be given in the column "Head of Service" on both sides of the cash book. Revenue and expenditure falling under the major heads "113—Forest". "313—Forest" and "513—Capital outlay on Forest" as cases may be, should be classified in accordance with the prescribed accounts classification. All sums paid into the treasury by a departmental officer or on his account should be debited to "Forest Remittances" even though the remittance be made by a cheque and not in cash. Similarly, the value of all cheques drawn should be credited to "Forest Remittances", irrespective of whether or not they are cashed at once. Advances and recoveries thereof should be shown under the head "Forest Advances", or "Work Advances" as the case may be and deduction made from salary bills, etc. Should be recorded as pertaining to service Funds, Income-tax, etc. as the case be. Value of bills accepted by other departments and of bills of other departments accepted by the Divisional Forest Officer and all other items of receipts and charges adjustable by book transfer should be classified under Book Transfer". Recoveries of Service payments should be dealt with as prescribed in Rule.

(ii) When revenue on account of timber or other forest produce is paid in advance, the amount should be at once credited as revenue to the appropriate sub-heads in the cash books.

(iii) Advance to contractors, suppliers and labourers in connection with the execution of Works are classified under the suspense head "Work Advances" subordinate to the minor head "Conservancy and works and not under "Advance Repayable Forest Advances". Petty advances to labourers which are made by a subordinate officer out of his imprest and allowed to be treated as part of the cash balance with him need not how ever be accounted for as works advances.

315. Recoveries of Revenue payment

Recoveries of service payments should be dealt with thus:

(a) If made before the close of the year in the accounts of which the payment was included : (1) When the recovery is in adjustment of an overcharge on account of pay or traveling allowance and is made by deduction from a bill debitable to the same detailed head, the net amount only of the bill should be debited to that head in the cash book and the amount recovered should not be shown as a separate item of receipt therein. The amount deducted, with necessary particulars, should be noted in the "Remarks" column of the classified Abstract of Expenditure, Form No. 46.

(2) In all other cases, the amount recovered should be entered initially in the accounts as an item of receipt under "Recoveries of Service payments" but not remitted into the treasury as revenue receipts. In the classified Abstracts of Expenditure, form No. 46, the amounts should be shown as minus entries in red ink under the sub-heads to which they were originally charged so that the total of form No. 46 would be correspondingly reduced, as also the amount of the lump sum entry to be made te in the Monthly Cash Account, Form No. 61, as the expenditure charged during the month.

(b) If made after the close of the year in which the payment was charged in the accounts:-The amount recovered should be credited to accounts as miscellaneous revenue and paid into the treasury.

316. Register of Cheque books Cancelled

(a) A monthly register of cheques will be kept in Form No. 62.

(b) A register showing cheque books received and disposed off should be maintained in the office of each

drawing officer in form No. 63.

317. Register of Cheque issued Register of Cheque books cancelled cheques

(1) When it is necessary to cancel a cheque, the cancellation must be recorded in red ink on the counterfoil, and the cheque if in the drawer's possession, shall also be cancelled in red ink. If the cheque is not in the drawers possession, he must promptly address the concerned Treasury/Sub-Treasury/Bank to stop payment of the cheque and on ascertaining that the payment has been stopped, shall make the necessary entry in his account.

(2) If a cheque which has been drawn and entered in the cash book has to be cancelled subsequently, the amount of it should be accounted for on the creditor side as a "Cancelled cheque", the cancelled cheque being treated as the voucher. Simultaneously, an entry should be made on the debtor side, as indicated below:

(a) If the cancelled cheque is replaced immediately by a fresh

cheque:-The fresh cheque should be shown as a "Forest Remittance", the number and date of the cheque in lieu of which it is drawn being quoted in the entry.

(b) If the cancelled cheque is not replaced immediately:-The expenditure in payment of which it was drawn should be written back by making entry of the cancelled cheque on the debtor side as for a cash recovery of a service payment. There will thus be no fresh charge against the head of service originally debited, even if the cancelled cheque is renewed.

318. Lost Cheque

(1) When a drawing officer is informed that a cheque drawn by him is lost, he should at once report the fact to the Treasury Officer/ or Bank drawn on, forwarding for signature a certificate in the following form:

"Certified that Cheque No.of Book No..... datedfor Rs. reported by the drawing officer) to have been drawn by him on this treasury in favour of..... has not been paid, and will not be paid if presented hereafter". (2) On receipt of the certificate duly signed by the Treasury Officer/ Bank, the disbursing officer shall enter in his original cheque counterfoil as cancelled, and may issue another in its place.

(3) A lost cheque should be treated in all respects like a cancelled cheque (Rule 317), the treasury certificate of non-payment being regarded as voucher in support of the entry cancellation on the creditor side of the cash book.

319. Lapsed Cheque

(1) Cheque shall be payable at any time within three months of issue, provided that the validity of the cheque expires on 31st March of the financial year in which it was drawn.

(2) If the currency of a cheque should expire owing to its not being presented at the treasury within the period specified above, it may be received back by the drawer, who should then cancel it and issue a new cheque in lieu of it.

(3) A lapsed or time-barred cheque if renewed, should be treated as a cancelled cheque for making necessary entries in the cash book.

320. Checking & Balancing the Cash Book

(1) All entries in the cash book must be checked by the disbursing officer as soon as possible after the date of their occurrence, and then he must see that all receipts have been properly credited in it and that the payments are supported by vouchers which have been passed by him. The cash book should be initiated (and dated) under the last entry checked.

(2) The cash book should be closed and balanced monthly. Divisional Forest Officers should close their

cash books on the last working day of each month, but subordinate officers may do so on the 25th or such earlier date as may be necessary in order to ensure that the officer in charge of the division in which they are serving in which their accounts are compiled may receive by the last day of the month a copy of the cash book (with the original vouchers and such other accounts as may be prescribed). For the month of March, the Divisional Forest Officer should keep open his own accounts until the receipt of such accounts of the subordinate officers as will be closed on the 31st of the month.

(3) In the case of Divisional Forest Offices, the cash balance on hand should be counted on the last day of each month and a certificate to the effect that it agrees with the computed balance should be recorded in the cash Account in form No. 61. They must, when at head quarters, always verify the cash balance in person and sign the accounts to be rendered to the Accountant-General. When the Divisional Forest Officer is absent on tour, the duties may be entrusted to the Assistant 9 Conservator present at headquarters, but not more than two months may be allowed to elapse without a personal verification of the balance by the Divisional Officer.

321. Correction of Errors

If an item in the Forest Accounts which properly belongs to one of errors a head is classified wrongly under another head, the error should be corrected in the following manner :

(a) If the error is discovered before the close of the month's accounts, the necessary correction should be made in the cod original entries before the accounts are closed.

The mistake should be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. The disbursing Officer should initial every such correction and invariably date his initials.

(b) If the error is discovered after the close of the month's accounts, but before the accounts for March final are closed, the correction should take the form of a fresh entry in the current cash book.

Errors affecting only revenue or expenditure (service) heads, where the amounts involved do not exceed Rs. 10 need no formal correction.

If the error affects one or more heads on each side of the cash book, the correcting entry should be made on both sides in the manner indicated in rule 312 but if it affects only 9 receipts or expenditure head on one side of the cash book, the entry should be made on the one side affected, the amount (plus or minus) pertaining to each head being specified in the column headed. "Particulars' and the column Receipts" or "Disbursement", as the case may be, being left blank. At the same time, a suitable remark should be made in red ink against the original incorrect entries in all accounts, the reference to the correcting entry being quoted.

No, correcting entry should be made unless supported by the orders of the Divisional Forest Officer obtaining on a Transfer Entry Memo. in the form below.

Particulars of the original transaction, with reasons for the proposed adjustment	Debits		Credits	
	Head of account	Amount	Head of account	Amount
		Rs. P.		Rs. P.

Passed

Divisional Forest Officer

(c) If the error is discovered after the accounts of March supplementary have been closed and despatched

to the Accountant General it should be reported by letter to the Accountant E General who will deal with it in accordance with the rules in the Account Code and advise the Divisional Forest Officer the corrections (if any) which he should make in this accounts.

(d) In all cases in which a formal correction is not permissible, a suitable note (in red ink) should be made in the accounts concerned.

322. Advance to Disbursers

(1) The disburser is an officer who receives advances direct from the drawing officer and renders accounts to him. It includes an officer in charge of a range, Assistant Conservator, Ranger, Deputy Ranger or Forester in charge of any particular work and also Head Clerks and Head Assistants for meeting petty expenditure of the office. He is required to maintain a cash book.

(2) When a cash advance is made, the amount must be charged at once in the cash book of the officer making the advance, under "Forest advances" as an advance to the disburser concerned. Until cleared, the advance should be held at the personal debit of the disburser.

(3) When an advance to a disburser is remitted by money order under rule 29 of the Bihar and Orissa Accounts Code, a post office receipt with monthly order acknowledgment of the disburser concerned will suffice as a payment voucher.

323. Application for Advance

(1) A fund application in Schedule XVIII form No. 79 will be made by the disbursing officer on the last of each month to the Divisional Forest Officer for the advance required in connection with work to be executed, during the month. The disbursing officer shall indicate in the application the different 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 hand at the time of application should also be mentioned. The Divisional Forest Officer shall exercise close scrutiny on such application and issue cheques. The Divisional Forest Officer should at the same time keep a watch on the budget allotment made to the applicants application with a view to control expenditure within the budget.

324. Application for Sub-disburses

(1) The sub-disburser is an officer who receives advance from a disburser (not D. F. O.) and renders accounts to him. His position is sub ordinate to the disburser and he disburses money on behalf of the dis burser. The Divisional Forest Officer shall be competent to decide whether the sub-disburser should maintain an independent cash book depending upon the frequency and quantum of advance.

(2) Where a sub-disburser is a Section Officer who gets advance from the Range Officer and maintains a cash book which he submits monthly to the Range Officer he becomes a regular disburser to the Range Officer and must comply with these instructions as though he were a disburser. He is not empowered to make advance to his own sub-disbursers except under the written authority of the Range Officer which must be given in each case individually or collectively for the range.

(3) The amount of advance to a disburser should not, as a rule, exceed Rs. 5,000 at a time; but where the salary bill is more than Rs. 5,000 advance may be given in excess of the limit to enable disbursement of the salary in time. Where the sub-disbursers have not been supplied with cash chest for safe custody of Government money the advance should not exceed Rs. 250 in each case at any one time or a week's wages of the labourers working under each whichever is less. Divisional Forest Officers can relax this limitation in exceptional circumstances on their own responsibility. For each such advance paid, the Range Officer shall obtain a receipt from the payee and charge it in his cash book as usual. The receipt should be submitted to the Divisional office with his monthly accounts. He should also maintain a disbursers ledger in Form No. 44 and submit an abstract to the Divisional Forest Officer in the same way as the latter does to the Accountant-General. The following is a sample entry showing how this is to be made by the Range Officer and the

Divisional Forest Officer in their respective cash books.

Ranger's cash book

DR.	RS.	RS.	CR.	
To advance from D.F.O.	500 F.A.	By advance to X for repairs to roads	100	F.A.
To recovery from X by workdone	50 F.A.	By total expenditure of Range (with details by Budget heads)	300	313
Total	550	Total Cash in hand	150	

Divisional Cash book

DR.	Rs.	Rs.	CR.	
To Cheque No.	500 (Remittance)	By paid advance to R.O.	500	F.A.
To amount recovered from R.O. by expenditure incurred	300 F.A.	By expenditure in Range	300	313
Total 800	800	Total	800	

(4) In the Divisional office the Divisional Forest Officer can check from the abstracts of Range ledger accounts how far the instructions regarding payment of advance to subdisbursers are being carried out by the Range Officers and how much of the Ranger's cash balance consists of advance to subdisbursers and how much of cash. When any subdisbursers who does not maintain a separate cash book submits his accounts to the Range Officer, the latter should give him a receipt showing the number of vouchers and the amount received by him in the following from which should be made out in duplicate with carbon paper and one copy submitted by Range Officer with his monthly accounts to support the recovery from X and to indicate which of the vouchers submitted with his accounts are the work of X.

"Received from X the following voucher amounting to Rs..... and Rs. in cash".

(5) When the subdisbursers maintains a cash book he should simply give a copy of his cash book with vouchers to the Range Officer just as the latter does to the Divisional Forest Officer. No transaction will be considered authentic unless supported by proper receipts. :

325.Advance to Contractors.

The following rules govern advances to contractors.

- (1) Advance to contractors should only be given in exceptional cases when no other arrangements can be made for carrying in the work.
- (2) No advance should be made exceeding in amount the value of work already completed.
- (3) In exceptional cases where it is necessary to grant an advance before work is commenced the Divisional Forest Officer must satisfy himself that the contractor is reliable and in a solvent state, and must cause the contractor to execute a personal agreement for the summary recovery of the amount advanced. Wherever possible, a third party should be added as surety for the amount
- (4) No advance or advances exceeding an amount to be fixed by the Conservator should be granted to any contractor without the sanction of the Conservator.

(5) Divisional Forest Officers will be personally responsible for all advances to contractors when the amounts advanced can be shown to have been needlessly or imprudently large or frequent. Under the provisions contained in clause (4) above, Divisional Forest Officers may grant an advance up to Rs. 500 in each case.

(6) The amount advanced should be charged in the cash book under acknowledgment by the payee in Form No. 64. When recovered (wholly or partially) from the contractor either by work done or in cash, the amount recovered should be credited in the cash book under "Work Advances", the numbers and dates of the items in which the advances so recovered were originally charged being quoted in the entry on the debtor side. If the recovery is the value of work done, such value should simultaneously be charged per contract, to the appropriate sub-head of accounts classification in the cash book, and the charge supported by a voucher (detailing the work done and the rates) which should be signed by the contractor in token of the correctness of the credit given in his ledger account and completed as a payment voucher in other respects.

326. Contractor's and Disburser's Ledger.

(1) A ledger should be maintained by the Divisional Forest Officer in Form No. 54 or all accounts with contractors and disbursers. On the debtor side should be entered all payments made to them and on the creditor side the amounts of all bills passed to their credit and all sums repaid by them in cash.

(2) Only one account should be opened with each disburser, but in the case of contractors a separate account should be kept with each person in respect of each work.

(3) Each item entered in the cash book under "Forest Advances or Work Advances" should be posted at once in the Ledger and when any work is accepted as having been done by a contractor, or any account supported by the necessary vouchers is accepted from a disburser, the amount covered by work done, or expenditure incurred should be set off against the amount due from the contractor or disburser, as shown in his account in the ledger. The ledger account should thus be a running account with each contractor and disburser, from which the amount due by him or from him can always be ascertained easily.

(4) The account with each contractor and disburser should be balanced and signed by the Divisional Forest Officer on the last day of each month in which any transaction takes place.

(5) The pages in the ledger should be numbered consecutively, and there should be an index to the accounts it contains. Each new account opened should be assigned a number which will be appropriate to that particular account until it is closed finally. The numbers should be given to the accounts in the ledger in consecutive order as they are opened and should run in a consecutive sequence until a new ledger volume is opened.

327. Monthly Abstract of the Ledger.

(1) An abstract of the contractor's and Disbursers Ledger should be prepared monthly in Form No. 65 and, with the supporting vouchers it should be submitted in original to the Conservator on the same day on which the monthly accounts are sent to the Accountant-General. In this abstract should be shown in consecutive order first the contractor's accounts and then the disburser accounts, and grand totals of all accounts as should be given at the foot of the abstract.

(2) The abstract for March in each year should be accompanied by a brief statement explaining the circumstances under which each item outstanding for more than twelve months remains unadjusted, and the steps which have been taken with a view to its early clearance.

(3) The Conservator should, within ten days of receipt in his office, pass the abstracts on to the Accountant-General, after examining them and making therefrom such notes for information and guidance as might appear to him desirable or necessary.

Note--It is optional with Government to retain the procedure described under which the accounts are sent through the Conservator.

328. Cash Revenue Receipts.

(1) All revenue received by officers of the department shall be paid as soon as possible into the nearest treasury for credit as "Forest Remittance". Each remittance should be accompanied by the usual chalan form supplied by the treasury, in triplicate, and the receipted copy returned by the treasury should be treated as the voucher to the entry in the cash book

Note-In all such cases a copy of the chalan shall be forwarded by the treasury officer direct to the Divisional Forest Officer in order that the revenue may be brought to account in the books of the latter.

(2) Revenue collected at outlying stations may, however, be remitted to treasuries by means of postal money orders. In such cases no duplicate chalan is tendered at the treasury, as the money will be received by it from the post office. The acknowledgment with the coupon of the money order will be forwarded by the treasury to the Divisional Forest Officer and also an advice of all the remittances received by money order on each day on which such transactions may occur.

(3) If revenue received in cash by Forest Officers is required for meeting immediate local expenditure, sums locally received may be so utilised [vide O. T. C. rule 6 (2)]. In all such cases the gross amount of revenue received must be promptly remitted to the treasury, which may be done in cash or partly in cash and partly by cheque, or wholly by a cheque. The amount paid in cash and the amount remitted by cheque shall be shown separately in the chalan or remittance note.

(4) All cheques forwarded to the treasury for recredit in the treasury account should be endorsed as follows: "Received payment by transfer credit to Revenue under Head of Service..... Forest Department. No such cheques should ever be made payable to any Forest Officer or Treasury Officer by name or by official designation. (Vide Rule 407 O. T. C.)

(5) A consolidated receipt for the money remitted to the treasury by all officers of the division, and credited in the treasury accounts during the month, should be furnished by the Treasury Officer to the Divisional Forest Officer on the 1st of the ensuing month.

Note-In the case of Forest Remittances paid to Reserve Bank of India or any of its branches, the consolidated receipt referred to in the above rule will be supplied by the Accountant-General on or before the ensuing month.

