GOVERNMENT OF MAHARASHTRA

MAHARASHTRA FOREST MANUAL 2020

VOL-I

(Updated upto 30th September 2020)

सत्यमेव जयते

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महाराष्ट्र शासन

क्र. संकीर्ण- २०२०/ प्र.क्र. ४३/ फ- ५
महसूल व वन विभाग,
मंत्रालय, मुंबई-४०० ०३२.
दिनांक : १७ सप्टेंबर, २०२०

प्रति,

प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख),
महाराष्ट्र राज्य, नागपूर.

विषय : महाराष्ट्र वन संहिता अद्ययावत करणेबाबत.

संदर्भ : आपले पत्र क्र. कक्ष-२६/एमएफएम/२०, दि. २६/०६/२०२०.

वरील संदर्भानुसार आपण महाराष्ट्र वन संहिता (खंड- १ व २) सुधारित तसेच अद्ययावत करणेबाबत सादर केलेल्या प्रारूपास शासनाची मान्यता प्रदान करण्यात येत आहे. सदर वन संहितेमध्ये मा. मुख्यमंत्री, मा. उप मुख्यमंत्री, मा. मंत्री (वने), मा. राज्यमंत्री (वने) तसेच प्रधान सचिव (वने) यांचे संदेश अंतर्भूत करून सदरहू वन संहिता प्रकाशित करण्यात यावी.

२.० सदरहू वन संहितेच्या आवश्यक त्या प्रती क्षेत्रीय पातळीपर्यंत सर्व संबंधितांना उपलब्ध करून देण्यात याव्यात व त्यासोबतच सदरहू वनसंहिता महाराष्ट्र शासनाच्या संकेतस्थळावर अपलोड करण्यात यावी. तसेच सदर वनसंहितेच्या २५ प्रती कार्यालयीन वापराकरीता शासनास सादर करण्यात याव्यात.

सहपत्र: वरीलप्रमाणे

आपला,

(मिलिंद म्हैसकर)
प्रधान सचिव (वने)

उद्धव बाळासाहेब ठाकरे
मुख्य मंत्री
महाराष्ट्र

मंत्रालय
मुंबई ४०० ०३२

शुभेच्छा

राज्याच्या वन विभागातर्फे महाराष्ट्र वनसंहिता भाग-१ व भाग-२ ची सुधारीत आवृत्ती प्रकाशित करण्यात येत असल्याचे समजून अतिशय आनंद झाला.

एकीकडे वैज्ञानिक प्रगतीचा सतत उंचावणारा आलेख मानवी आयुष्य अधिकाधिक सुकर करण्याच्या प्रयत्नात आहे, परिणामत: औद्योगिकरण व पर्यायाने प्रदूषण झपाट्याने वाढत आहे, तर दुसरीकडे पृथ्वीचे हरित कवच म्हणजेच आपली वने कमी होताना दिसत आहेत, अशा कठीण परिस्थितीत वनांचे रक्षण व संवर्धन ही काळाची गरज आहे .

या वन संहितेमध्ये सुरवातीलाच संपूर्ण भारतवर्षाचा व मुख्यत: महाराष्ट्र राज्याचा वन विषयक इतिहास अतिशय सविस्तर व परिणामकारकरीत्या मांडण्यात आलेला आहे. 'हिंदवी स्वराज्य संस्थापक' छत्रपती शिवाजी महाराजांनी त्यांच्या आज्ञापत्रातून दिलेल्या वन संरक्षणाच्या आज्ञेचे काटेकोरपणे पालन करण्यात आले. "गाव तिथे वनराई ... गड तिथे आमराई" या महाराजांच्या धोरणामुळे महाराष्ट्रातील गड किल्ले वनराईने सजलेले होते याचा प्रत्यय आजही आपल्याला येतो.

महाराष्ट्रातील वन्यजीव संपदाही अतिशय संपन्न आहे. वाघांच्या संरक्षण, संवर्धनासाठी महाराष्ट्र राज्य नेहमीच अग्रेसर राहिले आहे. राज्यातील व्याघ्र संवर्धन क्षेत्रे, राष्ट्रीय उद्याने, अभयारण्ये यांच्या संरक्षणासाठी शासन कटिबद्ध आहे. राज्याला जैव विविधतेचाही समृध्द वारसा लाभला आहे, त्याची जपणूक करण्यासाठी प्रयत्न करण्यात येत आहे.

महाराष्ट्र शासनाने स्विकारलेल्या वन धोरणास अनुसरून महाराष्ट्र राज्यातील वनांचे व्यवस्थापन करण्यासाठी आवश्यक कार्यप्रणाली, नियम, कायदे, सर्व महत्वाचे शासन निर्णय, यांचा सुधारित महाराष्ट्र वनसंहिता खंड १ व खंड २ मध्ये समावेश केल्यामुळे वनविभागाचे कामकाज अधिक गतिमान व पारदर्शक होईल असा मला विश्वास वाटतो.

मा. मंत्री (वने) यांच्या नेतृत्वात तयार करण्यात आलेल्या वनसंहिता खंड १ व खंड २ च्या सुधारीत आवृत्तीसाठी वनविभागाचे हार्दिक अभिनंदन व या वनसंहितेच्या प्रकाशनास माझ्या मन:पूर्वक शुभेच्छा !

(उद्धव बाळासाहेब ठाकरे)

दूरध्वनी : ०२२-२२०२५१५१/२२०२५२२२, फॅक्स : ०२२-२२०२९२१४
ई-मेल : cm@maharashtra.gov.in, वेब साईट : www.maharashtra.gov.in

सत्यमेव जयते

उप मुख्यमंत्री
महाराष्ट्र राज्य

दि. १५ सप्टेंबर २०२०

संदेश

महाराष्ट्र शासनाच्या वन विभागातर्फे 'महाराष्ट्र वनसंहिता भाग-१ व भाग-२' ची सुधारीत आवृत्ती प्रकाशित करण्यात येत असल्याचे समजून आनंद झाला. वने व वन्यजीव राष्ट्रीय संपत्ती असून त्यांचं संरक्षण, संवर्धन ही आपल्या सर्वांची सामुहिक जबाबदारी आहे. ही जबाबदारी पार पाडण्यासाठी जनजागृती निर्माण करण्याच्या कार्यात 'महाराष्ट्र वनसंहिते'ची ही सुधारित आवृत्ती महत्वाची भूमिका बजावेल, असा मला विश्वास आहे.

आपल्या महाराष्ट्राला वने, वन्यजीव, वनसंस्कृतीचा समृद्ध वारसा लाभला आहे. वनांचं संरक्षण, संवर्धन करुन हा वारसा अधिक समृद्ध करण्यासाठी राज्याचा वनविभाग सातत्याने प्रयत्नशील आहे. त्यासाठी जागतिकस्तरावर सुरु असलेल्या उपाययोजनांची माहिती घेऊन त्यांची अंमलबजावणी अगदी ग्रामपातळीपर्यंत सुरु आहे. ग्रामपातळीपर्यंत वनविकासाच्या योजना पोहचवून त्यांच्या यशस्वी अंमलबजावणीवर भर दिला जात आहे. दुर्गम, डोंगरी, आदिवासी भागातील नागरिकांसाठी वनांवर आधारित रोजगाराची निर्मिती करुन वनांच्या शाश्वत विकासावर भर दिला जात आहे. वने व वनांच्या परिक्षेत्रातील नागरिकांना वनविकासात सहभागी करुन घेतले जात आहे. राज्याच्या वनधोरणात सर्वकष व शाश्वत वनविकासावर भर देण्यात आला आहे.

राज्यातील वने व पर्यावरणाच्या संरक्षण, संवर्धनासाठी वनधोरणाची अद्ययावत माहिती सर्वांपर्यंत पोहचणं व त्यातून वनं वाढवण्यासाठी जनजागृतीवर भर देण्यात आला आहे. त्यादृष्टीनं नव्याने प्रकाशित करण्यात येत असलेली 'महाराष्ट्र वनसंहिता' महत्वाची भूमिका बजावणार आहे. वनांच्या विकासासंदर्भातील संवैधानिक तरतूदी, आदेश, अधिसूचना, धोरणात्मक निर्देश, प्रशासकीय सूचना आदींचं संकलन करुन अद्ययावत माहितीसह प्रसिद्ध करण्यात आलेली 'महाराष्ट्र वनसंहिते'ची ही सुधारित आवृत्ती लोकसेवकांना, पर्यावरणाच्या क्षेत्रात कार्यरत संस्था, व्यक्तींना तसेच सर्वसामान्य नागरिकांनाही त्यांच्या कर्तव्याची जाणीव करुन देण्यासाठी व ती पार पाडण्यासाठी महत्वाची भूमिका बजावेल, असा विश्वास वाटतो.

महाराष्ट्र शासनाने स्विकारलेल्या वनधोरणाची यशस्वी अमंलबजावणी करणे आणि वन कायद्यांचे काटेकोरपणे पालन करून वनांचे संरक्षण करण्यासाठी, वनविभागाच्या कार्यप्रणाली मध्ये होणाऱ्या बदलांबाबत वनाधिकारी व कर्मचारी यांचे ज्ञान अद्ययावत असणे क्रमप्राप्त आहे. महाराष्ट्र वनसंहितेच्या सुधारित आवृत्तीच्या खंड १ व २ च्या माध्यमातून हे साध्य होणार आहे.

वनविभागाशी संबधित नियमावली, कायदे, शासनानिर्णय या सर्वबाबतीत सर्वसमावेशक अशी 'वनसंहिता खंड १ व २' तयार केल्याबद्दल वन विभागाचे हार्दिक अभिनंदन, तसेच या महत्वपूर्ण दस्तावेजाच्या यशस्वितेसाठी माझ्या शुभेच्छा.

(अजित पवार)

कार्यालय : ६ वा मजला, मुख्य इमारत, मंत्रालय, मुंबई ४०० ०३२, **दूरध्वनी** : ०२२-२२०२ २४०१ / ५०१४,
निवास : " देवगिरी " नारायण दाभोळकर मार्ग, मलबार हिल, मुंबई ४०० ००६,
दूरध्वनी : ०२२-२३६३१६०६ / २३६३४८७७, **ई-मेल** : dcm@maharashtra.gov.in

संजय दुलीचंद राठोड

मंत्री
वने, भूकंप पुनर्वसन
महाराष्ट्र राज्य

शुभ संदेश

भारताच्या वनांना शास्त्रोक्त व्यवस्थापनाचा संपन्न वारसा लाभला आहे, ह्या व्यवस्थापनात कालौघात बदल होत गेला आहे. ह्या बदलांची वेळच्या वेळी दखल घेऊन त्याचे दस्ताऐवजीकरण करणे ही काळाची गरज आहे. महाराष्ट्र वनविभाग वनसंहिता खंड १ व २च्या सुधारित आवृत्तीच्या निमित्ताने हे होत आहे ह्याबद्दल मला विशेष आनंद होत आहे.

सन २०१६ च्या प्रसिद्ध पॅरिस कराराप्रमाणे जागतिक वातावरण बदलाचा धोका नियंत्रित करणे हे आपले आद्य कर्तव्य आहे. त्यासाठी या शतकाच्या अखेरपर्यंत पृथ्वीच्या सरासरी तापमानात होणारी वाढ, औद्योगिक क्रांती पूर्वीच्या तापमानाच्या तुलनेत २ अंश सेल्सिअसपेक्षा शक्य तितकी कमी होऊ देणे, हे ध्येय करारात ठेवण्यात आलेले आहे. यासाठी असणाऱ्या वनांच्या संरक्षणाबरोबरच जास्तीत जास्त वनेतर क्षेत्रावर वनाच्छादन निर्माण करणे, वनांवर अवलंबून असणाऱ्या आदिवासी व गरजू जनतेसाठी रोजगार निर्मिती, वन्यजीव, अकाष्ठ वनउपज यांचे योग्य व्यवस्थापन करणे ही वन अधिकाऱ्यांची प्राथमिक जबाबदारी आहे. यासाठी प्रस्तुत वनसंहिता सर्वतोपरी मार्गदर्शक ठरेल यात शंकाच नाही.

महाराष्ट्र वनसंहिता भाग-१ व भाग-२ च्या प्रथम आवृत्तीमध्ये वनविभागाच्या कार्यप्रणाली राबविण्यासाठी आवश्यक सर्व कायदे, नियम, अधिनियम यांचा समावेश आहे, परंतु मागील काही वर्षात यामध्ये अनेक सुधारणा करण्यात आल्या आहेत. माहिती तंत्रज्ञान क्षेत्रातही आमूलाग्र बदल झाले आहेत. या सर्व सुधारणांचा समावेश करुन तयार करण्यात आलेली वनसंहितेची सुधारीत आवृत्ती वनविभागासाठी अतिशय उपयुक्त ठरेल. यासाठी वनविभागाने वनसंहितेच्या सुधारित आवृत्तीचे उचललेले हे पाऊल अभिनंदनीय आहे.

प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख)आणि प्रधान मुख्य वनसंरक्षक(माहिती, तंत्रज्ञान व धोरण) यांच्या मार्गदर्शनाखाली वनसंहितेच्या सुधारित आवृत्तीचे काम करणाऱ्या संपादकीय मंडळ व सर्व विभाग प्रमुख यांचे मी विशेष अभिनंदन करतो व माझ्या मनापासून शुभेच्छा देतो!

(संजय राठोड)

कार्यालय : रुम नं. ६०१-६०२, सहावा मजला, विस्तार, मंत्रालय, मुंबई - ४०००३२. ☎ : ०२२-२२८८६१८८/२२८८६०९३
निवास: ०२२-२२८१७०६४ / २२८१७०७८ **यवतमाळ:** ०७२३२-२४३३३४ **फॅक्स:** २४०४२८ **ईमेल:** forestsminister2020@gmail.co

राज्यमंत्री
सार्वजनिक बांधकाम
(सार्वजनिक उपक्रम वगळून),
मृद व जलसंधारण, वने,
पशुसंवर्धन, दुग्धव्यवसाय विकास
व मत्स्यव्यवसाय, सामान्य प्रशासन
महाराष्ट्र राज्य
मंत्रालय, मुंबई ४०० ०३२
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दिनांक : 16 SEP 2020

शुभसंदेश

राज्यमंत्री (वने)

महाराष्ट्र राज्य

वनसंहितेच्या भाग-१ व भाग-२ च्या सुधारीत आवृत्तीचे प्रकाशन होत आहे ही अतिशय समाधानाची बाब आहे. याबद्दल महाराष्ट्र वन विभागाचे मी मनापासूनअभिनंदन करतो .

जागतिक तापमान वाढीचे दुष्परिणाम कमी करण्यासाठी वनक्षेत्र एकूण भौगोलिक क्षेत्राच्या ३३% असणे अनिवार्य आहे. यादृष्टीने वनांचे व जैवविधतेचे संवर्धन ही अतिशय महत्वाची बाब आहे. वनविषयक विविधांगी कामे पार पाडताना विविध स्तरावर काम करणाऱ्या वन अधिकारी व कर्मचारी यांना तांत्रिक व प्रशासकीय बाबींविषयी सखोल व अधिकृत माहिती एकत्रित संग्रह स्वरुपात मिळणे, तसेच सर्व कायदे, नियम व कार्यप्रणाली याबाबत त्यांनी अद्ययावत असणे अतिशय आवश्यक आहे. वनसंहितेच्या सुधारीत आवृत्तीच्या प्रकाशनामुळे ही बाब निश्चित सुकर होईल.

अतिशय कमी वेळात नियोजनबद्धरित्या व अथक प्रयत्नातून तयार केलेल्या या वनसंहितेच्या कामासाठी वन विभाग निश्चित कौतुकास पात्र आहे. वन रक्षणासाठी सदैव कटिबद्ध असणाऱ्या वन विभागास माझ्या हार्दिक शुभेच्छा!

आपला,

(दत्तात्रय भरणे)

संजय कुमार
SANJAY KUMAR

सत्यमेव जयते

वन महानिदेशक एवं विशेष सचिव
भारत सरकार
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
DIRECTOR GENERAL OF FOREST & SPL. SECY.
GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST AND
CLIMATE CHANGE

Message

I am immensely pleased that the Government of Maharashtra is bringing about the 2nd Edition of the Maharashtra Forest Manual.

Both the Parliament and various State Legislatures in their own domain have enacted various legislations depending on the expediency. Compilation of the Central and State Government regulations and guidelines at one place is an imperative to administrative efficiency at all levels. I am glad that this edition provides a comprehensive assistance on various facets of both forestry and wildlife administration not only on technical matters but also on day-to-day administrative, financial and legal works of the Department.

I appreciate the dedication and service of the Editorial Board constituted for this purpose in not only updating this manual but also bringing this document to international standards.

I look forward to the use of this Manual not only by officers and staff of Maharashtra Forest Department but also academicians, researchers, policy makers and general public in their quest for sustainable development. I also hope that with the publication, the Maharashtra Forest Department becomes a more empowered forest administration that is able to take fair, expeditious and effective decisions in all spheres of its works, which furthers the cause of conservation, management and development of forests and wildlife resources of the State.

Sanjay Kumar

(Dr. Sanjay Kumar)

New Delhi
Date: 24th September, 2020

इंदिरा पर्यावरण भवन, जोर बाग रोड, नई दिल्ली–110 003 फोन: (011) 24695278, फैक्स: (011) 24695412
INDIRA PARYAVARAN BHAWAN, JOR BAGH ROAD, NEW DELHI-110 003, Ph.: 011-24695278, Fax: 011-24695412
E-mail: dgfindia@nic.in

Principal Secretary (Forests)

FOREWORD

Forest management is largely the land-based management. Different regions in the Indian subcontinent have remained under variety of ruling regimes, under which different systems of forest-management were practiced in different era to serve specific purposes of respective ruling regime. In the recent past under the British regime, forests in hinterlands were reckoned as source of timber to serve the developmental requirements. Even during British regime, as much as forty percent of the geographical area and about a quarter of the population was under the Princely States.

Whereas, efforts were made to bring the Provinces under the British India under common codified laws, customs and traditions varied from one Princely State to other. This was equally applicable to the land related laws and customs. As a result, forests in India were managed and governed under different sets of statues. Sincere and sustained efforts on part of our forefathers, eventually fructified in the form of independence of the Country. Political acumen of Sardar Vallabhbhai Patel culminated into the integration of States.

The present day Maharashtra comprises the residual territories of the erstwhile Bombay Province, territories transferred from the Central Provinces and Berar under the British India and those in the Princely State of Hyderabad. Thus, different sets of laws were applicable to different regions of Maharashtra. Such laws were adapted through Adaptation of Laws Orders passed from time to time. This was followed by making them uniformly applicable across the State.

The subject matters of 'forests' and 'protection of wild animals and birds' happened to be enumerated in the State List of the Constitution. However, considering the importance of these subjects, they were brought to the Concurrent List through forty-second amendment in the year 1976, thereby conferring the legislative competency to the Parliament also to make laws in that regard.

This Edition of the Maharashtra Forest Manual has brought for the first time the historical account and genesis of forest management duly supported with maps and copies of historical instruments. It is commendable on part of the Editorial Board to complete the herculean task within a short span of five weeks. I am sure that this Edition shall be of immense utility not only for the forest-officers but also for authorities adjudicating on forest issues.

Place:- Mumbai
Date:- 16, September, 2020

Milind Mhaiskar
Principal Secretary (Forests)

OFFICE OF THE
PRINCIPAL CHIEF CONSERVATOR OF FORESTS
(HEAD OF FOREST FORCE)
MAHARASHTRA STATE
'Vanbhavan', Ramgiri Road, Civil Lines, Nagpur-440 001

FOREWORD

The legendary Emperor Chhatrapati Shivaji Maharaj envisioned the importance of forest-wealth and issued directions through *Adnyapatra* for its protection, conservation and preservation. Further, the ancient communities had a tradition of creating and protecting *Dev-rai* in their areas.

The present day Maharashtra is a unique kaleidoscope of geophysical, agro-climatic, and socio-economic diversities. The State of Maharashtra was created in 1960 by merger of a mosaic of territories of the erstwhile Bombay Presidency, territories transferred from the Central Provinces and Berar as well as Princely State of Hyderabad.

Bombay Province is one of the pioneer provinces, and Shri Alexander Gibson was the first Conservator of Forests appointed by the British in India in 1847. The Forest Department was created during early sixties of 19th Century. The Government Forest Act, 1865, and Indian Forest Act, 1878 were enacted. Almost immediately thereafter, the Hyderabad Forest Laws was enacted in the year 1886 for the Hyderabad. The territories of the State were under systematic forest management for a long time.

The first Forest Manual was published under the title of the Bombay Forest Manual before independence. At that time, the Indian Forest Act, 1927 was the only major legislation under which the forests were managed. Thereafter, series of legislations were enacted by the State Legislature and the Parliament. The Wild Life (Protection) Act, 1972 and the Forest (Conservation) Act, 1980 were enacted.

The visionary leadership of State of Maharashtra has enacted many progressive laws viz. the Maharashtra Employment Guarantee Act, 1977. Similarly, Maharashtra has been the first State to enforce the Right to Information, Right to Public Services by introducing the legislations to that effect. Maharashtra is probably the only State which has passed a legislation for regulating the transfers of Government servants. Besides that, major administrative and economic reforms were introduced by the State Government. The role of Forest Department has gradually transformed from an enforcement authority to that of a facilitator with a greater role in the developmental administration.

Rule of Law can be enforced only when relevant documents are readily available, the enforcing authorities are clear about laws and there is awareness among the citizens. With advent of Information Technology, availability of documents has increased but single source availability, further facilitates Stake holders, mainly the forest officers in furtherance of rule of law and cause of conservation of Forests and Wildlife. Thus, the Bombay Forest Manual was updated and published during 2011 to 2013 in two Volumes. This Edition is a further step to compile and publish updated information in more systematic manner, giving historical background and genesis behind major developments.

My predecessor, Dr. Suresh Chandra Gairola took a lead in that direction and constituted an Editorial Board to update the Manual. With his astute leadership, he motivated his team, which has come up with a meticulously drafted Manual. The outstanding feature is that this work has been performed during the Covid-19 Pandemic within a very short span of five weeks. Each member of the Editorial Board deserves compliments for valuable contribution.

I hope that this Edition shall prove to be a precious piece of reference Manual not only for forest officers and other authorities but also for all the stakeholders with an interest in forest and wildlife issues.

Dr. Narukulla Rambabu
Principal Chief Conservator of Forests
(Head of Forest Force)
Maharashtra State

Nagpur
Dated: 16th September 2020

सत्यमेव जयते

भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST
& CLIMATE CHANGE

Regional Office (WCZ)
Ground Floor, East Wing,
New Secretariat Building,
Civil Lines, Nagpur - 440 001
West Central Zone, Regional Office
Tel : 0712-2531319 (O)
0712-2531318 (F)
E-mail : apccfcentral-ngp-mef@gov.in

MESSAGE

Constitution of India is the supreme law of our land. All the laws enacted by the Parliament and legislative assembly flows from the Constitution of India. Any legislation, either by Centre or State, if found inconsistent with the provisions enshrined in the Constitution of India, are liable to be declared null and void by the Supreme Court of India. At the time of Independence we had Indian Forest Act, 1927 in operation for the Protection, Conservation and Management of Forest resources in India. After Constitution of India came into existence and in amendment in 1976 (42nd Amendment) provisions for the protection and conservation of environment, forests and wildlife have been provided for "Sustainable Development" under Article 21, 48A and 51A(g).

"Sustainable Development" has to be adopted as a balancing concept between ecology and development. The "Precautionary Principle" and the "Polluter Pays Principle" are the essential features of the "Sustainable Development". Remediation of the damaged environment is part of the process of sustainable development and as such the Polluter is liable to pay the cost to the individual sufferers as well as the cost of reversing the damaged ecology. "The Precautionary Principle" and the "Polluter Pays Principle" have been accepted as a part of law of the Land. Article 21 of the Constitution guarantees Protection of Life and Personal Liberty. Article 47, 48A, 51A(g) form the constitutional mandate to protect and improve the environment. Apart from above, there are numbers of legislations on the subject which impose duty on the Government to precept ecology and environmental pollution. (*Vellore Citizen's Welfare Forum V/s Union of India, 1996 5 SCC 650*).

