

CHAPTER 40

Annual, Administrative Reports and Inspection of Office

1. Regional / Divisional Offices

- 1.1 Bound Registers for Offices inspection should be opened for each office. The following headings will be used for the 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 controlling officer of the inspecting officer for perusal.
- 1.2 Relating to the Organisation of the Forest Department
 - 1.2.1 Statement of officials of the office who will attain the age of 60 years or whose period of extension will expire during the next financial year.
 - 1.2.2 Register of Casual Leave
 - 1.2.3 Register of Forest Orders
 - 1.2.4 Service Book and Rolls
 - 1.2.5 Annual Performance Appraisal reports (Register / Dossiers)
 - 1.2.6 Register of Security Deposits and Bonds
 - 1.2.7 Register of Contractors and Purchasers Security Deposits and Earnest Money
 - 1.2.8 Register of Security Deposits in Post Office Savings Banks.
 - 1.2.9 Register relating to sanction of Selection scale.
 - 1.2.10 Register relating to compulsory retirement.

- 1.2.11 Register of pending enquiries.
- 1.2.12 Roaster registers
- 1.2.13 Register relating to giving appointment to ward of deceased employees.
- 1.3 Relating to the Management and Working of the Forests
 - 1.3.1. Maps of Reserved, Protected and Unclassed Forests
 - 1.3.2. Working Plan Control Forms
 - 1.3.3. Circle/Divisional Note Book
 - 1.3.4. Compartment and Block Histories
 - 1.3.5. Maps showing the results of Fire Protection
 - 1.3.6. Plantation Journals
 - 1.3.7. Register of cases of Land diversion under Forest (Conservation) Act, 1980.
 - 1.3.8. Register of N.O.C.s with regard to mining leases.
 - 1.3.9. Register of licensed saw mills.
- 1.4 Relating to the Accounts of Out-turn of Forest Produce
 - 1.4.1. Depot Register of Produce removed by Government Agencies.
 - 1.4.2. Register of out-turn of Timber, Firewood, Charcoal and other forest produce removed by Purchaser's Agency.
 - 1.4.3. Summary of Returns from Nakedars/Divisions.
 - 1.4.4. Depot Register of Drift Timber Operations, if any
 - 1.4.5. Purchaser's ledger Accounts.
 - 1.4.6. List of Purchasers and Installments of Revenue
 - 1.4.7. Register of Grazing Revenue.
 - 1.4.8. Register of Petty Revenue Demands
 - 1.4.9. Register of Outstanding.
 - 1.4.10. Register of forest produce given free under Government Notifications of Rights and Concessions.
 - 1.4.11. Register of forest produce given at concessional rates under Government Notification of Rights and concession.

- 1.4.12. Register of Forest Offences and Forest Produce seized and disposed off
- 1.4.13. General compliance with prescribed system by accounts and proper use of local forms
- 1.5 Relating to the Accounts of Live and Dead Stock
 - 1.5.1. Return of Live Stock
 - 1.5.2. Register of Stores, Tools and Plants
 - 1.5.3. Register of Stores for consumption on works
 - 1.5.4. Annual Returns of Stores, Tools and Plants.
- 1.6. Relating to Accounts of Money Transaction
 - 1.6.1. Cash Book
 - 1.6.2. Measures taken for safe custody of Cash
 - 1.6.3. Arrangements for safe transmission of cash from or to the Bank / Treasury and to Disbursers
 - 1.6.4. Register of Cheque Books
 - 1.6.5. Cheque Books
 - 1.6.6. Resister of Cheque Drawn
 - 1.6.7. Monthly cash Account Forms
 - 1.6.8. Register of financial sanctions accorded by Pr. Chief Conservator of Forests, Chief Conservator of Forests, Conservator of Forests and Divisional Forest Officer.
 - 1.6.9. Classified Abstract of Revenue
 - 1.6.10. Classified Abstract of Expenditure
 - 1.6.11. Contractors and Disbursers Ledger and Abstract there from.
 - 1.6.12. Schedule of Remittance to Treasury and Last Consolidated Treasury Receipt.
 - 1.6.13. Pay Bills
 - 1.6.14. Travelling Allowance Bills (copies)
 - 1.6.15. Objection Statement (including AG / DTA / Internal audit)
 - 1.6.16. Register of Progress of Expenditure on Works and Control