(6) All entries in the cash book of "remittances of revenue to " treasuries" will be supported by vouchers in the treasury chalan or advice list form. The name of the treasury and the treasury number and date of each chalan or advice list will invariably be entered in the cash book in the column of "Particulars", and when revenue is remitted to a Sub-Treasury or Tahsil, the name of the district treasury to which it is subordinate must also be given.

(7) No chalan or advice list shall be adjusted in the division accounts unless the same is forwarded by the Treasury Officer direct to the Divisional Forest Officer as laid down in Rule 408 (iii) O. T. C.

329. Preparation and Disbursement of Muster Rolls.

For works executed by labourers on daily or monthly wages, a muster roll in schedule XVIII Form No. 16 must be maintained. The muster roll should show the names of labourers, their father's or husbands' name (in the case of married women), their village of residence, the number of full days or half days they have worked, rate of daily wages to be paid, and the amount due to each. This muster roll is the initial record of the labour employed each day on each work and must be written up daily by the subordinate executing the work and required to maintain the muster roll. The following instructions should be observed for maintenance, preparation and disbursement of muster rolls :

(1) A separate muster roll must be kept for each work carried out by each sub-disburser who is entirely responsible for all entries he makes in that muster roll to his Range Officer and the Range Officer similarly to the Divisional Forest Officer for its correctness. These muster rolls must be submitted as separate regular vouchers and must be preserved for such periods as the accounts submitted by the Range Officer to the Divisional Forest Officer is preserved. If consolidated into one voucher (Form No. 108 of Schedule XVIII)

they should accompany that voucher to Divisional Forest Officer for check. They are the basis of all check and control and must remain on record in their original state. In cases where one work is looked after by two or more sub-disbursers each sub-disburser must maintain his own muster roll for his own section of the work and when these are combined into one voucher for the work as a whole in Form No. 108, Schedule XVIII, for the whole of that particular work, the voucher must be supported by two or more separate muster rolls so that each sub-disburser is responsible for his own section of the work and so that the fact remains permanently on record.

The disbursement certificate should be given by the Range Officer on the following form:-"This amount of Rs. has been disbursed by me through section officers mentioned in the "Remarks" column and their disbursement certificate have been taken on the muster rolls, concerned."

(2) (a) The labourers should be finally paid up and their accounts settled at such intervals not exceeding four weeks as are convenient. Separate muster rolls must be prepared for each period of payment for which a bill is drawn. The muster rolls should never be prepared in duplicate.

(b) Payment should be made only after the work done is measured. Sured and the detailed measurements recorded in the measurement book, if the work admits of such measurement. If the work is not susceptible to measurement, the progress should be estimated as correctly as possible and entered in the appropriate columns of the statement under, "Details of work done" at the foot of the muster roll form. In such a case no entry in the measurement book is necessary.

(c) The payments of muster rolls should be made or witnessed by the official of highest standing available, who should certify to the payments individually or by groups, at the same time specifying both in words and figures, at the foot of the muster roll the total amount paid. If any item remains unpaid, column "Net amount paid" should be left blank with a remark. In the remarks column "not paid". Against total in the column "Net amount paid", the amount of unpaid wages should be entered in red ink below the amount paid. The unpaid amount should subsequently be carried forward from muster roll to muster roll on the same work until they are paid, the payment being recorded and certified to in the same way as payments of current dues. Wages remaining unpaid for 3 months should be reported to the Divisional Forest Officer who will decide in each case whether the liability should also be shown in columns 9 and 10 form No. 66 in red ink in the month in which the unpaid wages appeared for the first time in the muster roll, and reference to this voucher (in Form No. 66) should be given in the subsequent vouchers in which the unpaid wages have been finally paid or dropped as the case may be, at the same time making a note of payment in the original voucher.

(3) (a) Muster rolls are to be prepared daily on the work, Forest Guards or other officers in charge of works will prepare the muster rolls in their own hand and shall always have these rolls with them at the work site and will produce them for check whenever required to do so. (b) Attendance of labourer should be recorded by the subordinate in charge of the work. Once in the morning immediately before commencing work and again in the evening immediately before closure of work.

(4) Muster rolls of labourers on daily labour must invariably be kept in the usual printed forms (Form Nos. 16 and 16-A of Schedule XVIII Forests), and must remain in possession of the officer in charge of the works until submitted to his superior.

(5) Every muster roll should be checked, at least twice by the next officer who should sign and date the muster roll checked by him on each occasion. Each time he inspects the work he should call the roll to verify that it is in order. The Range Officer should similarly re-check it while on tour and sign and date his checking note. He should check not less than 25 per cent of his Range muster rolls, and make final payment personally of at least 30 per cent, of the muster rolls. The Divisional Forest Officer would do well to check his signature and final payment on muster rolls and see that they exercise that percentage of check.

(6) Payment of daily labour through a contractor instead of by muster roll is not to be done. Each labourer must be paid individually and his receipt taken.

(7) At least 25 per cent of the muster rolls must be checked by the Range Officer to verify that work for which charge has been made has been actually done, the charge is reasonable and payment has been made

to proper person. The Range Officer is personally responsible in every respect for seeing that the works are properly done and that vouchers are properly kept up and to that the section officer also carry out their proper amount of check. If they do not, it is the Range Officer's duty to report any slackness on the part of the subordinates under him without delay to his Divisional Forest Officer for necessary disciplinary orders.

(8) At least 5 per cent of the muster rolls should be checked by the Divisional Forest Officer while on tour. Note: -Assistant Conservator should also check the muster rolls while on tour in addition to the checks prescribed above.

(9) Printers ink is to be used in taking finger impressions on muster roll. The Divisional Forest Officers after due warning to every disbursing officer and after satisfying themselves that the disbursing officers have a satisfactory apparatus for taking thumb-impressions should refuse to pass sums covered by bad impressions.

330. Absent of Muster Rolls

After payment, an abstract should be prepared in Form No. 56 wherein the amount paid should be certified. This abstract will be the voucher in support of the charge in the cash book.

331. Maintenance of Measurement Books.

All work done or supplies made shall, unless impracticable be measured (weighed or counted) before payments thereof are made. The details of measurements shall be systematically recorded in a book called the "measurement book" (Schedule XVIII Form No. 45), which will form the basis of all accounts of quantities. The description of the work or supply must be made so as to admit of easy identification and check A reliable record is the object to be aimed at. The measurement book should be considered a very important account record. In recording detailed measurements the following general instructions should be care fully observed :-

(1) All measurement books belonging to a division should be numbered serially and a register should be maintained in the Divisional office to show the serial number of each book, the names of officers to whom issued the date of issue and the date of return. Books no longer in use should be returned to the Divisional office even though not completely written up. No paper must be torn from measurement books and leaves should be machine numbered before issue from divisional office. These are entirely Government records and are to be preserved as such undamaged. The pages of the measurement book should be counted before issue and a certificate of count should be recorded over the dated signature of the Divisional Forest Officer, on the 1st page of the measurement book. Similarly before the measurement book is brought into use, the pages should be again counted and a certificate of count should be recorded over the dated signature of the officer to whom the book is issued for use by the Range Officer.

(2) Entries should be recorded continuously and no blank pages should be left and no page torn out. Any page left blank inadvertently should be cancelled by diagonal lines and duly attested.

(3) No erasure should be used. Any correction necessary should be made by scoring through the original entry. No over writing should be made. All corrections should be attested.

(4) Measurement should, as far as possible, be taken by an officer

not below the rank of Forester. In cases, where however, road measurements impose too heavy a burden on the section officer to the detriment of his other duties such measurements can with the knowledge and approval of the Divisional Forest Officer be made by Forest Guards trained for the purpose. In such cases 10 per cent of the measurements must be counter checked by the supervising Forester or Range Officer.

(5) Measurement should be recorded in sufficient detail and as distinctly as possible to allow easy check by an inspecting officer.

(8) At least 5 per cent of the muster rolls should be checked by the Divisional Forest Officer while on tour.

Note :-Assistant Conservator should also check the muster rolls while on tour in addition to the checks prescribed above.

(9) Printers ink is to be used in taking finger impressions on muster roll. The Divisional Forest Officers after due warning to every disbursing officer and after satisfying themselves that the disbursing officers have a satisfactory apparatus for taking thumb-impressions should refuse to pass sums covered by bad impressions.

(10) If any measurement book in use is lost the matter should be immediately reported to the Conservator who will deal with it. He may write off the loss and take such disciplinary action as he considers necessary.

332. Inter Divisional Transaction.

(1) Payments can be given for current expenses including pay to the staff of another division on written requisition by the responding Divisional Forest Officer. Such transaction shall be adjusted as I. D. T.

(2) When any I. D. T. transaction is made the following procedure should be followed.

(a) As soon as an advance is made under I. D. T. necessary entry should be immediately made in the cash book of the Divisional Forest Officer in the Cr. side under the head I. D. T.

(b) Simultaneously a corresponding entry in the I. D. T. register should be made and initiated by the Divisional Forest Officer giving the date of signature. (Details about I. D. T., register is given in sub-rule below).

(c) As soon as the disbursement is made the I. D. T. voucher along with the original voucher should be sent to the responding Divisional Forest Officer for acceptance and return of the I. D. T. voucher quoting the Dr. item No. and month of his cash book.

Note--The responding Divisional Forest Officer shall take immediate action to return the accepted I. D. T. voucher, as far as possible, within the same month.

(d) An I. D. T. register in the following pro forma shall be maintained in each division and shall be entered at the time of despatch of accounts.

Sl. No.	Name of Division on whose behalf the expenditure is incurred	Cr No & Date	Signature of Accountant and D.F.O.	Date on which the Vr. was sent to the responding division	Date of receipt of acceptance from the responding division
(1)	(2)	(3)	(4)	(5)	(6)

Dr. No. and date in cash book	Date of submission of Vr. to A.-G.	Signature of Accountant and D.F.O.	Remarks
(7)	(8)	(9)	10

333. Suspense Transaction.

(1) The practice of resorting to suspense expenditure on items which normally feature in the departments budget is strictly prohibited except when authorised by Government on specific orders. Such receipts of charges must not be allowed to remain unadjusted more than twelve calendar months but it shall be endeavor to finalise the account within the same financial year.

No expenditure shall be incurred under suspense without a corresponding amount having been credited to the above head originally.

(2) A separate ledger in Form No. 54 should be maintained for all such suspense transactions to watch recovery and payments, each such transaction being assigned separate account number in the ledger,

balanced and signed by the officer concerned on the last day of each month, but an no abstract in Form No. 65 will be sent to the Accountant-General every month.

334. Forest Deposit.

The security deposits realised in cash from contractors should classified under “Forest Deposits” and entered in the register of security deposit in Form No. 67. A copy of the detailed accounts kept in this form should be submitted each month to the Accountant-General, Orissa in support of the credits and debits appearing in Forest cash accounts in Form No. 68.

335. Record of Sanction.

(1) No work requiring the sanction of estimate by a competent authority shall be commenced before the sanction order is received. Expenditure shall always be within the budget limits; i.e., no expenditure must be incurred under any budget head if the provision made under the head is not sufficient to cover the outlay, in such cases only part of the work can be aimed at.

(2) All sanctioned orders will be numbered consequitively for each financial year and entered in a register in Form NO. 69, separate register being maintained for capital and ordinary works. All sanctions to work accorded by the competent authority will be submitted to the Accountant-General in a monthly statement in Form No. 69 on the 5th of the month following the month of issue of the sanction order.

(3) A detailed record of the sanction relating to each sanctioned work and of the expenditure incurred thereon from time to time should be kept in a register Form No. 70.

336. Completion Report.

(1) When a sanctioned work is completed all outstanding liabilities should be discharged as soon as possible and the account of the work should be closed. A completion report along with a copy of entries in Form No. 70 maintained by the Divisional Forest Officer, showing the amount sanctioned and the amount actually spent should be submitted to the Conservator of Forests through the Accountant-General. On receipt of these completion reports the Accountant-General will verify the expenditure with that recorded in the audit registers of his office and transmit the reports to the Conservator who will transmit the same to the sanctioning authority for final record. In cases where Government is the sanctioning authority, the report when received by Government from the Accountant-General will be forwarded to the Chief Conservator for record.

337. Pay Bills of Gazetted Officer.

The pay bills of gazetted officers (Form No. 71) duly receipted with stamps attached, when necessary, will accompany the accounts as vouchers, copies being kept in the Divisional Office.

338. Establishment Bills.

(1) The establishment bills of the permanent staff, will be prepared in books (Form No. 72) and the signature of each recipient will be taken when payment is made, revenue stamps being attached, when necessary. When receipts of persons serving at a distance are obtained on separate abstracts the Divisional Forest Officer will note in the signature or “Remarks” column of the Divisional bill book that the receipts of the incumbents have been obtained and filed separately.

(2) In the establishment bills complete lists of the sanctioned scale of establishment will be entered on the first day of each month; but only amounts actually paid up to the last day of the month and for which the payees’ receipts have been received in the Divisional Office will be charged in the cash book. Amounts remaining unpaid will merely be entered in the appropriate column in the red ink and left out of the total for each range or forest unit to be posted in column 8.

339. Pay Vouchers

(1) General instructions contained in S. R. 222 under the Orissa Treasury Code, shall be followed so far as they are applicable to forest department while preparing leave salary bills of non-gazetted Government servants.

(2) The vouchers for the pay of permanent non-gazetted establishment to accompany the classified abstract of revenue and expenditure (60-P) will be abstracts from the establishment bill book signed by the Divisional Forest Officer.

Note (1)- In case of Range establishments the pay bills will be submitted to the Divisional Forest Office towards the close of the preceding month. The Divisional Forest Officer after scrutiny and passing them for payment will return them to the Range Officer before the 5th of the month. The Range Officer will then disburse the bill after taking acquittance of each payee, and will return the bill with acquittance as the voucher in support of payment made by him and entry of payment in his cash book along with the Range account.

(2) On receipt of the bills and acquittance from all Ranges the Divisional Forest Officer shall prepare a consolidated pay bill for the whole division, including the details of his own office and will submit to the Accountant-General alongwith the classified abstract of Revenue and expenditure (Form 60-P), for the division.

Similarly the offices of all other drawing and disbursing officers will prepare the consolidated pay bills and send to the Accountant-General along with the Form 60-P.

The original bills with the acquittance will be retained in the respective offices for record.

(3) As regards temporary establishment a single bill will be prepared for all the sanctioned temporary establishment for each division in the same manner as in sub-rule (2) above. The sanction order should be quoted in each bill.

340. Travelling Allowance Bill.

(1) The travelling allowance bills of gazetted officers will be prepared in LIII Form No. 193 and of the rest in Form No. 194.

(2) When long journeys by road are undertaken or where journeys by road are made between points which are connected by railway, an explanation should be submitted along with the travelling allowance bill.

(3) The T. A. bills will be submitted with the monthly accounts as vouchers. The Chief Conservator and the Additional Chief Conservator are authorised to countersign their own T. A. bills and those of other Gazetted Forest Officer, will be countersigned previous to payment by their respective superiors. The Head of the office will also countersign the bills of all non-gazetted officers working under his establishment.

(4) The bills of Forest Officers not under the control of the Chief Conservator will be countersigned by such officer as the Government may direct.

(5) The officer who countersigns travelling allowance bills must satisfy himself that the charges are justified by the circumstances of the case and that his individual monetary allotment is not exceeded.

Note (1):--The number of kms. travelled should be entered in all cases of journeys by road or by boat.

Note (2):--Permanent travelling, conveyance and horse allowance should be drawn along with the pay of the officer and not on travelling allowance bills.

Note (3):- When the first item of travelling allowance to any officer is a halt the date of commencement of that halt should be stated in the "Remarks" column.

Note (4):-Whenever daily allowance for more than ten days of a halt at one place is drawn by any officer a certificate should be given on the travelling allowance bill to the effect that camp equipage was maintained during the whole period of the halt.

Pay & T. A.

(6) Pay and Travelling Allowance due to a Government servant on transfer from one circle office or division to another will be paid in the later circle office or division.

341. Claims for Arrear Travelling Allowance.

Charges, on account of travelling allowance should be billed for during the month in which they are incurred or during the following month. No claim for arrear travelling allowance bills should be admitted without satisfactory reason for the delay and unless accompanied by a certificate given by the Divisional Forest Officer that the amount claimed was not drawn in any previous occasion. In no cases should bills which have been allowed to remain unpaid for more than one year be paid without the sanction of the Conservator.

342. Travelling Allowance Vouchers.

The vouchers for charges on account of travelling allowances will be the original bills countersigned by competent authority disbursed and receipted by the payee.

343. Support of Payment by Vouchers.

(1) All payments must be supported by vouchers in the following forms :

Pay of permanent or temporary establishment.	Form No. 71-72
Travelling allowance bill	Form No. 73
Cash remittance to treasuries ..	Treasury chalan or advise list.
Revenue derived from supplies to public department.	Form No. 74
Daily labour form	Form No. 66
All other payment	Form No. 64 or Post Office receipt with In land money order acknowledgment.

(2) All vouchers for payments, including advances except treasury chalan or advice lists and acknowledgments of transfer to the departments, must bear the dates of payment, and they must be passed for payment, in words as well as in figures. by the Divisional Forest Officers, who thereby assume the responsibility for the charge.

(3) Disbursement certificates are required on all vouchers.

344. Responsibility for Accounts.

The responsibility for the effective check and control of the accounts of the entire division both in respect of revenue and expenditure, rests on the Divisional Forest Officer.

345. Incorporation of Subordinates Accounts.

Before closing the accounts of a month the Divisional Forest Officer should satisfy himself that the accounts of his subordinate officers for the month have been examined and incorporated truly and accurately in his own accounts. For this purpose, the accounts of the latter should reach the office of compilation in time for the preparation and submission of the accounts returns on the due date. If they do not arrive in time to be so incorporated, they should be taken in the following months accounts, but such an occurrence should be avoided as far as possible. In the case of accounts of March, however, the Divisional Forest Officer must keep open his accounts until receipt of all the subordinate accounts, in order that all receipts and payments of the official year may, as far as possible, be brought into the accounts of the year.

