



Andhra Pradesh Forest Department Code - Vol - I - Chapter - II

CHAPTER – II

MANGEMENT AND WORKING OF FORESTS

27. Register of Reserved Forests-

a). Copies of all notifications under Sections 15 and 24 Andhra Pradesh Forest Act 1967 should be preserved for each forest division in a bound volume to be called the “Register Forests”, and each notification should be numbered consecutively according to the date on which it takes effect. Each notification will occupy several pages of the volume so as to afford space for additions and /or corrections. A sketch map on 1:250,000 should be affixed in the register for each reserved forest block.

b). All subsequent orders sanctioning the changes in the constitutions of any Reserved Forest, as well as, all orders by which rights are modified or regulated or further rights or concessions are granted within such forest under Andhra Pradesh Forest Act 1967 should be inserted immediately after their promulgation , in the same volume of reserved forests to which they relate.

c). The ‘Register of Reserved Forests’ will be maintained in each Divisional Forest Office/ District Forest Office. Copies will be maintained in the Conservators of Forest Office, and in the office of principal Chief Conservator of Forests.

d). Registers already written up in the old form in manuscript need not be dispensed with, but printed notification should, as far as possible, be substituted for the manuscript.

28. Circle/ Division information book:-

1). All the Conservators in-charge of Circles and all Divisional Forest Officers in-charges of divisions shall maintain a Circles/ Division information Book, in the pattern given in Appendi.7.

2). The Circle/Division information book should be kept in personal custody of the Conservator/ Divisional Forest Officer. It should always be carried by the Conservator/ Divisional Forest Officer wherever he is on duty, so that he can supply the latest information of his Circle/Division when called for at any time and any where.

29. Divisional Forest Note Book:-

1). In each forest division, the Divisional Forest Officer will keep a ‘Divisional Forest Note Book ‘in which he will, from time to time, record all noteworthy occurrences bearing on the management and improvement of the Forests of his division, and his suggestion for their further administration, the results of his observations regarding the habits and wants of important species of tress, and further matters which, in his opinion, it is desirable to record. Every entry must be dated and signed in full name by the officer who makes it.

(2) The object of his note book is to maintain in a permanent form a running history of forest matters in each division based on continuous local observation. This note book will help in formulating prescriptions whenever working plan is to be revised.

The Divisional Forest notebook should always be inspected by the Conservator when visiting the division, and the date of his inspection with such remarks as the Conservator may wish to place on record should be duly entered therein.

30. ‘Range information Book:

- In each range, a book called ‘ Range Information Book’ should be maintained. This book will contain comprehensive details of reserved forests, Plantations Nurseries etc; in the pattern given in Appendix.8.
- The range information book will be in the custody of Range Officer, and he will carry it whenever and wherever he is on duty. Apart from mentioning the data of his range; the Range Officer should record his observations on the results achieved in implementing the prescription of working plans, occurrence of fire and resultant damage etc.,
- Copies of Range information book should be kept in Division office, and it should be updated every Six months on Ist April and Ist October and the sheets containing any Charges should only be replaced.

31. Section and beat information Book:-

- Each Section Officer and beat Officer (Forest Guard) having territorial jurisdiction should carry a book called 'Section / Beat information book' as given in Appendix.9, to have the information of his section / beat with him. Division Office. The book should be carried by kept at range Office and another copy in Division Office. The book should be carried by Section Officer and beat Officer, to all places while on duty.

32. Plantation Register and plantation journal:-

- The details of Plantations raised should be entered in a register called ' Plantation Register ' in form No.1. This register will be maintained by the Range officer and Divisional Forest Officer, and details of the plantations should be entered In the register from time to time.
- The Range officer shall maintain a ' plantation journal' for each plantation, in the pattern given in Appendix. 10. All details should be posted in the journal.
- The plantation register and Plantation journal are permanent records and therefore, should be maintained in hard bound books to withstand the wear and tear and passage of time.

