

GOVERNMENT OF JAMMU & KASHMIR  
OFFICE OF THE PR. CHIEF CONSERVATOR OF FORESTS, JAMMU.

Accountability System in monitoring timber trade, Forest damage, encroachment and sale of timber from TSD's (Timber Sale Depot's).

**CIRCULAR NO: 10 OF 2004**  
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In order to effect proper mechanism of accountability with suitable checks, balances and monitor timber trade of TSD's, Forest damage, encroachment on forest land and revenue of sale proceeds of FSD's, the following instructions are hereby issued for immediate implementation.

**1)-TIMBER TRADERS**

**Private Sale Depots:-**

1. All DFO's (T) shall maintain a register in the divisional office giving details of the opening balance, receipts and sales of timber stocks of each private sale depot in their respective jurisdictions.
  - i. To determine the opening balance physical verification for each depot be conducted at the end of every financial year. No sales be permitted in a depot after ending March if the physical verification has not been done.
  - ii. For receipts the stocks purchased from the State Forest Corporation be only taken into account. After making entry for State Forest Corporation purchased stocks the DFO shall record on the State Forest Corporation bill that entry has been made in divisional register and sale depot register.  
 In case purchase is made from any other private sale depot the entry in the receipt be made only after a certificate is issued by the concerned Range Officer that the stocks sold by the selling depot holder have been deducted from his balance giving reference of the page No. and column of sale depot register and the certificate be attested by the concerned DFO after making necessary entry in the divisional register.
  - iii. For the sales from a private depot only one "docket book" duly attested by the DFO concerned of the area be used at one time. The DFO/Range officer concerned shall enter the book No. and serial No. of leaves of the docket book in the divisional register. No other docket shall be considered valid.
2. All releases for sold stocks of a private sale depot will be issued by the concerned DFO after satisfying himself about the genuinity of stocks for which he will be personally responsible.
3. The DFO shall submit monthly statement to the concerned Conservator of Forests and the Conservator of Forests shall at random check the 10% private sale depot

records in a month and correlate the same with the statement given by the Divisional Forest Officer. In case he finds any irregularity he shall refer the matter to the CCF/PCCF with advance copy to the Administrative Department for necessary action against the defaulting officer giving complete reference of the irregularity noticed. The Administrative Department shall issue the charge sheet to the officer within fifteen days after receipt of report from the Conservator.

4. The Conservator of Forests shall record the performance of the DFOs in checking the trade of private sale depots in his APRs.
5. The Conservator of Forests shall submit monthly the details of 10% check of private sale depot records to Chief Conservator of Forests, Pr. Chief Conservator of Forests and the Administrative Department. Any default be entered in the annual performance report of Conservator of Forests by the Chief Conservator of Forests concerned.

#### (B)-JOINERY UNITS:-

1. In every Range a register be maintained giving month-wise details of timber purchased with source, particulars of joinery manufactured/sold and balance.
2. The present balance of timber and joinery items be ascertained after physical verification. The process of physical verification be completed every year and the end of March.
3. Only one docket book duly attested by the DFO be permitted for use at one time. The details of same with book No. and serial No. of leaves be entered in the Divisional/Range register. These dockets only shall be treated valid.
4. Every Docket issued by the joinery unit holder shall be authenticated by the Range Officer concerned only after checking the Range Register of the joinery units. No docket without the attestation of DFO shall be considered valid.
5. The Range Officer shall submit monthly statement about the activity of each joinery unit including details of timber purchased, items manufactured/sold and balance thereof to the concerned Divisional Forest Officer.
6. The DFO shall examine the statements of joinery units and in case he finds any irregularity, he shall personally verify the facts and initiate action against the Range Officer.
7. In the event of any complaint or report against any joinery unit, the DFO shall get the matter verified independently and take necessary action accordingly under rules.
8. It shall be obligatory on the part of the Conservator of Forests/DFO to check the Range records of the joinery units while on tour to Ranges, and record their Observations.

#### (C)-ILLICIT DAMAGE:-

1. Any illicit damage in the Forest be reported by the I/c Beat Guard to the Range Officer concerned under and intimation to the DFO within two days. Immediately after receipt of report Range Officer shall ensure safety of seized stocks if any. The report received after two days shall not be entertained.
2. Range Officer shall get the matter investigated and prepare case for compounding challenging in the court of law within fifteen days and submit the case to the DFO for necessary sanction. The DFO shall examine the case and issue necessary sanction within fifteen days for the date of receipt.
3. The Range Officer shall maintain only one ID register in the Range.