Constitution of India being the highest law of our land, embodies in itself a greater national commitment to preserve and protect the clean and healthy environment. To achieve the above object, the Indian Constitution has imposed an obligation both on states as well as the citizens to protect and preserve the national environment. These provisions form the kernel of the Constitutional mandate and highlight the national consensus on the importance of environment protection and improvement to lay foundation for a jurisprudence of environmental protection. Right from Stockholm Declaration, 1972 to Rio+20 Declaration, 2012 and BRICS Summit, 2014 to Climate Action Summit, 2019, India has always been a key player among the nations which are committed for environment protection and sustainable development principles.

ISFR 2019 reveals following valuable information related to the Maharashtra: (i) Rank second among the States in terms of recorded forest area. (ii) Has maximum tree cover in India, i.e. 10806 Sq Kms. (iii) Maximum growing stock in trees outside forest in India, i.e. 177.12 m.cum. (iv) Bamboo bearing area is 9.63%, i.e. 15408 Sq kms, next only to Madhya Pradesh. (v) Dependence for fuel wood on forests is highest in India. (vi) Western Ghats of the state have very rich biodiversity. (vii) Protected area network covers about 3% of the geographical area of the state in the form of 6 Tiger Reserves, 48 Wildlife Sanctuaries and 6 Conservation Reserves.

Growing population and urbanisation has enormously increased pressure on the forest resources. To streamline and maintain uniformity in the management of forest resources, the department has come up with revised and updated Maharashtra Forest Manual. Volume-I deals with the administration along with rules/regulations while Volume-II deals with legislations for forests and wildlife management. Both the volumes have been written systematically along with maps covering all the historical developments in the administration and legislation related to forests and wildlife management right from the British era. It is a beneficial literature for all the officers up to the range level. It will not only enrich their knowledge but also improve their efficiency in execution of work.

I take this opportunity to congratulate Dr. Suresh Gairola, HoFF (Retired), who initiated the revision, Dr. N. Rambabu, HoFF, Dr. M.K. Rao, PCCF (TTP), Shri Sanjeev Gaur, APCCF & Nodal Officer and all the Members of Editorial Board for bringing out the revised and updated version of Maharashtra Forest Manual in a very short period of time.

Lastly, I hope this Maharashtra Forest Manual will inspire other States, especially, Madhya Pradesh to develop a Forest manual for their respective states.

25/9/2020

(V.N. Ambade)
Deputy Director General of Forests (Central)
Regional Office, Nagpur

Nagpur,
Dated: 25.09.2020

PREFACE

Forest management in modern era may be reckoned with the passing of the Government Forests Act, 1865 by the Governor General in Council. The British Government introduced several other legislations dealing with different subject matters, as this was the phase of administrative consolidation, immediately after the First War of Independence, 1857. Thereafter, exhaustive statutory provisions for the forest-management and protection were introduced in the form of the Indian Forest Act, 1878. However, the first edition of Forest Manual could only be published in the year 1921, under the title of 'The Bombay Forest Manual'. This was almost immediately followed by the replacement of the Indian Forest Act, 1878 by the Indian Forest Act, 1927. Accordingly, rules and orders issued thereunder were amended extensively. The forest privileges enjoyed by the people were liberalized. These changes necessitated the revision of the Manual and the then Government of Bombay, vide Resolution dated 18th October, 1938 entrusted the work of revision to Rao Bahadur D.V. Koppikar, Superintendent in the office of the then Chief Conservator of Forests. Accordingly, the revised Bombay Forest Manual was approved and its printing was sanctioned vide Government Resolution dated 16th March, 1944. The first Volume dealt with the organization of the Forest Department, duties and functions of forest-officers, accounts and procedure, the second Volume dealt with the provisions under the Indian Forest Act, 1927, rules made and statutory orders passed thereunder, procedural aspects related to the implementation of the said Act and the third Volume dealt with the rights and privileges.

The task of revision and updating the Manual post independence could only take shape in the year 2005, when a high level Committee under the chairmanship of the PCCF finalized the formats for the Maharashtra Forest Manual. The team lead by Shri R.R. Sahay, the then APCCF (Information, Technology and Policy) accomplished the herculean task of updating, which required incorporation of developments that took place over last six decades. However, due to quantum of work involved, both the Volumes could not be compiled and submitted to the State Government simultaneously. As a result, the first Volume was formally approved by the State Government vide letter dated 24th October, 2011 and the approval to the second Volume was conferred later on vide letter dated 14th August, 2013. Moreover, the Compendium (compilation of Notifications, Orders and other Instruments) to the Volume II could only be published in the year 2014. Compendium to Volume I was not published formally, however the Annexure and Instruments contained thereunder were made available on the official website of the Maharashtra Forest Department.

In order to update and revise the Maharashtra Forest Manual, the PCCF (HoFF) vide Order dated 19th May, 2020 constituted an Editorial Board comprising of following officials—

Shri MK Rao, PCCF (Information, Technology and Policy)	Chairperson
Shri Sanjeev Gaur, APCCF & Nodal Officer	Member
Shri Mukul Trivedi, CCF (Budget, Planning and Development)	Secretary
Shri K.S. Ingole, Divisional Forest Officer, Land Records	Secretary
Smt. Snehal Patil, Publicity and Information Officer	Member-Secretary

The Editorial Board held Volume-wise and Chapter-wise deliberations with all subject-heads in the Forest Headquarters. Based on the said deliberations and input provided by the Subject-Heads and taking advantage of official records, the Editorial Board prepared the First Draft of both the Volumes, soft copies of which were again circulated to the subject-heads for their confirmation. After receiving such confirmation, further refinements were made in the Draft. The Draft so prepared was re-circulated among the subject-heads. To elicit the comments of the field officers, the Draft was circulated among the APCCFs / CCFs / CFS. The features of this Edition of the Maharashtra Forest Manual are elaborated in the following paragraphs.

As stated above, the Existing Manual has two Volumes, each having a separate Compendium (Book), comprising of Annexures of relevant instruments. However, the Compendium to the First Volume was not published and is available only on the official website of the Forest Department. It was inconvenient for the User to correlate the text in the Vol. I, with corresponding annexures. Thus, for the convenience and ready reference, the compilation and editing has been done in such a way that both Volumes are self-contained, inclusive of annexures, appendices, Acts, Rules and other relevant instruments. This has taken care that all the reading material is incorporated in only two Books, avoiding unnecessary repetition and without making the entire compilation bulky. Taking the advantage of official website of the Government of Maharashtra, where instruments like, Government Resolutions, Circulars and Notifications etc. are easily accessible, such instruments issued after 31st December 2013 have not been included as annexure. This has also helped in reducing the bulk of the Manual. Such instruments can any time be downloaded from the official website of the State Government.

Improvements in Volume I

The present form of governance is largely based on the legislative and administrative set-up established by the British Government, which assumed the governance immediately after the First War of Independence in 1857. Since then, lot of political and administrative reforms with gradual relaxation and associating the Indians in day-to-day governance and administration was ensured through various legislations. This evolution of governance and active participation of Indians culminated to the independence and transfer of power to the Indian Administration in the year 1947. So far as political and administrative set up is concerned, the Indian sub-continent was divided into two regions, namely the British India, under direct administrative control of the British Crown and Princely States, which were under British suzerainty. About one-fourth of population was part of the Princely States. The nature and form of governance in these two regions was distinctly different. Even just before the independence, the country had about 565 large and small Princely States, which acceded either to India or Pakistan during the course of integration. After the independence, States were reorganized in accordance with States Reorganization Act, 1956. The State of Maharashtra and Gujarat were carved out of the erstwhile Bombay State in 1960 in accordance with the provisions contained in the Bombay Reorganization Act, 1960. As a result, some territories of the State of Bombay were transferred to Gujarat, whereas other territories were merged from the Central Provinces, Berar and Princely State of Hyderabad. A detailed account of all these political developments has been incorporated for the first time along with supporting maps under the title of Brief History of Governance in Modern India in the first Chapter. The second Chapter covers the evolution of forest management and forest-service in India. This Chapter has also been introduced for the first time and narrates the developments from the ancient era right upto the modern times.

Chapter 3 deals with the Organizational Structure, which has been depicted with the help of Organogams for the first time, avoiding the textual write-up, for better understanding. Functions and duties of forest officials right from top position upto forest guards have been codified more objectively in Chapter 4. Few subsequent chapters, deal with Establishment matters, wherein instead of repeating the provisions contained in relevant Service related Rules, the application part has been discussed. With appropriate amendments the Maharashtra Civil Services (General Conditions of Services) Rules, 1981 and in the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979, the State Government, in the year 2017, has delegated the powers to officers of the Forest Department under these two Rules to function as Head of the Department and Regional Heads of the Department. To facilitate the field officers to understand and apply these delegated powers flawlessly, appropriate changes have been made in Chapters related to Establishment matters.

The State Legislature enacted the Maharashtra Transfer of Government Servants and Prevention in Delay in Discharge of Official Duties Act, 2005. The Transfer of Government Servants are regulated as per this Act and Notifications issued by the State Government in that regard from time to time. Moreover, system of Civil Services Board has been introduced since 2014 onwards in the matters related to transfer of government servants. Corresponding updation has been made.

The State Legislature has enacted the Maharashtra Right to Public Services Act in 2015 and notified 11 Public Services in respect of Forest Department. The reference of the same has been incorporated. Under the provisions of the e-Governance Policy, 2011, the State Government, vide Revenue and Forests Department Government Resolution No. MSC 20014/CR-21/F-2 dated 5th October, 2011 has issued guidelines, including computerization of the Forest Department. The policy directives have been incorporated. Powers under the Maharashtra Employment Guarantee Act, 1977 have been delegated to forest-officers in the year 2016. Necessary updation to that effect has been incorporated.

Improvements in Volume II

Volume II basically covers the legislative part in respect of forest management. Chapter 1 of covers the detailed explanation as to how the legislations passed by the British Government as well as by the Princely States were continued and adapted after the commencement of Constitution. The legislations enacted by British provinces and princely States were different and were operating simultaneously in different regions of these territories. For example, different sets of Rules made by the Government of Bombay, Central Provinces and Hyderabad under the Indian Forest Act, 1927 were operating in different regions in Maharashtra in parallel as late as 1999. Similarly, rules related to Protected Forests in Vidarbha region, Marathwada and Konkan Region were operating in parallel till 2014, when all such rules were amalgamated and brought under the umbrella of the Maharashtra Forest Rules, 2014. Unless explained, it is difficult for any administrator to interpret and convince the Courts or other statutory authorities regarding their applicability in a particular case. To facilitate the reader in this regard, detailed account has been given in this Chapter to make him understand the genesis, evolution and applicability of these legislations before and after merger of such territories in the State of Maharashtra.

Forest administration in modern India dates back to 1865, when the Government Forests Act, 1865 was passed. Thereafter, Dr. Dietritch Brandis introduced the concepts of systematic management of forests in India. This was followed by the enactment of the Indian Forest Act, 1878 which was subsequently continued in the form of the Indian Forest Act, 1927. Chapter 2 covers the aspects related to the concepts of property, its acquisition, prescriptive rights, their inquiry and settlement as conceived in the Indian Forest Act. This Chapter largely contains the relevant excerpts from the book titled as 'Manual of Jurisprudence for Forest Officers' reckoned as the treatise on forest management, authored by B. H. Baden Powell, ICS.

Forest-officers are empowered for search, seizure, arrest, confiscation, eviction of unauthorized occupation on forest-lands. In order to exercise such powers, the basic understanding of provisions contained in the General Clauses Act, 1897, the Code of Criminal Procedure, 1973, Indian Penal Code (45 of 1860) and the Indian Evidence Act, 1872 is essential. Thus, before dealing with special Acts related to forests and wildlife, Chapter 3 has been newly introduced, which deals with the relevant provisions under these statutes, including provisions related to arrest, bail and legal protection u/s 197 of the Code of Criminal Procedure, 1973. Similarly, provisions related to Right of private defense guaranteed in sections 96 to 106 in the Indian Penal Code (45 of 1860) have been incorporated so as to equip forest-officials in better way to discharge their functions with greater care, responsibility and confidence.

Chapter 4 deals with the Indian Forest Act, 1927, which is the special Act as per which the Forests are managed. The genesis, right from the enactment of the Government Forests Act, 1865, its repeal and enactment of Indian Forest Act, 1878 and its re-enactment in the form of 1927 has been discussed for the first time, narrating the entire legislative history. The present Compendium of Volume II contains the computer-typed text of the Indian Forest Act, 1927. However, it does not show the foot notes and amendments that have been carried out from time to time. The Government Press has published the official version updated up to May, 2016. The same has been incorporated. Similarly, color-scanned updated copies of relevant Acts, printed in Government Press have been incorporated to ensure authenticity and reliability. Similarly, copies of gazette publication of notifications issued under various Acts and Rules have been used as annexures instead of typed ones.

Volume II of the Bombay Forest Manual contained relevant extracts of the legal opinions tendered by the Law Department, orders of the Bombay High Court as well as directives of the Central Government and State Government in the form of foot-notes below the corresponding sections of the IFA, 1927. Barring few exceptions, these foot-notes are still relevant and have been incorporated as such in the form of a separate Chapter 5, immediately after the Chapter on Indian Forest Act and Rules. Clear distinction between the Reserved Forests and Protected Forests has been explained in this Chapter. Chapters 6 and 7 cover the implementation part of the Indian Forest Act, 1927.

The Maharashtra Private Forests (Acquisition) Act, 1975 has its importance primarily in the Western region of Maharashtra. Technically, it is linked with the Indian Forest Act, 1927. This topic has been discussed in detail including legislative history and subsequent developments till date in Chapter 8.

There are region specific forest-lands known with peculiar names locally, for example, zudpi jungle in Nagpur Division, Jiwati lands in Chandrapur, Dali and Eksali in Raigad Districts, Agri-silvi lands in Dhule, Sheri lands in Kolhapur, Different classes of lands in the Berar region, khajan or kharfuti or kandal vane (Mangroves) in Konkan region etc. All these lands have been explained in detail in Chapter 9.

The Forest (Conservation) Act, 1980 and the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 and Rules made under both these Acts have been dealt in Chapter 10 and 11 respectively. The Forest (Conservation) Rules, 2003 were amended in the year 2014, laying down the procedural guidelines for submission of the proposal under the Forest (Conservation) Act, 1980. Since 2014, a system of online submission of proposal has been introduced by the MoEFCC. Moreover, the Ministry has now issued revised Hand-Book of guidelines in supersession of all previous guidelines, vide letter dated 28th March, 2019. Necessary updation has now been made accordingly. Maharashtra Forest Rules, 2014 were amended in 2019 to take care of recording of forest rights recognized and vested under the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 and rules made thereunder. The same has been incorporated.

The Wild Life (Protection) Act, 1972 and related provisions, innovations for wildlife protection in terms of policy directives both by the Central Government and State Government have been dealt in Chapter 12, giving the legislative history. The directives given by the Statutory Authorities created under this Act have also been covered by providing related web links.

Since 2014 onwards, Hon'ble Governor of Maharashtra, in exercise of powers conferred in the 5th Schedule of the Constitution, has made amendments in a number of legislations, both Central as well as State Acts, in respect of Scheduled Areas. Consequentially, the State Government in Tribal Development Department, Rural Development Department and Revenue & Forests Department has issued appropriate guidelines to give effect to such amendments. All such amendments and relevant guidelines issued as stated above, which are vital for implementation of relevant Acts as well as management of forests and disposal of minor forest produce in Scheduled areas have now been incorporated.

Compensatory Afforestation Fund Act, 2016 has been enacted and Rules have been notified in the year 2018. The necessary details in that regard along with functioning of CAMPA has been incorporated.

Hon'ble Supreme Court in Writ Petition 560/2004 [Goa Foundation Vrs. Union of India and others] issued orders from time to time for notifying Eco-Sensitive Zone around the National Park and Sanctuaries. At present, there are more than 50 National Park and Sanctuaries in the State of Maharashtra. During the last five years or so, number of notifications declaring Eco-Sensitive Zone around these National Park and Sanctuaries have been issued. The Central Government vide their letter dated 29/09/2016 issued directives that there shall be no felling of trees on forest, non forest or government or revenue or private forest within Eco-Sensitive Zone without prior permission of the competent authority duly notified by the State Government. Accordingly, the State Government vide Circular dated 6/6/2019 has issued comprehensive guidelines so as to eliminate the chances of confusion in field. The said guidelines have now been incorporated in the revised Draft.

The genesis, evolution and objectives of various legislations have been incorporated separately in Chapter 17 to help the reader to appreciate the legislative intent. This will definitely help him in implementing them in letter and spirit.

The Editorial Board has strived to the best of its ability to ensure that the revised MFM will immensely benefit serving Forest-officers, new entrants to the Forest-service in all the Cadres as well as the future generation of forest-officers in the State of Maharashtra.

M.K.Rao
PCCF (ITP) and
Chairperson, Editorial Board

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Volume II deals with the statutory provisions and their application. Therefore, its write-up demands that it should be easy for the field officers to understand and apply relevant provisions and at the same time, it should be accurate and must be in consonance with statutory provisions, the authenticity of which should be unquestionable before any forum. The Editorial Board has been fortunate enough to receive inputs on legal matters from Shri Kundlik Patil, retired Principal District and Sessions Judge, so as to ensure that Volume II shall be of more utility to the field functionaries. Apart from that, the Editorial Board shall always be grateful to Shri Rajendra Dhongde, MFS Retired, for providing valuable inputs for revising and updating the offence-related provisions, due to which forest-officers, irrespective of the level of the hierarchy at which they are functioning, shall be able to appreciate the nuances of relevant provisions contained in the Code of Criminal Procedure, 1973 and the Indian Evidence Act, 1872. The Board expresses sincere thanks to Shri Girish Vashishtha, MFS Retired, for providing updated details about the subject matters pertaining to Wildlife Management.

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M.K. Rao
PCCF (ITP) and
Chairperson, Editorial Board

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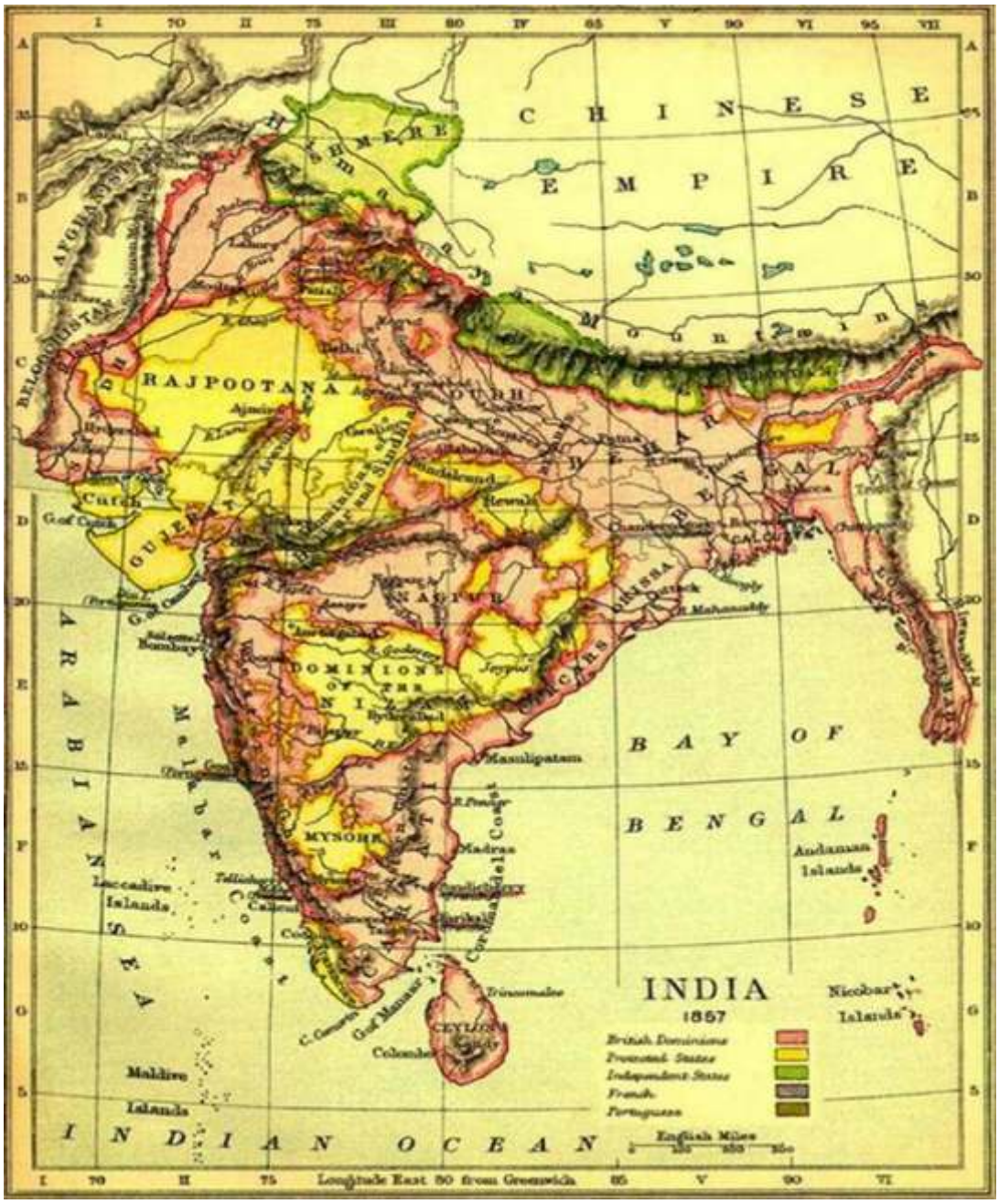
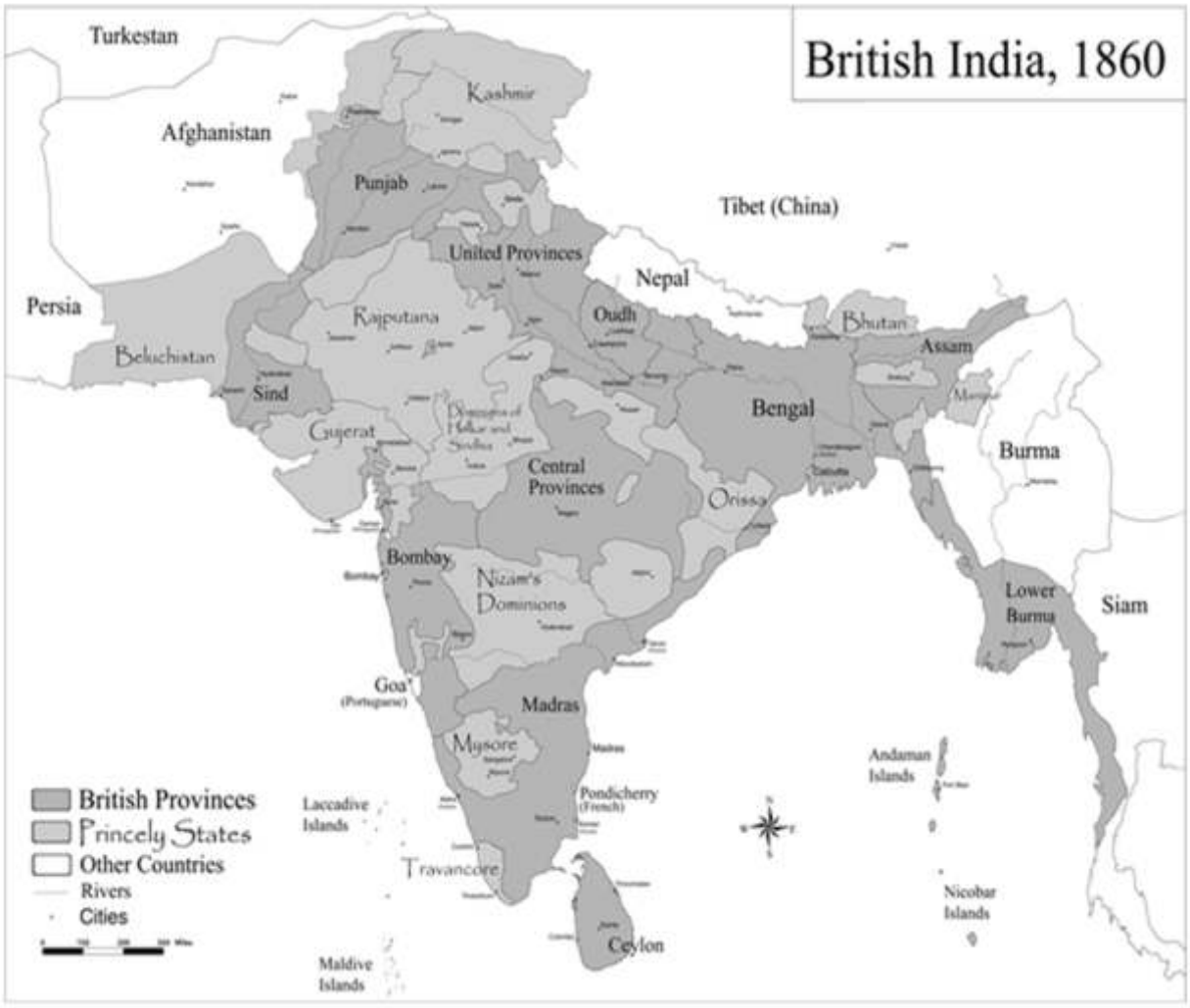
— CHAPTER 1 —
BRIEF HISTORY OF GOVERNANCE IN MODERN INDIA

1.01 The Government of India Act, 1858

The modern governance in India may be reckoned since the assumption of sovereignty over India by the British Crown from the East India Company following the first war of Indian independence in 1857. The British Parliament enacted the Government of India Act, 1858 for the governance of India under the direct rule of the British Government.