346. Withholding & Disallowing of Vouchers.

(1) If a voucher is withheld, for incorporation in the Divisional Accounts on account of inaccuracies, or owing to suspicion of fraud, the explanation of the Range Officer and the officer who has disbursed the amount

in the voucher should be obtained. The Divisional Forest Officer after due consideration of the explanation shall order about its incorporation in part or in full or he may order disallowing the vouchers. The disallowed amount shall then be recovered from the person disbursing the voucher. An appeal against the decision of the Divisional Forest Officer shall however be with the Conservator if this is preferred is within thirty days. The decision of the Conservator shall be final. In the event of a fraudulent voucher been disallowed in part or in full, further disciplinary action may also be taken.

(2) Decisions on withheld vouchers should be taken within 3 months, failing which all withheld vouchers shall be incorporated in the Accounts.

347. Dates of Submission of Monthly Accounts.

A copy of the monthly register of cheques drawn (Form No. 62 prescribed in rule 316, should be submitted to the Accountant-General along with other accounts, mentioned below on or before the 30th of the month following that to which they relate :

A--MONTHLY CASH ACCOUNT (STATE):

- (1) Monthly Cash Account (Form No. 61)
- (2) Classified Abstracts of Revenue and Expenditure (Form No. 46)
- (3) Schedules of Remittances to Treasuries (Form No. 75)
- (4) Schedules of transactions with other Government (Vide Art. 285 of Account Code).
- (5) Schedule of transactions with Railways (Vide Art. 285 of Account Code).
- (6) Abstract of Contractors' and Disbursers' Ledger (in original)
- (7) Return showing the credits and debits of forest deposits (Form No. 68).
- (8) G. P. F. Schedule & A. I. S. P. F. Schedule
- (9) Individual statements of other advances and their recoveries

B-CASH ACCOUNT (CENTRAL)

Central Cash Account shall be accompanied by

- (1) Income-tax Schedule
- (2) P. L. I. Schedule
- (3) Any other schedule concerning Central Government

They should be accompanied by all vouchers other than those which may be destroyed after payment and by the consolidated treasury receipts. The entry in the accounts in respect of the payment made on muster rolls should be supported by a voucher setting forth the brief particulars of work done by the labourers and containing a certificate of the disbursing officer to the effect that the labourers were employed actually on the work and paid on muster rolls.

Note (1):-As regards the accounts for March the Schedule of transactions with other Government and Railways should invariably be despatched so as to reach the Accountant-General not later than the 7th of April of the succeeding financial year and all correcting entries affecting those schedules should be intimated to the Accountant-General so as to reach him by the 12th April at the latest.

Note (2) :-In addition to the ordinary account for March, a March final account for that month in the form of the Cash account (Form No. 61) with the necessary accompaniments, comprising the transaction included in the supplementary accounts books should be submitted to the Accountant General so as to reach him by the 1st June or such other date as may be prescribed by him.

348. Details of Cash Accounts.

The monthly Cash Account should be prepared in Form No. 61. It should show in respect of the following items merely the totals for the month and all other items of receipt or charge should be entered in detail:

(A) DEBTOR SIDE—(1) Cheques drawn; (2) Recoveries of advances from contractors and disbursers; (3) Revenue received and credited in the cash book under 313—Forests; (4) Recoveries made by deduction from pay bills on account of service and other funds, provided the bill are accompanied by schedules showing the full particulars of each recovery; (5) Refund of Forest Revenue taken by deduction from Revenue; (6) Receipts and recoveries creditable to the Central Government; (7) Receipts and recoveries creditable to Railways and (8) Receipts and recoveries creditable to other States.

(B) CREDITOR SIDE—(1) Remittance to treasuries; (2) Advances made to contractors and disbursers; and (3) Expenditure debited in the cash book to “313—Firests; (4) Expenditure debited in the cash book to 513—Capital outlay on forests; (5) Receipts and recoveries to be deducted from capital outlay; (6) Payments debitable to the Central Government; (7) Payments debitable to railways; and (8) Payments debitable to other States.

A certificate signed by the Divisional Forest Officer should be attached to the monthly Cash Account to the following effect :

(1) That the lump sums shown agree with the details in the cash book and also with other subsidiary returns concerned, after making allowance for :

(i) cash recoveries of service payments noted in the cash book but not shown in the Cash Account as separate items;

(ii) refunds of forest revenue noted in the cash book but taken by deduction from revenue in the Cash Account; and

(iii) receipts and recoveries on Capital Account noted in the cash book but deducted from expenditure under the head “513 Capital outlay on Forests” in the Cash Account; and

(2) that the account balance agrees with the actual cash balance. When the Divisional Forest Officer signs the accounts while on tour and cannot give the required certificate, this should be furnished separately as soon as he returns to headquarters.

Note:--The subsidiary returns referred to are the following:-- Form No. 62 for cheques drawn, Form No. 65 for payments and recoveries of advances to contractors and disbursers, Form No. 49 for revenue received and expenditure charged, and Form No. 75 for remittance to treasuries.

349. Abstract of Revenue and Expenditure.

(1) A classified Abstract of revenue and expenditure, should be prepared in Form No. 46, the expenditure debited to the head “513—Capital outlay on Forest” being shown separately from the debited to 313 Forest. All items of Revenue and Expenditure recorded in the cash book for the month should be classified and arranged in this return in accordance with the prescribed classification the entries being made in such detail as may be required by the Accountant-General.

(2) Copies of the Classified Abstract of Revenue and Expenditure (Form No. 46) should be submitted by the Divisional Forest Officer to the Conservator, Chief Conservator at the same time as the monthly accounts are sent to the Accountant-General.

(3) A certificate in the following form signed by the Divisional Forest Officer should be attached to each classified Abstract of Expenditure:---

“I certify that so far as I have been able to ascertain by an examination of the accounts and vouchers and by personal inspection of the works carried out which I have been able to visit, the expenditure entered in this account could not, with due regard to the interest of the Government service, be avoided I certify that, to the best of my knowledge and belief, the payments included in this account have been duly made to the parties entitled to receive them. All vouchers for payments of salaries and travelling allowance and of refunds and advances, vouchers for all other payments above Rs. 250.00 or such higher limit prescribed in subsidiary Rule 258 of Orissa Treasury Code and vouchers for all items adjusted by (book transfer with other Governments) departments, etc., are attached to the account. I have, so far as possible, obtained vouchers for other sums and am personally responsible that they have been so destroyed that cannot be used again”.

When stores are purchased it should also be certified that

(i) all the articles detailed in the vouchers attached to the account and those retained by the drawing officer have been duly received in good order and accounted for in the stock register; and

(ii) the quantities noted in the vouchers are correct, the quality is good, the rates paid are not in excess of the accepted and the market rates, and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payment.

350. Schedule of Remittances.

A schedule of remittances to treasuries should be prepared in Form No. 75. The entries in this schedule should show each item of remittance separately and reference to these items should be made invariably against the corresponding entries in the last column of the consolidated treasury receipt received from the treasury concerned.

351. Additional Accounts.

In addition to the accounts prescribed above, such other accounts of revenue due and outstanding and of timber and other transactions should be submitted by the Divisional Forest Officer to the Accountant General as he may from time to time require. Copies of all such directions will be forwarded by the Accountant-General to the Conservator and Chief Conservator/Additional Chief Conservator.

352. Despatch of Accounts by Head Clerk

To ensure the arrival of monthly accounts in the audit office by the 10th of the following month the head clerk during the absence of the Divisional Forest Officer from headquarters is authorised to sign and despatch the accounts. On his return to headquarters the Divisional Forest Officer should examine the accounts and submit to the Accountant General a report of such examination. Similarly the Head Assistant in the Circle office may submit the account in the absence of the Conservator and on return to headquarters the Conservator will submit a similar report to the Accountant-General.

353. Errors in Accounts:

Errors in accounts can be corrected only in accordance with rule.

354. Conservator's Control over Accounts.

(1) The duties of the Conservator with regard to the accounts of Forest Expenditure are to exercise a strict control over the whole outlay for Conservancy and works, outlay of capital nature and to examine the charges on account of travelling allowance and contingencies. To facilitate the exercise of this control, the Conservator is furnished monthly, by the Divisional Forest Officers, with duplicate copies of the Abstract of Receipts and Expenditure, (Form No. 49) submitted to audit.

(2) The Conservator is further required specially to control the adjustment of advances and for this purpose the monthly abstracts of the Conservator's and disburser's ledger, submitted to audit by the Divisional Forest Officers are required to pass through the Conservator.

347. Result of Audit

(1) The results of the audit of bills and accounts will be communicated by the Accountant-General to the Divisional Forest Officer in objection statements in Form Nos. 76 and 77, the latter form being used in those account offices in which the system of combined objection book and objection statement is in force.

(2) The objection statement should be returned in original, within a fortnight of its receipt, through the Conservator who should note all corrections and alterations, in his copies of the Divisional Classified Abstracts of Revenue and Expenditure.

(3) A list will be forwarded by the Accountant-General to the Conservator each month showing the dates

on which the objection statements were sent to each divisional office. The list should be compiled and sent back to the Accountant-General by the Conservator after all the objection statements for the month have been returned.

356. Conservators Objection Statements.

The monthly returns received from Divisional Forest Officers will be scrutinized in the Conservator's office and the Divisional Forest Officers addressed regarding any discrepancies which may be noticed. The objections raised by the Conservator should be promptly attended to and compliance reported without loss of time.

357. Summary of Revenue and Expenditure.

(1) After completing the audit of the monthly account for each division the Accountant-General will prepare summaries of revenue and expenditure for the month for each division, in Form No. 78 and furnish them to the Conservators. In addition to this, the Accountant-General will furnish a consolidated account in Form No. 78 for each circle to the Chief Conservator every month.

(2) The Accountant-General will also furnish the Conservator and Chief Conservator not later than the 31st July with a statement showing the figures of receipts and expenditure for the past year in order to enable them to have correct figures for the preparation of the budget and annual summary of revenue and expenditure for the annual administration report.

(3) On receipt of these summaries, the Chief Conservator or the Conservator as the case may be shall take steps to check the figures with Form No. 63 and reconcile differences if any by direct correspondence with the Accountant-General. At the same time they will forward the monthly summaries (Form No. 78) to the Divisional Forest Officers concerned together with copies of correspondence between them and the Accountant-General in connection with reconciling the discrepancies. After the finally corrected figures are accepted, necessary correction should be made in all the offices concerned.

CHAPTER XXI

POWERS OF FINANCIAL SANCTION

358. Administrative Approval.

The powers of officers to accord administrative approval on the following items of capital expenditure in each case are given below:

Sl. No.	Subject	Power of Chief Conservator	Power of Conservator	Power of D. F. O.	Remarks
1	2	3	4	5	6
1	Building (Non-residential)	75,000	60,000	25,000	
2	Building (Residential)	40,000	30,000	15,000	
3	Building-Inspection Bungalow, Rest Shed and other buildings.	40,000	30,000	15,000	
4	Sanitary and Water-supply Installation				
a	Non-residential	7,500	6,000	2,500	
b	(b) Residential	4,000	3,000	1,500	
5	Electrical Installation				
a	(a) Non-residential	7,500	6,000	2,500	
b	(b) Residential	4,000	3,000	1,500	
6	Communication including Culverts	50,000	25,000	5,000	
7	Other items	7,500	6,000	2,500	

359. Writing off of Losses:

The following officers are empowered to write off losses as given below:

Sl. No.	Subject	Power of Chief Conservator	Power of Conservator.	Power of D. F. O	Remarks
1	2	3	4	5	6
1	(i) Losses due to theft, fraud or negligence.	2000	1500	500	in each case
2	Other losses	4,000	3,000	1,000	Ditto

360. The various officers will have powers to sanction contingency and miscellaneous expenditure as below:

Sl. No.	Subject	Power of Chief Conservator	Power of Conservator.	Power of D. F. O	Remarks
1	2	3	4	5	6
1	Contingency Expenditure a Recurring	1500	1,000	500	per annum in each case
2	b. Non -recurring	7,500	5,000	2,000	in each case

361. The Chief Conservator and Conservators will have power of sanction for House Rent as below:

Sl. No.	Subject	Power of Chief Conservator	Power of Conservator.	Power of D. F. O	Remarks
1	2	3	4	5	6
	a) house rent for ordinary office accommodation b) Office cum-residential accommodation. c) other purposes	9,000	3,600	...	Per year in each case

362. Local purchase of stationery

Under Commerce Department Memo. No. 1611-(122)-Sty.-2/77 Com., dated the 25th February 1977, local purchase of office stationeries is ordinarily prohibited. In exceptional circumstances officers may, however, make local purchase with the approval of their immediate superiors provided that the purchase value does not exceed Rs. 50 at any time and Rs. 250 in all within one financial year. The officers initiating and permitting such purchases will record the reasons for making local purchase. The details of such purchases along with justification for such purchases should be submitted within two weeks to the Director of Printing, Stationery and Publications, Orissa, Cuttack and the concerned Head of the Department.

363. Purchase and repair of bi-cycle

The Chief Conservator, Additional Chief Conservator, Conservators and Divisional Forest Officers will have full powers to purchase and repair of bi-cycle

364. Refund of Revenue

Subject to the provisions of the relevant Acts and rules made thereunder, the authority in whose favour revenue has been credited is empowered to refund such revenue in the following circumstances:

(a) Wrong credits of revenue; (b) Over-payments of revenue; and (c) Where the competent authority decided to abandon any scheme, examination, etc., for which fees or other charges were realised in advance.

Note (1)-Advance deposit of rent for occupation of Tourist Bengalows, etc., should not be treated as revenue but as deposit. If a person depositing the advance does not occupy the accommodation offered and is entitled to refund under the relevant rules, the amount can be refunded.

Note (2)—If a fee has been realised for rendering any service which is actually not rendered, the authority

who collected the fee is empowered to refund it.

Note (3)-Rules 166 to 169 of the Orissa General Financial Rules and the general procedure for refund of revenue prescribed in Subsidiary Rules, 345 to 349-A of the Orissa Treasury Code, should be followed.

365. The exercise of the above powers are subject to the conditions and restrictions as laid down in the "Delegation of Enhanced Financial Powers Rules, 1978, as corrected from time to time.

Besides any other general or special order to be issued from time to time by the Finance Department or other competent authority relating to the sanction of expenditure should be observed.

366. Purchase of Stores, Live stock etc.

The following officers are empowered to sanction expenditure for purchase of various items as given below:

Sl. No.	Subject	Power of Chief Conservator	Power of Conservator.	Power of D. F. O	Remarks
1	2	3	4	5	6
i.	Stores, tools and plants other than expenditure on contingency	10,000	5,000	2,000	in each case
ii.	Elephants and other live-stock	5,000	3,000	Nil	Ditto
iii.	Government publications	Full powers	Full powers	Subscription to Indian Forester	
iv.	Non-official publication viz. Periodical news papers and books and maps	Per Year

367. Pleaders Fees in Criminal Cases.

Powers to sanction expenditure on pleaders fees in the prosecution of criminal offences are as given below; subject to the conditions as under Sl. No. 7 of Annexure 'D' of Delegation of Financial Rules, 1978 that is expenditure should be regulated under the relevant rules of the Bihar & Orissa Practice and Procedure Manual & Orissa Law Officers Rules, 1971 and such other general or special rules as may be issued by Government from time to time.

368. Rent for Land.

(1) The Chief Conservator is authorised to sanction within the budget provision, payment to rent on lands leased by Government up to a limit of Rs. 600 a year in each case.

(2) The Conservators are empowered likewise up to a limit of Rs. 300 a year in each case.

369. Free Grant of Concessions.

The Chief Conservator may make grants of timber or other forest produce free or on concessional rates up to a value of Rs. 2,000, Conservators upto a value of Rs. 1,000 and Divisional Forest Officers up to a value of Rs. 250 in any case from the forests in cases of poverty or in any exceptional circumstances to village communities, private charitable, religious or educational institutions--

(a) provided that principles laid down in rule 250 are to be observed.

- (b) all free grants should as far as possible be supplied from undemarcated forests, and
(c) all such free grants shall be entered in a register.

370. Writing off Irrecoverable Revenue

The following officers are authorised to sanction the writing off of irrecoverable revenue as mentioned below:

1. Chief Conservator	2,000
2. Conservator	1,000
3. Divisional Forest Officer	200

371. Writing off of Stores.

(1) The following officers are authorised to write off stores, tools, plants, live stock and other stock as mentioned below:

(1) Chief Conservator	2,000
(2) Conservator	1,000
(3) Divisional Forest Officer	250

Note—The exercise of the powers in rules and in subject to the condition (i) that the loss does not disclose a defect of system the amendment of which requires the orders of Government, and (ii) that there has not been any serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action.

(2) The following powers can be exercised by the officers mentioned below for writing off, or unsaleable timber and other forest produce from the depot stock register (Form No. 41), which are found to appear in the register for a period of more than 3 years in the case of timber, one year in the case of fuel wood and any other forest produce:

(1) Chief Conservator	1,500
(2) Conservator	1,000
(3) Divisional Forest Officer	250

The officer initiating the proposal must give a certificate that the produce in question could not be sold in spite of best efforts made to sell them and that the stock has completely deteriorated. The Officer competent to write off must satisfy himself that the contents of the above certificate are correct and he should record his findings after personal inspecting the stock, before writing off the same.