33.Nursery journals:-

The operations carried out in temporary or permanent nurseries should be recorded in ' Nursery Journal' ; in the proforma given in Appendix. 11. Temporary nurseries are those which are established to supply seedlings for the following season, after which the nursery is disbanded. These nurseries do not require any building Sheds, etc. Permanent nurseries are those where seedlings are raised year after year, and the nursery has full infrastructure for seed treatment, watering etc. ,

34. M A P S:-

In each circle and division, the following maps prepared from Survey of India topo-sheets will be maintained and one or more copies of each should be mounted in book form.

- A circle reference map on the scale of 1:2,50,000 showing the division boundaries major forest blocks, roads, Division and Range head quarters, Wireless network etc. ,
- A Division Management map on the Scale of 1:50,000 showing all reserves, roads, forest buildings, Range, Section and beat head quarters with their jurisdiction, wireless network etc.,
- A Range Management map on the scale of 1:50,000 showing section, beat head quarters, forest blocks with compartment numbers, buildings, depots, wireless network etc.
- Separate maps for each reserve, showing all enclosures, right of way, forest roads, compartment lines, names of hills, streams etc.,
- It is the duty of Divisional Forest Officers to. See that all alterations of boundaries, enclosures, new roads and buildings etc. are promptly netered in the head quarter maps from which other copies of the maps be posted, every year. The Conservators should ensure that the maps are duly maintained as mentioned above.
- The rules for the registration and storage and storage of forest maps in Circles and Division Offices are contained in Appendix. 12.

35. StateForest Atlas / Circles Atlas:-

- A circles Atlas map should be prepared every year from the Division management maps, and for this purpose, the Division maps should be corrected annually upto 31 st March to be forwarded to the Conservator before the 1 st May following the atlas in the Conservator's office will then be correctly posted and the Divisional maps be returned. The Conservators should forward the corrected copies of their atlases to Principal Chief Conservator before the 1 st july each year.
- The State Forest Atlas is compiled from the Circles atlas maps and should be kept in Prl. Chief Conservators Office the atlas should be corrected every year before 1 st August on receipt of Circles atlas maps.

36. Annual plan of operations:-

a). AN 'Annual plan of Operations' must be drawn up by the Divisional Forest Officer for the working of the forests in the Division for each financial year before the date fixed for the submission of budget estimates. The Range being the unit of administration the plan of operations should deal with each Range separately. This Annual Plan, shall be written in the Columns the first showing the last sanctioned annual plan, the second any revision thereof, which has subsequently been found necessary and third the annual plan for the next ensuing year. The annual plan of operations shall include all works, both under plan and non-plan, require to be executed in terms of management and working of the forests and which are to be charged as per the detailed Budget heads.

b). Wherever a working plan has been sanctioned for Working of any forest, the Annual plan of operations must be based upon the prescriptions of any Working plan. Where no working plan exists, and such plan is made the annual

plan of operations must be based on the general Principles of forest conservancy, and provide for felling, thinning based on Silvicultural Considerations, and marketing of forest produce, forest protection and works for regeneration and improvement of the privileges and concessions sanctioned by Government from time to time will necessarily be provided for in these plans.

c). The Divisional Forest Officer will submit the plan of operations of his Division to the Conservator of Forests who will, if necessary, modify the plan and communicate the sanction orders to Divisional Forest Officer. The budget of the Forest Department will be framed on the basis of the annual plan of operations received from Conservators of Forests.

d). The responsibility of carrying out the plan of operations will rest entirely with the Divisional Forest Officer. No deviation from the plan of operations is permissible except for such deviations as may be necessitated by unforeseen events, with the previous approval of Conservator of Forests.

37. Register of Annual Yield:-

An abstract of the Annual Yield of the Forest will be recorded in Form. No. 2 annually in each Range, separately for each working circles, felling series, lease unit as the case may be. An extract of the register shall be submitted by each Range Officer to Division office, every before end of may. The details so received shall be extracted from the Division.