1.02 By the Government of India Act, 1858, the powers of the Crown were to be exercised by the Secretary of State for India, assisted by a Council of fifteen members (known as the Council of India). The Council was composed exclusively of people from England, some of whom were nominees of the Crown, while others were the representatives of the Directors of the East India Company. The Secretary of State, who was responsible to the British Parliament, governed India through the Governor-General, assisted by an Executive Council, which consisted of high officials of the Government.



1.03 Mechanism to interpret laws

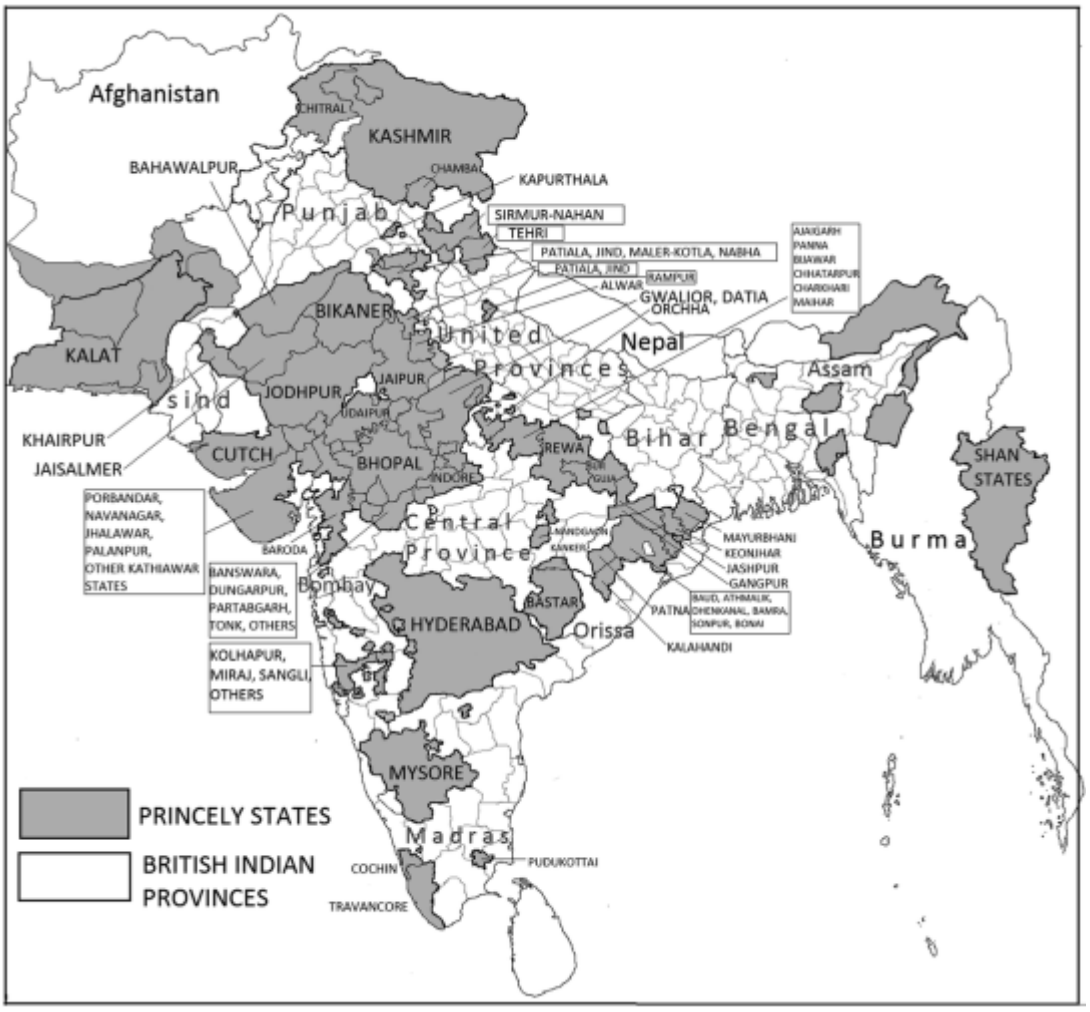
The General Clauses Act, 1897 was enacted to consolidate and extend the General Clauses Acts, 1868 (1 of 1868) and 1887 (1 of 1887). It is a consolidating and amending Act with a purpose to avoid superfluity and a repetition of language; and to place in a single Act, provisions as regards definitions of words and legal principles of interpretation which would otherwise have to be incorporated in different Acts and Regulations. The definitions and the rules of interpretation contained in the General Clauses Act, 1897 have to be read in every other Statute governed by it, provided the statute does not contain anything repugnant to them in the subject or context or does not exhibit a different intention. As per Article 367, this Act is also applicable for interpretation of the Constitution.

1.04 The General Clauses Act, 1897 is basically applicable to the Central Acts. To take advantage of the concept with respect to the State Acts, it was adopted in the form of the Bombay General Clauses Act, 1904, which was subsequently renamed as the Maharashtra General Clauses Act.

1.05 British India and Princely States (Provinces and Native or Princely States)

The division of colonial India into British and Princely India was structured along various hierarchies and divisions overlapping social, cultural, economic, political and ideological differences between these two parts of population. Princely States formed about two-fifths of the territory and a quarter of the population of colonial India. So far as geographical extent of the Princely States is concerned, on one hand existed bigger States like Hyderabad and Mysore while on the other, there were tiny States also. To appreciate the range of territorial extent of Princely States, V.P. Menon, the then Secretary for the Ministry of States in his book 'The Integration of Indian States' refers to the following extract from an article which appeared in the Tribune in July 1939, giving a graphic picture of the problem of smaller States in Kathiawar.---

> As many as 46 States in this Agency have an area of two or less than two square miles each. Eight of them, namely Bodanones, Gandhol, Morchopra, Panchabda, Samadhiala, Chabbadia, Sanala, Stanoness and Vangadhra are just over half a mile each in area. Yet none of these is the smallest State in Kathiawar! That distinction goes to Vejanoness which has an area of 0.29 square mile, a population of 206 souls and an income of Rs 500/- a year. There is nothing in the annals of the Indian States—Gujarat States excepted —which can beat this record. This is not all. Even these tiny principalities do not seem to be indivisible units. Some of them are claimed by more than one "sovereign" officially described shareholder. Thus Dahida, with an area of two square miles, have six share holders and Godhula and Khijadia Dosaji, being one square mile each in extent, have two shareholders each; while Sanala, 0.51 sq. mile in area, is put against two shareholders. Such instances can be easily multiplied up to thirty to forty.



1.06 In order to better manage and control the Princely states, the colonial State deputed residents, political agents and crown representatives in them. The Princely States were not fully and formally part of British India. The parts of the Indian subcontinent, which were not conquered or annexed by the British but under indirect rule, were subject to Subsidiary Alliance system.

> **Subsidiary Alliance**—Pioneered by the French Governor Joseph Francois Dupleix, this system was refined by Lord Wellesley. The purpose and ambition of this system are stated in his dispatch to the East India Company Resident in Hyderabad.—
>
> "His Excellency the Governor-General's policy in establishing alliances with the principal States of India is to place those States in such a degree of dependence on the British power as may deprive them of the means of prosecuting any measures or of forming any confederacy hazardous to the security of the British empire, and may enable us to reserve the tranquillity of India by exercising a general control over those states, calculated to prevent the operation of that restless spirit of ambition and violence which is the characteristic of every Asiatic government, and which from the earliest period of Eastern history has rendered the peninsula of India the scene of perpetual warfare, turbulence and disorder."

1.07 In a Subsidiary Alliance, princely rulers were not allowed to make any negotiations and treaty with any other ruler. They were also not allowed to have an independent armed force. They were to be protected by the East India Company but had to pay for the subsidiary forces that the company was to maintain for protection. If Indian rulers failed to make the payment, part of their territory was taken away as penalty. By late 18th century, the power of the Maratha Empire had weakened and the Indian subcontinent was left with a great number of small and weak States. Many rulers accepted the offer of protection by Lord Wellesley, as it gave them security against attack by their neighbours. The alliance was forced upon rulers so their territories could be annexed by the British.

1.08 Relations between Princely States and British Government

Theoretically, the princely States had internal autonomy, while by treaty, the British Crown had suzerainty and was responsible for the States' external affairs. The princely rulers held a variety of titles, such as Maharaja, Raja, Nizam, Raje, Deshmukh, Nawab, Mirza, Baig, Khan, Thakur Sahab, Darbar Saheb, Jam Saheb etc. By 1947, only four of the major States, namely Jammu and Kashmir, Hyderabad, Mysore and Travancore still had their own British Resident present in the States' Capitals, while most of the others were grouped together into Agencies, such as the Central India Agency, the Deccan State Agency and the Rajputana Agency. From 1920, the States were represented in the Chamber of Princes. The important States were ranked as salute States, whose ruler was entitled to a given number of salutes.

1.09 The Government of India Act, 1935

The Government of India Act, 1858 was dominated by the principle of absolute imperial control without any popular participation in the administration of the country, while the subsequent history is one of gradual relaxation of imperial control and the evolution of responsible government. The Government of India Act, 1935 provided for a constitutional relationship between the Indian States and British India on a federal basis. A special feature of the scheme was that, whereas in the case of the Provinces, accession to the federation was to automatic, in the case of States it was to be voluntary. The reasons for treating the Provinces and the States differently are explained in the following extract from the Joint elect Committee's report:

> The main difficulties are two: that the Indian States are wholly different in status and character from the Provinces of British India, and that they are not prepared to federate on the same terms as it is proposed to apply to the Provinces, possess sovereignty in various degrees and they are, broadly speaking, under a system of personal government. Their accession to a Federation cannot therefore take place otherwise than by the voluntary act of the Ruler of each

State, and after accession the representatives of the acceding State in the Federal Legislature will be nominated by the ruler and its subjects will continue to owe allegiance to him. On the second point the Rulers have made it clear that while they are willing to consider Federation now with the Provinces of British India on certain terms, they could not, as sovereign States, agree to the exercise by a Federal Government in relation to them of a range of powers identical in all respects with those which that Government will exercise in relation to the Provinces on whom autonomy has yet to be conferred.

1.10 India was thus a mosaic of territories comprised within the British India i.e. Governors' Provinces and the Chief Commissioners' Provinces under the direct control of the British Government as well as Princely States under the suzerainty of the British Crown. The process of gradual relaxation in governance culminated to the enactment of the Government of India Act, 1935, whereby the concept of the federal governance was first time introduced by the British Parliament. The terms 'British India' and 'India' are defined in section 311(1) of the said Act as under.—

> **"British India"** means all territories for the time being comprised within the Governors' Provinces and the Chief Commissioners' Provinces;
>
> **"India"** means British India together with all territories of any Indian Ruler under the suzerainty of His Majesty, all territories under the suzerainty of such an Indian Ruler, the tribal areas, and any other territories which His Majesty in Council may, from time to time, after ascertaining the views of the Federal Government and the Federal Legislature, declare to be part of India.

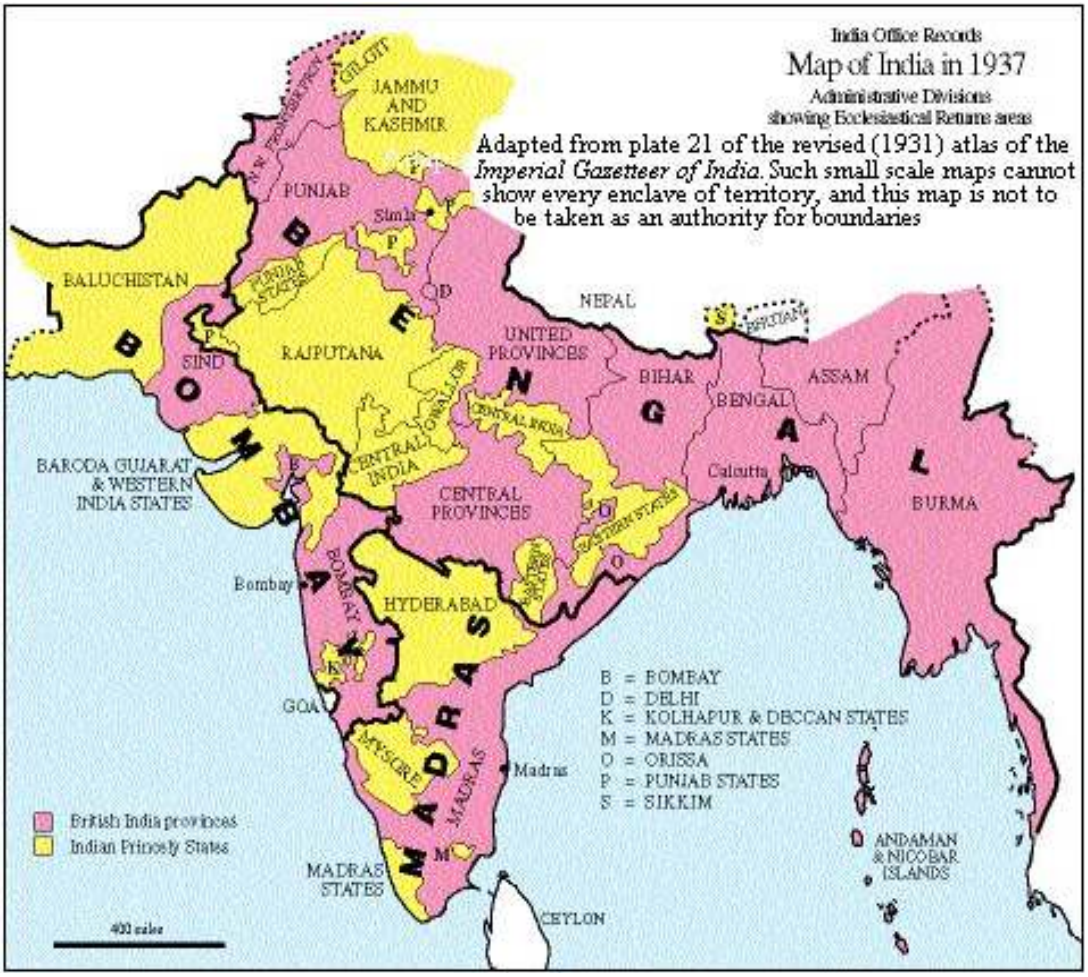
1.11 Through section 100 of the Government of India Act, 1935, the subject matters of governance were categorized in the Seventh Schedule into three Lists namely, 'Federal Legislative List' under the exclusive domain of the Federal Legislature, 'Provincial Legislative List' under the exclusive domain of the Provincial Legislature and 'Concurrent Legislative List' where under subject to certain conditions, the Provincial Legislature was also competent to make laws. The subject of 'Forests' was enumerated at serial no. 22 in the Provincial Legislative List.

1.12 A State was considered to have acceded when its ruler executed an Instrument of Accession (section 6 of the Government of India Act, 1935) and after it was accepted by the British Government. Though the accession was to be voluntary, rulers were expected to accede on the first forty-seven items of the federal legislative list and the content of the accession was to be as uniform a possible for all States. An instrument of accession would become operative only when His Majesty had signified his acceptance of it.

> **Instrument of Accession** was a legal document to bring about accession of a princely State into the Indian dominion. It was executed between the Government of India on the one hand and the ruler of each princely State on the other.

1.13 The relationship of the rulers with the paramount power was safeguarded by creating a Crown Representative in addition to the Governor-General. In the conduct of their affair a members of the federation, the States were to deal with the Governor-General as head of the federal government; but in their relations with the paramount power, they were to deal with the Crown Representative. The Act permitted same individual to hold both offices; and, in fact, the same person was so appointed—with the style and title of 'Viceroy'; but he had different secretarial and other agencies for his dual functions.

1.14 The Government of India Act, 1935, other than the part relating to federation, came into force on 1st April, 1937. From this date, functions of the Crown in its relations with the States were entrusted to the Crown Representative; those functions included negotiations with the ruler for their accession to the federation. The Provincial Governments were formed following the elections in the year 1937. However barely as they started functioning, the Second World War broke out in September, 1939. The political situation thereafter compelled most of the Provincial Governments to tender their resignations. This was followed by the deadlock till the conclusion of the World War in September, 1945.



1.15 The Indian Independence Act, 1947

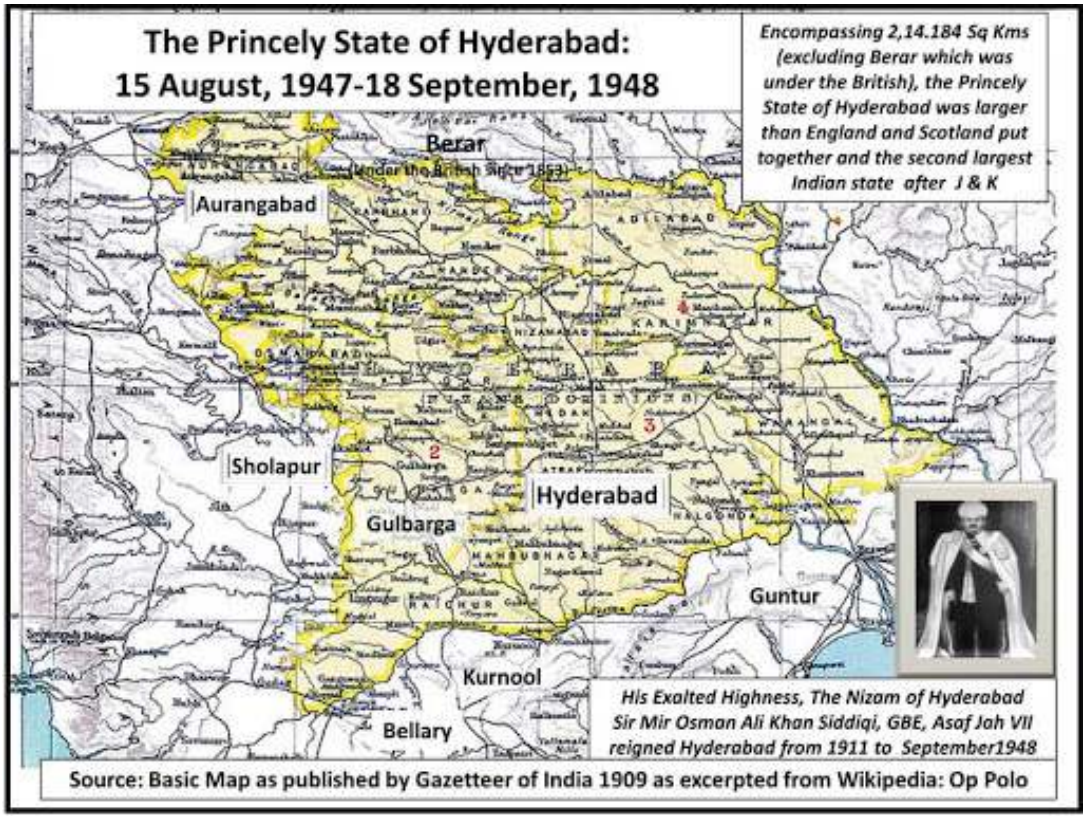
Section 6 of the Government of India Act, 1935 had the provisions related to the accession of Indian States through the Instrument of Accession. The scheme of setting of two dominions was crystallized through the Mountbatten Plan of 3rd June, 1947, which was embodied in the Indian Independence Act, 1947 by the British Parliament.

1.16 Apart from the provision of setting up of two dominions namely India and Pakistan, the Indian Independence Act, 1947 had a distinct provision under section 7, which is commonly known as the **'Lapse of Paramountcy'.** As per this provision, as from the appointed day (15th August, 1947), the British Government had no responsibility as respects the government of any of the territories which, immediately before that day, were included in British India. Further, the suzerainty of British Crown over the Indian States lapsed and with that, all treaties and agreements in force at the date of the passing this Act (18th July, 1947) between the British Crown and the rulers of Indian States, all functions exercisable by the British Government at that date with respect to Indian States, all obligations existing at that date towards Indian States or the rulers thereof, and all powers, rights, authority or jurisdiction exercisable by the British Government at that date in or in relation to Indian States by treaty, grant, usage, sufferance or otherwise stood lapsed. The Princely States were left free to choose whether to join one of the newly independent countries of India and Pakistan or to remain outside them. At the time of independence, there were about 565 princely States which acceded either to India or Pakistan under the provisions of the Government of India Act, 1935 and the Indian Independence Act, 1947, which stood as the precursor to the Constitution of India.

1.17 Administrative Consolidation after integration: (Why Public Service?)

Out of 565 States, Hyderabad and Mysore were left territorially untouched. Two hundred and sixteen States were merged in provinces in which they were situated, or to which they were contiguous. Five States were taken over individually as Chief Commissioner's provinces under the direct control of the Government of India, besides twenty-one Punjab Hill States which comprised Himachal Pradesh. Three hundred and ten States were consolidated into Six

Unions, of which Vindhya Pradesh was subsequently converted into a Chief Commissioner's province. The administrative consolidation post-integration of Princely States was a daunting task. Administration in the Princely States was in varying stages of development and generally, barring a few exceptions, it was both personal and primitive. States, such as Mysore, Baroda, Travancore and Cochin had well-organized administrative machinery. Such States could stand comparison with their neighbouring provinces and in some respects were even ahead of them. At the other end were smaller States where, owing mainly to slenderness of their resources, the rulers were not in position to discharge even the elementary functions of government. The entire administration often consisted merely of some tax gatherers and few policemen who were sometimes styled 'State troops'. Between these two extremes, there were several States with administrative systems of varying degrees of efficiency. Even a tiny State had all paraphernalia of a big State. However, beyond the capital, squalor and poverty prevailed all around.



1.18 The revenue administration was in a rudimentary state. Where the jagirdari system prevailed, the jagirdar was practically a miniature ruler who performed many of the functions of the government. He collected the revenues and maintained some sort of record, but the rate at which they were collected was left to his own discretion. Survey and settlement were unknown over very large tracts and the administration of land records, even in settled areas, was in the poorest of poor shapes.

