

## CONTENTS OF CIRCULARS

SL. NO.	CIRCULAR NO.	PAGE
1	<u>CIRCULAR NO.1/1973-74/ST, Dated 24-8-1973</u> <u>Subject:- DIARIES, INSPECTION NOTES AND T.A. BILLS.</u>	1
2	<u>CIRCULAR NO.2/1973-74/ST, Dated 25-8-1973</u> <u>Subject:- ANNUAL PROGRAMS FOR MAIN FELLINGS, THINNINGS, REGENERATION, AFFORESTATION SEED COLLECTION AND NURSERIES.</u>	3
3	<u>CIRCULAR NO.3/1973-74/ST, Dated 27-8-1973</u> <u>Subject:- BUDGET CONTROL FORM – MAINTENANCE OF.</u>	8
4	<u>CIRCULAR NO.4/1973-74/ST, Dated 28-8-1973</u> <u>Subject:- ANNUAL PLAN OF OPERATIONS.</u>	17
5	<u>CIRCULAR NO.5/1973-74/ST, Dated 28-8-1973</u> <u>Subject:- SALE OF SEMAL TIMBER.</u>	22
6	<u>CIRCULAR NO.6/1973-74/ST, Dated 28-8-1973</u> <u>Subject:- USE OF PRINTED FORMS.</u>	23
7	<u>CIRCULAR NO.7/1973-74/ST, Dated 28-8-1973</u> <u>Subject:- DESTRUCTION OF USELESS DOCUMENTS.</u>	24
8	<u>CIRCULAR NO.8/1973-74/ST, Dated 28-8-1973</u> <u>Subject:- DAILY DISCHARGE OF FOREST DISTRIBUTARIES/ MINORS.</u>	25
9	<u>CIRCULAR NO.9/1973-74/ST, Dated 28-8-1973</u> <u>Subject:- DISPOSAL OF COMPALINTS.</u>	26
10	<u>CIRCULAR NO.10/1973-74/ST, Dated 28-8-1973</u> <u>Subject:- TOURING BY CHIEF CONSERVATOR OF FORESTS/CONSERVATOR OF FORESTS AND DIVISIONAL FOREST OFFICERS.</u>	27
11	<u>CIRCULAR NO.11/1973-74/ST, Dated 29-8-1973</u> <u>Subject:- TEMPORARY CULTIVATION.</u>	28
12	<u>CIRCULAR NO.12/1973-74/ST, Dated 29-8-1973</u> <u>Subject:- CHECKING OF MUSTER ROLLS AND GOSHWARS.</u>	29
13	<u>CIRCULAR NO.13/1973-74/ST, Dated 29-8-1973</u> <u>Subject:- AUDIT OBJECTIONS.</u>	30
14	<u>CIRCULAR NO.14/1973-74/ST, Dated 31-8-1973</u> <u>Subject:- WEARING OF UNIFORMS BY THE FOREST RANGERS/ DEPUTY RANGERS/ FORESTERS AND FOREST GUARDS.</u>	31
15	<u>CIRCULAR NO.15/1973-74/ST, Dated 31-8-1973</u> <u>Subject:- SALE OF STANDING TREES – RECOVERY OF PENALTY FOR TREES CUT THROUGH ACCIDENT, NEGLIGENCE OR DELIBERATE ACTION BY THE CONTRACTORS.</u>	33
16	<u>CIRCULAR NO.16/1973-74/ST, Dated 31-8-1973</u> <u>Subject:- TIMBER ACCOUNTS.</u>	34
17	<u>CIRCULAR NO.17/1973-74/ST, Dated 31-8-1973</u> <u>Subject:- MONTHLY INCOME AND EXPENDITURE FROM SECTION 41 CHECK POSTS.</u>	36
18	<u>CIRCULAR NO.18/1973-74/ST, Dated 31-8-1973</u> <u>Subject:- PURCHASE OF POL &amp; STORE &amp; STOCK ARTICLES ETC. ON CREDIT.</u>	37
19	<u>CIRCULAR NO.19/1973-74/ST, Dated 31-8-1973</u> <u>Subject:- LIST OF PENDING REFERENCES.</u>	38

20	<u>CIRCULAR NO.20/1973-74/ST, Dated 17-8-1973</u> <u>Subject:- MONTHLY RETURN OF AVAILABLE PLANTING STOCK.</u>	39
21	<u>CIRCULAR NO.21/1973-74/ST, Dated 31-8-1973</u> <u>Subject:- AGE OF ENTRY INTO GOVERNMENT SERVICES.</u>	41
22	<u>CIRCULAR NO.22/1973-74/ST, Dated 1-9-1973</u> <u>Subject:- SUBMISSION OF MONTHLY STATEMENT OF ACTUALS OR REVENUE AND EXPENDITURE.</u>	42
23	<u>CIRCULAR NO.23/1973-74/ST, Dated 1-10-1973</u> <u>Subject:- MONTHLY REPORT FOR THE PRESIDENT OF PAKISTAN REGARDING PLANNING AND DEVELOPMENT.</u>	44
24	<u>CIRCULAR NO.24/1973-74/ST, Dated 1-9-1973</u> <u>Subject:- LOG BOOK – SUBMISSION OF.</u>	47
25	<u>CIRCULAR NO.25/1973-74/ST, Dated 1-9-1973</u> <u>Subject:- MECHANICAL EQUIPMENT – TRACTORS, BULDOZERS, TUBEWELLS AND PUMPING SETS – PROGRESS OF WORK DONE DURING THE MONTH.</u>	55
26	<u>CIRCULAR NO.26/1973- 74/ST, Dated 1-9-1973</u> <u>Subject:- CORRESPONDENCE.</u>	57
27	<u>CIRCULAR NO.27/1973-74/ST, Dated 1-9-1973</u> <u>Subject:- MONTHLY PROGRESS REPORT OF FOREST OPERATIONS.</u>	58
28	<u>CIRCULAR NO.28/1973-74/ST, Dated 2-9-1973</u> <u>Subject:- CONVERSION, CARRIAGE AND SALE OF TIMBER AND FIREWOOD OF IRRIGATED PLANTATIONS.</u>	68
29	<u>CIRCULAR NO.29/1973-74/ST, Dated 2-9-1973</u> <u>Subject:- CONTROL OF STANDING SALE – WOOD REMOVAL CONTROL REGISTER.</u>	74
30	<u>CIRCULAR NO.30/1973-74/ST, Dated 5-9-1973</u> <u>Subject:- MONTHLY TOUR PROGRAMMES.</u>	75
31	<u>CIRCULAR NO.31/1973-74/ST, Dated 5-9-1973</u> <u>Subject:- JOURNEY BEYOND JURISDICTION</u>	78
32	<u>CIRCULAR NO.32/1973-74/ST, Dated 5-9-1973</u> <u>Subject:- IMPROVEMENT IN EFFICIENCY &amp; DISCIPLINE OF GOVT. SERVANTS.</u>	81
33	<u>CIRCULAR NO.33/1973-74/ST, Dated 5-9-1973</u> <u>Subject:- SALE OF DEPARTMENTALLY CONVERTED TIMBER AND FIREWOOD ETC – INSTRUCTIONS REGARDING.</u>	82
34	<u>CIRCULAR NO.34/1973-74/ST, Dated 5-9-1973</u> <u>Subject:- ADVERTISEMENT &amp; PUBLICITY OF SALES/ LEASES ETC.</u> <u>ADVERTISEMENT OF TENDER &amp; AUCTION NOTICES ETC.</u>	85
35	<u>CIRCULAR NO.35/1973-74/ST, Dated 5-9-1973</u> <u>Subject:- CIVIL SUITES – DEFENCE FILING OF APPEALS AGAINST STAY ORDERS AND JUDGEMENTS.</u>	90
36	<u>CIRCULAR NO.36/1973-74/ST, Dated 5-9-1973</u> <u>Subject:- MANAGEMENT OF IRRIGATED PLANTATIONS AND REVERAIN FORESTS – DEPARTMENTAL WORKING VS. STANDING SALES.</u>	95
37	<u>CIRCULAR NO.37/1973-74/ST, Dated 10-9-1973</u> <u>Subject:- LIST OF PENDING DISCIPLINARY CASES.</u>	97

38	<u>CIRCULAR NO.38/1973-74/ST, Dated 2-9-1973</u> <u>Subject:- MAINTENANCE OF OFFICE RECORDS.</u>	100
39	<u>CIRCULAR NO.39/1973-74/ST, Dated 12-9-1973</u> <u>Subject:- MANAGEMENT OF CONTRACTS / LEASES.</u>	117
40	<u>CIRCULAR NO.40/1973-74/ST, Dated 17-9-1973</u> <u>Subject:- MONTHLY PROGRESS REPORTS OF DEVELOPMENT SCHEMES INCLUDED IN ANNUAL DEVELOPMENT PROGRAMME 1973-74.</u>	120
41	<u>CIRCULAR NO.41/1973-74/ST, Dated 17-9-1973</u> <u>Subject:- EXECUTION OF FOREST WORKS / OPERATIONS – INSTRUCTIONS REGARDING.</u>	123
42	<u>CIRCULAR NO.42/1973-74/ST, Dated 18-9-1973</u> <u>Subject:- ANNUAL PLAN OF OPERATIONS – ANNUAL COST OF REGENERATION AFFORESTATION AND MAINTENANCE OF PLANTATIONS.</u>	129
43	<u>CIRCULAR NO.43/1973-74/ST, Dated 18-9-1973</u> <u>Subject:- CONTROL FORMS-ANNUAL EVALUATION OF REGENERATION AND AFFORESTATION.</u>	134
44	<u>CIRCULAR NO.44/1973-74/ST, Dated 20-9-1973</u> <u>Subject:- DISCIPLINE – ATTENDANCE OF MINISTERIAL ESTABLISHMENT.</u>	136
45	<u>CIRCULAR NO.45/1973-74/ST, Dated 20-9-1973</u> <u>Subject:- PAYMENT AGAINST WORK DONE, SERVICES RENDERED OR STORES SUPPLIED.</u>	137
46	<u>CIRCULAR NO.46/1973-74/ST, Dated 20-9-1973</u> <u>Subject:- VERIFICATION OF CHARACTER AND ANTECEDENTS OF CANDIDATES FOR EMPLOYMENT.</u>	138
47	<u>CIRCULAR NO.47/1973-74/ST, Dated 20-9-1973</u> <u>Subject:- CERTIFICATE OF TRANSFER OF CHARGE.</u>	139
48	<u>CIRCULAR NO.48/1973-74/ST, Dated 20-9-1973</u> <u>Subject:- DOMICILE FOR INITIAL RECRUITMENT TO CLASS III &amp; IV SERVICES.</u>	141
49	<u>CIRCULAR NO.49/1973-74/ST, Dated 25-9-1973</u> <u>Subject:- CONTROL FORMS.</u>	142
50	<u>CIRCULAR NO.50/1973-74/ST, Dated 25-9-1973</u> <u>Subject:- PREPARATION OF PERIODIC PROGRAMMES FOR MAIN FELLINGS, THINNINGS, REGENERATION &amp; AFFORESTATION- ASSESSMENT OF FROWING STOCK FOR:</u>	145
51	<u>CIRCULAR NO.51/1973-74/ST, Dated 6-10-1973</u> <u>Subject:- DISPOSAL OF FOREST OFFENCE PROSECUTION CASES.</u>	147
52	<u>CIRCULAR NO.52/1973-74/ST, Dated 3-1-1974</u> <u>Subject:- CORROSPONDENCE.</u>	149
53	Missing	
54	Missing	
55	<u>CIRCULAR NO.55/1973-74/ST, Dated 17-1-1974</u> <u>Subject:- IRREGULAR FELLINGS.</u>	150
56	<u>CIRCULAR NO.56/1973-74/ST, Dated 25-9-1973</u> <u>Subject:- CLEARANCE OF BRANCHES FOR TELEPHONE &amp; TELEGRAPHS LINES ETC.</u>	151
57	<u>CIRCULAR NO.57/1973-74/EX, Dated 3-3-1974</u> <u>Subject:- PRE-APPOINTMENT TRAINING OF FOREST GUARDS – SELECTION OF STIPENDIARY STUDENTS.</u>	152

58	Missing	
59	<u>CIRCULAR NO.59/1973-74/ST, Dated 19-6-1974</u> Subject:- <u>JOURNEY BEYOND JURISDICTION.</u>	153
60	<u>CIRCULAR NO.60/1974-75/ST, Dated 3-7-1974</u> Subject:- <u>EXPEDITIOUS DISPOSAL OF DISCIPLINARY CASES – CONSULTATION OF RECORDS BY ACCUSED FOREST EMPLOYEES INVOLVED IN DEPARTMENTAL ENQUIRIES.</u>	155
61	<u>CIRCULAR NO.61/1973-74/ST, Dated 5-9-1973</u> Subject:- <u>BUDGET CONTROL FORM – MAINTENANCE OF.</u>	156
62	<u>CIRCULAR NO.62/1974-75/ST, Dated 3-7-1974</u> Subject:- <u>INSPECTION NOTES.</u>	157
63	Missing	
64	Missing	
65	<u>CIRCULAR NO.65-P-II/385-414, Dated 22.8.1973</u> Subject:- <u>WORKING PLANS/WORKING SCHEMES AND PERIODIC PROGRAMMES – SANCTION OF.</u>	158
66	<u>CIRCULAR NO.66/1973-74/ST, Dated 22-8-1974</u> Subject:- <u>FOREST OFFENCES – PROCEDURE FOR ADMINISTRATION OF.</u>	160
67	Missing	
68	<u>CIRCULAR NO.68/ST, Dated 21-1-1975</u> Subject:- <u>BUDGET REQUIREMENTS FOR MAINTENANCE OF LINEAR PLANTATIONS AND NEW WORKS/PLANTATIONS CREATED AS A RESULT OF DEVELOPMENT SCHEMES.</u>	164
69	<u>CIRCULAR NO.69/ST, Dated 19-5-1975</u> Subject:- <u>MAINTENANCE OF FORM NO.8 (TIMBER)- DISPOSAL OF FOREST PRODUCE.</u>	165
70	<u>CIRCULAR NO.70/ST-3449/EX/B-II-3, Dated 7-6-1975</u> Subject:- <u>CHARGES HELD BY FOREST RANGERS (RANGES), FORESTERS (BLOCKS) AND FOREST GUARDS (BEATS).</u>	166

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.1/1973-74/ST, Dated 24-8-1973**

**Subject:- DIARIES, INSPECTION NOTES AND T.A. BILLS.**

In future all officers and the executive staff from Forester's grade and above will submit weekly diaries to their immediate superiors. The Range Officers concerned will forward the diaries of Foresters and Deputy Rangers not holding charge of ranges to the Divisional Forest Officers at the end of the month for record.

2. Every Forest Guard will maintain a '**Roznamcha**' in a field book to be supplied to him by the Divisional Forest Officer. This 'Roznamcha' must be written up at the end of each day. It will form a permanent record of the beat/charge.

3. The 4 weeks will be as follows:-

1st week	-	1st of 7 <sup>th</sup>
2 <sup>nd</sup> week	-	8 <sup>th</sup> to 15 <sup>th</sup>
3 <sup>rd</sup> week	-	16 <sup>th</sup> to 23 <sup>rd</sup>
4 <sup>th</sup> week	-	24 <sup>th</sup> to the end of the month

4. Weekly diary for the 4<sup>th</sup> week should have abstract in the following form of touring for the month:-

- i) Total number of days spent on tour during the month.
- ii) Nights spent out during the month.
- iii) Day trips from headquarters & back.
- iv) Progressive total for the touring days during the year.

5. The diaries will contain information regarding work done during the day and should give brief information to enable the immediate superior to gain more knowledge about the conditions in the field. The Officers should indicate the object of inspection, what was actually noticed together with its qualitative evaluation (such as satisfactory) while the subordinates should indicate the work done and the progress achieved adding remarks of the informatory type. No mention should be made of normal duties, which have to be performed by them as superiors e.g., issuing instructions to the subordinates because in any case they are supposed to do so and it is unnecessary to record them in their diaries.

6. Diaries should be brief and must not be used as inspection notes.

7. The following are some of the examples given:-

- 1st - At Multan . Attended office.
- 2<sup>nd</sup> - Multan to Khanewal Plantation and back.  
(0730-1700) 90 miles by Government Jeep.  
Inspected Khanewal Plantation. Plantation in compartments 18, 26 and 61 was satisfactory. Older plantations in the chak 2L need better attention for irrigation.

8. The original diaries will not be returned to the officers/officials concerned with remarks or for seeking – elucidation. For this purpose an extract of the relevant portion of the diary alongwith the comments etc. will be supplied to the officer/official concerned so that the diary file of that officer/official is maintained up to date.
9. The diaries must reach the next superior within the following week otherwise they will lose their utility and there will merely add to our office work.
10. Inspection notes will be recorded by all Gazetted officers immediately after the inspection of a forest or a group of forests but at lease once a fortnight. These will contain observations and instructions for the guidance of field staff. The itinerary, the purpose of the tour and the forests inspected will be indicated in the first paragraph of the inspection note.
11. The monthly T.A. bills should normally be submitted within first week of the following month which will be checked with diaries in the office of the competent authority and will be passed for payment. However, no T.A. bill will be sanctioned until all the weekly diaries, inspection notes and copies of books of jeeps etc. allocated for touring are on record. There will be no need to attach additional copies of diaries with the T.A. bill.
12. Proper control will be exercised by Conservators of Forests and Divisional Forest Officers on the touring of officers/subordinates under their control so as not to allow to incur liabilities more than the average monthly budget available for the purpose. The funds for transfer T.A. bills will be kept in reserve by Conservators of Forests and Divisional Forest Officers on the basis of average expenditure of the last three years.
13. This supersedes all previous instructions in regard to matters dealt with in this letter.
14. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No. 76/ST/ACCF, Dated 24-8-1973**

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.2/1973-74/ST, Dated 25-8-1973

**Subject:-** ANNUAL PROGRAMS FOR MAIN FELLINGS, THINNINGS, REGENERATION, AFFORESTATION SEED COLLECTION AND NURSERIES.

The following instructions are issued for the preparation of annual Programmes for main fellings, thinning, regeneration and afforestation separately for each of the following types of forests:-

1. Scrub Forests.
2. Riverain Forests.
3. Irrigated Plantations including Chak Plantations & Shelterbelts.
4. Canalside Plantations.
5. Roadside Plantations.
6. Railside Plantations.
7. Range lands.

Please see that these Programmes are submitted by 1st of January each year by Divisional Forest Officers to Conservator of Forests and by 1st February by Conservators of Forests to Chief Conservator of Forests for his approval in the enclosed proformas I to V separately.

2. In proforma I, fellings to be carried out during the year should be shown under the heading (i) Main fellings/Seedings fellings (ii) 1st/2<sup>nd</sup>/3<sup>rd</sup> thinnings (iii) Erosion fellings (iv) Improvement fellings (v) Irregular or Miscellaneous fellings i.e., dead and wind fallen trees etc, separately for (a) the areas covered by the Working Plans/Schemes and (b) areas not covered by the Working Plans/Schemes. While giving estimated out turn, the yield estimated on the basis of field inspection of the conditions of the crop should be given, and not as estimated in the working plan/scheme. In those cases where short fall is anticipated as compared to the yield prescribed in the sanctioned Working Plans, reasons should be given in the remarks column.

3. Similarly in proformas II and III Regeneration and Afforestation programmes should be shown under the following headings:-

- (a) Covered by sanctioned Working Plans/Schemes.
- (b) Not covered by Working Plans / Schemes.

Explanatory notes given below will help the filling up of the proformas II & III properly.

(a) **PROFORMA II-REGENERATION.**

- |            |  |
|------------|--|
| Col. 1     | Here give the year of main felling done or to be done .  |
| Col.2,3,4. | Do not require any explanation.  |
| Col.5      | Under the method of regeneration, mention any one of the following as found applicable. <ol style="list-style-type: none"><li>(i) Natural regeneration in Scrub Forests.<ol style="list-style-type: none"><li>a) Without fencing.</li><li>b) With fencing.</li></ol></li></ol> |

- (ii) Dry afforestation in scrub forests.
  - (iii) Canal or Government tubewell irrigated block plantation.
  - (iv) Canal/Government or private tubewell irrigated linear plantations.
  - (V) Linear Plantation through hand-watering ( Source of water price fields, canal/Khan/nearby surface wells/Kacha water in the area/irrigation channels/private tubewells/dry afforestation.
  - (VI) Natural regeneration of Bela Forests by root suckners and coppice with or without supplementing with artificial regeneration by standard bela technique.
  - (VII) Artificial regeneration by standard bela technique (handwatering from temporary kacha wells). Here mention any of the following if and as applicable.
- COL. 6. (i) Number of the para of the relevant Working Plan / Working Schemes.  
(ii) C.C.F's letter No and date.
- Col.7. (a) Here give total estimated cost.  
(b) Average cost per acre.
- Col.8. Any relevant information not given in the first seven columns.

**(B) PROFORMA III-AFFORESTATION**

- Col. 1,2,3. Do not require any explanation.
- Col.4. (i) Number of the para of the relevant Working Plan/ Working Schemes.  
(ii) Name of the sanctioned Pc-I Scheme.  
(iii) CCF's letter number and date. Here indicate any of the following as applicable :-
- Col. 5. (i) Dry afforestation.  
(ii) Canal/Government tubewells irrigated block plan.  
(iii) Canal/Government or private tubewells irrigated irrigated linear plantations.  
(iv) Linear Plantation through handwatering (source of rice fields, canal/khal/nearby surface wells/kacha in the area/irrigation channels/private tubewells afforestation).  
(v) Artificial regeneration by standard bela technique (handwatering from temporary Kacha wells).
- Col.6. (a) Here give total estimated cost.  
(b) Average cost per acre.
- Col.7. Any relevant information not given in the first six columns.

Endst. No. 76/ST/ACCF, Dated 24-8-1973.

4. **SEED COLLECTION.**

The requirements of seed which should be collected for meeting the requirements of sowing and planting giving full justifications and detailed basis in support of the proposals should be given as per proforma IV.



5. **NURSERIES.**

We have to raise new and maintain old nurseries with the funds available for the purposes for each kind of Forest/Linear plantation in addition to the specific Development Schemes for raising nurseries as and when sanctioned. The proposals for raising nurseries should be prepared in proforma V.

6. In case any deviation from sanctioned working plans/schemes is expected during the year, its sanction should be applied for separately giving full justification.
7. These proformas are primarily meant to serve as a tool to enable CCF's office to allocate requisite funds to various Divisions/Circles according to their requirements to implement the prescriptions of the sanctioned Working Plans, Working Schemes and Periodic Programmes as well as to serve as a guide for regulating expenditure per acre/per avenue mile/per unit for the forest operations under reference. It is, therefore, necessary that you ensure their submission to this office by 1st February punctually to enable me to convey approval before the beginning of the new Forest Year to enable the Divisional Forest Officers to under-take the works for the new season in time. In any case, any delay caused in this regard should not bar the field staff to undertake implementation of the prescriptions of the sanctioned Working Plans, Working Schemes and Periodic Programmes subject to availability of funds. The budget allocation for the new year may be presumed to be equal to 80% of that of the previous year till the actual sanctioned budget is communicated to them.
8. This supersedes all previous instructions in regard to matters dealt with in this letter.
9. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No. 78/1973-74/ST, Dated 25-8-1973**

**PROFORMA I.**

**STATEMENT SHOWING THE AREAS TO BE FELLED IN \_\_\_\_\_ FOREST DIVISION**  
**DURING \_\_\_\_\_.**

Sl.No.	Name of Project.	Compartment No.	Area in acres.	Nature of fellings.	<u>Agency of exploitation</u> <u>Purchasers or</u> <u>Departmental.</u>	Authority for the operation.
1	2	3	4	5	6	7

<u>Estimated out turn.</u>		Total estimated cost.	Period of execution.	Remarks.
<u>Timber</u>	<u>Firewood.</u>			
8	9	10	11	12

**PROFORMA II.**

**STATEMENT SHOWING THE AREAS TO BE REGENERATED IN \_\_\_\_\_ FOREST**  
**DIVISION DURING \_\_\_\_\_.**

Year of main fellings.	Name of Forest.	Compartment No.	Area in acres to be regenerated.	Method of regeneration.	Authority for the operating.	Total estimated cost.
1	2	3	4	5	6	7

Average cost per acre.	Remarks.
8	9

**PROFORMA III.**

**STATEMENT SHOWING THE AREAS TO BE AFFORESTED IN \_\_\_\_\_ FOREST**  
**DIVISION DURING \_\_\_\_\_.**

Name of Forest	CPT. No.	Area to be afforested (in acres or running Miles – Avenue Miles)	Authority for the operation.	Method.	Total estimated cost.	Remarks
1	2	3	4	5	6	7

Note:-(1) Area to be rested (Where denove sowing and planting of failed area is to be done) should also be shown in the end as Part 'B' giving original year of afforestation under remarks column.

(2) Under column 3 for linear plantations both Running Miles as well as Avenue Miles or Acres in the case of strips are to be given, e.g. 12 RM = 48 AMS or 12 RM = 72 Acres. All those reaches will be taken as strips where three or more rows of trees can be grown.

**PROFORMA IV.**

**STATEMENT SHOWING PROGRAMME FOR SEED COLLECTION IN \_\_\_\_\_ FOREST  
DIVISION DURING \_\_\_\_\_.**

Sl. No.	Name of Seed.	Quantity to be collected	Estimated rate per unit.	Total estimated cost.	Basis of quantity given under column 3.	Remarks.
1	2	3	4	5	6	7

**PROFORMA V.**

**STATEMENT SHOWING PERMANENT/TEMPORARY NURSERIES TO BE RAISED  
IN FOREST DIVISION DURING \_\_\_\_\_.**

location	Area or No. of potted plants.	Irrigation facilities.	Species to be raised or raised.	Object of raising nurseries. Local use/sale.	Total estimated cost.	Average cost per acre.
1	2	3	4	5	6	7

Estimated production (in thousands)	Remarks.
8	9

Note:- The proforma should be filled in separately under the following categories:-

- A-1. New Nurseries permanent.
- A-2. New Nurseries Temporary.
- B-3. Old Nurseries Permanent.
- B-4. Old Nurseries Temporary.

**Endorsement No. 1616, dated 13-0-73**

# PUNJAB FOREST DEPARTMENT

## **CIRCULAR NO.3/1973-74/ST, Dated 27-8-1973**

**Subject:- BUDGET CONTROL FORM – MAINTENANCE OF.**

The maintenance of Budget Control Form has since been laid down in Para 16, 20 of the West Pakistan Forest Manual Vol. II as per instructions derived from the Forest Account Code and the Budget Manual. The Budget Control Form is brought up to date soon after the close of the monthly account and serves an important tool for the management of account that the funds are utilized proportionately during the year as well as to ensure that the forest works/operations are to be organized that no liabilities are incurred over and above the funds provided in the sanctioned budget.

2. In order to ensure that this return receives due attention, it has been decided that in addition to the maintenance of the Budget Control Form to all Ranges, Divisional and Circle Offices. A revolving copy of Budget Control Form will be maintained by the Range Officers as well as the Divisional Forest Officers. Each Range officers will submit his copy duly posted alongwith the monthly account to the Divisional Forest Officer who will check it and return it after certifying it as soon as possible. Similarly each Divisional Forest Officers will submit his Budget Control Form on loose sheet alongwith his monthly cash accounts to the Conservator of Forests who will check and return it to the Divisional Forest Officer.

3. The classification of Revenue and Expenditure under X-Forests and 10-Forests as well as 63-B-Development will be as per Annexure. The necessary correction slip to paras 15,23,15,24 & 16,5 of West Pakistan Forest Manual Vo. II may be pasted accordingly.

4. It may be clearly understood that the submission of actuals will continue as usual in addition to the Budget Control Form.

5. Please acknowledge receipt.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endst. No. 4/1973-74/ST, Dated 27-8-1973**

**PUNJAB FOREST DEPARTMENT**  
**CLASSIFICATION OF REVENUE AND EXPENDITURE**

X- Forests ( ) para 15.23 of West Pakistan Forest Manual vol II).

A. Timber & produce removed from forests by Govt. Agencies.

1. Timber.
2. Firewood and Charcoal.
  - i) Firewood. -
  - ii) Charcoal. -
3. Brushwood, chips and stumps.
4. Crude Resin.
5. Grazing and fodder grasses.
6. Planting stock, seed, mazri, grasses other than fodder etc.
  - i) Planting stock.
  - ii) Seed.
  - iii) Others.

B. Timber & other produce removed from forests by consumers and purchasers.

1. Timber.
2. Firewood and charcoal.
3. Brushwood, chips and stumps.
4. Grazing & fodder grasses.
  - i. Grazing.
  - ii. Grass cutting.
5. Bones, Skins and horns.
6. Honey, herbs and medicinal plants.
  - i) Honey.
  - ii) Herbs & medicinal plants.
7. Planting stock, seed, mazri, grasses other than fodder etc.
  - i) Planting stock and seed.
  - ii) Kana & Kahi.
  - iii) Pilchhi.
  - iv) Bhang.
  - v) Mulberry leaves for sericulture.
  - vi) Mulberry twigs for basket making.
  - vii) Others.
8. Khar (Sajji).
9. Shikar permits in Government Forests.
10. Other minor forest produce.

C. Drift, waif wood and confiscated forest produce.

1. Drift timber.
2. Dob and drift firewood.
3. State confiscated produce.
4. Recovery of rafting fees.
5. Recovery of salvage fees.

D. Miscellaneous.

1. Fines and forfeitures.
2. Compensation under Forest Act including fines credited by Courts.
3. Temporary cultivation.
4. Hire charges of bulldozers.
5. Recovery of water rates.
6. Rents of buildings, shops and land.

7. Recovery of leave and pension contribution of officials sent on Foreign service.
8. Recovery of leave and pension contribution of officials lent to other Government Departments.
9. Other miscellaneous receipts.

**10- FORESTS & 63-B-DEVELOPMENT (PARA 15.24 OF WEST PAKISTAN FOREST  
MANUAL VOL II.**

**A- GENERAL DIRECTION.**

**A.I. Pay of Officers.**

**A.II. Pay of establishment.**

- (a) Pay of technical and executive staff.
- (b) Pay of Ministerial staff.
- (c) Pay of class IV staff.

**A.III. allowances and Honoraria.**

- (a) Fixed T.A.
- (b) T.A. to officers.
- (c) T.A. to subordinates.
- (d) H.R.A.
- (e) Big Town compensatory allowances.
- (f) Education allowances.
- (g) Training charges of Rangers and Class I officers.
- (h) Recreation allowance.
- (i) Other allowances.

**A.IV. CONTINGENCIES.**

- (a) Contingent establishment.
- (b) Stationery.
- (c) Printed forms, Registers and Govt. publications.
- (d) Printing charges.
- (e) Carriage of tents and records.
- (f) Rents, rates and taxes.
- (g) Postage.
- (h) Telephone charges.
- (i) Electricity charges.
- (j) Clothing.
- (k) Uniforms of Executive Staff.
- (l) Land charges.
- (m) Purchase of medicines for Forest Dispensaries.
- (n) Books and Maps.
- (o) Repairs, maintenance and running charges of vehicles for touring.
- (p) Other sundries.

**B-CONSERVANCY AND WORKS.**

**B.I(i) Timber& other produce removed from Forests by Govt. Agency.**

**(a) Timber**

- i) Felling and conversion.
- ii) Carriage, sorting and lining (including POL charges of departmental trucks and tractors employed on carriage of timber).
- iii) Construction and maintenance of temporary extraction paths and tracks.
- iv) Other charges.

- (b) **Firewood and Charcoal.**
- i) Felling and conversion.
  - ii) Carriage, sorting and stacking (including POL charges of departmental trucks and tractors employed on carriage of timber.
  - iii) Construction and maintenance of temporary extraction paths and tracks.
  - iv) Management of Sale Depots.
  - v) Other charges.

© **BRUSHWOOD, CHIPS AND STUMPS (MUNDHIS)**

- i) Brushwood.
- ii) Chips and stumps (mundhis)

(c) **Resin.**

- i) Enumeration of crop.
- ii) Setting of blazes.
- iii) Payment to resin coolies (for collection of crude resin in forest).
- iv) Packing charges in resin depots in forests.
- v) Carriage from forests (including POL charges of Govt. trucks and tractors employed on carriage of crude resin from forest depots to railhead depots.
- vi) Carriage from railhead depots to Jallo Rosin Factory including POL charges of Govt. trucks and tractors if and when employed on such carriage.
- vii) Cost, carriage and repairs of resin tools, tins and drums etc.
- viii) Other charges.

B.I (ii) **TIMBER & OTHER PRODUCE REMOVED FROM THE FORESTS BY CONSUMERS AND PURCHASERS.**

(a) **STAFF.**

- i) Pay of work-charges establishment.
- ii) Other charges.

(b) **OTHER EXPENSES.**

- i) Enumeration and marking charges.
- ii) Other charges.

B.I(iii) **LIVESTOCK, STORES, TOOLS AND PLANTS**

- (a) Purchase of feed and upkeep of cattle.
- (b) Purchase and repairs of stores, tools and plants.
  - i) Purchase of carriage etc of stores, tools and plants for replacement.
  - ii) Purchase and carriage etc.of additional items of stores, tools and plants.
  - iii) Purchase & repairs etc. of tents.
  - iv) Repairs etc. of stores, tools and plants.

- (c) FURNITURE.
  - i) Purchase & carriage etc. of office and rest house furniture for replacement.
  - ii) Purchase & carriage of additional items of rest house furniture.
  - iii) Purchase etc. of office and rest house furniture.
  
- (d) PURCHASE & REPAIR OF WORKSHOP EQUIPMENTS.
  - i. Purchase & carriage etc. of workshop equipment for replacement.
  - ii. Purchase and carriage of additional items of workshop equipments.
  - iii. Repairs and maintenance etc. of workshop equipments.
  
- (e) PURCHASE AND REPAIRS OF MACHINERY.
  - i. Purchase and carriage etc. of machinery.
  - ii. Repairs and maintenance etc. of machinery other than running charges.
  - iii. Work-charged establishment.
  
- (f) INSTALLATION & MAINTENANCE OF TUBEWELLS.
  - i) Cost & carriage of equipments.
  - ii) Installation charges.
  - iii) Repairs & maintenance etc. (other than running charges).
  - iv) Work-charged establishment.
  
- (g) POL of buses, jeeps and vans for touring of officers and students.

B.I(iv)

**ORGANIZATION, IMPROVEMENT & EXTENSION OF FORESTS.**

- (a) Demarcation & maintenance of boundaries.
  - i) Demarcation of external boundaries.
  - ii) Construction of new bund pillars.
  - iii) Maintenance of boundaries repairs to boundary pillars.
  - iv) Work-charges establishment.
  
- (b) Sowing, planting and regeneration.
  - i) Seeds and planting stock (collection/extraction and packing charges etc).
  - ii) Nursery charges (details of break up to be shown in nursery register).
  - iii) Ground preparation (Jungle) clearance, extraction of stumps, debris collection and burning).
  - iv) Trenching and pitting, check damming etc (for regeneration afforestation including layout and reopening of trenches).
  - v) Construction and maintenance of bunds (internal and external and passels and reopening of trenches after thinning).
  - vi) Construction of irrigation channels.
  - vii) Sowing and planting (including making of slots and seed-bed and beating up of failures in the first growing season).
  - viii) Tending regeneration (Weeding, cleanings, pruning, hoeing and mulching).