38. Working plans:-

- A Working Plan ‘ is a written (document) sanctioned by Prl. Chief Conservator of Forests, for the systematic treatment of a forest, the object being to ensure continuity of action by officers in-charge and also to provide against the deterioration and for the improvement of capital (Growing stock) while working out what represents the interest (average annual improvement) in an orderly, useful and economic manner on the principles of sustained Yield.

b). A Working Plan should deal with all forests situated in one locality and the entire area of each forest in that locality. This area may consist of a forest division, or number of forests divisions in a Revenue District. The working plan shall be divided into as many working Circles as may be necessary.

c). A ‘ Working Circle ‘ is an area subjected to one and the same cultural treatment, by means of distinct series of operations. A Working Circles for which a definite method of treatment is prescribed may overlap portions or the whole other working circles for which other distinct methods of treatment are prescribed.

d). ‘Blocks‘ are main divisions of a forest and should be indicated by local names. Their boundaries may be made to coincide with those of administrative Charge such as Ranges and beats.

e). ‘Compartments‘ are smaller divisions in a forest block. Where a forest is divided into: compartments, their boundaries should be either natural features – Such as streams, spurs or ridges or existing land marks such as roads, canals etc. They should be indicated by Arabic numbers.

f). A “Coupe” is the area of forest set aside to be worked in a single year and may or may not constitute a permanent Sub-Division of the forest. it should be indicated by Roman Number. A working Circle may comprise according to convenience of Working One or more series of coupes.

g). A ‘Series‘ is an area comprising number of coupes to be worked during the working plan period.

39. Working plan Officer:-

- A ‘Working plan Officer‘ is an officer responsible for drawing up or revising a working plan and may be an officer specially appointed for the purpose or a local officer.
- In order to ensure that correct plans Officers shall prepare a preliminary report called ‘Reconnaissance Report‘ outlining the details to be incorporated in the working plan. The reconnaissance report would be examined by Conservator of Forests for this approval.
- The Reconnaissance report should contain the following:

i). a short description of the area of the forest for which it is proposed to prepare or revise

the working plan.

ii). Short notes on previous working, management and reproduction

iii). General object of future management.

- iv). Constitution of Working Circles, Series, coupes.
- v). the Silvicultural System to be adopted.
- vi). General outlines to conserve and improve the forests and wild life.

40. Approval of Working Plan:-

The Working Plan shall be sanctioned by Principle Chief Conservator of Forests. However, prior to such sanction, the Principle Chief Conservator shall obtain the approval of Government of India or Officers appointed by Govt. of India for this purpose to confirm that the prescriptions contained in the working plan do not violate the provisions of Forest Conservation Act 1980 or guidelines issued thereunder.

41. Form of Working Plan:-

The Working Plan shall be drawn up on the following lines.

INTRODUCTION

PART.I

Summary of facts on which the proposals are based.

Chapter – I The tract dealt with.

Name and situation.

Configuration of the ground.

Geology, rock and soil.

Climate.

Water Supply.

Distribution and area.

State of the boundaries.

Legal position.

Right and concessions.

Chapter – II – The Forest.

Composition and condition of the crop, forest types and their distribution, flora and fauna of the area, state of natural regeneration.

Injuries to which the crop is liable.

Chapter – III – Utilisation of the Produce.

Agricultural customs and Wants of the Population.

Markets and marketable products.

Lines of export.

Methods of Exploitation and their cost.

Past and current prices.

Chapter - IV – Staff and labour supply.

Chapter - V – Past System of Management.

General history of the forest.

Past Systems of Management and their results.

Special works of improvement undertaken.

Past Yield.

Past Revenue and Expenditure.

Chapter – VI- Statistics of growth and Yield. . PART.II

Future Management discussed and prescribed

Chapter- I- Basis of Proposals. General objects of Management and brief statement of treatment required to secure them.

