

OFFICE OF PRINCIPAL CHIEF CONSERVATOR OF FOREST (HoFF),
RAJASTHAN, JAIPUR

No. F1 (45)/APCCF/M&E/2023-24/

Dated:

CIRCULAR

Sub: Tours and Nights Halts by Forest Officers – reg.

Department of Administrative Reforms and Coordination, Government of Rajasthan vide their circulars dated 19.04.1999 and 06.10.2001 have fixed norms for tours and night halts for all the officers (Head of Department, Regional level, District Level). In addition to these circulars, Rajasthan Forest Manual – Volume II provides norms for tours and night halts for Forest Officers.

In consonance with the above provisions, this Department have earlier issued many circulars with reference to the above subject. In supersession of all earlier circulars and instructions and with an aim to ensure strict adherence to norms and to enable effective monitoring at various levels, the following norms for tours & night halts are prescribed.

S. No.	Designation	Monthly Tours	
		Days	Nights
1	All PCCFs and its equivalent in the Department including the District-in-charge	3	2
2	All Additional PCCF and its equivalent in the Department including the District-in-charge	3	2
3	All Chief Conservator of Forests (in field posts) and its equivalent in the Department	8	5
5	All Chief Conservator of Forests (in non functional posts) - nominated as Division-in-charge	3	2
6	All Conservator of Forests (in field posts) and its equivalent in the Department	8	5
7	All Conservator of Forests (in non functional posts) - nominated as Division-in-charge	3	2
8	All Deputy Conservator of Forests (in field posts) and its equivalent in the Department	10	7



In addition to the duties prescribed under Chapter II of the Rajasthan Forest Manual (Volume II), 2013, while on tour, all the Officers would invariably provide appropriate time with the new recruits so that their skill sets are adequately improved to meet the various challenges in the Department. Further, frequency of inspections of Deputy Conservator of Forests and its equivalent with respect to site selection, advance works, plantation works, nurseries and civil works will be as given in **Annexure - 1**.

Tours becomes meaningless unless it is followed by a clear assessment of the asset inspected and time bound instructions given in a way of inspection report. With a view to maintain uniformity, every inspection report is expected to cover all the points as mentioned in **Annexure - 2** of this circular. Every Officer shall issue inspection report within a week of his/her tour with a copy endorsed to his/her reporting officer. Inspection reports issued by all District-in-charge Officers will be endorsed to PCCF (HoFF). Monitoring and Evaluation wing of the Department shall examine all such reports and will apprise the PCCF (HoFF).

Performance of all field officers will be submitted to their reporting officers on a monthly and quarterly basis as given in the formats enclosed with this as **Annexure - 3 and 4** by 7th of every month without fail. Monitoring and Evaluation wing of the Department shall examine all such performance reports and will apprise the PCCF (HoFF).

Monthly diaries of all field offices shall be submitted to their reporting officers by 10th of every month without fail. Periodic auditing of these reports will be conducted by the Monitoring and Evaluation wing and will apprise the PCCF (HoFF) as and when required.

All inspection reports along with geo-referenced photographs will be uploaded regularly in the SAMPARK portal so that the information is readily accessible.

This bears the approval of the competent authority.

Principal Chief Conservator of Forests (HoFF)

Rajasthan, Jaipur

Date: 12-03-2024

S.No. 253-260
Copy for information to:

1. PS to Hon'ble Forest Minister, Govt. of Rajasthan, Secretariat, Jaipur.
2. PS to Additional Chief Secretary Forest & Environment Rajasthan, Secretariat, Jaipur.
3. All PCCFs/APCCFs/CCFs/CFs/DCF.
4. Guard File.

Addl. Principal Chief Conservator of Forests (M & E)

Rajasthan, Jaipur

Annexure: 1

Frequency of Inspections (for DCFs):

- | | |
|----------------------------|---|
| 1. Site selection: | At least once before a site is selected |
| 2. Advance works: | At least twice before carrying out planting |
| 3. Nursery: | At least twice a year |
| 4. Plantation works: | At least twice during planting |
| 5. Maintenance works: | At least once in a year |
| 6. Older Plantations: | At least once a year |
| 7. Civil works (on going): | At least twice during construction |



Points to be covered in an inspection report (mandatory):


For advance work & plantation:

1. Name, area, planting year and scheme under which plantation is being carried out
2. Status of micro-plan, site map along with kml file and treatment map
3. Status on availability and updation of plantation card and plantation journal
4. Type of fencing along with the length and its status
5. Status on number of sub-blocks made and its maintenance
6. Status on SWC measures along with its alignment, quality and quantity of pits, sowing, cultural operations and planting done in the area
7. Status about natural regeneration of various tree species including grasses following closure of area and performance of plants used in planting & sowing
8. Observation about various biotic pressures including illegal mining, encroachments, grazing, etc.,
9. Geo-referenced photographs will be attached with the inspection reports