- ix) Irrigation. Hand watering by beldars.
- x) Silt clearance and maintenance of irrigation channels including Noke Safai.
- xi) Kana stubbing.
- xii) Mesquite stubbing.
- xiii) Restocking of failures.
- xiv) Digging and maintenance of surface wells including replacements of chaks for bela afforestation.
- xv) Fencing.
- xvi) Construction and maintenance of temporary inspection paths in regeneration areas and maintenance of cross-roads in regeneration areas of irrigated plantations.
- xvii) Work-charged establishment.
- xviii) Other charges, including plant protection charges such as control of diseases and pests including insects, rates, porcupines and pigs.
- (c) Protection from fire.
  - i) Clearance and maintenance of fire-lines, paths and tracks.
  - ii) Controlled burning in coniferous forests.
  - iii) Work-charged establishment.
- (d) Working Plans.
  - xix) Field surveys including enumeration etc.
  - xx) Work-charged establishment.
  - xxi) Other charges.
- (e) Research and Experiments.
- (f) Cost of settlement, compensation for land and rights.
- (g) Forest Surveys (through Survey of Pakistan).
- (h) Cost of water for irrigation.
- (i) Expenditure on Soil Conservation in Government forests and private lands including protection of wild animals and birds.
  - i) Maintenance of wildlife for breeding etc.
  - ii) Killing of hawks, jackals and wild cats etc. (but not porcupines, rates and pigs).
- (j) Expenditure on POL for earth moving machinery for ground preparation including leveling etc and for tube wells and pumping sets for irrigation.
  - i) POL for earth moving machinery.
  - ii) POL for irrigation by tube wells and pumping sets.
- (m) Work-charged establishment.

B.I (v) Communications and buildings.

- (a) Construction of roads, paths, culverts & bridges.
  - i. New construction including cost & carriage of materials.
  - ii. Repairs including cost and carriage of materials.
  - iii. Work-charged establishment.
- (b) Construction & repairs to residential & non-residential buildings.
  - i. New construction of buildings, including cost & carriage of materials.
  - ii. Repairs to buildings including cost & carriage of materials.
- © Maintenance of water supply.
  - i. Construction wells and tanks/installation of hand pumps and mechanical pumps for water supply to Forest Department buildings

- and compounds.
  - ii. Maintenance of water supply.
  - iii. Work-charged establishment.
- (d) Maintenance of compounds.
- i. Up keeping of office and rest house compounds & camping grounds.
  - ii. Work charges establishment.
- B.I(vi) Tramways and Ropeways
- (a) Construction & maintenance of tramways.
- i. Construction of tramways (permanent & temporary).
  - ii. Maintenance of tramways ( permanent & temporary).
  - iii. Work charged establishment.
  - iv. Other charges including inspection fee for tracks.
- (b) Purchase & maintenance of rolling stock.
- i. Purchase & carriage of rolling stock including locomotive engines.
  - ii. Repairs & carriage of rolling stock by PWR Workshop.
  - iv. Work charged establishment.
  - v. Other charges including inspection fee of DME PWR and Boiler Inspector.
- © Tramway workshop.
- i. Purchase & carriage of workshop equipment.
  - ii. Spare parts for engines and rolling stock.
  - iii. Cost of iron, brass, cotton waste & other materials.
  - iv. Running charges of workshop machinery and boilers (including cost of POL, coal and electricity).
  - v. Labour charges.
  - vi. Work charges establishment.
  - vii. Other charges.
  - viii. Construction of irrigation channels.
  - ix. Sowing & planting (including making of slots and seed-bed and beating up of failures in the first growing season).
  - x. Tending regeneration (weedings, cleanings, pruning, hoeing and mulching).
  - xi. Irrigation/hand watering by beldars.
  - xii. Silt clearance and maintenance of irrigation channels including Noke Safai.
  - xiii. Kana stubbing.
  - xiv. Mesquite stubbing.
  - xv. Restocking of failures.
  - xvi. Digging and maintenance of surface wells including replacements of chaks for bela afforestation.
  - xvii. Fencing.
  - xviii. Construction & maintenance of temporary inspection paths in regeneration areas and maintenance of cross-roads in regeneration areas of irrigated plantations.
  - xix. Work charged establishment.
  - xx. Other charges, including plant protection charges such as control of diseases and pests including insects, rates, porcupines and pigs.

- ( c ) Protection from fire.
  - i. Clearance & maintenance of fire-lines, paths and tracks.
  - ii. Controlled burning in coniferous forests.
  - iii. Work charged establishment.
- (d) Working Plans.
  - i. Field surveys including enumeration etc.
  - ii. Work charged establishment.
  - iii. Other charges.
- (e) Research and experiments.
- (f) Cost of settlement, compensation for land & rights.
- (g) Forest Surveys (through Survey of Pakistan).
- (h) Cost of water for irrigation.
- (i) Expenditure on soil conservation in Government forests and private lands including Tree Planting Campaigns.
  - (i) Soil Conservation. (ii) Tree Planting Campaigns.
- (j) Expenditure in connection with protection of wild animals and birds.
  - i. Maintenance of wildlife for breeding etc.
  - ii. Killing of hawks, jackals & wild cats etc. (but not porcupines, rates and pigs).
- (k) Expenditure on POL for earth moving machinery for ground preparation including leveling etc. and for tube wells and pumping sets for irrigation.
  - i. POL for earth moving machinery.
  - ii. POL for irrigation by tubewells & pumping sets.
- (l) Work charged establishment.

- B.I.(VII) Miscellaneous.
- (a) Drift, waif wood and confiscated forest produce.
    - i) Collection and carriage of drift and waif wood.
    - ii) Work-charged establishment.
    - iii) Other charges including advertisement charges.
  - (b) Rent of leased forests and payment to shareholders.
  - (c) Miscellaneous.

### C- ESTABLISHMENT.

- C.I (i) Pay of Officers.
- C.I(ii) Pay of establishment.
- C.I(ii) a Pay of Technical and Executive Staff.
  - b Pay of Ministerial Staff.
  - c Pay of Class IV Staff.
- C.I.(iii) Allowances and Honoraria.
  - a. Fixed Traveling allowance.
  - b. Other traveling allowances.
    - i. Other traveling allowances of officers.
    - ii. Other traveling allowances of Executive Staff.
    - iii. Other traveling allowances of Ministerial Staff.
- C. c Big town compensatory allowance.
- d. House rent allowance.
- e. Education allowance.
- f. Washing allowance.
- g. Rent and Recreation allowances.
- h. Other allowances.

C.I(iv)

CONTINGENCIES.

- a. Contingent establishment.
- b. Stationery.
- c. Printed Forms, Registers and Govt. publications.
- d. Printing charges.
- e. Carriage of tents and records.
- f. Rents, Rates and taxes.
- g. Postage.
- h. Telephone charges.
- i. Electricity charges.
- j. Clothing.
- k. Uniforms of Executive staff.
- l. Law charges.
- m. Purchase of medicines for Forest Dispensaries.
- n. Books and maps.
- o. Other sundries.

GOVERNMENT ROSIN AND TURPENTINE FACTORY.

Revenue (x-forests)

D.I. JALLO FACTORY.

- b. Sale of Rosin.
- c. Sale of Turpentine.
- d. Sale of stores to resin collecting Divisions.
- e. Other receipts.

EXPENDITURE (10-FORESTS.

B.II(i) Factory Working Expenses.

B.II(i) 1. Pay of Officers.

B.III(i)2. Pay of Establishment.

- a. Pay of Executive Staff.
- b. Pay of Ministerial Staff.
- c. Pay of Class IV Staff.

B.II(i)3. ALLOWANCES & HONORARIA ETC.

- a. Fixed Traveling allowances.
- b. Traveling allowances for officers.
- c. Traveling allowances for subordinate staff.
- d. House Rent allowance.
- e. Other allowances.

B.II(i)4. CONTINGENCIES.

- a. Contingent establishment.
- b. Purchase of crude resin.
- c. Purchase of stores, tools and plants.
- d. Bonus to contributory fund.
- e. Bonus of Factory staff.
- f. Other contingencies.

B.II(i)5 FACTORY DEPRECIATION.

- a) Transfer to Depreciation reserve funds.

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.4/1973-74/ST, Dated 28-8-1973

**Subject:- ANNUAL PLAN OF OPERATIONS.**

The Annual Plan of Operations has since been prescribed vide article 47 of the Forest Department Code VII edition an extract copy of which is reproduced below:-

- i. Local Government may prescribe the submission to the Conservator of an' Annual Plan of Operations' detailing the work to be carried out during the year.
  - ii. Wherever a Working Plan has been framed, the annual plan of operations must be based upon the provisions of the working plan. Where no working plan exists, and until such plan is made, the annual plan of operations must be based on the general principles of forest conservancy; that is to say, the quantity of timber to be cut and of other material to be taken out of a forest must be fixed so as to secure the maintenance and improvement of the forest. Guided by these considerations, the annual plan of operations should provide for fellings, thinning, export of forest produce, the grazing of cattle, protection against fire, and the execution of works of reproduction and improvement".
2. It aims at reconciling the Programmes of fellings, regeneration and afforestation etc., as prescribed in the sanctioned working plans or otherwise sanctioned, with the funds as made available in the sanctioned budget. It makes it possible to divert funds available for low priority operations to those of higher priority in the same or other Forest Divisions. It also enables the Divisional Forest officers to find out whether the sanctioned Programmes are liable to be affected adversely due to shortage of funds or not so that they can move the Government well in time to arrange for additional funds if an where found necessary.
3. The Annual Plan of Operations should be prepared in the proforma given in Annexure "A".
4. In order to ensure that no item of work or operation is lost sight of, the budget sub-heads for B-Conservancy & Works as prescribed in paras 15.24 and 16.5 of West Pakistan Forest Manual Vo.II since revised vide this office Circular letter No.3/1973-74/ST, dated 27-8-1973 will be taken up in their chronological order. The sub-heads not applicable may be omitted.
5. The most important consideration to be given to the preparation of Annual Plan of Operations is to determine the nature and extent of various operations individually with reference to the requirements of each Compartment giving the name of Forest and Compartment number, the area to be gone over, total estimated quantity, the total estimated cost and cost per acre or per unit. The requirements of each compartment are to be determined as accurately as possible on the basis of latest field inspection and not as per general estimate prepared at the time of preparation of the budget or as given in the working plan or scheme. A specimen form showing how such basic data may be collected as enclosed as Annexure "B". It is best prepared by Range Officer/Divisional Forest Officer in the field by going over operations to be carried out month wise from July to the next June.
6. The Annual Plan of Operations can only be prepared when the sanctioned Programmes for fellings (including main fellings and various kinds of thinning), regeneration, afforestation, seed collection, raising of nurseries and similar other works and operations are available from within the sanctioned working plans. In case such Programmes are not available due to the absence of this sanctioned working plans, such Programmes will have to formulated for the year and submitted to the Conservator of Forests for obtaining approval of the Chief Conservator of Forests well in advance. Therefore, it is essential to review the Programmes prescribed in a sanctioned working plan at the time of preparation of the proposed budget and to formulate new Programmes if and where found necessary. However, it must be done by 1st of January of the previous Forest Year which begins on First April and ends on 31<sup>st</sup> March.

7. Since it is irregular to charge an expenditure other than that provided for in the sanctioned Annual Plan of Operations, it is essential that written approval to this effect is obtained from the Conservator of Forests within 15 days of the receipt of sanctioned budget grant. Since the sanction to the ordinary budget is received in July, the Annual Plan of operations may be prepared provisionally assuming the budget grant to be equal to that of the outgoing year and revise it as and where found necessary soon after the receipt of sanctioned budget. However, the budget under 63-B-Development should be assumed on the basis of the final Annual Development Programme which generally becomes available during June if not earlier.

8. As pointed out in para 3, it should be ensured that full details are given under the various columns of the table without repeat without grouping together various forests and compartments. The actual estimated requirements according to site as a result of most recent inspection should be given and not on the basis of general estimates, since provided in the working plans or development schemes. Further no columns should be ignored. The Annual Plan of Operations will thus be lengthy and not concise.

9. In the end a compartment wise abstract should be added giving only the gist of the requirements under B.I(IV)b for each forest or plantation separately. Adjoining compartments in Irrigated Plantations may, however, be grouped for this purpose. These will be listed in the following order for a various forest types where more than one forest types are involved:-

- a. Hill Forests.
- b. Sub-mountain Scrub Forests.
- c. Riverain Forests.
- d. Irrigated (Block) Plantations including Chak Plantations & Shelter belts.
- e. Canalside Plantations.
- f. Roadside Plantations.
- g. Railside Plantations.
- h. Section 38 areas:- i. Private. li. Evacuee property.
- i. Range Lands.

10-a The compartment wise abstract will be prepared for only B.I(IV)b in the proforma enclosed as Annexure "c". The particulars of forest operations will be as given below:-

- i. Regeneration (New work).
- ii. Afforestation (New work).
- iii. Beating up of failures and maintenance of regeneration area (this will normally apply to the 2<sup>nd</sup> year of the new work or restocking). As for example, if a failed area or reach originally taken up during 1965-66 is taken for restocking during 1970 planting season, the beating up of failures will be provided for during 1970-71 to be carried out during February to June, 1971.
- iv) Restocking (of a failed area or reach).
- v) Maintenance (of existing successful plantations or forest crops).

10-b The Compartment wise abstract will be written compartment wise or by groups of adjoining compartments requiring similar treatment under item (i) i.e. regeneration Afforestation, beating up of failure and restocking while under item (v) i.e. maintenance of existing plantations/ forest crops, the remaining compartments of forests or a plantation may be grouped into one lot.

11. The above instructions equally apply to Annual Plan of Operations under the development schemes. The requirements for each compartment or reach should not be provided according to the average rate provided in the sanctioned scheme. On the other hand, the requirements of each compartment or reach should be based on actual needs of the area. This means that the expenditure for the established reaches may not be provided for those treatments, which are not necessary for them. As for examples, along a minor or distributary's where the plantation does not need any irrigation, because the trees are drawing their water

requirements from the seepage zone of the channel, we need not provide for the irrigation of such reaches although such irrigation may have been provided for as a general theme in the development schemes or in the working plan. On the other hand, there will be reached where the average expenditure provided for maintenance would fall short if we were to take up their restocking properly because they may be suffering from salinity or rank growth of Kana and mesquite. In such cases we should provide for the actual requirements, which may be more than the average rate of expenditure in the approved development scheme. However, it has to be ensured that the total physical targets are achieved within the total financial targets. It may also be borne in mind that the expenditure on the new works in development schemes have to be accounted for separately from that incurred on the maintenance of successful crops and restocking of failed areas or reaches.

12. In future the proposed Annual Budget Estimates will also be prepared on proforma given as Annexure "A" alongwith other budget forms as prescribed.

13. The APO will be sanctioned by the Conservator of forests in his capacity as a Controlling Officer wherein he is required to exercise necessary technical and financial control.

14. The APO will be sanctioned in triplicate. One copy will be returned to DFO duly sanctioned (or with remarks against unapproved items) within 15 days of its receipt. A copy of APO duly approved or with remarks against unapproved items will be forwarded to CCF for his information.

15. This supersedes all previous instructions in regard to matters dealt with in this letter.

16. The receipt of this circular letter may please be acknowledged.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No. 83/ST, Dated 28-8-1973**

**ANNEXURE 'B'**

**GUJRAT FOREST DIVISION**

**STATEMENT OF OPERATIONS OF DAPHAR RESERVED FOREST  
COMPARTMENT NO.52 FOR 1973-74**

**COMPARTMENT NO. 52 = 55.86 ACRES OR SAY 56 ACRES.**

Sl.No.	Name of Operation.	Areas Qty.	Rate. (Rs).	Amount (Rs)	Budget sub head	Project	Remarks
1	2	3	4	5	6	7	8
1	Jungle clearance.	56 Acres	5/- P.A.	280/-	B-I(iv)b(iii)		
2	Collection & burning of debris.	56 "	4/- "	224/-	-do-	NIL	
3	Reopening of trenches.	56"	15/- "	840/-	-do- (iv)		
4	Printing including making of slots at 726 slots per acre ft. 7/-%0.	56 "	5/08 "	284/48	-do- (vii)		
5	Beating up of failure 200 stumps per acre.	56 "	1/- "	56/-	-do-		
6	<u>WEEDING</u> 1st at 8/- P.A. 2 <sup>nd</sup> at 5/- " 3 <sup>rd</sup> at 3/- "	56"	16/ "	896/-	B-I(iv)b(viii)		
7	Irrigation 8 Nos of watering in a season=56x8=448 acres.	448 "	0/50 "	224/-	-do- (ix)		
8	(i) Silt clearance of mains 200 RFT x $3\frac{1}{2}$ $\frac{3\frac{1}{2} \times 5}{6} = 2$ (ii) Silt clearance of Khals 13800 RFT $\frac{2 \times 2 + 2\frac{1}{2} \times \frac{1}{2}}{2} =$	5417 Cft. 15525 Cft	5/-%ocft. 4/50%ocft	27/- 69/80	-do- (ix) -do- (x)		
9	Pattri Dressing.	15800 Rft.	3/-%o Rft	47/40	-do- (x)		
10	Noke Safai.	15800 Rft.	1/75 "	27/62	-do- (x)		
11	Clearance of Cross roads.	10650 Rft.	12/- "	240/-	-do- (xvi)		
		<b>Total:-</b>		<b>3000/38</b>			
		<b>Rate per acre:-</b>		<b>53.58</b>			



**ANNEXURE 'C'**

\_\_\_\_\_ **FOREST DIVISION**

**COMPARTMENTWISE ABSTRACT OF ANNUAL PLAN OF OPERATIONS FOR THE YEAR  
FOR (B-I-IV-B)**

<b>Forest &amp; compartment or name of Canal/road etc. with RDs/Mile stones.</b>	<b>Area in acres/length in running Miles=acres in strip plantations or running miles-avenue miles in avenue plantations.</b>	<b>Total estimated cost (Total of all relevant projects of B.I(IV)b except seed, stumps and nurseries.</b>	<b>Cost per acre or per avenue mile.</b>	<b>Remarks.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.5/1973-74/ST, Dated 28-8-1973**

**Subject:- SALE OF SEMAL TIMBER.**

It has been experienced that after we fell Semal and poplar trees for sale, the purchase offer us unreasonably low price because there is no competition in the market and there are only one or two buyers for Semal/poplar timber. It has, therefore, been decided that the prospective buyers may first be asked to enter into clear commitment for the purchase of semal/poplar timber at a reasonable rate of say Rs.15 per cft for all classes of sound logs before any semal/poplar trees are felled for sale. The actual fellings be undertaken after obtaining at least 50% of the price of the timber.

2. However, fellings of semal/poplar trees must be covered by the prescriptions of the sanctioned working plan/schemes or by the sanction of the competent authority to the annual/periodic felling programme.

3. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endst. No. 84/ST/ACCF, Dated 28-8-1973**

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.6/1973-74/ST, Dated 28-8-1973**

**Subject:- USE OF PRINTED FORMS.**

I find that returns for which printed forms are prescribed for office copies to be maintained on printed forms in bound registers are being typed in the Divisional & Circle as well as Direction Office. This should henceforth be discontinued and such returns should be written by hand for submission to higher authorities as well as for keeping office copies in the Printed Register. However, covering letters or further remarks in case of objection statements, audit reports etc. may be duly typed in the form of letters.

2. The object of this order is to save the typists/stenos from under typing work as well as to ensure proper distribution of work load and save any delay in submission of returns/correspondence in general.
3. Please acknowledge receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endst. No. 85/ST/ACCF, Dated 28-8-1973**

**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.7/1973-74/ST, Dated 28-8-1973**

**Subject:-** **DISTRUCTION OF USELESS DOCUMENTS.**

**Reference:-** Paragraph 1.22 of the West Pakistan Forest Manual, Volume III.

....

The following amendments may be made against the following entries as shown against each provisionally:-

<b>Sl.No.</b>	<b>Nature of documents.</b>	<b>Forest Department Code (6<sup>th</sup> &amp; 7<sup>th</sup> Edition) Form No.</b>	<b>No. of years for which to be preserved.</b>	<b>Remarks.</b>
4	Combined Register of receipts and disposals of timber in Depots.	5 5	For 10 years or till the Audit objections are cleared whichever is later instead of 3 years.	
5	Receipts & Issuance of timber in Depots.	5 :	-do-	
8	Drift timber operations.	9 :	-do-	
10	Outstanding on account of Revenue.	11 :	-do-	
13	Bill book for timber sold from Depots.	13 :	-do-	
14	Receipt book for payments on account of timber Depots.	14 :	-do-	

2. Necessary corrections slips may be pasted in the West Pakistan Forest Manual, Volume III accordingly.
3. Please acknowledge receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.8/1973-74/ST, Dated 28-8-1973**

**Subject:- DAILY DISCHARGE OF FOREST DISTRIBUTARIES/ MINORS..**

Reference:- Item No.2 of the list of Periodic Returns prescribed vide this office No.51-52/ST/GB, dated 17-8-1973.

....

It has been decided that the Divisional Forest Officers will submit a weekly statement giving daily discharge of Forest Distributaries and Minors which serve exclusively or mainly the Irrigated Forest Plantations to the Conservator of Forests concerned alongwith their weekly diaries since prescribed separately.

2. The weekly discharge statement may be recorded in the following proforma:-

<b>DATE</b>	<b>NAME OF DISTRIBUTARY OR MINOR.</b>	<b>'HAQ' DISCHARGE IN CUSECS.</b>	<b>AVERAGE GUAGE READING.</b>	<b>ACTUAL AVERAGE DISCHARGE RECEIVED.</b>	<b>REMARKS.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

3. Please acknowledge receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endst. No. 86/ST/ACCF, Dated 28-8-1973**

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.9/1973-74/ST, Dated 28-8-1973**

**Subject:- DISPOSAL OF COMPLAINTS.**

A register of complaints has been maintained in this office wherein all the applications received in this office are registered and are forwarded to the Conservators of Forests or Divisional Forest Officers concerned for disposal. You should please attend to such applications expeditiously and inform the complainants regarding the action or inquiry undertaken by you so that the applicant does not repeat – submission of further applications to higher authorities. The disposal should be prompt and according to the merits of the case. The applicant should be informed in writing of the action taken by you. This will not only reduce our work but will also be conducive to better relations with the public.

2. Where such applications are repeated and it is found that they have not been attended to in time and properly, disciplinary action is liable to be taken against the officers concerned.
3. Please acknowledge receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endst. No. 9/ST, Dated 28-8-1973**

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.10/1973-74/ST, Dated 28-8-1973**

**Subject:- TOURING BY CHIEF CONSERVATOR OF FORESTS/ CONSERVATOR OF FORESTS AND DIVISIONAL FOREST OFFICERS.**

It has been noticed that a large number of subordinate staff such as Forest Rangers, Block Officers and Forest Guards etc. remain present at the Rest House when the Chief Conservator of Forests, Conservator of Forests or Divisional Forest Officer is on tour. This practice is against the public interest. It is, therefore, hereby ordered that in future no Officers, Forest Rangers, Forester or Forest Guard should remain attached for camp arrangements except the concerned Range Officer, Block Officer and Beat Guard. All other subordinate staff should be present at the work-site or at the nearest end of their jurisdiction from the Rest House in which the touring officer is staying. The exact locations where all such staff should be available should be in the knowledge of the Divisional Forest Officer and the Range Officer concerned.

2. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endst. No. 89/ST, Dated 28-8-1973**

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.11/1973-74/ST, Dated 29-8-1973**

**Subject:- TEMPORARY CULTIVATION.**

I find that the Audit Objections are being passed down to the Range Officer for compliance or for explaining them as such. Due to this majority of the Forest Rangers are finding it difficult to carry out their work whole heartedly. They also are unable to explain the previous irregularities pointed out there to. A Range Officer charges expenditure in his account only after it is sanctioned by them and after the cash is provided to him for disbursing that expenditure. It is, therefore, for the Divisional Forest Officer and his accountant to make sure that no irregular expenditure is sanctioned and thus Range Officers should not be placed in embarrassing position. In future, therefore, the Range Officers will only be fixed to supply actual information, if any, found necessary to explain the audit objections. The replies to audit objections will normally be given by the Divisional Forest Officers and their accountants themselves.

2. Where recoveries are ordered by the Audit, such cases should be carefully scrutinized and recoveries should be ordered from the Range officers or subordinate staff only after obtaining written approval of the Conservator of Forests and after proceedings against them under the West Pakistan Government Servant Efficiency and Discipline Rules, 1960.

3. Those orders may also be communicated to all Range Officers and other subordinates working under your control.

4. Please acknowledge the receipt of this letter.

**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endst. No. 91/ST/ACCF, Dated 31-8-1973**



PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.12/1973-74/ST, Dated 29-8-1973**

**Subject:- CHECKING OF MUSTER ROLLS AND GOSHWARS.**

In order to improve the control on the execution of forest works, it has been decided that all Divisional Forest Officers/Sub Divisional Forest Officers, Forest Rangers, Deputy Rangers and Foresters must check the progress of works during their execution during their tours and must initial (with date) the muster roll and its goshwara giving progress of daily work done. The details of sites inspected, the nature of work in progress the number of coolion prement and the details of work done during the previous day must also be recorded in the weekly diaries of such staff members.

2. These orders may please be brought to the notice of all concerned and it would be ensured that the weekly diaries are submitted by all concerned to their immediate superior with the above information.
3. This supersedes all previous instructions in regard to matters dealt with in this letter.
4. Please acknowledge receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.13/1973-74/ST, Dated 29-8-1973**

**Subject:- AUDIT OBJECTIONS .**

I find that temporary cultivation instead of being our servant as a tool to reclaim the area for afforestation, has more or less become our master. This is not only places the Forest Department in an awkward position in explaining its responsibility in managing the forest lands for growing tree crops instead of agricultural crops but also affects the remaining tree crops in the plantations very adversely due to inevitable diversion of irrigation water and attention of the staff to such area.

2. Further, there are numerous complaints that the Forest employees and their permanent beldars are themselves the defects leases in many cases.

3. In view of the above, we should ensure that temporary cultivation should be undertaken in exceptional cases only where we are forced to employ it as our tool to reclaim and level the land for afforestation daily considering it is a necessary evil, I will, therefore, like you to ensure that necessary steps are taken to ensure that minimum area is leased out on temporary cultivation and that too for minimum number of crops.

4. In future, prior written sanction of this office may please be obtained before any forest land is leased out for temporary cultivation even if a provision to the effect exists in a sanctioned working plan.

5. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endst. No. 91/ST/ACCF, Dated 31-8-1973**

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.14/1973-74/ST, Dated 31-8-1973**

**Subject:- WEARING OF UNIFORMS BY THE FOREST RANGERS/DEPUTY RANGERS/ FORESTERS AND FOREST GUARDS.**

The general rules regarding supply of uniforms to be shown by the members of Subordinate Forest Service are contained in Rule 13.17 (pages 179-185) of the West Pakistan Forest Manual Vol: II. The Government of the West Pakistan Agriculture Department vide their letter No. SO.Ft-I-22(330)/63, dated 14-1-1970 made certain changes in the uniforms of the Forests Guards. However, it has been observed that the conformity with the prescribed uniforms and in this connection I have also received complaints from certain departments.

2. In view of the above a list showing the prescribed uniform to the Forest Subordinate Staff is enclosed herewith. You should please ensure that the Subordinate Staff for not use the uniforms other than prescribed uniforms and there should be no complaint in this regard.
3. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endst. No. 95/ST/ACCF, Dated 31-8-1973**

**LIST OF UNIFORMS TO BE WORN BY THE FOREST SUBORDINATE STAFF.**

**1. FOREST RANGERS**

1. Caps of Khaki Serge cloth having a triangle piece of scarlet and green serge, with a tilla badge.
2. Shirt and plant – Army Pattern (Khaki) in summer.
3. Shirt and plant Jurseer – Army pattern (Khaki) in winter.
4. Whistle – Police pattern with green lanyard over the left shoulder under the shoulder strap.
5. Badges & Stars. The word “FORESTS” in silver provided with 2” hafts” and slide and fixed  $\frac{1}{2}$  “ above the joint of the shoulder strap and two 5 point white metal stars on each shoulder.
6. Brown leather belt with white brass clasp (sealed pattern).
7. Brown laced boots.

**II. DEPUTY RANGERS.**

1. Cap of Khaki serge as for Forest Ranger except tilla badges.
2. Shirt and pant – Army pattern (Khaki) in summer.
3. Shirt and plant jurseer – Army pattern (Khaki) in winter.
4. Whistle – Police pattern worn with green lanyard over the left shoulder under the shoulder strap.
5. Badges. The word “FORESTS” in silver on shoulder strap as & stars for Forest Rangers & 5 pointed white metal star on each shoulders.
6. Brown leather belt with white brass clasp (sealed pattern).
7. Brown laced boots.

**III. FORESTERS.**

1. Cap of Khaki serge having a triangle piece of green serge with scarlet border.
2. Khaki shirt and pant.
3. Whistle. Police pattern worn with green lanyard over the left shoulder under the shoulder strap.
4. Badges. The word “FOREST” in black metal to be and stars worn  $\frac{1}{2}$  “ above the joint of the shoulder.
5. Brown leather belt with white metal clasp (sealed pattern).
6. Ammunition boots.

**IV. FOREST GUARDS.**

1. Green barret cap with “F.D” stiched in front.
2. Khaki Bush - shirt and pant.
3. Whistle. Police pattern worn with green lanyard over the left shoulder under the shoulder strap.
4. Badges. The word “FOREST” in black metal to be and stars worn  $\frac{1}{2}$  “ above the joint of the shoulder.
5. Brown leather belt with white metal clasp (sealed pattern).
6. Black Chappel.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.15/1973-74/ST, Dated 31-8-1973**

**Subject:- SALE OF STANDING TREES – RECOVERY OF PENALTY FOR TREES CUT THROUGH ACCIDENT, NEGLIGENCE OR DELIBERATE ACTION BY THE CONTRACTORS.**

It has come to my notice that some of the cases of felling of trees by the contractors/purchasers through accident, negligence or deliberate damage are settled according to the schedule of rates of compensation and not in accordance with the terms of the agreement executed by them. This is not in order.

2. It is, therefore, hereby ordered that in all cases penalty/compensation as provided in the relevant sale conditions and/ or agreement deed should be recovered from him in addition to the price of the trees determined at the prevailing market rate or the sale rate if so provided in the agreement deed. The order should be self-contained and a copy of each of such orders should invariably be endorsed to the next higher authority for his information.

3. It may, however, be noted carefully that such orders can only be passed where the contractor/purchaser or his authorized agent acknowledges the damage in writing. Where the contractor/purchaser refutes the allegation, such a case cannot be dealt with under the agreement and can only be dealt with under the Forest Act by prosecuting him in the criminal court. However, other penal clauses such as stopping of work etc. can be enforced according to the terms and conditions of the agreement.

4. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endst. No. 96/ST/ACCF, Dated 31-8-1973**

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.16/1973-74/ST, Dated 31-8-1973**

**Subject:- TIMBER ACCOUNTS.**

Your attention is invited to paragraphs 15.1 and 15.2 of West Pakistan Forest Manual Volume II, pages 213 and 22 wherein detailed instructions regarding maintenance of Timber Accounts have been given. However, I have found that in many cases timber accounts are not being maintained according to rules and instructions contained in the Forest Department Code and West Pakistan Forest Manual.

2. It has to be understood clearly that the timber accounts are not subordinate to cash accounts are not subordinate to cash accounts. On the other hand, the cash transactions concerning receipts and disposal are subordinate to the physical receipts and disposal of timber and all other kinds of Forest Produce. As for example, in the case of departmental felling and conversion, the timber or firewood is felled, converted and received in the forest depot. The payment for its felling and conversion comes in the picture after the material has been received in the combined timber form No.5 and 6.

3. It has been observed that all columns of various timber forms viz., Forms No.5 to 17 are not being filled in by you. The omissions in some cases are extremely serious and are liable to misappropriation of the forest produce. Huge shortages have since been found in Changa Manga, Chichawatni and Khanewal plantations due to incomplete and incorrect maintenance of timber accounts. You should therefore, please ensure in your own interest, that of your staff and that of the Forest Department that the timber forms are duly prepared according to standing instructions and all columns and entries are entered therein legibly, without any over-writings and cuttings. Any cutting which becomes necessary must be initialed by the officer/official responsible for maintenance of the accounts viz., Depot officer or the Range Officer and the Divisional Forest Officer and not their clerks.

4. In certain cases, timber form 7 has been prepared after obtaining entries of receipts and disposal from cash accounts or EAC Form 14. Such a timber form cannot be called timber form 7 because timber form 7 is monthly abstract of daily transactions of timber and other forest produce received in and disposed of from a depot and recorded in Timber Form 5 & 6. It has also to be understood that the balance in hand at the close of the day in the case of Form 5 & 6 and at the close of the day in the case of Form 5 & 6 and at the close of the month must be exhibited

as actually present in the depot and not as it should be in the books. Any discrepancy found otherwise must appear in the remarks columns. Thus it must be understood clearly by all concerned that timber accounts exhibit physical movement of timber and forest produce and not book balances.

5. It may also be added that the entry "NIL" should be recorded either as "Dash" or in the form of word "NIL". Blank entry means an omission and will not be accepted or accounted for as "NIL" entry. Similarly, where against a certain line or entry the word "ditto" has to be written it should be recorded as such or it may be shown a sign given in the bracket ("-") and not left as blank.

6. Where carriage or removal is allowed from a compartment and each stack or item cannot be accounted for independently, such entries must first be transferred to the transit Depott. Efforts must, however, be made to carryout removal/carriage in such a way that physical check in the depots at both ends is possible at the close of each day so that combined Timber Form 5 & 6 is posted daily as required under the rules. Further the carriage/removal of each compartment or line should be accounted for separately. A proper entry must appear in Form 7 to account for the difference in the receipt side of the sale depot due to gain or loss, if any, after carriage and restocking. This will become necessary automatically if entries of combined timber form 5 & 6 are maintained daily and according to standing instructions.

7. It should further be ensured that no payments for felling, conversion, stacking and carriage are made before checking the actual receipt entries on the receipts side of timber form 5 & 6 .

8. In order to ensure proper maintenance of timber accounts, it has been decided to take stern disciplinary action with a minimum of removal from service against all those officials who do not record the entries in various timber/forms properly according to standing instructions. Any column found blank will be taken serious notice of by the Inspection Officers and on the spot enquiries will be ordered where omissions of any kind come to their notice.

9. The Conservator of Forests as Controlling Officer is required to exercises proper check and control over cash accounts including timber accounts. It is, therefore, essential that timber accounts are checked alongwith cash accounts with due care to ensure against repetition of serious irregularities.

10. Please see that these instructions are brought to the notice of all concerned.

11. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endst. No. 96/ST/ACCF, Dated 31-8-1973**

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.17/1973-74/ST, Dated 31-8-1973**

**Subject:-** MONTHLY INCOME AND EXPENDITURE FROM SECTION 41 CHECK POSTS.

**Reference :-** Item 39 of the list of periodic returns prescribed vide this office letter No.51-52/ST/GB, dated 17-8-1973.

....

In order to enable the Department to exercise necessary control over the work of the section 41 check posts and staff employed on raid parties and bazaar duty etc, a monthly return will be submitted by the Divisional Forest Officers to their Conservators of Forests so as to reach them by 15<sup>th</sup> and by Conservators of Forests to Chief Conservator of Forests by 25<sup>th</sup> of the following month.

2. Necessary check and control on the working of these check posts will be exercised by the Conservators personally.

3. The monthly return will be submitted in the following proforma.

SI. No.	NAME OF CHECK POST OR RAID PARTY NO.	INCOME			EXPENDITURE			REMARKS
		Previous from July	Present	Total	Previous from July	Present	Total	
1	2	3	4	5	6	7	8	9

4. This supersedes all the previous instructions in regard to matters dealt with in this letter.

5. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No. 96/ST/ACCF, Dated 31-8-1973**



PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.18/1973-74/ST, Dated 31-8-1973**

**Subject:- PURCHASE OF POL & STORE & STOCK ARTICLES ETC. ON CREDIT.**

It has been decided as a policy that in future purchase of Petrol, Oils and Lubricants etc. and other store articles from the market (except those purchased through Director of Industries) will not be made on credit because it is liable to lead to difficulties subsequently.

