

## **Circular No. 27/73**

It has come to the notice of the chief conservator of forests that many of the divisional forest Officer's do not ensure proper control or check over the execution of works with the result that omissions and lapses in the observance of the rules are too common. Such omissions and lapses are serious in as much as they often pave the way for many irregularities with a view to avoid such irregularities the following instructions are issued.

### **Supply Coupes.**

1. It is often noticed that proper certificate of exhaustive marking of saleable trees in supply coupes are not being insisted upon. This would tend to careless marking which would leave loopholes for malpractices. The Divisional Forest Officer's should therefore ensure that proper certificate of exhaustive marking (as per Circular & standing orders already issued) is furnished by the marking officer and the Range Officer who verify the marking. These certificates should be furnished both in the Marking Register and in the marking list. The Divisional Forest Officer should verify at least the prescribed percentage of the marked trees, initial against the concerned Marking Nos. in the Marking Register and furnish his own certificate in the Register and in the list showing the actual percentage of trees verified by him.
2. The Acknowledgement of the Contractor for the marked trees entrusted to him for felling and collections is some times not seen obtained in the Marking Register. This commission may lead to complications and even to commitment of irregularities. The Divisional Forest officer's should therefore ensure that proper acknowledgement of the Contractor is obtained in the Marking Register showing the details of trees he has taken charge of felling and conversion. When the Divisional forest Officer's inspects the coupe works, they should verify the entries in the Marking Register and Record their findings.
3. It is seen that mahazars are not prepared properly and the Coupes taken charge of by the Department on termination of supply works. This is a very serious omission. On termination of contracts all supply coupes should be taken possession of after preparing necessary mahazars. No coupes should be put in possession of sale coupe Contractor's before taking charge of supply coupes by the Department after preparing the mahazar. Such mahazars should clearly show the details of trees, if any, left unfilled, the reason for leaving the reason unfilled, details of felled but uncollected trees (both sound and defective) and the details of salable portions of felled trees left uncollected etc. It should also specify whether the boundaries of the coupe are in tact and whether any irregularities have been committed in the adjoining reserve or plantations with in the prescribed limits. Such mahazars should invariably be verified by the Range Officers and their certificates recorded. A copy of this mahazar should be forwarded the divisional Forest Officer immediately or at least before enumeration of residual tree growth so as to enable him to verify the mahazar if he deems its necessary. The divisional forest Officer should however make it a point to have at least a random checking of the details in the mahazar while he inspects the enumeration of trees.
4. When the logs from a supply coupe are registered and entrusted to the contractor and main pass for their transport is issued the acknowledgement of the contractor or his authorized agent for the logs covered by the pass should be obtained on the counterfoil of each Form No. III pass. This acknowledgement should contain the total no. of logs and their stock Nos. All consignment of logs

transported from the Coupe under each bandyman pass should be checked by the Guard or Section Forester and necessary endt. recorded on the back of each of such passes. When the logs are delivered at the Depot the Depot Officer should verify whether the bandyman passes have been duly checked and endorsed by the Guard or Forester and any failure on this regard should be brought to the notice of the Divisional Forest Officer and the range Officer then and there.

Check to be exercised at the Depots.

5 Within 24 hours of the receipt of the logs at the Depot the logs should be properly stacked there and the Depot Officer should issue Depot Receipt as per rules after careful verification of the logs delivered at the Depots. Delay in issue of Depot Receipts and further delay for their dispatch to the divisional Forest Officer and Range Officer are too common. Such delay may lead to irregularities at the Depot and cases difficulties and inconveniences in the division Office and range Office for the checking of accounts and preparation of timber returns and settlements of liabilities of contractors etc. The divisional Forest Officers should therefore ensure that Depot Receipts are issued within the time limits prescribed by rules and dispatched to the concerned officers promptly.

6 The list of undelivered logs to be prepared and submitted by the Depot Officers should be strictly insisted upon. Lapses on this account cannot be condoned. The Depot Officers should prepare such list at the specified period as per standing orders and forward them to the Range Officer concerned and the Divisional forest Officer should see that the Range officers promptly verify such lists and take appropriate follow up action.

7 Physical verification of stock at the Depots and Range Depots wherever they exist is not seen done promptly and properly. This causes delay in detection of loss and sod malpractices at the Depot. The Divisional Forest officers should make it a point that physical verification of stock is also conducted during their half yearly inspection or in any case at least once in a year.

#### Sale Coupe

8 The enumeration list should invariably contain the certificate of exhaustive enumeration specifying the minimum girth limit by the enumerating Officer and of verification specifying % by the Range Officer and the certificate of Inspection by the Divisional Forest Officer.

9 At the time of each registry the Registering Officer should inspect the boundaries of the Coupe and also the adjoining reserves or Plantations as the case may be and record certificates in the registering list itself to the effect that the boundaries are in tact and that there are no irregularities in the adjoining reserves or plantations within the prescribed limits and that the collections as per the lists are genuine etc. The Range officer should not issue transport pass unless this certificate is forthcoming in the list. The Range Officer should verify the list carefully with the enumeration list and whether there are any glaring mistake and satisfy himself about the genuineness of the collection. He should also verify the boundaries and the adjoining reserve portions as often as possible and ensure that things are done properly.

10 The Section Staff should check each consignment (lorry load) of produce removed from the Coupe and make necessary endt. on the back of each bandyman pass. The range Officer should check at random, whether this is being done and should take appropriate action when failure is noticed.

11 Whenever fresh pass for removal of produce is issued after cancellation of original passes on account of grant of extensions to the period of contract the Range Officer should get back the original passes as well as unused bandy man passes already written up under those passes and

cancel and file them. Such cancellation should immediately be noticed to the concerned Watch stations and the divisional Forest Officer.

12 The possession of coupe should be resumed immediately on expiry of the contract period or extension period as the case may be and necessary mahazar prepared. The mahazar should contain information regarding unfilled has, uncleared and unburned areas, and unremoved produce if any etc. The should also specifically state whether the boundaries are in tact and whether there are any outside fellings within the prescribed limits. The Ranger Officer should also verify and certify such mahazars.

These are instructions already issued in various instances and now repeated only as lapses and failure have come to the notice of the Chief Conservator of Forests. The Divisional Forest officer's should see that these instructions are scrupulously followed and they should not hesitate to take disciplinary action whenever any lapses are noticed.

*Chief Conservator of Forests*

To

All Divl. Forest Officers.  
Endt. on A6.29794/73/dt.7.7.1973.

Copy to all conservator of Forests (with spare copies for distribution to Divl.Forest Officer, Range Officers and Depot Officers) for information. They should also verify during periodical inspection of the Sub-Officers and failed inspections whether these instructions are being followed.

Copy to superintendents, Internal Audit Party (2)  
Copy to B,C& G Sections.

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