

SW2. 833/84

**CIRCULAR No. 1/84**

Sub:- Social Forestry works done through Territorial Rangers –

It has come to the notice of the undersigned that certain social forestry works are being got executed through the Range Officers other than those of social forestry wing. While this may have to be done some times to the paucity of sufficient staff in Social Forestry Wing, a definite procedure has to be adopted in such cases. It is therefore, ordered that the following procedure will be adopted in all cases where Social Forestry Works are got executed through other Range Officers.

1. All workers under World Bank Project will be done by Social Forestry Staff alone works under NREP. Rural Fuel wood and the like may be got executed by other Officers if the available staff in Social Forestry Wing are insufficient.
2. When works are got done through other Range Officers, the estimate sanctioning, execution and supervision of works, passing of vouchers etc., have to be done by the Divisional Forest Officers / Conservator of Forest, as the case may be under whose administrative control the particular Range Officers come. The Social Forestry Assistant Conservator of Forest will not have an control on the works expect as indicated below.
3. For getting advance for works the Range Officers will submit the fund application together with vouchers for the expenditure incurred with the previous advance to the Divisional Forest officers having administrative jurisdiction over them. The Divisional Forest Officers scrutiny of the vouchers will record on the fund applications their recommendations for advancing the amount requested for and forward the same to the Social Forestry Assistant Conservator of Forests of the district. On receipt of this, the Assistant Conservator of Forests will issue sequels to the Range Officers concerned.
4. The Range Officers working outside social forestry will maintain a separate subsidiary cash book for the Social Forestry Workers. Monthly Accounts, progress reports etc., must be submitted to the Assistant Conservator of Forests and Divisional Forest Officer concerned every month.
5. While sanctioning the estimates the Divisional Forest Officers must see that the guide lines issued in regard to the implementations of Social Forestry Works are followed.

6. After passing the vouchers the Divisional Forest Officers will forward the same to the Assistant Conservator of Forests concerned for incorporation in his account. The Divisional Forest officers will also take action to recover any disallowed amounts from the officers concerned.
7. In short as for as social forestry works got executed through other Range Officers, are concerned, the Social Forestry Assistant Conservator of Forest, will not as treasury officers only while all the other connected works are done, supervised and controlled by the territorial officers.

Please acknowledge receipt.

Sd/-  
Chief Conservator of Forests, (SP)-

Chief Conservator of Forests, (D)  
Chief Conservator of Forests, (V)  
Chief Conservator of Forests, (WL) with covering letter.  
All Assistant Conservator of Forests, (SF)  
All Assistant Conservator of Forests, (Extension)  
Divisional Forests Officers, Social Forestry  
Conservator of Forests, Thrichur etc.,  
Field Director, Project Tiger, Kottayam.  
Finance Officer/Admi. Assistant, junior superintend, (SW/SW1) etc.,

Endt. On G4-247/ 85 dated – 15-1-85

Copy forwarded to all Divisional Forests Officers, expect kindly for information and guidance. They will report the details of works if any to be done in their Divisions utilizing the NREP funds with amount required.

For Conservator of Forests, Thrissur.