15. Government will seek the advice of the Inspector General of Forests, Government of India where necessary, and he may be invited by the Chief Conservator to tour in the State with previous consent of the Government. Government have no objection to the Inspector General of Forests corresponding direct with the Chief Conservator on technical questions so as to keep himself in touch with development in Rajasthan. The Chief Conservator may also correspond direct with the Inspector General on all matters of professional interest.

16. The Silviculturist is the Liaison Officer between the State and the forest Research Institute for all research and experiments.

17 (i) Divisional Forest Officers are to administer the forests in the interest of the people of the district, in so far as these interests do not conflict with the interests of the State as a whole. The Collector is the head of the district and the welfare of the people in his immediate concern. When, therefore, the Divisional Forest Officer proposes to adopt any procedure or to take any action which affects the interests of the people, such as closing a forest to grazing, the collector should be consulted and the reasons of the proposed action clearly explained to him.

(ii) If the Collector objects to the proposed action and the Divisional Forest Officer is still of opinion that it is in the interest of the State or of the forests, he will if necessary, refer the question to the Conservator who shall endeavour to settle it with the Commissioner; and if unable to do so, refer it to the Chief Conservator for orders of the Government. Similarly, if the Collector proposes to take any action which the Divisional Forest Officer considers will be detrimental to the forests or to Government revenues, the latter will first explain
his point of view to the Collector and if he fails to convince him, will report the matter to the Conservator.

(iii) The advice of the Collector should be sought in such matters as collection of land revenue, ejection of tenants and in similar matters which are outside the ordinary scope of Forest Officer's duties. On the other hand, the Divisional Forest Officer will always be ready to advise the Collector on such technical matters as establishment of nurseries and plantations, management of village forests, pasture and waste lands.

(iv) The Divisional Forest Officer shall always be consulted by the Collector regarding any proposal for release or alienation of forests or waste lands either by grant, lease or sale, and he shall give such assistance in these cases as the Collector may require in the selection of sites and in determination of boundaries of the proposed grants. No land, whether protected or unclassed forest or waste-land, the revenue of which is credited in the Forest Department, will be released, granted, leased or sold without the consent of the Chief Conservator of Forests.

(v) The collector shall not issue orders affecting forest management to the Divisional Forest Officer direct, but in the event of his deeming it necessary to order him to proceed to a particular locality he can do so, taking care to send a copy of such orders for the information of the Conservator.

(vi) The collector are responsible for seeing that their subordinate Officials of all grades render assistance in the management and protection of State forests, and collection of forest dues. All distinctions and practices having an opposite tendency, or calculated to convey the impression that Civil and Police Officers have no concern with Government work in the Forest Department should be discouraged. The Collectors may authorise the Divisional Forest Officers to address orders to subordinate officials (not belonging to the Forest Department) direct in matters in connection with which it may be convenient that the Divisional Forest Officers should act without previous reference to the Collector.

(vii) The Conservator shall be kept regularly informed of all orders issued on forest matters within his circle by the Collector,
the Commissioners and the Government. He shall be made acquainted with all business which passes between Collectors and Divisional Forest Officers, and, as a rule, he shall be consulted on all forest business which comes before the Commissioner or the Government.

(viii) The Divisional Forest Officer is a District Officer, and whenever possible his office should be located near the district offices. He should be personally known to the Collector and to other District Officers, and should take every opportunity of discussing district matters with him personally.

(ix) Forest Officers, when visiting districts should take an opportunity of conferring with the Collectors, and when the district is a divisional headquarters with the Commissioners as well. He should be conversant with the various subjects connected with their departmental inspections in order to learn the views of the District and Divisional Officers and to bring to their attention any matters which are of importance.

(x) When the Collector considers it desirable that magisterial powers for the trial of forest offences should be conferred on a forest officer, he will submit his recommendations to Government, who will consider each case with reference both to local requirements and to the personal qualifications of the Forest Officer concerned.

(xi) Officers in charge of ranges will address, and be addressed by other departments in terms in which Tehsildars and Inspector of Police would address and be addressed.