1.19 The judiciary in most of the States left much to be desired. The appointment of judges was frequently made and terminated at the will of the ruler, who was the final Court of Appeal. In many States, there was no system of codified law.

1.20 In contrast to the conditions in the States, provincial administration had a uniform system of law, an organized judiciary, a highly developed land revenue administration and an administrative apparatus capable of organized endeavour, an objective appraisal of situations

and an impartial implementation of the government's policy. The broad framework of the structure of the public services had been built up over a century. The experienced personnel, who had been selected on the basis of competitive examinations and trained to shoulder responsibilities, were available to man the pivotal posts. There were popular ministers elected on wide suffrage, the provinces enjoyed a large measure of provincial autonomy and political organizations had everywhere taken deep roots and thrown up popular leaders with administrative ability.

1.21 The top servants of the States, which were merged into Unions, lacked even the opportunity to work together for any common purpose and the majority of them were inevitably steeped in old jealousies and intrigues. The first and foremost task was to reorganize the service personnel inherited from the various States. Some of them were of considerable ability and experience, but under the autocratic regime they lacked, through no fault of their own, those traditions of objectivity, impartiality and fairness which were associated with the public services in the provinces. By means of rules and regulations, by the organization of service cadres, by the constitution of the Public Service Commissions, by precept as well as example, every effort was made to re-orientate the outlook of these State servants and thus to lay the foundations of organized public services in the Unions. It was therefore soon realized that if the parochial outlook and regional loyalties inherited from the erstwhile States were to be exorcised from the administrative services, it could be done only by extending the senior cadre of the all-India services to the Unions.

1.22 After the transfer of Power, there was a crisis in the position of permanent services. The revenue and district administrations in the top ranks were almost entirely controlled by the Indian Civil Service. This cadre had already been substantially reduced because there had been no intake of officers during or after the war years. At the time of the partition, almost the entire British element had retired from service and the senior Muslim officers had opted for service in Pakistan. To remedy this shortage in manpower, the Government of India organized the Indian Administrative Service, Indian Police Service and set up a Special Recruitment Board to select persons of necessary calibre from all walks of life to fill administrative posts at various stages of seniority. It was the one great merit of the All India Services that they were recruited on an all-India basis and by open competition, and because of the fact that they were interchangeable between the Centre and the Provinces they were able to develop a wider outlook.

1.23 The Constitution of India.

As stated in preceding paragraphs, prior to the independence, India comprised of provinces which were under the direct control of the British Government as well as about 565 princely States, the process of accession and subsequent integration of which continued for a period of few years after the independence. The Constitution of India came into force on 26th January, 1950 as a consequence of which the Government of India Act, 1935 and the Indian Independence Act, 1947 were repealed.

1.24 The Indian Constitution is based on federal principles where unlike the Unitary System of governance, the powers are delegated by the Union, both Union and States derive powers from the same source i.e. the Constitution itself. The relations between the Union and the States are covered in PART XI of the Constitution. The system of categorizing the subject matters into the three lists, similar to that of the Government of India Act, 1935 has been adopted in the Constitution, with the only difference that the residuary powers lie with the Parliament instead of States. It is pertinent to note that although the State Legislatures have full powers to make legislations with respect to the subject matters enumerated in the State List, but under circumstances specified in articles 249, 250 and 252, the Parliament is also empowered to make laws.

1.25 PART IX of the Constitution deals with the Panchayats and PART X deals with the Scheduled and Tribal Areas. The provisions for administration and control of such areas are described in Fifth and Sixth Schedule respectively. As per Article 243, the provisions of the Fifth Schedule

apply to the administration and control of the Scheduled Areas and Scheduled Tribes in any State other than the States of Assam, Meghalaya, Tripura and Mizoram. The provisions of the Sixth Schedule apply to the administration of the tribal areas in the States of Assam, Meghalaya, Tripura and Mizoram.

1.26 The President is empowered to declare the Scheduled Areas by way of issuing Order under paragraph 6(2) of the Fifth Schedule. Paragraph 5 of the Fifth Schedule empowers the Governor with powers to amend Acts of Parliament or of the Legislature of a State in their application to the Scheduled Areas. The relevant portion is reproduced as under.---

> **Paragraph 5(1)--** Notwithstanding anything contained in this Constitution, the Governor may by public notification direct that any particular Act of Parliament or of the Legislature of the State shall not apply to a Scheduled Area or any part thereof in the State or shall apply to a Scheduled Area or any part thereof in the State subject to such exceptions and modifications as he may specify in the notification and any direction given under this sub-paragraph may be given so as to have retrospective effect.

1.27 In the original Constitution, the erstwhile Governors' Provinces and Chief Commissioners' Provinces under the direct control of the British Government were categorized as Part A and Part C States respectively, whereas the area under the jurisdiction of Indian States (Princely States) was categorized as Part B States. As per the Constitution, this categorization was as under.—

States in Part A	States in Part B	States in Part C
1. Assam	1. Hyderabad	1. Ajmer
2. Bihar	2. Jammu and Kashmir	2. Coorg
3. Bombay	3. Mysore	3. Delhi
4. CP and Berar	4. Madhya Bharat	4. Bhopal
5. Madras	5. Patiala & East Punjab States Union (PEPSU)	5. Bilaspur
6. Orissa	6. Rajasthan	6. Himachal Pradesh
7. Punjab	7. Saurashtra	7. Kutch
8. United Provinces	8. Travancore	8. Manipur
9. West Bengal	9. Vindhya Pradesh	9. Tripura
		10. Andaman and Nicobar Islands

1.28 Subsequently, the States were reorganized on linguistic grounds. The first State to come into existence on linguistic ground was Andhra Pradesh by way of enactment of the Andhra State Act, 1953 by taking out some territory from the State of Madras as it existed at the commencement of the Constitution.

1.29 The States Reorganization Act, 1956 (Act No. 37 of 1956)

This Act was passed on 31st August, 1956 to reorganize the boundaries of the different States of India on linguistic basis, in order to honour the sentiments of the local people. The effect was given from 1st November, 1956, which was designated as 'appointed day'. The term 'transferred territory' was defined as under.--

> **Section 2(p) "transferred territory"** means any territory transferred from an existing State to another existing State or to a new State by the provisions of Part II;

1.30 Section 8 of the said Act provided for the formation of a new State of Bombay. It is reproduced as under.—

Section 8 Formation of a new Bombay State.

(1) As from the appointed day, there shall be formed a new Part A State to be known as the State of Bombay comprising the following territories, namely:—

(a) the territories of the existing State of Bombay, excluding—

(i) Bijapur, Dharwar and Kanara districts and Belgaum district except Chandgad taluka, and

(ii) Abu Road taluka of Banaskantha district;

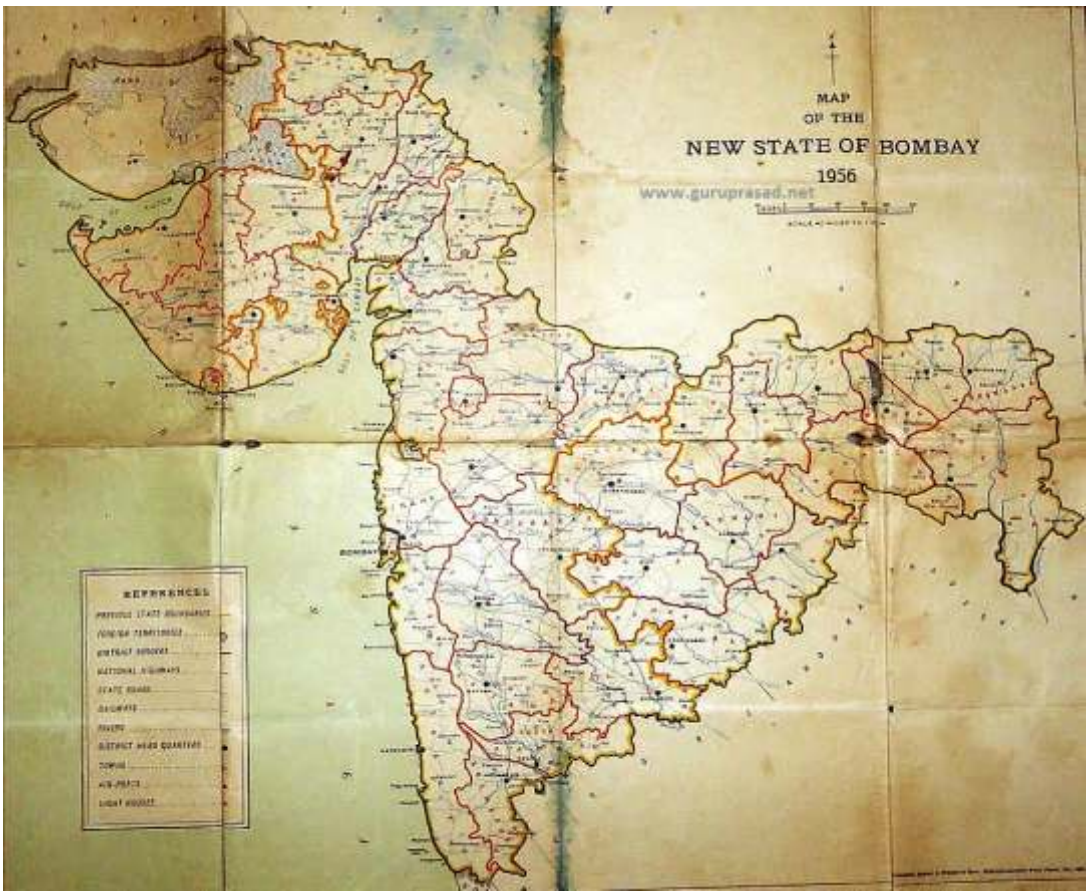
(b) Aurangabad, Parbhani, Bhir and Osmanabad districts, Ahmadpur, Nilanga and Udgir taluks of Bidar district, Nanded district (except Bichkonda and Jukkal circles of Deglur taluk and Mudhol, Bhiansa and Kuber circles of Mudhol taluk) and Islapur circle of Boath taluk, Kinwat taluk and Rajura taluk of Adilabad district, in the existing State of Hyderabad;

(c) Buldana, Akola, Amravati, Yeotmal, Wardha, Nagpur, Bhandara and Chanda districts in the existing State of Madhya Pradesh;

(d) the territories of the existing State of Saurashtra; and

(e) the territories of the existing State of Kutch; and thereupon the said territories shall cease to form part of the existing States of Bombay, Hyderabad, Madhya Pradesh, Saurashtra and Kutch, respectively.

(2) The said Chandgad taluka shall be included in, and become part of, Kolhapur district, the said Ahmadpur, Nilanga and Udgir taluks shall be included in, and become part of, Osmanabad district, the said Islapur circle of Boath taluk, Kinwat taluk and Rajura taluk shall be included in, and become part of, Nanded district and the territories comprised in the existing State of Kutch shall form a separate district to be known as Kutch district, in the new State of Bombay.



1.31 With the enactment of the said Act, the Part VII containing the provisions for Part B States was repealed.

1.32 Formation of Maharashtra and Gujarat

The Bombay Reorganization Act, 1960 (11 of 1960) provided for the reorganization of the State of Bombay to form two States, namely Gujarat and Maharashtra from the Appointed day. Accordingly, with effect from 1st May, 1960, these two States came into existence. The relevant provisions of this Act are reproduced as under.---

Section 2(h) "transferred territory" means the territories which, as from the appointed day, are the territories of the State of Gujarat.

Section 3. Formation of Gujarat State.—

(1) As from the appointed day, there shall be formed a new State to be known as the State of Gujarat comprising the following territories of the State of Bombay, namely:--

(a) Banaskantha, Mehsana, Sabarkantha, Ahmedabad, Kaira, Panch-mahals, Baroda, Broach, Surat, Dangs, Amreli, Surendranagar, Rajkot, Jamnagar, Junagadh, Bhavnagar and Kutch districts; and

(b) the villages in Umbergaon taluka of Thana district, the villages in Nawapur and Nandurbar talukas of West Khandesh district and the villages in Akkalkuwa and Taloda talukas of West Khandesh district, respectively specified in Part I, II and III of the First Schedule;

and thereupon, the said territories shall cease to form part of the State of Bombay, and the residuary State of Bombay shall be known as the State of Maharashtra.

(2) The villages in Umbergaon taluka specified in Part I of the First Schedule shall form a separate taluka of the same name and be included in Surat district, and the remaining villages in the said taluka shall be included in, and form part of Dahanu taluka of Thana district; and the villages specified in Parts II and III of the First Schedule shall respectively be included in, and form part of, Sonagadh taluka of Surat district and Sagbara taluka of Broach district.

1.33 Thus, the State of Maharashtra came into existence on 1st May, 1960. Bombay was made its Capital, which is now known as Mumbai.

1.34 It may therefore be appreciated that apart from the areas included in the erstwhile Bombay Presidency, the State of Maharashtra also comprises of areas included in the erstwhile Provinces of Central Province and Berar as well as portions from the then Princely State of Hyderabad and some other smaller Princely States.

—— CHAPTER 2 ——
EVOLUTION OF FOREST MANAGEMENT AND FOREST SERVICE IN INDIA

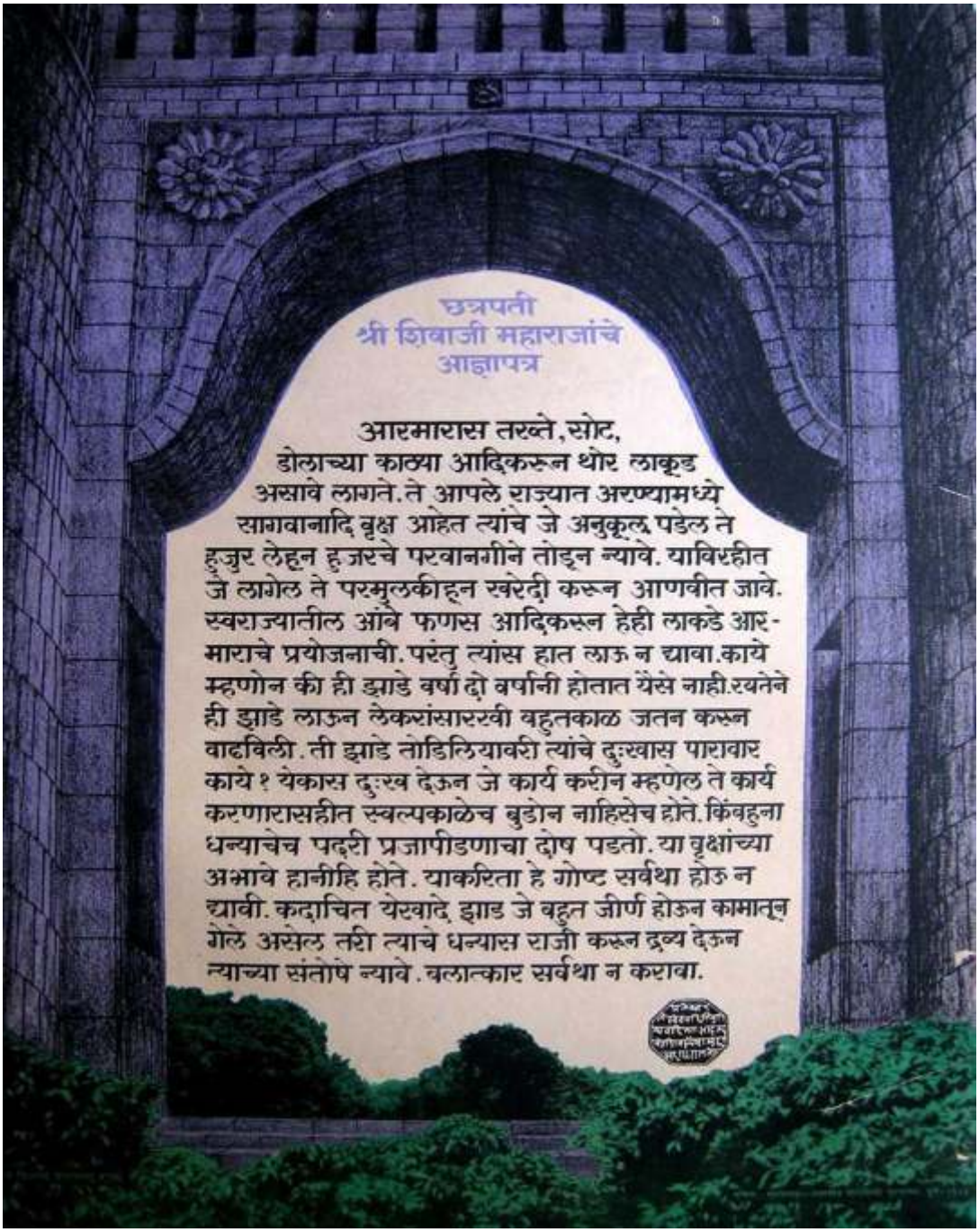
2.01 **Ancient period--**Present edifice of the Forest Management Practices in India was developed by European foresters, during eighteenth and nineteenth century, by the East India Company and post 1857, by the British Crown. Following decline of Mughal empire and the battle of Plassey in 1757, the East India Company gradually increased its influence in the Northern India. European powers heralded introduction of new knowledge, technology for development and narrative of "evolution of forest management and forest service" has, so far, been mostly confined to this period. The narrative assumes that forest management was evolved de novo – implying that "natives" were ignorant of the scientific forest management practices. However, careful and in-depth study of the ancient literature, brings forth a contrary picture. Even two thousand years prior to so called dawn of forest-management in British India around 1858, the "natives" had well documented principles of natural resource management including Forest, pastures, wild life related trade, etc, as enunciated in Arthashastra written by Chanakya in the reign of Chandragupta Maurya. Taxila had great influence on Hindu culture and the Sanskrit language. It is perhaps the best known for its association with Chanakya, also known as Kautilya, the strategist who guided Chandragupta Maurya in the founding of the Mauryan Empire. Chanakya's *Arthashastra* was composed during this period. But institutions that were repositories of profound knowledge, were completely obliterated by savage attacks by the Foreign Invadors.Taxila was invaded in 450 CE, and there was complete breakdown of trade as well. The Huns swept over Gandhāra and Punjab around 470 CE, causing widespread devastation and destruction of Taxila. British Officers were not conversant with the Arthashastra probably due to this reason.

2.02 Thanks to the translated version of Kautilya Arthashastra, that was rediscovered in 1905 by R. Shamasastry, (Arthashastra was also translated by other eminent scholars also) and its first English translation published in 1915, Anglicized community duly acknowledged the same. It indicated that during Maurya and Gupta reigns, Indian subcontinent comprised of an advanced and learned community, and thus rightly recognized as the "Golden Era". Universities and Centres of learning like Taxila and Nalanda were established during that period. This treatise of Kautilya Arthashastra, includes number of subjects, inter alia on the nature of government, law, civil and criminal court systems, ethics, economics, markets and trade, the methods for screening ministers, diplomacy, theories on war, nature of peace, and the duties and obligations of a king to right up to implementing government functionaries, etc. Arthashastra presents in-depth examinations on matters such as history, economics, politics, management of state resources including Forests, Grazing lands, wild animal wealth, trade etc.

2.03 The *Arthashastra* classifies forests into two broad categories, namely Productive and Non-productive. The first category was to be managed for forest-produce and elephants. The second was to be reserved for ascetics, recreation and Wildlife sanctuaries. Factories were set up in the forests for producing useful articles by the Superintendent of Productive Forests and the Chief Ordnance Officer. The well-protected leisure forests, intended for the King's pleasure had plantations bearing sweet fruits, thornless trees and pools of water and was stocked with tame deer, wild animals rendered harmless and tamed elephants. The Chief Superintendent of Forest Produce was designated as Kupyadhyaksha and Chief Elephant Forester was known as Nagavanadhyaksha. Standard punishments were prescribed for trapping, injuring or killing of fish, deer, animals and birds whose slaughter is not customary as well as killing of protected species.

2.04. The Arthashastra also reveals that the Mauryas designated specific forests to protect supplies of timber, as well as lions and tigers, for skins / pasture land, in the context of tracing evolution of forest management and forest-service, this is the starting or the cardinal point. Interestingly, the Arthashashtra lays down the pay-scales for government officials into three categories, namely, Higher Grade, Middle Grade and Lower Grade. The Highest salary scale was 48,000 pannas (unit of currency described in Arthashastra), entitled to Officiating Priest, King's Purohita, Crown Prince, King's Mother, Queen, Councillors (Amatyas) and Chief of Defence. The lowest grade of 60 pannas was payable to labourers, bodyguards of King, Mahaouts of King etc. The Superintendent of Forests was entitled for 4000 pannas!

2.05 **Chhatrapati Shivaji Maharaj** paid personal attention to the protection, conservation and preservation of forests. This is evident from the Adnyapatra of his reign.



2.06 So far as the erstwhile Bombay region is concerned, beyond British India, there were a number of Princely States like Kolhapur, Satara, Sawantwadi etc. where forests and incidental resources thereto were managed in a traditional manner. Most of the major Princely states in the erstwhile Rajputana had Shikar Khana departments. The forest officers of the British India were benefitted by the native wisdom of the knowledgeable locals. **Sarkhel Kanhojee Angre** [Admiral in the Maratha Navy] had nurtured Teak forests in the seventeenth century along Bankote creek, to ensure timber required for ship building. Naval wars between the British and Marathas revolved around control on timber trade to Bombay. There are many examples of mutual learning i.e. Dr. Gibson, the first Conservator appointed by the British East India Company, studied Marathi and Modi scripts, to understand forest management practices and terminology in use from Maratha official records.

2.07 **Colonial Era [prior to 1865]---**European maritime countries like Great Britain, Netherland, France, Spain, Portugal and Belgium etc to have access to spices and other tropical novelties, had reached the Indian subcontinent via sea route, bypassing the Arab controlled land route (commonly known as 'the Silk route'). As the European States had run out of their own resources, they needed wood to build ship to explore further and control sea lanes for the expansion of maritime trade. Subsequently, timber harvesting attained paramount importance with the establishment of strong foothold of the East India Company (EIC) in the Indian subcontinent.

2.08 Timber trees like Teak, Sal and Deodar etc were most sought after tree species for infrastructure developments, but exploitation of timber was a daunting task. Canopy openings made for timber felling was followed by slash and burns as it not only facilitated logging and off road transport but was also conducive to shifting cultivation practices. European settlers outsourced timber collection activity to local contractors and appointed their own supervisors for the same. Building of an ocean- going ship consumed substantial chunk of well-stocked forest area. Considering the volume of sea trade and extent of protection needed for the same by the Navy, one can imagine the quantity of wood required for ship-building activity alone during the colonial period. At that point of time, the emphasis was more on engineering skills required for timber exploitation and off road transport, i.e. logging rather than Silviculture.

2.09 **Appointment of Conservators and Superintendent of Forests prior to 1865—Captain Watson,** a Police Officer was appointed as Conservator under the East India Company in Madras Presidency from 1806 to 1823, with a limited mandate of timber exploitation. His methods of harvesting lead to considerable discontent among the locals. Later on, **Sir Thomas Munro,** the then Governor of Madras Presidency, observed that instead of State intervention, Forest Management should be left to private proprietors and market forces should be left alone to ensure forest conservation for timber resources and the post was therefore, later on abolished. However, there were modest attempts to regenerate timber resources for long term sustainable timber supply as demonstrated by an initiative to plant Teak under the guidance of Collector, **H.V. Conolly** in Nilambur in the year 1842-44.

2.10 Compared to Madras, the Bombay presidency had more thriving ship building activity. The Bombay Presidency management was largely pragmatic and economic and thus aimed at ensuring sustainable timber supply. At that point of time, forest matters were the joint responsibility of Revenue, Political and Military departments of the East India Company. **Dr. Alexander Gibson,** a vaccinator in the army, and also the Garden Superintendent in Poona, used to frequently travel across the Presidency, as also the adjoining Karvar region that was under the Maratha influence and thus observed potential forest resources to meet the needs of the Company. He reported the wanton misuse of forests to his superiors. Dr. Gibson was, thus, assigned as an interim Conservator from 1845 (with a promised salary of Rs 300/- per month) with a duty to explore valuable timber areas and ensure long term sustainable timber supply to the ship yards. His official appointment as Conservator of Forests, became effective from 22 March1847.

