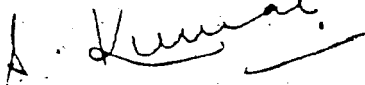


GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECTT; FOREST DEPARTMENT

C I R C U L A R

In order to streamline the process of maintenance and issuance of Form 25 Books to the field functionaries of Forest Department and prevent its misuse, following instructions are hereby issued for strict compliance:-

1. All the four leaves of F-25 should be stamped Lease copy, Division Copy, Last Check Post Copy, Range Officer's copy in bold letters.. Whenever new F - 25 books are printed these details be printed in original.
2. Territorial CCF's should ensure stamping of all the F-25 Books before if is issued to Circles. All territorial CFs be personally responsible to ensure that F - 25 book without proper stamping are not used in the field.
3. In order to make F-25 Books easily identifiable in both the provinces and all the Circles, F-25 books be issued in pre decided series of Book notified in advance
4. All the 'F - 25 books available with Estate Range, Urban forestry Division Srinagar (maintaining the record and stock of F - 25 books) be stacked, after stamping, in serial number. Chief Conservator of Forests Kashmir and CF Srinagar should verify it periodically.
5. Territorial DFO's should ensure that in no circumstances two F-25 Books for same produce remain in use at a time with field official individuals. Only specified F-25 be issued for the consignment under transport.
6. CCFs and CFs should make frequent checks of relevant Forms in Divisions and Ranges and record their observations to prevent misuse of Form - 25.
7. Territorial DFOs, ROs, should make frequent checks of the F-25 issued in their jurisdiction and take effective steps to check its misuse.
8. FPF officials should make random check on the F-25 issued by Forest officials and point out any discrepancies therein.


Principal Secretary/Secretary to the Govt.
Forest Department

No:-FST/SFC/38/2004

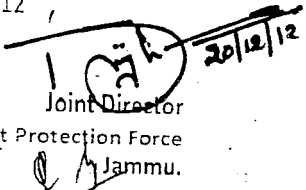
Dated:- 21.12.2004

Copy to:-

1. Principal Chief Conservator of Forests, J&K, Jammu.
2. Director, Forest Protection Force.
3. Managing Director, State Forest Corporation.
- 4-5. Chief Conservator of Forests, Jammu/Kashmir.
6. Pvt. Secy. to Hon'ble Forest Minister.
7. Pvt. Secy. to Principal Secretary, Forests.
8. Office of the Joint Director, Forest Protection Force, Jammu.

Dt:- 20-12-2012

384-927
JD/FPF/J/
to all the Deputy Directors, FPF, Jammu zone for information and n/action.


Joint Director
Forest Protection Force
Jammu.