

Government of Jammu & Kashmir
Office of the Pr Chief Conservator of Forests & HoFF
Jammu and Kashmir Forest Department

Subject: Revised Guard Books for use in Forest Department

Circular 05 of 2021

Dated: 20-02-2021

The J&K Forest Department has revised and the "Guard Book" for use by the beat guards. The scope of these Guard Books has been broadened to capture relevant information on protection and management of forests at beat level. The CFs shall ensure that the updated guard books are distributed to the beat guards and shall be used from 1st April 2021.

Section I of the Guard Book is a beat journal that captures general administrative information about the forest beats, assets located within the beats including buildings, roads and bridges, springs/streams/well. Forest nurseries etc. It also provides for information on the vegetation types besides general information about the plantations/closures, areas sensitive/vulnerable for protection.

Section II of the Guard Book is for reporting various incidences like illegal damage, encroachments, forest fire, human animal conflicts, details of concession given under Kashmir/Jammu Forest Notice, wildlife sighting etc. It also has specific sections for monthly and periodic reporting. The DFOs shall ensure that the basic information have been recorded in the Guard Book before they are issued to the Forest Guards.

These Guard Books are the property of the J&K Forest Department and the beat guards are responsible for the maintenance and safe keeping of the guard books. The Range Officers shall review the entries in the Guard Books on a monthly basis and the DFOs shall monitor the regular entry and reporting in the Guard Books.


(Dr Mohit Gera IFS) 19/2

Pr Chief Conservator of Forests (HoFF)

No: PCCF/Coord/484/00-130

Dated: 20-02-2021

Copy for information and necessary action to

1. The Addl PCCF, Kashmir, Srinagar
2. The Chief Conservator of Forests, Jammu
3. The Conservator of Forests, East Circle. He shall ensure the distribution of the Guard Books to all the Forest Divisions and report compliance by 10th March 2021
4. All Conservator of Forests (Territorial). They will collect the Guard Books from DFO, UF, Jammu and ensure distribution of the same.
5. All DFOs (Territorial)
6. Divisional Forest Officer, Urban Forestry Division, Jammu
7. Circular File
8. i/c Website