2. Similarly, the services rendered by labour and contractors should be incurred in excess of the budget grant.

3. Please acknowledge the receipt of this letter and see that these instructions are communicated to all subordinates working under your control.

**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No. 99/ST/ACCF, Dated 31-8-1973**

**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.19/1973-74/ST, Dated 31-8-1973**

**Subject:-** **LIST OF PENDING REFERENCES.**

Reference :- Item 29 of this circular letter No.51-52/ST/G.B. dated 17-8-1973.

....

It has been found that many a references remain unreplied or unattended at various levels for unduly long periods. Therefore, it has been decided that the Divisional Forest Officers will submit a monthly statement of pending references to their Conservators by 10<sup>th</sup> of each month to enable them to attend to them expeditiously.

2. Similarly the Conservators will submit their statements in duplicate on separate sheets for the five branches listed against item 29 of the list of periodic returns so as to reach CCF's office by 15<sup>th</sup> to enable this office to attend to them and submit a similar statement to Government for necessary action at their level.

3. The dates of submission in all cases will be the same i.e. by 7<sup>th</sup> by DFO's by 15<sup>th</sup> by C.Fs and 20<sup>th</sup> by CCF. Necessary correction may please be made against item 29 of this office letter quoted as reference accordingly.

4. The statement should contain the number and date of the reference together with a brief description of its contents as per proforma given below.

Sl. No.	LIST OF PENDING CASES WITH			Subject with brief particulars.
	LETTER No.	Date	Govt./CCF/CF (File No. Where known)	
1	2	3	4	5

5. You are advised to devise a system for your office which may enable you to prepare the list without any omissions.

6. Similar statements should also be supplied by CCF to each CF by 7<sup>th</sup> and by CFs to their DFOs etc. by 15<sup>th</sup> each month.

7. The receipt of this letter may please be acknowledged.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No. 100/ST/ACCF, Dated 31-8-1973**

**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.20/1973-74/ST, Dated 17-8-1973**

**Subject:-** **MONTHLY RETURN OF AVAILABLE PLANTING STOCK.**

**Reference :-** Item No.36 of Periodic Returns prescribed vide this office letter No.51-52/ST.GB dated 17-8-1973.

....

The Forest Department has been called upon by the Government to make the requisite planting stock available to public and other Government Departments by raising forest nurseries which may be well scattered throughout the Province. We are, therefore, raising a much larger acreage of forest nurseries during the next season to meet our departmental requirements as well as demands from others.

2. In order to ensure proper coordination in the utilization of available planting stock, it is necessary that all of us should know the position regarding the planting stock available with us as accurately as possible. It has, therefore, been decided to prescribe a return for this purpose.

3. The return will be submitted by the Divisional Forest Officers by 10<sup>th</sup> and by Conservator of Forests by 20<sup>th</sup> of each month giving the position at the end of the previous month in the following proforma:-

Forest	Distt:	Name & location of nursery	No. of nursery	Age of the stock	No & kind of stumps/plants available						Total
					Shisham	Mulberry	Euc.	Chill/Kail	Poplar	Others	
1	2	3	4	5	6	7	8	9	10	11	12

4. The detailed particulars of deficit or surplus planting stock (nursery-wise in case of surplus) may be given below the proforma giving species.

5. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
 Addl. Chief Conservator of Forests,  
 Punjab, Lahore.

**Endorsement No. 101/St, Dated 4-12-1973**

# PUNJAB FOREST DEPARTMENT

## TO BE SUBSTITUTED FOR THE CIRCULAR BEARING THE SAME DATE

### **CIRCULAR NO.20/1973-74/ST, Dated 17-8-1973**

**Subject:- RETURN OF AVAILABLE PLANTING STOCK.**

Reference :- Item No.36 of Periodic Returns prescribed vide this office letter No.51-52/ST.GB dated 17-8-1973.

....

The Forest Department has been called upon by the Government to make the requisite planting stock available to public and other Government Departments by raising forest nurseries which may be well scattered throughout the Province. We are, therefore, raising a much larger acreage of forest nurseries during the next season to meet our departmental requirements as well as demands from others.

2. In order to ensure proper coordination in the utilization of available planting stock, it is necessary that all of us should know the position regarding the planting stock available with us as accurately as possible. It has, therefore, been decided to prescribe a return for this purpose.

3. The return will be submitted by the Divisional Forest Officers to their Conservators of Forests by 1st December, 15<sup>th</sup> March and 15<sup>th</sup> June and by Conservators of Forests to Chief Conservator of Forests by 15<sup>th</sup> December, 1st April and 1st July on the following proforma:-

Forest	Distt:	Name & location of nursery	No. of nursery	Age of the stock	No & kind of stumps/plants available						Total
					Shisham	Mulberry	Euc.	Chill/Kail	Poplar	Others	
1	2	3	4	5	6	7	8	9	10	11	12

4. The detailed particulars of deficit or surplus planting stock (nursery-wise in case of surplus) may be given below the proforma giving species.

5. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endorsement No. 252/St, Dated 4-12-1973**

**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.21/1973-74/ST, Dated 31-8-1973**

**Subject:- AGE OF ENTRY INTO GOVERNMENT SERVICES.**

I find that in some cases persons exceeding 25 years of age had been appointed to pensionable posts under the Government without getting prior relaxation of age limit from the competent authority. Such irregular appointments not only create complications for the department sooner or later, but also become cause of trouble for Government.

2. In this connection attention is invited to rule 3.7 of C.S.R. Punjab. Vol: I Part I, main rules, according to which maximum age limit for entry into Government service is fixed at 25 and as such a person whose age exceeds 25 years may not ordinarily be appointed to pensionable posts under Government except where otherwise provided in the service rules. There is, however, provision in rule 3.9 *ibid* for waiving of the restriction in rule 3.7 in special circumstances by the Head of the Department but the question of relaxing the age limit must invariably be considered at the time of first appointment to a post whether such appointment is of an officiating, temporary or permanent nature.

3. You should, therefore, always be at your guard while making appointments and must exercise critical check with regard to the age of candidates so that no one whose age exceeds 25 years finds way into Government service.

4. The case of all the existing Government servants should also be checked to verify their age at the time of entry into service and the irregularities reported to this office.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No. 102/ST/ACCF, Dated 31-8-1973**

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.22/1973-74/ST, Dated 1-9-1973

**Subject:- SUBMISSION OF MONTHLY STATEMENT OF ACTUALS OR REVENUE AND EXPENDITURE.**

Reference :- Item 10 of the list of Periodic Returns prescribed vide this office letter No.51-52/ST/GB, dated 17-8-1973 .....

It is essential that the Administrative Department and the Chief Conservator of Forests keep themselves fully informed regarding the actuals of Receipts and expenditure till the end of the previous month in the Department as a whole. It has, therefore, been decided that a monthly return will be submitted by all Divisional Forest Officers/Drawing and Disbursing Officers to their Conservators with a copy to the Budget & Accounts Officer and Chief Conservator of Forests, Punjab so as to reach them by 5<sup>th</sup> of the following month.

2. The following actuals will be supplied according to the budget sub-heads and projects prescribed vide this office Circular letter No.31/1973-74/ST. dated 27-8-73 for X-Forests, 10-Forests and 63-B-Dev: separately for each Dev: Scheme in the enclosed proforma starting from July, 1973. All sub-heads and projects will be entered therein without exception except those relating to Jallo Rosin Factory. Similarly the Manager, Jallo Rosin Factory will report only on the sub-heads and projects applicable to him vide page (ix) of this office Circular No.3/1972-73/ST dated 27-8-73 referred to above.

3. The Conservators will verify the figures after checking the monthly accounts especially the classification of revenue & expenditure and issue any corrigendum to the actuals since submitted by Divisional Forest Officers/Drawing and Disbursing Officers direct so as to reach the Budget & Accounts Officer and Chief Conservator of Forests by 15<sup>th</sup>. Similarly the Budget & Accounts Officer will issue corrigendum where found necessary after checking of accounts by 25<sup>th</sup>.

4. This return should invariably reach the Conservator of Forests, the Chief Conservator of Forests and the Budget & Accounts Officer by 5<sup>th</sup> of the following month. The timely submission of this return is a **MUST** in view of the fact that the provincial & Central Governments call for such information at very short notices.

5. This supersede this office letter No. 134/BS, dated 21.6.73 and all other previous instructions in regard to matters dealt with in this letter.

6. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No. 105/ST/ACCF, Dated 1-9-1973**

**STATEMENT SHOWING ACTUALS OF REVENUE AND EXPENDITURE**

**FOREST DIVISION**

**MONTH**

**X- FORESTS**

<b>Budget Sub head and project (with brief particulars).</b>	<b>Receipts during the month.</b>	<b>Progressive total from July _____.</b>
<b>1</b>	<b>2</b>	<b>3</b>

**(II) 10- FORESTS & 63-B- DEVELOPMENT**

<b>Budget Sub head and project (with brief particulars).</b>	<b>10- Forests.</b>	
<b>+ such as 'Trenching etc' for B-I (IV) b-iv.</b>		
	<b>Expenditure during the month.</b>	<b>Progressive total from July _____.</b>
<b>1</b>	<b>2</b>	<b>3</b>

<b>63- B- Development.</b>							
<b>Expenditure during the month.</b>	<b>Progressive total from July _____.</b>	<b>Expenditure during the month.</b>	<b>Progressive total from July _____.</b>	<b>Expenditure during the month.</b>	<b>Progressive total from July _____.</b>	<b>Expenditure during the month.</b>	<b>Progressive total from July _____.</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>

\* Number & brief name of the Development Scheme be given such as such E-2-Thal Range Management or E-24-Poplars in Belas.

**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.23/1973-74/ST, Dated 1-10-1973**

**Subject:- MONTHLY REPORT FOR THE PRESIDENT OF PAKISTAN REGARDING PLANNING AND DEVELOPMENT.**

Reference :- Item 34 of the list of Periodic Returns prescribed vide this office letter No.51-52/ST/GB, dated 17-8-1973.

1. A copy of the Government letter No.St.1-32(IV)/73, dated 17-3-1973 prescribing the monthly return regarding Planning & Development is reproduced below for your information & necessary action accordingly:

“ In compliance with President’s directive, a monthly report is to be forwarded to the Services, General Administration and Information Department by the 2<sup>nd</sup> of every month at the latest for onward submission to the Governor of the Punjab and finally the President of Pakistan. The report should contain an analysis of the major problems in various spheres and steps taken to tackle them. In this context, it would be useful if a reference is also made to the forward planning in dealing with these matters.”

“ This report must reach the undersigned through a special messenger by the lat date of every month positively. The proforma received from the President’s Secretariat is enclosed herewith, the relevant portions of which may be used as guidelines while preparing the report. If there is nothing to report, not report should positively be furnished by the due date”.

2. It may be emphasized that the government lays special importance to this return. It is, therefore, essential that it is prepared by you personally after careful consideration specially to the problems facing us in the development of forestry and range management as well as problems of national importance thereby enabling us to assist the Government in solving them.
3. This return may please be submitted on the proforma attached as Annexure. Necessary explanations about each column are also given therein.
4. It will be submitted by the Divisional Forest Officers to the Conservators of Forests by 10<sup>th</sup> and by the Conservators of Forests to the Chief Conservator of Forests by 18<sup>th</sup> to enables this office to submit to Government by 25<sup>th</sup>.
5. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.



**ANNEXURE**

**MONTHLY REPORT FOR THE PRESIDENT OF PAKISTAN REGARDING PLANNING & DEVELOPMENT**

I. Progress made in Integrated Rural Development Programme:

i.	Nurseries.	Areas and other particulars of nurseries raised in the project areas of each Civil District.
ii.	Planting.	Details of planting stock supplied and any other contribution of the Forest Department in respect of tree planting in the project areas. The report will contain quantitative as well as qualitative information.
iii.	Publicity.	Publicity work if done by the Department in the project areas including lectures, demonstration or training given to the employees or public in respect of the activities of the Forest Department.

II. Progress made under Major Projects and any bottlenecks in their speedy implementation:

Sl. No.	Name of the Development Scheme	Surveys		Afforestation		Range Management & Watershed Management.	
		Physical	Financial	Physical	Financial	Physical	Financial.
1	2	3	4	5	6	7	8
		Columns 3 & 4 will give the information in respect of dev. Schemes of surveys, watershed surveys or preparation of Working Plans etc.		Information regarding all dev: schemes covering afforestation, regeneration, nurseries, etc. As for example the achievements of dev: schemes Nos.E-3,5,5,17,18,19,20,23,24,25,28,29,32,37,38,39,40,41 & 42		This column will consist of information about Range Management/Watershed Management schemes such as development schemes No. 1 & E2.	

IMPROVEMENT IN FOREST MANAGEMENT		RECREATION.		BOTTLENECKS.
Physical	Financial	Physical	Financial	
9	10	11	12	13
This column will cover all schemes relating to Education and research as well as Construction of Buildings & Roads, etc. E-7,11 & 34.		E-31 Lal Suhanra Wildlife Conservation Scheme.		Any difficulties faced in the implementation of schemes to be given against each dev: scheme.

III. Future plans for increase production:

To be filled in by Conservator of Forests and Chief Conservator of Forests.

IV. Procurement:

Stores, Tubewells, Tractors, Lift Pumps etc.

Achievements.

Financial

Physical

V. Reserves:

Stocks in hand on the last day of the previous month.

Timber      Firewood.      Resin.      Rosin.      Turpentine

- VI. Steps taken to prevent deterioration of stocks.  
Protection measure against inclement weather such as sun, rains or calamities such as fires & floods & insect pests such as powder post beetles and fungus diseases.
- VII. Ruling Prices.  
Ruling prices of the following to be obtained from a particular reliable dealer in each Range preferably at Range Headquarters:-
1. Deodar timber (Sawn)
  2. Kail timber (Sawn).
  3. Shisham timber (Sawn).
  4. Mulberry/ Bakain timber (logs).
  5. Mulberry/Bakain timber (Logs).
  6. Kikar timber (Logs).
- VIII. Prices of essential commodities:
- (a) Firewood:
1. Shisham.
  2. Kikar.
  3. Mulberry.
  4. Jand.
  5. Coniferous.
  6. Kao.
  7. Phulahi – as & where applicable.
- (b) Charcoal.
- IX. List of Major Decisions.  
To be filled in by Conservators of Forests & Chief Conservator of Forests.

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.24/1973-74/ST, Dated 1-9-1973**

**Subject:-** LOG BOOK – SUBMISSION OF.

Reference : Item No.38 of the list of Periodic Returns prescribed vide this office letter No.51-52/ST/GB, dated 17-8-1973.

.....

Your attention is drawn to the Government orders issued vide their No.S.XV(GGT)VIII/692, dated 9<sup>TH</sup> October, 1969 (copy enclosed). It may please be ensured that they are complied with strictly.

2. A monthly copy of the log book for each Government Vehicles (Jeeps), Vans, Trucks, Buses etc.) will be submitted by the Divisional Forest Officers to the Conservator of Forests on the proforma given overleaf so as to reach him by 10<sup>th</sup> of the following month.
3. The Conservator of Forests will ensure that expenditure for running of the vehicles is allowed to be charged only where the log books are received by him in time.
4. This supersedes all the previous instructions in regard to matters dealt with in this letter.
5. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No. 106/ST/ACCF, Dated 1-9-1973**

Copy

**GOVERNMENT OF WEST PAKISTAN  
SERVICES & GENERAL ADMINISTRATION DEPARTMENT  
NOTIFICATION  
THE 9<sup>TH</sup> OCTOBER, 1969.**

No.S.XV(GT)-III/69- The Governor of the West Pakistan is pleased to make the following rules regulating the use and maintenance of Govt. Staff vehicles, namely:-  
THE WEST PAKISTAN GOVT. STAFF VEHICLES (USE & MAINTENANCE) RULES, 1969.

1. Short title these rules may be called the West Pakistan Govt. Staff Vehicles (Use & Maintenance) Rules, 1969.
2. Definition – In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-
  - a. “Department” means an Administrative Department of the West Pakistan Secretaries or an Attached Department or a Regional or any other office of Govt. which has been provided with a Govt. vehicle.
  - b. “Form” means a form appended to these rules.
  - c. “Government vehicles” or “Vehicle” means any type of motors vehicle provided by Govt. for official use of a department and includes staff cars, jeeps, jeep sters, pick-ups vans, wagons, etc: and
  - d. “Officer-in-charge” means an officer nominated by a head of a department to be Incharge of a Govt. vehicle or Govt. vehicles under rule 3.
3. The Head of the Department shall nominate an officer of the Department to be Incharge of a Govt. vehicle or Govt. vehicles.
4. Notwithstanding anything contained in rule 3, the general control of a Govt. vehicle shall vest in the Head of the Department.
5. Every Govt. vehicle shall, immediately on its purchase, be registered in favour of the Officer-in-charge by designation.
6. Every Govt. vehicle shall be fixed with semi-circular boards over the registration number plate inscribing thereon along the curve the words “Government of West Pakistan” and the name of the Department in the space within the curve.
7.
  1. Government vehicles shall ordinarily be used for Govt. duty only.
  2. Use of Govt. vehicles for the following purposes may be considered as use for Govt. duty.
    - a) Journeys from residence to office or any other place of duty, and back, outside the normal office hours, if undertaken in the interest of office work;
    - b) Journeys from office to residence performed after working the office for not less than two hours beyond the normal office hours..
    - c) Journeys between office and place of temporary residence by an officer on tour;
    - d) Journeys to attend any diplomatic or official function whether from office or residence: and
    - e) Journeys performed by Chief Secretary from residence to office and vice versa.
  3. Government vehicles may, under special circumstances and with the previous permission of the Head of the Department, be used for private purposes on payment of charges at the rate of fifty paise per mile or portion thereof.
  4. The money realized on account of hire charges under sub-rule (3) shall be credited to Govt. account under the head “XLVI-Miscellaneous other items”.

8. A Govt. vehicle shall not be driven except by a driver specifically appointed by the Department for the purpose.
9. i. There shall be maintained, in respect of every Govt. vehicle, a log book in Form "A" where in shall be entered the journeys performed by Govt. vehicle.  
ii. The log book maintained under sub-rule (1) shall remain in the custody of the driver Incharge of the vehicle and shall be examined and signed by the Officer-in-charge every day at the time the driver relived from duty.
10. The Head of the Department shall specify officers or categories of officers who shall normally be entitled for the use of Govt. vehicles.
11. No person other than an officer specified under rule 10 shall, save with the prior permission in writing of the head of the Department, be entitled for the use of a Govt. vehicle.
12. Officers of the Central Govt. or East Pakistan Govt. of and above the status of a Deputy Secretary to the Provincial Govt. State Guests, or Members of Foreign Missions and Delegations and other dignitaries when on official visits may be allowed to use Govt. vehicles.
13. The Cashier of the Department may be allowed to use Govt. vehicle from office to the Bank and vice versa for carrying Govt. money exceeding Rs.4,000/-.
14. No officer who is in receipt of a fixed conveyance allowance shall, subject to the provisions of sub-rule (3) of rule 7, be entitled to the use of a Govt. vehicle.
15. All requisitions for the use of a Govt. vehicles shall be addressed to the Officer-in-charge.
16. All requisition under rule 15 shall specify the designation of the officer by whom the purpose for which, the time at which, and the place where, the vehicle is require.
17. On receipt of a requisition, the Officer-in-charge shall, subject to the availability, make the Govt. vehicle available to the requisitioner at the proper time and place.
18. i. Every person using a Govt. vehicles shall sign entries in the log book in respect of the journeys performed by him in the vehicle.  
ii. The entries in the log book in respect of the journeys performed in a Govt. vehicle by an officer of and above the status of a Joint Secretary to the Central Govt. or State guest or a member of a Foreign Mission or Delegation or other dignitary may be signed by his Private Secretary or representative.
19. i. A Govt. vehicle may be lent to any other Department.  
ii. Where a Govt. vehicle of one Department is borrowed by another Department, the officer-in-charge in the borrow, department shall be responsible for the borrowed vehicle as if the vehicle belonged to the borrowing department.
20. The following books shall be maintained for each motor vehicle:-
  - a) LOG BOOK – It shall be maintained in Form "A" and shall remain in the custody of the driver of the vehicle. The name of the Department, the designation of the Officer-in-charge, his telephone number and the registration number of the motor vehicle shall be indicated on the title cover of the Lob Book. A copy of these rules shall also be pasted in the log book.
  - b) History Sheet of the Motor vehicle. A bound register containing about 50 pages shall be maintained which shall remain in the custody of Officer-in-charge of the vehicle. It shall form a permanent record of the motor vehicle and all the incidents during the life of a particular vehicle shall be entered therein. It shall consist of the parts, in Form 'B'.

c) Petrol Account Register shall be maintained separately in Form 'C'.

21. A bill shall be prepared on the last working day of each month in respect of private trips and presented to the officers concerned who shall make payment to the Cashier of the Department concerned. When the amount has been recovered, an entry shall be made in the log book.

22. Audit of accounts relating to motor vehicles shall be conducted periodically by the staff deputed by the Accountant General, West Pakistan/Audit Officer concerned.

23. The driver of each motor vehicle shall be notified to observe strictly the following instructions

- a) He shall be responsible for the proper upkeep and cleanliness of the motor vehicle, petrol consumption, careful driving, caution against accidents and timely service and repairs.
- b) He shall be responsible for any damage, which may be caused to the vehicle due to his negligence.
- c) He shall get entries recorded in the Log Book before an officer leaves the vehicle, except where the officer is not required to make entries personally.
- d) The driving and traffic regulations and speed limits laid down in the different areas, shall be strictly observed and in all built up in speed of vehicles shall not exceed 20/30 miles per hour.
- e) Vehicle shall not be left in un-attended or kept in a dangerous position.
- f) Should any officer refuse to cooperate in regard to the observation of these rules, the driver shall not argue with him but carry out the orders of the officer and report the incident to the Officer-in-charge.
- g) Any contravention of the above rules shall be considered as misconduct and disciplinary action shall be taken against the driver.

24. The staff cars provided by Govt. at Divisional Headquarters are meant for the exclusive use of VIPs visiting the Division. When not required by VIPs the cars may be used for station duty in accordance with the provisions of these rules. In no case the cars shall be used for out-station tours by the Divisional Officers.

**FORM 'A'**

**LOG BOOK**

**WEST PAKISTAN GOVERNMENT MOTOR VEHICLES WORKING ACCOUNT**

CAR NO. \_\_\_\_\_

DRIVER'S NAME \_\_\_\_\_

Date	Time		Particulars of journeys.	Purpose of journeys.	Official or private.	Officer with whom attached.
	From	To				
1	2	3	4	5	6	7

Speedometer Reading.			Petrol or oil issued.	Signature of the Officer.	Remarks.
Before	After	Total			
8	9	10	11	12	13

**FORM 'B'**  
**VEHICLE HISTORY SHEET**  
**( PART I )**  
**OUTER COVER**

**Department** \_\_\_\_\_

Staff Car No. \_\_\_\_\_

Vehicle Log Book.

1. Make No.
2. Chassis No.
3. Year of Manufacture.
4. Type of Body.
5. Seating Capacity.
6. No. of Cylinders.
7. Horse Power.
8. Petrol-Tank Capacity.
9. Tyres Front.  
Rear Pressure

**Signature of Officer who certified  
Correctness of the above entries.**



**PART II**

**SUMMARY OF REPAIRS EXECUTED AND PURCHASES MADE**

Date in Workshop		Particulars of repairs executed purchases made.	Cost of repairs.	Contingent.	Signature of Officer-in-charge of the Vehicle.
1	2	3	4	5	6

**PART III**

- (1) Tyres and Tubes.
- (2) Batteries & other accessories.

Sl.No.	Make & the size of tyre & tubes/batteries/accessories.	Date of purchase	Remarks.
1	2	3	4

**( PART IV)  
TOOLS OF THE VEHICLE.**

Sl.No.	Tool	Date of purchase	Remarks.
1	2	3	4

FORM 'C'

PETROL ACCOUNT FORM

Date	Opening balance on the first day of the month.	Number of gallons of petrol obtained.	Voucher No. & date.	Balance on the last day of the month.	Total petrol consumed during the month Cols. (2+3)-(5).	Total Mileage.	Remarks.
1	2	3	4	5	6	7	8

By order of the Governor of West Pakistan  
V.A. JAFAREY  
Additional Chief Secretary to Government,  
West Pakistan

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.25/1973-74/ST, Dated 1-9-1973

**Subject:-** MECHANICAL EQUIPMENT – TRACTORS, BULDOZERS, TUBEWELLS AND PUMPING SETS – PROGRESS OF WORK DONE DURING THE MONTH.

**Reference:-** Item No.37 of the list of Periodic Returns prescribed vide this office letter No.51-52/ST/GB, dated 17-8-1973.

...

In order to control proper utilization of all mechanical equipment other than jeeps, motor cycles, trucks and workshop equipment, a monthly progress report will be submitted by the Divisional Forest Officers to the Conservators of forests.

2. The Conservators of Forests will exercise necessary control on the proper utilization of the machinery especially regarding their monthly output and expenditure on their maintenance and running.
3. The return will be submitted on the proforma given overleaf.
4. This return will be submitted by Range Officers to the Divisional Forest Officers by 10<sup>th</sup> of the following month and by the Divisional Forest Officers to the Conservators of Forests by 20<sup>th</sup>.
5. The expenditure incurred during the previous month will be passed for by the Divisional Forest Officers/ Drawing and Disbursing Officers only on receipt of this return.
6. The Divisional Forest Officers must report to the Conservators of Forests immediately if any machine becomes surplus or goes out of order to the extent that it needs major repairs.
7. Please acknowledge the receipt of this letter.

Encl: Overleaf.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

\_\_\_\_\_ FOREST DIVISION

**MONTHLY PROGRESS REPORT OF MECHANICAL EQUIPMENT FOR THE MONTH OF**

\_\_\_\_\_.

SI.No.	Particulars of Machine.	No. of working hours during the month.	Work done during the month.	
			Physical.	Value.
1	2	3	4	5

Expenses				Average Cost		Remarks.
POL/ Electricity	Repairs & Spare Parts.	Work charged establish- ment.	Total	Per hour working	PerUnit of work.	
6	7	8	9	10	11	12

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.26/1973- 74/ST, Dated 1-9-1973

**Subject:- CORRESPONDENCE.**

All Correspondence addressed by Chief Conservator of Forests to the Government including Budget & Accounts Officer and offices of equivalent status will normally be signed by the Additional Chief Conservator of Forests, Punjab.

2. Similarly all correspondence addressed by Conservator of forests to Chief Conservator of Forests and by Divisional Forest Officers to Conservator of Forests will normally be signed by the officer himself.

3. In emergent cases where the officer himself is not available, being out of station or on casual leave, an advance copy may be submitted under the signatures of the Superintendent or Head Clerks as the case may be, together with the remarks that the original copy will be submitted after it has been signed by the officer concerned.

4. Similar instructions may be issued by the Divisional Forest Officers for the guidance of their subordinate staff.

5. The routine correspondence will normally addressed to the next higher authority. Copy will not be endorsed by Divisional Forest Officers to Chief Conservator of Forests and by Conservators of Forests to Government except as and where permitted under instructions issued time to time.

6. This supersedes all the previous instructions in regard to matters dealt with in this letter.

7. The receipt of this letter may please be acknowledged.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No.107 /ST/ACCF, Dated 1-9-1973**

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.27/1973-74/ST, Dated 1-9-1973**

**Subject:- MONTHLY PROGRESS REPORT OF FOREST OPERATIONS.**

Reference: - Item No.33 of List of Periodic Returns prescribed vide this office letter No.51-52/St/GB. Dated 17-8-1973.

....

I enclose herewith a proforma prescribed for the preparation and submission of Monthly progress report of Forest Operations of a Division. It is necessary that the work done during the month is reported in the tables together with a narrative description of progress achieved against various items.

2. The Range Officers will submit the progress report to the Divisional Forest Officers giving details of progress forest-wise so as to reach the Divisional Forest Officer by 10<sup>th</sup> of the following month. The Divisional Forest Officers will compile the progress Range-wise (by making an abstract of all Forest's of Range) and submit it to the Conservator of Forests with a copy to the Chief Conservator of Forests by 20<sup>th</sup> of the following month.

3. This progress report is a report of physical targets achieved during the month irrespective of the fact whether the expenditure has been charged in account or not. It is one of the most important returns and must be compiled and written by the Divisional Forest Officer personally. His personal efficiency will be gauged by the works done by him as given in this report. The quarterly report of activities has since been discontinued. This report will, therefore, serve as a major tool to keep the Conservators of Forests and Chief Conservator of Forests informed about the conditions in the field as well as to enable this office to supply information regarding progress of forest operations as and when called for by the Government.

4. The following instructions may be kept in mind while compiling the report:-

1. Instructions for preparation of Monthly Progress Report since marked with asterisk should not be reproduced in the Report.
2. Monthly Progress Report gives actual physical progress of works in the field irrespective of the fact whether they are exhibited in accounts or other books or not.
3. Progressive of all works is to be given whether done through Dev: of Non-Dev: budget or done by the staff themselves free of cost.
4. In the case of tables where only Range wise progress is called for, the Range Officers will supply information to Divisional Forest Officers forest wise while Divisional Forest Officers will give it Range wise by totaling it up for the whole range.
5. The targets are to be given according to the APO's and the progress has to be given against all such items included in the APO.

6. Mere filing in of tables will not indicate real progress of work done. A resume (brief summary) of work done under each heading applicable to the Forest types of the Division should be done personally by the Divisional Forest Officers.
  7. The items not applicable to a particular Forest Division will not be included in the Report. As for example, the items XI, XII, XIV, XV and XVII will not be applicable to Murree Forest Division and may, therefore, be omitted and the serial numbers be changed accordingly.
  8. Figures in the progress report will not include fractions.
  9. The progress of silvicultural operations will be reported from 1st April to 31<sup>st</sup> March which has since been declared as the Forest Year.
5. The report will be scrutinized by the Conservator of Forests concerned who will endorse a copy of his remarks, if any, to the Chief Conservator of Forests by the end of the following month. He is also expected to discuss it personally with the Divisional Forest Officer concerned during his tours to ensure timely completion of forest operations and their account reporting.
6. This supersedes all previous instructions in regard to the matters dealt with in this letter.
7. The receipt of this letter may please be acknowledged.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Endst. No. /ST/ACCF, Dated -1973**

\_\_\_\_\_ FOREST DIVISION  
**MONTHLY PROGRESS REPORT FOR \_\_\_\_\_**

- I. WEATHER  
 ( Brief description )
- II. PREPARATION OF WORKING PLANS.  
 ( Summary of progress made during the month)
- III. **DECLARATION OF FOREST LANDS AS PROTECTED OR RESERVED FORESTS.**

Table (1):- Notification of areas under the Forest Act.

RANGE	TOTAL AREA PROPOSED			PROGRESS AREA IN ACRES			BALANCE
	Kind of Forests	Kind of fellings	Area prescribed for	Previous from April	Present	Total	
1	2	3	4	5	6	7	8

IV. **FELLINGS:**

- (a) Marking of Trees.  
 ( Summary of progress made during the month )

Table (2): Marking of trees in Coniferous Forests.

RANGE	KIND OF FORESTS.	KIND OF FELLINGS	AREA PRESCRIBED FOR	(AREA IN ACRES)			BALANCE
				Previous from April	Present	Total	
1	2	3	4	5	6	7	8

- (b) Final fellings, Regeneration fellings/Selection fellings etc.  
 (Summary of progress made during the month)

Table(3):- Final, Regeneration/Selection Fellings:

RANGE	FOREST AND COMPARTMENT	AREA DUE FOR FELLINGS	PROGRESS (AREA IN ACRES)			BALANCE
			Previous from April	Present	Total	
1	2	3	4	5	6	7

- (c) First thinnings:  
 (Summary of progress made during the month).

Table (4):- First Thinnings.  
 (Same headings as shown in Table (3) above).

- (c) Second Thinnings.  
 (Summary of progress made during the month)



Table (5):- Second Thinnings:

(Same headings as shown in Table (3) above)

- (d) Third Thinnings:  
(Summary of progress made during the month)

Table (6): Third Thinnings:  
(Same headings as shown in Table (3) above).

- (f) Miscellaneous fellings:  
(Summary of progress made during the month)

V. SALE OF TIMBER AND FIREWOOD.  
(Summary of progress).

Table (7):- Sale of timber from Forest & Sale Depots:

Range	Description	Quantity in hand.			Quantity sold during the month.	Balance.
		Previous balance from April	New receipt	Total		
1	2	3	4	5	6	7

Table (8):- Sale of firewood from Forest & Sale Depots:  
Same headings as shown in Table (7) above).

VI. EXPLOITATION OF MINOR FOREST PRODUCE.  
(a) Resin Collection:

Summary of progress.

Table (9): Departmental extraction of Resin.

Range	Annual Target	Quantity Collected			Balance
		Previous from April	Present	Total	
1	2	3	4	5	6

Table (10): Sale of Minor Forest Produce

Range	Kind of Produce	Annual Target (Rs)	Progress			Balance
			Previous from July	Present	Total	
1	2	3	4	5	6	7

VII. SEED COLLECTIONS.  
Summary of progress.

Table (11): Quantity of seed collected.

Range	Species	Progress			Disposal	Balance	Remarks.
		Previous	Present	Total			
1	2	3	4	5	6	7	8

Give only for major species such as Chil, Kail, Phulahi, Shisham, Mulberry, Bakain, Kikar, Semal, Siries, Jand & Group the minor ones as others.

VIII. NURSERIES

Table (12): Raising of Nurseries.

Range	Target	Area under Nurseries			Estimated No. of plants available at present (in thousands)	Major species raised	Remarks
		Previous from April	Present	Total			
1	2	3	4	5	6	7	8

ix. REGENERATION OF CONIFEROUS FORESTS.

Summary of progress.

TABLE (13): REGENERATION OF CONIFEROUS FORESTS.

Kind of operation	Range	Target	Progress			Balance
			Previous from April	Present	Total	
1	2	3	4	5	6	7

- a. Ground preparation works.
- b. Sowing & planting of new areas.
- c. Beating up of failures.
- d. Weeding.
- e. Cleanings.
- f. Fencing.

X. REGENERATION/AFFORESTATION OF SCRUB FORESTS(KAO & PHULAI AREAS)

Summary of progress.

Table (14): Regeneration/Afforestation of Scrub Forests.

Kind of operation	Range	Target	Progress			Balance
			Previous from April	Present	Total	
1	2	3	4	5	6	7

- a) Dressing of stumps for coppice.
- b) Ground preparation works. (in terms of net area).
- c) Sowing and planting.
- d) Beating up of failures.
- e) Weeding.
- f) Cleanings.

XI. AFFORESTATION / REGENERATION OF RIVERAIN FORESTS.

Summary of progress.

Table (15): Afforestation / Regeneration of Riverain Forests.

Kind of operation	Range	Target	Progress			Balance
			Previous from April	Present	Total	
1	2	3	4	5	6	7

- a) Jungle clearance.
- b) Ground preparation works.
- c) Sowing and planting.
- d) Beating up of failures.
- e) Weedings.
- f) Cleanings.

XII. REGENERATION/AFFORESTATION OF IRRIGATED PLANTATIONS.

Summary of progress.

Table (14): Regeneration/Afforestation of Scrub Forests.

Kind of operation	Range	Target	Progress			Balance
			Previous from April	Present	Total	
1	2	3	4	5	6	7

- a. Ground preparation works(Jungle clearance, debris collection & burning extraction of stumps – mundhis).
- b. Levelling of land.
- c. Trenches / construction of irrigation channels & bunds.