2.11 After rapid survey along the Western coast and part of hinterlands under the Bombay Presidency from Gujarat to Karvar region, Dr. Gibson came to the conclusion that the reckless system of cutting trees for timber and burning away debris, which had taken place during previous two decades in the region, was unsustainable. The doctrine of the then Governor Madras Presidency, Sir Thomas Munro, that **"where the article is in demand, the interest of the people of the country, will at all times, will lead them to raise the supply sufficient to meet that demand"** was not working. Dr. Gibson reported valuable teak bearing areas in Peth, Harsul, Surgana, Dangs etc and some areas were brought under the direct control of the East India Company, which entered into negotiations with stake holders for harvesting wood. Dang forests were taken on annual lease, for Rs 11,010/-.

2.12. Around 1850, the Conservator's duties were defined as general superintendence and control of forests throughout the Presidency. Dr. Gibson continued till 1860 and was succeeded by **D.A. Dalzell** (1860-69). The highest rank in forest department at the provincial level continued to be the Conservator but depending on seniority and nature of work, they enjoyed varied pay scales. Posts of Chief Conservators were established later on.

2.13. **Central Province** – After victory of the East India Company and the Nizam of Hyderabad over the Marathas in 1818, new political arrangements came into being. De jure Berar region was annexed to Nizam but continued under de facto control of the East India Company. Nagpur was annexed by the British in 1853 under the Doctrine of Lapse. All such events brought extensive areas under British control and were organized under administrative unit designated as Central Province.

2.14 Central Indian hilly region under Bhonsale's domain, lacked means of communication and infrastructure for trade and moreover, was populated by tribals for whom the concept of land ownership was not engrained and hence ownership of forest lands was nebulous. Bhonsale's domain of influence included Cuttack. (Incidentally the custom of annually building Jagannath Chariot was sanctified by the Bhonsale's as part of settlement with local Chieftain's annual contribution to the victor).

2.15. **Initiative of British Association in Edinburgh**— Owing to the initiatives of **Dr. Cleghorn, Dr. Alexander Gibson, Edward Balfour** and others, the plight of declining forests and its wider impact on hydrology, the flow of rivers and that on agriculture was brought to the notice of academicians in Edinburgh, where the British administration in the year 1850, formed a Committee to study forest destruction. **Lord Dalhousie,** Governor-General of India at that time, issued a paper laying down the first outline of an India-wide forest policy vide Memorandum of Government of India dated 3rd August, 1855. Dr. Cleghorn and Dr. Brandis were assigned the task of building up forest division, forest policy, make necessary rules and regulations. Dr. Brandis after ten years in Burma, became Inspector General of Forests in India, a position he served for 20 years. He was instrumental in introducing the draft Bill for forest management in 1868, which was discussed and debated for about a decade and eventually passed by the Governor General in Council as the Indian Forest Act, 1878.

2.16 **Dr. Pearson** was appointed as Superintendent of Forest in the Central Province and process of survey and settlement followed in due course. Dr. Pearson observed that the earlier practice of parwana being issued by the civil authorities for tree-felling was disastrous and apprehended that lack of forest conservancy would lead to forest destruction. After joint inspection with Dr. Brandis in 1863, it was decided to focus efforts mainly on demarcation of reserves, fire protection and forest- resource assessment.

2.17 **Mr. Cleghorn** advised Sir Robert Montgomery and extended sphere of his operations into the Punjab and also investigated forest matters in the North-Western Himalayas. He also assisted Sir Dietrich Brandis in implementing ideas from German forestry on the rotation and systematic working of forests in Bengal. His work led to the establishment of the Forest Department of India. Mr. Cleghorn was the first Commissioner for the Conservancy of Forests in 1867 with **Sir Dietrich Brandis** and then appointed as Inspector-General of Forests.

2.18 **Imperial Forest Department 1864: Recruitment in Imperial Forest Service and Training**—India pioneered in introducing scientific forest management in the year 1864. Subordinate to the Imperial Forest Department, the Imperial Forestry Service was organized in 1865. Initially, Forestry personnel comprised of selected civil servants or military officers. Later on, candidates were selected to undergo training in France and Germany for senior positions. The British Government established its own training facility at the Royal Engineering College at Coopers Hill, Surrey, in 1885 for the training of foresters. University of Aberdeen also established forestry course in 1914. In the year 1920, the Government of India took a historic decision that the IFS probationers may be trained at one centre and consequent to the establishment of Forest Research Institute at Dehradun, the training started in India in 1926.

2.19 **Winding up of Imperial Forest Service**—The Civil Disobedience movement and political events that took place thereafter, the demand for the devolution of power and self rule lead to the enactment of the Government of India Act, 1935, which introduced the essence of Federal governance in India. Accordingly provisional government were formed in provinces. The subject matter of 'Forest' was enumerated in the State Legislative List in the said Act. As a result, central intervention in forestry matters diminished. Under new arrangement the provisional governments were expected to recruit officers to man forest administration. In the meantime, Indian Forest College was established in 1938 to train Superior Forest Service Officers, recruited from different provinces, thus retaining the all India character of the service.

2.20 **Revival of All India Forest Service, 1963.**—The All India Services Act, 1951 was enacted in the year 1951 for the constitution of Indian Administrative Service and Indian Police Service. With an amendment in 1963, it was provided to include the Indian Service of Engineers (Irrigation, Power, Buildings and Roads), the Indian Forest Service and the Indian Medical and Health Service. At this juncture, contribution by **Mr. Hari Singh** deserves to be acknowledged. Mr. Hari Singh joined the Forest Service in the erstwhile Bombay Presidency. In recognition of his outstanding contribution in connection with timber supply for defence purposes and the development of forestry, he was appointed by His Majesty, the King of Great Britain as Member of the most Excellent Order of the British Empire in the New Year Honours List published on 1st January, 1943. Subsequently, he was selected by the Government of India to hold the highest office in the Forestry sector in the country, namely Inspector General of Forests. It was largely due to his resourcefulness, and persistent efforts, that the Indian Forest Service came into being in 1966. He retired in 1969 after completing 37 years of meritorious service.

2.21 **Forest Policy**—British Government came up with the Forest Policy for the first time in the year 1894, with a formal document. The first Policy after the independence was declared in the year 1952. At present, the National Forest Policy of 1988 is in force laying down the broad Guidelines as per which forests should be managed. Forest Policies so declared have been discussed in detail in Chapter 54 of this Volume.

2.22 **Management as per Working Plan / Management Plan**—Hon'ble Supreme Court in its landmark judgment dated 12.12.1996 in Writ Petition (Civil) 202 of 1995 [T.N. Godavarman Thirumulpad vs. Union of India and others] made it clear that –

> The felling of trees in all forests is to remain suspended except in accordance with the Working Plans of the State Government, as approved by the Central Government. In the absence of any Working Plan in any particular State, such as Arunanchal Pradesh, where the permit system exists, the felling under the permits can be done only by the Forest Department of the State Government or the State Forest Corporation.

2.23 In its subsequent orders in the same Writ Petition, the Apex Court has made it clear that felling shall commensurate with regeneration. Similarly, it has now become mandatory to manage National Parks and Sanctuaries under the Management Plan duly approved by the Competent Authority. The Tiger Reserves are to be managed as per the Tiger Conservation Plans.

CHAPTER 3
ORGANIZATIONAL STRUCTURE OF THE FOREST DEPARTMENT

3.01 The Forest Department in Maharashtra is under the administrative control of the Revenue and Forests Department of the State Government. The Secretariat is known as Mantralaya, and is located at Mumbai. The Headquarter of the Forest Department is at Nagpur.

3.02 The Forest Department is headed by the Principal Chief Conservator of Forests (Head of Forest Force), who happens to be the Technical Advisor to the State Government in all matters relating to Forest and Wildlife, as per rule 70 of the Maharashtra Forest Rules, 2014.

3.03 The Forest Department comprises of Territorial wing, Wildlife Wing, Social Forestry Wing and other Functional Wings.

3.04 The Directorate of Social Forestry, entrusted with the task of extension activities was earlier used to be under the administrative control of the Water Conservation Department of the State Government. In the year 2015, it was integrated with the Forest Department. Consequential adjustments have been made in the organizational set-up of the Forest Department. The designations of the officials in the Social Forestry Wing have now been brought at par with that of the Forest Department.

3.05 The Organizational Structure of the Forest Department is depicted as under-

3.05.01 Staff position in Forest Department as on 31st March, 2020.

Sr. no	Details	Sanctioned posts
	Group - A	
1	Principal Chief Conservator of Forests	7
2	Additional Principal Chief Conservator of Forests	16
3	Chief Conservator of Forests	24
4	Conservator of Forests	18
5	Deputy Conservator of Forests	68
6	Divisional Forest Officer	109
7	Assistant Director	1
8	Deputy Commissioner Animal Husbandry, Wildlife	1
9	Assistant Commissioner Animal Husbandry Wildlife	3
10	Veterinary Officer	8
11	Chief Forest Statistician	1
12	Forest Engineer	1
13	Assisant Conservator of Forests	289
14	Administrative Officer	20

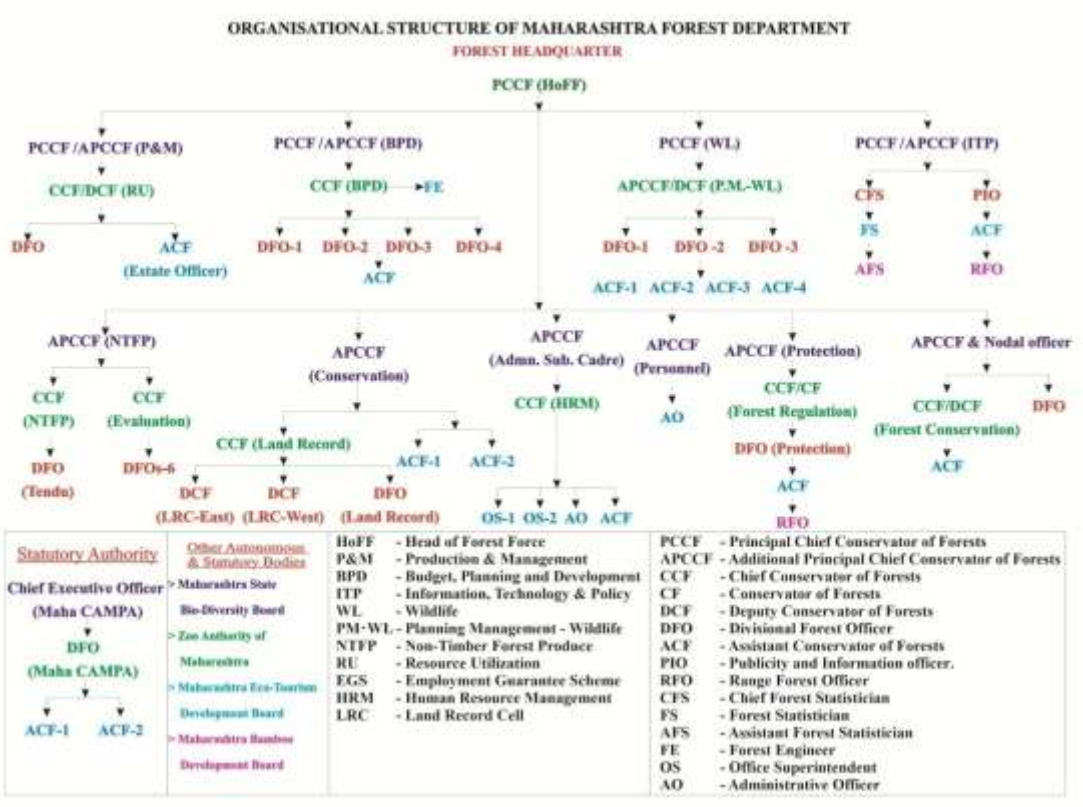
Sr. no	Details	Sanctioned posts
15	Forest Statistician	6
16	Deputy Forest Engineer	13
17	Medical Officer	1
18	Forest Settlement Officer	6
19	Senior Personal Assistants	3
20	Personal Assistants	9
	TOTAL GROUP – A	**604**
	Group B	
1	Office Superintendent	73
2	Range Forest Officer	991
3	Assistant Chemical Analyst	1
4	Assistant Engineer	3
5	Sectional Engineer	17
6	Assistant Forest Statistician	14
7	Assistant Medical Officer	3
8	Taluka Inspector, Land Record	3
9	Superwisor	1
10	Handicraft Instructor	2
	Total Group B	**1108**
	Group B (Non-Gazetted)	
1	Stenographer (Higher Grade)	35
2	Stenographer (Lower Grade)	45
3	Range Surveyor	56
4	Junior Engineer	10
	Total Group B (Non Gazetted)	**146**
	Group C	
1	Chief Accountant	168
2	Accountant	874
3	Clerk	1648
4	Forester	3025
5	Forest Guard	9677
6	Surveyor	204
7	Sr. Statistical Asstt.	20
8	Police Sub-Inspector (wireless)	3
9	Jr. Statistical Asstt.	20

Sr. no	Details	Sanctioned posts
10	Steno Typist	6
11	Draftsman	2
12	Tracer	10
13	Armed Police	150
14	Police Constable	15
15	Driver	500
16	Mechanic	15
17	Mahawat	15
18	Sawyer	6
19	Wireless Operator	2
20	Other	189
	Total Group C	**16549**
	Group D	**1056**
	Other Group D (Supernumerary van majoor)	**8329**
	Total	**26080**
	[Group B (Non-Gazetted) + Group C + Group D + Other Group D]	
	Total [Group A + Group B + Group B (Non-Gazetted) + Group C + Group D + Other Group D]	**27792**
1	Group A	604
2	Group B	1108
3	Group B (Non Gazetted)	146
4	Group C	16549
5	Group D	1056
	Total Item 1 to 5	**19463**
	Supernumerary (Forest labourers)	8329
	Grand Total	**27792**

3.05.02 Statement of Range, Rounds and Beats in Forest Department as on 31st March, 2019 is as under—

Sr. no	Circle	Division	Independent Sub-division	Ranges	Rounds	Beats
	A-TERITORRIAL WING					
1	Thane	6	0	54	275	890
2	Nashik	3	2	35	117	386
3	Dhule	5	0	37	131	463
4	Pune	3	1	26	88	277
5	Kolhapur	5	0	38	127	415

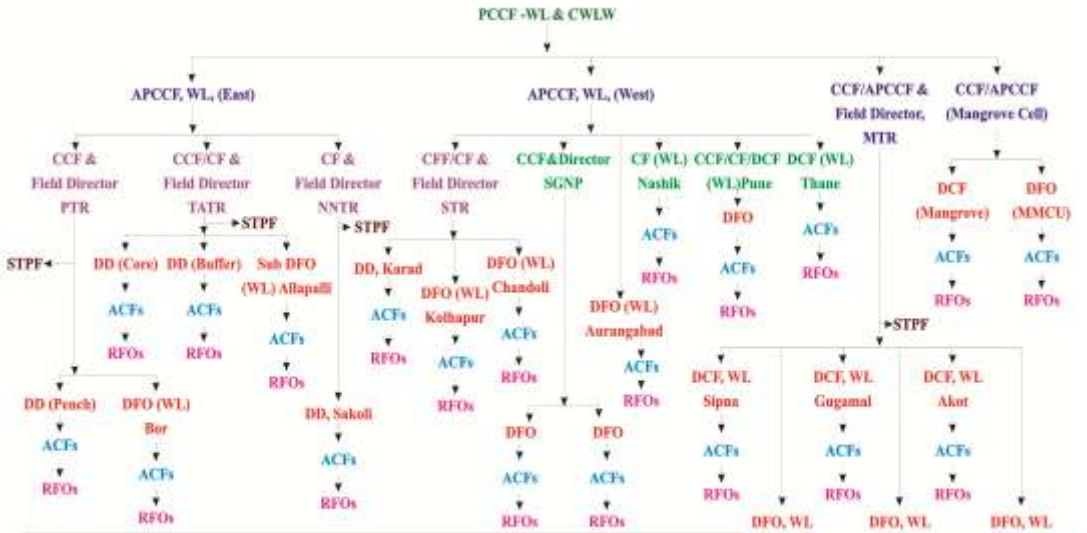
Sr. no	Circle	Division	Independent Sub-division	Ranges	Rounds	Beats
6	Aurangabad	6	0	38	123	480
7	Amravati	4	0	20	76	341
8	Yavatmal	4	0	30	110	458
9	Nagpur	4	0	44	209	892
10	Chandrapur	3	0	19	69	275
11	Gadchiroli	5	0	37	166	736
	Total	**48**	**3**	**378**	**1491**	**5613**
	B-WILDLIFE WING					
	Total	**13**	**0**	**103**	**268**	**970**
	C-FDCM Limited					
1	Nagpur	6	0	27	60	131
2	Nashik	3	0	18	54	111
3	Chandrapur	5	0	25	69	147
	Total	**14**	**0**	**70**	**183**	**389**
	Grand Total [A+B+C]	**75**	**3**	**551**	**1942**	**6972**



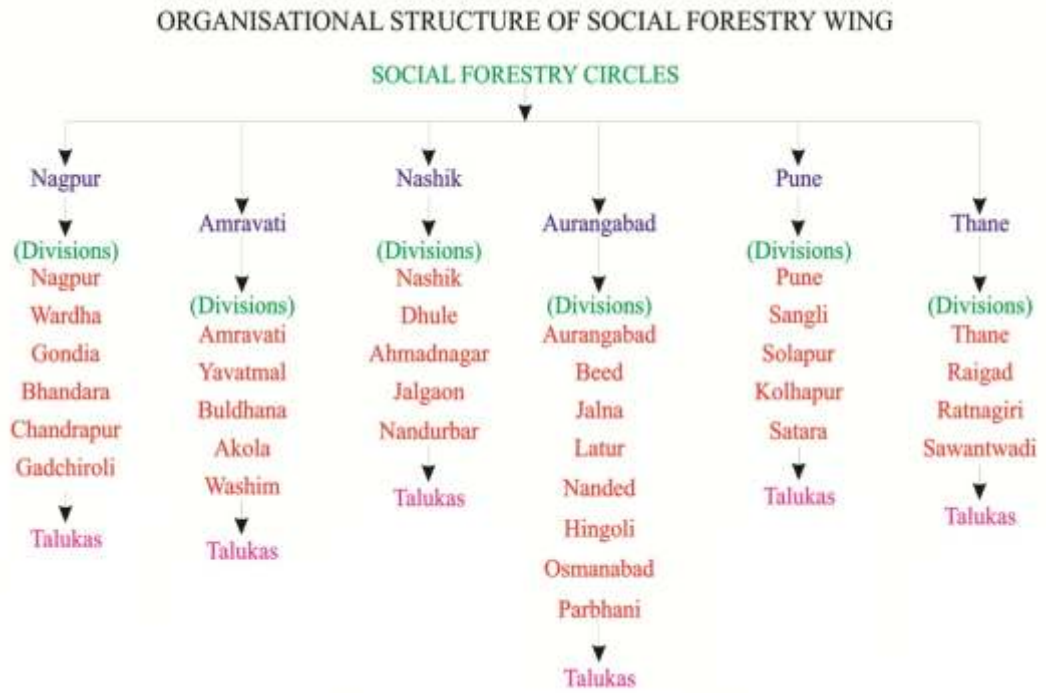
ORGANISATIONAL STRUCTURE OF MAHARASHTRA FOREST DEPARTMENT

HoFF	- Head of Forest Force	DFO	- Divisional Forest Officer
PCCF	- Principal Chief Conservator of Forests	ACF	- Assistant Conservator of Forests
APCCF	- Additional Principal Chief Conservator of Forests	RFO	- Range Forest Officer
CCF	- Chief Conservator of Forests	DG	- Director General
CF	- Conservator of Forests	DD	- Deputy Director
DCF	- Deputy Conservator of Forests	RET	- Research, Education & Training
STPF	- Special Tiger Protection Force		

ORGANISATIONAL STRUCTURE OF WILDLIFE WING

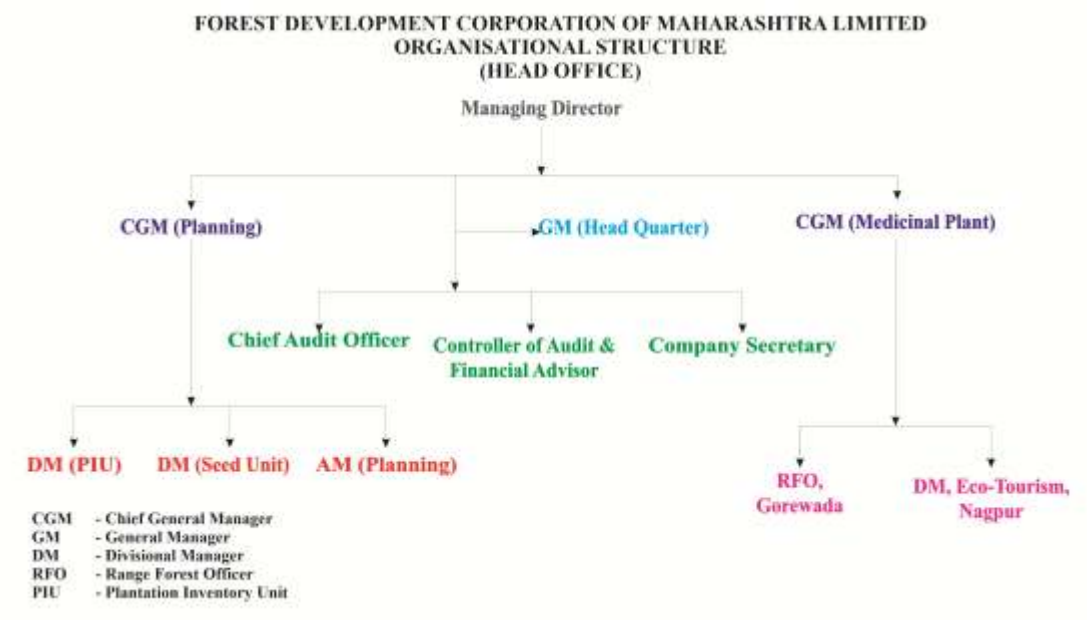


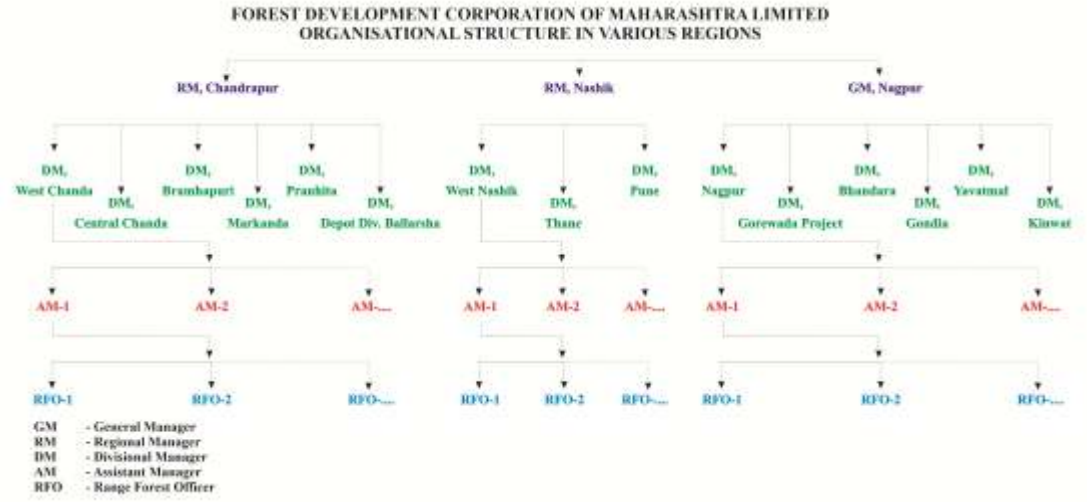
PCCF-WL&CWLW	- Principal Chief Conservator of Forests - Wildlife & Chief Wildlife Warden	RFO	- Range Forest Officer
		DD	- Deputy Director
APCCF	- Additional Principal Chief Conservator of Forests	PTR	- Pench Tiger Reserve
CCF	- Chief Conservator of Forests	TATR	- Tadoba Andhari Tiger Reserve
CF	- Conservator of Forests	NNTR	- Navegaon Nagzira Tiger Reserve
DCF	- Deputy Conservator of Forests	MTR	- Melghat Tiger Reserve
DFO	- Divisional Forest Officer	STR	- Sahyadri Tiger Reserve
ACF	- Assistant Conservator of Forests	SGNP	- Sanjay Gandhi National Park
STPF	- Special Tiger Protection Force	MMCU	- Mumbai Mangrove Conservation Unit



3.06 The Forest Development Corporation of Maharashtra Limited

The Forest Development Corporation of Maharashtra Ltd. is an Undertaking of the State Government and is incorporated under the Companies Act, 1956. It is headed by the Managing Director, who happens to be an IFS Officer of rank of Principal Chief Conservator of Forests. The Organogram of the FDCM Ltd. is given under.