For Nursery:

1. Name, and scheme under which nursery is being maintained
2. Status of site map along with kml file
3. Status on availability of planting stock and updation of nursery registers
4. Assessment on quality of planting stock

For civil works:

1. Name, year and scheme under which the work is being implemented along with geo-referenced photographs
 2. Status on technical sanction of the work concerned
 3. Quality of material being used
 4. Status on quality testing planned or done
 5. Usefulness of the work
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Performance Auditing of Forest Officers (Part I Monthly Format)
Monthly Report for the Month of 2024 for DCF/CF/CCF

S.No.	Item	March	Remarks
1	2	3	4
1	Touring Details		
	A. No. of days spent in field within jurisdiction		
i.	During the month		
ii.	Cummulative upto the month		
	B. No. of days spent out of jurisdiction		
i.	During the month		
ii.	Cummulative upto the month		
	C. No. of night-halts in field within jurisdiction		
i.	During the month		
ii.	Cummulative upto the month		
2	Inspection details (including entries made in plantation journals)		
	A. Advance action and civil works		
a	Total Sites		
b	Inspected sites		
i.	During the month		
	x) New Sites		
	y) Repeated Sites		
ii.	Cummulative upto the month		
	x) New Sites		
	y) Repeated Sites		
	B. Current year plantation		
a	Total Sites		
b	Inspected sites		
i.	During the month		
	x) New Sites		
	y) Repeated Sites		
ii.	Cummulative upto the month		
	x) New Sites		
	y) Repeated Sites		
	C. Plantation between 1 to 5 years		
a	Total Sites		
b	Inspected sites		
i.	During the month		
	x) New Sites		
	y) Repeated Sites		
ii.	Cummulative upto the month		
	x) New Sites		
	y) Repeated Sites		
	D. Inspection of Forest Area (in No. of forest blocks)		
a	Total No. of blocks		
b	Inspected blocks		
i.	During the month		
	x) New blocks		
	y) Repeated blocks		
ii.	Cummulative upto the month		
	x) New blocks		
	y) Repeated blocks		

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3	Physical Target achievements		
	A. Advance Action (in Ha.)		
i.	Target for the year		
ii	Achievement during the month		
iii	Achievement upto the end of the month		
	B. Plantation (In ha.) (Expected reporting from June-Oct) in non command areas		
i.	Target for the year		
ii	Achievement during the month		
iii	Achievement upto the end of the month		
	C. Seedling raising (in lacs)		
i.	Target for the year		
ii	Achievement during the month		
iii	Achievement upto the end of the month		
	D. Plant distribution (in lacs)		
i.	Target for the year		
ii	Achievement during the month		
iii	Achievement upto the end of the month		
4	Financial Progress (in lac)		
	A. Funds available during the year for A.A.		
i.	Utilised during the month		
ii.	Utilised upto the end of the month		
	B. Funds available during the year for plantation		
i.	Utilised during the month		
ii.	Utilised upto the end of the month		
	C. Funds available for maintenance of assets created earlier		
i.	Utilised during the month		
ii.	Utilised upto the end of the month		
	D. Funds available for misc. activities like training, seminars, workshops, Forest Produce, harvesting etc.		
i.	Utilised during the month		
ii.	Utilised upto the end of the month		
5	Revenue collection Rs. (in the lac)		
i.	Annual target		
ii	Achieved during the month		
iii.	Achieved upto the end of the month		
6	Wild Life crime		
i	Detected during the month		
ii	Detected upto the end of the month		
iii	Action taken (upto the month)		
a)	court challan		
b)	Disposed off departmentally		
c)	Undisposed off cases		
7	Forest (Conservation) Act, 1980 cases		
i	No. of cases pending in the beginning of the quarter		
ii	New cases received during the quarter		
iii	Cases disposed off during the quarter		
iv	Cases pending at the end of the quarter		