Table:- (16):- PLANTATION/REGENERATION OF IRRIGATED PLANTATIONS.

1	2	3	4	5	6	7
---	---	---	---	---	---	---

- d) Sowing and planting of new areas.
- e) Beating up of failures.
- f) Weedings.
- g) Reopening of trenches after thinnings.
- h) Silt clearance including repairs to irrigation channels.

Table (17):- PROGRESS OF IRRIGATION IN IRRIGATED PLANTATIONS.

Range	Name of Plantation	Total commanded area	Irrigation Numbers	Area irrigated.			Balance
				Previous from April	Present	Total	
1	2	3	4	5	6	7	8

I,II,III AND SO ON.

( Summary of progress of irrigation for each plantations in general may also be given in a paragraph below table).

XIII. ROADSIDE PLANTATIONS:

( Summary of progress including maintenance of existing plantations)

Table (18):- Planting/Regeneration of new reaches (including restocking of failed reaches).

Kind of Operation	Range	Target (Running miles= Av.Miles)	Running/Miles=Avenue Miles			Balance
			Previous from April	Present	Total	
1	2	3	4	5	6	7

- a) Ground preparation works.
- b) Levelling of land.
- c) Trenches etc.
- d) Sowing & planting (including beating up of failures during the same season).
- e) Beating up of failures in 2-3 years old crops.

f) Restocking of Failed Reaches.

XIV. CANALSIDE PLANTATIONS.

(Summary of progress made during the month including maintenance of existing plantations).

Table (19):- Planting/Regeneration of new reaches (including restocking of failed reaches).

(Same headings and items as shown in Table (18) above).

XV. RAILSIDE PLANTATIONS.

(summary of progress including maintenance of existing plantations).

Table (20):- Planting/Regeneration of new reaches (including restocking of failed reaches)

(Same headings and items as shown in Table (18) above).

XVI. FOREST OPERATIONS/WORK IN SECTION 38 AREAS.

(Summary of progress).

XVII. RANGE MANAGEMENT.

(a) WATER DEVELOPMENT.

Table (21) Progress of Water Development.

Range	Target	Previous from July	Present	Total	Balance.
1	2	3	4	5	6

(b) CULTURAL OPERATIONS.

Summary of progress.

Table (22) Progress of Cultural Operations (Pitting, Water spreading, reseeding & Sowing and planting of browse species).

Range	Kind of Operation	Target (Acres)	Progress.			Balance.
			Previous from April	Present	Total	
1	2	3	4	5	6	7

(c) UTILIZATION OF RANGELAND.

Summary of progress.

Table (23) Utilization results.

Range	Forest	Area	Grazing capacity in AUMs	AUMs Utilized.		
				Previous from April	Present	Total
1	2	3	4	5	6	7

(d) CLOSURE TO GRAZING.

Summary of grazing.

Table (24):- Closure to grazing.

Range	Particulars of forest closed during the month	
	Name	Area in acres
1	2	3

(e) LIVESTOCK IMPROVEMENT & DISEASES CONTROL.

Summary of progress.

XVIII. SOIL CONSERVATION OPERATIONS.

Summary of progress.

XIX. BOUNDARIES.

(a) Maintenance of existing boundaries.  
Summary of progress

Table (25):- Maintenance of existing boundaries.

Range	Target	Progress			Balance.
		Previous from July	Present	Total	
1	2	3	4	5	6

(b) Demarcation of new areas including erection of new boundary pillars.  
Summary of progress.

Table (26):- Demarcation of new areas including erection of new boundary pollers.

Range	Target	Progress			Balance.
		Previous from July	Present	Total	
1	2	3	4	5	6

XX. FIRE PROTECTION

(a) Clearance of fire lines.  
Summary of progress.

Table (27):- Clearance of Fire Lines.

Range	Target	Progress			Balance.
		Previous from April	Present	Total	
1	2	3	4	5	6

(b) Incidence of forest fires.  
Summary

Table (28):- Incidence of forest fires.

Range	Progress			Balance.
	Previous from April	Present	Total	
1	3	4	5	6

XXI. MAINTENANCE AND NEW CONSTRUCTION OF BUILDINGS.  
Summary of progress.

XXII. FOREST ROADS AND INSPECTION PATHS.

- (a) Maintenance of paths and roads.  
Summary of progress.

Table (29) Construction of new paths and roads.

Range	Kind of road/path	Length to be constructed	Progress			Balance.
			Previous from April	Present	Total	
1		3	4	5	6	7

XXIII. PROTECTION OF FORESTS.

- (a) Disposal of Damage Reports.  
Summary of progress.

Table (30) PROGRESS OF DISPOSAL OF DAMAGE REPORTS.

Range	No. of damage reports received			Cases disposed of during the month.					Amount of compensation realized	Progress total from July
	Previous from July	Present	Total	Compounded	Prosecuted	Filed	Total	Balance		
1	2	3	4	5	6	7	8	9	10	11

- (b) Disposal of prosecution cases.  
Summary of progress.

Table (31) PROGRESS OF DISPOSAL OF PROSECUTION CASES.

Range	Number of prosecution cases.			Decided during the month.	Balance at the end of the month.
	Previous from July	Present	Total		
1	2	3	4	5	6

XXIV. CHECK POSTS AND RAID PARTIES.

Summary of progress.

Table (32):- CHECK POSTS AND RAID PARTIES.

Range	Name of check post or Raid Party	Income			Expenditure		
		Previous from July	Present	Total	Previous from July	Present	Total
1	2	3	4	5	6	7	8

XXV. WILDLIFE MANAGEMENT IN GOVERNMENT FORESTS.

- (a) GENERAL WILDLIFE MANAGEMENT.

Give descriptive progress against each item given below as and where applicable.

- i) Area added to Game Reserves, Sanctuaries, etc.

- ii) Water points developed for Wildlife.
- iii) Other improvement works.
- (b) DESCRIPTION OF VERMINS/PREDATORS.  
Summary of progress.
- (c) ISSUE OF SHOOTING LICENCES.

Table (33):- STATEMENT OF SHOOTING LICENCES ISSUED.

Range	No. of shooting licences issued.			Fees realized.		
	Previous from July	Present	Total	Previous from July	Present	Total
1	2	3	4	5	6	7

XXVI. GENERAL.

Any item not included under the above headings.

Sd/-  
( MUHAMMAD RAFI )  
Addl: Chief Conservator of Forests,  
Punjab, Lahore.

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.28/1973-74/ST, Dated 2-9-173

**Subject:- CONVERSION, CARRIAGE AND SALE OF TIMBER AND FIREWOOD OF IRRIGATED PLANTATIONS.**

I enclose herewith a copy of an article "The Principles of Management of Sale Depots in the Irrigated Plantations of West Pakistan" since published in the West Pakistan Journal of Forestry in its issue Vol: 16, No.1 of 1966 for your information and guidance.

2. You should explain the principles mentioned therein to the subordinate staff under your control to ensure that necessary improvements in the conversion and sale of timber and firewood of irrigated plantations are brought about accordingly.

3. I will like to see that we organize sale depots for our irrigated plantations and arrange sale of material at railheads rather than in the forest so that all commission agents from big towns should be able to purchase the material from us directly on the same lines as from Changa Manga, Chichawatni and Pirowals Sale Depots.

4. I have noticed that in many cases the conversion of timber and firewood is not being governed by the requirements of the market. As far example, I once noticed that in Kundian and Mitha Tiwana Plantations some of the large semal and Shisham trees were found converted into 2 1/2 ' long billets rather than logs and timber billets as per specifications given in the working plan and at page 2 of the attached article. You should ensure that in future the conversion is modified accordingly. While converting trees, attempt should first be made to convert them into suitable sizes of timber (logs and billets) while the remaining should be converted into firewood. The firewood should normally be converted or rather than examined the above of at least 10% due to which in the circulating. There is considerable demand for ballies, larras, karris and pits props (guttus) of variable sizes which may be determined locally by you and conversion may be carried out accordingly.

5. The specifications of pit props which are normally converted from kikar timber, are given below:-

7. Length 5' with average mid. Girth of 12".
8. Length 4' with average mid. Girth of 10".

However, before converting pit props you should get in touch with the nearest mines such as Makarwal Collieries and various mining concerns including PIDC of Quetta and Kalat Civil Divisions to ensure that you do not face difficulties to find any prospective buyers for the material so converted. In any case, the minimum quantity of all sizes combined should not be less than a Wagon load. It may be added for your information that 90 percent of the consumption of pits props is of 6' and 5' lengths.

These orders will apply to all fellings in block irrigated plantations and Riverain forests where fellings are to be carried out departmentally.

Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No.29ST/ACCF, Dated -1973**



# **THE PRINCIPLES OF MANAGEMENT OF SALE DEPOTS IN THE IRRIGATED FORESTS/ PLANTATIONS OF WEST PAKISTAN.**

**BY**

**MUHAMMAD RAFI, B.SC. (AGRI)A.I.F.C.(HONS),  
CHIEF CONSERVATOR OF FORESTS.**

## **INTRODUCTION**

The Colonization of arid Indus plains by canal irrigation has brought about unprecedented increase in the population. A large number of market towns have sprung up scattered all over the plains. The scanty natural forest growth has dis-appeared to give way to the plough. In order to meet the increasing requirements of fuel wood and small timber consolidated blocks of irrigated for plantations have been raised in the plains in several districts. Consequently, we have now an area of 382, 652 acres under irrigated forest plantations in West Pakistan.

Changa Manga irrigated plantation, the oldest one, was started during 1866 primarily to supply fuel wood for the railway locomotives. Later the supply of fuel wood and timber to Lahore, Sialkot and other nearby towns became the main object of its management. The exploitation in this plantation has been carried out departmentally through petty contractors since long. However, in the plantations, established later, viz, Chichawatni, Khanewal and Daphar, the method of exploitation was by sale of standing trees. Since 1947 all the irrigated plantations in the former Punjab have since been worked departmentally, In the beginning, the change over was necessitated due to lack of suitable contractors to work the coupes on standing sale. Therefore, it was adopted in all the irrigated plantations as a policy.

The departmental method of exploitation involves felling, conversion, stacking along compartment to roads, carriage to sale depots, sorting and stacking in the sale depots, through petty contractors. The labour is arranged by the contractors while the finance are provided by the Department in the form of running payments. Therefore, the establishment of sale depots and their management constitutes one of the most important features of the irrigated plantations.

## **THE PROBLEMS OF DEPOT MANAGEMENT**

One of the Major problems in the irrigated plantations faced by the manager is to have proper physical control over carriage, sorting, stacking, sale and removal of the converted timber and firewood and to be able to make adjustments to suit the changing requirements of the market. More book control can lead to serious mis-management resulting in loss by pilferage and may not permit him to organize carriage and sales efficiently, it may also result in accumulation of stocks liable to deterioration by powder-post beetles and other causes.

### **C. FIREWOOD.**

<b>KIND @</b>	<b>LENGTH OF BILLETS.</b>	<b>MID-DIAMETER</b>
Selected	5'	10" and over
Thick	5' 2 ½'	7" to under 10"
Medium	5' 2 ½'	4" to under 7"
Thin	5' 2 ½'	2" to under 4" (With thin end diameter 1" and over)

Under size +++ 5' Under 2" (With thin end diameter 2/3" to 1") be sorted and classified by major species, such as Shisham, Mulberry, Bakain and the remaining may be stacked together as mixed. Under size may not be sorted by species.

+ 2 ½' long billets have lower cost of transport (but higher losses in conversion) and are, therefore, recommended where the distance from market is more than 50 miles.

### **LAY OUT OF SALE DEPOTS.**

The key to successful management of a sale depot is its proper layout and efficient allocation of space for various kinds and classes of firewood and timber. The area of sale depot should be large enough to store about 50% of the annual yield of timber and firewood of the plantation area it serves. Where the plantation is served by a tramway, it is sufficient to provide for the storage of 25% of its annual yield only.

A sketch map of layout of a sale depot with a maximum capacity of 9,60,000 cft stacked firewood & over 100,000 cft timber is given in Fig. 1 in the case of firewood the effective capacity will be about 80% of the maximum capacity. A sale depot may be sub-divided into 5 plots which should be separated by 9 high fire protection walls. Five plots may be allocated for storage of firewood and the sixth plot for timber. The firewood plots may further and the sixth plot for timber. The firewood plots may further be sub-divided into 3 or 4 sub-plots to enable the various carriage contractors to stack firewood carried by them separately. Each sub plot is sub-divided into lines and each line into stack spaces of 40' x 5'. Each stack space can thus be identified by a numbering system by indicating the plot number sub-plot number, line number and stack number. This is essential to run the depot with suitable spaced along lines running as recommended is given in Fig.2.

An efficient system of fire protection is essential for a sale depot. One or two portable fire engines should be maintained together with sufficient storage of water in open tanks suitably spaced along lines running at right angle to the railway siding.

### **STAFF**

In an irrigated plantation of 10,000 acres, the Silvicultural operations, irrigation, fellings and conversion should be made and responsibility of one Forest Ranger while carriage from the forest to the sale depot(s) and disposal should be placed under the charge of another Forest Ranger. Where there is one sale depot for the whole plantation the following staff is considered

necessary to run it efficiently. Where there are more than one sale depots, necessary adjustments may be made according to the work load.

1. Depot Officer - A Deputy Ranger or a Forester Incharge of the sale depot-responsible for receipts and disposals of forest produce from the depot.
  2. depot Guard – (Receipts) – A Forest Guard to supervise sorting and stacking of forest produce received from the forest and to assist the Depot Officer in recording receipts of forest produce.
  3. Depot Guard (Disposal) – A Forest Guard to supervise the removal of the forest produce including loading into wagons and their dispatch and to assist the Depot Officer in recording disposals of Forest Produce.
- Note:- During winter an additional Forest Guard may be required for supervising receipts and removal of mulberry and Bakain timber.
4. Depot Watcher. Six depot watchers to work for 4 hours during the day and 4 hours during night in batches of two Depot watchers should also be made responsible to keep the depot clean for planting and maintenance of shade trees in the depot.

### **LABOUR.**

In a sale depots labour is required for stacking and loading. About 30 to 40 men are required for stacking of forest produce in the sale depot while 50-100 men are required for loading of sold forest produce into railway wagons. The stacking labour may be organized through stacking mates who may be paid commission on the work done on percentage basis. The loading may be organized through loading contractors who may be appointed by the Forest Department in consultation with the purchasers. They may be paid directly by the purchaser at the rates approved by the Forest Department.

Purchaser's Agents: Since it is inconvenient for the purchasers to depute their representatives individually for supervision of loading and dispatch of forest produce, it is recommended that two or more agents may be employed by the Forest Department to work on behalf of the purchasers. They may also furnish board and lodging facilities to the purchasers during their visits for attending auctions and for directing removals. They may be paid directly by the purchasers at the rates approved by the Forest Department.

### **DEPOT MANAGEMENT RECEIPTS.**

The carriage from the forest should be so organized that as far as possible, the forest produce is carried to the sale depot in the order of its felling and conversion. Necessary adjustments should however, be made to cater for seasonal requirements. As for example, thin firewood fetches higher price during summer. Therefore, produce from first thinning should be carried to the sale depot during early summer.

It is important to carry firewood of each compartment of the plantation to the sale depot separately to enable the manager to exercise periodic checks and to find out the gains or losses due to carriage and restacking.

It is also important that firewood from the forest be carried to only that plot in the same depot, which has been specifically earmarked for that purpose. No removals should be allowed from that plot during the period it is receiving firewood from the forest. This is the key to successful physical control over the firewood stocks being received from the forest.

The forest produce should be sorted into various classes properly and stacked compactly at pre-determined sites. The space required for each kind of timber or firewood may be calculated from the average out-turn percentage obtained during the previous year(s). The allocation of actual sites on the ground should be made in such a way that the heaviest kinds, such as selected firewood or first class logs are stacked nearest to the railway sidings. This may be illustrated by the following results of carriage of firewood (5" billets) in Changa Manga Plantation during 1952-53:-

KIND OF FIRWOOD	QUANTITY RECEIVED CFT. STACKED.	%AGE.
i) Firewood from first thinning.		
Selected Shisham.	1,000	0.3
Thick Mulberry.	1,000	0.3
Medium Shisham.	12,000	3.6
Medium Mulberry.	48,000	14.6
Thin mixed.	101,000	30.1
Undersize (mixed)	172,000	51.3
TOTAL:	355,000	100.0
ii) Firewood from main fellings.		
Selected Shisham.	13,000	3.0
Selected Mulberry.	59,000	14.0
Thick Shisham.	17,000	4.0
Thick Mulberry.	63,000	15.0
Medium Shisham.	17,000	4.0
Medium Mulberry.	88,000	21.0
Thin mixed.	71,000	17.0
Undersize (mixed)	92,000	22.0
TOTAL:	420,000	100.0

The allocation of stake sites in a sub-plot based on the above results may be made as in Figs 3(a) and 3(b).

### **DEPOT MANAGEMENT – DISPOSALS**

Since the forest produce of irrigated plantations is generally sold by auction, it is desirable that the auction lots are made small and compact so that they are easily identified on the ground and are visible to the bidder. The volume offered for sale of any auction should not be more than what the purchasers can remove during the period till the next auction is proposed to be held. It is important that the conditions of sale regarding full payment of price within 30 days and removal of the forest produce within 60 days of the auction are enforced effectively. The removal should be facilitated, as far as possible by procurement of railway wagons departmentally and by distributing them amongst the purchasers in the order of the payments made by them. Loading into purchasers receive the same material which they purchase during auction. And finally, it is very important that the removals are so regulated that the plot due to receive fresh stock from the forest is vacated fully before the due date.

## **BOOK KEEPING**

There are a number of timber forms and other account books, which are required to be maintained for proper running of the sale depot. It is essential that all the books/timber forms are kept posted up to date, particularly the entries regarding daily receipt and disposal of the forest produces.

## **CONCLUSIONS**

It may thus be conclude that in order to run a sale depot of an irrigated plantation efficiently, it is essential for the manager to exercise effective control on the conversion, carriage, sorting, stacking, sales and removal of the forest produce to the stage till it reaches the consumers. He can thereby not only utilize the forest produce to the best national advantage but also earn maximum monetary profits for the forest enterprise.

## **REFERENCES**

1. AFZAL KH. MOHAMMAD (1961- Revised Working Plan of the Daphar Plantation and Pakhowal Forests (1959-70).
2. AHMAD BASHIR (1957) – Revised Working Plan for the Khanewal Irrigated Plantation (1951-1970).
3. AHMAD M. MUSHTAQ (1950) – “ Economics of departmental fellings in irrigated plantations”. Proceedings of the Forest Conference held during March, 1949, Supdt. Govt. Printing, Punjab, Lahore.
4. ALI ZULFIQAR ( 1962) – forestry Practices in the irrigated Forest Plantations of West Pakistan, West Pakistan Forest Department Record No.7 (English), West Pakistan, Govt. Press Khairpur.
5. CHOPRA, R.S. (1949) – Revised Working Plan for the Changa Manga Irrigated Plantation (1947-59).
6. KHAN MUHAMMAD ( 1962) – Revised Working Plan for the Chichawatni Irrigated Forest Plantation (1959-75).

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.29/1973-74/ST, Dated 2-9-1973

**Subject:- CONTROL OF STANDING SALE – WOOD REMOVAL CONTROL REGISTER.**

It has been found that where trees are sold standing through contracts, the removal of timber/firewood has to be controlled by the Divisional Forest Officer so that the material removed by the contractor is fully paid for before it is allowed to be removed from the forest linear plantations and further that the balance outstanding still recoverable from the contractor is adequately covered by the remaining standing trees or converted timber/firewood.

2. In order to enable the Divisional Forest Officers to exercise control in this regard, it is hereby directed that the local staff should maintain a Wood Removal Control Register on the proforma of timber form 5 and 6 for each of the forest depots or transit depots since maintained by the contractor. The Range Officers and Divisional Forest Officers should maintain a monthly abstract of the daily receipts and removals on the proforma of Timber Form No7.

3. The Wood Removal Control Register will be maintained by the Range Officers. The removal permit will be issued by the DFO after obtaining a report from the Range Officer concerned who will submit it alongwith an extract copy of the Control Register.

4. This supersedes all previous instructions in regard to matters dealt with in this letter.

5. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No.110 /ST/ACCF, Dated 2-9-1973**

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.30/1973-74/ST, Dated 5-9-1973**

**Subject:- MONTHLY TOUR PROGRAMMES.**

Your attention is invited to the Government letter No.45(333S.).Ft.VI/62, dated 13-12-1962 (copy enclosed) wherein general instructions regarding touring have been issued by the Government. Since we are a land management agency, it is essential that we manage our forestlands through personal supervision in the field. We are, therefore, required to remain out on tour for a prescribed number of days in a month.

2. However, it is essential that the subordinates as well as the higher authorities must know the Programmes of our movement. It enables us to get in touch with each other as and when required. It also helps the public to meet us in the field.

3. It is, therefore, hereby laid down that all Divisional Forest Officers and Conservators will issue their monthly tour Programmes indicating therein the date-wise movements and forests to be inspected or work to be done. The tour Programmes should be prepared carefully because you will be expected to follow them faithfully.

4. However, if and when you have to change the programme due to circumstances beyond your control, you must issue a revised tour programme forthwith under intimation to the next higher authority indicating reasons for the change.

5. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

...

**SUBJECT:- TOURING BY FOREST STAFF.**

Government have been anxious that the touring officers should tour intensively as well extensively. Instructions in this regard have been issued before but due to the change of circumstances it has been felt necessary to issue comprehensive instructions afresh in this important matter, and this directive supersedes all previous orders on the subject.

2. The object of touring inter-alia is :-

- i) To ascertain that the forests are correctly managed silviculturally proper management is being applied; maximum utilization is carried out and timely cultural operations are done. In short, nothing should be neglected which may help to bring the forests to normality.
- ii) To ensure by pre-planned as well as surprise visits whether the subordinate staff are performing their duties properly and diligently and in accordance with the instructions issued from time to time.
- iii) To assess the ability of the staff whether they have requisites knowledge to handle their assignment and to guide them properly so their efficiency could be improved.
- iv) To ascertain the development projects are being implemented under correct techniques and in accordance with the schedule to achieve the set targets.
- v) To inspect the work of subordinate offices and ascertain that matter of important are punctually and efficiently attended to account branches should be particularly scrutinized and standards improved.
- vi) To meet the people connected or dependant on forests understand their problems and difficulties and redress their grievances and ;
- vii) To inculcate a spirit of free mindedness among the general public by establishing personal contacts with the farmers.

3. The minimum number of days/nights to be spent on tour by various touring Forest Officers will hence-forth be as follows:

Sl. No.	Officers.	No. of days of 'effective forest touring'.	No. of nights outside H.Q.
1	Regional C.C.Fs.	14-16	14
2	C.Fs.	16-20	16
3	DFOs.	18-22	18
4	Sub/DFOs.	18-22	18
5	RFOs.	18-22	16

4. The Regional CCFs/CFs will make frequent tours of inspection and visit once a year as many of the forests under their control as possible. During these tours the following points will receive particular attention and if necessary be specially reported on to Government/Regional CCFs.

- a) Survey 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 work under the settlements in force.
- b) Working Plans already made or in progress, and their cost extent to which plans



- are still required; results of working of plans in force;
- c) Forest boundaries, their nature and state of repairs; demarcation work in progress and its cost, demarcation work still to be done;
- d) Roads, buildings, and other similar works, in existence or under construction, their cost, state of repairs; new roads; buildings or other works required;
- e) Executive and protective staff, efficiency, state of discipline etc;
- f) Conditions of the forests, the methods of treatment employed; natural reproduction, causes which interfere with it, etc;
- g) Protection of the forests from injury, by man, by cattle, by fires, etc; breaches of the forest rules their frequency and causes;
- h) Works of reproduction and cultural improvements extent, condition and cost of plantations made, conditions of nurseries; new sowing or plantings required; thinning, creeper cutting, etc. extent to which carried on and required;
- i) Method of working and management in force, advantages or otherwise of these methods, expenditure incurred on them; out turn of the forests, and financial results;
- j) Timber depots, their situation and adequacy, condition in which kept; state of their record, etc.

5. The touring should be well planned and economical so that almost benefit accrues from the available funds. Repeated visits in the same direction at short intervals should be avoided. Surprise visits may, however, be made occasionally to check muster rolls, illicit grazing, works in progress etc. office inspections, auctions, sales and such other items should be combined with tours of inspection. Normally, out and back journeys the same day, should be discouraged. Ordinarily each tour should extend in more than 3 days at a time. The inspection and checking of new and development works should be mentioned in diaries/inspection notes.

6. All touring officers should write an inspection note for the guidance of the local staff, a copy of which should be inspected at least once a year by the senior officer. The CCF, CF and the DFOs should ensure, by personal inspections during irrigation season, that each and every compartment in the irrigated plantations is properly watered. The regeneration area should also be visited frequently. Major Irrigated Plantations should be visited by Divisional Forest Officers each month for sufficient number of days to supervise works on the spot.

7. Tentative programme should be chalked out and sent to the immediate superior officer. Normally no deviation should be made from the approved tour Programmes. The officers will ensure that the tours are not undertaken on beaten tracks alone and inaccessible and out of the way forests receive equal attention.

8. A diary should be maintained by each touring officer, which should indicate the forests he has visited. A brief description of the problems tackled should be mentioned therein. The Range Officers and attached officers should submit their diaries to the DFO concerned, who should record his remarks thereon as to whether the work done is sufficient and accurate. The Divisional Forest Officer should submit his tour diary to the Conservator/Chief Conservator of Forests who should examine carefully as to whether the work is being done accordance with the working plan prescriptions. The comments on each diary should be sent back to the officer concerned confidentially for future guidance. Similarly, the Regional CCF should submit his tour diary to the Joint Secretary Forests, Government of West Pakistan, Agriculture Department by name who will prepare a review for the information of the Secretary, the Minister and the Governor. The tour diary of the Regional Chief Conservator of Forests should, inter-alia, show the conditions of forests, the difficulties that are being encountered, the achievements that have been made and the Programmes that are likely to be pursued in his charge. The tour diary of the Regional Chief Conservator of Forests should be concise and precise and should contain details of matters of importance, particularly the progress that is being made in the implementation of the development schemes according to the Second Five Year Plan. Officers provided with Government Vehicles should avoid use of private cars in case of journeys by road only Government transport should be employed for such touring.

**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.31/1973-74/ST, Dated 5-9-1973**

**Subject:- JOURNEY BEYOND JURISDICTION.**

No.SO(G) Misc-1(2)/64 dated 13-1-1964 which lays down general principles regarding journeys beyond jurisdictions.

2. According to serial No.9 of Appendix 'B' of the West Pakistan (Civil Servants) Delegation of Powers rules, 1962, Controlling Officers are competent to sanction the absence of Government Servants on duty beyond the sphere of duty. The Divisional Forest Officers and officers of equivalent status are hereby directed to exercise this power as Controlling Officer for T.A. bills within their own jurisdiction. The approval for the journeys, which are to be performed beyond the jurisdiction of a Division, should be obtained from the Conservator of Forests concerned.

2(a) The principals of Forest Schools may perform journeys in connection with training of classes after obtaining prior approval of the Conservator of Forests concerned for the detailed tour programme of each class as well as that of the officer concerned subject to availability of funds for the purpose. There will be no need to obtain approval of Additional Chief Conservator of Forests for such journeys.

3. In the case of Gazetted Officers, prior sanction of the Additional Chief Conservator of Forests should be obtained before allowing them to undertake journeys beyond their jurisdiction.

4. However, in cases where the officers/officials are instructed by the Conservator of Forests or the Chief Conservator of Forests to attend enquiries/courts in public cases as witness or to assist the Government Pleader or to attend meetings/seminars at places outside their jurisdictions, they need not obtain any formal sanction to undertake such journeys. They may undertake journey on the authority of the orders of the Conservator of Forests or the Chief Conservator of Forests as the case may be.

5. In all other cases, prior sanction should be obtained from the competent authority before undertaking the journey beyond jurisdiction may be on leave or on duty. This may be done through a letter.

6. The formal sanction may, however, be obtained at the end of the month for all such journeys performed during the month quoting references to the sanctions since obtained earlier. The following proforma is prescribed for this purpose, which will be submitted in triplicate for sanction. A copy of such sanction will be attached with the T.A. bill.

**STATEMENT OF JOURNEYS BEYOND JURISDICTION**

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Purpose</u>	<u>Signature &amp; designation of the official/officer</u> <u>*( Who performed the journey )</u>
No.		/ Dated		
	Submitted, in triplicate, to the Conservator of Forests/Chief Conservator of Forests for favour of sanction.			
7.	This supersedes all previous instructions in regard to matters dealt with in this letter.			
8.	Please acknowledge the receipt of this letter.			

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

---

Extract copy of government letter No. SO(G)-Misc-1(2) 64 dated 13-1-1964 from the Secretary to Government of West Pakistan, Agriculture Department, Lahore to all Regional Heads etc.

.....

**SUBJECT:-JOURNEYS BEYOND SPHERE OF DUTY AND CHECK ON T.A. EXP.**

It has been observed that for some time past Field Officers/ Staff under the administrative control of this Department have been undertaking journeys beyond their sphere of duty without proper sanction of the competent authority. Under the rules such journeys are permissible only with previous approval of the competent authority. This tendency not only interferes with, and dislocate the normal work of the Government Servant concerned but also results in unnecessary wasteful expenditure. Since the revision of the T.A. Rules, traveling outside the jurisdiction has further increased.

2. In this context a copy of recent instruction issued by the Government in the Services and General Administration Department requiring the Commissioners of Divisions to obtain the previous permission of the Chief Secretary before proceeding outside their jurisdiction is enclosed. When Govt. expects senior officers like Commissioners to obtain prior permission for going out of their jurisdiction, may be on leave or on duty, these orders should equally, and rather more strictly, apply in the case of Regional/Divisional/District Officers.

3. In the circumstances explained above and in view of the need for utmost economy in the expenditure, it is requested that no tour should be undertaken by the Regional/Divisional/District Officers beyond their normal sphere of duty without the prior approval of the Regional Heads/Heads of the Departments in the case of Divisional/District Officers and of the Administrative Department in the case of the Regional Heads/Heads of Departments.

---

Copy of Govt. letter No. SC-27-37/56 dated 26-3-56 from the Chief Secretary to Govt. of West Pakistan, Lahore to All Commissioners of Divisions

It has come to the notice of Govt. that certain Commissioners their charges without the previous permission of Government. Others merely including the Chief Secretary of their intention to leave, and that too in the neck of time. In one or two other cases, the Commissioners intimated to the Chief Secretary their intention to take casual leave, and added that they "presumed that there would be no objection".

2. It is hardly necessary to point out to experienced officers like the Commissioners that the procedure followed in these cases was incorrect. Government are, therefore, pleased to order that no Commissioner should leave his charge without the previous permission of government to be obtained through the Chief Secretary. If they wish to leave their charges or to take casual leave, they should apply well in time. If the time is short, advantage can be taken of the teleprinter system or the telephone to obtain timely orders.

3. All Departments of the Secretariat are being informed that they should not ask the Commissioners to come to Lahore or to leave their charges without the previous concurrence of the Services & General Administration Department.

# PUNJAB FOREST DEPARTMENT

## TO BE SUBSTITUTED FOR THE CIRCULAR SAME NO & DATE

### CIRCULAR NO.31/1973-74/ST, Dated 5-9-1973

**Subject:- JOURNEY BEYOND JURISDICTION.**

I enclose herewith an extract copy of Government letter No. No. SO(G) Misc-1(2)/64 dated 13-1-1964 which lays down general principles regarding journeys beyond jurisdictions.

2. According to serial No.9 of Appendix 'B' of the West Pakistan (Civil Servants) Delegation of Powers rules, 1962, Controlling Officers are competent to sanction the absence of Government Servants on duty beyond the sphere of duty. The Divisional Forest Officers and officers of equivalent status are hereby directed to exercise this power as Controlling Officer for T.A. bills within their own jurisdiction. The approval for the journeys which are to be performed beyond the jurisdiction of a Division, should be obtained from the Conservator of Forests concerned.

2(a) The principals of Forest Schools may perform journeys in connection with training of classes after obtaining prior approval of the Conservator of Forests concerned for the detailed tour programme of each class as well as that of the officer concerned subject to availability of funds for the purpose. There will be no need to obtain approval of Additional Chief Conservator of Forests for such journeys.

3. In the case of Gazetted Officers, prior sanction of the Additional Chief Conservator of Forests should be obtained before allowing them to undertake journeys beyond their jurisdiction.

4. However, in cases where Class I officers are instructed by the Chief Conservator of Forests and Class II and subordinate Government Servants are instructed by the Conservator of Forests concerned to attend enquiries/courts in public cases as witness or to assist the Government Pleader or to attend meetings/ seminars at places outside their jurisdictions they may undertake journey on the authority of such orders.

5. In all other cases, prior sanction should be obtained from the competent authority before undertaking the journey beyond jurisdiction may be on leave or on duty. This may be done through a letter.

6. The formal sanction may, however, be obtained at the end of the month for all such journeys performed during the month quoting references to the sanctions since obtained earlier. The following proforma is prescribed for this purpose, which will be submitted in triplicate for sanction. A copy of such sanction will be attached with the T.A. bill.

#### **STATEMENT OF JOURNEYS BEYOND JURISDICTION**

<b><u>Date</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Purpose</u></b>	<b><u>Signature &amp; designation of the official/officer</u></b> <b><u>*( Who performed the journey )</u></b>
No.		/ Dated		
	Submitted, in triplicate, to the Conservator of Forests/Chief Conservator of Forests for favour of sanction.			Signature of DFO/or C.F.
7.	This supersedes all previous instructions in regard to matters dealt with in this letter.			
8.	Please acknowledge the receipt of this letter.			

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.32/1973-74/ST, Dated 5-9-1973**

**Subject:- IMPROVEMENT IN EFFICIENCY & DISCIPLINE OF GOVT. SERVANTS.**

Reference:- Item No.87 of Periodic Returns prescribed vide this office letter No.51-52/ST/GB dated 17-8-1973.

....

Your attention is invited to Punjab Government's letter No. SORI(S&GAD)1-75/67(Policy) dated 25-11-1970, copy endorsed to you vide Chief Conservator of Forests, Lahore Region's endorsement No.1665 dated 19-12-1970 and Chief Conservator of Forests, Multan Region's endorsement No. 2698-3710/E, dated 28-12-1970 wherein the above quarterly return has been prescribed by the Government. You are, therefore, requested that necessary action should be taken in the matter accordingly.

**FOR CONSERVATORS OF FORESTS,  
MULTAN AND SARGODHA.**

They are requested to obtain copies of the above quoted circular from the local Divisional Forest officers.

**FOR CONSERVATOR OF FORESTS,  
LAHORE CIRCLE.**

He may obtain a copy from this office.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No.125 /ST/ACCF, Dated 5-9-1973**

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.33/1973-74/ST, Dated 5-9-1973

**Subject:- SALE OF DEPARTMENTALLY CONVERTED TIMBER AND FIREWOOD ETC – INSTRUCTIONS REGARDING.**

Reference :- Items 19,20 and 21 of list of Periodic Returns prescribed vide this office letter No.51-52/ST/GB, dated 17-8-1973.

....

