

AS-8706/2001.

Forest Headquarters  
Thiruvananthapuram,  
Dated: 08.02.2002.

**CIRCULAR NO.1/2002**

- Sub: - Preparation and Maintenance of Plantation journals, parallel journals –  
Division Journals completion reports and timber returns – regarding.
- Ref: - 1. Test Audit during 1994-1995  
2. PAC (1998-2000) 113<sup>th</sup> Report – Para 24.

The Accountant General, Kerala, observed in the Test Audit conducted during 1994-1995, among other things, that the Field officers of the Department did not maintain the plantation Division journals up to data details completion report and timber returns as required. The Public Accounts Committee vide Para 24 contained in the 113<sup>th</sup> report, noted the serious lapses in maintaining the plantation journals and parallel journals in the Range offices and Divisional Forest offices with regard to all forestry operations and recording the findings of inspections with directions to issue strict instructions to the officers of the Department to maintain all journals and registrars properly and promptly. Such observations badly reflect on the style of working of the Department. Therefore the following instructions should be observed strictly in order to rectify such lapses/ defects.

1. **PLANTATION JOURNALS**

1. Para 9.3.5. Of Volume 1 of Kerala Forest Code, stipulates for the maintenance of a permanent register called as “PLANTATION JOURNAL” a record of the various operations from survey and demarcation of the area to the final fallings, whenever plantations are raised in the Range office and parallel journals in the Divisional Forests office. Those journals should be maintained with up to date details in the relevant sections of the journal. In the case of final felling of a plantation and replanting a new journal has to be opened while the old journal is closed after posting all details of yield, disposal, revenue and details for the formation and maintenance of the new plantation.

2. A complaint list of plantations raised as far as possible will be prepared and maintained in the Range and division offices.

3. The Divisional Forests officers and Conservators of Forests will verify the Availability and maintenance of the journals with up to date required design during their inspection.

4. The officers will record their observations and suggestions made during the Course of their inspection. In case inspections made notes are communicated the Range officers will see that the copy of such notes is attached to the journal. The Divisional Forests of such notes is attached to the formal. The Divisional Forest officers and conservator of forests will ensure this aspect during their inspections in the Ranges. The DFOS and CF's will be record their observations regarding the maintenance of the

plantation journals in their Tour Diaries and inspection notice and also in the reports of office inspections.

## II. DIVISIONAL FOREST JOURNAL

Para .9.3. 1 of volume I of Kerala Forest code stipulates for the maintenance of a permanent record called for "Divisional Forest" Journal' in which the Divisional Forest officer has to record all note worthy occurrences and observations of scientific and technical Nat bearing on the management of the Forests. Such a record is readily useful to the working I am office and successive Divisional Forest officers. Prescriptions are made in the code as to how to maintain the journal. The Conservation of Forests will verify the availability and maintenance of the journals during their office visit and inspections in the Divisions and make a mention in their Four Diaries about this.

## III. FOREST RANGE JOURNAL

Para 9.3.3. Of Volume I of Kerala Forest Code provide for the maintenance of a book called the FOREST RANGE Journal it should contain observation and facts likely to prove useful in the preparations of working plan. The Divisional Forest officers and Conservators of Forests will verify the Availability and observations in their Tour diaries.

## IV. COMPLETION REPORTS

1) The Accountant General observed that the completion Reports (CRS) have to be obtained , verifies and filled Para 10.12.to 10.12.3 of volume 1 of Kerala Forest Code, stipulate for preparing and furnishing a detailed completion Report in Form No.62. with certification of the work by the Range officer/Depot officer or other officer who executed any work costing more than Rs.500 to the Divisional Forest officer who has to certify the Rs. 500 to the Divisional forest officer who has to certify the Rs500 to the Divisional Forest officer whop has to certify the correctness of the works and send the completion Reports to the officer who sanctioned the estimate for counter signature and return to the Divisional Forest officer. The Completion Reports are permanent records to be maintained in the Division office.

2) The Divisional Forest Officers will ensure that the completion Reports are processed properly and promptly. In the estimate register, suitable entries will be made on receipt of the approved completion Report. The Conservators of Forests will cause random verification of the completion reports with reference to the estimate registrar estimate Register for such entries. The exercise of preparation, forwarding, countersigning, verification etc will find a place in the monthly program of the Conservators of Forests. Review of the clearance of the pendency of completion reports should be one of items in the monthly program of the Conservator of Forests in the Divisions. The back log should be cleared within 3 months. Division-wise monthly progress statement of Completion Reports will be furnished to the concerned Chief Conservators of Forests by the Conservators of Forests along with the Plan Progress Reports.

## V. TIMBER RETURNS

As per Para 6.4. of Volume II of Kerala Forest Code, every Forest Range and Depot has to prepare and forward the 'RETURNS' to the Division Office, where the details are totaled and abstract is sent to the Conservators of Forests who in turn, will send up consolidate statements to the Chief Conservator of Forests(P). The Conservators of Forests will see that the arrears of timber returns are cleared within 3 months. Review of the clearance of pending timber returns should find a place in the monthly programme of the CFS in the Depots and Divisions. The performance should be monthly reviewed by DFOS and CF's as part of their Inspection program in the range by DFO's and Divisions and the CF's will submit monthly progress reports to chief Conservator of Forests (P).

VI. The efforts and progress made by Divisional Forest Officers and Conservators of Forests on the above lines will be reviewed as part of performance appraisal.

PRINCIPAL CHIEF CONSERVATOR OF FORESTS.

To

Conservator of Forests. Central Circle—Thrissur  
All Divisional Forest officer/Assistant Conservator of Forests/  
Wild Life wardens/All Range Officers/  
Assistant wild Life Wardens.

Copy to: PA & CA to Chief Conservators of Forests.

Copy to: All Branch officers in Headquarters.

Copy to: Cl.Section/Senior Finance Officer.