3.07 Other Statutory and Autonomous Bodies.

3.07.01 Maharashtra Bamboo Development Board, Nagpur

Considering the importance of bamboo in promoting the rural economy, the Government of Maharashtra vide Government, Resolution No. Bamboosa-2015/CR-139/F-9 dated 6th August, 2016 constituted the Maharashtra Bamboo Development Board and permitted to register the same under the Societies Registration Act 1860. Accordingly, it was registered vide registration No. mah-531/17 (NAG) Dated 09/06/2017 by the Charity Commissioner, Nagpur.

3.07.01.01 Aims and Objectives of Maharashtra Bamboo Development Board

i. To implement the Bamboo Policy effectively as a promotional agency in the bamboo field.
ii. To suggest measures to the Government for proper execution of policy, plans and functioning relating to Bamboo.
iii. To strengthen mutually beneficial relations among all concerned for increased bamboo production and expansion of bamboo industry.
iv. To achieve the primary objectives of National Bamboo Mission.
v. To encourage for enhancement in quality and production of bamboo produced in the State.
vi. To suggest plans to encourage entrepreneurs for bamboo based traditional as well as modern industries.
vii. To improve the quality of bamboo in the State, taking up plantations of appropriate and quality-bamboo species on private / forest lands.
viii. To make available treated bamboo for value adding industries, to train the willing people for value enhanced production, to increase the production of value enhanced bamboo products and to establish the mechanism for proper marketing such products in rural areas.
ix. To make available good and useful high-quality plants of bamboo at reasonable rates to the people.
x. To organize Seminars, Workshops, Industrial Fairs, Exhibitions, Trainings Work-shops and to participate in similar programmes organized by other agencies.
xi. To train the bamboo workers at Bamboo Research and Training Centre, Chichpalli, Chandrapur and to increase employment opportunities in collaboration with entrepreneurs.
xii. To participate in International Trainings / Programmes / Study Tours etc.
xiii. To propose to the Government for establishing company to encourage bamboo industry in the State, in collaboration with private companies, Non-Government organization working in the bamboo sector.
xiv. To take appropriate measures to develop the bamboo based industries operating in forest / adjoining areas of the State, such as Gadchiroli Agarbatti Project.
xv. To achieve the aims of the Bamboo Board, acquire any movable / immovable property, purchase, acquire, rent or lease, alter or construct.

3.07.01.02 The Board functions through the Governing Council under the Chairmanship of Hon'ble Minister (Forests) and the Executive Committee under the chairmanship of the Principal Chief Conservator of Forests (HoFF).

3.07.01.03 Bamboo Promotion Foundation, Maharastra

To empower the bamboo sector of the State, the Government of Maharashtra formed a Company, named as Bamboo Promotion Foundation vide Government Resolution Revenue and Forests Department No. Bambusa-2017/Cr.No.68/F-9, dated 24/08/2018.

3.07.01.04 Duties and responsibly of Bamboo Promotion Foundation, Maharashtra

i. To promote organised Bamboo market.
ii. To form clusters of Bamboo and manufacture design and sell their products.
iii. Production and value addition of Bamboo in villages in Scheduled Areas.
iv. To establish a pilot village exhibiting house constructions from Bamboo.
v. Bamboo Incense stick projects (Gadchiroli model).
vi. To coordinate between Architecture and Designers for marketing of Bamboo.
vii. To promote Bamboo Plantation in agriculture sector.
viii. To promote the use of Bamboo in younger generation.
ix. To establish knowledge and information centres.
x. To assist the small entrepreneurs and Businessman.

3.07.02 Maharashtra Ecotourism Development Board

The State Government declared the Eco-Tourism policy vide Government Resolution No. WLP-1002/CR-53/F-1, dated 20th February, 2008. In order to fulfil the objectives laid down therein, the State Government in Revenue and Forest Department WLP-0415/CR-106/F-1 dated 8th December, 2015 has established the Maharashtra Eco-Tourism

Development Board. The Board functions through the Governing Body under the Chairmanship of Hon'ble Minister (Forests) and Executive Committee under the chairmanship of the PCCF (HoFF).

3.07.03 Zoo Authority of Maharashtra

The Zoo Authority of Maharashtra was established vide Government of Maharashtra, Revenue and Forest Department Resolution No. WLP 0515/ C.N.150/F-1 dated 30.12.2015 functioning under the control of the Chief Wild Life Warden of Maharashtra. It is registered as a Society under the Societies Registration Act, 1860 and as a Public Trust under Mumbai Public Trust Act, 1950.

3.07.04 The Mangrove Cell

Mangrove Cell was constituted by the Government of Maharashtra to address grave ecological concerns pertaining to marine eco-system. The State of Maharashtra has 720 km coastline along the Arabian Sea. Appreciating the importance of mangrove-conservation, the State Government in the year 2013, took a landmark decision to bring the government lands under mangroves in the reserved forests regime. Hon'ble Bombay High Court, vide order dated 6th October, 2005 in Writ Petition 3246/2004 has directed the State Government to declare private areas under mangroves as 'forests'. Subsequently, the High Court has passed orders whereby all mangroves come under the purview of the Forest (Conservation) Act, 1980. The establishment of the Mangrove Cell in 2012 initiated series of measures for conservation of mangroves in Maharashtra. The Cell also facilitated the establishment of Mumbai Mangrove Conservation Unit in 2014. There was an urgent need to scale up the above activities and to further promote research, education, ecotourism etc. to secure the biodiversity of our coastal and marine environment and to bring tangible benefits to the coastal communities. For this mission, creating an institution with the necessary skill set and the operational

flexibility to address this complex task was under the consideration of the Government, that led to the establishment of a "Mangrove and Marine Biodiversity Conservation Foundation" (Mangrove Foundation, in short). The Foundation was registered in the year 2015 under the Societies Registration Act, 1860.

3.07.04.01 Functions of Mangrove Cell

Mangrove Cell functions extensively for the mangrove conservation by taking block by block approach from raising mangroves in nurseries and organizing regular large-scale plantations in degraded mangrove areas to conducting Clean Mangrove Campaigns and awareness programmes. The Cell also forged strong partnerships with many leading national institutions and agencies, facilitating the introduction of state-of-the-art technologies and best practices to the Maharashtra shores. National Institute of Oceanography (NIO), Central Marine Fisheries Research Institute (CMFRI), Central Institute of Fisheries Technology (CIFT), Central Institute of Brackish Water Aquaculture (CIBA), Marine Products Export Development Authority (MPEDA), Wildlife Institute of India (WII), Salim Ali Centre for Ornithology (SACON) and Bombay Natural History Society (BNHS) are just a few names in that long and illustrious list of partners. Mangrove Cell also works with several NGOs, Citizen's Groups, educational institutions and private research organizations.

3.07.04.02 Based on the 'International Climate Initiative' Agreement between Government of India and the Federal Republic of Germany, a bilateral project towards improving conservation of marine biodiversity called "Sustainable Management of Coastal and Marine Protected Areas" (SMCMPA) was launched in Maharashtra with the help of the German development agency called GIZ. The project led to the notification of the Thane Creek Flamingo Sanctuary in 2015. Spread over an area of about 17 square kilometers with 896 Ha of Mangrove cover, it is home to over 200 species of birds, many of which are migratory like the splendidly-colored flamingos which arrive in thousands in October-November. A 'Coastal and Marine Biodiversity Centre' was set up at Airoli, Navi Mumbai, in 2017 as part of the GIZ Project is an interpretation and orientation centre for mangrove and marine biodiversity which serves as a gateway to the Sanctuary for tourists and environmentalists.

3.07.04.03 Activities of Mangrove Cell - Maharashtra Forest Department

1 Mangrove Protection
2 Mangrove Conservation and Livelihood Generation Scheme
3 Mangrove Afforestation
4 Clean-up Campaign
5 Awareness generation

3.08 Functions of the Forest Department

The Forest Department functions under the broad framework of guiding principles laid down in the National Forest Policy, 1988 and various policy directives given by the Central Government and State Government from time to time, for the protection, conservation and preservation of forests and wildlife for the benefit the society in perpetuity.

3.09 Relations with the Central Government

(i) The Ministry of Environment, Forest and Climate Change (earlier known as the Ministry of Environment and Forests) is entrusted with the subject matter of 'Forests' in the Central Government. The Director General of Forests and Special Secretary (previously designated as Inspector General of Forests) transacts official business with the State Government on behalf of the Central Government. He is also the Chairperson of the Forest Advisory Committee constituted under the provisions of the Forest (Conservation) Act, 1980.

(ii) The Regional Office of the Ministry of Environment, Forests and Climate Change, Nagpur is entrusted with the matters related to the State of Maharashtra.

Notes

— CHAPTER 4 —
FUNCTIONS AND DUTIES OF OFFICIALS IN FOREST DEPARTMENT

4.01.01 Functions of Officials in Forest Department under various statutes

Officials in Forest Department discharge duties and functions assigned to them under various legislations. Few of them are as under –

(i) The Indian Forest Act, 1927 and rules made thereunder.
(ii) The Wild Life (Protection) Act, 1972 and rules made thereunder.
(iii) The Forest (Conservation) Act, 1980 and rules made thereunder.
(iv) The Maharashtra Forests Produce (Regulation of Trade) Act, 1969 and rules made thereunder.
(v) The Maharashtra felling of Trees (Regulation) Act, 1964 and rules made thereunder,
(vi) The Maharashtra Sale of Trees by Occupants belonging to Scheduled Tribes (Regulation) Act, 1969.
(vii) The Maharashtra Private Forests (Acquisition) Act, 1975 and rules made thereunder.
(viii) The Biological Diversity Act, 2002 and rules made thereunder.
(ix) The Maharashtra Land Revenue Code, 1966 and rules made thereunder.
(x) The Maharashtra Employment Guarantee Act, 1977 and rules made thereunder.
(xi) The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 and rules made thereunder.
(xii) The Right to Information Act, 2005 and rules made thereunder.
(xiii) The Maharashtra Right to Public Services Act, 2015.
(xiv) Maharashtra Civil Services Rules.
(xv) The Bombay Financial Rules, 1959.
(xvi) The Maharashtra Treasury Rules, 1968.

4.01.02 Authorities to appoint through nomination, promotion and deputation

The State Government vde General Administration Department Government Resolution No. SRV-2016/CR-290/Desk-12 dated 19th November, 2016 has issued instructions in respect of appointment of Government servants in various Groups, through nomination, promotion and deputation. As per the said Resolution, The administrative Departments in the State Government have been authorized to declare the competent Authorities in respect of Government servants in Group B (non-gazetted), Group C and Group D.

[Annexure 4.01]

4.01.03 Delegation of Powers and Exercise of Delegated Powers

The State Government has delegated financial and administrative powers from time to time, to officials at various levels in the administrative hierarchy. Similarly, in certain cases, the senior officials have been authorized to delegate some of their powers to their subordinates. The State Government desires that officers, exercising the delegated powers, exercise the same with due diligence and they should not be reluctant to take decisions and exercise responsibitlites to safeguard the interests of the Government. It is expected that the orders regarding delegation of powers should be followed scrupulously both by the officers who have delegated the powers to subordinate officers and by the officers who have been delegated powers. The State Government has specifically cautioned that if an officer is found to shrink his own responsibility in taking decisions in respect of delegated powers and makes needless references to the superior officers for decision, this would amount neglect of duty and a note of the failure

on the part of the concerned officer should be taken by the concerned higher officer and such instances should reflect in the Confidential Record of the Concerned Officer. In this context, the Government of Maharashtra has issued two Circulars dated 9th April, 1975 and 14th February, 1977, which are embodied in the Government Resolutions delegating financial powers, issued from time to time by the Finance Department. Both these Circulars are reproduced as under—

Delegation of Powers
Reluctance on the part of officers to take Decisions and exercise responsibility

GOVERNMENT OF MAHARASHTRA
GENERAL ADMINISTRATION DEPARTMENT
Circular No.DCN-1075/O. & M.
Sachivalaya, Bombay 400 032, dated 9th April 1975.

Read : Government Circular, Political and Service Department, No.DCN-1058/O. & M., dated 16th May 1958.

C I R C U L A R

1. In the policy statement made on 21st February 1975, the Chief Minister had, among other things, stressed the need to ensure that the powers delegated to different categories of officers are exercised by them without interference by their superiors and without fear and favour. The issue of exercising of delegated powers was also raised recently during the Meeting of the Consultative Committee of the General Administration Department. In the course of discussion, the Chief Minister again referred to the tendency of certain officers not exercising the powers delegated to them and making needless references to their superiors and the administrative departments of the secretariat.

2. With view to securing greater administrative efficiency and implementation of developmental schemes and also with a view to enabling the administrative authorities to discharge these more efficiently, effectively and expeditiously, Government has from time to time delegated financial and administrative powers at different levels. It was also directed under Governments Circular, Political and Service Departments No.DCN-1058/O. & M., dated the 16th May 1958 that officers at all levels should make adequate and judicious use of the powers vested in them by general or special orders issued from time to time and should develop a more positive approach towards work and shoulder responsibility in matters falling within the sphere of delegated powers. Further the following recommendation of the Administrative Reorganisation Committee appointed by the Government of Maharashtra was accepted by Government:-
"A conscious efforts should be made by all Secretaries and Deputy Secretaries to see that delegation is made effective at all levels and that delegated powers are fully exercised. Severe notice should be taken of non-exercise of delegated powers by officers and higher authorities should specifically watch the exercise of delegated powers in order to see whether the powers are being properly exercised and whether there is need for introducing any safeguards or for enlarging the scope of the delegation" and the Secretariat Departments were requested to implement it so far as departments/offices under their administrative control were concerned.

3. Despite the instructions already issued, as stated above it is noticed that the officers are not always inclined to use which powers as expected of them. In the context of the Chief Minister's policy statement and the observations of the Chief Minister during the meeting of the Consultative committee of the General Administration Department, Government while reiterating the orders already issued from time to time in this behalf, is now pleased to direct that :-
    (i) The orders regarding delegation of powers should be followed scrupulously both by the officers who have delegated the powers to subordinate officers and by the officers who have been delegated the powers;
    (ii) Severe notice should be taken not only in all cases of non-exercise of delegated powers by officers but also in cases where officers deal with cases, power in respect of which already stand delegated to subordinate officers;

(iii) If the officers at higher level observe that subordinate officers refer to them cases for decision though they are competent to decide them, they should return the cases immediately pointing out the delegation of powers in those respects with a warning that cases where the subordinate officers have the powers vested in them should not be referred to the superiors thereafter;

(iv) If an officer is found to shrink his own responsibility in taking decisions in respect of delegated powers and makes needless references to the superior officers for decision, this would amount neglect of duty and a note of the failure on the part of the concerned officer should be taken by the concerned higher officer and such instances should reflect in the Confidential Record of the Concerned Officer.

4. The secretaries to Government as well as all the heads of several Departments of the Government should ensure that delegation is made effective at all levels, by ensuring (a) that the delegated powers are fully exercised by a subordinate authority without interference, fear and favour, and (b) that in all matters, where appropriate powers have been delegated to a subordinate authority, the delegating authority, does not use the power himself in any event.

5. Action is being taken separately to modify the form of Confidential Report with a view to providing a separate item on this account.
By order and in the name of the Governor of Maharashtra.

Sd/-
H. NANJUNDIAH,
Additional Chief Secretary to the
Government of Maharashtra

Delegation of Powers
Control over

GOVERNMENT OF MAHARASHTRA
FINANCE DEPARTMENT
Circular No.DFP-1076/1392/896/GEN-5
Mantralaya, Bombay 400032, dated 14th February 1977

CIRCULAR

1. To secure, greater administrative efficiency and implementations of developmental schemes and enable the administrative authorities to discharge their duties more effectively and expeditiously, Government has from time to time, delegated financial and administrative powers to various authorities at different levels, Recently, large number of delegations have been made by Governments. It is normally expected that officers at all levels should make adequate and judicious use of the powers vested in them and should develop more a positive approach to and shoulder their responsibility. It has been observed that the delegated powers are not exercised adequately at various levels.

2. Delegation itself denotes entrustment or commitment of authority or powers vested in an organization or individual to a subordinate instrument or official. Such delegation does not automatically relieve from responsibility the organization or individual on whose behalf the authority or powers are delegated. That organization or individual continues to be accountable for the decisions by the instrument or official in exercise of delegated authority or powers. In the light of this position, Governments is pleased to direct that the following measures should be adopted by all Supervisory and Controlling Officers:-

(1) **Heads of Departments** to whom powers have been delegated under various orders should endorse to the Administrative Departments copy of each order issued by them under the delegated powers and quote at the end the number and date of the orders under which power was delegated to them. Heads of Departments should also submit, in second week of every month, list of orders issued by them (without copies) under delegated powers to the Administrative Departments, quoting a reference to this

circular. The Administrative Departments should take a periodical review of such orders and find out whether the delegated powers have exercised judiciously and take suitable action, wherever necessary.

(2) **Regional Heads** to whom powers have been delegated under various orders endorse to the Heads of Department copy of each order issued by them under the delegated powers and quote at the end the number and date of the order under which the power was delegated to them. They should also submit in the second week of every month a list of orders issued by them (without copies) under delegated powers to the Heads of Departments quoting a reference to this circular. The Heads of Departments should take a periodical review of such orders and find out whether the delegated powers have been exercised judiciously and also take suitable action, wherever necessary, under intimation to Administrative Departments.

(3) **Head of Offices** to whom powers have been delegated under various orders should endorse to the Regional Heads copy of each of the orders issued by them under the delegated powers from time to time and quote at the end number and date of the order under which the power was delegated to them. They should also submit in the second week to every month a list of orders issued by them (without copies) under delegated powers to the Regional Heads, quoting a reference to this circular. The Regional Heads should take a periodical review of such order to find out whether the delegated powers have been exercised judiciously and take suitable action, wherever necessary, under intimation to Heads of Departments.

(4) **Secretaries of the Administrative Departments** should also take a periodical review in respect of the orders issued by the Desk Officers in their Departments.

(5) The exercise of the delegated powers should be watched during the visits/normal inspections undertaken by the Administrative Departments, Heads of Departments and Regional Heads in respect of their own and subordinate offices. During such inspections and visits, they should not only emphasis the proper exercise of the delegated powers by the Officers concerned but also take a note of the non-exercise or misuse of the delegated powers noticed, if any. Reports of such cases of default should be submitted to the Administrative Department concerned by the Heads of Departments and Regional Heads, for suitable action.

By order and in the name of Government of Maharashtra,

Sd/-
V.PRABHAKAR
Secretary to Government

4.02. Statutory Functions

4.02.01 Indian Forest Act, 1927

Officers of the Forest Department and the Forest Development Corporation of Maharashtra Limited have been empowered as'forest-officers' within the meaning assigned to the said term under the Indian Forest Act, 1927 to carry out various functions under the said Act. They have also been assigned certain powers and duties under the Maharashtra Forest Rules, 2014 made under the said Act. These functions are as under---

Rule 70. Principal Chief Conservator of Forests (Head of Forest Force) his powers and duties

(1) The Principal Chief Conservator of Forests (Head of Forest Force) shall be the head of Forest Department and the technical advisor to the State Government in all matters relating to forest and Wild Life.

(2) He is empowered to deal on his own authority with technical questions such as the operation of sanctioned working plans, fire protection and silvicultural operations generally, and with matters regarding which powers have been specifically delegated to him.

(3) In regard to all technical and professional matters he will be the controlling authority over the Principal Chief Conservator of Forests, Additional Principal Chief Conservator of Forests, and Chief Conservator of Forest and he shall be an advisor on Policy matters for the State Government and provider of guidance on forestry matters to the Commissioners, as the case may be.

Rule 71. Powers of Chief Conservator of Forests.—Subject to various provisions of these rules and subject to the instructions issued by the Principal Chief Conservator of Forests (Head of Forest Force) from time to time, each Chief Conservator of Forests in his own Circle shall be responsible for directing all technical forest operations.

Rule 72. Chief Conservator of Forests to control Forest-officers.—Except in so far as is otherwise contained in the orders of the State Government, the departmental control of all Forest-Officers in a Circle vests in the Chief Conservator of Forests of that Circle subject to the control of the Principal Chief Conservator of Forests (Head of Forest Force).

Rule 74. Deputy Conservator of Forests.---All Assistant Conservator of Forests and subordinate personnel shall, in all administrative and technical matters, work under the Deputy Conservator of Forests subject to the general power of control vested in the Chief Conservator of Forests and Principal Chief Conservator of Forests (Head of Forest Force).

4.02.02 The Wild Life (Protection) Act, 1972

Officers of the Forest Department and the Forest Development Corporation of Maharashtra Limited have been appointed as 'Wild Life Warden' within the meaning assigned to the said term under the Wild Life (Protection) Act, 1972.

4.02.03 Other Statutes

Officers of the Forest Department and the Forest Development Corporation of Maharashtra Limited have also been authorized or designated statutory authorities to carry out specific functions thereunder.

4.03 Administrative Functions

Note— (i) All PCCFs shall report to the PCCF (HoFF).
(ii) All PCCFs and all APCCFs directly reporting to the PCCF (HoFF), shall keep him abreast about the subject-matters assigned to them.
(iii) All policy related matters to be referred to the Government, shall be routed through the PCCF (HoFF).

4.03.01 Principal Chief Conservator of Forests (Head of Forest Force)

i. To advice the Government on all policy matters related to management, protection, conservation and preservation of forests and related matters.
ii. Matters pertaining to Legislative Committees.
iii. Matters pertaining to Forest Development Corporation of Maharashtra Ltd.
iv. General administration of Forest Department.
v. Establishment matters pertaining to officers under his administrative control.
vi. Being Head of Forest Force, the PCCF (HoFF) shall have administrative control over other PCCFs, APCCFs and all other officers in Forest Department. At the same time, he shall be accountable to the Government regarding the overall functioning of the Forest Department.

4.03.02 Principal Chief Conservator of Forests (Wildlife)

i. Matters pertaining to management of wildlife within and outside Protected Areas.
ii. He shall supervise the functioning of the Maharashtra Ecotourism Development Board and the Zoo Authority of Maharashtra.
iii. He shall supervise the general administration of Wildlife Wing.
iv. He shall furnish various reports in wildlife related matters to the Government of Maharashtra.
v. He shall supervise matters pertaining to mangroves and wetlands.

4.03.03 PCCF / APCCF (Production and Management)

i. Implementation of the National Working Plan Code, 2014 and directives issued by the Government from time to time in that regard.
ii. Area handed over to the FDCM and area surrendered by the FDCM.
iii. Forest Resource Survey.
iv. Matters related to sale of forest produce.
v. Matters related to nistar, grazing, forest based industries.
vi. Matters related to Forest Labour Cooperative Societies.
vii. Matters related to vehicles, including procurement and disposal, uniform to field staff, stores and purchases.