In view of the instructions contained in Government of West Pakistan, Agriculture Department's letter No.B&A/70-71/A-I-146/7597, dated 14-6-1971 (copy enclosed), the following procedure for obtaining approval of Reserve prices or rates for the sale of forest produce is laid down for your guidance:-

1. Administrative approval for the sale of forest produce or lease should be obtained from the Conservators of Forests in writing unless it is prescribed specifically in the sanctioned Working Plan or in the sanctioned Annual Plan of Operations. However, it will not be necessary for sale depots where timber and firewood felled during the previous financial year is being disposed of in the same year or the following year.
2. The time, date and place of auction or the time and date of calling for tenders be advertised according to the prescribed calendar for such sales.
3. The advertisement notice must be brief to be issued in the minimum possible space and must not carry names of officers.
4. Auction list (Lot-wara statements) will be prepared under the following heads:-

**A-Timber**

Lot No.	Kind of felling alongwith year	Description & class of timber	No. of logs.	Volume	Rate	Total sale price	Earnest money deposit	Name & address of purchaser	Remarks
1	2	3	4	5	6	7	8	9	10

**B- firewood**

Lot No.	Kind of felling alongwith year	Description & class of timber	StackNo.	Volume	Rate	Total sale price	Earnest money deposit	Name & address of purchaser	Remarks
1	2	3	4	5	6	7	8	9	10

4. (a) The proposed reserve rates should be submitted (in duplicate) by the Divisional Forest Officers to the Conservator of Forests at least 15 days in advance of the date of each auction together with a copy of the advertisement notice, the auction list (lotwara statement) and a copy of the sale conditions by name in a confidential sealed cover. The proposed reserve rate should give the date and place of auction and general description of the forest produce offered for sale in the following proforma:-

SI No	Kind of felling alongwith year	Description & class forest produce	Average rate of last three auctions	Average rate obtaining during the last auction	Rate proposed by the DFO.	Rates approved by the C.F.	Remarks.
1	2	3	4	5	6	7	8

Columns 6 & 7 shall be filled in by the officers concerned in their own handwriting and shall be forwarded in a sealed cover without showing to the Steno typist or Stenographer etc. The reserve rates thus will be known to the Divisional Forest officer and Conservator of Forests to concerned only and none else. The statement will be forwarded under a separate forwarding memo for record in routine cases.

(b) The reserve rates furnish a guideline for determining the sale price for the stack or lot of the lowest value. The price of better stacks/lots must, therefore, be more than the reserve rates. It should, therefore, be ensured that selected stacks/lots are not sold at rates just equal to or a little above the reserve rates because this will bring about a situation where inferior lots will be left which will have to be sold at prices lower than the reserve rates during subsequent auctions. It should also be ensured that forest produce (timber and firewood) are put to auction in such a way that inferior lots do not remain unsold while selected ones are sold out. All kinds & qualities must be sold in each auction proportionate to their production.

(c) If the bids are received below the reserve rates in spite of the fact that the attendance in the auction is satisfactory and the competition is fair and the Divisional Forest Officer considers the bids to be fit for acceptance, he should make a self contained reference to the Chief Conservator of Forests through his Conservator of Forests indicating a gist of the results of the auction as a whole, giving the total quantity offered for sale, quantity actually sold and compare the average prices received during the auction with the prices received during the previous auction and the reserve rates apart from supplying the particulars of specific lots for which sanction is applied for approval of sale at prices below reserve rates. Where the Conservator of Forests considers DFO's proposal justified, he may refer it to the Chief Conservator of Forests for his consideration. However, it may be noted that only exceptional cases will be entertained in this regard.

5. If the advertisement notice, copy of the sale conditions and the auction lists ( lotwara statements) are not submitted with the proposed reserve rates at least 15 days in advance of the proposed date of auction, it will not be possible to approve the reserve rates in time and the auction will have to be cancelled. However, where advertisement notice through newspapers is not called for in view of the standing government instructions regarding estimated value of the material to be sold, a copy of the advertisement notice issued through local publicity may be enclosed.
6. After the sale, the result of auction will be endorsed for the information of the Chief Conservator of Forests, other Conservators of Forests and Divisional Forest Officers dealing with similar kinds of forest produce in the proforma given in Annexure 'A'.
7. This supersedes all previous instructions in regard to matters dealt with in this letter.
8. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

Encl: As mentioned in  
the letter and sent already.



**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.34/1973-74/ST, Dated 5-9-1973**

**Subject:- ADVERTISEMENT & PUBLICITY OF SALES/ LEASES ETC.**

Reference:- In continuation of this office circular letter No.33/1973-74/ST, dated 5.9.1973.

...

There have been a number of cases where people have protested personally as well as through applications that proper publicity is not being given to various proposed auctions etc since held for the sale of major and minor forest produce as well as temporary cultivation leases. While the government have issued specific instructions with regard to advertisement through press vide their No. S.O. (Pub)V-I/63, dated 14-2-1963 (copy enclosed), it is not sufficient only to issue an advertisement notice through the press and thus claim that the publicity has been given to the proposed sale etc.

2. The following broad guidelines are given to enable you to ensure that proper publicity is given to the prospective purchasers/contractors/lessee etc.

- i. In the case of sale of major forest produce from sale depots, apart from the advertisement notices issued to the press, post cards should be issued to all the listed purchasers whose list should be maintained in the Divisional Office, Range Offices as well as by the officials Incharge of sale depots. Further the local representatives of the purchasers/contractors since available in the sale depots should also be informed by circulating a written notice in Urdu to the effect and by obtaining their signatures. It will also be desirable to endorse copies of the notices to your Range Officers who should inform all subordinate staff so that they are in a position to inform others about the proposed sale/auction accordingly.
- ii. Regarding sale of minor Forest produces such as honey, kana, kahi, pilchi, bhang, brushwood, grazing and grass cuttings etc, the notice to the press will be issued only if the estimated value of the produce to be sold exceeds the limit fixed by the Government for issue of such notices. Whether such notices are issued through the press or not, the publicity will be given locally by circulating a written notice in Urdu and obtaining the signatures of the prospective purchasers/lessee/contractors etc. whose addresses are available. The notices should also be circulated amongst Lambardars, Chowkidars and notables of the villages adjoining the forest areas from where the produce is to be sold. Such notices should be kept in safe custody by the Range Officers will the actual auction is held where after it should be passed on to the Divisional Forest Officer alongwith the original sale conditions since signed by the bidders. This will afford necessary safe- guard against any complaints appearing subsequently against the local forest staff to the effect that due publicity had not been given.

- iii. In the case of temporary cultivation leases, the publicity will be given through press as well as by circulating a written notice in Urdu amongst the previous leases and residents of villages adjoining the forest where the T.C. leases are to be granted. The signatures of Lambardars and Chowkidars and at least half a dozen notables of each village must be obtained and kept in safe custody and handed over to the Divisional Forest Officer at the time of auction. Where it is considered necessary, the publicity may also be given amongst local inhabitants through beat of drum.
3. The main purpose of giving due publicity to any sale/contract or lease is to ensure proper competition so that we receive the maximum income through sale of the forest produce or Temporary Cultivation Lease. In addition, it will ensure against any complaints leveled by local people that they had not been informed of such a sale/auction.
4. You are, therefore, hereby advised that you should personally ensure that the publicity has been given before holding auction for sale of forest produce and Temporary Cultivation Leases etc.
5. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No.126 /ST/ACCF, Dated 5-9-1973**

# PUNJAB FOREST DEPARTMENT

## **CIRCULAR NO.34/1973-74/ST, Dated 5-9-1973 TO BE SUBSTITUTED FOR THE CIRCULAR BEARING THE SAME & DATE**

### **PUNJAB FOREST DEPARTMENT**

**Subject:- ADVERTISEMENT OF TENDER & AUCTION NOTICES ETC.**

I find out due care is not being taken at the time of issue of advertisement notices for sales of forest produce or contracts. We should incur expenditure on advertisement proportionate to the amount of sale or value of the contract on the one side and the availability of budget for the purpose on the other. We should be clear in our minds that we cannot incur any liability unless and until we have sanctioned budget allocated to us for that purpose.

2. The advertisements should be drafted in running language rather than in tabular form because the latter takes more space and it costs more in that manner.
3. No names should appear in the bottom where only designation should be given. In the case of tenders since called for by name, the name of the officer should appear in the body of the detailed tender notice only and not in the advertisement notice.
4. The payment of advertisement charges should invariably be made to Information Department vide Government Policy laid down vide their letter No.7/5-X(G)/74, dated 7<sup>th</sup> February, 1974, copy endorsed to you vide this office endorsement No.3888-96/AXXIII dated 24-4-1974.
5. Due Care should be taken at the time of issue of advertisement notices that expenditure on advertisements to be incurred is proportionate to the amount of sale or value of the contract.
6. In view of the above the number of Urdu and English Newspapers ( without any name) should be suggested. The exact number and the names of the newspapers will be determined by the Director of Information on the basis of payment made in advance as required under the rules. Advice may also be given to the Director of Information that the advertisement may be printed in the minimum possible spaces and only in one issue of each newspaper within the funds so that the bill of cost remains within the payment made by the officer concerned.
7. The auction notices/tender notices should be forwarded to all concerned by endorsing a copy rather than enclosing its copy with a forwarding letter. This will afford economy in use of paper.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Copy letter No. SO (Pub)-V-1/63, dated the 14<sup>th</sup> February, 1963 from the Secretary to Government of West Pakistan Information Department to all Heads of Attached Departments in West Pakistan.**

**SUBJECT:- RELEASE OF ADVERTISEMENT TO NEWSPAPERS ETC.**

I am directed to say that it has been noticed that Government, Semi Government, Autonomous and Semi-autonomous Organizations some time issue their advertisements direct to the Press, which in contrary to the instructions contained in this Department letter No. Pub-VII-25/59, dated the 28<sup>th</sup> July 1959 (copy enclosed).

2. It will no doubt be appreciated that for various reasons it is desirable that advertisements are routed only through the prescribed agencies of the Provincial Information Department which has been entrusted with this responsibility directly and through its Regional/Divisional Officers in West Pakistan. The offices are always better informed about the circulation, periodical regularly and sphere of influence of all the newspapers and periodicals published in West Pakistan. It is, therefore, requested that the advertisements relating to your offices may please be forwarded invariably to the Regional/Divisional offices of this Department for placement with the newspapers in accordance with the policy prescribed by Government for this purpose.

3. The following officers of the Provincial Information Department have been authorized to release advertisements to the newspapers, etc. for the areas shown against each and they may be addressed as and when necessary.

1	The Director of Press Information, Lahore	Lahore and Rawalpindi Divisions.
2	The Director of Information Karachi.	Karachi Division.
3	Director of Information Hyderabad.	Hyderabad & Khairpur Divisions.
4	Director of Information, Multan.	Sargodha, Multan and Bahawalpur Divisions.
5	Director of Information, Peshawar.	Peshawar & D.I. Khan Divisions.
6	Director of Information, Quetta.	Quetta and Kalat Divisions.

Endst. No.SO(Pub) V-I/63, dated Lahore the 14<sup>th</sup> February, 1963 by the Secretary to Govt. of West Pakistan Information Department.

Copy is forwarded to :-

1. All Divisional Forest Officers, in Lahore Region.
2. Conservator of Forests, Rawalpindi Circle.
3. The Manager, Govt. Jallo Rosin Factory.
4. The Principal Forest School, Ghoragali.

For information & strict compliance in continuation of this office No.1162/L, dated 8-10-63

Sd/-  
**FOR CCF LAHORE REGION**

**SUBJECT:- RELEASE OF GOVT. ADVERTISEMENTS.**

It has been brought to the notice of the Government that government advertisements are being released by various offices direct to the newspapers, which is against the spirit of the instructions communicated in Govt. circular letters Pub-IV-18/56, dated the 14<sup>th</sup> Feb: 1957, and No.Pub-IV-10-57/4165, dated the 18<sup>th</sup> June, 1957. It is, therefore again stressed upon all concerned that all advertisements for publish in newspapers should please be sent to the Director Public Relations, West Pakistan to his Regional Officers, as the case may be who will release them in accordance with the policy prescribed by Government for this purpose. You are requested not to indicates shown or number of newspapers in which an advertisement is to be incurred but only to intimate whether the advertisement for one insertion only or whether it will be repeated.

The following officers of the Public Relations Department have been authorized to release the advertisements to the newspapers for the areas shown against each and they may be addressed accordingly as and when necessary:-

1	Director Public Relations, West Pakistan, Lahore.	From Province of the Punjab except Mianwali, Muzaffargarh and D.G. Khan District.
2	Director of Information, West Pakistan Hyderabad.	From Province of Sind.
3	Director of Information West Pakistan, Peshawar.	From North West Frontier Province and Mianwali Districts.
4	Assistant Director of Information, Quetta.	From Province of Baluchistan & Kalat Division.
5	Assistant Director of Information, Bahawalpur.	From State of Bahawalpur, Muzaffargarh and D.G. Khan Districts.

3. You are requested to bring these instructions to the notices of all officers serving under you for compliance.

.....  
**Copy of letter No. Pub-IV-19/57, dated the 14<sup>th</sup> Feb,1957, from the Additional Chief Secretary to Govt. of West Pakistan, addressed to All Heads of Attached Departments, All Commissioners of Divisions/Deputy Commissioners in West Pakistan, and copy endorsed to All Administrative Secretaries to Govt. of West Pakistan.**

.....  
**Subject:- PLACEMENT OF GOVT. ADVERTISEMENT IN NEWSPAPERS.**

With reference to paragraph of the minutes of the Secretaries meeting held on the 25<sup>th</sup> August 1961, in the Committees Room of the civil Secretariat, I am directed to say that govt. have recently prescribed the policy for distribution of govt. advertisements which inter alia lay down that:-

- a) Where an advertisements is purely of Divisional or District interest, it shall be inserted in four papers, while in other areas where the matters are of Regional or of all West Pakistan interest advertisements shall be inserted in six papers.
  - b) When goods or services of the value of Rs.50,000/- or more are involved or when vacancies or posts carrying a basis minimum pay of Rs.100/- or above to be filled, there shall be advertised.
2. Advertisements shall be categorized on all West Pakistan, Regional and Divisional/District levels by the Director of Public Relations, West Pakistan, or the Regional Information officers as the case may be.
3. It is requested that the above instructions may kindly be followed in the release of all Government advertisements

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.35/1973-74/ST, Dated 5-9-1973**

**Subject:- CIVIL SUITES – DEFENCE FILING OF APPEALS AGAINST STAY ORDERS AND JUDGEMENTS.**

Reference :- Item No.40 of list of Periodic Returns prescribed vide this office letter No.51-52/ST/GB, dated 17-8-1973.

...

It has been observed that the Civil Suits under trial in various courts are not being given due importance by the Divisional Forest Officers or Heads of offices. It has, therefore, been decided that in future the Civil Courts will normally be attended on all effective hearings by the Divisional Forest Officers or Heads of offices themselves. In case it is not possible for him to attend the court on a particular hearing, he should depute the Forest Ranger concerned to attend the court on his behalf. The Forest Rangers when attending courts must wear uniform. The clerks may attend the courts in exceptional cases only to assist the officers or the Forest Rangers. However, the sanction of the Conservator of Forests concerned may be obtained in all those cases where it is proposed to ask any member of ministerial service to attend a court.

2. Some of you are not clear about the instructions contained in Government's No. SORI(S&GAD)19/24/69 dated 25-7-1970, (Copy enclosed), wherein it has been emphasized that immediate action should be taken to file an appeal in the next higher court of law against any stay orders issued by a Civil Court without seeking any instructions from any quarters.

3. Similar appeals against the decisions of Civil Courts wherein it has been decided once under advice of the Law Department must be filed within the limitation period which is usually 30 days unless it has been expressly advised by the Government Pleader not to do so. In the latter case immediate reference should be made to this office by the Conservator of Forests supplying a copy of the judgment as well as advice of the local Govt. Pleader. This must be attended to at personal level so that where it is decided to file an appeal, it is possible to do so within the limitation period.

4. In all Civil suits the orders passed by the court whether for stay orders or otherwise, the supplying of copies must be applied for within 24 hours of the orders passed by the Court.

5. The responsibility for failures to comply with any of the above instructions properly and faithfully will rest personally on Divisional Forest Officers or Heads of offices concerned.

6. The order to exercise control over the disposal of pending civil suits, a monthly return will be submitted by Divisional Forest Officers to Conservators of Forests (in duplicate) in the following proforma:-

Sl No	Name of Planting	Claim in brief	Date of institution of the civil suit	Date of last hearing (s) with result	Date of hearing (s) if any held during the month with result	Name & designation of officer/official who attended the court	Next date of hearing fixed, if any
1	2	3	4	5	6	7	8

7. This return should reach the Conservator of Forests by 5<sup>th</sup>. The Conservator of Forests will forward a copy with his comments to the Chief Conservator of Forests by 10<sup>th</sup> of the following month.

8. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**Copy of Government of the Punjab, Services & General Administration Department,  
Regulations (Wing/Section R.I ) letter No. SORI (S&GAD)19-24/69, dated 25<sup>th</sup> July 1970  
from S.Afzal Agha, S.Q.A., C.S.P, Chief Secretary to Government of the Punjab to (a) All  
Administrative Secretaries to Govt. of the Punjab (2) All Heads of Attached Departments in  
the Punjab (3) All Commissioners of Divisions in the Punjab and (4) All Deputy  
Commissioners in the Punjab.**

.....

**Subject:-WRIT PETITIONS, STAY ORDERS, ETC. PENDING AGAINST GOVT. DEPTT;**  
Sir,

I am directed to say that in a fairly large number of cases Courts of Law have been issuing Stay Orders and Injunctions to Government Departments, suspending the operation of orders passed by executive authorities. As a result, implementation of Government policies in various fields is delayed and great inconvenience is caused to the Departments in their day-to-day administration. It is, therefore, necessary to analyze the causes for the issue of Stay Orders and Injunctions and to forestall them, as far as possible, by suitable preventive measures. It has been observed that the Stay Orders and Injunctions are issued by the Courts mainly for the following reasons:-

1. The executive functionaries are not aware of the latest developments in case law and the interpretation of different laws given by the Superior Courts.
2. The executive functionaries do not strictly adhere to the principles of natural justice which, according to the Supreme Court of Pakistan, are to be read as part of every statute of this country.
3. The executive officers mostly do not read the statutes or the rules made there under before they issue orders or sign documents.
4. Government officers or the local authorities impose some kind of levy which is not within their respective jurisdictions.

2. It is only when a Court of law finds that the orders of an executive authority are absolutely without jurisdiction or offend against the principles of natural justice that it intervenes and suspends the impugned orders. It is, therefore, essential that officers suspend the impugned orders. It is, therefore, essential that officers should keep themselves abreast of latest developments in case of law and observe the principles of natural justice, equity and good conscience in each and every case. They should also refresh their knowledge of the relevant law every time they pass fresh orders so as to ensure that the requirements of law have been complied with.

3. In future whenever a Govt. Department is in receipt of an Injunctions or Stay Order issued by the High Court, it should within 24 hours, get in touch with the Solicitor and move the Advocate-General for the vacation of the order along with the grounds and material in its possession. So far as the pending cases are concerned, each Department should immediately draw up a list of the Writ Petitions and other prohibitory orders pending against them and furnish it to the Advocate-General immediately, alongwith the necessary background material to enable him to initiate action for vacation of the Stay Orders. The Advocate General should be informed which of the cases demand priority and should be tackled first.

4. I am to request that these instructions may be brought to the notice of all concerned for information, guidance and strict compliance.



## PUNJAB FOREST DEPARTMENT

### **TO BE SUBSTITUTED FOR THE CIRCULAR BEARING THE SAME NO & DATE**

**Subject:- CIVIL SUITES – DEFENCE FILING OF APPEALS AGAINST STAY ORDERS  
AND JUDGEMENTS.**

Reference :- Item No.40 of list of Periodic Returns prescribed vide this office letter No.51-52/ST/GB, dated 17-8-1973.

...

It has been observed that the Civil Suits under trial in various courts are not being given due importance by the Divisional Forest Officers or Heads of offices. It has, therefore, been decided that in future the Civil Suites will normally be attended on all effective hearings such as recording of evidence, admittance of documents and hearing of arguments etc. by the Divisional Forest Officers or Heads of offices themselves. If the Civil Court to be attend it in outsidess the jurisdiction of the Divisional Forest Officers or Heads of offices they may obtain prior permission from the Chief Conservator of Forests for attending the court concerned. In case it is not possible for them to attend the court on a particular hearing they should depute the Forest Ranger concerned to attend the court on their behalf. The Forest Ranger concerned to attend the court on their behalf. The Forest Ranger when attending courts must wear uniform.

2. Some of you are not clear about the instructions contained in Government's No. SORI(S&GAD)19/24/69 dated 25-7-1970, (Copy enclosed), wherein it has been emphasized that immediate action should be taken to file an appeal in the next higher court of law against any stay orders issued by a Civil Court without seeking any instructions from any quarters.

3. Similar appeals against the decisions of Civil Courts wherein it has been decided once under advice of the Law Department must be filed within the limitation period which is usually 30 days unless it has been expressly advised by the Government Pleader not to do so. In the latter case immediate reference should be made to this office by the Conservator of Forests supplying a copy of the judgment as well as advice of the local Govt. Pleader. This must be attended to at personal level so that where it is decided to file an appeal, it is possible to do so within the limitation period.

4. In all Civil suits the orders passed by the court whether for stay orders or otherwise, the supplying of copies must be applied for within 24 hours of the orders passed by the Court.

5. The responsibility for failures to comply with any of the above instructions properly and faithfully will rest personally on Divisional Forest Officers or Heads of offices concerned.

6. In order to exercise control over the disposal of pending civil suits, a monthly return will be submitted by Divisional Forest Officers to Conservators of Forests (in duplicate) in the following proforma:-

Sl No	Name of Planting	Claim in brief	Date of institution of the civil suit	Date of last hearing (s) with result	Date of hearing (s) if any held during the month with result	Name & designation of officer/official who attended the court	Next date of hearing fixed, if any
1	2	3	4	5	6	7	8

7. This return should reach the Conservator of Forests by 5<sup>th</sup>. The Conservator of Forests will forward a copy with his comments to the Chief Conservator of Forests by 10<sup>th</sup> of the following month.

8. Please acknowledge the receipt of this letter.

Sd/  
**Mohammad Rafi**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.36/1973-74/ST, Dated 5-9-1973**

**Subject:- MANAGEMENT OF IRRIGATED PLANTATIONS AND RIVERAIN FORESTS – DEPARTMENTAL WORKING VS. STANDING SALES.**

Your attention is invited to standing instructions contained in Government of West Pakistan, Agriculture Department No. S.O.Ft-IV(AGRI)-VI(B)114/67, dated 11-11-1967 (copy enclosed). It is an established policy of the Department to cut and convert the timber and firewood in irrigated plantations departmentally and not to sell standing trees in such plantations.

2. The same policy will apply to Riverain (Bela) forests.
3. Normally timber and firewood from irrigated plantations and Riverain forests should be carried to the nearest rail-heads and sale depots should be established from where the sales be held by holding public auctions. Where the plantations/Riverain forests are situated rather at a considerable distance from the nearest rail-head, it may be advisable to establish a sale depot at a suitable sites on the nearest metalled road.
4. You should, therefore, ensure that these instructions are carried out faithfully.
5. Any earlier instruction issued to the contrary may be considered as cancelled.
6. The receipt of this letter may please be acknowledged.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No.127 /ST/ACCF, Dated 5-9-1973**

**COPY OF GOVERNMENT OF WEST PAKISTAN, AGRICULTURE DEPARTMENT, LETTER  
NO.SO.FT.IV(AGRI)-VI (B)114/67 DATED 11<sup>TH</sup> NOVEMBER, 1967 TO THE CHIEF  
CONSERVATORS OF FORESTS, LAHORE, MULTAN, PESHAWAR AND QUETTA  
REGIONS.**

...

**SUBJECT:- SALE OF FOREST PRODUCE LYING IN PLANTATION AREA.**

It has been observed that in some of the forest regions the converted timber and firewood in the irrigated plantations is being disposed of while still lying in the forest even where regular sale depots existed for this purpose. The experience in the past has shown that the sale of these products, whether converted or in the form of standing trees from the forest results in pilferage and theft. It will be very desirable if all the forests could be exploited departmentally and the converted the material could be sold by auctions in sale depots outside the forests. This is not possible in all types of forests due to the magnitude of the work and the rotation of the felling coupes.

The irrigated plantations are, however, an exception where the felling, conversion and the carriage of the material to the sale depots can be arranged departmentally. This is being done with good results since the last so many year decades. Regularly sale depots have been established for the disposal of the material and some of these depots even have their own railway sidings, few cases have come to the notice of the Govt. where the material has been sold while lying in the forest and the established procedure has been departed from.

In order to minimize the possibility of pilferage and to ensure a uniformity in the system of exploitation the following instructions are issued for application throughout the Province:-

1. The felling and conversion of trees and the stacking of the material in the irrigated plantations should be done departmentally. Petty contractors may be employed for the execution of these works.
2. Wherever the sale depots have been established for the disposal of the material, it should be carried there departmentally and then disposed of after proper sorting and classification. Where the sale depots do not exist these should be established at or near the railway stations or along the metalled road. The feasibility of the setting up of sale depots alongwith the metalled roads should be determined carefully. Elsewhere the departmentally converted material should be disposed of after proper stacking on the compartment roads. Adequate precautions should be taken in such sales to guard against the pilferage of simultaneous fellings and removals should be banned.
3. Any deviations from the above procedure should be made only with the approval of the Government.

**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.37/1973-74/ST, Dated 10-9-1973**

**Subject:-** **LIST OF PENDING DISCIPLINARY CASES.**

Reference:- S.No.30 of List of periodic returns prescribed vide this office No.51052/ST/GB, dated 17-8-1973.

...

It had come to the notice of Provincial Government that a large number of disciplinary cases were pending final disposal and the time schedule laid down in Efficiency & Discipline Rules was not adhered to. The Services, General Administration & Information Department had, therefore, decided vide their letter No. SO.RI(S&GAD)I-15/64(Policy), dated 25-5-1970 (copy enclosed) that Administrative Department should maintain suitable record of all cases of Gazetted and Non-Gazetted staff wherein investigation/enquiries have been instituted and disciplinary action has been proposed to initiate or has been initiated showing reasons for initiation of such action.

2. It has now been decided that the Divisional Forest Officers and other officers of the equivalent status will submit their reports to the respective Conservators of Forests by 10<sup>th</sup> of each month while the Conservators of Forests will submit consolidated reports of their Circles in duplicate to this office by 15<sup>th</sup> of each month on the following proforma.

Statement of pending disciplinary cases for the month of \_\_\_\_\_  
of \_\_\_\_\_ Forest Division/ Circle.

S. N o.	Name of Circle/ Division	Name of Officer/ Officials involved	Nature of allegations	Date of institution of enquiry	Present stage of proceedings	Date by which the case is expected to be finalized	Remarks
1	2	3	4	5	6	7	8

Note:- The statement should also include those cases which are decided during the month indicating final decision of such cases in the remarks column.

3. An abstract should be appended by the Conservator of Forests on the following lines:-

## ABSTRACT

Cases to be decided at the level of	Previous	New	Total	Decided	Balance	Remarks
1	2	3	4	5	6	7

1. DFO
2. C.F.
3. CCF.
4. GOVERNMENT
  - a) Cases in which charge sheets have been served.
  - b) Other cases reported to Government.
4. Timely submission of current & complete reports should be ensured.
5. It is needless to emphasize that the object of this return is not merely to maintain a complete list of pending cases but to ensure that the pending disciplinary cases are finalized in accordance with the rules without undue delay. The Conservators of Forests are, therefore, requested to exercise proper control for finalization of cases pending with them and in their subordinate offices in accordance with the time schedule laid down in the rules.
6. This supersedes all such previous instructions issued earlier to the extent those are found to be contrary to this order.
7. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

Copy to Top Priority letter No.SORI (S&GAD)1-15/64 (Policy), dated 27-5-1970 from the Secretary to Government of West Pakistan, Services & General Administration Department, Lahore to all Administrative Secretaries to Government of West Pakistan etc.

.....

SUBJECT:- **DISCIPLINARY CASES PENDING FINALIZATION**

I am directed to say that it has come to the notice of the Provincial Government that a large number of cases of disciplinary nature are pending final disposal since long and in some cases for over years. This is obviously contrary to the dictates of justice, and inevitably results in undue hardship to the affected persons, particularly those in the lower income groups. Besides these delays invariably subject the administration to unnecessary criticism.

2. It is, therefore, advised that each Administrative Department & semi autonomous body under the provincial Government should maintain suitable records of all cases of Gazetted and Non-Gazetted staff wherein investigations/inquiries have been instituted and disciplinary action is proposed to be initiated or has been initiated showing the reason for initiation of such action. Periodic progress in the disposal of each case should be recorded therein to facilitate authorities concerned to conduct quick scrutiny for assessing delays, their causes and to pursue their expedition.

3. All Administrative Departments and Semi-autonomous bodies are requested to prepare an up-to-date list of all disciplinary cases pending with them in the enclosed proforma and forward it, in duplicate to the S&GA Department by 7<sup>th</sup> June, 1970.

4. This may be dealt with on a priority basis.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.38/1973-74/ST, Dated 2-9-1973**

**Subject:- MAINTENANCE OF OFFICE RECORDS.**

The office records in various offices (Range, Divisional, Circle, Direction) are not being maintained according to rules and instructions contained in the Forest Department Code, Forest Account Code and West Pakistan Forest Manuals. The following instructions are, therefore, hereby issued for guidance of all concerned in order to ensure that the records of all offices are maintained in the prescribed manner.

**A- General**

- i. All records are to be maintained in printed bound registers, which should be obtained from the Government Printing Press through annual indents.
- ii. The registers should be properly page-marked and should have index of the contents.
- iii. The entries in all the registers should be made according to the standing instructions and all columns should be filled in legibly and without any over-writings and cuttings. Any cutting which becomes necessary must be initialed by the officer/official responsible for maintaining the accounts and not by his clerks.
- iv. The entry "Nil" should be recorded either as "dash" or in words "Nil". Blank entry means an omission and cannot be accepted or accounted for as "Ni;" entry. Similarly, where against a certain line or entry the word "Ditto" has to be written it should be recorded as such or it may be shown as a sign given in the bracket(- "-) and not left as blank.
- v. All registers as well as returns received in loose printed sheets (to be obtained from Government Printing Press alongwith printed registers through annual indents) must be kept safe properly and accounted for at the time of transfer of charge. They should be maintained permanently or otherwise as per standing instructions.
- vi. The printed forms (both registers and loose sheets) will not be used for any purpose other than the prescribed under any circumstances.
- vii. Only prescribed printed forms bound in registers should be used. However, till the printed forms become available, manuscript forms divided into prescribed columns may be used.
- viii. All unlined registers must be lined before use.



## **B-MANAGEMENT AND WORKING OF FORESTS.**

1. **F.D.C.VII EDITION FORM** 1. Detailed record of Reserved & Protected forests and un-classed.

This register is to be maintained in the printed form as prescribed in the Forest Department Code VII edition. The purpose of this record is to possess a legal proof of declaration of a certain piece of land as a Reserved or Protected Forest. It should contain the original copies of notifications. If these are not available, copies thereof be got certified by the Revenue Collector concerned or certified copies be obtained from the District Courts and then pasted the register.

The areas entered in this register must tally with those shown in Form No.7 of the Annual Administration Report. It should be checked annually by the Divisional Forest Officer himself.

2. **MAPS OF RESERVED, PROTECTED AND OTHER FORESTS.**

The Forest Maps of Reserved, Protected & other forests should be maintained on 4"=1 mile scale. Where such maps are not available, certified copies of relevant parts of the village maps should be obtained from the local Revenue Officer and maintained as such.

3. **CONTROL FORMS.**

Detailed standing instructions about the preparation of the Annual Control Forms have since been issued separately. These will be submitted by the Divisional Forest Officer to the Conservator of Forests by 15<sup>th</sup> August separately for each Working Plan. The Conservator of Forests will duly scrutinize them and forward to the Chief Conservator of Forests by 1st September for formal sanction.

4. **FOREST JOURNALS**

These should be maintained separately for each forest other than irrigated block & linear plantations. They will contain general information and extracts from inspection notes applicable to more than one compartments.

5. **COMPARTMENT HISTORY FILES**

These are to be maintained in duplicate, one copy in Range office and the other in Divisional Office. A register should contain a list of all such files. The Divisional Forest Officers will ensure that these are maintained upto date according to the standing instructions. The prescribed compartment history forms for irrigated plantations have since been reproduced in Chapter XI of "Forestry Practices in the Irrigated Forest Plantations of West Pakistan" by Mr. Zulfiqar Ali.

6. **PLANTATION JOURNALS**

These should be written as per instructions contained in Para 260 of "Forestry practices in the Irrigated Forest Plantations of West Pakistan" by Mr. Zulfiqar Ali which is reproduced below:-

" In addition to the above a Plantation Journal should also be maintained. The plantation journal is written annually. It is in a descriptive form and gives the work done in the plantation as a whole during each year. The journal should give information on preparation of area, regeneration/afforestation operations, cultural operations (weeding, cleanings & pruning), nursery operations, tending operations (1st, 11nd & subsequent thinning), subsidiary operations (debris collection and burning, reopening of trenches, silt clearance and maintenance of water courses etc), final fellings, injuries to the crop (fires, grazing, forest drought, insect and fungus attack etc.), irrigations, remodeling of the irrigation system, research and experiments and other general information which is not covered by the above. The information should be given briefly and should contain both the physical targets achieved and the costs. Any difficulties experienced and methods tried to overcome them should also be mentioned. The revenue and expenditure by projects and sub-heads should also be recorded."

7. **F.D.C(VI EDITION)** Combined Form 5 & 6. Register of receipt in Depots & Disposal from Depots.

These are to be written up daily by the Depot Officer (Forest Guard or Forester etc.) and should be maintained separately for each forest, transit or sale depot. The Range Officers must ensure that the stocks shown as balance in hand in actually available on the ground. They must check the stocks at least once a year and at the time of transfer of charge and record necessary certificate the effect. Similarly, the Divisional Forest Officer or his Gazetted Assistant must check the stock at least once a year and report results of stock taking to the Conservator of Forests as per Government orders vide B&A/G.IV.56 (F.36)/5578 dated 17.2.1972 (copy enclosed).

8. **F.D.C.(VI EDITION)** – Form No.7. Register of Receipts & issue of timber and other Forest produce converted departmentally.

It exhibits a monthly abstract of receipt and disposal of forest produce from each depot separately since recorded in combined timber forms 5 & 6. It should be written as per instructions on pages 214 to 218 of West Pakistan Forest Manual, Volume II. All columns should be filled in properly and cross references to Form No.8,11 and Cash Account should be given. Entries of all kinds of Forest produce collected/converted departmentally including seeds and stumps should appear in Timber Form 7 and not in Material Form No.7. The purpose of Material Form 7 is to account for consumable articles (Other than forest produce) since purchased locally for carrying out forest operations and works.

9. **STOCK TAKING REGISTER**

Annual stock taking of major forest produce will be carried out by the Divisional Forest Officer or his Gazetted Assistant for all forest, transit and sale depts. etc., and results will be recorded in the Stock Taking Register for forest produce. A copy of the Stock Register will be submitted to the Conservator of Forests by 15<sup>th</sup> July each year to enable him to exercise necessary control.

10. **F.D.C. VI EDITION** - Form No.8. Sale of timber and other forest produce out & collected by the Govt. Agency.

It should be prepared as per instructions on pages 218 and 219 of West Pakistan Forest Manual Vol. II. All columns should be filled in properly and cross references to Form 7,11 and Cash Accounts be given.

11. **F.D.C. VI EDITION** - Form No.10. Revenue from Timber and other produce out & collected by consumers & purchasers.

It should be maintained as per instructions contained on pages 219 and 220 of West Pakistan Forest Manual Vol II. Cross reference to Cash Accounts and Form No.11 should be recorded.

12. **F.D.C.VI EDITION** - Form No.11. Outstanding dues on account of Revenue.