372. Writing off Irrecoverable Loans and Advance.

The following powers will be exercised by the respective officers for writing off of irrecoverable loans & advance in each case:

Chief Conservator	1,000
Conservator	500

373. Power to Sanction Sale of Used and Unserviceable Stores Live stock etc.

The power to sanction sale of live-stock, unserviceable store, tools, plants or machinery on receipt of cash payment in full on sanction of the sale are as below in each case):

1. Chief Conservator	20,000
2. Conservator	20,000
3. Divisional Forest Officer	2,000

374. Advance of Pay

(1) The Chief Conservator, Additional Chief Conservator or the Conservator as the case may be may authorise an advance to the extent of the month's pay to the following classes of non-gazetted officers on the permanent establishment serving under his orders;

- (a) Officers on the executive establishment;
- (b) clerks employed in range offices elsewhere than at the head quarters of divisional offices;
- (c) clerks and other staff who are required to accompany gazetted officers on continuous tour likely to last for more than a month.

(2) The scope of such advances should be limited to cases where the need for it arises out of the peculiar circumstances of service in the forest department; for instance advances may be granted for the following purposes:--

- (i) to meet expenses in connection with equipment and purchase of provisions before proceeding or while on tour;
- (ii) to meet expenses incurred on account of purchase of paddy or other grain, in localities where supplies are not readily available;
- (iii) to meet expenses incurred on the purchase of articles and clothing on account of theft of property if the theft occurs on tour. Advances of pay should be recovered in three equal installments, beginning with the month following that in which the advance is made.

(3) The Chief Conservator is empowered to sanction advance of stipends to selected Rangers course students not exceeding Rs. 300 in each case to be recovered in 12 monthly installments.

375. Revenue Expenditure

The Chief Conservator, Additional Chief Conservator, Conservator and Divisional Forest Officers are empowered to sanction all payments on account of items of revenue expenditure provided that the budget allotments are in no case exceeded.

376. Advances to Contractors

The Conservator is empowered to grant advance to contractors subject to the provisions of rule.

The Divisional Forest Officer may grant advances of Rs. 250 to contractors subject to provision of Rule.

377. Payment of Reward For Fire Protection

The Chief Conservator and Conservators are empowered to grant reward for fire protect reward not exceeding Rs. 25 to fire patrols and other low paid subordinates whose pay does not exceed Rs. 300 per month for specially good work done during the fire season. The reward can be sanctioned either on the recommendation of the Divisional Forest Officer or, directly by the above officers on personal knowledges of any specially good work rendered

378. Payment of Reward for Collection of Tusk

The Divisional Forest Officers and Range Officers are empowered to grant rewards to the finders of elephant tusks as detailed below:--

- (a) The finders of an elephant tusk may deliver the same to any forest officer not below: the rank of Range Officer.
- (b) On receipt of the tusks, necessary weightment should be made by the Range Officer or the Divisional Forest Officer who should grant an official receipt and shall pay rewards at the rates given below.
- (c) The rewards should be paid at 25 per cent of the probable sale value of the tusks and will be paid out of the forest budget.

Note—For fixing the probable sale value, the Divisional Forest Officer should take into account the value obtained for the tusks in the last or previous auction sale or if no such sale was held he should ascertain from the other divisions the price obtained. In addition, the quality and weight of the tusks should also be taken into account. The probable sale value for next year should be intimated to all Range Officers after obtaining the prior approval of the Conservator to the same early in November or as soon as the general auction sales are over whichever is later.

(d) The tusks should be entered in the manual form No. 41 of the receiving officer and should be sent to the Divisional Forest Officer for depositing the same in the local treasury till the same is required for disposal. The fact of disposal should be entered in the appropriate column of Form No. 41.

379. Preparation and Printing of Maps.

The Chief Conservator and Conservators are empowered to prepare and print special maps without reference to Government in cases in which maps are required to illustrate reports etc., provided the cost in each case does not exceed the amounts mentioned below subject to budget provisions.

- | | | |
|----|-------------------|-----------|
| 1. | Chief Conservator | Rs. 3,000 |
| 2. | Conservator | Rs. 1,500 |

380. Sale of Unserviceable Building.

The Chief Conservator is empowered to sanction the dismantling and sale of non-residential building of the Forest Department, the book value of which does not exceed the amount shown below, provided that the buildings can not be put to any further Government use. Government use.

- | | | |
|----|-------------------|-----------|
| 1. | Chief Conservator | Rs. 5,000 |
|----|-------------------|-----------|

Note 1—When it is proposed to sell or dismantle a portion of a building, the value of the entire building and not the portion alone should be taken for the purpose of determining the authority that is competent to sale or dismantle.

Note 2—When it is considered to dismantle a building the opinion of the Executive Engineer and certificate from him declaring the building dangerous for occupation should be obtained.

381. Power to Execute Contracts.

The following powers can be exercised by the following officers for execution of contracts to the extent mention against each (in Rupees).

Sl. No.	Particulars	Power of Chief Conservator	Power of Conservator.	Divisional Forest Officer
	1	2	3	4
a	Execution of contract in connection with working of Forest	Full Powers	1,00,000 & period of contract does not exceed 3 years	20,000 period of 18 months
b	Execution of Contract for supply of materials by forest Department	30,000	20,000	2,000
c	Execution of contract for supply of materials to Forest Department	40,000	30,000	5,000
d	Contract for timber transport and conversion	30,000	20,000	5,000
e	Contract of construction of roads & buildings	30,000	20,000	2,000
f.	Sanction for construction of wells compound walls	15,000	10,000	3,000

CHAPTER XXII

GENERAL

382. Members of Office Establishment Not to Handle Government Money.

Except for the Head Ministerial Officer, no other member of the office establishment shall be entrusted with Government moneys. The Head Ministerial Officer shall be responsible for the custody of the cash of the office. He shall not be authorised however to receive any payment in cash for forest produce. He shall be authorised to incur expenditure for contingent charges of the office. He may be authorised to disburse pay and travelling allowance bills of the office after obtaining the previous pay orders of the Heads of the office. In the absence of the Divisional Forest Officer, the Head Clerk may countersign for and on behalf of the Divisional Forest Officer, chalangos for payments to be deposited in the Treasury.

(2) All subordinates who have the custody of Government moneys or who deal with the collection of Forest revenue shall be made to furnish Security, in accordance with the rules in force.

(3) Application for forest produce should be received by the Divisional Forest Officer, or in his absence, by the Head Clerk.

383. Placing of Private Money in Government Cash Chest.

Under no circumstances, shall any forest officer or subordinate place any private money or other vouchers in the Government Cash Chest. Placing of private money in Government Cash chest. Defalcation or loss of public money by fraud.

384. Defalcation or Loss of Public Money by Fraud

(1) Whenever any defalcation or loss of public money or fraud in connection with the revenue from timber or other forest produce is discovered, the fact should immediately be reported by the officer concerned to his immediate official superior as well as to the Accountant General, even when such loss has been made good by the party responsible for it. When the matter has been fully investigated, a further and complete report should be submitted on the nature and extent of the loss, showing the errors or neglect of rules by which such loss was rendered possible and the prospects of effecting recovery.

Exception :- Petty cases, that is, cases involving losses not exceeding Rs. 200 each, need not be reported to the Accountant-General, unless there are, in any case, important features which merit detailed investigation and consideration [O. G. F. R. 19 (1). exception).

(2) The officer receiving a report submitted to him must forward it forthwith to Government through the usual channel, with such comments as may be considered necessary. He should also submit a detailed report after completing such departmental investigations as may be necessary or expedient, on the causes or circumstances which led to the defalcation or loss, the steps taken to prevent its recurrence and the disciplinary or any other action proposed as regards the person responsible (O. G. F. R. 20).

385. Recovery of Losses and Disciplinary Actions

The following procedure should be followed when losses of public money occur through the negligence or fraud of individuals :

(i) should the administrative authority require the assistance of the audit officer in the investigation of any loss due to fraud, negligence financial irregularity, etc., he may call on that officer for all vouchers and other documents that may be relevant to the investigation and if the investigation is complex and he needs the assistance of an expert audit officer to unravel it he should apply forthwith for that assistance to Government who will then arrange with the audit officer for the services of an investigating officer.

(ii) Steps should be taken to ensure that an officer likely to be held responsible for any loss or irregularity

which is the subject of an inquiry, is not inadvertently allowed to retire on pension while the inquiry is in progress. Accordingly when a pensionable Government servant who is likely to apply for pension is so concerned the authority investigating the case should immediately inform both the audit officer who is responsible for reporting on his title to pension and the authority competent to sanction the pension. It will be the duty of the latter to make a note of the information and to see that pension is not sanctioned before either a conclusion is arrived at as regards the Government servants culpability, or it has been decided by the sanctioning authority that the result of the -investigation need not be awaited.

Note:--The procedure prescribed for the conduct of departmental proceedings and prosecution for enforcement of responsibility is as laid down in the instructions embodied in Appendix-2, of the Orissa General Financial Rule Volume II and those issued by the Political & Services Department from time to time.

386. Un-Usual Expenditure

Whenever unusual expenditure, i. e., of a novel, doubtful or irregular nature has to be incurred, the sanction of the State Government must be obtained.

387. Maintenance of Accounts by Forest Sub-ordinates not in charge of Range.

A Divisional Forest Officer may authorise any subordinate officer not in charge of a range to issue permits for petty sales of forest produce, to collect revenue and issue receipts for same, and to receive small advances for payment for works done. A forest subordinate thus authorised may or may not maintain a cash book for this purpose, but he will render proper accounts to his Range Officer at suitable intervals for incorporation in the latter's cash book in accordance with the instructions given in rule.

388. Hints for Checking Monthly Accounts in Divisional Office

(1) The principal duty of the Accounts Branch of a Divisional Forest Office is the incorporation of Range Accounts into the consolidated Account which is submitted to the Accountant-General. The Divisional Forest Officer is required to see that such subsidiary accounts are properly incorporated. Although it is desirable in order to avoid objections to see that the various forms submitted agree with each other, this point is not of great importance. The Divisional Forest Officer must remember, however, that as the Accountant-General's office does not see the Range Accounts, the responsibility for their proper incorporation and check rests entirely with him.

(2) The Divisional Cash Book as far as it concerns Range Accounts, abstracts them into four heads

- (a) Advances on account of expenditure by disbursers
- (b) Recoveries of these advances by expenditure on work done by Range Officers, etc.
- (c) Revenue collected by Range Officers
- (d) Revenue remitted by Range Officers

(3) The Divisional Office Accountant should be required to balance each Range Account when received by endorsing the following simple abstract giving lump sum totals on each range:

CASH BOOK

Dr.	Cr.
Opening balance	Expenditure charged of on work done.
Revenue (if any) Received	Revenue (if any) remitted closing balance
Advances received from Divisional office.	
Recoveries of excess payment (if any)	

Recoveries of excess payments (if any), -----If these are totalled for all ranges and the divisional headquarters accounts are added the result should agree with Form No. 61 as submitted to Accountant-General, and the Accountant should invariably exhibit this check to the Divisional Forest Officer.

(4) The Range Accounts should also be compared with the abstract of entries in the Contractor's and Disburser's Ledger (The office Accountant may be trusted to see that the abstract submitted to Accountant-General through the Conservator is a true copy of the entries in the Ledger itself, which is rather too bulky to send to camp). If the range account disagrees with the entries in the ledger abstract, the Accountant must be called upon to explain and the Range Officer at once addressed to make his accounts agree (should any sums, for instance be disallowed).

(5) Check of revenue mainly entails the checking of payments due by lessees or purchasers who are paying for forest produce by instalments, and Divisional Forest Officers should either keep up themselves or require their Accountant to send them every month the form in which such instalments are originally written up and subsequent payments entered as they are shown from time to time. From this, the Divisional Forest Officer will become aware of instalments which become overdue and can take action for their recovery, other items include the realisation of compensation for forest offences. This is usually dealt with by the Accountant who should be responsible to bring it to the notice of the Divisional Forest officer so that outstandings are realised without undue delay. These items do not ordinarily come to the notice of the Accountant General

(6) Copies of the Range Accounts submitted to the Divisional Office should occasionally be compared with the originals in Range Offices when opportunity occurs. Cases have been known in which such copies have been altered by clerks at Divisional Office without intimation having been given to the Ranger concerned. Any discrepancy should of course be severely dealt with as it gives a loop hole for fraud. All documents should be carefully scrutinised for erasures.

(7) As regards check of subsidiary forms required by the certificate at foot of the cash book, although any discrepancy would soon be brought to notice in the Accountant-General's audit, it is just as well to see that the following items in the divisional cash book agree with the registers concerned, namely:

- (a) "To cheque drawn"-Figures should agree within column 4 of the Register of Cheques (Form No. 62).
- (b) "By amount of advances made, etc."-Figures should agree with totals of column 10 of Ledger Abstract.
- (c) "To recoveries from disbursers, etc."-Figures should agree with totals of column 6 of Ledger Abstract.
- (d) "By expenditure charged, etc."-Figures should agree with totals of Form No. 46—Expenditure.
- (e) "To revenue received"—Figures should agree with totals of Form No 46-Revenue.
- (f) "By revenue paid into treasuries"-Figures should agree with totals of Schedule of Remittances.

Note-It frequently happens, however, that owing to dates of payment in Range Accounts not agreeing with those in treasury, a memorandum of adjustment has to be drawn up. This should be checked with accounts of previous months.

(8) The following forms should also be compared for purpose of agreement. Total of Form No. 46-Revenue should equal total of figures in Form No. 51 (Revenue Received from purchasers) plus total of Form No. 42 (Depot sale account) plus totals for month in Form No. 53 plus entries for month in Form No. 55 plus total of receipts under V (Miscellaneous).

(9) It is hardly necessary to add that a Divisional Forest Officer should keep control of expenditure and see, as far as possible, that work charged for has been duly executed which can only, however, be done by personal inspection while on tour.

(10) Neglect of the following points when preparing Form No. 46 Expenditure often leads to unnecessary correspondence :

- (a) Sufficient details should be given in column 2 to enable the charges to be at once understood and checked.
- (b) The authority for charges lying outside the powers of sanction of the officers submitting the accounts should invariably be quoted in the "Remarks" column.
- (c) Whenever expenditure on any works is spread over two or more months, the total previous expenditure on such work should be noted in the "Remarks" column before beginning to enter the items expended during the month.

- (d) Whenever in the case of departmental operations the expenditure on a particular lot of produce is charged in a month subsequent to that in which this particular produce was brought on to Form No. 41-reference to this latter month should be made in the "Remarks" column. In no case should charges be made for produce which has not yet been brought on to Form No. 41
- (e) Final adjustment of expenditure on construction of buildings, roads, etc., should not be made except on receipt of a (satisfactory) completion report signed by the Range Officer after personal inspection of the work.
- (f) If any produce is entered in Form No. 41 as received during the month, the expenditure on account of which cannot for some valid reason be charged off in the same month, such reason So will be briefly recorded in the "Remarks" column against the entry in question, the month in which it will appear being at the same time stated.

(11) The comparison between the Range Accounts and the Divisional Accounts in which they are incorporated should, if possible, be made before the submission of the latter to the Accountant-General. The latter, however, must not be unduly delayed for this purpose and there is no reason why this comparison should not take place subsequently and errors, if any, rectified by adjustments in the following month. Want of time will not be held as an excuse for neglect on the part of the Divisional Forest Officer to properly scrutinise the accounts work in his office.

389. Carriage of Records on Tour.

(1) The following instructions regarding charging in Government accounts of carriage of camp equipments, office records, etc. on tour should be followed by all disbursers.

(2) All cost on camp equipment is to be shown in monthly item for each individual giving details as below:

Carriage of camp equipment, etc. weighing Kg. (approximately) on tour from.....to.....between the date.

Deduct share paid by Rs.

Net charge to Government Rs.

(ii) Carriage of office records and private kit weighing Kg.

(approximately) on tour from.....to.....between the date.

Deduct share paid by Rs.

Net charge to Government Rs.

(3) The above will apply for carriage of camp equipment, etc., on tour by rail or any other means of conveyance.

390. Accounts of Repairs to Buildings.

(1) Divisional Forest Officers will maintain in Form No. 79 the maintenance charges incurred for residential buildings in their division, This form should be filled in every month from Form No. 46.

(2) The annual cost of repairs in the case of other buildings will be maintained in Form No. 80.

391. Accounting of Cost of Collection and Royalty of Timber used in Departmental Work.

(1) Royalty on timber or other forest produce used in the construction of permanent buildings, roads or other works should be charged to the proper budget head of the work, concerned.

(2) Conversion and seasoning of timber for buildings and bridges for which provision has not been made in the budget is not admissible. As most of buildings and roads are constructed departmentally, it is necessary that the timber required for these works should be seasoned in the first instance be charged under "313—A—Timber" and the converted timber accounted for in the stock Form No. 41. When these

timbers are utilised the cost of collection, conversion and seasoning plus the royalty on timbers should be charged to the work with a corresponding credit of revenue under "313-A-Timber".

392. Advances to Mates and Labourers.

Advances to mates and labourers may be given on the following conditions:

- (1) Advances will only be given to mates on the written permission of the Divisional Forest Officer after he has thoroughly satisfied himself that work in his division cannot be completed without recourse to such a procedure.
- (2) Advances should only to be given to mates commanding each not less than ten adult labourers for departmental work on daily labour.
- (3) The amount of advance to each mate should not exceed more than one month's wages of his labour gang.
- (4) Advances should only be given to mates whose reliability has been satisfactorily established by the Divisional Forest Officer.
- (5) Proper stamped receipts for advances should be taken the mates in the presence of at least two witnesses.
- (6) A separate ledger account should be maintained for each mate and abstracts of ledger accounts should be submitted monthly to the Accountant-General, Orissa, through the Conservator, along with the Disbursers abstract ledger account.
- (7) Advances to individuals should be given only in exceptional circumstances and when no other arrangement is possible, They should be limited to one week's wages and sub-rules (5) and (6) should be observed.