of Total Expenditure of Budget Allotment

- 1.6.17. Register of controlling the expenditure against the sanctioned grant.
- 1.7 Relating to Correspondence
 - 1.7.1. The Keeping of documents in cases (with title pages)
 - 1.7.2. Register of Files and Cases
 - 1.7.3. Register of Receipts and Issues of Correspondence and Register of Documents.
 - 1.7.4. System of correspondence and cases adopted for correspondence with the between Subordinate officer
 - 1.7.5. Guard Book of Circulars for subordinate Officers
 - 1.7.6. Register of Pending Correspondence
 - 1.7.7. Register of Service Stamps
 - 1.7.8. Register of Books and Maps
 - 1.7.9. Library Catalogue
 - 1.7.10. System adopted in regard to Government Gazette.
 - 1.7.11. State of General Financial and Accounts rules, Rajasthan Service Rules, Traveling Allowance Rules. Travelling Allowance Rules, Rajasthan, Civil Services (Classification Control and Appeal) rules, 1950 Rajasthan Budget Manual, Forest Account Code, etc.
 - 1.7.12. Register of Stationery
 - 1.7.13. Register of Typewriter and Duplicators, Computer, Photocopier and their condition.
 - 1.7.14. Register of Local Forms (as prescribed by Government)
 - 1.7.15. Register of forms printed locally (as prescribed by Pr. Chief Conservator of Forests)
 - 1.7.16. List of Prescribed Forms.
 - 1.7.17. Guard Book of Forms
 - 1.7.18. Register of Forms and Permits and Rawannas.
 - 1.7.19. Destruction of useless documents and register and inspection of the same weeded for destruction.

- 1.7.20. Neatness in keeping the Office
- 1.7.21. Allotment of work among Clerks.
- 1.8 Relating to Legal Matters
 - 1.8.1. Register of cases Compounded
 - 1.8.2. Register of Civil and Criminal Cases
 - 1.8.3. The Office Building
 - 1.8.4. The Office Staff
 - 1.8.5. General Remarks on the Administration of the Division.

2. INSPECTION REGISTER FOR RANGES

- 2.1 Register of Forest Orders issued by the Divisional Forest Officer and Senior Forest Officer.
- 2.2 Plantation Journals
- 2.3 Depot Register of produce removed by Government Agency.
- 2.4 Register of out-turns of Timber, Firewood, Charcoal and other forest produce removed by Purchaser's Agency.
- 2.5 Register of Returns from Nakedars.
- 2.6 Register of Rawanna Books,
- 2.7 Register of Permit Books
- 2.8 Register of Receipt Books.
- 2.9 List of Purchasers and Installments of Revenue
- 2.10 Register of Grazing Revenue
- 2.11 Register of Petty Revenue Demands
- 2.12 Register of Forest Produce given free under Government Notification of Rights and Concession
- 2.13 Register of Forest Produce given concession rates under Government Notification of Rights and Concession
- 2.14 Register of Forest Offence cases and Forest Produce seized and disposed off
- 2.15 General compliance with the prescribed system of accounts and proper use of local forms
- 2.16 Cash Book and contents of cash chest compared with balance

- 2.17 Measures taken for the safe custody of cash
- 2.18 Arrangements for safe transmission of cash for or to Treasury and to Disbursers.
- 2.19 Pay Bills
- 2.20 Objection Statements
- 2.21 Register of Receipt and issues of Correspondence
- 2.22 Guard Book of Standing Orders
- 2.23 Guard Book of Range Officer's Circular Orders to Subordinates
- 2.24 Register of Pending Correspondence
- 2.25 Register of Service Stamps
- 2.26 Register of Books and Maps
- 2.27 State of General Financial & Accounts Rules, Rajasthan Service Rules, Travelling Allowance Rules, Rajasthan Civil Service (Classification, Control and Appeal) Rules, 1950, Forest Account Code etc.
- 2.28 Register of Stationery
- 2.29 Destruction of Useless Documents
- 2.30 Register of Cases Compounded
- 2.31 Reports of Forest Offences
- 2.32 Register of Hammers and Distribution
- 2.33 Register of Live Stock
- 2.34 Register of Stores, Tools and Plants, Issue and Receipt of the same
- 2.35 Register of Grazing Permits
- 2.36 Register of Permits for Forest Produce
- 2.37 The Office Building
- 2.38 The Office Staff
- 2.39 General Remarks on the Administration of the Range