4.03.04 Principal Chief Conservator of Forests (Social Forestry)

i. He shall supervise the forestry works outside forest areas.
ii. He shall ensure implementation of extension activities of the Forest Department.
iii. Matters regarding implementation and monitoring of all schemes related to Social forestry.

4.03.05 PCCF / APCCF (Budget, Planning and Development)

i. All matters related to Plan / Non-Plan Schemes and Budget related matters.
ii. Approval of distribution, appropriation, re-appropriation of grants to controlling officers.
iii. Matters related to Forest Engineering and maintenance and repairs to office building of PCCF.
iv. Field and office inspections of all Circles for purposes of monitoring funds utilization and physical progress.
v. Supervision and monitoring of all Non-Plan/Plan schemes including implementation of the Maharashtra Employment Guarantee Act, 1977, rules made thereunder and directives issued by the Government from time to time in that regard.

4.03.06 PCCF / APCCF (Information, Technology and Policy)

i. He shall be responsible for setting up of infrastructure and administration on Information Technology in the Forest Department including MIS.
ii. Matters related to Forest Policy.
iii. Formulation and Monitoring of Forestry Projects including Externally Aided Projects.
iv. Matters related to Forest Statistics including preparation and finalization of Annual Administrative reports.
v. Matters related to publicity and extension.
vi. Maharashtra Forest Manual.

4.04 Functions of Additional Principal Chief Conservator of Forests

4.04.01 Additional Principal Chief Conservator of Forests (Administration-Subordinate Cadre)

i. Establishment matters including Disciplinary Proceedings matters in respect of following Subordinate cadres.
   a) Maharashtra Forest Service - Class –II
   b) General State Service - Class –I
   c) General State Service - Class-II
ii. Matters related to administration of subordinate cadres.
iii. Approve inter-circle transfers of Forest Guards/Foresters/Office Staff.
iv. Matters related to labourers/Van Mazoors engaged on seasonal basis.
v. Matters pertaining to forestry education and induction training of MFS class II.
vi. Training of Forest Guards and Foresters.

4.04.02 Additional Principal Chief Conservator of Forests (Personnel)

i. Establishment matters pertaining to Maharashtra Forest Service Class I and IFS Officers.
ii. Matters related to in-land/Foreign training assignments pertaining to IFS/MFS (Class-I) personnel.
iii. Participation in seminars/conferences/workshops by IFS/MFS Class I personnel.
iv. He shall discharge the delegated functions as the Leave / Leave Travel Concession Sanctioning Authority in respect of IFS officers other than PCCFs and APCCFs.
v. GPF Advances up to APCCFs.
vi. Matters related to Forestry Research, Education and Training.
vii. Matters related to carbon sequestration/CDM etc.
viii. He shall be the authority on communication of ACR classification of all ACFs/DFOs in consultation with PCCF (HoFF)

4.04.03 Additional Principal Chief Conservator of Forests (Protection)

i. Matters pertaining to forest protection in the State.
ii. All matters related to forest protection and offence cases, transit of forest produce, Maharashtra Felling of Trees (Regulation) Act 1964, Maharashtra Sale of Trees of Occupants belonging Schedules Tribes Act, 1969 and rules framed there under.
iii. Matters related to saw mills and related industries.

4.04.04 Additional Principal Chief Conservator of Forests (NTFP)

i. Nationalization of forest produce and matters pertaining to the Maharashtra Forest Produce (Regulation of Trade) Act, 1969 and Rules made thereunder.
ii. Matters pertaining to the non-timber forest produce, including medicinal plants (Except Industrial Supplies).
iii. Monitoring and Evaluation of works carried out under various Schemes.
iv. Matters related to Provisions of Panchayats (Extension to the Scheduled Areas) Act, 1996, Maharashtra Transfer of Ownership of Minor Forest Produce in Scheduled Areas and Maharashtra Forest Produce (Regulation of Trade) (Amendment) Act, 1997 and rules made thereunder.
v. Policy matters pertaining to implementation of the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 with respect to Minor Forest Produce.

4.04.05 Additional Principal Chief Conservator of Forests (Conservation)

i. Matters related to forest lands.
ii. Matters related to Maharashtra Private Forests (Acquisition) Act, 1975.
iii. Matters related to Identified Forests.
iv. Matters related to the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006.
v. Monitoring of—
    a. Demarcation of forest boundaries and land records,
    b. Forest settlements.

4.04.06 Additional Principal Chief Conservator of Forests & Nodal Officer

i. Matters connected with the implementation of the Forest (Conservation) Act, 1980.
ii. Standardization of Plantations / Afforestation models under Compensatory Afforestation Schemes.
iii. Matters related to Zudpi Jungle.

4.04.07 Additional Principal Chief Conservator of Forests and Chief Executive Officer, Maha-CAMPA

i. He shall discharge his functions assigned to him under the Compensatory Afforestation Fund Act, 2016 and Rules made thereunder.
ii. He shall monitor the implementation of the Compensatory Afforestation Fund Act, 2016 and rules made thereunder and the guidelines issued from time to time by the Central Government, National Authority of CAMPA and the State Government.

4.04.08 Additional Principal Chief Conservator of Forests (Research, Education & Training), Pune

i. He shall look after matters pertaining to forestry education and forest Training Institutes.
ii. Training programmes (except overseas), including Forest training pertaining to the forest officers / staff referred to above.

4.04.09 APCCF / CCF (Mangroves)

i. He shall report to the PCCF (Wildlife).
ii. He shall deal with all matters pertaining to the Mangrove Cell and protection and management of Mangrove areas in possession of the Forest Department.

4.04.10 Additional Principal Chief Conservator of Forests (Wildlife-East, West and Melghat)

i. He shall be the administrative in charge of the wildlife circle. He shall be the Monitoring Authority in respect of officials, managing protected areas under his jurisdiction.
ii. He shall have control over planning, preparation of budget and monitoring of protection works undertaken by the protected area managers under his jurisdiction.
iii. He shall report to the PCCF (Wildlife).
iv. He shall discharge duties and functions assigned to him in the capacity of the Wild Life Warden under the Wild Life (Protection) Act, 1972.
v. He shall monitor the works related to research works under his jurisdiction.
vi. Implementation, supervision and monitoring of activities as per approved Management plans of protected areas.

4.05. CCF / CF (NTFP)

i. He shall report to the APCCF (NTFP) .
ii. Matters pertaining to Minor Forest Produce and NTFP (Except Industrial Supplies) and disposal of Tendu and Apta leaves.
iii. Matters pertaining to medicinal plants.
iv. Matters pertaining to the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 with respect to issues pertaining to Minor Forest Produce.
v. Audit Paragraphs related to NTFP including Tendu / Apta trade and Monitoring and Evaluation.
vi. Any other function assigned by the APCCF NTFP).

4.06 CCF / CF / DCF (Budget, Planning and Development)

i. He shall report to the PCCF / APCCF (BPD).
ii. Matters related to Plan / Non- Plan Schemes.
iii. Formulation and processing of proposals related to various Schemes.
iv. Formulation of the Annual as well as Five Year Plan proposal and Monitoring of all State level, District level State pool Schemes and programmes.
v. Standardization of Plantations / Afforestation Models.
vi. Formulation of cost structures for various Plans / Schemes.
vii. Matters related to Finance Commission.
viii. Settlement of the audit paragraphs, appearing in the Inspection Reports of the Account General (Audit).
ix. Internal Audit.
x. Any other function assigned by the PCCF / APCCF (BPD).

4.07 CCF / CF (Human Resource Management)

i. He shall report to the APCCF (Administration- subordinate cadre) and assist him in matters pertaining to subjects allotted to him.
ii. Establishment matters in respect of following subordinate cadres—
    a. Non-Gazetted executive Establishment of Forest Department.
    b. Non-Gazetted Ministerial Establishment of the Forest Department.
iii. Matters related to short term skill up-gradations / training programmes for forest /ministerial staff.
iv. Departmental Examination.
v. Establishment matters related to labourers including Van Mazoors.
vi. Any other function assigned by the APCCF (Administration- Subordinate Cadre).

4.08 Chief Conservator of Forests / Conservator of Forests, Working Plans

He shall discharge functions in accordance with the provisions contained in the National Working Plan Code, 2014 and as per the directives issued from time to time by the Government and official superiors.

4.09 CCF / CF (Land Record)

i. He shall report to the APCCF (Conservation).
ii. All issues related to forest land including demarcation of Forest boundaries, under various schemes and budget heads.
iii. Matters related to compilation of relevant notifications, maps and updating of information about forest land in the State and its computerization.
iv. Compilation and updating forest land records.

v. Monitoring the progress of Forest settlement and processing proposals received from the Circles for declaration of transferred land as reserved and protected forests.
vi. Any other function assigned by the APCCF (Conservation).

4.10.01 Chief Conservator of Forests / Conservator of Forests (Territorial)

The Chief Conservator of Forests / Conservator of Forests is the in-charge of territorial Circles.
i. He shall discharge functions and duties assigned to him under various legislations.
ii. He shall be responsible for matters related to protection, conservation and management of forests and wildlife in his jurisdiction.
iii. He shall be responsible for the implementation of Working Plan in his jurisdiction.
iv. He shall ensure the timely submission of requisite information and data to the Working Plan Officers by the DCF / DFO under his administrative control.
v. He shall monitor the execution of works and ensure through DCFs / DFOs under his administrative control, that they are executed as per specified norms, observing financial discipline.

4.10.02 Chief Conservators / Conservators in Wildlife Wing

i. He shall discharge functions and duties assigned to him under various legislations.
ii. He shall be responsible for matters related to protection, conservation and management of forests and wildlife in his jurisdiction.
iii. He shall be responsible for the implementation of Working Plan / Management Plan /Tiger Conservation Plan etc. in his jurisdiction.
iv. He shall be under overall supervision and administrative control of the Chief Wild Life Warden.

4.10.03 Conservator of Forests (Social Forestry)

He shall discharge functions assigned to him under various legislations and directives issued by the Government and official superiors from time to time.

4.11.01 Deputy Conservator of Forests (Territorial) /Divisional Forest Officer (Territorial) /Sub-Divisional Forest Officers in-charge of independent Sub-Divisions

He is the in-charge of territorial Division / Sub-Division.
i. He shall discharge functions and duties assigned to him under various legislations.
ii. While discharging the said functions and subject to directives issued by the Government and official superiors in that regard, he shall pursue with the Collector for seeking assistance of Police Officers and Revenue Officers, as and when necessary.
iii. He shall be responsible for matters related to protection, conservation and management of forests and wildlife in his jurisdiction.
iv. He shall be responsible for the implementation of Working Plan in his jurisdiction.
v. He shall ensure the timely submission of requisite information and data to the Working Plan Officers.
vi. He shall monitor the execution of works and ensure through his ACFs / Sub-DFOFs and other subordinate officials, that they are executed as per specified norms, observing financial discipline.
vii. He shall ensure that forests and wildlife related offences are dealt by him as well as by his subordinates as per the directives issued by the Government and official superiors from time to time.
viii. He shall ensure that forest-land records, including maps are maintained updated and shall make all efforts to for their reconciliation with Revenue Authorities and Working Plan Officer.
ix. He shall ensure that all subordinate field functionaries under his administrative control are provided with authentic copies of gazette notifications, maps, extracts of revenue records etc.

4.11.02 Working Plan Officers

Working Plan Officers shall discharge functions assigned to them in the National Working Plan Code, 2014 and according to directives issued by the Government and official superiors from time to time.

4.11.03 Divisional Forest Officer (Social Forestry)

He shall discharge functions assigned to him under various legislations and directives issued by the Government and official superiors from time to time.

4.12 Assistant Conservator of Forests and Sub-Divisional Forest Officers

i. Assistant Conservator of Forests / Sub-Divisional Forest Officer shall discharge functions and duties assigned to him under various legislations.
ii. He shall be responsible for matters related to protection, conservation and management of forests and wildlife in Ranges assigned to him.
iii. He shall discharge functions as per the specific instructions issued by the Government or Official Superiors from time to time.
iv. To ensure that the works executed are as per the specifications prescribed in that regard from time to time and within the financial allocations earmarked for the same, he shall carry out inspections as per the norms prescribed and shall keep the DCF / DFO abreast about the progress in that regard.
v. He shall be responsible for administration of Ranges assigned to him. He shall also ensure execution of Working Plan / Management Plan /Tiger Conservation Plan etc. and shall ensure that all prescribed forms are maintained updated.
vi. He shall ensure that records pertaining to stores, tools, dead stock, buildings and roads under his jurisdiction are maintained update.
vii. He shall examine and scrutinize Monthly Cash Accounts received from the Range Forest Officers, on technical parameters and financial regulations in force and submit it with his remarks to the DCF / DFO.
viii. He shall ensure that collections and remittances are duly accounted for in his jurisdiction.

4.13 Range Forest Officer

i. The Range Forest Officer shall discharge functions and duties assigned to him under various legislations.
ii. He shall be responsible for matters related to protection, conservation and management of forests and wildlife in his jurisdiction.
iii. He shall discharge functions as per the specific instructions issued by the Government or Official Superiors from time to time.
iv. He shall be responsible for the supervision and control of his subordinate staff and for matters concerning the development and protection of forests in the Range.
v. He shall submit monthly Cash Accounts, including that of JFMCs / VEDCs etc. to DCF / DFO, through the concerned Assistant Conservator of Forests / Sub-Divisional Officers.
vi. He shall be responsible for administration of his Range. He shall also ensure execution of Working Plan / Management Plan /Tiger Conservation Plan etc. and shall ensure that all prescribed forms are maintained update.
vii. He shall ensure that collections and remittances are duly accounted for by Foresters under his administrative control.
viii. He shall keep, maintain and update the forest land records in his Range as per the prescribed formats.

4.14 Round Officer / Forester

i. Round Officer / Forester shall discharge functions and duties assigned to him under various legislations, including investigation into forest-offences.

ii. He shall be responsible for matters related to protection, conservation and management of forests and wildlife in his jurisdiction.
iii. He shall discharge functions as per the specific instructions issued by the Government and Official Superiors from time to time.
iv. He shall appropriately instruct the Beat Guards about their duties, and see that they are conversant with forest boundaries in their beats, write their diaries and explain to them the forest rules, regulations, rights and privileges applicable to the local villagers etc.
v. The duties in respect of beat guards/forest guards are also equally applicable to foresters/.
vi. The duties of R.F.O. as they relate to forester are also applicable to Foresters.
vii. As the Member Secretary of the JFMCs / VEDCs etc. he shall submit Monthly Cash Accounts of these bodies to the RFO.

4.15 Beat Guard / Forest Guard

i. Beat Guard shall discharge functions and duties assigned to him under various legislations.
ii. He shall prevent commission of forest / wildlife offences and assist official superiors in the task of investigation of such offences.
iii. He shall discharge functions as per the specific instructions issued by the Government or Official Superiors from time to time.
iv. He shall patrol and protect all forests in his beat.
v. He shall repair and maintain forest boundary marks in accordance with orders on the subject;
vi. He shall ensure that the rights and privileges existing if any, in the forests are not abused by the villagers;
vii. He shall ensure prevention, detection, control and mitigation of fire in his jurisdiction.
viii. He shall detect all forest-offences under his jurisdiction and report to his official superior accordingly;
ix. He shall ensure that forest produce is not removed except in accordance with the transit rules under the Forest Act;
x. He shall collect timber found adrift, beached or sunk;
xi. He shall carry out silvicultural works such as sowing seeds, preparing nurseries, collecting seeds, planting and carrying out other cultural operations as ordered. He shall cut creepers and make petty repairs to plantation and nursery fences without specific orders to that effect.
xii. As the Member Secretary of the JFMCs / VEDC etc. he shall submit Monthly Cash Accounts of these bodies to the RFO.

4.16 All Government servants in the above mentioned Cadres and Grades, serving in any other capacity shall discharge functions as per directives issued by the Government and official superiors from time to time.

4.17 Ranger Surveyor

i. He shall exercise the power invested with him under section 72(1)(a) of the Indian Forest Act, 1927, to enter upon any land and to survey, demarcate and make a map of the same.
ii. He shall ensure maintenance of survey record and record of forest settlement proceedings, orders of F.S.O., appeals etc., including register of maps, sets of revenue (village) maps, certified copy of record of rights by revenue department duly compared and corrected with the record of Forest Department Form No.1, prescribed in standing order of P.C.C.F. 015/Nondvahi/481/29-11-2002 (Record of Reserved and Protected Forests etc.).
iii. He shall make and update the compilation of Gazette Notifications, Orders and other Instruments related to the forest land, settlement proceedings etc.
iv. He shall assist the DCF / DFO in reconciliation of land records with the Revenue Authoritis.

[Annexure 4.02]

v. He shall inspect Survey and Demarcation works carried out by the surveyors and carry out 20% checking of the 1/5th boundary demarcation works annually. For this purpose, he must chalk out appropriate tour programmes in his jurisdiction.
vi. If posted in the Division, he shall prepare and check the maps of the plantation areas or coupes laid out for working. He shall assist the Dy.C.F. in maintaining account of hammers.
vii. He shall prepare statement of demarcation of annual coupes, maintain compartment histories, carry out compilation of observations from Forest Register maintained by Dy.C.F./D.F.O. in addition to usual works of maintaining important files relating to land section of the Forest Department, annual administration report, preparation and submission of control forms and deviation proposals etc.
viii. If posted or deputed in Working Plan Office, he shall be responsible for preparation and laying out coupes, compartments, verifications of maps.

4.18 Forest Surveyor

i. He shall exercise the power invested with him under section 72(1)(a) of the Indian Forest Act, 1927, to enter upon any land and to survey, demarcate and make a map of the same.
ii. Laying out coupes on the ground according to the working plan maps.
iii. Carrying out such other survey and demarcation work in the field as may be directed by the Divisional Forest Officer in this behalf.
iv. Preparing block, compartment or coupes traces, copying out maps, filling up and colouring details in stock-maps, preparing enlargements or reductions from maps;
v. Computation and tabulation of areas.
vi. Correcting maps and registers according to Government Notifications of afforestation and disforestation of areas.
vii. Attend all correspondence affecting forest areas, survey and demarcation; maintain compartment history files.
viii. Scrutinize and put to the Divisional Forest Officers, deviation proposals and control forms received from the Range Forest Officers and to peruse their further disposal.
ix. Keep, maintain and update the forest land records in the division as per the formats provided in MFM and MFR about land records.

4.19 Chief Forest Statistician

i. To build up and keep up-to-date all the data and information regarding forest statistics in a readily available form and to carry out analysis of results.
ii. To undertake statistical analysis to advise on the design of experiments.
iii. To advise Working Plans Officers and Evaluation wing as under on sampling methods and compute data of enumeration surveys.
iv. To undertake studies on costs for raising plantations, carrying out sustainable harvesting in various regions, working out rates of sale of forest produce for granting the sale under contract agreement as per the directions of DCF (R.U.).
v. To carry out such other functions and duties as may be specially entrusted to him by the P.C.C.F. (HoFF) or the officer in-charge of Information and Technology Wing in Forest Department.

4.20 Forest Engineer

The duties of the Forest Engineer include the preparation of designs and estimates of roads, buildings and other engineering works and the construction of more important of such works as may be entrusted to him. He is required to make experiments and give his advice regarding the most suitable forms of mechanical transport and mechanical appliances for the extraction of timber and fuel and to assist in their introduction and successful working. The technical supervision of the working of saw mills (mechanical aspects only), the erection of new ones wherever necessary and the organization of supply of store are among his duties which he is expected to perform with the assistance of Saw Mill Engineer, Workshop Superintendant.

4.21 Administrative Officer and Office Superintendant

The State Government in Revenue and Forests Department vide Government Order No. MFS-2012/666/CR-152/F-8 Dated 27th September, 2012 has assigned duties and functions to the Government Servants in these Cadres, which include duties and functions related to Financial and Establishment matters.

[Annexure 4.03]

4.22 Chief Accountant and Accountant

Chief Conservators / Conservators (Territorial), are the Appointing Authorities for the Government Servants in these Cadres. They shall prescribe the duties of Chief Accountants and Accountants in their respective jurisdictions. However, duties so prescribed shall be subject to any specific instructions in that regard from the State Government or the PCCF (HoFF), as the case may be.

4.23 Clerk

Deputy Conservators / Divisional Forest Officers (Territorial) and Sub-Divisional Forest Officers in case of independent sub-divisions, are the Appointing Authorities for the Government Servants in this Cadre. They shall prescribe the duties of Clerks in their respective jurisdictions. However, duties so prescribed shall be subject to any specific instructions in that regard from the State Government or the PCCF (HoFF) or the Chief Conservators (Territorial), as the case may be.

Notes

—— CHAPTER 5 ——
CLASSIFICATION OF ESTABLISHMENTS

5.01 Permanent Establishment

Permanent establishment includes all Government servants of whatever rank, who are required for the ordinary administration of the forest and who are employed for the whole year and year after year. Permanent post means a post carrying a definite rate of pay sanctioned without limit of time. Financial Rules 9(22)

5.02 Temporary establishment

Temporary establishment consists of staff which is required to supplement the permanent establishment whenever there is a temporary expansion of their duties.

5.02.01 Temporary post means a post carrying definite rate of pay sanctioned for a limited time.

5.02.02 This establishment for a particular sanctioned work under proper budget head is provided for under the same minor head as permanent establishment but is distinguished from them by being grouped under a separate secondary unit, temporary establishment. This establishment is required to be sanctioned by the Government annually or for specific period. All appointments to temporary establishment should specify a definite period of their appointment. It should be specifically stated that their services would be terminated at any time or on the completion of work without assigning any reason. While carrying out their termination, principle of first come last go should be observed and the junior most man from within the unit of administration (governed by the unit of appointing authority) should be removed. Such Government servants should be required to sign an undertaking that he will give at least one month's notice if he wants to leave the job.

The form of undertaking required to be given by the Government servant "I Shri .....have been appointed on temporary basis. I am aware of the fact that my services are likely to be terminated at any time without assigning any reason. I shall be required to give one month's notice or one month's pay in lieu thereof if I leave the job. I am accepting this job on the conditions stated above".

(Signature)

5.02.03 The pay, leave salary, travelling allowance and other allowances are payable to the permanent as well as temporary establishment as per relevant M.C.S. (Pay) Rules.

5.03 Superior Service

5.03.01 Superior service means any kind of service which is not Class IV.

5.03.02 Gazetted Government Servant is one whose appointment is notified in the Gazette by the Government. Appointments of the Gazetted Government Servants are done by Government.

5.04 Sanctioned Strength of the Forest Department

The Government of Maharashtra has approved the Akrutibandh (Sanctioned strength) of the Forest Department vide Revenue and Forests Department GR No. MFS 2017/CR-77/F-8 dated, 13th September 2019.

Sr. no	Details	Sanctioned posts
1	A (Cadre 20)	604
2	B (Cadre 10)	1108
3	B (Non Gazetted) (Cadre 4)	146
4	C (Cadre 54)	16549
5	D (Cadre 34)	1056
	Total (122 Cadres)	**19463**
6	Supernumerary post of Forest laborers	8329
	Grand Total	**27792**

Statement showing various sanctioned posts has been enclosed in Annexure 5.01.

[Annexure 5.01.]

5.05 Forest Service

i. Indian Forest Service

As per Government of India Department of Personnel and Training Notification No. GSR-792(E), dated 12th August, 2016, cadre strength of the Indian Forest Service is as under.