393. Precaution to be Observed in Transmitting Money to and from Treasuries/Banks

The Officer arranging for the transmission of money to or from a treasury/banks or from other places, is personally responsible for its safety subject to his observing the following rules:

- (i) when money is under transmission to or from a place not situated in the same station as the treasury to which it is being transmitted, it must not be placed in charge :
 - (a) of a single officer of the rank of Forester or above, if it exceeds on the amount of the security he has furnished;
 - (b) of a single Forest Guard, if it exceeds one hundred rupees.
- (ii) The following are the escorts which should be provided
 - (a) Range Officer or a Forester with more than Rs. 500 but less than Rs. 1,000—One Forest Guard.
 - (b) Range Officer with more than Rs. 1,000—Two Forest

Note-A Forester may not be given more than Rs. 1,000 nor may a Forest Guard be given more than Rs. 500 no matter what his escort may be.

- (iii) Officials employed on the temporary establishment may be employed for purposes of escort, but they must never be in charge of the money, that is to say, it must always be given to an official on the permanent establishment.
- (iv) When money has to be transmitted for the pay of the office establishment or for other similar purposes to places where there is no treasury it should always be sent through the Range Officer in charge of the range in which the office is situated.
- (V) In the case of transmission of money at the same headquarters
 - (a) A sum of rupees 200 should be regarded as large sum, and for after a sum exceeding Rs. 200 but not exceeding Rs. 500 a Clerk or Accountant should accompany the Peon. Sums more than Rs. 500 should not be sent through the Peon.
 - (b) For a sum exceeding Rs. 500 but not exceeding Rs. 10,000 the Der Accountant should be accompanied

by a Clerk and a Peon.

(C) For sums exceeding Rs. 10,000 special arrangements as contemplated a plated in S. R. 37 (viii) Orissa Treasury Code should be made.

394. Encashment of Cheques at headquarters

In the case of encashment of cheques at headquarters the same precautionary measure as laid down in Rule 393 above shall be followed depending on the amount for which the cheque has been issued.

CHAPTER XXIII

BUDGET ESTIMATE & CONTROL

395. General Orders Regarding Budget.

General orders regarding the preparation and submission of budget estimates, schedule of new expenditure, list of Major and Minor works, Excess and Surrender statements, contained in the Orissa "Budget Manual should be strictly followed."

396. Classification of Budget Heads

Budget heads are broadly classified as follows. Details are given in Appendix 28 Definition of heads.

REVENUE

Major head-113 Forests

Minor heads

- (A) Timber and other produce removed from the forests by Government Agency.
- (B) Timber and other produce removed from Forest by consumers and purchasers.
- (C) Drift and waif and confiscated forest produce
- (D) Other receipts

EXPENDITURE-NON-PLAN

Major head-313—Forest

Minor Heads:

- (a) Direction and administration
- (b) Forest produce
- (c) Communication and buildings
- (d) Forest Conservation and development
- (e) Other expenditures

II. Special non-plan

EXPENDITURE-PLAN

I. Major Heads

- (a) Direction and Administration
- (b) Forest Conservation and demarcation
- (c) Communication
- (d) Research
- (e) Education and Training
- (f) Plantation schemes
- (g) Farm Forestry

II. Centrally sponsored

Major heads same as above

III. 513—Capital outlay on Forests

- (a) Government trading in Kendu leaf
- (b) Communication and building
- (c) Plantation schemes
- (d) Forest conservation and development

IV. 713—Loans for Forests

- (a) Education, Training and Research

397. Divisional Budget Estimate.

(1) Divisional Budget Estimates in duplicate will be submitted to the Conservator by the 1st July each year. They will be prepared range wise and all projects must be entered in sufficient detail to enable the Conservator to check them.

(2) The following statements will accompany the Divisional Budget Estimate.

(a) Items of budget.

Budget heads	Division					
	Actuals of the Proceeding year	Average of past three years	Sanctioned Estimate	Revised Estimate	Budget Estimate	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(b) A list of the permanent controlling subordinate and office establishments.

Number	Class	Rate of Pay	Actual pay on 1st April 19
(1)	(2)	(3)	(4)

(C) (i) Temporary establishment charges

Budget heads	Actual cost of establishment entertained during the proceeding year	Cost of establishment provided for in the Revised Estimate	Cost of establishment proposed in the Budget Estimates
(1)	(2)	(3)	(4)

(ii) Detailed list of temporary establishment

Budget Sub-head	Description	Period required	Rate of pay	Total cost
(1)	(2)	(3)	(4)	(5)

398. Circle Budget Estimate

(1) On receipt of the Divisional Budget Estimates, the Conservator should examine it, to see that they are correct, that all details and explanations given are adequate. If the explanations furnished by the Divisional Forest Officer in support of provisions made by them is inadequate and do not justify the provisions made, the Conservator shall alter the provisions to the extent he considers them reasonable.

The Wild Life Warden shall furnish separate estimates to the Chief Wild Life Warden in respect of all Wild Life Schemes.

(2) The Conservator/Chief Wild Life Warden will then prepare a consolidated budget including his office and review the consolidated figures under each unit of appropriation. He should also estimate the probable revised expenditure under each unit of appropriation and review the proposed Revised Estimate in the light of this, and submit to the Chief Conservator on the 1st of August each year in Schedule XVIII (Form No. 36). While submitting the budget proposal to the Chief Conservator, he should enclose the duplicate copies of the Budget Estimates and Revised Estimate along with the explanatory notes submitted by the Divisional Forest Officers. A copy of the working sheets showing the consolidation of Divisional Forest Officer's Estimated for easy reference in the office of the Chief Conservator Brief notes should be given in the remarks column of the statements justifying the alterations of the Divisional Forest Officers figures. In addition the details of revenue and expenditure under each sub-heads and units of appropriation shall be submitted by the Conservator to the Chief Conservator along with Budget Estimates for the circle.

398. A State Forest Budget

(1) On receipt of the circle estimate from the Conservators, the Chief Conservator should examine them in the light of instructions contained in rules 48 to 84 Orissa Budget Manual, 1963, and submit the consolidated State Forest Budget along with Schedules and explanatory notes as indicated below.

(2) Separate estimates shall be submitted for plan and non-plan projects.

(3) The Chief Conservator should submit two copies of the consolidated budget to the Accountant-General and one copy each to the Forest Department and the Finance Department simultaneously by the 1st September each year in Schedule Form No. 36 (Rule 73 Orissa Budget Manual, 1963).

399. Timely Submission of Budget.

It is of great importance that the Budget should be ready and reach the officers or department concerned on the due dates.

400. Definition of Revised Estimate.

(i) Revised estimate for a year is the estimate of probable receipt or disbursement under each head for the year with reference to the actual transactions recorded for the months of that year for which complete, accounts have become available. The revised estimate of the current year are *prima facie* the best indication as to what the budget estimate for the coming year should be. They should therefore be prepared with great care. Each estimate should be rounded to the nearest hundred rupees.

(ii) Assuming that at the time of the preparation of the estimates the actuals of the first three months of the current year are available, then the Revised Estimate should be arrived at by adding to those actuals, the requirements of the next nine months, which should be made on an appropriate calculation, such as the actuals of the corresponding nine months of the previous year, with due allowance for the special features that prevail during that period and those that are anticipated in the current year.

(iii) Revised Estimates make no provisions for any expenditure what soever, and no entry in them carry any authority for expenditure. They do not even provide for or authorise the expenditure of charges already entered in Budget Estimate. For these the Budget Estimate alone posses authority. The Revised Estimates are not Budgets or appropriation of money nor do they supersede the Budget Estimates as the basis for the regulation of expenditure. If it becomes apparent, before the preparation of the Revised Estimates, that expenditure in excess of the sanctioned expenditure will be necessary, sanction for additional expenditure should be obtained at once before incurring any such expenditure.

401. Submission of Revised Estimate.

(1) The Divisional Revised Estimates will be submitted to the Conservator and the Circle estimates to the Chief Conservator along with the submission of the Budget Estimates, but the schedule and explanatory notes should be separately recorded.

(2) The Revised Estimate for the Forest Department will be submitted to the Accountant-General, the Administrative Department and the Finance Department, along with Budget Estimates in Form No. Bt/P 58 in the manner prescribed for the submission of the Budget Estimates.

402. Explanatory Notes.

The estimates will be accompanied by an Explanatory Note which will be furnished separately. It should deal with the Revised Estimates of the current year explaining the figures proposed against each head, comparing the actual recorded to date with those of previous years, and justifying the proposed figures by these and any other known facts, particularly in those cases where the figures depart to any considerable extent from the sanctioned estimate for the year. The explanatory note should contain a justification in detail of the proposed revenue and expenditure for the ensuing year. When the proposed Revised Estimate of expenditure exceeds the Budget grant sanctioned by Government it should be specifically stated whether

the excess has already been covered by a formal additional grant.

403. Of Cost Survey

Before framing his Revised and Budget Estimates the Chief Conservator should ascertain direct from the Director, S. E. Circle South Eastern Circle, Survey of India, Bhubaneswar, the expenditure, as estimated by the latter officer, to be incurred on forest surveys during the year concerned, and should base his Estimates upon them with any additions that may be necessary on account of surveys locally carried out by the Forest Department of the State. The Chief Conservator should also show in his Explanatory Note to the Estimates, as well as the figures of the actuals for the past year under this sub-head, separate figures (a) for local surveys carried out by the Forest Department, and (b) for regular forest surveys by the Survey of India Department; and either state that the latter figures have been furnished by the Department and office, or give the figures so furnished and explain any deviation from them in the Estimates.

404. Fresh Charge

No new charge may be included in the Budget until sanctioned by competent authority; the number and date of the administrative sanctioning letter being quoted; but a note may be made at the end of the Budget of any fresh charge that is expected to be sanctioned and to come in course of payment during the year to which the Budget relates.

405. Details of Capital Work Exceeding. One Lakh Rupees.

(1) Whenever the outlay on any one work or item of capital expenditure within the year is expected to exceed Rs. 1,00,000, all needful particulars regarding such work or item must be entered separately in the Explanatory Note.

(2) Specific provision will be made by the Government for each capital project under "Communications and buildings-Major works" (i.e., project costing above Rs. 1,00,000) in the Budget Estimate of the Forest Department. No funds should be allotted for such major works project or any portion thereof from the minor works grants except by reappropriation. No new major works project for which provision has not been made in the budget should be taken up during the year without the previous approval of Government and, where necessary, of the Legislative Assembly.

Note-Any work expenditure for which is met from capital account is a capital work.

406. Increase of Expenditure.

(1) It must be remembered that for the increasing of expenditure two conditions must be present independently :

(a) The expenditure must be within the limits of the originally sanctioned Budget Estimates or of some extra grant" sanctioned by competent authority in addition to the original estimate

(b) The expenditure must have been sanctioned as expenditure by superior authority, unless it is within the sanctioning powers of the expending officer. Neither of these two conditions implies the other, and it is the duty of the expending officer to satisfy himself that both are present.

(2) Although it is sometimes, in occasional extraordinary circumstances necessary for an expending officer to disburse money, or to engage to do so, in the absence of one or both of these conditions, he must remember that he is taking upon himself a responsibility for which he has to give a due account and he is bound at once to report his action for regularisation.

407. Application for Sanction to Excess Expenditure.

(1) The rule is that sanction to all expenditure in excess of Budget provision must be applied for as soon as it becomes apparent that such expenditure will be necessary. When, however, the excess expenditure under

individual heads is small, it may happen that the general review of the year's requirements which is made for the purposes of the Revised Estimates discloses for the first time the necessity for such expenditure. When it is the case, the application for an additional grant must be made at once, separately, and in a complete form, so that it may be disposed of quite apart from the Revised Estimates. It has, indeed, no connection with those estimates for the making of the application is a condition precedent to the inclusion of the sum applied for in the estimates; in short, the estimates depend on the grant, not the grant upon the estimates.

(2) As soon, then, as it appears that expenditure in excess of Budget sanction will be necessary, an application for an additional grant should be made at once. It must be shown

- (a) that the expenditure is necessary and unavoidable or at least in the highest degree advisable;
- (b) that it could not have been foreseen when the Budget Estimates were prepared; or, if it could have been, it must be explained why the necessary provision was not made;
- (c) that it cannot be met by reappropriation within the Budget grant for forest expenditure;
- (d) that it cannot be met by reappropriation from the Budget grant under other major heads of expenditure which are controlled by the State Government.

Note-In an organisation, such as the Forest Department extra expenditure may occasionally be highly advisable, though not absolutely unavoidable. For instance, expenditure which produces revenue may have to be increased in the course of the year; and if a demand should spring up for certain forest produce, it must be met at once, or the revenue may be altogether lost. But in all cases the necessity for the proposed excess expenditure must be fully explained and justified in detail; mere general references to a probable increase in the receipts are insufficient.

408. Allotment of Funds.

(1) On receipt of the allotments under different heads and schemes, the Chief Conservator will distribute the amount allotted to him under the several units of appropriation among the Conservators and any other officer directly under him. The Conservators will similarly distribute the amounts placed at their disposal amongst the Divisions in his circle.

(2) The Chief Conservator may allot funds for specific works requiring his sanction out of the amounts at his disposal under each primary or secondary unit leaving a lump sum under each such unit for distribution by the Conservator. Similarly the Conservator may allot funds for expenditure on specific works requiring his sanction and allot a lump sum under other heads to the Divisional Forest Officer, for allotments by them to different Ranges for the execution of various sanctioned work.

409. Re-appropriation.

(1) Reappropriation means the transfer by a competent authority of savings from one unit of appropriation to meet excess expenditure anticipated under another within the same grant.

(2) All applications for reappropriation except those which can be sanctioned by the Chief Conservator shall be forwarded to the Administrative Department concerned.

(3) All orders of reappropriation shall specify the exact amount involved and in order to ensure this the standard form of reappropriation is submitted for sanction or is sanctioned by competent authority (Orissa Budget Manual, 1963, Rule 158).

(4) No reappropriation can be sanctioned after the close of the financial year, therefore applications for reappropriation must be sent sufficiently in advance in the month of February (Based on Orissa Budget Manual, 1963, Rule 159).

(5) Deliberate reappropriation from one sub-head to another as a temporary device in the expectation of restoring the diverted amount from savings which might occur under other sub-heads later in the year is irregular (Rule 156 Orissa Budget Manual).

410. Comparative statement of Revenue & Expenditure.

(1) A comparative statement of revenue and expenditure should be submitted as early as possible in January, February and March in Form No. 66 in order that savings towards the close of the year in certain division may be utilised in others so that the budget figures sanctioned by Government may be worked up to.

Note:-Target dates of submission of the Statement:

Divisional Forest Officer to Conservator-1st June

Conservator to Chief Conservator-7th June

(2) The final surrender statement should be submitted by the Divisional Forest Officers to their Conservator positively by the 1st March and Conservators to the Chief Conservator by the 5th March.

(3) The Chief Conservator will send the final surrender statement both to the Finance Department and the Administrative Department simultaneously by the 10th March. The statements of surrenders should be submitted to the Finance Department in duplicate.

411. Second Revised Estimate

The second Revised Estimate shall be submitted by the Divisional Forest Officer to the Conservator by 1st February who, after reviewing the progress of expenditure for the circle furnish a similar statement to the Chief Conservator by 8th of February. The Chief Conservator will submit by the 15th February each year complete Revised Estimates of expenditure explaining the deviations, if any.

412. Execution of Works Without Sanction

(1) No work shall be commenced until it has been sanctioned by competent authority and provision made for the expenditure involved. In the event however, of its being necessary to undertake a work the necessity for which could not be foreseen and the urgency of which is so great as to render it impossible to obtain the sanction of the appropriate authority before commencing it, such work may be undertaken in anticipation of regularly prepared estimates and sanction thereto, subject to immediate intimation to the authority to whom the officer ordering the execution of the work is immediately subordinate, that it has been commenced in anticipation of sanction and/or budget provision. This intimation must invariably be accompanied by an explanation of the urgency, a statement of the probable cost of the work, and a statement of when the detailed estimate will be submitted.

(2) It will then rest with the authority to whom the report is made to stop the work to regularise its execution or to apply without delay for sanction from competent authority for its continuance or for the provision of funds in such cases as he is unable to provide for them, while in every case he will with as little delay as possible report the circumstances and the action he proposes to take to the audit office concerned.

413. Distinction Between Construction & Completion.

Divisional Forest Officers should make a clear distinction between-(i) Construction of projects, (ii) part construction of projects, (iii) construction of projects, (iv) completion of projects to enable the Conservator's office to check the figures. In cases of (iii) and (iv) above a certificate should be furnished that the provision made in the budget will not result in excess expenditure over the original and/or revised administrative sanctions.

414. Procedure for Acquisition of land.

Government have ruled that the notification under section 4 of the Land Acquisition Act for the construction of roads, buildings or wells, etc., cannot be issued until the projects have received administrative approval of competent authority. The declaration under section 6 of the Act cannot be issued until funds are certified to be available. When submitting proposals for the construction of roads, buildings and wells, etc., the Divisional Forest Officers, should state if these will be constructed on Government land or private land to be acquired. As soon as the administrative sanction is given to any project for which acquisition of land

is necessary the Divisional Forest Officer should submit a draft notification under section 4 of the Land Acquisition Act through the District Officer concerned. When necessary provision for the project is made in the budget the Divisional Forest Officer should submit a draft declaration under section 6 of the Act. The approximate cost of acquisition should be ascertained from the District Officer and included in the estimate for the project.

415. Estimates for Road Projects.

In the case of roads, preliminary survey and proper alignment are to be made before the estimate for the road can be prepared. Administrative approval to the project cannot be given until the estimated cost of the project is known. For preparation of estimates for road projects a separate estimate should, therefore, be prepared for surveying and aligning each road under “313—Forest-(e)-Communication and building” and if the cost of such work exceed Rs. 20,000, provision should be made under “Major Works”.

