BOUND Registers for Divisional Office and Range Office inspection should be opened for each division and each range immediately. The following headings will be used for the Divisional Office Inspection Register and for each heading 3 blank pages will be allotted. A margin of 2” will be left on the left hand side of each page. The remarks on each inspection will be entered under the dated signature of the inspecting officer. After each annual inspection the register will be sent to the Chief Conservator of Forests for perusal.

I. Relating to the Organisation of the Forest Department.

1. Statement of Officers who will attain the age of 55 years or whose period of extension will expire during the next financial year.

2. Register of Casual Leave.

3. Register of Forest Orders.

(There will be three such registers—one for Appointments, postings and transfers, one for Leave, one for Standing and Circular Orders issued by the conservators and chief Conservator of Forests)


5. Character Rolls.

6. Register of Security Deposits and Bonds.


II. Relating to the Management and Working of the Forests.


10. Working Plan Control Forms.

11. Divisional Note Book.
(In this Note Book all important events of the year will be recorded every year by the Divisional Forest Officer)

12. Compartment and Block Histories.
13. Maps showing the results of Fire Protection.
15. Register of Animals Shot.

III. Relating to the Accounts of Out-turn of Forest Produce.

17. Register of Out-turn of Timber, Firewood, Charcoal and other forest produce removed by Purchasers’ Agency.
18. Summary of Returns from Nakedars.
19. Depot Register of Drift Timber Operations, if any.
20. Purchaser’s Ledger Accounts.
21. List of Purchasers and Instalments of Revenue.
22. Register of Grazing Revenue.
23. Register of Petty Revenue Demands.
24. Register of Outstandings.
25. Register of forest produce given free under Government Notifications of Rights and Concessions.
26. Register of forest produce given at concessional rates under Government Notification of Rights and Concessions.
27. Register of Special Grants of Forest Produce.
28. Register of Forest Offences and forest produce seized and disposed of.
29. General compliance with prescribed system by accounts and proper use of local forms.

IV. Relating to the Accounts of Live and Dead Stock.

30. Return of Live Stock.
31. Register of Stores, Tools, and Plants.
32. Register of Stores for consumption on works.
33. Annual Return of Stores, Tools and Plants.

V. Relating to Accounts of Money Transaction.

34. Cash Book.
35. Measures taken for safe custody of cash.
36. Arrangements for safe transmission of cash from or to the Treasury and to Disbursers.
37. Register of Cheque Books.
38. Cheque Books.
40. Monthly Cash Account Forms.
41. Register of sanctions accorded by Chief Conservator of Forests, Conservator of Forests and Divisional Forest Officers.
42. Classified Abstract of Revenue.
43. Classified Abstract of Expenditure.
44. Contractors and Disbursers Ledger and Abstract therefrom.
45. Schedule of Remittances to Treasury and Last Consolidated Treasury Receipt.
46. Pay Bills,
47. Travelling Allowance Bills (copies)
48. Objection Statements (of Accounts)
49. Register of Progress of Expenditure on Works and Control of Total Expenditure of Budget Allotment.
50. Register of controlling the expenditure against the sanctioned grant.

VI. Relating to Correspondence

51. The keeping of documents in cases (with title pages)
52. Register of Files and Cases.
53. Register of Receipts and Issues of Correspondence and Register of Documents.
54. System of correspondence and cases adopted for correspondence with and between Subordinate Officers.
55. Guard Book of Circulars for Subordinate Officers.
56. Method adopted with regard to pending correspondence.
57. Register of Pending Correspondence.
58. Register of Service Stamps.

VII. Relating to Miscellaneous Business.

59. Register of Books and Maps.
60. Library Catalogue.
61. System adopted in regard to Government Gazette.
63. Register of Stationery.
64. Register of Typewriters and Duplicators and their condition.
65. Register of Local Forms (as prescribed by Government)
66. Register of forms printed locally (as prescribed by Chief Conservator of Forests)
67. List of Prescribed Forms.
68. Guard Book of Forms.
69. Register of Forms and Permits and Rawannas.
70. Destruction of useless documents and registers and inspection of the same weeded for destruction.
71. Neatness in keeping the Office.
72. Allotment of work among Clerks.

VIII. Relating to Legal Matters.

73. Register of Cases Compounded.
74. Register of Civil and Criminal Cases.
75. The Office Building.
76. The Office Staff.
77. General Remarks on the Administration of the Division.
INSPECTION REGISTER FOR RANGES

1. Register of Forest Orders issued by the Divisional Forest Officer.
2. Plantation Journals.
3. Register of Animals Shot.
5. Register of out-turn of Timber, Firewood, Charcoal and other forest produce removed by Pur haser's Agency.
6. Register of Returns from Nakedars.
7. Register of Rawanna Books.
8. Register of Permit Books.
10. List of Purchasers and Instalments of Revenue.
11. Register of Grazing Revenue.
12. Register of Petty Revenue Demands.
13. Register of Forest Produce given free under Government Notifications of Rights and Concessions.
14. Register of Forest Produce given at concession rates under Government Notification of Rights and Concessions.
15. Register of Special Grants of Forest Produce.
16. Register of Forest Offences and Forest Produce seized and disposed off.
17. General compliance with the prescribed system of accounts and proper use of local forms.
18. Cash Book and contents of cash chest compared with balance.
20. Arrangements for safe transmission of cash from or to Treasury and to Disburser.
22. Objection Statements.
23. Register of Receipts and Issues of Correspondence.
25. Guard Book of Range Officer's Circular Orders to Subordinates.
26. Register of Pending Correspondence.
27. Register of Service Stamps.
29. State of General Financial & Account Rules, Rajasthan-
   Service Rules, Travelling Allowance Rules, Rajasthan
   Civil Service Classification, Control & Appeal) Rules,
   1950, Forest Account Code etc.
30. Register of Stationery.
31. Register of Medicines.
32. Destruction of Useless Documents.
33. Register of Cases Compounded
34. Reports of Forest Offences.
35. Register of Hammers and Distribution.
36. Register of Live Stock.
37. Register of Stores, Tools and Plans, Issue and Receipt
   Bocks.
38. Register of Stores for consumption on works, Issue and
   Receipt of the same.
39. Register of Grazing Permits.
40. Register of Permits for Forest Produce.
41. The Office Building.
42. The Office Staff.
43. General Remarks on the Administration of the Range.