18. (i) It is most essential that a spirit of co-operation and mutual assistance should prevail between the working plan staff and the territorial staff of the division in which the working plan is being prepared. The Divisional Forest Officer will do all in his power to help and will see that his subordinate staff does like wise. While the working plan party is at work transfers of local staff will be reduced to a minimum. In particular, the Range Officer will meet the Working Plan Officer on his arrival in his range, and will give every assistance in organising field operations. The beat guard will accompany the Working Plan Officer and the enumeration parties while they are working in his beat.
(ii) The Divisional Forest Officer will supply all records required by the Working Plan Officer and will place at his disposal a complete set of maps, fully corrected and up-to-date. Statements of past revenues and expenditure will also be prepared in the Divisional Office.

(iii) All correspondence regarding working plans from territorial Conservators to the Chief Conservator shall pass through the Conservator of the Working Plan Circle; or if there is no such Conservator direct to the Chief Conservator.

(iv) All correspondence from the Conservator of the Working Plan Circle shall normally pass through the Territorial Conservators, except for getting mistakes in control forms etc. rectified and explained, and in cases of urgency, when it may pass direct.

19. (i) All correspondence regarding new experiments and research work from the silviculturist to the Divisional Forest Officers shall normally pass through the territorial Conservator, but in cases of urgency may pass direct. All correspondence of the routine nature will pass direct.

(ii) The Divisional Forest Officer and his subordinate staff are expected actively to interest themselves in the research work being carried out in the division and to give all assistance possible to the research staff.

The responsibility for the work is, however, divided as under:—

The Silviculturist is entirely responsible for the arrangement and execution of all works in connection with

(i) Forest research stations;
(ii) Statistical sample plots;
(iii) Collection of single tree statistics except for the disposal of any trees that may be cut, which is the responsibility of the territorial divisions.

(iv) The territorial staff is also responsible for the collection of single tree statistics from areas under exploitation.

In the case of experimental plots, the Silviculturist is entirely responsible for—
(i) The selection of such the plots;
(ii) The laying out and demarcating of the plots;
(iii) The marking and listing of any trees or other forest produce in such plots;
(iv) The submission of proposals, through the territorial Divisional Forest Officer concerned for closure or restrictions in the plots;
(v) The preparation of estimates for fences, huts, boundary pillars, and other structures, such estimates being sent to the Conservator through the Divisional Forest Officer concerned when the value of the work exceeds a Divisional Forest Officer's powers and sent direct to the territorial Divisional Forest Officer in other cases;
(vi) The carrying out of observations and writing up of research notes etc. in connection with such plots.

On the other hand, responsible the territorial divisional staff is entirely responsible, to see that:

(i) such plots are properly protected and in no way interfered with;

(ii) Closures or restrictions are duly notified and properly enforced throughout the year;

(iii) Fences, huts, boundary pillars and other structures required in such plots are properly or promptly completed in accordance with sanctioned estimates;

(iv) All trees, etc. marked in such plots are felled, converted, and removed as quickly as possible in accordance with the marking etc., lists prepared by the Silviculturist.

Any new work involving in the multiplication of plots or large additions to existing plots will be taken up only after consultation with the Conservator and the Divisional Forest Officer concerned.
Although the Silviculturist will carry out as much of the work as possible with his own staff, there are occasions when the territorial divisions will be called upon to lend him extra establishment, as for instance, when sample or experimental plots are being laid out for the first time. For this reason, the Silviculturist, when sending his programme to the Divisional Forest Officer will state clearly what works he intends doing in the division and the assistance he would like from the territorial staff, and whenever possible this will be given. But no territorial staff is to be taken from its ordinary duties except with the permission in writing of the Divisional Forest Officer. As a partial exception to this, the beat guard will invariably be present when the research staff is working in his beat and will assist in arranging camping grounds, supplies, and labour and in providing local information.

The Silviculturist will take care in no way to usurp the powers or discretion of the Divisional Forest Officer and in particular, will address all requests for information or records to the Divisional Forest Officer himself and to no one else, unless specifically permitted to do so by the Divisional Forest Officer. He will arrange his tour programme so as to cause as little interference as possible with the work of the division, and when necessary the Divisional Forest Officer may require him to modify it to suit the need of the divisional administration.