PART IV
Office Business

CHAPTER XXIV

MISCELLANEOUS OFFICE BUSINESS

416. Introduction

The general system of office business as laid down in Orissa Records Manual, 1964, as amended from time to time, shall be followed in all forest offices.

417. Records

Office work should be conducted in such a manner that, while a sufficient record of every transaction is preserved, the bulk of documents may be kept as small as possible and arranged as best suited to facilitate reference.

418. Numbering of Paragraphs.

Long letters and reports are to be divided into numbered paragraphs; and if they are of great length, a brief marginal abstract of each paragraph may usefully be added.

419. Separation of Subjects.

To facilitate the keeping of each file complete in itself, no two subjects, as a rule, be included in one file. It is advisable to open a separate file for each subject and the practice of dealing papers of different subjects in one file under a broad heading, should be discontinued.

420. Form of Correspondence.

- (1) All correspondence with officers of other Departments will be in letter form and a formal mode of address will be used.
- (2) Correspondence between officers and their subordinate officers in the Forest Department will be in the memo. form.
- (3) Correspondence between Divisional Forest Officers and their subordinates will be restricted and carried out in memo. form. Range Officers, who are not provided with clerks, may under ordinary circumstances, dispense with copying letters, but will in that case make fuller entries of their contents in their register books. Correspondence between Range Officers and their subordinates should be eliminated as far as possible.
- (4) Each Forester and Forest Guard should maintain an order book and the Range Officer should write any instruction or order given by him in these books under his dated signature.

421. Channel of Correspondence.

- (1) The Divisional Forest Officer shall not address the Government or the Chief Conservator direct, unless a direct reply has been specifically desired by the Government or the Chief Conservator. He may however submit reports and returns to the Chief Conservator direct on routine and unimportant matters. Whenever direct correspondence is made, copies of such correspondence shall invariably be sent to all the superior officers.
- (2) All fair copies of orders sanctioning payment of money or estimates should only be signed by the sanctioning authority. Fair copies of important letters including those related to payments of money, assessment of compensation in lease cases, office orders should invariably be signed by the Head of the Office. A gazetted assistant may be authorised by the Head of the Office to sign the fair copies of routine correspondence in his absence, and where there is no such officer, the Head Ministerial Officer may be authorised to sign them. In such cases, office copies should be promptly-put up to the Head of the Office

for his perusal and signature.

422. Abbreviated Telephonic Address.

To ensure economy and correct delivery, of telegrams every Head of the office should register the Code word for his office with the Postal Department, as instructed in Rule 66 of Orissa Records Manual and intimate all concerned. This Code and the telephone numbers of the office should be mentioned at the left hand top corner of the letter issuing from the office.

423. Diaries

Diaries of Forest Officers will be submitted in the following manner:

- (1) The Chief Conservator shall submit his monthly duplicate to Government.
- (2) The Conservators shall submit their monthly tour diaries direct to Government with a copy routed through the Chief Conservator who shall furnish his comments, if any, to Government. \
- (3) (a) Divisional Forest Officers, in charge of territorial divisions shall submit their monthly diaries to their Conservator, one copy routed through the Collector and another direct. The latter shall forward the same to the Conservator after recording his comments. The Conservator shall send the same to the Chief Conservator alongwith his views on the comments of the Collector. He shall also record his own comments on the observations of the Divisional Forest Officer.
(b) Extract of portions dealing with wild life and its habitat management shall be sent by the Divisional Forest Officers to the Chief Wild Life Warden.
(c) Divisional Forest Officers not in charge of territorial divisions, shall submit their diaries in duplicate to their Conservators, who shall forward a copy to the Chief Conservator together with his comments.
(d) Attached gazetted officers shall submit their monthly diaries to the Conservators/Chief Wild Life Warden through the Divisional Forest Officers/Wild Life Wardens.
(e) Diaries of Range Officers and Foresters will be submitted fort nightly to the Divisional Forest Officers, through proper channel. Diaries of Forest Guards, and other subordinates will be filed by the Range Officer, after his perusal.
(f) Diaries should be submitted within ten days of the completion of the fortnight or the month, as the case may be.

424. Destruction of Records

- (a) Every year, in the months of August to October, the head of the office and his assistants will sort the cases with a view to destroy those documents which may be considered of no further use.
- (b) Rules dealing with classification, preservation, destruction and transmission to record room of records, are given in paragraphs 155 to 164 of Orissa Record Manual, 1964.
- (c) The rules governing destruction of records connected with accounts are contained in Rule 289 of Orissa General Financial Rules read with Appendix 19 of Orissa General Financial Rules Volume II. Such documents as annual or special reports correspondence relating to boundary question, to rights and privileges of other persons in the forests, to working plans and annual plans and annual plans of operations and to all subjects affecting the general management and history of the forests included in the division/circle as well as orders of Government and circulars on important subjects, should be carefully preserved permanently.
- (d) The Register of forests are important documents which should be continuously retained. Forms 41, 42, 51, and 46 should be preserved until a working plan or other report, embodying a complete account of the history and statistics during any period considered, has been prepared or revised for the forests in question. As a general rule, when monthly or annual returns have been reproduced or adequately summarized in printed working plans or administration reports, the original manuscript forms, if they

have been retained for at least three years in all, may be destroyed.

- (e) The statement showing the number of years, after which certain records may generally be destroyed in forest offices is given in Appendix 26.
- (f) In divisions, these papers, which are proposed to be destroyed other than those listed in Appendix 26 will be submitted to the Conservator on his next visit and his authority will be obtained for their destruction.

425. Supply of Stationery.

The supply of stationery is regulated by a fixed annual book credit allotment. Divisional Forest Officers shall submit their annual indents to their Conservators not later than the 1st May who shall countersign and forward the same to the Director, Printing, Stationery and Publications, Cuttack. The Conservator and the Chief Conservator/ Additional Chief Conservator should send their indents to the Government Press by 1st June at the latest..

426. Supply of Printed Forms

All forms will be obtained by indent on the Director, Printing, Stationery and Publications, Cuttack in accordance with the Rule for the supply and custody of the Printed forms. The dates prescribed for the indents must be stuck to.

427. Addenda and Corrigenda to Codes and Manuals

Addenda and corrigenda to all Codes and Manuals must be entered or correction slips pasted, in their places immediately on receipt. This work will be the responsibility of the Head Ministerial officer of the office. The Inspecting Officer, shall pay particular attention to this work.

428. Postage Stamp Account

An account of Service Postage stamps shall be maintained in each office in Schedule LIII—Form No. 213.

CHAPTER XXV

TRANSFER OF CHARGE AND INSPECTION REPORTS

429. Transfer of Charge (General)

An Officer must not delay in making over charge after the arrival of the relieving officer nor must he, without medical certificate or the permission of his immediate superior, leave the station before the arrival of the successor. The successor should also send advance intimation in writing to the outgoing officer indicating the date he proposes to take over.

430. Arrangements to be made by the outgoing Officer

Arrangements must be so made by the outgoing Officer that his successor is placed in a position to carry on duties of which he has taken charge in an efficient manner, and with as complete a knowledge of the property entrusted to his charge, the work in progress, and all arrangements made in connection with them, as the circumstances of the case admit.

431. Handing over Note.

Outgoing officer should submit a handing over note to his successor in which all important facts affecting current or proposed operations are referred to. A copy of the handing over note should be sent to the next higher authority for his information.

432. Transfer Report.

The instructions for submission of transfer reports have been outlined in Rules 63 and 64 of Orissa General Financial Rule Volume I as amended from time to time and should be followed.

433. Despatch the copy of the Transfer report.

A copy of the transfer report of gazetted officers should be sent to Accountant-General, Political & Services (S. E.) Department Forest, Fisheries & Animal Husbandry Department, Chief Conservator, Conservator and Divisional Forest Officer for record.

434. Duties of the Drawing and Disbursing Officer

A drawing and disbursing officer should also intimate the Bank, Treasury Officer and the Post Master of the change alongwith the specimen signature of the relieving officer duly attested.

435. Examinations of Account and vouchers outstanding and liabilities

The relieving officer must see that all office books are posted up to date, and, in the case of cash and stock accounts, that the needful vouchers of receipts and issue belonging to the accounts of the current month are made over to him. The relieving officer will make himself acquainted with all outstanding and liabilities on account of the department, and state that he has done so.

436. Cash

(1) The cash book will be closed and the cash balance will be counted, in the presence of both officers who will then sign the book.

(2) A certificate in the form given below will be forwarded to the Conservator, the Chief Conservator, the State Government and the Accountant-General.

FOREST DEPARTMENT

Certificate of transfer of charge of the office of..Conservator
...Division. Dated the.....

I certify that I received charge of the.....Division from...
on the forenoon of this.....day of.....

I received the sum of Rupees.....the cash balance as shown by the cash on this date. I have
examined all the office books and found them posted up-to-date.

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

I have examined the live and dead stock as well as the books, maps, office records and office furniture at
headquarters and have examined the depot registers, which I have found posted up to date.

I have received..... Cheques Book NumberContaining Cheques Number.....
in.....The Counter / Foils of the Previous Cheques have been written up.

Countersigned...
Conservator
Relieved Officer

Countersigned.
Conservator
Relieving Officer

437. Timber & Forest Products

In the case of a transfer between two Divisional Forest officers the relieving officer will take over charge of
all timber, bamboos, and other forest produce for which a certificate in a form similar to that prescribed in
rule 436 for cash, will be submitted. Besides cash, timber and forest produce, the following are the main
classes of property which ordinarily form the subject of transfers between Divisional Forest Officers :

- (1) Demarcated reserves
- (2) Plantations
- (3) Timber depots and revenue stations
- (4) Buildings, roads and bridges
- (5) Live-stock
- (6) Vehicles, Machinery, stores, instruments and tools
- (7) Books and maps
- (8) Office furniture

438. Examination of Property by Relieving Officer.

(1) In the case of property under the direct charge of the Divisional Forest Officer, but situated at distance
from the headquarters, the registers and other documents, in which they are described, should be examined.
Within a reasonable period after taking over charge the relieving officer shall inspect such properties and
point out to the immediate superior any deficiencies or defects, failing which, he shall be held responsible
for the same, so far as it may have been practicable for him to ascertain such deficiency or defect.

(2) Live and dead stock and other articles which may be at head quarters, as well as books, maps, office
records and furniture should, as a rule, be personally inspected by the relieving officer, at the time of transfer
and the fact of this having been done should be stated.

439. Assuming Charge of Stores of Ranges.

Every officer on first assuming charge of Range must satisfy himself as to the condition of the stock of stores,

tools etc. of which he takes charge, and in the case of stock at a distance from headquarters he must inspect the same within one month of his assuming charge of the Range and note its condition. Unless any loss or damage is promptly brought to the notice of the Divisional Forest Officer, with the explanation of the subordinate who was directly responsible for it, the Range Officer taking over will render himself personally liable to make good any such loss or damage. It shall be the responsibility of the relieving Range Officer to satisfy himself about the different departmental hammers used in the Range and shown in the Range hammer register.

440. Confidential Papers and C. C. Rs.

The outgoing officer should hand over personally to his successor all confidential papers and the confidential character rolls of the staff. A list of such confidential papers should be got signed by both the officers, at the time of handing over of the charge.

441. Incumbency Register.

A register of incumbents of charges should be kept in every office showing the period of incumbency of each officer, who has held charge of that office.

442. Inspection of Offices.

The Chief Conservator/Additional Chief Conservator and Conservators including non-territorial Conservators shall inspect his own office at least once in a year and the Divisional Forest Officers, once in every six months. All the different sections of the office shall be inspected and the following points shall be examined and recorded :

- (1) Are Service Books maintained and verified up to date ?
- (2) If not, a list of such employees should be prepared. Reasons for not opening should be recorded against each. Are duplicate Service Books maintained for all non-gazetted employees?
If not, a list of such employees should be prepared.
- (3) A list of employees who has not been sanctioned periodical increments on due date.
- (4) Are personal files of all Government employees maintained properly and up to date ?
- (5) Have all pending pension cases been attended to ? If not, the position against each case should be recorded.
- (6) Was any employee placed under suspension ? If so the stage of proceedings and the payment of subsistence allowance should be recorded.
- (7) Has a list of unserviceable stores been drawn up and the steps taken to write them off.
- (8) Has a list of papers to be destroyed been drawn up ?
- (9) A list of pending complaints against the employees and action taken on them should be drawn up.
- (10) A list of pending ratification of lease cases and the stage at which they are pending should be drawn up.
- (11) A list of papers pending in the office for more than one month, 6 months, one year and more than one year should be prepared.
- (12) How far the defects and omissions of the previous inspections been rectified, should be recovered.

443. Inspection by C. C. F./ Addl. C.C.F.

The Chief Conservator/Additional Chief Conservator shall inspect all Circle offices within a year. The inspection need not be on very rigid lines but should be designed fully to review the control over expenditure, efforts taken to realise revenue and comments on the office and field works of the Conservator during the period under inspection. The initiative taken and hardship shown by the Conservator in different papers should be specially noted.

444. The Chief Conservator/Additional Chief Conservator will inspect all offices of the Conservators under him once a year. Also he shall inspect six divisional offices, preferably one in each Circle, once every year. Where special schemes are in operation, he shall also inspect the office of the concerned Divisional Forest Officer once a year.

445. Inspection by C.F.

The Conservator will inspect all Divisional offices and at least 7 Range Offices, preferably one in each Division under him, once every year.

446. Inspection by D.F.O.

Divisional Forest Officers including those in charge of non territorial and Kendu Leave Division shall inspect all Assistant Conservators offices, and all Range Offices under them at least once every year.

447. Programme of Inspection.

Care should be taken to ensure that one office is not inspected by many inspecting officers during a year to the exclusion of other offices requiring such inspection and it should be ensured that offices and Ranges off the beaten track get adequate attention.

To ensure this, Chief Conservator will indicate various offices to be inspected by him during a year and those to be inspected by the Conservators well ahead of the commencement of the year. The programme of inspection for the ensuing year, must reach all officers concerned by the 15th September of the preceding year. The Conservators are expected to formulate their own programme of inspection for the following year by end of October of the preceding year and intimate the same to Divisional Forest Officers by end of November of the preceding year.

448. Inspection Note

Inspection note of the officers should cover the following, which are only guide lines and not exhaustive :

- (1) Inspection of Cash and Accounts
- (2) Review of Plan and non-plan schemes
- (3) Maintenance of office routine
- (4) Review of disposal of personal and claimed cases of employees and claimed cases of private persons including Contractors.
- (5) Review of progress of realisation of Government dues
- (6) Suggestion to plug leakage of Government revenue and observance of strict economy. (7) Steps necessary to be taken to augment resources
- (8) Suggestions to remove bottlenecks and to solve inter departmental dispute.

As many cases as possible, should be solved during inspection and proper guidance need be given to the subordinate officers, wherever necessary to minimise correspondence.

449. Inspection of Circle Office.

Chief Conservator, Additional Chief Conservator's inspection of office of the Conservator need not be on very rigid lines, but should be designed fully to review the control over expenditure, efforts taken to realise revenue. Office and field work of the Conservator during the period under inspection. The initiative taken and leadership shown by the Conservator in different spheres should be specially noted. The following question should be answered and recorded in the Inspection note:

- (a) What has been the personal contribution of the officer to the disposal of important cases? Has he taken sufficient personal interest in the disposal of important cases and shown capacity for independent and critical judgement without being led by his office unwillingly in a routine manner ? (b) Has he displayed

outstanding qualities of leadership in the initiation of new schemes and speedy implementation of plan schemes meriting special recognition of Government ? If so, or the details thereof should be made available.

450. Division/Range Office Inspection

The following matters should also be examined while inspecting the offices of the Divisional Forest Officers and Range Offices.

I. OFFICE BUILDING

- (1) Owner
- (2) Rent
- (3) Condition and general suitability
- (4) Furniture

II. FOREST MANAGEMENT RECORDS

- (5) Register of Reserved, Village and Protected Forests.
- (6) Register of Unclassed Forests
- (7) Maps of Reserved, Protected and other Forests
- (8) Register of Forest Villages
- (9) Register of Buildings and statement of annual cost of repairs
- (10) Register of property marks
- (11) Record of cases prosecuted
- (12) Record of cases under the Forest Act enquired into and compounded by Divisional Forest Officer.
- (13) Register of hammers
- (14) Register of seizure and disposal of forest produce and other property.
- (15) Depot Register of receipts and issues of timber, etc.
- (16) Register of receipts and issues of timber, etc. in depots
- (17) Sales of timber and other produce cut and collected by Government Agency.
- (18) Accounts of timber cut, collected and removed by consumers or purchasers.
- (19) Revenue demands and outstanding, including register of recurring demands.
- (20) Particulars of items outstanding and unadjusted for over one year
- (21) Register of Free Grants
- (22) Register of revenue received in advance

III. LIVE AND DEAD STOCK

- (23) Register of Live-Stock
- (24) Stock Register of machinery, stores, tools and plants
- (25) Yearly store return
- (26) Date of last complete stock-taking
- (27) Purchase of tools; their quality
- (28) Condition of instruments

IV. ACCOUNTS

- (29) Results of examination of cash books :

Entries to be compared in detail for several days with subsidiary forms and vouchers, contractors and disbursers ledger and abstract of same; schedule of remittances to treasuries and consolidated treasury

receipts; latest date of posting of head quarters entries and subordinate's returns; cash balance.

(30) Measures taken for safe custody of cash

(31) Arrangements for safe receipt and transmission of money from or to treasuries.