It should be written as per instructions contained on pages 220 of West Pakistan Forest Manual Vol II. The column 10 (Remarks) should be used to provide information regarding the dates by which total amount or various instalments fall due. Every first entry in this form should have the name of the contractors' etc. with his full address. The Range Officers and Divisional Forest Officers should verify each entry personally before signing monthly cash accounts and ensure that necessary steps are taken in time to recover outstanding dues.

13. **F.D.C. VI EDITION** - Form No.12. Registers of free grants of Forest produce

It should be maintained as per instructions on pages 220 and 221 of the West Pakistan Forest Manual Vol.II. The purpose of this form is to record the kind, quantity and value of forest produce granted free to account for the total yield from a forest area. The total yield from any forest area will be sum total of receipts in Timber Form 5, 10 and 12. Form 12 should also show the actual loss of value in the case of such grants.

14. **F.D.C. VI EDITION** - Form No.13 & 14. Bill and Receipts Books.

Every transaction of revenue or sale must be supported by a bill or permit in F.D.C. Form No.15 and on recovery of the amount a receipt in earnest money deposit receipt or F.D.C. Form

No.14 must be issued irrespective of the fact whether a particular recovery is made in cash or through treasury challan. No receipts are, however, to be issued for the recoveries made through FDC Edition 15 or pay bills. The bill / receipt books should, therefore, be maintained in triplicate, one copy being given to the payee, the second to be forwarded with the accounts and the third to be retained as office copy.

### **C- LIVE AND DEAD STOCK.**

#### 15. **LIVESTOCK.**

In those Divisions where government livestock are kept, a return of livestock, together with a statement of the cost of their upkeep and the work on which they have been employed will be maintaining as per instructions contained in Para 15.9 (page 228) of West Pakistan Forest Manual Vol- II.

#### 16. **F.D.C. VI EDITION** - Form No.16. Register of Store, Tools and Plants.

It should be maintained as per instructions contained in Para 15.17 and 15.18 (page 226 to 228) of West Pakistan Forest Manual, Volume II since revised vide Budget & Accounts Officer (Forests) letter No.B&A/G-VI-56(a)/3675 dated 27.11.1971 and is to be brought up to date once a year after incorporating plus and minus entries. The names of all articles should be classified as per standing instructions, should be written in block capitals and should be arranged alphabetically within each group. Its copy is to be submitted annually to the Conservator of Forests by 1st of August each year. The receipts of the Range Officers should be renewed every year and also soon after the transfer of charge.

#### 17. **PLUS AND MINUS MEMO.**

These should be maintained as per revised instructions dated 27-11-1971 issued by the Government. However, where there are only a few entries, it is not necessary to maintain a separate register for Plus and Minus Memo. The Plus and Minus entries should be recorded in the stock register itself with due reference to the vouchers for any additions or sanctions to write off etc.

#### 18. **DATE OF LAST COMPLETE STOCK TAKING.**

18.2 All stock of the Division (and not only of Divisional office) must be checked by the Divisional Forest Officer himself or by his Gazetted Assistant once a year and a certificate be furnished to the Conservator of Forests giving results by 1st August.

18.2 All unserviceable and / or surplus stores should be disposed of at least once a year according to latest rules.

#### 19. **FDC. VI EDITION** - Form No.17 Forest produce & other property seized and

disposed off monthly.

It is to be maintained in Ranges to exhibit entries of forest produce seized during the month. The stocks of expired contracts which are ordered to be seized/confiscated must be shown in this Form. However, the forest produce seized in forest offences for which value/price is recovered on the spot, need not be shown in this form, but the property of cases taken to court must be entered therein.

#### **D- ACCOUNTS.**

##### **20. F.A.C. FORM NO.5 – CASH BOOK.**

20.1-This form is different from FAC Form 6 – Cash Account. At present F.A.C.Form 6 – Cash Account is also being used for writing cash books. In such cases the number of the form should be corrected as “5” instead of “6” and the words “Cash Book” instead of “Cash Account”. The Cash Account in FAC 6 is prepared by the Divisional Forest Officers only for submission to the Conservator of Forests alongwith their monthly accounts.

20.2- All officers should ensure that all old cash books are kept safe and in good condition. The following points should be kept in view while writing cash book:-

- i. It is a daily record of cash transactions and has to be written up accordingly.
- ii. All entries in the cash book must be supported by cross references to the Bill Book, Receipt Book, Permit Book, the relevant timber Forms 5 to 17, Form No.16, Measurement Book, Log Books, Register of Books and Maps, Stationery Register, Register of Uniforms and other subsidiary forms.
- iii. The cash book must be maintained in the name of the Drawing and Disbursing Officer or the Disbursers and not merely by designation. As soon as any disburser or Divisional Forest Officer is relieved of the charge, he must close his accounts. His successor will start fresh accounts.
- iv. All entries made in the cash book should be self-explanatory.
- v. All the items relating to the disbursers must be copied in full in Divisional Cash Book and should not be summarized unless so provided in the standing instructions on the subject.

20.3. The relevant articles 16 to 18 of the Forest Account Code for maintenance of Cash Book are produced below:-

#### **“ARTICLES 16 OF FOREST ACCOUNT CODE”.**

Every office who is authorized to receive and disburser Government money should maintain a cash book in form 6 in which he should enter all money transactions as they occur.

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.

## **ARTICLE 17 OF FOREST ACCOUNT CODE.**

All receipts, disbursement and charges of whatever sort connected with the Public service must be and not other may be, shown in the cash book. Sufficient details should be given in the column "Particulars" to admit of the main points of cash transaction being readily ascertained without reference to the detailed vouchers. All items of revenue must be fully detailed the forest form which the revenues realized, the person who pays it, and the articles and quantities removed should be stated whenever the information is available.

1. A cheque drawn in order to be paid away should be entered simultaneously on both side 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.
2. Similarly all book transfer i.e. transactions in which no actual payment of 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 on the other.
3. All entries of advances on both sides of the cash book must be made in red ink.

## **ARTICLES 18 OF FOREST ACCOUNT CODE.**

The cash book of the Divisional Forest Officers is primarily the detailed record of his own transactions written up day by day, but the transactions of his sub Divisional Forest Officers and the subordinates, whether rendered through cash books or otherwise, should also be incorporated therein. All items of classified revenue realized and expenditure incurred by subordinate officers should be posted in totals only; other items of receipts and charges and recoveries of service payments should be entered in detail".

### **21. FAC. FORM NO.6- CASH ACCOUNT.**

The monthly cash account is prepared by every Drawing and Disbursing Officer in FAC Form 6 ( it should not be confused with FAC Form 5 – Cash Book which is a daily record of cash transactions). The relevant instructions vide Article 61 of "Forest Account Code" are reproduced below:-

"The monthly Cash Account, Form 6, 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 "VIII- Forest", and
4. Refunds of Forest Revenue taken by deduction from revenue.

#### **b. CREDITOR SIDE:**

1. Remittances to treasuries.
2. Advances made to contractors and disbursers and
3. Expenditure charged in the cash book under "8-Forest".

The Divisional Forest Officer must sign a certificate at the foot of the Monthly

Cash Account to the effect that the lump sums shown agree with the details in the cash book and also with other subsidiary returns concerned, after making allowance for:-

1. Cash recoveries of service payments noted in the cash book but not shown in the cash account, and
2. Refunds of forest revenue charged in the cash book but taken by deduction from revenue in the cash account.

When the Divisional Forest Officer signs the accounts while on tour and cannot give the certificate, this should be furnished separately as soon as he returns to headquarters.

22. **FAC. FORM NO.16- RECORD OF SANCTIONED WORKS.**

It should contain entries of all " Works" such as new construction and repairs to roads, bridges and buildings sanctioned during the year.

23. **FDC(VI EDITION)- FORM NO.38. REGISTER OF REVENUE & EXPENDITURE IN EACH FOREST UNIT.**

It is a monthly return which accompanies accounts which should be started with effect from 1-7-73 if not being done earlier. It should be maintained in all forest divisions by individual forests as recorded in the Register of Forests separately for each forest. A copy of the articles 222 of FDC 6<sup>th</sup> Edition is reproduced below while the prescribed proforma is enclosed as Annexure-A.

**"ARTICLE NO.222.**

a STATEMENT (Form No.38) showing the monthly revenue and expenditure under each budget head and sub-head, for each working circle or working unit fixed under articles 91 and 92 shall be kept in a book, and be submitted monthly with the timber accounts. In such statements all revenue and expenditure of a general nature should be proportionately allotted to each working circle or working unit; provided that salaries and allowances of Controlling Officers in administrative charge, as well as those of Executive Officers in charge of ranges, including in each case, the salaries of their establishments and the contingent expenses of their offices, shall not be sub-divided, but shall be charged to the administration of the circle, division, or range as the case may be.

24. **FAC. FORM NO.4 REGISTER OF CHEQUES.**

24.1- It should be maintained on the prescribed printed form and posted neatly and properly without any over-writing. Any cutting which becomes necessary must be initialed by the Drawing and Disbursing Officer himself.

24-2- The Divisional Forest Officer should obtain cheque books for sub-treasuries for

Range Officers to enable them to draw money at their Headquarters. Any expenditure incurred hereafter as T.A. for encashment of Cheques by Range Officers will be objectionable.

24-3- It is advisable for the officers to write and maintain the cheque books themselves.

25. **FAC FORM NO.12 & 13 – CONTRACTORS & DISBURSERS LEDGERS.**

These should have index and page numbers and should be maintained by names of disbursers and contractors and not by designation. Disallowed vouchers should not be allowed to be treated as a part of cash balance. All the officers should ensure that the cash balances are kept within the prescribed limit.

26. **FAC Form No.14- Monthly classified abstract of Revenue & Expenditure.**

26.1- It should be maintained in proper bound register on proper form and written according to the latest budget control form sub-heads and projects. Separate paged should be allotted to each sub-head and project as done in a ledger. It should have an index and should be page-marked.

26.2- It should contain a copy of the entries of cash book under the relevant head of account and should be written in detail. Each item must contain full details appearing in the vouchers and its enclosures, such as details of work done for each item of work, total cost incurred on each, cost of material and seed etc. The entry must contain self-contained information to enable controlling officers/audit to verify it without referring to vouchers themselves. The details should be given separately for each compartment to enable the Range Officers to post compartment history files accordingly. Thus the entry in disbursers cash book should be the same as that in FAC-14 maintained by the Drawing & Disbursing Officer and its verbatim copy must be submitted to the Conservator of Forests as such to enable him to check the accounts properly without referring to the vouchers.

26.3- A certificate should be given by the officers on the copy of Form No.14 submitted to the Conservator of Forests to the effect that office copy of FAC FormNo.14 has been written upto date.

27. **FAC FORM NO.15- SCHEDULE OF REMITTANCE OF REVENUE INTO TREASURIES**

After the monthly reconciliation of remittances with the treasuries as required vide para 16 of the Revised System of Accounts for West Pakistan forest Department, steps should be taken to clear the unadjusted items. The Divisional Forest Officer must satisfy himself that this is being done regularly.

28. **FDC (VI EDITION)- FORM NO.15 – PERMITES.**



This is to be maintained in Ranges. It should also be in triplicate as prescribed for the Bill and Receipt Books.

29. **REGISTER OF PERMIT BOOKS, RAFTING BOOKS, COMPENSATION BOOKS,COMPENSATION RECEIPT BOOKS AND RECEIPT BOOKS FORM NO.14.**

For the correct accounting of books covering cash transaction, it is essential to maintain this register. Separate pages are to be allotted to each kind of books and their receipts and issues shown therein.

30. **A & T FORM NO.294 – ESTABLISHMENT PAY BILLS.**

The establishment pay bills should be filed serially in file boards and should carry voucher numbers as per FAC Form No.14. After the close of the financial year, these should be filed in pucca file boards.

31. **A & T FORM NO.303- REGISTER OF T.A. BILLS.**

The present system of maintaining this register by entering T.A. bills serially does not serve the purpose. This register is to be maintained in Ledger form by allotting separate pages to each number of establishments.

32. **FAC FORM NO.10- MUSTER ROLL OF DAILY LABOURS & DAILY LABOUR BILLS.**

The muster rolls should also be filed head wise separately and voucher numbers allotted to them in FAC Form No.14 should be given on them. These should be bound in auditable number of volumes for the whole year.

33. **CONSOLIDATED TREASURY RECEIPTS.**

As laid down at page 4 of the introduction of Revised Accounting system all Divisional Forest Officers are required to obtain Consolidated Treasury Receipts from the treasuries, keep a copy of the same in a bound registers and submit the original CTR duly reconciled with FAC Form No.15 to the Conservator of Forests.

34. **BUDGET CONTROL FORM.**

It should be maintained by projects for the full year to watch the progress of the revenue and expenditure as per instructions contained in this office Circular No.3/1973-74/ST, dated 27<sup>th</sup> August 1973. It will also show all transfers, sanctioned reappropriations and additional grants, if any. This form must be scrutinized once every month by the Range Officer, Divisional Forest Officer and Conservator of Forests.

35. **FAC FORM NO.17- CONSERVATOR OF FORESTS, OBKECTION STATEMENT’.**

On account of introduction of the Revised System of Accounting in this Department, the heading of this item shown in the printed form of office inspection report as “ Accountant

General's objection" should be corrected as "Conservator of Forests objections". The objection statements issued by the Circle office, on FAC Form No.14 (Monthly Classified Abstract of Revenue and Expenditure) must be replied within 15 days of their receipt.

36. **AUDIT REPORTS – EXTERNAL AND INTERNAL AUDITS.**

The head "Audit abstracts of out-turn forms" should be corrected as above. The inspecting officer should note down the position of disposal of audit reports in the following proforma.

Kind of Audit Report.	Year to which it pertains.	Date of Receipt.	Date of first reply.
1	2	3	4

37. **MATERIAL FORMS.**

This is to be maintained in a separate register in the same proforma as prescribed for Timber Form No.7 by the Disbursers for recording receipt and disposal of consumable material purchased locally by disbursers for carrying out various forest operations/works. A copy of entries is submitted by disbursers to the Divisional Forest Officers alongwith their monthly account. This should be carefully checked and compiled in the Divisional Office and a copy be submitted to the Conservator of Forests every month. It should be ensured that materials are purchased for immediate use only. All the materials should be physically checked by the Divisional Forest Officer once a year and the discrepancies if any reported to the Conservator of Forest. It may be added that seeds stumps and other planting stock should appear in timber Form 5, 6 and 7 while barrels and tins and similar stock articles should be exhibited in FDC Form 16 – Return of Stores, Tools and Plants.

38. **REGISTER OF FIXED DEMANDS.**

This form should be maintained as per instructions contained in para 15.178 (pages 321-323) of West Pakistan Forest Department Manual Vol-II.

39. **REGISTER OF PERIODIC DUES.**

This form should be maintained as per instructions contained in para 15.178 (pages 321-323) of West Pakistan Forest Department Manual Vol-II.

**E-OFFICE BUSINESS.**

40. **FDC (VI EDITION) FORM NO.43 KEEPING OF DOCUMENTS IN CASES.**

The headings of all cases should be written in bold prints on nicely prepared slips and pasted on the file covers. The slips pasted on the file covers should give the Register number, subject of the case and the name of the file. The instructions contained in Articles 238, 239, 242 & 243 of FDC (VI Edition) are reproduced below:-

“ A group of documents relating to one subject is called a “Case”. A group of cases referring to one head or division of work may be collected in a “File”. (Article 238).

On the top of each case will be kept a title-page number and subject of the case and the name of the file will be entered. A list of the documents in the case and the general purpose of each may be added whenever necessary (Article 239).

To facilitate the keeping of each case complete in itself, not two subjects should as a rule, be included in one letter or docket. (Article 242).

Government and Account Department general orders and circulars will be filed separately, according to the number and date, in a “Circular file”. If they are received in duplicate, one copy will be placed with the case to which it relates. If only once copy be available and it has special reference to any case, a memorandum of its contents will be filed therewith. (Article 243)”.

41. **FDC (VI EDITION) FORM NO.44- REGISTER OF CASES.**

A Register of cases will be kept with a series of numbers commencing on the opening of each financial year. These numbers and the name of the file, if any, will be entered on the title-page (Form No.43) referred to in article 239. (Article 241).

42. **FDC (VI EDITION)- FORM NO.45- REGISTER OF BOOKS AND MAPS.**

42.1- This should be maintained in printed bound register in proper printed form as per instructions contained in Article 244 of F.D.C (VI Edition) since reproduced vide para 1.9 of West Pakistan Forest Manual Vol. III as given below:-

“ (i) In each office a register of books (Form No.45) must be kept up. The current number of the register and the date of receipt should be entered on each copy. The column of “Remarks” is intended to explain what has become of any copies which may have been lost or otherwise disposed of. The entries in this column should be dated and initialed by the officer to whose office the books belong.

(ii) A separate register for maps will be kept in the same form.

42.2- An index should be written on the first page of the Register and separate pages should be allotted to each type of books.

42.3- A separate register for maps has been prescribed. However, where entries are few or a separate register is not available, one register may be split into two parts, one for the books and another for maps. All kinds of maps such as Forest Maps, survey sheets (G.T. Sheets), land plans and control maps should be entered in the register.

42.4- The Divisional Forest Officer should physically check all the books and maps with the Register once a year and reconcile any discrepancies noticed by him. This will be verified by the Conservator of Forests at the time of office inspection.

43. **FDC(VI EDITION)- FORM NO.46-REGISTER OF RECEIPT & ISSUE OF CORRESPONDENCE.**

The instructions contained in Articles 248 and 250 of FDC (VI Edition) are reproduced below:-

- i) Registers of receipts and issues of correspondence will be kept in the same book. One book will be kept for correspondence with the Conservator's office and another for general correspondence.
- ii) A new series of numbers will be commenced in each register book at the opening of each financial year. Circulars are to be entered in red ink (Article 248).
- iii) All letters will be opened by the Divisional Forest Officer himself or by some one duly authorized by him. He will write on them the date of receipt and will then register them or cause them to be registered. The general register number and the name of the file, if any, to which they belong, will be entered on them at the foot of the docket, as well as the number of the case, thus:-

Register No.329 XVI-10 1973-74 Station Fuel Supply Article 250).

At present two separate registers of inward and outward entries are being maintained in the office which is contrary to the standing instructions. These should be replaced registers and also helps in location of the pending references. Entries of fresh receipts should be made in red ink. The last columns of Back and Forward references are to be filled in carefully by the clerk dealing with this work so that the record of pending cases can be maintained properly. The Head Clerk must check the accuracy as well as the progress of posting of this register daily and not leave it to the dispatch clerk alone. It is essential for the Divisional Forest Officers to check these registers once in a fortnight and obtain the lists of arrears to enable them to take steps to clear them without further delay.

44. **REGISTER OF SERVICE STAMPS (FD-II).**

Two separate registers, one as custodian and the other for daily dispatch should be maintained on proper printed forms. These should be balanced monthly and the balance checked with actual balance of stamps in hand.

45. **DESTRUCTION OF USELESS DOCUMENTS.**

The relevant instructions contained in Article 251 of FDC VI Edition are reproduced below:-

- a. Every year, in the months of July and August, the Divisional Officer and his clerks will sort the cases that have been closed for three full years, with a view to destroy those documents which may be considered of no further use. A large bulk of the correspondence may be got rid of by destroying forwarding dockets, enquiries and reminders. Many of the letters relating to

questions which have been settled for three full years can also be destroyed, provided the register books contain all that may be necessary to ascertain regarding them.

- b. The original accounts rendered to the Divisional Officer by Sub Divisional Officers and Subordinate's and which have been filed in his office for three full years, should be similarly set aside for destruction.
- c. Such documents as annual or special reports correspondence relating to boundary questions to rights and privileges of other personal the forests, to working plans and & annual plans of operations and to all subjects affecting the general management and history of the forests included in the Division, as well as all orders of Government and circulars on important subjects, should be carefully reserved.
- d. Records in Forms Nos 21, 22, 23,25 & 33 should be preserved for the periods specified in the margin. The Register of Reserved Forests (Form No.1) as in important document and should be continuously retained. Forms No.2m3m4m35 & 38 should be preserved up till 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 a three full years in all, may be destroyed.
- e. Those papers which it is proposed to destroy will be submitted to the Conservator of Forests on his next visit and his authority will be obtained for their destruction.

Some of the above instructions have since been superseded vide para 1.22 of West Pakistan Forest Manual Vol-III. The Head Clerk must be imparted proper training how to sort out useless documents and prepare the lots which should in turn be checked by the Divisional Forest Officer personally. Care should, however, be taken not to destroy pending. It will be the personal responsibility of the Officer to see that such documents are kept in safe custody.

46. **DEPARTMENTAL CODE, CIVIL SERVICES REGULATIONS, FOREST RULES AND REGULATIONS.**

It is the primary duty of the Head Clerk to keep the books posted up to date otherwise it is not possible to interpret the rules correctly. It has to be borns in mind that the West Pakistan

Forest Manuals are not an authority by themselves but they are a compilation of existing rules, regulations and standing orders of the competent authorities. The relevant decision of the Regional Chief Conservators of Forest's Conference held on 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> June, 1965 is reproduced below for your guidance:-

**"ITEM NO.6-COMPILATION ARISING OUT OF THE REVISION OF FOREST MANUALS.**

Explaining the point, the Budget & Accounts Officer stated that in the revised West Pakistan Forest Manuals certain provisions had been made in contravention of the existing Government orders and without any support of Government Notifications. Such deviations, he added, were irregular and in-operative in law. The conference noted certain examples pertaining to the provisions of Uniforms and liveries and agreed that there had been basic misunderstanding in the compilation of the Manuals, which in fact is nothing more and nothing less than a collection of existing Government orders, notifications, etc. for the day to day conduct of the affairs of the department.

Following remedies were suggested:

1. The department should take steps to have the entire Manual re-examined in order to find out the discrepancies and deviations and have these removed or regularized through fresh proposals to be made to Finance Department Services & General Administration Department and any other competent authority.
2. Till such time as the Forest Manuals are amended, the existing government orders may be followed in respect of all such provisions where deviations appear in the Forest Manuals.

**F- MISCELLANEOUS.**

**47. RECORD OF CASES PROSECUTED/COMPOUNDED.**

All forest offences must be entered in the "Register of Damage Reports". Separate pages should be allotted to each Range which should be sub-divided by kinds of offences. For the offences prosecuted, separate register on prescribed form should be maintained. The cases should be followed vigorously by the Range Forest Officers personally and the progress should be watched by the Divisional Forest Officers regularly.

**48. SERVICE AND CHARACTER BOOKS.**

Since the Service books are most important documents concerning government Servants themselves, they should be brought up to date regularly. These should be kept in duplicate for all the employees borne on the sanctioned strength.

**49. REGISTER OF UNIFORMS.**

It should be maintained as per instructions contained in para 13.40 sub-para 10 page 185 of West Pakistan Forest Manual Vol-II.

50. **REGISTER OF LANDS OUTSIDE GOVERNMENT FORESTS OWNED BY THE FOREST DEPARTMENT FOR ROADS, BUILDINGS ETC.**

This register is maintained to record the detailed particulars together with the authority (sanction of the Govt. etc.) regarding the lands owned by the Forest Department for buildings, roads, nurseries and similar other purposes but not declared as Reserved or Protected Forests.

51. **REGISTER OF FOREST FIRES.**

As per instructions contained in West Pakistan Forest Manual, Volumes III (Para 1.28) the range fire reports (Steno FDC No.5) should be sent in original without any delay (with such additions as the Divisional Forest Officers find advisable) to the Conservator of Forests after entering the same in the Register of Forest Officers after making the necessary entries in the Circle Office Fire Registers.

52. **FIRE RECORD TRACING.**

These should be properly prepared for the areas burnt and signed by the Range Officers as well as the Divisional Forest Officers and should invariably accompany the fire report, The Divisional Forest Officer will give fire report No. on each tracing. These should be kept in envelopes and filed in fire report cases.

53. **REGISTER OF PERSONAL AND CASH SECURITIES BY CONTRACTORS AND SUBORDINATES**

All kinds of personal or cash securities (including surety bonds) furnished by the subordinates or contractors should be entered in this register.

54. **CONSERVATOR OF FORESTS/ CHIEF CONSERVATOR OF FORESTS CIRCULARS AND STANDING ORDERS.**

The circular orders and the standing orders of the Chief Conservator of Forests and the Conservator of Forests should be maintained up to date.

2. This supersedes all previous instructions in regard to matters dealt with in this letter.

4. The receipt of this circular letter may please be acknowledged.

( **Mohammad Rafi** )  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**PUNJAB FOREST DEPARTMENT**

**F.D.C. FORM NO.38**

**FOREST DIVISION – REGISTER OF REVENUE & EXPENDITURE IN FOREST UNITS.**

...

Budget Sub head	Name of Forest						Miscellaneous Units		Total as per classified abstract		Remarks
	Changa Manga R.F.		Sehj Bhuneki R.F.		C.B.D.C. System.						
	Present	Progressive total	Present	Progressive total	Present	Progressive total	Present	Progressive total	Present	Progressive total	
1	2	3	4	5	6	7	8	9	10	11	12

\* Revenue (Major sub-heads as per B.M. Form I only).

\* Total revenue.

\* Expenditure (Major sub-heads as per B.M. Form I only).

\* Total Expenditure.



PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.39/1973-74/ST, Dated 12-9-1973**

**Subject:- MANAGEMENT OF CONTRACTS / LEASES.**

Reference:- Item No.22 of the list of Periodic returns prescribed vide this office letter No.51-52/ST/GB dated 17-8-1993.

.....

It has been noticed that the agreements are not executed by the contractors before they are allowed to enter the forest to start work whether for felling and removal of trees on account of sale of standing trees or for departmental working etc. It has, therefore, been decided that in future no contractor will be allowed to enter the forest unless he has signed the agreement in the presence of the Divisional Forest officer concerned after observing due formalities of furnishing the security deposit etc. The Divisional Forest Officer will allow the contractor to enter the forest by endorsing a copy to the contractor of that letter which is addressed by him to the competent authority while forwarding the agreement concerned for his signatures. Where the Divisional Forest Officer himself is the sanctioning authority, he may do so only after signing the agreement.

2. It is the personal responsibility of a Divisional Forest Officer that the contracts and leases granted in the forests under his control are managed according to the conditions of the agreement deeds or the sale conditions. The Divisional Forest Officers must supply a copy of sale conditions and/ or agreement deeds to their Range Officers to enable them to enforce them accordingly.

3. The completion reports of all contracts / leases will be prepared by the Divisional Forest Officers in the enclosed proformas since prescribed separately for contracts for sale of forest produce and for temporary cultivation leases and submitted to the Conservator of Forests concerned within 30 days of the expiry of the contract or lease.

4. The contract or lease shall be wound up by the Divisional Forest Officer immediately on the expiry of the period of the contract or lease. The competent authority will issue necessary orders as and where called for, or for release or confiscation of security deposit on receipt of the detailed completion reports. It will be the responsibility of the Conservator of Forests to ensure that the completion reports giving complete information are obtained from the Divisional Forest Officers in time.

5. This supersedes all previous instructions in regard to matters dealt with in this letter.

6. Please acknowledge receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**PUNJAB FOREST DEPARTMENT**

\_\_\_\_\_ **FOREST DIVISION**

**COMPLETION REPORT FOR CONTRACT FOR THE YEAR \_\_\_\_\_.**

1. Name and address of the purchaser.
2. Particulars of the contract with year etc.
3. Forest Cpt. No. and area in acres.
4. Estimated out turn.
5. Authority for sanction.
6. Value of the contract.
7. Security deposit recovered.
  - a) Amount.
  - b) Saving Bank A/C No and name of the Post Office or Bank.
8. Particulars of Agreement.
9.
  - a) S.No. of Divisional/Circle/CCF's office where recorded.
  - b) Date of signing by the purchaser.
10. Period of working.
  - a) Felling and conversion. Sanctioned Act are
  - b) Removal to depots.
  - c) Removal from depots.
11. Dates of installments.

No of Installments.	Account of Installments.	Due date.	Date of payment & amount paid.	Interest/penalty for belated payment.	Balance payable.
1	2	3	4	5	6

I  
II  
III  
and so on

12. Removal of produce.
  - a) Quantity allowed as per payment made.
  - b) Actual removal as per felling & removal control register.

<u>Material removed.</u>	
<u>Name of Depot.</u>	<u>Quantity</u>
  - c) Particulars of exact produce in hand on the last date of expiry of the contract
13. Particulars of violations committed by the purchaser by giving reference to the clauses of the agreement breached by him.
14. Action taken if any by the DFO/competent authority for violation of agreement terms.
15. Details of penalties imposed upon the purchaser.
16. Present position of the security deposit.
17. STEPS NOW PROPOSED TO BE TAKEN.
  - a) Against the purchaser.
  - b) Against the staff responsible for irregularities with names and designations and the responsibilities fixed against each.

**PUNJAB FOREST DEPARTMENT**  
**FOREST DIVISION**

**COMPLETION REPORT OF CULTIVATION OF LEASES FOR THE YEAR \_\_\_\_\_.**

1. Name and address of the Lessee.
2. Particulars of the contract with year.
3. Forest Cpt. No. and area in acres.
4. Authority for sanction.
5. Value of the lease.
  - a) Rate per acre sanctioned.
6. Security deposit recovered.
  - a. Amount.
  - b. Saving Bank A/C No and name of the Post Office or Bank.
7. Particulars of Agreement.
  - a) S.No. of Divisional/Circle/CCF's office where recorded.
  - b) Date of execution by the lessee.
8. Period of lease.

	<u>Crop/Year</u>	<u>From</u>	<u>To</u>
a) Felling and conversion.		Sanctioned Act are	
b) Removal to depots.			
c) Removal from depots.			
9. Dates of installments.

Year	No. of Installments	Amount of installments	Due date.	Date of payment & amount paid.	Interest/penalty for belated payment.	Balance payable.
1	2	3	4	5	6	7

I  
II  
III  
and so on

10. Area actually cultivated in acres.
  - a. Within the demarcation area.
  - b. Outside the demarcated area (treated as encroachment).
  - c. Action taken against the lessee for encroachment.
  - d. Action taken against the staff.
  - e. Kind of crop raised with area.
11. Development works.
  - a. Whether the lessee has carried out the development works such as clearance of jungle growth and leveling in the leased area according to the terms of the Agreement Deed.
  - b. If not what action has been taken by the DFO in this regard?
12. Removal of produce.

Quantity of produce lying at the site or particulars of standing crops seized or otherwise on the last date of expiry or otherwise on the last date of expiry of the lease with kind of crop.
13. Particulars of violations committed by the lessee by giving reference to the clauses of the agreement breached by him.
14. Action taken if any by the DFO/competent authority for violation of agreement terms.
15. Details of penalties imposed upon the lessee (with credit items).
16. Present position of the security deposit (where it is lying now and in what form).
17. Steps now proposed to be taken
  - a. Against the lessee.
  - b. Against the staff responsible for irregularities with names and designation and the responsibilities fixed against each.

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.40/1973-74/ST, Dated 17-9-1973

**Subject:- MONTHLY PROGRESS REPORTS OF DEVELOPMENT SCHEMES INCLUDED IN ANNUAL DEVELOPMENT PROGRAMME 1973-74.**

Reference:- In continuation of this office endorsement No.499-533/P&D, dated 3-9-1973 (Periodic Return No.88).

.....  
The Provincial Government especially in the Planning and Development Department fell concerned about the slow progress of implementation of Development Schemes. It is proposed by them to review the progress once every month as indicated in their letter dated 10-8-73 – copy endorsed as quoted in the reference. The proforma has since been revised by the Administrative Department. A copy of the revised proforma is enclosed as Annexure.

2. You should know that the progress of each and every scheme is examined thoroughly by the Additional Chief Secretary, Planning and Development personally. Therefore, you should fill in the proforma personally apart from ensuring that the progress of the development scheme is kept under constant watch.

3. It is argued on behalf of the Forest Department that our works are seasonal and, therefore, the major part of the expenditure would be incurred in the 2<sup>nd</sup> and 3<sup>rd</sup> quarters when preparatory works are carried out while the actual sowing and planting is carried out either in February or in the 1st week of April. It is observed by the Planning and Development that the Forest Department should be able to satisfy themselves that they have Annual Plan of Operations prepared and implemented according to the requirements of the seasons.

4. Our position may be tenable in the case of on-going schemes where preparatory works are in hand and may be completed by the end of the December. However, this very argument in the case of new Development schemes will work against us if we fail to show any physical and financial achievements by 31.12.1973.

5. You are, therefore, advised in your own interest to see that all these works especially preparatory works, right up to the stage of trenching and construction of Khals etc. as well as purchase of stores and all other items which need not await any longer, are carried out and charged in accounts by 31.12.1973.

6. No explanation for non-receipt of sanction of Programmes or Annual Plan of operation etc. will be entertained by the Government in this regard. It is for you to obtain clearance where found necessary at personal level.

7. Please acknowledge the receipt of this letter.

Encl:- A.A.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Monthly progress report of Development Schemes included in A.D.P. for 1973-74**

\*\*\*\*\*

Sl. No	Item	Name of Scheme				
		E-1	E-2	E-3	E-4	E-5 & so on

1. Sectoral No. of scheme.
2. (a) Total cost.  
(b) Date of approval.
3. Expenditure upto 30-6-1973.  
(a) Buildings of planning.  
(b) Bridges and roads.  
(c) Equipment/Machinery etc.  
(d) Establishment.  
(e) Others.  
(f) Total.
4. Expenditure upto the end of proceeding month.  
(a) Buildings of planning.  
(b) Bridges and roads.  
(c) Equipment/Machinery etc.  
(d) Establishment.  
(e) Others.  
(f) Total.
5. Expenditure during the month under report.  
(a) Buildings of planning.  
(b) Bridges and roads.  
(c) Equipment/Machinery etc.  
(f) Establishment.  
(g) Others.  
(h) Total.
6. Total of Serial No. 5 & 5.  
(a) Buildings of planning.  
(b) Bridges and roads.  
(c) Equipment/Machinery etc.  
(d) Establishment.  
(e) Others.  
(f) Total.
7. Total physical targets of the scheme.  
(a) Buildings of planning.  
(b) Bridges and roads.  
(c) Equipment/Machinery etc.  
(d) Establishment.  
(e) Others.
8. Physical achievements upto 30-6-73.  
(a) Buildings of planning.  
(b) Bridges and roads.  
(c) Equipment/Machinery etc.  
(d) Establishment.  
(e) Others.
9. Physical targets set for 1973-74.  
(a) Buildings of planning.  
(b) Bridges and roads.  
(c) Equipment/Machinery etc.  
(d) Establishment.

- (d) Others.
10. Physical achievements upto proceedings month.  
(a) Buildings of planning.  
(b) Bridges and roads.  
© Equipment/Machinery etc.  
(d) Establishment.  
(e) Others.
11. Physical achievements during the month under report.  
(a) Buildings of planning.  
(b) Bridges and roads.  
© Equipment/Machinery etc.  
(d) Establishment.  
(e) Others.
12. Total of Serial Nos. 10 & 11.  
(a) Buildings of planning.  
(b) Bridges and roads.  
© Equipment/Machinery etc.  
(d) Establishment.  
(e) Others.
13. Problems and Bottlenecks if any.
14. Remarks.

N.B. Information against Sl.No.2,3,7,8,9 is to be supplied only once in the year until there is revision.