The Silviculturist will bear the cost of all works carried out on his behalf by the territorial division, except when such works as fencing and debris burning would have in any case formed part of the territorial division’s ordinary work. Small sums spent on the collection of seeds and specimens for the Silviculturist will not, however, be claimed, as they have no appreciable effect on the budget of the collecting divisions, nor will any royalty be charged on fencing posts supplied to the Silviculturist for use within the supplying division.

**Budget and Accounts of Working Plan Division**

1. **Budget Estimates of Expenditure** — The Working Plan Conservator will submit to the territorial Divisional Forest
Officer concerned, a year before the working plan, new or revised, is due to commence, a detailed estimate of expenditure required for the Plan. It will be the duty of the territorial Divisional Forest Officer concerned to check and scrutinize it carefully and to include any item unprovided for, so far as local conditions permit, before incorporation into his Divisional Budget. A copy of the Budget figures as included in the Divisional Budget will be supplied to the Working Plan Officer when he takes charge, by the territorial Divisional Forest Officer.

2. Subsequently, the Working Plan Officer will prepare his own budget and revised estimates for all expenditure and will submit these on July 20 each year, for approval to the Working Plan Conservator who, after scrutinizing them and making such alterations as may be necessary, will return them to the Working Plan Officer for making final copies. The Working Plan Officer will send the final copies in triplicate to the territorial Divisional Forest Officer.

3. The territorial Divisional Forest Officer will when submitted his budget (whether for the proposed, revised or latest estimates) to his Conservator, also submit to him an appendix showing the total amount included under each budget sub-head separately for the Working Plan Division and, at the same time, send a copy of the appendix to the Working Plan Officer for his information and record.

4. The territorial Divisional Forest Officer is not empowered to make any cuts in the Working Plan Officer’s budget. Any cut imposed by the Chief Conservator of Forests on the budget of the territorial Circle, which force the territorial Conservator to cut the Working Plan Officer’s budget, should be proportionately shared by the Divisional Forest Officer and the Working Plan Officer concerned and the Working Plan Conservator should immediately be informed of any such cut.

5. A copy of the finally sanctioned figures of proposed, revised or latest estimates of the Working Plan Division will invariably be sent by the territorial Divisional Forest Officer to the Working Plan Officer as soon as he receives them from his Conservator.
6. All provisions made in the budget estimates will be allotted under correct heads or sub-heads. Until further orders all expenditure involved in the preparation and/or revision of a working plan will be booked under budget heads sub-heads as shown in Appendix 'A'.

7. Latest Estimates:—The Working Plan Officer will submit his latest estimates direct to the territorial Divisional Forest Officer by December 23rd each year, for incorporation into the Divisional estimates, at the same time forwarding a copy to the Working Plan Conservator.

8. In no case will the Working Plan Officer ask for funds in excess of his revised estimates allotments, in his latest estimates without prior reference to the Working Plan Conservator who, if he considers that extra funds are required, will refer the matter to the territorial Conservator and the Chief Conservator of Forests.

9. Maintenance of Accounts:—All expenditure incurred by the Working Plan Officer in connection with his working plan is incorporated in the Divisional accounts in the ordinary way, except in the case of such 1" maps as require to be printed the cost of which is charged to the budget of the Working Plan Circle.

10. The Working Plan Officer will keep a monthly abstract of expenditure by items to ensure that his sanctioned allotment is not exceeded for which he will be responsible. The cash book is closed monthly so as to reach the Divisional Office by the 20th of the month except in the case of accounts for March which are closed on the 31st of the month and despatched immediately. The Working Plan Officer issues no cheques but receives advances by cheque from the Divisional Forest Officer on submitting a memorandum of estimates expenditure justifying the advance required. It is not advisable to keep large sums of money in hand but advances twice a month should generally suffice.

11. The Working Plan Officer is his own disbursing officer, but the camp clerk maintains the accounts and keeps the Cash balance on his behalf. The responsibility for the safe
custody of cash rests with the Working Plan Officer unless the camp clerk has given adequate security.

12. **Pay Bills** — The pay of the Working Plan Officer is disbursed by cheque by the Divisional Forest Officer. The pay of subordinate staff including the camp clerk, is paid in cash from the advance received from the Divisional Forest Officer and disbursed in Form No. GA-100. Permanent and temporary establishment may be shown in the same bill separately by a line.