4. The Range Officer shall verify 25% of the damage cases in the field to ascertain the correctness of reporting of the damage by the filed staff and shall submit report of verification to the DFO with a copy to Conservator of Forests.
5. In case the DFO does not receive the case within the specified period, he shall issue at the maximum two reminders within fifteen days to the Range Officer for submission of the damage case. If the response from the Range Officer is negative, the DFO shall charge sheet the concerned Range Officer for recovery of the damages.
6. The DFO shall submit monthly returns of the damage cases to the concerned Conservator of Forests, Chief Conservator of Forests and Pr. Chief Conservator of Forests.
7. The Conservator of Forests after receipt of the monthly statement shall issue his comments / instructions after examination with a copy to Chief Conservator of Forests and Pr. Chief Conservator of Forests.
8. The Conservator of Forests shall fix the monthly target for each DFO for settling the pending damage cases and review the same in the first week of each month. In case he notices any laxity on the part of the DFO, he shall refer the matter to Administrative Department for necessary action giving details of the short comings.
9. The Chief Conservator of Forests shall take quarterly review of damage cases and report his findings to the Pr. Chief Conservator of Forests and Administrative Department.
10. The Pr. Chief Conservator of Forests shall take review of damage cases once in six months and report his findings to the Administrative Department.
11. In case there is an instance of huge damage, the concerned DFO and Conservator of Forests shall personally inspect the site and report the facts to the Chief Conservator of Forests and Administrative Department.
12. The DFO shall maintain a register for offences tried under Sec-26 of J&K Forest ACT giving details of seizures made, its value and the particulars of the offender. A monthly statement of same shall be submitted to Conservator of Forests with a copy to Chief Conservator of Forests and Pr. Chief Conservator of Forests.
13. The performance of the DFO in dealing the damage cases be reported in his APRs by the Conservator of Forests.

(D)-Encroachments:-

1. A register should be maintained in the Division and Circle Officers giving details of compartment wise encroachments made on Forest Land.
2. The Conservator of Forests shall fix the quarterly target for eviction of encroachments for each Divisional Forest Officer
3. The Conservator of Forests shall take monthly review of the process of eviction for each division and submit his findings to Chief Conservator of Forests.
4. The Chief Conservator of Forests shall review quarterly progress made in achieving the targets and report short comings to Pr. Chief Conservator of Forests and Administrative Department for necessary action against the officer.
5. The Pr. Chief Conservator of Forests shall review the achievements once in a year and report his findings to the Administrative Department.
6. The achievements / short comings be reported in the APRs of Conservator of Forests and Divisional Forest Officers by the reporting authorities.

(E)-FOREST TIMBER SALE DEPOTS:-

1. The physical verification of every FSD stocks be done during the last fortnight of April in every year and the responsibility for any short fall be fixed by the DFO.
2. The DFO shall be personally responsible for remittance of revenue realized from sale proceeds in the treasury.
3. The DFO shall monthly reconcile the revenue remittances with concerned treasuries.
4. The Chief Conservator of Forests shall take monthly review of stocks sold and thereby revenue remitted. In case any short fall be noticed necessary action warranted under rules be initiated against the defaulters.
5. During the tours the Conservator of Forests shall necessarily inspect the depots and their records and submit monthly report of such inspections to Chief Conservator of Forests, Pr. Chief Conservator of Forests and Administrative Department.
6. The Pr. Chief Conservator of Forests shall quarterly review the revenue remittances that the revenue realization targets are achieved in full.
7. To effect recoveries in the non-remittance cases noticed so far, the DFOs shall initiate recovery proceedings against defaulters immediately and ensure that by end of March-2004, all the outstanding are recovered. For this purpose the DFO shall be personally responsible.
8. The Conservator of Forests shall prepare the list of defaulters of each division ending January-2004 indicating the amount involved in each case and submit a copy of same to Chief Conservator of Forests, Pr. Chief Conservator of Forests and Administrative Department. He will personally monitor the recovery proceedings and take required steps whatever necessary.
9. The performance of DFOs in achieving the revenue remittance targets be reflected in the APRs of the DFOs by the reporting Officer.

Sd/-  
(P.Patnaik)

Pr. Chief Conservator of Forests

No: PCCF/Lease/TSD/Circular/ 55-85

Dated: 9 .01.2004

Copy for information and necessary to the:-

1. Chief Conservator of Forests, Jammu.
2. Chief Conservator of Forests, Kashmir.
3. All Conservators of Forest (Territorial).
4. All Divisional Forest Officers (Territorial). *O.F.O. Jammu*
5. Special Assistant to Hon'ble Forest Minister for information of the Hon'ble Forest Minister.

*(Jahangir Mir)* KAS  
Personnel Officer