(32) Record of sanctioned works

(33) Bill and Receipt books

(34) Permit books and Register of permit books

(35) Register of I. D. T. and Register of suspense transaction

(36) Traveling Allowance bills

(37) Muster-rolls of daily labourers

(38) Measurement books and Register of measurement books

(39) Register of cheques and names of treasuries at which drawn.

Date to which register is written up.

(40) Budget Control Book

(41) Monthly classified abstract of revenue and expenditure

(42) Action taken for speedy compliance to Audit objection and Public Accounts Committee draft paras.

(43) Objections, their nature, if due to carelessness, breach of rules; culpable irregularities brought to notice, unnecessary work thrown on the controlling officer by inattention to objections.

V. DEVELOPMENT ACTIVITIES

(44) Register of Blocks demarcated

(45) Progress of any other Plan Projects

(46) Submission of returns and reports concerning Plan Projects

VI. OFFICE BUSINESS

(47) The keeping of documents in cases and register of same

(48) Register of books and maps

(49) Register of receipts and issues of correspondence

(50) Destruction of office records

(51) Neatness in keeping office records

(52) Punctuality in correspondence

(53) Custody of stationery and stock book of same

(54) Stock book of forms

(55) Means taken to ensure preservation of records

(56) Maintenance of reference Books. Forest Department Code, Orissa Forest Act, Rules framed under the Orissa Forest Act, Wild Life Protection Act and rules framed thereunder, Orissa Treasury Code, Vol. I & II, Account Code, Orissa Service Code, Orissa Travelling Allowance Rules and any other important relevant codes, Act and Rules.

VII. PERSONAL

(57) Officer in charge

(58) General state of discipline

(59) Efficiency of each number of the establishment

(60) Adequacy of establishment

- (61) Working hours
- (62) Irregularities
- (63) Complaints

451. Range Offices

The following points should be examined by the Divisional Forest Officer while doing Range office inspections:

I. OFFICE BUILDING

- (1) Owner
- (2) Rent
- (3) Condition and general suitability
- (4) Furnitures

II. FOREST MANAGEMENT RECORDS

- (5) Register of Unclassed Forests
- (6) Maps of Reserved, Protected and other Forests
- (7) Register of Forest Villages
- (8) Register of Buildings and statement of annual cost of repairs
- (9) Register of property marks
- (10) Record of cases under the Forest Act enquired into and compounded by Divisional Forest Officer.
- (11) Register of seizure and disposal of forest produce and other produce.
- (12) Depot Register of receipts and issues of timber, etc.
- (13) Register of receipts and issues of timber, etc. in depots
- (14) Sales of timber and other produce cut and collected by Government Agency.
- (15) Account of timber cut, collected, and removed by consumers or purchasers.
- (16) Revenue demands and outstandings, including register of recurring demands.
- (17) Register of free grants
- (18) Register of revenue received in advance
- (19) Register of graziers
- (20) Register of produce removed by right holders

III. LIVE AND DEAD STOCK

- (21) Register of live stock
- (22) Stock Register of stores, tools and plants
- (23) Yearly store return
- (24) Date of last complete stock-taking
- (25) Purchase of tools; their quality
- (26) Condition of instruments

IV. ACCOUNTS

- (27) Results of examination of cash books :

Entries to be compared in detail for several days with subsidiary forms and vouchers, contractors, and disbursers ledger and abstract of same; schedule of remittances to treasuries; latest date of posting of headquarters entries and subordinates returns; cash balance.

- (28) Measures taken for safe custody of cash
- (29) Arrangements for safe receipt and transmission of money from or to treasuries.
- (30) Record of sanctioned works
- (31) Bill and Receipt books
- (32) Permit books and Register of permit books Sub-disburser's ledger
- (33) Sub-Disburser's Ledger
- (34) Muster-rolls of daily labourers
- (35) Measurement books and maintenance of measurement books
- (36) Budget Control Book
- (37) Monthly Classified abstract of revenue and expenditure
- (38) Objections, their nature, if due to carelessness, breach of rules; culpable irregularities brought to notice, unnecessary work thrown on the controlling officer by inattention to objections.

V. DEVELOPMENT ACTIVITIES

- (39) Plantation journal
- (40) Register of Blocks demarcated
- (41) Register of Roads

VI. OFFICE BUSINESS

- (42) Register of cases
- (43) Register of books and maps
- (44) Register of receipts and issues of correspondence
- (45) Destruction of office records
- (46) Neatness in keeping office records
- (47) Punctuality in correspondence
- (48) Means taken to ensure preservation of records, maps, etc.
- (49) Maintenance of such Code and reference books as are supplied to the Range Officers.
- (50) Forest Guards and Class IV staff Conduct Books
- (51) Circular Files and Standing Orders

VII. PERSONAL

- (52) Officer in charge
- (53) General state of discipline
- (54) Adequacy of establishment
- (55) Irregularities
- (56) Personal complaint

452. Inspection Book & Report.

The result of inspection of the Divisional and Range offices shall be entered in a book at the time of inspection. As soon as the inspection is completed copies from this register shall be made out, by the inspecting officer. Copies of report of Range Office inspections shall be sent to the Conservator for information. If on receipt of this report the Conservator finds there are serious irregularities, he should call for an explanation for the irregularities from the Range Officer through Divisional Forest Officer and send a report to the Chief Conservator mentioning therein the action taken by him.

An extract of the Conservator's inspection note dealing with account matters should be forwarded to the

PART-V

CHAPTER-XXVI

MISCELLANEOUS

1212 Classified list of Forest Officers.

(A) GAZETTED FOREST OFFICERS

A classified list of gazetted forest officers in the State separately for the I. F. S. and State Forest Service Officers corrected upto 1st January every year will be prepared by the Chief Conservator, and submitted to Government in the Administrative Department and the Political & Services Department for compilation of the State Civil list. The list shall be prepared in accordance with Form No. 69 or in the form approved by Government from time to time, and care should be taken that all abbreviations and symbols denoting the professional training of officers and their qualifications, as well as other necessary particulars are correctly entered therein.

A copy of the list for the Indian Forest Service Officers shall be sent by the Chief Conservator direct to the Inspector-General of Forests, by the 1st week of July each year, for insertion in the combined classified to our list of Indian Forest Service Officers serving in India.

(B) NON-GAZETTED FOREST OFFICER

(i) Forest Rangers and Deputy Rangers

The Chief Conservator shall print a triennial classified list of Forest Rangers and Deputy Ranger serving in the State, corrected upto 1st January, and will supply printed copies to the Government in the administrative department, Accountant-General, Orissa, all the Conservators and Divisional Forest Officers in the State by the 1st week of July.

(ii) Foresters

Each Conservator should prepare a list of Foresters of his circle eligible for promotion corrected up to 1st January each year, indicating therein the *inter se* seniority in the circle, and submit it to the Chief Conservator by the 15th March. The Chief Conservator will consolidate and draw up a State list in order of seniority and print it every fourth year for distribution.

(iii) Forest Guards

Each Divisional Forest Officer will prepare a list of Forest Guards eligible for promotion in a similar manner and submit it to his Conservator by the 15th of March. The Conservator shall consolidate and draw up a circle list and cyclostyle it every 4th year for distribution.

454. Outbreak of Cattle Disease in Government Forests.

The following instructions should be observed by Forest officials on the outbreak of disease amongst cattle in Government Forests

- (1) Forest subordinates should report immediately to the Wild Life Warden, nearest Thana Officer and the Veterinary Officer of any outbreak of cattle disease.
- (2) Forest officials should give every assistance to the Veterinary Officers in dealing with the outbreak.
- (3) Forest officials should do their best to induce the owner or Ogranzier to bury the carcass of any animal that has died of disease.

455. Conduct of Civil and Criminal Suits.

The rules for the conduct of civil suits instituted by or against Government and the rules for the prosecution of criminal charges and for the payment of fees to Government Pleaders for conducting such cases on behalf

of Government are contained in the Orissa Practice and Procedure Manual.

456. Exemptions of Forest Agreements from Stamp Duty.

The following agreements made with the Forest Department are exempted from duty payable under Stamp Act:

- (1) Agreement or security bond required to be executed, under the rules, to regulate the training and appointments in the Forest Service, by a student and his surety previous to his entry into a Forest School or College in India.
- (2) Instrument in the nature of a memorandum. agreement or security bond furnished to or made, or entered into by a Contractor for the performance of his contracts.
- (3) Instrument in the nature of conveyance by the Government of standing trees or any other forest produce in a Government:
 - (i) Contract for the collection of minor produce barks, etc..
 - (ii) Contract for felling and removing, trees
 - (iii) Contract for the collection, removal and disposal of stock in coupes subject to obligation to coppice and clear the area.
 - (iv) Contract for the purchase of timber or firewood to be felled or cut departmentally.
 - (v) Contract of the usufruct of trees and topes
 - (vi) Contract for the felling or cutting and purchase of timber or firewood.
 - (vii) Katha or grazing lease
 - (viii) Agreement for felling and conversion of timber
 - (ix) Agreement for right to collect senior age on minor produce brought for sale by hill tribes.
 - (x) Agreement for cultivation under the taungya system in reserved or protected forests.
 - (xi) Agreement for the sale or protection of sandal wood trees growing on patta lands.

457. The Rules for Occupation of Forest Rest Houses

The rules for occupation of Forest Rest Houses is given in Appendix 27.

458. Classification and Scale of Furniture for Forest Rest House

(1) Forest Rest Houses will be classified by the Chief Conservator into first and second class rest houses. First class will ordinarily be rest houses having two or more suites of rooms with dining and drawing rooms, or two roomed buildings at important places and all other Rest Houses will be classed as second class. No hard and fast rule can be laid down regarding the classification of rest houses and will depend on the discretion of the Chief Conservator who will take the general condition of the buildings, its suitability and importance of location into consideration.

(2) The following is the maximum scale of furniture laid down for each class of rest house:

1. FIRST CLASS REST HOUSE: -

(a) Dining Room,

One dining table, 6 dining chairs, one dinner wagon, one tea poy, one what not, 1 durrie, 2 purdah per door and window, 1 meat safe and one Refrigerator (only in important Rest Houses having electricity).

(b) Double bed room

2 beds with mosquito net fittings, 2 mattresses, 2 pillows, 2 teapoys, 1 dressing table with mirror, 2 cane seated office chairs; 1 cloth horse, 1 durrie, 2 purdah per door and win dows, 1 whatnot, 1 wall lamp, 2 cane chairs, 2 office table, 1 waste paper basket.

(c) Single bed room

1 bed with mosquito net fittings, 1 mattress, 1 pillow, 1 dressing table, 1 teapoy, 2 cane seated office chairs, 1 cloth horse, 1 office table, 1 whatnot, 2 purdahs for each door and windows, 1 waste paper basket, 1 durrie.

(d) Each bath room

1 bath grid, 2 large buckets, 1 bath mug, 1 towel stand, 1 soap dish, 1 wash basin with stand, 1 toilet mug.

(e) Front verandah

4 cane chairs, 1 centre table, 2 easy chairs, 1 hat rack.

(f) Pantry or back verandah

2 Hurricane lanterns, 1 almirah, 1 meat safe, 1 set stone water pots for meat safe, 1 hot case, 1 crockery almirah, 1 pantry table, 2 buckets, 2 tea sets, 1 dinner set, 6 glass tumblers.

(g) Kitchen

1 Hurricane lantern, 1 kitchen table, 1 refuse bin, 1 set aluminium degchis, 1 frying pan, 1 kettle, 1 sauce pan, 2 pudding dishes, 1 bucket, 1 chopper lamp stand, etc.

(h) General

Petromaxes

II. SECOND CLASS REST HOUSES

(a) Dining-Single bed room

1 dining table, 6 dining chairs, 1 dinner wagon, 1 office chair, 1 office table, 1 waste paper basket, 1 teapoy, 1 durrie, 1 lamp, 1 bed with mosquito net fittings, 1 mattress, 1 pillow, 1 dressing table with mirror, 1 cloth horse, onehat rack, one curtain for each door and window.

(b) Double bed room

Same as under I (b) with addition of 1 cane-back arm chair and omission of door purdahs.

(c) Other rooms and verandah

As under I (d), (e), (f), (g) and (h).

(3) The pantry almirah and hot cases can be suitably embeded in walls. It will be advisable to provide one wardrobe embeded in wall in each bed room. Furniture in excess of what a room can conveniently hold must not be provided. It is advisable to plan out the placing of furniture, before ordering them.

459. Scale of Office Furniture for Residential Buildings.

The following is the sanctioned scale according to which furniture may be supplied to officers of the Forest Department free of rent.

residential for doing office work in their residences:

(a) Chief Conservator

1 large Secretariat table, 1 rotating officer chair, 6 cane seated office chairs, 2 whatnot, 1 book self, 1 stool, teapoy; 1 waste paper basket, 2 file trays, 1 steel almirah, 1 steel cash box, 1. carpet, 1 cycle, 1 table lamp.

(b) Conservators

1 Secretariat table, 1 rotating officer chair, 4 cane seated office chairs, 2 whatnots, 1 book self, 1 teapoy, 1 stool, 1 file tray, 1 steel almirah, 1 steel cash box, 1 carpet, 1 waste paper basket, 1 cycle, 1 table lamp.

(C) Divisional Forest Officers

1 office table, one rotating officer chair, 1 whatnot, 4 office chairs, 1 teapoy, 1 waste paper basket, 1 almirah, 1 steel cash box, 1 durrie, 1 cycle, 1 table lamp.

460. Scale of Furniture for Range Inspection sheds and Rest Huts

The following will be the scale of furniture for Range Inspection for Range sheds and Rest huts:

1 office table 4'X3'. 1 cane seated office chair, 2 wooden chairs, 1 wall mirror, 1 cloth horse, 1 bed with mosquito fittings, 1 mattress, 1 pillow, 1 petromax, 1 deck chair, 2 buckets, 1 bath mug, 1 bath grid.

461. Scale of Camp Furniture

The scale of camp furniture for use with tents will be as follows:--

Chief Conservator and Conservator

4 camp folding (office or dining) chairs, 1 camp folding long or deck chair, 2 camp folding (dining) tables, 1 camp folding office table, 1 camp folding teapoy, 2 buckets with 2 mugs, 1 camp bed.

Divisional Forest Officers (including Working Plans Officer)

3 camp folding (office or dining) chairs, 1 camp folding long or deck chair, 1 camp folding (office) table, 1 camp folding teapoy, ? buckets with 2 mugs, 1 camp bed where necessary.

Assistant Conservator

2 camp folding office dining) chairs, 1 camp folding office or dining, table, 1 camp folding teapoy, 2 buckets with 2 mugs, 1 camp bed

Camp Clerks, Surveyors and Draftsman

2 camp folding office chairs, 1 comp folding office table.

Forest Rangers and Range Officers

1 camp folding (office) chair, 1 camp folding office table.

Note-The limit of camp equipment which may be transferted at the cost of Government is prescribed in the orders of delegation under the supplementary rules and under the Orissa T. A. Rules.

462. Scale of Tents

The allotment of tents will be on the following

For Chief Conservator, Additional Chief Conservator and Conservator

2 Swiss Cottage tents 14'X14' with purdah, 180 lb. Field Officers' tent, 2 servants tents 12'X12', 2 necessary tents, 1 small Sowar pal. two 10'X10' hill pattern tents each with a small necessary tent and also extra servants tents for Agency tours.

(G.O. No. 2680-E., dated the 25th September 1945)

Divisional Forest Officers (including Working Plans Officer)

1 Miniature Swiss Cottage tent, 2 servants tent 12'X12', 1 necessary tent.

Note- A second Miniature Swiss Cottage tent and necessary tent will be supplied for divisions where most of the camping is done in tents.

Forest Rangers, Range Officers and Camp Clerks:-

1 shooting Pal tent 10'X10', 1 servants tent 10'X10'.

Note- The limit of camp equipment which may be transported at the cost of Government is prescribed in the orders of delegation under the Supplementary Rules and under the Orissa T.A. Rules.

463. Maintenance of Tents

The following instructions regarding maintenance of tents should be followed:

- (1) All tents are provided with salitas and they should always be wrapped up in their salitas for transport and storage.
- (2) Special care of tents to avoid damages from white ants and damp is necessary and officers and their subordinates will be personally held responsible for the proper care of the tents, issued to them. When not in use, tents and their equipment should be properly stored on ant-proof racks and should be frequently examined and aired when not in use.
- (3) A tent is expected without repairs to last in efficient condition for at least ten years.
- (4) A record should be kept showing the date of purchase and the full description of each tent with accessories that has been or is hereafter purchased. The tents should bear a distinguishing number and date of purchase.
- (5) When a tent is proposed to be condemned as useless the Divisional Forest Officer will personally inspect the same and attach with his proposal a certificate of unfitness in the following form for the orders of the Conservator. When tents of under ten years use are proposed to be condemned, the reasons must be fully and specially stated:

CERTIFICATE

Certified that I have personally examined the under mentioned tent and that I find its condition as under. In my opinion the tent should be condemned.

_____ is fit for use for a further year

Circle No. of the tent	Type and description of tent	Size	Year of purchase	Condition

- (6) All condemned tents of any value should be sold. Perfectly useless tents should be destroyed by fire or otherwise. The sale proceeds of old tents are to be credited to Government.
- (7) Divisional Forest Officers should make a practice of inspecting their Range Officer's tents and the Conservators the Divisional Forest Officer's tents, which should be pitched for the purpose at least once a year.
- (8) Permission to shoot films inside the Reserved Forests for commercial purposes will be given by the Chief Conservator or any other officer specially authorised by him. A fee of Rs. 300 per day will be levied for actually filming inside the Reserved Forests, in addition to the usual fee of Rs. 500 per day in case of National Parks, Zoological Garden and Sanctuaries.

Note-Such permission will be subject to such conditions and restrictions as the Chief Conservator may impose from time to time.