- a). as regards the attainment of the normal forests and the establishment of normal regeneration.
- b). as regards the Silviculture requirements of the species dealtwith.
- c). as regards the yield timber and other forest produce.
- d). as regards the improvement and regulation of water supply.

Methods of treatment to be adopted.

Working Circles, their area and distribution , reasons for their constitution.

Period of Working Plan and necessity for intermediate revision.

Chapter- II- Working Plan for Working Circles.

General Constitutions of the Circles and Character of the vegetation.

Blocks and Compartments.

Special objects of management.

Analysis and valuation of the crop.

Method of treatment.

Method of execution of fellings.

Subsidiary silvicultural operations.

Miscellaneous regulations.

Chapter III, IV, V. (one Chapter for each

Working Circles.

Chapter: Miscellaneous regulations

(prescribed and Suggested).

Establishment and Labour

Chapter: Financial Forecast and Cost of the Working Plan.

Chapter: Summary of Prescriptions

APPENDICES

IN order to ensure that full information gets gathered and presented, a basic list of 64 appendices shall be prepared as detailed in Appendix.13. Additional appendices may be added depending upon local importance for any additional information, specific to that particular division/ district.

42. Deviations from Working Plan:-

When a working plan has received the sanction of the prl. Chief Conservator, no deviation shall take place from its prescription with the following exception.

- i) Slight deviation not amounting to a revision of principles adopted may be sanctioned by the Conservator, who will subsequently report the matter to Prl. Chief Conservator.
- ii) Working in excess of the Prescribed area may be sanctioned by the Conservator when such excess, either of material or area, is caused by the accumulation of balances due to deficit working in previous years.

All proposals involving deviations, which require the sanction of the Prl. Chief Conservator shall be submitted by the Conservator, copies of the orders sanctioning Modified must be recorded in the working plan and referred to in the remarks column of each control form.

43. Control Books, journals and maps:-

For the control of all areas under working-plans the following records will be ,maintained in the Divisional Forest Office.

1. The Control Books:- this record shall be maintained for each working circles shall be written up annually. The objects of the control book are.

- a). to compare the actual working of the year with the prescriptions of the working plan.
- b). to record the yield of forest produce and the revenue derived there from.
- c). in the event of the area or quantity of material exploited in any year being less than that prescribed in the Working plan, to provide for bringing forward year by year balances still available for working.
- d). in the event of any exploitation is in excess of the prescriptions of the plan, to provide that such excess be deducted from the quantity prescribed for exploitation in future years, unless orders to the contrary are issued by competent authority.

2. The Control Journal:-

(1) This is be register in which all note-worthy occurrences are recorded, bearing on the management and improvement of the forest, more particularly on the state of the reproductions of the valuable species and on the suitability or otherwise of the system of management prescribed in the working plan. The main object of the Journal is to record observations on the spot and information not obtainable from prescribed forms. The information should be limited to observations made in the field and should be signed and dated.

(2) A summary of annual revenue and expenditure in such a form will facilitate comparison with the financial forecast in the Working Plan must be included,

(3) The journal must be written up by Divisional Forest Officer himself or by his gazetted assistant. The information should be indexed under the heading prescribed in the Working Plan.

3. Control Maps:-

- A map showing the result of fire protection will be prepared and maintained in such a manner as the Conservator directs. In addition, maps showing the progress of fellings, thinning, artificial and natural regeneration, and Silvicultural operations will be maintained.
- The control of the due carrying out the prescription of working plan rests with the Conservators who shall fix the due dates for each division by which the Divisional Forest Officer should submit the yearly returns in duplicate. The returns shall consist of.
 - an abstract of Control book.
 - Copies of the entries made during the year in the control Journal.

Conservator of Forests will, as soon as possible after the necessary check has been carried out, submit to the Principal Chief Conservator, a copy of the financial Statement comparing the actuals with the forecast in the working plan.