13. Labour employed on enumeration or other works will be paid in Muster Roll Form, while for Dakwalas and Khallasis Form GA-100 is used. The thumb impression in all cases will be attested by the officer in charge of the gangs or the disburser himself.

14. **Travelling Allowance Bills** — Travelling Allowance is drawn according to the rules in force, under which Ranger, Deputy Rangers and Foresters on Working Plan Duty are entitled to daily, in lieu of fixed, travelling allowance.

15. The Working Plan Officer's Travelling Allowance Bills will be sent to the Working Plan Conservator for scrutiny and countersignature, after which they are returned to the Working Plan Officer who may draw the amount of the bill in cash from his forest advance unless he prefers to receive payment by cheque issued by the Divisional Forest Officer. The passing of the bill is done by the territorial Divisional Forest Officer. But this should not delay payment as the real responsibility lies on the countersigning officer. Travelling allowance Bills of subordinate officers will be sent to the Divisional Forest Officer who will pass them **immediately** and return them to the Working Plan Officer for disbursement.

16. **Unauthorised Expenditure** — No expenditure which is not within the Working Plan Officer's powers of sanction will be incurred without the administrative sanction of the proper authority. Applications for sanction of such expenditure will be made by the Working Plan Officer to the territorial Conservator/Concerned through the Working Plan Conservator, certifying that the expenditure can be met from the budget allotment at his disposal.
17. Security of Subordinates:—All subordinates and/or inferior staff will be required to furnish adequate security as required under the rules in force from time to time.

18. The register of security deposits is kept by the territorial Divisional Forest Officer and the securities remain pledged to him until the staff is transferred to another Division. Monthly deductions must be shown in the cash book of the Working Plan Officer who should satisfy himself that deductions are credited by the territorial Divisional Forest Officer to the accounts concerned, and that Post Office Savings Bank Books are kept up to date and interest credited annually.

19. When a Working Plan Division is closed, necessary steps will be taken by the territorial Divisional Forest Officer to transfer the security accounts to the Division to which the subordinates are posted next.

20. Summary of Expenditure:—A statement will maintained showing the expenditure under each budget sub-head by months in the following form:

<table>
<thead>
<tr>
<th>Budget Sub-head</th>
<th>Sanctioned B.E. for the year</th>
<th>Actuals to end of April</th>
<th>Actuals of May</th>
<th>Total to end of May</th>
<th>Balance available</th>
</tr>
</thead>
</table>

21. A summary will be kept for the various items under each head, corresponding to the items listed in the budget estimates. From the monthly estimates an annual statement will be prepared and the total of the annual statements will show the total expenditure for the Working Plan. Any expenditure incurred and charged directly by the territorial Divisional Forest Officer will be communicated to the Working Plan Officer monthly by the Divisional Forest Officer in the monthly statement maintained by the Working Plan Officer.

22. It will be the sole responsibility of the Working Plan Officer to watch that his sanctioned budget allotment are not exceeded. In all applications for sanction it must be reported whether necessary funds are available in the budget to meet the expenditure or not.
It is not necessary for the Research and Working Plan Officers to send vouchers of expenditure incurred out of advances drawn from the Divisions to the Chief Conservator or the Working Plan Conservator for countersignature. The officers will themselves countersign and send the vouchers with the detailed contingent bills to the Divisional Forest Officers concerned from whom they have drawn the advances. They Divisional Forest Officers will pass these vouchers and admit them in their accounts and charge the expenditure to the appropriate budget sub-heads. All the Officers should see that the accounts of these advances are cleared within the current financial year.

C. C. F.'s No. Acccts./2927/C dated 14. 3. 56.

23. **Objections to Accounts:**—Copies will be kept of all important objections to accounts raised either by the territorial Divisional Forest Officer or the Accountant General, together with copies of the explanations and details of the action taken. Where there is a difference of opinion between the Working Plan Officer the matter should be referred to the Working Plan Conservator for necessary orders.

*Relations between Range Staff and the Divisional Forest Officer.*

No forest officer subordinate to a Range or an Officer in charge of the Range shall submit papers to the Divisional Forest Officer except through the Range Officer to whom he is subordinate.