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.41/1973-74/ST, Dated 17-9-1973**

**Subject:- EXECUTION OF FOREST WORKS / OPERATIONS – INSTRUCTIONS REGARDING.**

I find that some of you have been executing works without abiding to the rules and regulations. A gist is given below for strict compliance of all concerned. Any previous orders conflicting with these instructions should be considered as superseded.

i) The work must be included in the sanctioned annual plan of operations for the year concerned.

ii) (a) The technical sanction in respect of all “Works chargeable to” 10- Forests & 63-B-Development” must be obtained from the Chief Conservator of Forests i.e. Competent Authority ( refer to S.No.2 of Part II Special Powers to Forest Department of the Pakistan Delegation of Powers under the Financial Rules and the powers of re-appropriation Rules, 1962). “Works” mean buildings, roads, bridges and other similar items which need construction and repair.

b) The estimate according to sites (not merely a guess work) will be prepared in case of all “Works” other than usual sowing and planting operations. The specifications of the work will be given in detail and the rate charged will be worked out from the latest schedule of rates sanctioned by the Chief Conservator of Forests. No other rate will be used to work out cost of works. In case there are no schedule of rates for particular works, such rates should be got approved from the Chief Conservator of Forests before under taking that work.

c) No work will ordinarily be undertaken unless the estimate has been duly sanctioned by the competent authority as per Financial Rules. The Divisional Forest Officer is competent to sanction only all usual payments on sowing and planting etc. Vide S.No.6 of the above quoted rules. In case of “Sowing and Planting Operations” estimates will be sanction by the Divisional Forest Officer before the work is undertaken. The rates used will be from approved schedule of rates since sanctioned by the Chief Conservator of Forests. Rates for any item not included therein should be got approved before undertaking it. A monthly statement of estimates of operations will be submitted by the Range Forest Officer to the Divisional Forest Officer in duplicate for sanction by 15<sup>th</sup> of previous month to enable him to return to the Range Forest Officer one copy duly sanctioned by 25<sup>th</sup> i.e., well before the beginning of the month during which the operations are to be executed. The following proforma may be used for this purpose.

**MONTHLY STATEMENT OF ESTIMATE OF OPERATIONS**

Sl. No.	Description & specification of the operation with location (forest/cpt. No.)	Estimated quantity.	Cost per unit area.	Total cost.	Budget sub-head.	Funds available or not.	Remarks.
1	2	3	4	5	6	7	8

(iii) (a) Works and operations should normally be executed departmentally. In such cases, labour must be paid directly by the Range Officer and not through a middlemen so called petty contractors. Such works/operations may be carried out on muster roll or on piece work rates system. In case of the latter, the acquaintance roll should be on the back of the vouchers and/or on enclosed blank sheets where found necessary. The acquaintance roll will be maintained on the following proformas:-

**ACQUITTANCE ROLL OF DEPARTMENTAL WORKS OR OPERATIONS ON PIECE WORK RATE SYSTEM.**

NAME OF WORK \_\_\_\_\_ NAME OF FOREST & COMPARTMENT No. \_\_\_\_\_  
 FROM \_\_\_\_\_ TO \_\_\_\_\_  
 (DATE)

Sl. No.	NAME & PERCENT-AGE OF COOLIE.	ADDRESS	SPECIFICATIONS OF WORK DONE	TOTAL QUANTITY	RATE	TOTAL AMOUNT PAID / PAYABLE	SIGNATURE OR THUMB
1	2	3	4	5	6	7	8

(b) Where work is executed on muster roll, the measurements of work carried out daily must be recorded on a sheet of pay to be attached to the muster roll to be called "Goshwara". When the muster roll is closed the abstract of total work with detailed description of specifications and the cost incurred per unit and total cost for each kind of work with budget sub-head must be indicated alongwith abstract of labour and materials used if any.

© Where the work is to be executed through contractors, tenders will be invited after due publicity in the local press and otherwise, the work will be entrusted to the lowest tendered in all cases without exception. The C.F's sanction will have to be obtained in case the lowest tender is above the schedule of rates. A proper agreement deed will be executed with the successful tendered. In case of petty works of amounts less than rupees one thousand in each case, a work order on an approved form may be signed in place of agreement deed.

iv. (a) Measurements will be recorded daily in the case of works being carried out on muster roll and will be shown on the Goshwara to be enclosed with the muster roll. For all other works measurements will be recorded in their regular measurement Book after suitable periods but at least once in a month preferably during the last week of the month.

(b) Measurement Book must contain the following information regarding each work.

- (i) (a) Name of works, name of the Forest and compartment number.
- (i) (b) Name and full address of the contractor.
- (ii) Dates of commencement and completion of work.
- (iii) Detailed specifications for each kind of work involved so that there is no ambiguity in picking out the relevant rates from the Schedule of Rates.
- (iv) Detailed measurements to be recorded in such a way that it should be possible to



check any individual entry or a small group of entries by superiors during their inspection without the necessity of checking the whole work.

- (v) The measurement must be recorded in the measurement book at site and not copied from rough entries.
- (vi) The full name and designation of the officer/official who records the measurements should be given with dates signatures.
- (vii) When a bill is prepared an abstract of the relevant entries will be prepared in the measurement book below the detailed entries giving specifications of each kind of work, rate per unit (giving reference to the serial number of the Schedule of rates) and total.
- (viii) The following is the program of measurement book for linking blank note books when used in the absence of printed measurement books.

### **MEASUREMENT BOOKS**

Particulars	Details of actual measurements				Contents or Area.
	NO	L	B	D/H	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

Each bill/voucher and muster roll must carry the information in the heading regarding the name of work, forest with compartment number and any other information necessary to identify the location and the work. The bill/muster roll will be paid only after it is sanctioned by the Divisional Forest Officer proper check by the Divisional Accountant Comparing it with the measurement book or Goshwara. The Divisional Forest Officer may grant sanction only after satisfying that the work has been executed according to the entries in the measurement book and the bill. Where it is not possible for the Divisional Forest Officer to check himself before sanctioning the bill/muster roll he may sanction it at his own responsibility so as to check it on his next visit, which he must make within the next month or so. In any case, a Divisional Forest Officer must realize that in case he passes a disbursed voucher and incorporates it into his accounts he does it with the full responsibility that the work has been executed according to the entries in the measurement book and relevant vouchers.

(vi) (a) In case of purchase of store articles and materials, entries will be made in the measurement book in the same way as if a work has been done. The receipt of articles will then be carried to the relevant Form No.16 or Material Form 7 giving cross references to both i.e. Measurement Book and Form No.16 or Material Form 7.

(b) In case of extraction/collection of forest produce such as timber, firewood, resin etc., departmentally, the entry will appear directly on combined Form 5 and 6 register which will serve as Measurement Book for purposes of checking by the Divisional Accountant etc.

© In case of purchase of spare parts or repairs to machinery the entry will appear in the maintenance Register (Other than Log Book) maintained for the machine. The payment will be sanctioned after Divisional Accountant has compared the entries in the bill with those in the register and the Divisional Forest Officer has satisfied that the work has been done accordingly.

(vii) All payments of works whether in cash or by Cheques must be made through the Range Forest Officer concerned and must appear in his cash account. He should make disbursement in the presence of Beat Guards and Block Officers concerned so far as possible and obtain their signatures on the original voucher as evidence.

(viii) The following certificates must be given by the Range Officer on the vouchers:-

- (a) Certified that the work has been executed according to the specifications and measurements made therein.
- (b) Certified that the expenditure incurred commensurate with the work done.

© In case of muster roll only certify the labour entered therein was actually employed.

(d) Certified that Rs. \_\_\_\_\_/- have been disbursed by me on \_\_\_\_\_.

(e) In case of purchase of stores and spare parts etc., certified that :-

(i) All the articles (detailed in the vouchers attached to the account and vouchers retained by the Drawing Officer) have been duly received in good order and account 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/market rates and that suitable rates of payment have been recorded against the indents and invoices concerned to prevent double payment.

(ix) (a) While incorporating the vouchers/muster roll in the cash account, the Range Officer must give cross-reference to the following on the voucher itself and also in the relevant Cr. Entry in his cash book and cash account submitted to the Divisional Forest Officer:-

(i) Sanction of the competent authority e.g. DFO's No. \_\_\_\_\_ dated \_\_\_\_\_.

(ii) Page or pages of Measurement Book No. \_\_\_\_\_ or combined Form

5 & 6 or Form 16 \_\_\_\_\_ Log Book/Maintenance Register of vehicle/Machine No. \_\_\_\_\_.

(iii) Any other relevant timber and other forms.

(b) These cross references will be shown by the Divisional Forest Officer in his FAC Form No.14 maintained in his office as well as that submitted to the Conservator of Forests which will be exact copy of the Range Officer's cash book and its copy submitted to the Divisional Forest Officer. FAC Form No. 14 must contain all information borne on the voucher to make the entry self contained to furnish all necessary information without referring to the vouchers.

(x) No expenditure will be charged in the cash book unless it is supported by a sanctioned and acceptable voucher.

(xi) For detailed instructions regarding bills and vouchers instructions are contained in the enclosed Appendix 'A' preparation etc. of bills and vouchers.

(xii) A completion report for each "Work" (for all works other than usual payment on sowing and planting etc) will be prepared by the Divisional Forest Officer and submitted to the Conservator of Forests comparing the actual work done with that in the sanctioned estimate alongwith the rate and total expenditure incurred on each item of the estimate quoting references to all relevant vouchers of his FAC. Form 14.

2. Please acknowledge the receipt of this letter.

Sd/-

**( Mohammad Rafi )**

Addl. Chief Conservator of Forests,  
Punjab, Lahore

## APPENDIX- A

### PREPARATION ETC. OF BILLS AND VOUCHERS

1. Payment to contractors for work or supply can be made only by the Divisional Forest Officer or by an authorized subordinate officer. Claims for such payment should be prepared preferably by the claimants themselves in form 26 and no payment should be made until the correctness of the claim in respect of quantities and rates as well as the quality of work or supply and other necessary factors has been accepted by the responsible officer.
  
2. The following general instructions regarding the preparation and form of vouchers should also be observed:-
  - a) All vouchers must be filled in and signed in ink. The amount of such voucher should, as far as whole rupees are concerned, be written in words as well as in figures. The amount of paisas may always, however, be written in figures, after the words stating the number of rupees but in case of there being no paisas the word only should be inserted after the number of whole rupees and care should be taken to leave no space for interpretation as in the following examples:-  
  
"Rupees twenty six only" "Rupees twenty five/15".
  
  - b) All corrections and alterations in the total of a voucher should be attached by the dated initials of the person signing the receipt as many times as such corrections and alterations are made any in the orders of payment must be attested in the same way by disbursing officer. No document bearing an eraser can be accepted and payment of such vouchers should be refused by the disbursing officer and a fresh voucher called for. Corrections and alterations in orders of payment drawn by Divisional Officers on the State Bank of Pakistan/ Government Treasuries and its branches should be attested by their full signatures.
  
  - c) The correct head of classification should be recorded on each voucher by the Drawing Officer. This classification should also show whether the expenditure is voted or charged.
  
  - d) Charge against two major heads should not be included in the voucher if not unavoidable. This order does not apply to the allowance of an officer or of an establishment, as in such cases the whole of his establishment, as in such cases the whole of his allowance, even if belonging to two or more major heads of accounts, should be drawn on a single bill if they are chargeable wholly to Central or Provincial Revenue.
  
  - e) No payment may be made on voucher or order signed by a clerk instead of by the Divisional Forest Officer although in the absence of the latter, the clerk be in the habit of signing letters for him. For any money be paid on a voucher or order signed with a stamp. When the signature on a voucher given by a mark or seal or thumb impression, it should be attested by some known person. Vernacular signatures must always be transliterated.

- g) Traveling allowance bills requiring previous countersignature should not be paid without such countersignature.
- h) When bills are presented on account of charges incurred under any special orders, the orders sanctioning the charge should be quoted. Copies of sanctions accompanying a bill must be duly verified by a Gazetted Officer not by a clerk.
- i) The authority under which deductions are made in a bill should be quoted.
- j) Dates of payment should, when possible be noted by the payees in their acknowledgments in Sub-vouchers, acquaintance rolls etc. If for any reasons, it is not possible for the dates of the payment to be noted by the payees, the dates of actual payment should be noted by disbursing officers on the documents under their initials, either separately for each payment or by groups as may be found convenient.
- k) In cases in which the endorsement on a bill is unauthorized, incomplete or otherwise irregular, the Divisional Forest Officer should refuse payment of the bill and return it to the person who presents it with a memorandum explaining why payment is refused. Duplicates or copies of receipts or vouchers are in no case to be issued by any Government Officer on the allegation that the originals are lost or missing. If any necessity arises for such a document a certificate sum on a certain account was received from or paid to a certain person. This prohibition extends only to the issue of duplicates on the allegation that the originals are left and does not apply to cases where under existing rules, duplicates are required to be prepared with the originals.

Wherever fractions of a rupee occur in the totals of contractor's bills for amount exceeding Rs.10 or in case of works supplied chargeable to more than one estimate, in the totals chargeable to each estimate, fractions less than half should be disregarded and half a rupee and over taken as a rupee.

#### **Bills and vouchers to bear reference to Measurement Book**

3. A reference to the voucher in which the quantities are entered for payment as well as the date of entry should be given by an endorsement upon the original entries in certificate or bill should be signed without thus crossing off the connected entry in the Measurement Book. The document on which payment is made should invariably bear a reference to the number and page of the book in which the detailed measurements are recorded and should also indicate the date on which the measurement was made.

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.42/1973-74/ST, Dated 18-9-1973**

**Subject:- ANNUAL PLAN OF OPERATIONS – ANNUAL COST OF REGENERATION  
AFFORESTATION AND MAINTENANCE OF PLANTATIONS.**

I enclose herewith statements giving average cost estimates for afforestation, regeneration and maintenance of Irrigated Plantations, Riverain forests and Canalside Plantations for your guidance. These rates should serve as a general guideline for allocation of funds to the Divisional Forest Officers after making adjustments where considered necessary for reasons to be recorded in writing.

2. Please acknowledge the receipt of this letter.

Encl:- As above.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endst. No. 138/ST/ACCF, Dated 18-9-1973**

**STATEMENT GIVING THE ANNUAL COST PER ACRE PER YEAR OF AFFORESTATION,  
REGENERATION AND MAINTENANCE UNDER 3.1(IV)B.**

.....

**A- IRRIGATED PLANTATIONS**

1	Regeneration with coppice and root suckers with climber cutting and some stubbing of Kana & mesquite.	a	New work @ Rs. 50/- P.A.
		b	Previous years regeneration @ Rs.16/-
2	Regeneration with coppice and root suckers in areas with mesquite/kana infestation.	a	New work @ Rs. 80/- P.A.
		b	Previous years regeneration @ Rs.26/-
3	Afforestation in Thal ( in addition to cost of leveling at an average of Rs.100/-P.A.	a	New work @ Rs. 70/- P.A.
		b	Previous years regeneration @ Rs.15/-
4	Afforestation in irrigated plantations other than Thal after resuming the areas from temporary cultivation.	a	New work @ Rs. 80/- P.A.
		b	Previous years plantations @ Rs.20/-
5	Afforestation in irrigated plantations other than Thal after departmental clear felling and stubbing out mesquite and useless growth departmentally without temporary cultivation.	a	New work @ Rs. 100/- P.A.
		b	Previous years plantations @ Rs.30/-
6	Maintenance of old crops of two years age and above including all items of expenditure under B-I (iv) b except seeds and nurseries).		6/-

**B- RIVERAIN FORESTS**

7	Bela regeneration.		New work @ Rs. 50/- P.A.
			Previous years re-regenerations @ Rs.2/-
8	Bela afforestation.		New work @ Rs. 150/- P.A.
			Previous years plantations @ Rs.65/-
9	Old bela crops of 2 years age and above (including all items of expenditure under B-I-IV-b except seeds and nurseries).		1/-

Sd/-  
**( Mohammad Rafi)**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**STATEMENT GIVING THE ANNUAL COST PER AVENUE PER MILE AFFORESTATION AND MAINTENANCE OF CANALSIDE PLANTATIONS.**

.....

Year	Growing season	Details	Average rate per avenue mile for	
			Hand watering	Flow irrigation

**A- Kharif Channels (April to September)**

1st	1st	i. Initial cost (Details of item given at the end).	Rs.50/-	Rs.93/-
		ii. All the remaining items of work will be carried out by a Collie employed throughout the season.	Rs.38/-	Rs.23/-
<b>TOTAL:-</b>			<b>RS.88/-</b>	<b>RS.116/-</b>
2 <sup>nd</sup>		All the works will be carried out by a Collie employed throughout the season.		
	1st	i. One Collie from July to October for 6 avenue miles for hand watering/10 avenue miles for flow irrigation @ Rs.90/- per month.	Rs. 60/-	Rs.36/-
	2nd	ii. One coolie from 15 <sup>th</sup> April to June for 6 avenue miles for hand watering/ 10 avenue miles for flow irrigation @ Rs.90/- per month.	Rs.38/-	Rs.23/-
<b>TOTAL:-</b>			<b>Rs.98/-</b>	<b>Rs.59/-</b>
3 <sup>rd</sup>		All the works will be carried out by a Collie employed throughout the season.		
	2nd	i. One Collie from July to October for 6 avenue miles for hand watering/10 avenue miles for flow irrigation @ Rs.90/- per month.	Rs. 60/-	Rs.36/-
	3rd	ii. One coolie from 15 <sup>th</sup> April to June for 12 avenue miles for hand watering/ 10 avenue miles for flow irrigation @ Rs.90/- per month.	Rs.38/-	Rs.23/-
<b>TOTAL:-</b>			<b>Rs.98/-</b>	<b>Rs.59/-</b>
<b>GRAND TOTAL:-</b>			<b>Rs.284/-</b>	<b>Rs.234/-</b>

Year	Growing season	Details	Average rate per avenue mile for	
			Hand watering	Flow irrigation

**B – Perennial Channels (February to September)**

1st	1st	i. Initial cost (Details of item given at the end).	Rs.50/-	Rs.93/-
		ii. All the remaining items of work will be carried out by a Collie employed throughout the season. One coolie from February to June for 6 avenue miles for hand watering / 10 Av.miles for flow irrigation @ Rs.90/- per avenue miles.	Rs.75/-	Rs.45/-
<b>TOTAL:-</b>			<b>RS.125/-</b>	<b>RS.138/-</b>
2 <sup>nd</sup>	1st	All the works will be carried out by a Collie employed throughout the season.		
		i. One Collie from July to October for 6 avenue miles for hand watering/10 avenue miles for flow irrigation @ Rs.90/- per month.	Rs. 60/-	Rs.36/-
		ii. One coolie from February to June for 6 avenue miles for hand watering/ 10 avenue miles for flow irrigation @ Rs.90/- per month.	Rs.75/-	Rs.45/-
<b>TOTAL:-</b>			<b>Rs.135/-</b>	<b>Rs.81/-</b>
3 <sup>rd</sup>	2nd	All the works will be carried out by a Collie employed throughout the season.		
		i. One Collie from July to October for 6 avenue miles for hand watering/10 avenue miles for flow irrigation @ Rs.90/- per month.	Rs. 60/-	Rs.36/-
		ii. One coolie from February to June for 12 avenue miles for hand watering/ 10 avenue miles for flow irrigation @ Rs.90/- per month.	Rs.75/-	Rs.45/-
<b>TOTAL:-</b>			<b>Rs.135/-</b>	<b>Rs.81/-</b>
<b>GRAND TOTAL:-</b>			<b>Rs.395/-</b>	<b>Rs.300/-</b>



**DETAIL OF INITIAL COST PER AVENUE MILE**

<b>Particulars</b>	<b>Hand watering</b>	<b>Flow Irrigation.</b>
Jungle clearance.	3/-	5/-
Layout.	2/-	3/-
Digging of Pits/earthwork.	25/-	66/-
Dry Hodging.	15/-	-
Fixation of outlets.	-	10/-
Unforeseen charges.	5/-	9/-
<b>TOTAL:-</b>	<b>50/-</b>	<b>93/-</b>

**NOTE:-** For Canalside strips where operations are controlled on area basis and not by avenue miles, the rates for irrigated plantations given above with 25% premium may be allowed.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.43/1973-74/ST, Dated 18-9-1973

**Subject:- CONTROL FORMS-ANNUAL EVALUATION OF REGENERATION AND AFFORESTATION.**

It is essential that at the end of every growing season, the actual results of our efforts to carry out regeneration and afforestation in all forests under our control are evaluated through field inspections by the Conservator of Forests concerned. This may be done from October to December during routine inspection/tours.

2. The results of the annual evaluation will be recorded in the proforma given as annexure.
3. Where more than one kind of forests exist in the same Division, the area will be listed separately for the following types:-
  - a. Coniferous Forests.
  - b. Scrub Forests.
  - c. Riverain Forests.
  - d. Irrigated Plantations (including chak plantations and shelterbelts).
  - e. Roadside plantations.
  - f. Raislide plantations.
  - g. Others.
4. The evaluation will be recorded only in the following terms:-
  - a. Successful (where the number of established plants is more than 50% of the total required provided the existing plants are evenly distributed all over the area).
  - b. Promising (where the regeneration is not yet established but otherwise it is likely to result in a successful crop).
  - c. partially successful (where the number of established plants through distributed all over the area is 26% to 50%).
  - e. Failed (where the number of plants is 25% or less).
5. The annual evaluation reports for various forests may be submitted to the Chief Conservator of Forests as and when finalized but not later than 31<sup>st</sup> December of the year under report.
6. Necessary action will be taken by you as and where found necessary to restock failures apart from undertaking adequate measures to ensure that such failures are not repeated in future.
7. Please acknowledge receipt of this letter.

Encl:- A.A

**Endst. No. /ST/ACCF, Dated -1973**

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

Annexure

PUNJAB FOREST DEPARTMENT

EVALUATION OF REGENERATION, AFFORESTATION AND PLANTATION WORK FOR  
\_\_\_\_\_ FOREST DIVISION FOR \_\_\_\_\_ GROWING SEASON.  
YEAR

.....

Sl. No.	Forest / Cpt. Or Reach	Area in acres/ Length in running miles= Av. Miles/ Acres.	Break up of are according to the conditions of crop on _____.			Failures	Date of inspection for evaluation	Remarks
			Successful	Promising	Partially successful			
1	2	3	4	5	6	7	8	9

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.44/1973-74/ST, Dated 20-9-1973**

**Subject:- DISCIPLINE – ATTENDANCE OF MINISTERIAL ESTABLISHMENT.**

The nature of duties in the Forest Department make it necessary for the officers to stay away from their offices with the result that defacto the Superintendents and Head Clerks run the office. I have reasons to believe that Superintendents and Head Clerks are not fully conscious their responsibility to this effect. In order to maintain proper discipline they are expected to ensure that all the clerks and other establishment attend the office in time and conduct themselves according to the dictates of discipline. The Superintendents and Head Clerks are also responsible to ensure that each and every clerk carries out his work and that no undue arrears are left with him un-disposed of at the end of each day.

2. Last of all, it is most essential that Superintendents and Head Clerks must remain available in offices during the office hours and not repeat not be away from the offices on flimsy grounds of visiting other offices for following up cases or for encashing Cheques from Treasury and for any other similar reasons. In case of emergency such as their own illness or that of any member of family, they may leave the office in anticipation of sanction of the casual leave after submitting a proper application to the DFO and hand it over to the next senior clerk in his office. In order to ensure that the application is put up to the officer, it must be entered in the diary register immediately i.e. within 30 minutes of its receipt. This will avoid mis-use of this facility.

3. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.45/1973-74/ST, Dated 20-9-1973**

**Subject:- PAYMENT AGAINST WORK DONE, SERVICES RENDERED OR STORES SUPPLIED.**

Your attention is invited to Article 17.17 of Financial Rules, Volume I, Part – I (Second Edition), the liabilities incurred during the year become inevitable payments and therefore such payments have to be made within the current financial year positively. A copy of the above article is reproduced below for your information.

“ Notwithstanding the provision of rules 17.2 to 17.6 and 17.13 to 17.15 the want of provision in the estimates does not operate to prevent payment of any sums really due by Govt. If an inevitable payment is required to be made in the absence of funds, the error lies not in the payment, but in the entering into the liabilities to meet which the payment is made”.

Similarly, under Article 2.10 (b) (3) of the Financial Rules, which is also reproduced below, all charges incurred are required to be drawn and paid at once and should in no circumstances be allowed to stand over to be paid from the grant of another year:-

“Rule 2.10 ( b) (iii) “ That all charges incurred are drawn and paid at once and are not held up for want of funds and allowed to stand over to be paid from the grant of another year; and that all inevitable payments are ascertained and liquidated at the earliest possible date”.

It is, therefore, hereby reiterated that the payments against work done, services rendered or store purchased must be made within 14 work days of the date they fall due. No payments can be with-held for want of budget. It is, however, for the head of offices to ensure that no liability is incurred in excess of the sanctioned budget.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.46/1973-74/ST, Dated 20-9-1973**

**Subject:- VERIFICATION OF CHARACTER AND ANTECEDENTS OF CANDIDATES FOR EMPLOYMENT.**

According to Government letter No.E&A(S&GAD)-13 (12)/60, dated 15-8-1960 and S.O. XII (S&GAD)-5-22/64, dated 12-6-1965, copy forwarded to all Divisional Forest Officers vide endorsement No.2834, dated 26-10-1960 and No.588-93/E, dated 11.8.1965 respectively, no candidate can be appointed to a post under the Provincial Government whether in a permanent or temporary capacity until and unless his character and antecedents are verified by the Superintendents of Police concerned on the forms prescribed in the aforementioned pages 89 to 97 of O & M Establishment Manual, Volume I and on pages 461 to 464 of O & M Establishment Manual, Vol. Vol.III. You should please ensure that the aforementioned orders are complied with in future.

2. You should also ensure that the cases of officials since appointed from 15-8-1960 up to date are also scrutinized and the needful done, where not done already under intimation to this office.

3. Please acknowledge receipt.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.47/1973-74/ST, Dated 20-9-1973**

**Subject:- CERTIFICATE OF TRANSFER OF CHARGE.**

I enclose herewith FDC Form 59- Certificate of transfer of charge since prescribed vide Article 264 to 268 of Forest Department Code, VI edition. You should see that in future the certificate of transfer of charge is recorded in this form and not on the modified forms found in various Divisions.

Encl:- A.A.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**FORM NO.50(6<sup>TH</sup> EDITION)**  
**FOREST DEPARTMENT, PUNJAB**  
**CERTIFICATE OF TRANSFER OF CHARGE OF THE OFFICE OF**  
**DIVISIONAL FOREST OFFICER/ CONSERVATOR OF FORESTS \_\_\_\_\_**  
**DIVISION.**

**DATED** \_\_\_\_\_

**THE** \_\_\_\_\_

I certify that I received charge of the \_\_\_\_\_ Division from \_\_\_\_\_ on the \_\_\_\_\_ noon of this \_\_\_\_\_ day of \_\_\_\_\_ 20.

I received the sum of rupee \_\_\_\_\_ the cash balance, as shown by the Cash Book 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 out standings and liabilities on account of the department.

I have received the following working plan documents which I have personally examined and found posted up to date.

1. Working Plan.
2. Forest Journals or Compartment histories.
3. Working Plans maps.
4. Stock maps.
5. Control forms.

I have examined the live and dead stock, the depot register and office furniture which I have found in order.

I have received \_\_\_\_\_ cheque Book No. \_\_\_\_\_ unused as well as cheque No. \_\_\_\_\_. The counterfoils of the previous Cheques have been written up.

Countersigned

Relieved Officer

Relieving Officer



Vide Articles 264 & 265 of the code.

Note:- Form revised in 1932 under Chief Conservator of Forests, Punjab & NWFP order, dated 4<sup>th</sup> November 1931.

**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.48/1973-74/ST, Dated 20-9-1973**

**Subject:- DOMICILE FOR INITIAL RECRUITMENT TO CLASS III & IV SERVICES.**

There is some mis-understanding among the Forest Officers that Government orders prescribing the domicile for initial recruitment to Class III & IV services are to take effect from the date of issue of service rules. This is a wrong impression. Immediately after the integration the Government had laid down principles for initial recruitment etc. Vide their letter No.871-Integ-55/4471 dated 25.11.1955. These principles were required to be followed till their embodiment in the service rules subsequently issued by the Government. According to the aforementioned government letter which is effective from 25.11. 1955 the recruitment to the subordinate services was required to be made from the area to which the cadre concerned extended.

2. These instructions were followed by the following Government letters, copies of which were duly endorsed to you from time to time.

- Govt. letter No.SO.XII (S&GAD)3-14/62, dated 8.11.1962.
- Govt. letter No.SO.XII(S&GAD)3-14/62, dated 30-10-1963.
- Govt. letter No.SO.XVIII-2-45/67, dated 11.12.1967.
- Govt. letter No.S.O. .XVIII-2-45/67, dated 21.8.1968.

3. Your attention is also invited to Government Circular No.SOR-II(S&GAD)8-54/73, dated 15-6-1973 copy endorsed to you vide this office No.B-7-4/23/Eg, dated 25-7-1973, wherein it has been laid down that domicile declared by a person at the time of entry into service will be treated as final throughout this service.

4. Some of Forest Officers are under the impression that the Govt. directives issued from time to time are not conveyed to them and as such directives would be effective from the date the O&M establishment manuals containing these directives were not endorsed to them is also incorrect. All the relevant Govt. directives issued on the subject from time to time by the Govt. were regularly endorsed to them.

5. You should, therefore, ensure that all subordinate staff working under your control were recruited according to rules with regard to domicile, educational qualifications, age, medical fitness, character and antecedents etc. This is necessary because according to rules Drawing and Disbursing Officers can draw salary of only those Govt. servants who are employed according to rules.

6. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.49/1973-74/ST, Dated 25-9-1973**

**Subject:- CONTROL FORMS.**

Reference:- Item No.68 of Periodic Returns prescribed vide this office letter No.51-52/ST/GB, dated 17-8-1973.

....

The Control Forms 2 & 4 have since been replaced by new Control Forms since 1958. However, since the proforma of the Control Form prescribed vide Chief Conservator of Forests, West Pakistan No.749/D, dated 25-6-1958 does not satisfy the requirements of recording Regeneration/ Afforestation and other cultural operations, it is hereby directed that the printed form should be suitably modified when used for that purpose, by deleting the existing columns 13 to 15 and amending them as given below:-

At the top of the columns 13-15, delete "Outturn" and add "Results".  
Column 13 – Area in acres with established regeneration.  
Column 14- Area in acres with promising regeneration.  
Column 15 – Area in acres requiring restocking.  
Under Column – 16, delete the words "Value in rupees" and add "Cost".

2. Thus, the existing proforma will be used for various kinds of fellings, while regeneration, afforestation and restocking should be recorded on the enclosed modified proforma.

3. The various operations for which Control Forms will be prepared in future are given below:-

I- **CONIFEROUS FORESTS**

A. **Fellings:**

1. Seeding or selection fellings.
2. Secondary fellings where applicable.
3. Thinning, I, II and so on.
4. Irregular fellings.

B. **Regeneration and Cultural Operations**

1. Regeneration.
2. Afforestation.

II - 3. Restocking.  
A. **SCRUB FORESTS**  
**Fellings**

1. Selection coppice fellings.

**B. Regeneration and Cultural Operations**

1. Regeneration.
2. Afforestation.
3. Restocking.
4. Cleanings.

**III - RIVERAIN (BELA) FORESTS**

**A. Fellings**

1. Main Fellings.
2. Ist Thinning.
3. IInd Thinnings and so on as applicable.
4. Irregular Fellings.

**B. Regeneration and Cultural Operations**

1. Regeneration.
2. Afforestation.
3. Restocking.

**IV - IRRIGATED (BLOCK) PLANTATIONS & LINEAR PLANTATIONS**

**A. Fellings**

1. Main Fellings.
2. Ist Thinning.
3. IInd Thinnings and so on as applicable.
4. Irregular Fellings.

**B. Regeneration and Cultural Operations**

1. Regeneration.
2. Afforestation.
3. Restocking.

Please see that Control Forms are prepared accordingly.

Encl:-A.A.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**FOREST DIVISION \_\_\_\_\_**

**WORKING CIRCLE \_\_\_\_\_ YEAR \_\_\_\_\_**

**FELLING SERIES \_\_\_\_\_**

Operation \_\_\_\_\_ Regeneration / Afforestation / Restocking  
 Para \_\_\_\_\_ of \_\_\_\_\_ Working Plan / Working Scheme  
 C.C.F's / CF's No. \_\_\_\_\_, dated \_\_\_\_\_.

YEAR	ARREAR OR EXCESS BROUGHT FORWARD			PRESCRIPTION OF THE CURRENT YEAR		AREA IN ACRES PRESCRIBED OR VOLUME PRESCRIBED	TOTAL COLUMNS NO. & 7.
	Forest Block if any	Cpt. No.	Area in acres prescribed or volume prescribed	Forest or Block if any.	Cpt. No.		
1	2	3	4	5	6	7	8

OPERATIONS CARRIED OUT				RESULTS		
Forest & Block if any	Cpt. No.	Area in acres	Deficit or excess	Area in acres with established regeneration	Area in acres with promising regeneration	Area in acres requiring restocking
9	10	11	12	13	14	15

Cost	DFO Signature	CF's recommendation or orders with signature	CCF's order with signature	Remarks
16	17	18	19	20

PUNJAB FOREST DEPARTMENT  
CIRCULAR NO.50/1973-74/ST, Dated 25-9-1973

**Subject:-** PREPARATION OF PERIODIC PROGRAMMES FOR MAIN FELLINGS, THINNINGS, REGENERATION & AFFORESTATION- ASSESSMENT OF GROWING STOCK FOR:

It is essential that we possess requisite information regarding the growing stock of all forests under our control in order to enable us to discharge our duties properly.

2. Ordinarily this information is collected and compiled as well as indicated on stock maps during preparation of a working plan. This information is brought upto date at the end of each growing season by preparation of control maps wherein the areas felled, thinned, regenerated and afforested are shown. Normally, the preparation of such control maps is prescribed in the relevant paragraph of Part-II of the sanctioned working plan. However, where such prescription does not exist, a reference may be made to this office for issuance of amendment accordingly.
3. Where the forests are not covered by sanctioned working plans, the abstract of assessment of growing stock together with the control maps prepared by ocular observation can provide reasonable basis, to prepare periodic programmes (say for 3 to 5 years) for main-fellings, thinning, regeneration and afforestation.
4. The abstract of growing stock may be prepared in the enclosed proforma. The classification of growing stock into various density classes as well as age classes may be carried out by ocular estimates during field inspections. The minimum unit of area for classification of growing stock will be 10 acres. In the case of roadside and railside plantations it will be one running mile while in the case of canalside plantations it will be one canal mile (5RDs).
5. The control maps may be prepared on 4" to 1 mile scale for forests other than linear plantations and on 1:50,000 or one inch – one mile scale for linear plantations ( The new G.T. sheets issued by the Survey of Pakistan have since been prepared on 1: 50,000 scale). The colour scheme has been indicated in the proforma. However, the sale depots, forest colonies, villages and blank areas not available for forestry will not be indicated by any colour. The year of stocking will be written in red ink (as for example 1969 and 1968-69). In the case of blank areas available for forestry or areas under temporary cultivation, the proposed year of afforestation may be given (as for example it will be 1974 where the area is to be resumed on 31-12-1973). The predominant species of each compartment may also be indicated by writing capital 'S' for Shisham, Capital 'M' for Mulberry, Capital 'C' for Chir, Capital 'K' for Kail and so on. However, these orders do not apply to stock maps for preparation of working plans to which the existing orders will continue to apply as such.
6. This supersedes all previous instructions in regard to matters dealt with in this letter.
7. Please acknowledge receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**STATEMENT SHOWING ABSTRACT OF GROWING STOCK**

Particulars of area.  
( Forest Compartment, irrigation channel road)  
Div.\_\_\_\_\_

Felling series \_\_\_\_\_  
Block\_\_\_\_\_ Range \_\_\_\_\_ Forest

Age Classes	Density Classes				Remarks
	Fully Stocked 76-100%	Fairly stocked 51-75%	Partially stocked 26-50%	Blank or nearly blank 0-25%	
1	2	3	4	5	6

**A- IRRIGATED PLANTATIONS/ BELA FORESTS/SCRUB FORESTS**

1. Current years growth. (Dark green)
2. 2-5 years. (Light green)
3. 6-10 years. (Violet)
4. 11-15 years. (Blue)
5. 16-20 years. (Brown)
6. 21 years and above. (Black)
7. Field Areas. (Red)
8. Total.
9. Blank (Pending planting/afforestation(Yellow). including area under temporary cultivation)

**B- LINEAR PLANTATIONS**

1. Current years growth. (Dark green)
2. 2-5 years. (Light green)
3. 6-10 years. (Violet)
4. 11-15 years. (Blue)
5. 16-20 years. (Orange)
6. 21- 30 years. (Brown)
7. 31 years and above. (Black)
8. Failed Areas. (Red)
9. Total.
10. Blank (Pending planting/afforestation(Yellow). including reaches under temporary cultivation)

**C- CONIFEROUS FORESTS**

1. PB-I ( Green)
2. PB-II (Red)
3. PB-III (Blue)
4. PB-IV (Brown)
5. Total:-

Note:- Sale depots, forest colonies, villages and blank areas not available for forestry will not have any colour.