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8 Mining NOC cases (in Nos.)		
i.	No. of cases pending on 1st of the Month	
ii	New Cases received during the month	
iii	Cases disposed off during the month	
iv	Cases pending at the end of the month	
v	Pendency details	
	a) Upto to 2 months	
	b) more than 2 months	
9 Compliance of the right to information act		
i	Application pending on first of the month	
ii	Application received during the month	
iii	No. of applications disposed off in prescribed time	
iv	Application not disposed off in prescribed time with reasons thereof (in remarks col.)	
10 Position of DE of CCA 17		
i	Pending on 1st of the month	
ii	New cases Added	
iii	Disposed off during the month	
iv.	Disposed off upto the end of the month	
11 VIP references from CM/FM / MP / MLA etc.		
i	Pending as on 1st of the Month	
ii	New references received	
iii	Disposed off during he month	
iv.	Disposed off upto the end of the month	
12 Staff / Public grievances		
i	Cases pending on first of the month	
ii	Cases received during the month	
iii	Cases disposed off during the month	
iv	Cases disposed off upto the end of the month	
13 Rajasthan Sampark grievances (all levels in division)		
i	Cases pending on first of the month	
ii	Cases received during the month	
iii	Cases disposed off during the month	
iv	Cases disposed off upto the end of the month	
14 Updation various modules in IFMS as on last date of the month		
i	Plantation Module	Yes/No
ii	Nursery Module	Yes/No
iii	HREMS Module	Yes/No
iv	Offence Module	Yes/No
v	LITES Module	Yes/No
15 Special efforts / innovative steps taken in various offices as regards forest, wild life protection, development, biodiversity conservation, redressal of grievances of staff/ public, database management (Officewise in separate sheet)		

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Performance auditing of Forest Officers (Part II Quarterly Format)

Quarterly report for the Quarter ending 2024 - For DCF/CF/CCF

S.No.	Item	AA Quarter	Remarks
1	Carrying out of survey (in sq. km)		
	i Total area to be surveyed		
	ii Target for the year		
	iii Achievement during the month		
	iv Achievement upto the end of the month		
2	Fixing of boundary pillars		
	i Total pillars to be fixed		
	ii Annual target of pillar fixing		
	iii Fixed during the month		
	iv Fixed upto the end of the month		
3	Notification of the unnotified areas (in ha.)		
	i Unnotified area in possession on 1st April of the year		
	ii Notification proposals sent during the quarter		
	iii Notification proposals sent upto the end of quarter		
4	Mutation of the Forest Area in Rev.		
	i Area remained unmutated on 1st April of the year		
	ii Area mutated during the month		
	iii Area mutated upto the end of the month		
5	Marking of mutated area on Revenue		
	i Area remained unmarked on 1st April of the year		
	ii Area marked during the month		
	iii Area marked upto the end of the month		
6	JFM Status		
	A. No. of New VFPMC's to be constituted		
	i Target for the year		
	ii Constituted during the month		
	iii Constituted upto the end of the month		
	B. No. of VFPMCs needs to be activated		
	i During the year		
	ii Activated during the month		
	iii Activated upto the end of the month		
	C JFM monitoring meetings		
	At division level		
	i No. of meeting held during the quarter		
	ii Reasons for not holding the meetings (in case meeting is not held)		
	At range level		
	i No. of meeting held during the quarter		
	ii Reasons for not holding the meetings (in case meeting is not held)		
7	Draft para / A.G. Audit para		
	A Draft Para		
	i Pending in the beginning of the quarter		
	ii Added during the quarter		
	iii Replied during the quarter		
	iv Reply pending at the end of the quarter		
	B A.G. audit para (1st compliance report)		
	i Pending in the beginning of the quarter		
	ii Added during the quarter		
	iii Replied during the quarter		
	iv Reply pending at the end of the quarter		

8 Position of DE under CCA 16			
i	Pending in the beginning of the quarter		
ii	New cases added during the quarter		
iii	Disposed off during the quarter		
iv	Pending at the end of the quarter		
9 Sanction of Pension cases			
i	Pending in the beginning of the quarter		
iii	New cases added during the quarter		
iii	Got sanctioned during the quarter		
iv	Pending at the end of the quarter		
v	Pendency detail		
	a) Pending with pension deptt.		
	b) Pending with Department		
10 Sanction of ACP			
i	Pending in the beginning of the quarter		
ii	New cases added during the quarter		
iii	Got sanctioned during the quarter		
iv	Pending at the end of the quarter		
v	Pendency detail		
	a) In Higher sanctioning office		
	b) in Originating office		
11 LRA 91 cases			
i	Cases pending in the beginning of the quarter		
ii	Cases registered during the quarter		
iii	Cases disposed off during the quarter		
	a) Decided cases in which eviction from forest land has been done		
	b) Decided case in which eviction for forest land is yet to be done.		
iv	Cases pending at the end of the quarter		
v	Pendency details		
	a) Area under encroachment		
	b) No. of encroachment of 1 year duration		
	c) No. of encroachment of more than one year duration		
12 Assault on Forest Staff			
i	No. of assault cases on Forest Staff		
ii	No. of cases in which action initiated		
13 Assembly Questions			
i	Pending at the beginning of the quarter		
ii	Received during the quarter		
iii	Replied during the quarter		
14 Call Attention Motions/Assurances/Others			
i	Pending at the beginning of the quarter		
ii	Received during the quarter		
iii	Replied during the quarter		
15 Training, workshop organised			
i	Target for the year		
ii	Organised during the month		
iii	Organised upto the end of month		

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