INDEX

	Rule No.
Account	
Dates of Submission of Monthly	347
Advance	
to disbursers	322
to Sub-disbursers	324
to contractors	325
Application for	323
Age	
limits	59
Allowances	
part time - to Medical Officer	127
Washing	144
Appeals	
of Government servants in service matters	99
Appointment	
to cadre posts	42
to selection Grade posts	65
Terms of- to temporary posts	63
Assistance	
Legal and financial	98
Auction	
Admissibility of post - officers	246
Persons debarred forbidding in the	248
Time for holding the general	247
B	
Bill(S)	
Establishment	338
Pay	337
Travelling Allowances	340
Boundary (ies)	
Amended Description	170
Inspection of	169
Notification of	171
Register and map	167
Upkeep of	168

	C	Rule No
Cadre		
	Management of	75
Cash		
	Checking and balancing the book	320
	custody	310
	Maintenance of book	311
	revenue receipt	328
Certificate(S)		
	of health	60
	to discharged employee	155
Charges		
	Additional pay for holding more than one	19
	Administrative	3
	Controlling	4
	Formation of	8
	Holding of	11
	Power to be exercised by officer by holding additional current duty	120
Cheque(s)		
	Cancelled	317
	Lapsed	319
	Lost	318
	Register of issued	316
CLASS IV Services		
Classified	Composition and Recruitment of	52
	List of Forest officer	453
Compensatory		
	Plantation	174
Concession (S)		
	to T.B. patient	133
	for Anti-rabic treatment	134
	Grant of forest produce at free or rates to the public	250
Confidential Character		
rolls		
	Maintenance of Non Gazetted Officers	104
	Recording of _____Gazatted Officers	101
	Register of	105

Confirmation		
	Of Government servant	64
Contracts		
	Power of excuse	381
Correspondence		
	Form of	420
	Channel of	421
Cultivation		
	Taungya	358
	D	
Defalcation		
	Or loss of public money by fraud	384
Depot		
	Register of receipts & disposal in	291
	Timber received in sell to be measured and marked.	293
Disciplinary		
	Rules applicable	91
Disforestation		
	Procedure for submission of proposal for	172
Dismissal		
	Notification of	96
Disposal		
	General rules for of forest produce	244

Duties

Of Assistant Conservators	26
Of Chief Conservator	12
Of Chief Wild Life Warden	18
Of Conservators	13
Of Conservator,Afforestation	17
OF Conservator,Development	16
Of Divisional Forest Officer	20
Of D.F.O,Afforestation	21
Of D.F.O,Non-territorial	22
Of Foresters	29
Of Forest Guards	30
Of Mobile parties	31
Of Range Officers	28
Of Range officer(Prosecution)	32
Of staff at check Naka Station	35
Of staff at Depot	36
Of Wild Life Conservation Officer	23
Of Wild Life Rangers	23
Of Wild Life Warden	24

E

Efficiency Bar

Crossing of	70	20
-------------	----	----

Establishment

Classification of	148	49
Reduction of	154	58
Temporary	148(3)	49
Temporary Work-charged	148(4)	49

Examinations

Attendance at the period how treated	90	30
Prescribed for Gazetted Officers	82	24
Syllabus of the	83	24
Prescribed for Forest Rangers	87	28
Prescribed for clerks	88	29
Control and conduct of	85	26
Penalties for unfair mean in	86	28

F

Fire

Conservancy rule	283	122
------------------	-----	-----

Forests

Classification of	156	61
Demarcation of	162	63
Protected	160	62
Reserved	157	61
Register of reserved	158	61
Village	159	62

	Unclassed	161	62
Forest Land			
	Utilisation of by other Department	173	67
Forest Research Institute			
	Visit of forest officers to	77	23
Forms			
	Detailed instructions regarding compilation of	280	116
Furniture	Classification and scale of for forest rest Houses.	458	194
	Scale of office for residential buildings	459	196
	Scale of for Range Inspection sheds and rest huts.	460	196
	Scale of camp	461	196
		G	
Gradation List			
	Maintenance of	71	21
Grants			
	Free of scale of forest produce to Forest Officer or other officials.	253	96
		H	
Honorarium			
	To examiners and paper setters	126	41
	To Police Officers	128	42
Increment			
	Officers to grant	67	20

	Premature	69	20
	Rules to grant	68	20
Indian Forest Service			
	Constitution and cadre of	40	13
	Recruitment to	41	13
	Service condition of	43	13
Inspection			
	Of offices	442	184
	Of circle offices	449	185
		K	
Kendu leaves			
	Departmental working of	242	88
		L	
Labourers			
	Day	149	49
Lease			
	Of Minor Forest Produce to the co-operative Societies.	241	88
	Of bamboos to paper Mills	243	88
Leave			
	Authority competent to casual and quarantine	118	39
	Authority competent to grant	107	37
	Casual	117	39
	How regulated over stay of or joining time.	115	38

	Procedure for grant of	108	37
	Recall from	116	38
Leprosy			
	Procedure for treatment	135	43
Liveries			
	Supply of	137	46
	M		
Map			
	Boundary description in	164	63
	Indent of from survey of India	181	71
	Payment for	187	74
	Preparation of preliminary	163	63
	Procedure on receipt of sheets in proof	176	69
Marks			
	Allotment of	84	26
Marriage			
	Plural	58	18
Measurement Books			
	Maintenance of	331	147
Medical			
	Attendance	130	42
	Procedure for reimbursement of expenses on treatment	131	42

	Procedure for attendance and treatment outside the state.	132	43
Ministerial Services			
	Composition and recruitment of	47	14
Muster Rolls			
	Abstract of	330	147
	Preparation and disbursement of	329	145
		N	
Notification			
	Proposal for under section 4 of Orissa Forest Act.	165	64
		O	
Offence			
	Procedure to be followed in forest cases	261	98
Orders			
	Date of	95	32
Orissa Forest Service			
	Constitution and recruitment to	44	13
Other class III Services			
	Requirement of	48	14
	Qualification for	49	14
		P	
Pay			
	Special to working plan, silviculture and forest Utilisation staff.	121	41

	Special to Directors of school	122	41
	Special to Assistant chief conservator	123	41
	Special to teaching staff	124	41
	Special to Surveyor Draftsman	125	41
Penalties			
	Authority competent to impose	92 & 94	31
	Prescribes	93	31
Permit			
	Register of and receipt books	297	129
Petitions & Memorials			
	Instructions for submission of	100	33
Posts			
	Power to sanction	150	49
Postings			
	And transfer of officers	72 & 73	21
Probation			
	Period of	62	19
Purchase			
	And repair of Bi-cycle	363	158
	Of stores and live-stock	366	159
	Q		
Quinquennial			
	Administrative reports	282	119

R

Records			
	Distribution of	424	180
Recruitment			
	Method of direct	56	17
	Of forest rangers	46	14
Relationship			
	Between forest & revenue officials	38	11
Relief			
	Eligibility to get fire	251	94
	Rules for fire	251	94
Rent			
	House concessions	129	42
Reports			
	Contents of annual	276 & 278	103
	Date of Submission	275	103
	General instructions regarding compilation of annual	277	106
	Returns to accompany annual	279	115
	Submission of annual	274	102
	Supply of annual to various parties	281	118
	Triennial inspection	15	5
Research			
	Annual reports	210	80

	Compilation of annual reports	211	80
	Distribution of annual reports	212	82
	Programme of	195	76
Reservation	By divisional forest officers	207 & 208	80
	Of vacancies	61	18
Resignation			
	Of government servant	74	22
Returns			
	Annual of livestocks.	308	134
	Monthly depot	294	128
	Of stores, stools & Plants	302&305	131&13
	Showing sales from forest produce out by purchasers.	299	130
	Showing scheduled castes and scheduled tribe candidates	57	17
Rewards			
	Grant of in special cases	269	100
	Grant of in case relating to forest fire	271	101
	Pavement of	270	101
	To information in cases compounded	268	100
		S	
Sanctuaries			
	Management of and nation parks	235	85

Security			
	Deposits	152	52
Seeds			
	Supply of	198	77
Service			
	Extension of	66	19
Service Books			
	Maintenance of	153	55
Settlement			
	Forest	166	64
Spelling			
	Of names	177	69
Stationery			
	Local purchase of	362	158
	Supply of	425	181
Stores			
	Physical verification of tools & plants	303	132
	Write off of tools & plants	306	133
Survey			
	And maps	175	68
Survey officer			
	Routine works undertake by	179	70
	Facilities	178	70

Survey of India

Facilities offered to contributory states by 180 70

Suspension

Authority competent to order 97 32

Authority competent to revoke order 97 32

Conversion of as leave 97 32

Criteria to put a government servant under 97 32

Direction about treatment of the period 97 32

Headquarters while under 97 32

Officer placed under subject to discipline. 97 32

T

Maintenance of 463 197

Scales of 462 197

Training

Of clerks an assistants 80 & 81 23

Of forest rangers 78 23

Of foresters and forest guards. 79 23

Of gazetted officers 76 23

Of refresher,wild life,silvicultural and statistical 77 23

Transaction

Inter divisional 332 148

	Suspense	333	149
		U	
Uniforms			
	Accounts of articles/ liveries	142	47
	Contracts for	139	47
	Indents for	140	47
	Issue of	141	47
	Supply of	136	44
	Allowance	143	48
	Articles property of government	145	48
	Not to be worn when not on duty	146	48
Upset price			
	Calculation of	245	90
		V	
Vouchers			
	Pay	339	150
	Support of payment by	343	152
	Travelling allowance	342	152
	Withholding and disal- lowing	346	153
		W	
Workcharged Establishment			
	Appointment of	54	16
	Service condition of members of and con- tingency paid staff.	151	51

Wild Life

Functions of wing	234	85
-------------------	-----	----

Working Plan

Advance programme of and working schemes	183	73
Amendment of	186	73
Annual review of progress of	192	74
Distribution list of	194	75
Printing of	193	74
Responsibility for & control	184	73
Revision of & scheme	185	73

Writing off

Of irrecoverable advance	372	160
Of irrecoverable revenue	370	160
Of losses	359	1757
Of stores	379	160

Z

Zoo

Annual report on	239	86
------------------	-----	----

ERRATA TO ORISSA FOREST DEPARTMENT CODE,1979

RULE NO.(1)	SUB-RULE NO.(2)	LINE(3)	EXISTING WORDS/ PROVISIONS(4)	ALTERATION TO BE MADE(5)
11	..	Margin heading	holdings	..holding
12	6	Fourth	Two	Six
20	4	First	Station	Stations
24	(ii)	Third	Provision	Provisions
57	..	Third	I and ii	(Delete)
65	..	Margin heading	Appointment	Appointment
71	..	Margin heading	Gradation	Gradation
77	3	First	End	And
94	..	Margin heading	Impare	Impose
94	(iv)	First	Conservants	Conservators
95	..	Second	Discharge	Discharged
103	Para.2	Second	Chapter	Character
Col.1	(i)	Third	Forestera	Forester
Col.3	(i)note	Seventh & eight	Add1.conservator	Chief(delete)
Col.3	(v)	Fourth	Respectat	Respect
111	(i)	First	Servan	Servant
119	..	Margin heading	..	Insert "pay"between additionsl & for.
131	..	Margin heading	Penses	Expenses
132	(i)first	Insert "servant"between government and or.
136	..	Seventh	Pockers	Pockets
		Eleventh	Knaki	Khaki
		sixteenth	aceseries	Accesories
136	(b)	Third	Retungular	Rectangular
		fourth	mettaalic	Metallic

	(d)	Second	Orissa	Orissa
		Tenth	Whllet	Wallet
		eighteenth	Coas	Coats
136	(f)	Fourth	Putters	Putties
136	(3)	Fourth	Sockings	Stockings
137	(b)(i)	Second	Water	Weather
	(b)(ii)	Seventh	Blause	Blouse
143	..	Margin heading	Uviform	Uniform
147	..	First	(1)	(delete)
	..	Second	Be	(delete)
148	(3)	Ninth	Togather	Togetger
152	(2)(iv)	Fifth	Secton	Section
	(3)(b)	Second	Staff	Stamp
152	(9)(a)	Ninth	Pledge	Pledgee
	(9)(b)	Fourth	Pledge	Pledgee
152	(9)(c)	Fourth	Ledged	Lodged
153	(b)	Sixth	Daet	Date
154	..	Margi heading	Reductionment	Reduction of establishment
160	..	Eighth	Immediate	Immediately
		Tenth	Designed	Designated
162	..	Margin heading	Demacation	Demarcation
164	..	Ninth	On	Or
165	“(i)	Second	Consequent	Consent
172	..	Twwlfith	A	(delete)
173	(ii)3rd para.	Fourth	Prepared	Prepare
175	(i)(a)	Seventh	Of	On
	(i)(c)	Third	Realy	Really
175	2	Fourth	Ptlars	Pillars
177	2	Second	Spellting	Spelling
184	(i)	Second	..	Insert ‘he’ after ‘which’
194	Last para	First	..	Insert ‘not’ after ‘officers’
238	..	Fifth	Swallen	Smaller
244	(6)(a)	Fourth	11	One and half
245	(i)(f)(iv)	Fourth & fifth	And the cases where the shortfall is beyond10%	(delete)
245	(xiii)	First	Produce	Procedure
257	..	Second	Outlined	Outlived

258	Para1	First	Post	Past
258	Pqrq2	First	Toungya	Taungya
260	..	Margin heading	Tatutory	Statutory
260	..	Third	Vhich	Which
262	(c)	Third	Jutsice	Justice
268	..	Fourth	Rs.	((delete)
268	..	Fifth	150	50
276	Chapter II	Sixth	Birdges	Bridges
	Sec.2			
276	Chapter II	Last line	Ca	Causes
	Sec. 3			
278	(i)(a)	Third	'are' occuring after lapse	(delete")
278	(c)	Second	Summaries	Summarise
278	..	Last line	CHAPTER IX	Insert above "a review of plan schemes"
279	Form 31	First	Out of	Cut or
Note(1)	..	Fourth	Figures	Figure
Note(iii)	...	Fourth	Mitted	Omitted
280	2nd para	First	According	Ascertaining
280	Form19	Fourth	..	After 'equal'insert 'to'
280	Form 33	First	Deal	Dead
280	Item(13)	Col.2	..	Insert 10%
282	(i)	Sixth	Chif	Chief
282	(2)	First	Watches	Watchers
283	12(ii)	Second	..	Insert "than"after 'narrower'
283	12(ii)	Third	Visinity	Vicinity
283	15	Second	Shal	Shall
283	16	Third	Enquire	Ensure
283	22	Fourth line should be inserted between second and third line.
289	(i)	First	Porduce	Produce
292	..	First	Not	(delete)
293	(2)	Fifth	Allwoed	Allowed
294	(i) form42	Second	Standard	STRANDED
294	(2)	FIRST	Togather	Together
294	(4)	Second	Varsa	Versa
296	..	First	Form	From

300	(1)	Last line	(invertly printed)	Due in that year entered there in.
301	..	Margin heading	Removed	Removal
304	..	Third	Form no 8	Form no 81
305	(i)	Third	Hould	Should
312	(iii)	Second	Whhich	Which
320	(i)	Fifth	Initiated	Initialed
322	(3)	Third	Monty	Money
323	..	Last line	Application	(delete)
325	..	Margin heading	Contsactors	Contractors
328	(6)	First	..	Insert 'to'after 'revenue'
330	..	Margin heading	Absent	Abstract
332	(d)	Col.5	Cent	Sent
332	(1)para.2	Second	Endeavour	Endeavoured
333	(2)	Fifth	No	(delete)
337	..	Second	Accomany	Accompany
343	(1)	Item5	Form 66	Form no 56
346	(1)	Ninth	Is	(delete)
347	..	Third	20th	10th
347	..	Fourth	..	After the word 'relate' add the following :''except the form no.46 in iten 2 below which should be sent on or before 20th''.
347	A(B)	FIRST	Dsiburser's	Disburser's
348	B	Third	Firests	Forests
349	..	Margin heading	Abrtract	Abstract
349	(i)	Third	Oualay	Outlay
354	(1)	Seventh	Form no.49	Form no 46
354	(2)	Third	Conservator's	Contractors
361	..	Second	ren	Rent
366	..	Margin heading	iive	live
367	..	Second	As given below	(delete)
371	(2)last para	Sixth	Befire	Before
373	..	Margin heading	Unsdrr	Under
376	..	Second & fourth	..	After 'rule'add '325'

376	..	Third	250	500
382	..	Fourth	He	The
384	(1)	Ninth	Th	The
388	(3)	First	Recoveries of excess payments (if any)	(delete)
	(7)item(b)	Second	Ledgar	Ledger
392	..	First	Labourrers	Labourers
396	Insert "definition of heads" & delete those words from second line.
397	(2)	Heading in col 2	Proceding p	Preceding
400	..	Margin heading	Difination of	Definition of
405	(2) note	First	For	(delete)
415	..	Margin heading	Fo	For
442	Item 12	Second	Recovered	Recorded
443	..	Sixth	Hardship	Leadership
443	..	Seventh	Papers	Spheres
445	..	First	..	Insert 'seven' after 'least'
449	(a)	Fifth	Unwillingly	Unwittingly
453	B(iii)	First	And other	(delete)
460	..	Second	Res	Rest
Index	Auction	First	Officers	Offers
Index	Relationship	First	Eorest	Forest
Index	Training	Sixth	Refresher	Refresher
72	(5)	First & second	Forester & other subordinate officers below the rank of forester to be deleted.	All subordinate officers except range officers to be inserted.
107	(2)(b)(ii)	..	Existing provosion in item (ii) may be deleted.	I its place insert(ii) class III and class IV staff working in the circle other than those whom the D.F.O. is competent to appoint.
107	(2)(c)(ii)	..	Below item (i) a new item (ii) may be included.	(ii)class III staff in the Division other than those cited in the preceding item up to 3 months.