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.51/1973-74/ST, Dated 6-10-1973**

**Subject:-** **DISPOSAL OF FOREST OFFENCE PROSECUTION CASES.**

Reference :- Item No.31 of Periodic Returns prescribed vide this office letter No.51-52/ST/GB, dated 17-8-1973.

....

I enclose herewith a copy of Government letter No. SOFT. (IV(AGRI)-XII-200/69, dated 19-9-1969 alongwith a copy of each of proforma of statement and I and statement II wherein monthly progress of disposal of forest prosecution cases has to be submitted to the Government.

2. The report will be submitted by the Divisional Forest Officers to the Conservator of Forests by 1st of the following month and by Conservators of Forests to the Chief Conservator of Forests, Punjab, by 5<sup>th</sup> to enable this office to submit it to Government by 10<sup>th</sup>. The Conservators of Forests will submit the returns in duplicate.

3. Please acknowledge receipt of this letter.

Encl:- A.A.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.



**COPY OF LETTER NO.S.O.FT. IV (AGRI)-XII-200/69, DATED 19.9.1969 FROM DEPUTY SECRETARY FORESTS, GOVERNMENT OF WEST PAKISTAN, AGRICULTURE DEPARTMENT, LAHORE TO THE CHIEF CONSERVATORS OF FORESTS, LAHORE REGION, PESHAWAR, MULTAN, HYDERABAD AND QUEETTA.**

....

**Subject:- MAL-PRACTICES IN FOREST DEPARTMENT OFFENCE CASES.**

It has been observed with great concern by M,L,A. Zone 'A' that a large number of forest offence cases are lying pending in the Court. In Hazara District only 42,000 cases are pending. The punishments awarded are not commensurate with losses suffered by Govt. In many instances the punishments awarded are ridiculously low viz. Rs.5/- only.

2. You were required to intimate the instances where the instructions issued by the Administrative Department/Home Department are openly disregarded by the Magistrates vide S.O. Ft.IV (Agri)-536/B/68, dated 31.1.1969. The Administrative Department has observed with great displeasure that not even a single case of this type has been referred by you though there can be many.

3. In order to keep a constant watch and review the progress of forest cases, it has been decided to get the monthly reports on the attached proforma. The last date for receipt of reports will be 10<sup>th</sup> of each month.

**STATEMENT - I**

Pending forest prosecution cases for the month \_\_\_\_\_ in the court of \_\_\_\_\_

Balance from last month.	Prosecuted during the month	Total	Decided	Balance	Remarks
1	2	3	4	5	6

**STATEMENT - II**

Detail of punishments awarded by Court of \_\_\_\_\_ during the \_\_\_\_\_.

Prosecution cases decided	Punishment imposed by Court	Punishment recommended by Forest Department	Reasons for difference in Co. 2 & 3	Remarks
1	2	3	4	5

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.52/1973-74/ST, Dated 3-1-1974**

**Subject:- CORROSPONDENCE.**

Where Government ask for some factual information, you are requested to supply such information with a spare copy to save this office from typing.

2. Similarly you may also supply a spare copy for all such references where those can be forwarded to Government as such with a forwarding note from this office.
3. The responsibility for deciding whether a spare copy should be enclosed with each reference should be entrusted to the office Superintendent.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.55/1973-74/ST, Dated 17-1-1974**

**Subject:- IRREGULAR FELLINGS.**

I have since received a number of references from some of you regarding fellings of old trees particularly of Semal and Hybrid poplar for sale to various industrial units. This has to be discouraged.

2. I have to remind you that the Forest Department operates under a long term policy after preparing working plans and executing them faithfully. It is, therefore, necessary that any such proposal must be made in the light of the provisions/prescriptions of the relevant sanctioned working plans or draft working plans where available.

3. It is incumbent upon us that we should stick to sanctioned working plans as far as possible. However, it is also our duty that we should make necessary adjustments or amendments where called for due to circumstances which could not be anticipated by us at the time of preparation of the working plans through deviations or amendments without altering major objects of management of the forest under reference. It is, therefore, necessary that we act accordingly and do not resort to sales on expediencies of various consumers.

4. Please see that these instructions are conveyed to all Divisional Forest Officers, Sub-Divisional Forest Officers and Forest Rangers under your control.

5. Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**Endorsement No. P-II/759, Dated 17-1-1974**

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.56/1973-74/ST, Dated 25-9-1973**

**Subject:- CLEARANCE OF BRANCHES FOR TELEPHONE & TELEGRAPHS LINES ETC.**

Certain branches have to cut for the clearance of the telephone/telephone lines. This work at present is being done by the Telephone/Telegraph Department's personnel. In future this should be done by our own staff on permits. This will not only bring revenue to us but will also save the trees from unduly heavy lopping. It is, therefore, desired that wherever the branches are becoming hinderance to the telephone/telegraph lines, these should be cleared by our own staff on permits by head loads. Even in case the telephone/telegraph Department desires to clear the branches through their staff, they may do so in the presence of our Forest Guards and the produce be disposed of by auction or on permits instead of giving the same to the telephone and telegraph department's personnel.

2. The Divisional Forest Officers need not take any permission from their Conservators of Forests for such clearance. At no stage the branches of the trees should touch the wires and there should never be a complaint from telephone/telegraph authorities.

3. The brush permits rate in this case may be worked out proportionally half of the normal monthly rate approved by the Government in their letter No. SOFT(Ext)-XV-1/71, dated 25-10-1973.

4. This supersedes all previous instructions in regard to matters dealt with in this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.57/1973-74/EX, Dated 3-3-1974**

**Subject:- PRE-APPOINTMENT TRAINING OF FOREST GUARDS – SELECTION OF STIPENDIARY STUDENTS.**

Reference :- In continuation of this office letter No.1258/Ex/B.V.19, dated 19.12.73.

...

Please refer to the Rules and Syllabus for the training of Forest Guards candidates, issued vide Government Notification No.S.O. Ft.I.2 (3)/64, dated 22-6-1967, under which 6 months period has been prescribed for completion of training. If the period of training falls short of 6 months, the candidate cannot be considered to have completed the training course successfully. The training courses are commences on 1st of January and 1st of July. The students who will not join the courses on the date of its commencement, he will not be able to complete 6 months training period at the close of the session. It is, therefore, hereby ordered that the stipendiary Forest Guards must join the course on the date of commencement. A grace period of 14 days is, however, fixed to join the school in special cases, when the selection of candidates/completion of documents is delayed under the circumstances, which are beyond the control of the selection authority/candidate.

2. The stipendiary students should not be admitted in the Forest School after 14 days of commencement of the training course. The candidates who will not join the schools within 14 days period their selection should be treated as cancelled.

3. Similarly the students who will not be able to complete 6 months training, by the end of session, because of their sickness etc. they will not be declared successful unless they undergo the training in the following session in order to complete the prescribed period of 6 months or session for the period which will fall short of 6 months.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.59/1973-74/ST, Dated 19-6-1974**

**TO BE SUBSTITUTED FOR THE CIRCULAR BEARING  
THE SAME NUMBER AND DATE**

**Subject:- JOURNEY BEYOND JURISDICTION.**

I enclose herewith an extract copy of Government letter No. SO(G)Misc-1(2)/64, dated 13-1-1964, which lays down general principles regarding journeys beyond jurisdiction.

2. According to Serial No.9 of Appendix 'A' of the West Pakistan (Civil Services) Delegation of Powers Rules, 1962, Controlling Officers are competent to sanction the absence of Govt. Servants on duty beyond the sphere of duty. The competent authority may normally allow such journeys within its own sphere of duty. The permission for undertaking journey outside its own sphere of duty may be given in only exceptional cases where it is unavoidable.

3. Such journeys may be performed after obtaining prior written sanction of the competent authority in the form of a letter. In case of emergencies the permission obtained through telephone should be confirmed by competent authority after receipt of written request from the officer/official concerned. No Government Servant should leave his jurisdiction without obtaining per permission of the competent authority or without permission obtained through telephone or otherwise and seeking for its confirmation before undertaking the journey beyond jurisdiction under reference.

4. Where the journeys is undertaken to attend a court at the request of the Prosecution whether in the Forest Department or in the Anti-Corruption Department etc., such request may be routed through the competent authority who will ensure that such journeys are allowed only in those cases where the issues involved are not of petty nature and the undertaking of such journeys is considered unavoidable.

5. In the case of attendance of courts as defendants, the officers/officials may attend the High Court on receipt of summons after informing the competent authority and after submitting a complete report as required in the Law Department Manual. In the case of Courts other than the High Court, the concerned court may be requested to route the summons through the competent authority.

6. Where the orders for undertaking journeys beyond jurisdiction are received directly from any of the authorities superior to the competent authority (in direct line of command only namely C.F./A.C.C.F./Secretary Forests/Chairman, Planning & Development, Chief Secretary /Minister for Forests & Agriculture and Chief Minister), such journeys may be undertaken after informing the competent authority on telephone or other available means as well as in writing alongwith the particulars of the orders.

7. Such journeys including normal touring as prescribed by the Government should be undertaken keeping in view the funds available for meeting the expenditure of T.A. The performance of journeys beyond jurisdiction itself will not be a justification for requesting for additional funds for T.A.

8. In order to ensure that the spirit of the Government letters dated 26-3-1956 and 13-1-1964 is properly complied with, it has been decided to prescribe the submission of a monthly return giving particulars of all journeys allowed by a competent authority during the month under report. Its columns will be as under :-

<b>Sl. No.</b>	<b>Name of the officer/official with designation &amp; headquarters</b>	<b>Period</b>	<b>Station visited</b>	<b>Purpose</b>	<b>Remarks.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

9. This return will be submitted to the next higher authority (by DFOs to CFs and by CFs to CCF) by 15<sup>th</sup> of the following month.

10. This supersedes all previous instructions issued by this office in regard to matters dealt with in this letter.

Encl:- A.A.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.60/1974-75/ST, Dated 3-7-1974**

**Subject:- EXPEDITIOUS DISPOSAL OF DISCIPLINARY CASES – CONSULTATION OF RECORDS BY ACCUSED FOREST EMPLOYEES INVOLVED IN DEPARTMENTAL ENQUIRIES.**

The Forest Department employees are occasionally called upon to explain their position for certain acts of omission or commission in connection with the irregularities pointed out by their superiors or the Audit etc., as required under the Efficiency & Discipline Rules. Majority of them find it necessary to consult the relevant records to explain their position. When a written request for consulting the records is received, sufficient notice of not less than 15 days should be given to the officer/official concerned for the purpose who may be allowed to consult the relevant records at his own expense in the presence of the officer Incharge. A notice should be served upon him in duplicate through his immediate superior – not below the rank of Divisional Forest Officer / Principal – requesting for return of one copy after obtaining the receipt of the other on it.

2. Some officers/ officials request for the supply of the relevant cases or copies of certain documents. Under no circumstances the original documents will be placed at the disposal of the accused officer/official nor it is a must to supply him copies of any document. He must, however, be afforded opportunity of consulting all the relevant records (relevant records only) in the presence of the Officer Incharge of the office. A certificate will be obtained from the accused officer/official to the effect that he has consulted all the relevant records; he may list the documents or cases if he considers it necessary to do so.

3. Further action must follow in accordance with the rules after the period allowed to him for consultation of records as well as submission of his written statement irrespective of the fact whether the reply from the official is received or not.

4. It is thus reiterated that the accused officer/official must be afforded full opportunity to defend himself including consultation of all the relevant records, cross-examine the prosecution witnesses and produce defence witnesses to his satisfaction as far as possible. However, the above requirements must be completed within a reasonable period of time by granting not less than 10 days for every step in this regard.

Sd/-  
**(Mohammad Rafi)**  
Add. Chief Conservator of Forests,  
Punjab Lahore



**PUNJAB FOREST DEPARTMENT**  
**CIRCULAR NO.61/1973-74/ST, Dated 5-9-1973**

**Subject:- BUDGET CONTROL FORM – MAINTENANCE OF.**

Reference:- This office circular letter No.3/1973-74/ST, dated 27.8.1973.

...

Please read the following budget sub heads under Primary Unit C.I (iii) "Allowances and Honoraria" and C.I. (iv) "Contingencies" in place of those indicated in this office circular letter cited at reference.

- C.I.(iii) Allowances and Honoraria.
- i. Fixed Travelling allowance
  - ii. Other Travelling allowance
    - Other T.A. of officers
    - Other T.A. of executive staff
    - Other T.A. of Ministerial staff
    - Transfer T.A.
  - iii. Dearness allowance
  - iv. Big Town compensatory allowance
  - v. House rent allowance
  - vi. Educational allowance
  - vii. Rent & Recreation allowance
  - viii. Washing allowance
  - ix. Other allowances
- C.I. (iv) Contingencies
- i. Pay of contingent establishment (since since discount by the Finance Deptt)
  - ii. Part time and seasonal labour
  - iii. Rent rates and Taxes
  - iv. Printing & purchase of stationery forms
    - Printing charges
    - Stationery
    - Price of printed forms, registers and government publications
  - v. Advertisement charges regarding establishment
  - vi. Sundries
    - Carriage of tents and records
    - Postage
    - Telephone charges
    - Electricity charges
    - Uniforms of Executive staff
    - Clothing etc. for other the Executive staff
    - Law charges
    - Purchase of medicines for Forest Dispensaries
    - Purchase of Books and Maps
    - Other Sundries

Please ensure that the expenditure is claimed in the accounts in accordance with the above sub heads.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.62/1974-75/ST, Dated 3-7-1974**

Subject:- **INSPECTION NOTES.**

Reference:- Circular letter No.1/73-74, dated 24-8-1973.

....

There is apprehension that copies of some of the inspection notes issued by the Conservator of Forests and Divisional Forest Officers are lost in transit to this office with the result that the record of this office in this respect is not upto date. In order to minimize the chances of any such mishap, it is proposed that each inspection note should be allotted a serial number for each particular calendar year, which will enable the Conservator of Forests and this office to check the missing ones. It is, therefore, advised to start numbering the inspection notes with effect from 1st July, 1974 till the close of this calendar year in the manner as 1/1974, 2/1974 and so on and start new number from 1.1.1975 and continue it till 31-12-1975.

Please acknowledge the receipt of this letter.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.65-P-II/385-414, Dated 22.8.1973**

**Subject:- WORKING PLANS/WORKING SCHEMES AND PERIODIC PROGRAMMES – SANCTION OF.**

Your attention is invited to Article No.53 of Forest Department Code (Seventh Edition), (Copy enclosed), wherein the procedure for preparation and sanction of a working plan has been indicated. All the working plans/working schemes whether new or revised are, therefore, sanctioned under the provisions of the Article 53 since referred to above. However, although there are no clear orders regarding the procedure for sanction of Periodic Programmes, it has been customary that such Programmes are sanctioned by the Chief Conservator of Forests, Punjab.

2. Regarding amendments to a sanctioned working plan, the authority exists in Article 53 according to which the Chief Conservator of Forests, Punjab may sanction amendments provided the major objective of the working plan is not changed.

3. The deviations to the prescriptions of sanctioned working plans can now be sanctioned by C.Fs vide this office endorsement No.P-II/Conservator of Froests©-III.c-28/136-41 dated 11.7.74. Similarly, unregulated fellings can now be sanctioned by the CFs as authorized vide this office circular letter No.P-II/C.III-Conservator of Froests©-14/161-166, dated 20-7-1974.

4. In addition to the above if there are any Programmes such as restocking Programmes which are not liable to affect the main prescriptions of the sanctioned working plans, such Programmes may be sanctioned by you at your own level.

Encl:- A.A.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

## **ARTICLE NO.53 OF FOREST DEPARTMENT CODE (SEVEN EDITION)**

Procedure when working plan been drawn.

- The officers in charge of local working plans Divisions will be subordinate to Conservators who are responsible, within their respective circles, for the preparation of working plans.

When a working plan has been drawn up and accepted by the Conservator of Forests, he will submit it (in duplicate), finally printed off, to the Inspector General, or Chief Conservator as the case may be, who will forward it with his opinion and remarks to the local Governments. The latter will then pass orders on the plan and forward the prescribed number of copies of it, bound together with those orders and all important correspondence regarding its provision. The Inspector General of Forests, the Inspector General of Forests will not advise on working plans submitted by Chief Conservators unless the Local Government asks for his opinion, but he may bring defects in sanctioned working plans in any province to the notice of the Local Government concerned.

- As regards deviations from an approved working plan not amounting to an alteration of the general scheme of management, Local Government have full control and may delegate to Chief Conservators and Conservators such powers as they may consider desirable. Copies of all orders issued in this connection should be communicated to the Inspector General of Forests. Similarly, the Inspector General should be informed immediately of all orders issued by Local Governments, Chief Conservators, or Conservators, sanctioning such deviations, and of all changes in the areas covered by working plans.

“ the name, page, and paragraph of the plan concerned, the reasons for the deviations, the authority sanctioning them, and the year or years in which they take effect being stated”.

- The same procedure should be followed with regard to alterations in character of exploitation, extensions, and revisions of existing working plans, as is prescribed in this and the preceding Articles with regard to the compilation of original plans. Copies of all the amendment slips should be supplied to the Inspector General of Forests.
  - To obviate the possible necessity for numerous amendments in a finally printed off working plans, the Inspector General or Chief Conservator may, when he considers this desirable in any particular case, order that a type written copy or a proof of the plan shall first be submitted to him for examination. Any such order should be given when the Inspector General's or Chief Conservators remarks on the preliminary report are communicated to the Conservator (Article 48)\*

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.66/1973-74/ST, Dated 22-8-1974**

**Subject:- FOREST OFFENCES – PROCEDURE FOR ADMINISTRATION OF.**

Enclose herewith a copy of para 766 of the Punjab Land Administration Manual, Third Edition for your information and guidance. It indicates the relations of Deputy Commissioner and the Forest Officer in a District. It also specifically indicates the procedure etc to be adopted for administration of forest offences as well as the reasons for obtaining the countersignatures of the Collector of a District and a Commissioner of a Civil Division on the draft Working Plans.

Encl:- A.A.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**PARA 766 OF THE PUNJAB LAND ADMINISTRATION MANUAL (THIRD EDITION)**

Relations of Deputy Commissioner and Forest Officer	But the nature of forest management is so vital to the comfort of the rural population that, wherever the line is drawn, the Deputy Commissioner must be in constant communication with, and in some important matters must control, the Forest officer.
Instructions issued in 1888	The following instructions on the subject were issued in 1888.
Scope of instructions	“1(1) Nothing in these instructions applies to the working of the Punjab River Rules, to the collection of drift and standard timber under chapter VIII of the Indian Forest Act, to forests in Indian States, or to the Changa Manga Reserve. Neither do they apply to limited areas in one district managed by a forest office whose main duties lie in another district.
Relation of district forest officer to collector	(3) (a) In respect of the matters mentioned in clause (b) of this paragraph the district forest officer is under the control of the Collector in his management of :- i. Reserved forests. ii. Protected forests. iii. All unclassed forests & waste land owned by the State or in which the State has forest rights. In a sub-division of a district, as for example in the Kulu Sub Division of the Kangra district, the control of the Collector may be exercised through the Assistant Collector in charge of the Sub- Division. (b) The control of the collector will be exercised in respect of the taking up of new forests, the recovery of monies due to Government, the prosecution of forest offences or the composition of such offences under section 68 of the Forest Act, so much of the forest administration as affects the use of the forests and waste lands by the adjacent population, and the appointment, posting, and transfer of establishment, so far as they effect these questions. (c) All proposals connected with the disforestation of reserved or protected areas should be submitted by the district forest officer to the Collectors for an expression of his opinion
	* Later amendments have been embodied in the instruction as printed in the text.
Assistance rendered by the Collector's establishment	(4) The Collector will see that tehsildars and the subordinates revenue agency of all grades render assistance not only in the management of Government waste lands, and especially in the assessment and collection of Government dues, but also in the management of all forests. All distinctions and practices which are likely to encourage the impression that forest work lies outside the ordinary duties of land revenue officials should be gradually abolished. The Collector will also authorize the district officer to address orders to these officials direct in matters in which it may be convenient that he should, in ordinary cases, act without the intervention of the Collector.

Forest Officer's diary	<p>(5) The district forest officer will keep a diary, in which will be briefly noted from day to day.</p> <p>(a) all occurrences of importance relating to duties discharged by him;</p> <p>(b) the substances of any reports or representations (verbal or written) addressed by him to the Collector, and all orders received from that officer.</p> <p>should a forest officer be district forest officer to more than one district, he will write a separate diary for each district.</p> <p>This diary, written on half-margin, will be sent weekly to the Collector, and will be accompanied by a brief précis of any correspondence with the Conservator affecting the matters in respect of which the control of the Collector is exercised. The Collector will retain the précis, but will forward the diary without delay to the Conservator of Forests adding any remarks he may wish to make.</p> <p>The Conservator of Forests will return the diary direct to the district forest officer, who will lay before the Collector any remarks that the Conservator may have made thereon.</p>
Forests and waste lands to be administered according to working plan & sanctioned plans of operations.	<p>(6) All the lands mentioned in instruction 3 (a) shall be administered in accordance with working plans sanctioned by Government.</p>
Working Plan	<p>(7) It has not yet been possible to provide working plans for all these lands. But when the Conservator of Forests is in a position to provide a working plan, he will, in consultation with the Commissioner of the Division, issue orders for its preparation. All working plans require the countersignatures of the Collector and the Commissioner. After countersignature the plans will, if they relate to (i) reserved forests or (ii) protected forests, be submitted by the Conservator to the Chief Conservator of Forests for scrutiny and approval of technical points. The Chief Conservator of Forests will forward them to the local Government with his opinion &amp; remarks and the local Government will pass orders upon them, furnishing a copy of the same to the Inspector General of Forests for confirmation or record. But if they relate to (iii) unclassed forests and waste lands owned by the State or in which the State has forest rights, they will be sent by the Chief Conservator of Forests to Government direct.</p> <p>Working plans when sanctioned by Government cannot be altered except under the procedure and sanction above described.</p> <p>(8) The regulation and management of grazing will be in accordance with the system prescribed by the orders of the Financial Commissioner.</p> <p>(9) Cancelled.</p> <p>(10) Cancelled</p>
Forest Officers to be consulted in certain cases.	<p>(11) The district forest officer will be consulted by the Collector with reference to all proposed alienations of forest or waste lands by grant, lease, or sale; and he will give such assistance in cases of this nature as the</p>

	<p>Collector may require, especially in the selection of the sites and determination of the boundaries of proposed grants. No land, whether protected or unclassified forest or waste, the revenue of which is credited to the Forest Department, will be granted, leased or sold until the consent of the Chief Conservator of Forests to its alienation has been obtained.</p> <p>This paragraph does not give the Forest Department authority to grant leases of unclassified forest land in regard to which the rules for the lease of waste lands * must be observed*.</p>
Office & routine	<p>(12) (a) The offices of district forest officers will, so far as possible, be located in or in the immediate vicinity of the Deputy Commissioners office.</p> <p>(b) Formal official correspondence between the Collector and the district forest officer concerning matters dealt with by these instructions should be avoided as far as possible; written communications, when necessary, being carried on by the transmission of original files and cases under the same rules as apply to the transaction of business between a Collector and his Revenue Assistant.</p> <p>( c ) The Collector may direct the district forest officer to 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.</p>
Important proposals	<p>(13) Proposals of importance for the formation of new forests or which affect the use of the forests and waste lands by the adjacent population will be addressed by the Chief Conservator of Forests to Government direct.</p>
Special assessments under section 59 (e) of Land Revenue Act.	<p>(14) Nothing in the above instructions is to be understood as affecting the responsibility of the revenue officers in respect of the special assessments described in clause (e) of section 59 of the Land Revenue Act”.</p>
	<p>* See chapter XXII*</p>



# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.68/ST, Dated 21-1-1975

**Subject:- BUDGET REQUIREMENTS FOR MAINTENANCE OF LINEAR PLANTATIONS AND NEW WORKS/PLANTATIONS CREATED AS A RESULT OF DEVELOPMENT SCHEMES.**

I find that the budgeting procedure is not properly understood by many officers. Provisions of ordinary budget are being diverted without any lawful authority for maintenance of new works carried out under the development schemes or through SNES.

2. The proper procedure is that ordinary budget under 1- Forests is meant for meeting expenditure on maintenance and management of only those forests which were with us before the development programmes were started plus items of SNES which have been brought on permanent basis by the Finance Department.

3. All other new works created through SNES under 10- Forests not yet made permanent or through Development Schemes under 63-B-Development are to be maintained through the relevant SNES under 10-Forests.

4. The maintenance of new plantations/works after the expiry of Development Schemes or for the maintenance of those plantations which become more than five years old although raised under 63-B-Development will be maintained after obtaining budget through SNES under 10-Forests.

5. The linear plantations other than Central Bari Loab Canal System, Pakpattan Canal System and lower Chenab Canal System will be maintained through SNES. Unless except in those case where the SNES have been made permanent by the Finance Department.

6. You should, therefore, ensure that you apply for budget well in time under the appropriate head through appropriate return with detailed particulars of the plantation/work and full justification for the expenditure.

7. The Conservator of Forests are advised to ensure that necessary training is afforded in this respect to young officers and ministerial staff to overcome the problems caused due to ignorance or inefficiency in this regard.

Sd/-

**( Mohammad Rafi )**

Addl. Chief Conservator of Forests,  
Punjab, Lahore

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.69/ST, Dated 19-5-1975

**Subject:- MAINTENANCE OF FORM NO.8 (TIMBER)- DISPOSAL OF FOREST PRODUCE.**

It has been observed that the instructions contained in para 5(1) (2) & (6) of the Revised System of Accounting for Forest Department laying down the procedure for transfer of forest produce from one forest division to another forest division and transactions with other departments relating to supplies made and services rendered are not being followed strictly by the Divisional Forest Officers with the result that in some cases there have been complications in proper accounting of the forest produce and the adjustment of price thereof. To avoid any such complications, it is hereby ordered that no deviation from the prescribed procedure rules should be allowed to take place.

2. It has been observed that in some cases the forest produce transferred from one division to another division was not properly accounted for in both the divisions. Its disposals had been shown in the timber form of the transferring division, but the corresponding receipt entry did not exist in the division receiving the supply. To avoid any omission, it is ordered that a receipt bearing number and date showing the particulars of the Forest produce transferred / sold should also be obtained from the receiving Divisional Forest Officers and the same quoted in the remarks column of the relevant form No.7 of both the divisions (transferring division as well as the Division to whom transferred) as on authority.

3. These instructions should be brought to the notice of all concerned for strict compliance.

Encl:- A.A.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.70/ST-3449/EX/B-II-3, Dated 7-6-1975

**Subject:- CHARGES HELD BY FOREST RANGERS (RANGES), FORESTERS (BLOCKS) AND FOREST GUARDS (BEATS).**

It has been observed that a number of posts of Forest Rangers/Foresters/ Forest Guards which were sanctioned for the implementation of various schemes, stand allocated to the respective Forest Divisions. It also requires the creation/re-distribution of respective charges, but I regret to note that it has not been done and the incumbents are kept without specific charges and their services are not usefully utilized for the purpose for which these posts were created. For instance against 28 posts of Forest Rangers in Lahore circle, there are only 21 Forest Range charges and there are no specific charges for the remaining 7 posts/incumbents.

2. In order to utilize the services of the incumbents usefully, the Forest Rangers, Deputy Rangers, Foresters and Forest Guards charges should be created/redistributed in accordance with the relevant rules immediately but not later than 30.6.1975. If there is no justification for the creation of charges, the posts shall have to be abolished. The list of all the charges (existing as well as newly created/redistributed) should reach this office by 30-6-1975 on the enclosed proforma after completing the work in accordance with rules.

4. Please acknowledge the receipt of this letter.

Encl:- A.A.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore.

\_\_\_\_\_ FOREST DIVISION

<b>S I N O</b>	<b>Name of Forest Ranger's charge with headquarters</b>	<b>Name of Deputy Ranger/Forest er's charge with Headquarter</b>	<b>Name of Forest Guard's charge with headquarters</b>	<b>Constitution of Forest Guard's charge i.e. particulars of Areas, Area in acres/Length of miles</b>	<b>Total area of the beat</b>	<b>Rem arks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

**P.S. 1. Information should be furnished on full-scape on separate sheets in respect of each Forest Division.**

**2. The abstract in respect of each Forest Divisions should worked out on the following proforma:-**

<b>Sl. No.</b>	<b>Name of Forest Rangers charge</b>	<b>Name of Deputy Rangers/Foresters charge</b>	<b>No. of Forest Guards charge.</b>	<b>Total Area</b>	
				<b>In acres</b>	<b>In miles</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.1959/ST-EX/E-II-6-2, Dated 21.6.1974

**Subject:-** TRANSFERS.

The Government have enunciated their policy quite repeatedly on the subject of transfer of Government servants from one place to another. The latest instructions issued by them are contained in their letter No. S.O. (G) Agri-1 (a) (65), dated 14-2-1969 (copy enclosed). According to these instructions it has been decided that:-

- i. No indiscriminate and premature transfer should be ordered before the expiry of normal period of the tenure, which, generally is of 3 years.
  - ii. If a transfer is a must for administrative reasons, orders of next higher authorities for making the transfers before the expiry of tenure, should be obtained.
  - iii. Transfers due should be made towards the close of the academic year so that the education of the Children of the Government Servants concerned does not suffer.
  - iv. Senior Officers should keep a watch over the transfers made by their subordinate offices through periodic returns, the regular submission of which should be ensured.
2. With a view to ensure compliance of the Government instructions a monthly return on the subject of changes in the charges held by subordinates was prescribed by former Regional Chief Conservator of Forests for submission by the Divisional Forest Officers and Conservator of Forests. This return has again been prescribed vide serial No.25, of the list of returns issued vide this office letter No.51/St/GB, dated 17-9-1973 copy of the prescribed proforma is appended herewith.
3. It has however, been observed that the instructions issued by the Government are not being followed properly. Premature transfers are made without obtaining prior approval of the next higher authority. Similarly the monthly return is not submitted regularly.
4. In view of above, you are once again advised to make it a point that no premature transfer is ordered without obtaining prior approval of the next higher authority, failing which the irregularity will be reported to the Government for taking disciplinary action. The Conservator of Forests are requested to please ensure that no premature transfer is made by the Divisional Forest Officers without obtaining their prior approval. If a Divisional Forest Officer fails to comply with the Government instructions, his explanation should be obtained and sent to this office with necessary comments for taking necessary action.
5. The Conservator of Forests should also ensure that the monthly returns on the subject are submitted to them by Divisional Forest officers regularly. They should also please see that the circle returns including the premature transfers made by themselves are submitted to this office regularly.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

# PUNJAB FOREST DEPARTMENT

## CIRCULAR NO.C-III-40/72-108/L, Dated 16-7-1975

**Subject:- DEPARTMENT EXPLOITATION**

It has since been decided by the Government that in future the sale of standing trees will be replaced by the system of departmental exploitation. You are, therefore, hereby directed to see that the Government policy is enforced with immediate effect. No exception whatever can be allowed in this regard.

2. The Government have since decided that the utilization of timber, firewood and resin should be looked after by staff other than the territorial staff. The policy has to be enforced strictly and separate Forest Ranges or Blocks will have to be created within the existing strength except where work-load justifies additional staff. The fellings, carriage and sale will be the responsibility of the utilization staff. The territorial staff will carry out marking of trees as usual. However, they may also be required to afford necessary assistance as and where considered necessary in making arrangements for labor for fellings etc.

3. In order to exercise effective control, we will have to mechanize fellings and transportation of timber and firewood to forest/sale depots by procuring trucks, tractors and trollies, winches with multiple pulleys and similar other equipment. For the time being, we may utilize the existing equipment available with us as far as possible. Where such equipment/vehicles are not available, fellings, conversion and carriage may be carried out through work contracts on the same lines as in vogue in Changa Manga and other irrigated plantation.

4. The most important key to successful implementation of Government policy in this regard is timely execution of various operations so as to keep labour fully occupied throughout the year. Thinnings must be carried out during April to September and main fellings during winter, preferably from October to December. The deed and wind fallen trees may be extracted during January and February.

5. In order to safeguard against any theft, it is essential that fellings, conversion and stacking progress simultaneously so that timber and firewood converted daily is measured and brought on Timber Form 5 & 6 (receipts side) before the close of the day. Timber and firewood lying converted but unregistered cannot be tolerated under any circumstances. Any staff and contractor found responsible for this lapse must be dealt with severely.

6. In the case of linear plantations, the trees must be converted within the shortest possible period, converted produce should be carried to safe places within the coupe and disposed of forthwith in accordance with the rules. Temporary forest depot watchers or chowkidars will look after such depots from the date of commencement of fellings up to the date of sale and removal of timber/firewood by the purchasers.

7. The quality of conversion of timber and firewood affects their sale price. Therefore, it will have to be ensured that this aspect is not lost sight of both in converting timber and firewood.

8. Lastly you are requested to pay your personal attention to this work so as to ensure that the Government policy is implemented successfully.

Sd/-

**( Mohammad Rafi )**

Addl. Chief Conservator of Forests,  
Punjab, Lahore

PUNJAB FOREST DEPARTMENT  
**CIRCULAR NO.C-III-14/166/L, Dated 20-7-1974**

**Subject:-** UNREGULATED FELLINGS.

Reference:- Circular letter No.2/1973-74/St. dated 25-8-1973.

....

In partial modification of the orders on irregular or miscellaneous fellings contained in circular letter No.2/1973-74/St. dated 25-8-1973, you are hereby authorized to sanction all un-regulated fellings such as utilization of dead and wind fallen trees erosion felling, amendment made vide CCF endst. No.F-III-C-III-Cno.4/6664-70, dated 2-10-1974, removal of trees for the construction of buildings, roads, removal of trees for raising nurseries, removal of trees along linear plantations, in connection with the management of Canals, Highways, Railways at the instance of officers concerned not lower than rank of S.E/D.S.P.W.R. and removal of trees for erection of power lines by WAPDA, Telecommunication and post and telegraph Departments, subject to the provision that the removal utilization of such trees is considered to be unavoidable or in-avoidable. Such fellings will count towards yield where yield is regulated by volume and will continue to be exhibited in the Control Forms.

Sd/-  
**( Mohammad Rafi )**  
Addl. Chief Conservator of Forests,  
Punjab, Lahore

**A HAND BOOK OF  
FORESTRY OPERATIONS  
CIRCULARS**

**BY**

**MIAN MUHAMMAD RAFI**

**CCF (RTD)**

**COMPOSED & COMPILED BY:**

**PUBLICITY FOREST DIVISION,  
PUNJAB FOREST DEPARTMENT**