

No. VE.4 – 2667/86.

Office of the Chief Conservator
Of Forests (Vigilance), Trivandrum,
Dated : 4.2.1989.

From

The Chief Conservator of Forests
Vigilance, Trivandrum

To

All Conservators of Forests/
All Deputy Conservators of Forest/
All Assistant Conservators of Forests.

Sir,

Sub : - Executing and expenditure in Departmental works – regarding.

Ref : - 1. Notification SRO-736/88 dated 18-6-88.
2. VE4 – 2667/86 dated 12-5-88.
3. VE4 – 2667/86 dated 17-5-88.
4. VE2 – 183/89 dated 4-1-1989.

In the reference cited 1st above, Government have revised the minimum wages for forestry works and estimates are being prepared at new rates.

Your attention is also invited to the other references cited above containing various observations and suggestions made by the Vigilance and Evaluation wing on the execution of departmental works aimed at improving quality and achieving economy. It is noticed that Code provisions and directions in Government notifications are not strictly adhered to and many defects are noticed during evaluation of works and conducting enquiries. Hence the following instructions are issued for proper adherence of rules and practices.

1. Increase in wage rates and variable D.A

As and when wage rates and variable D.A. are enhanced by Notifications corresponding increase is being made in sanctioning estimates and charging expenditure. While doing this there is also a responsibility on the part of officials concerned to see that the benefit on account of that.

There were complaints regarding payment of wages at lower rates. During enquiry there were indications that workers are not getting the benefit of increased wages and variable D.A. the explanation by shifting the responsibility to P.C.R. contractor will not stand. Having claimed at notified wage rates there is implied responsibility to see that the benefit reaches the destination. Hence proper care may be taken to avoid such cases and the action taken to ensure this may be reported.

2. The following functions that every officer is expected to carry out are not invariably observed and this causes difficulties in the proper execution of works, verification and settling pending claims. Hence they are reiterated as below :

a) **Survey and computation of planting area :**

Though the responsibility of Survey and computation of area is with the Range Officers the Deputy Conservator of Forests/Assistant Conservator of Forests should also check this and satisfy as to the correctness of the area. Recently there are a number of causes reported in which the actual area is much less (say 20 to 50 %) than the area reported and changed. Hence a checking and recording at Deputy Conservators of Forests/Assistant Conservators of Forests level is necessary.

b) **Assessment of stock in plantations :**

Works such as application of manure, soil, working etc. are changed according to the No. of plants attended. Hence it is necessary to make an assessment regarding the stock before undertaking the operation and to record it in the plantation journal,

c) **Recording inspection notes :**

Whenever a nursery or plantation is inspected by an Officer he is expected to record the observations, if any, or a note on whatever work done recently or going on, in the journal. This is not being followed in many cases. In the absence of such information much difficulty is felt in evaluating plantations and setting disputes of many cases. This may be strictly followed.

d) **Maintenance of Measurement Books :**

As per Financial Code and Forest Code the Following instructions have to be followed in maintaining measurement Book for Civil Works, and fire protection works.

1. Measurement Books should have Certificate of count of pages and serial No. given from Division Office.
2. The date of measurement and check-measurement should be recorded.
3. There should be signature of P.C.R. contractor for having accepted the rates.
4. Entries, relating to stone wall, track path, road etc. may be made dividing the total length into convenient stretches as far as possible in order to identify the portion in the field easily for random checking.

When a track path of 15 k.m. or stone wall of 10 k.m is constructed. It may not be possible always to measure the whole distance during random checking. If in the field peg marks on painting on stones are provided at constant intervals and measurement book is recorded accordingly checking can be done easily and effectively. Similarly when drystone packing is carried out measurement Book should show how much and in which portion it was done.

e) **Construction of cairns :**

It has been decided in conservators Conference to have only 120 cm. height for cairns in all including the portion going below ground level. In spite of that certain officers are sanctioning estimates providing foundation in addition to 120 cm, increasing the cost by 30 to 35%. This should be avoided.

All the cairns should have serial number and direction mark pointing to the next cairn.

f) **Expenditure on digging pits and filling bags :**

That the price rate for the above items could still be reduced without affecting minimum wages. The rate that are actually being paid to workers by P.C.R. contractors for these works are much lower. In the light of the present increase in the wage rate and variable D.A. this aspect may be checked more carefully so that expenditure on these items can be reduced.

g) **Preparation of Estimates for Plantations :**

1. The estimate should invariably contain the year of planting, species, and espacement.
2. The extent of the plantation should be given in the heading also.
3. Items which are not found necessary should not be included in the estimates as is being done in some divisions.
4. Estimates should be sanctioned and communicated to all concerned before commencing the work.

Spare copies of these letters are enclosed for Circulation among Range Officers also for strict adherence.

The receipt of this letter may be acknowledged.

Yours faithfully,

Chief Conservator of Forests
(Vigilance).