Sr. no	Details of Posts	No. of Posts
1	Senior duty posts	126
2	Central Deputation Reserve not exceeding 20 % of item 1 above	25
3	State Deputation Reserve not exceeding 25 % of item 1 above	31
4	Training Reserve not exceeding 3.5 % of item 1 above	4
5	Leave Reserve and Junior Posts Reserve not exceeding 16.5% of item 1 above	20
6	Posts to be filled by promotion under rule 8 of the Indian Forest Service (Recruitment) Rules 1966 not exceeding 33.33 % of item 1, 2, 3 & 4 above.	62
7	Posts to be filled up by Direct Recruitment (Items 1+2+3+4+5)	144
	Total	**206**

ii. Maharashtra Forest Service As per the Akrutibandh sanctioned by the State Government vide GR No. MFS 2017/CR-77/F-8 dated, 13th September, 2019, the sanctioned strength is as under.--

Sr. no	Details of Posts	No. of Posts
1	Divisional Forest Officer (Class I)	109
2	Assistant Conservator of Forests (Class I)	289
3	Range Forest Officer (Class II)	991

iii.	**Subordinate Forest Service Class III**		
	Forester (Class III)	:-	3025
	Forest Guard (Class III)	:-	9677
iv.	**Forest Engineering Branch**		
	Forest Engineer (Civil) (Class I)	:-	1
	Deputy Forest Engineer (Civil) (Class – I)	:-	13
	Deputy Commissioner Animal Husbandry (Wildlife)	:-	1
	Asssistant Commissioner Animal Husbandry (Wildlife)	:-	3
	Veterinary Officer (Class-I)	:-	8
	Workshop Superintendent (Mech. Engg.Class –II)	:-	0
v.	**Forest Statistics**		
	Chief Forest Statistician (Class - I)	:-	1
	Forest Statistician (Class - I)	:-	6
	Asst. Forest Statistician (Class - II)	:-	14
	Asst. Chemical Analyst	:-	1
vi.	**Other Posts.**		
	Administrative Officer (Class- I)	:-	20
	Senior Personal Assistant	:-	3
	Personal Assistant to CCF	:-	9
	Higher Grade Stenographer	:-	35
vii.	**Personnel on Deputation to Forest Department**		
	Forest Settlement Officer (Dy. Collectors-grade)	:-	6

5.06 Contractual Staff

The State Government has issued guidelines from time to time for availing the services of retired government servants on contractual basis. While engaging services of such retired Government Servants, the terms and conditions laid down in such guidelines must be followed in letter and spirit.

Notes

—— CHAPTER 6 ——
CONSTITUTION, RECRUITMENT, TRAINING, PAY ETC. OF ESTABLISHMENT OF GAZETTED AND NON-GAZETTED SERVICES

6.01 Indian Forest Service

6.01.01 Recruitment to the Indian Forest service is governed by **Indian Forest Service (Recruitment) Rules, 1966.**

6.01.02 Appointment to the I.F.S. by competitive examination is regulated by the I.F.S. (Appointments by Competitive Examinations) Regulations Rules, 1967.

6.01.03 **Appointment to I.F.S. by Promotion**

This is regulated by I.F.S. **(Appointment by Promotion) Regulations 1966.** The Select Committee comprises of following officials---

i. Member of the Union Public Service Commission : Chairperson
ii. Chief Secretary : Member
iii. Secretary in-charge of Forest Department in the State : Member
iv. Principal Chief Conservator of Forest (HoFF) : Member
v. Two Members nominated by the MoEF&CC : Member

The Select Committee meets every year to prepare List of such members of State Forest Service as are held by them to be suitable for promotion to the Indian Forest Service. Eligibility Criteria for inclusion of a member of the State Forest Service officer in zone of consideration is as under-------

i. Officer should have completed at least 8 years of continuous service in the State Forest Service as on 1st January of the year for which the vacancies are being considered.
ii. He should not have attained the age of 56 years on 1st January of the year of vacancy.

6.02 Cadre, Cadre strength, Pay, Appointment to I.F.S. by Promotion etc.

6.02.01 **Cadre, Cadre strength, Pay, Appointment to I.F.S. by Promotion etc.**

Cadre and Cadre Strength

The cadre of the I.F.S. service is regulated by I.F.S. (Cadre) Rules, 1966 The strength and composition of the cadre is determined by regulations made by the Central Government in consultation with the State Government. As per rule 4(2), the Central Government shall, ordinarily at the interval of every five years, re-examine the strength and composition of each such cadre in consultation with the State Government concerned and may make such alterations therein as it deems fit. Central Government has power to alter strength and composition of any cadre at any other time. The power includes power to convert senior posts into junior posts and vice-versa. State Government is empowered to add member to the cadre strength for 2 years and with the prior approval of the Central Government for a further period of a 3 years. Appointments to the cadre posts of State cadre are made by State Government. Cadre Posts are filled in by officers of the cadre.

6.02.02 **Fixation of Cadre Strength--** The Central Government, in exercise of powers conferred under relevant rules and regulations and in consultation with the Government of Maharashtra notifies the Cadre Strength from time to time.

6.02.03 **Pay**— The Central Government has notified Indian Forest Service (Pay) Rules 2016, as per which, the pay-scales, which deemed to have come into force with effect from 1st January, 2016 are as under (as per 7th Pay Commission)-----

(A) Junior Scale : Level 10 in the Pay Matrix

(B) Senior Scale :

i.	Senior Time Scale :	Level 11 in the Pay Matrix (Rs 67700-208700.)
ii.	Junior Administrative Grade :	Level 12 in the Pay Matrix (Rs 78800- 209200)
iii.	Selection Grade :	Level 13 in the Pay Matrix (Rs 123100 - 215900.)

(C) Super time Scale :

i.	Conservator of Forests :	Level 13A in the PayMatrix (Rs131100-216600)
ii.	Chief Conservator of Forests :	Level 14 in the Pay Matrix(Rs144200-218200)

(D) Above Super time Scale :

i.	Addl. P.C.C.F. : HAG: (Rs 182200-224100)	Level 15 in the Pay Matrix
ii.	HAG + Scale :	Level 16 in the Pay Matrix (Rs 205400-224400)
iii.	Apex Scale :	Level 17 in the Pay Matrix (Rs 225000)

6.03 Maharashtra Forest Service

6.03.01 **Maharashtra Forest Service**

The Forest Service in the erstwhile State of Bombay was reconstituted from the 1st October, 1929 into Superior Forest Service consisting of class I and class II officers. The class I service consisted of officials of the rank of the D.F.O. and above. The Assistant Conservator of Forest held a Class II post, Upper subordinate forest service consisted of Forest Rangers. Lower subordinate forest service consisted of Foresters and Forest Guards. The Government of Maharashtra later included the posts of Assistant Conservators of Forests in the Class I and Range Forest Officers in the Class II service of the Gazetted rank. Hence the present Maharashtra Forest Service consisting of----

i. Class I service (D.F.Os. and Assistant Conservators of Forests)
ii. Class II service (R.F.Os.),
iii. Class III service-Foresters, Forest Guards, in the executive cadre.

The establishment of the Forest Department is supported by Engineers, headed by the Forest Engineer, Workshop Superintendents and Medical Officers in charge of forest dispensaries and ancillary staff supporting wireless, constabulary for protection work etc.

6.03.02 **Recruitment to Maharashtra Forest Service Gazetted Services.**

Recruitment to the M.F.S. is regulated by Rule 7 to 12 of Appendix "C" to the Maharashtra Civil Services (Classification and Recruitment) Rules.

6.03.03 **Maharashtra Forest Service Class I**

i. D.F.Os. in the scale of S-23 : Rs.67700 – 208700.
ii. A.C.Fs. in the scale of S-18 : Rs.49100 – 155800.

The recruitment to the post of D.F.O. is done by promotion from among the A.C.F. who have put in not less than 3 years of service on the M.F.S. Class-I.

ACF : Recruitment Rules to the post of Assistant Conservator of Forests have been notified vide Government Notification NO.MFS 1087/75/CR-23/F-8 dated 12 March 1998 **[Annexure 6.01].** As per rule 5 of the said rules, appointment to the post by promotion and nomination shall be made in the ratio of 50:50. That ratio has been changed by 75:25, vide Government Notification NO.MFS 12-2000/CR-80/F-8 dated 2nd July 2008.

[Annexure 6.02]

DFO : Rules regulating the recruitment to the post of D.F.O. in Maharashtra Forest Service Class-I were notified vide Government Notification No.MFS 1876/12493(a)/CR-454-80/F-8 dated 22nd November 1984 **[Annexure 6.03].** Appointment to the post of DFO in Maharashtra Forest Service shall be made by 100% promotion from among the ACFs, who have put in not less than three years of service.

6.04 Recruitment to the post of Maharashtra Forest Service Class II (Group B) Maharashtra Forest Service Class II (Recruitment Rules for the post of Range Forest Officer) Recruitment Rules 2014 for the post of Range Forest Officer in the Maharashtra Forest Service class-II (Group B) have been notified vide Revenue & Forest Department, Mantralaya, Mumbai dated 5th February, 2015, superseding the earlier Rules of 1997.

[Annexure 6.04]

6.05 Recruitment rules for the post of Forester, Forest Guard, Surveyor, Ranger Surveyor & Chief Accountant, Accountant and Clerk-cum-Typist.

6.05.01 Recruitment rules for the post of Forester, Forest Guard, Surveyor, Range Surveyor & Chief Accountant, Accountant, Clerk-cum-Typist have been notified by Govt. R&FD in Govt. Gazette Notification No. FST-02/09/PK-86/F-4 dated 30th June 2011, as amended from time to time. The mode of recruitment in these cadres is given below.

Sr. no	Cadre	Amendment Date	Mode of Recruitment	Recruitment Ratio
1	Forest Guard	22.10.2013 13.05.2015	Nomination	100 percent
2	Forester	22.10.2013	Promotion and LDCE	75:25
3	Surveyor	–	Nomination	100 percent
4	Ranger Surveyor	–	Promotion	100 percent
5	Clerk-cum-Typist	2.8.2018 25.10.2019	Nomination, Promotion & from amongst Drivers	50:40:10
6	Accountant	–	Promotion & Nomination	75:25
7	Chief Accountant	–	Promotion	100 percent

6.05.02 The candidates desirous for selection to the posts in group C cadre are required to fulfil the conditions of age, educational qualifications, physical measurements (In case of Forester and Forest Guard) and skill test (In case of Clerk-cum-Typist) stipulated in the recruitment rules of the respective posts.

6.05.03 The candidates should be able to read, write and speak Marathi language.

6.05.04 Selection to the posts in group C is conducted by the appointing authority as per procedure laid down in various legislations in force and guidelines issued by the State Government from time to time in this regard.

6.05.05 Before being appointed for the post, the candidates are required to undergo medical tests.

6.05.06 A person appointed as Forester is required to complete refresher training of such duration as prescribed by Additional Principal Conservator of Forests (Administration-Subordinate Cadre) from time to time at Training school immediately after promotion.

6.05.07 The candidate appointed to the post of Forest Guard is required to undergo six months post service training course in training schools conducted by the Forest Department.

6.05.08 The candidates appointed to the posts in group C are required to pass departmental examination (in case of Clerk-cum-typist & Accountant) and examinations in Marathi and Hindi languages unless they have passed or exempted from passing these examinations as per rules prescribed in this behalf.

6.06 Recruitment Rules for the post Personal Assistant-Group "B", Higher Grade Stenographer Group "B", Lower Grade Stenographer Group"B" and Steno-Typist Group "C".

Recruitment Rules for the posts of Personal Assistant-Group "B", Higher Grade Stenographer Group "B", Lower Grade Stenographer Group "B" and Steno-Typist Group "C" have been notified as "Personal Assistant-Group "B" , Higher Grade Stenographer Group "B", Lower Grade Stenographer Group "B" and Steno-Typist Group "C" in the various Government Offices of Government outside Greater Mumbai (Recruitment) Rules, 1997.

6.07 Recruitment Rules for the post of Senior Statistical Assistant and Junior Statistical Assistant.

Recruitment Rules for the post of Senior Statistical Assistant and Junior Statistical Assistant in the Forest Department **(Recruitment) Rules, 1988.**
(GOVT. R&FD Gazette notification No.FST 1282/93787/CR-266, F-4 dated 18.8.1988 Appeared in part-IV-A)

6.08 Recruitment to the post of Drivers.

Recruitment Rules for the post of Drivers have been notified vide Government Resolution General Administration Department SRV 2015/CR-608/Desk-12, dated 2nd March, 2017.

6.09 General (Recruitment, Promotions, Resignations etc.)

6.09.01 Recruitment for appointment by nomination

(i) Government of Maharashtra, General Administrative Department vide Resolution No. Pranim-2016/(C.R.65/16)/13-A, Dated 13/6/2018, issued a detailed procedure for appointment by nomination on the post of Group-B (Non-Gazetted) and Group-C. Further, vide Government of Maharashtra, Revenue and Forest Department vide Resolution No. FST-09/18/C.R.376/F-4, dated 19/1/2019 constituted a Committee for monitoring the recruitment process.

(ii) Government of Maharashtra, Revenue and Forest Department vide resolution No. FST-07/18/C.R.323/F-4, dated 28/8/2018 issued a detailed procedure of recruitment for appointment by nomination on the post of Forest Guard (Group-C).

6.09.02 Promotion (GAD GR No. SRV-2018/CR.159/Desk-12, dated 1.8.2019)

(i) For recommendation of promotion, different Departmental Promotions committees have been constituted.

(ii) At least 3 members should be present in Departmental Promotion Committee meeting.

(iii) Departmental Promotion Committee meeting shall be conducted before 30th September of every year.

(iv) Following number of candidates shall be taken into consideration by the DPC.

Sr. no	Category-wise Posts to be filled	Candidate to be taken into consideration
1	1 to 3	Three times but not more than 7
2	4 to 9	2 times but not more than 14
3	10 or more	1.5 times

(v) For promotion to the higher post, the Benchmarks score out of 50 of last 5 years Annual Appraisal Report shall be as follows.

Sr. no	Steps of Promotion	Benchmarks score required for promotion
1	Promotion to the post of Group, C, B and upto 1st stage of Group A	20
2	Promotion to the 2nd stage of Group A and all above except those comes under Establishment Board	25
3	Promotion to the Group A post comes under Establishment Board	30

(vi) The Departmental Promotion Committee shall take appropriate decision regarding the candidates facing Disciplinary Proceedings or Criminal Prosecution, as per the provisions of GR dated 15/12/2017 and 30/8/2018 and subsequent amendments from time to time.

6.10 Resignation

Government of Maharashtra vide GAD GR no. SRV-1092/1033/CR.33/92/8, dated 2/12/1997 issued detailed guideline regarding accepting the resignation of Government Servant.

[Annexure 6.05]

Notes

CHAPTER 7
DEPARTMENTAL AND LANGUAGE EXAMINATIONS

7.01 Rules for the Departmental Examination of Gazetted Forest Officers and directly recruited Range Forest Officers

i. Forest Officers appointed as Assistant Conservator of Forests, Indian Forest Service Officer and directly appointed Range Forest Officers are required to pass examination in Language (Hindi and Marathi) according to the Government Officers Regional Language Examination Rules and Departmental Examination in three subjects namely, (1) Land revenue and criminal laws (2) Forest law and (3) Account and Procedure as per prescribed syllabus.

ii. Every officer appointed directly as Assistant Conservator of Forests and Indian Forest Service Officer on probation shall appear for the Departmental Examination at the latest at the first examination conducted by the Maharashtra Public Service Commission after the expiration of the first year of his probation. Should such officers fail to pass the examination, they will neither be confirmed nor they be given promotion and they will further render themselves liable to have their increments withheld until they pass examination or Government may at its discretion dispense with their services, or may deal with them in such manner as may deem fit.

iii. Range Forest Officers promoted as Assistant Conservator of Forests (class I) shall be required to pass at the first examination held after the expiration of the first year of his appointment as a Assistant Conservator of Forests, the prescribed departmental examination. Should he fail to pass the examination, he shall neither be confirmed in class II nor given promotion and render himself liable to have his increments withheld until he passes the examination. He may even be reverted as Range Forest Officer if considered necessary. Provided that a Range Forest Officer appointed as Assistant Conservator of Forests who has already passed the Departmental Examination for Range Forest Officer prescribed in rule 4 shall be exempted from passing the examination under this rule.

iv. Every person who has been appointed directly as Range Forest Officer shall appear for the Departmental Examination, the latest at the examination held by the Public Service Commission before the expiration of the period of five years from the date of his appointment. Should such Range Forest Officer fail to pass the examination, he shall render himself liable to have his increments withheld until he passes the examination or the Principle Chief Conservator of Forests may at his discretion dispense with his services or may deal with him in such manner as he may deem fit. The Range Forest Officers will not be considered eligible for promotion until they pass the departmental examination for Gazetted Forest Officers and Range Forest Officers.

v. The Departmental Examination is conducted twice a year in the month of July and January by the Maharashtra Public Service Commission. However, the Gazetted officers who have attained the age of 50 years are exempted from passing Departmental Examination. [Government Resolution General Administration Department No. Misc.-2318/CR-3/Desk-17 dated 1st March, 2018]

vi. Rules for the Departmental Examination for Gazetted Forest Officers and Range Forest Officers recruited directly, published vide Revenue and Forest Department GR no. FTR-1068/308318-Z, dated 28th June 1971.

[Annexure 7.01]

vii Syllabus has been modified vide Government Letter dated 17th November 2017

[Annexure 7.02A]

7.02 Rules for the Departmental Examination of Clerks and Accountants

Rules for the departmental examination of clerks and accountants have been notified vide No.DLE.1070/30803/ F-4 dated 5th November, 1980 as "Post-recruitment Training Examination for clerks and accountants in the (Forest Department) Rules,1980" which has been enclosed as **[Annexure 7.02].** Every clerk and accountant shall be required to pass the Examination within three chances and within four years from the date of his appointment. Clerk or Accountant, who fails to pass the Examination within the period and number of attempts as stated above, shall not be allowed to draw his next increment and shall lose his seniority. Clerks and Accountants shall be exempted from passing the Departmental Examination after attaining the age of 50 years. [Government Resolution General Administration Department No. Misc.-2318/CR-3/Desk-17 dated 1st March, 2018]

7.03 Administrative Department to Conduct Departmental Examination

The State Government, vide General Administrative Department Circular Dated 22nd September 2020 has directed that the Maharashtra Public Service Commission shall no more conduct Departmental Examination from the year 2021 onwards and the Administrative Departments may conduct the same at the their level.

[Annexure 7.03]

— CHAPTER 8 —
LEAVE AND ABSENCE

8.01 Whole time of a Government Servant to be at the disposal of the Government

Unless in any case it be otherwise distinctly provided, the whole time of a Government servant is at the disposal of the Government and he may be employed in any manner required by the proper authority, without a claim for additional remuneration,……..

[Rule 34 MCS (General Conditions of Services) Rules 1981]

8.02 Leaves in respect of IFS officers are governed by the All India Services (Leave) Rules, 1955. In case of MFS Officers, leaves are governed by the Maharashtra Civil Services (Leave) Rules, 1981.

8.03 Authorities competent to grant Leave.

(a) Power to grant leave to gazetted government servant and power to grant study leave to the government servants have been delegated to the Head of Department/Regional heads under rule 29 of MCS (Leave) Rules, 1981 are as under--

Head of Departments :- Upto 180 days in respect of Government Servants of Group A and Group B.

Regional Heads :- Upto 180 days in respect of Government Servants of Group B, subject to the condition that no substitute is appointed during the leave period.

Secretaries of the Administrative Departments :- Full powers.

(b) Following Authorities are competent for granting of leave to the officers and subordinate in the Forest Department.

i. Group C and D - Appointing authority up to 5 years [As per rule 16 of MCS (Leave) Rules, 1981]

ii. Group A and B-- (Up to 180 days) - Head of department as per MCS [General Conditions of Service) Rule 1981]

iii. Group B (upto 180 days)- Regional Heads designated as per the Bombay Financial Rules, 1959.

iv. Indian Forest Service officers

a) Dy. C.F. & C.F.	: -	Addl. P.C.C.F. (Personnel)
b) CCF (upto 15 days)	: -	Addl. P.C.C.F. (Personnel)
c) APCCF (up to 15 days)	:-	PCFF (HoFF)
d) CCF & APCCF (above 15 days)	:-	State Government
v. PCCFs and PCCF (HoFF)	:-	State Government
vi. Study leave of all IFS officers	:-	State Government

(As per Revenue & Forest Department G.R. No. IFS 2011/CR-169 dated.09/08/2011 and GR No. IFS 2011/CR-169, dated 27/02/2018)

8.04 Relevant provisions of the Maharashtra Civil Services (Leave) Rules, 1981 (Rule 7). Exercise and delegation of powers under these rules.

No powers may be exercised or delegated under these rules except after consultation with the Finance Department. It shall be open to that Department to prescribe, by general or special order, cases in which consent may be presumed to have been given.

Note.-- The powers delegated under these Rules are specified in Appendix I to these Rules and delegation of powers by the State Government from time to time.

8.05 Rule 9(28)

Leave means permission to remain absent from duty granted by a competent authority under the MCSR (Leave) Rules, 1981.

8.06 Rule 10. Right to Leave.

(1) Leave is permission granted by a competent authority at its discretion to remain absent from duty.
(2) Leave cannot be claimed as of right.
(3) When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at written request of the Government servant.

8.07 Rule 15. Combination of different kind of leaves.

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

Explanation—Casual leave which is not recognized as leave under these rules shall not be combined with any other kind of leave admissible under these rules.

8.08 Rule 31. Leave not to be granted in certain circumstances.

Leave shall not be granted to a Government servant whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from Government service.

8.09 Rule 33 Production of medical Certificate does not confer a right to leave which is not admissible

Every Certificate of a Medical Board or a Medical Officer recommending the grant of leave to a Government servant must contain a proviso that no recommendation contained in it, shall deemed to be evidence of a claim to any leave not admissible to the Government servant under the rules to which he is subject.

8.10 Rule 49 Leave intervening treated as over-stayal

The entire period (excluding Sundays and holidays) intervening between the day on which leave expires and the day on which the Government servant resumes duty shall be treated as over-stayal.

8.11 Kinds of Leave Due and Admissible

Rule 50. Earned leave for Government servants serving in Departments other than Vacation Departments
Rule 51. Calculation of earned leave
Rule 52 Vacation Department.—A Vacation Department is, subject to the exceptions and to the extent stated in Appendix II, a department or part of a department to which regular vacations are allowed, during which a Government servant serving in the department is permitted to be absent from duty.

Rule 53 **Government servant holding two appointments.** A Government servant holding two appointments, of which one is in a Vacation Department and one is not, will not be deemed to serve in a Vacation Department.

Rule 54 **Earned leave for persons serving in Vacation Department**

Rule 60 **Half pay leave**

Rule 61 **Commuted leave**

Rule 62 **Leave not due**

Rule 63 **Extra Ordinary Leave** may be granted to a Government Servant in special circumstances—

(a) When no other leave is admissible.

(b) When other leave is admissible but the Government Servant applies in writing for the grant of extraordinary leave.

(c) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

Rule 64 **Leave to a probationer, a person on probation and an apprentice.**

Rule 65 **Person re-employed after retirement**

Rule 66 **Leave preparatory to retirement**

8.12 **Special kinds of Leave Other than Study leave.**

Rule 74 **Maternity leave**

Rule 75 **Special disability leave for injury intentionally inflicted.**

Rule 76 **Special disability leave for accidental injury.**

Rule 77 **Hospital leave**

Rule 78 **Seamen's sick leave**

Rule 79 **TB/Cancer/Leprosy/Paralysis leave.**—Rules regarding grant of leave to Government servants suffering from TB/Cancer/Leprosy/ Paralysis have been incorporated in Appendix to these Rules.

8.13 **Rule 80 Study Leave**

Study leaves are entitled to a Government servant with due regard to exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duty.

8.14 **Casual Leaves**

Casual leave is intended to meet special circumstances for which provision can not be made by exact rules. Ordinarily, not more than 7 days casual leave can be granted at one time, to be extended to 8 days only in most exceptional circumstances. The amount of such leave enjoyed by an officer in one year should not exceed 8 days. **(Vide Government Resolution No. NMR /1498/No 52/98 sb-9 Mantralaya 32 , Dated 21 December 1998).**

If tendency of exhausting Casual Leave is observed and such person remains absent without permission, Casual Leave can be refused to him, if it is asked without adequate reasons. If such person remains absent without prior permission, his absence may be treated as leave without pay. Earned Leave of one or two days short duration may be refused to such person.

8.15 The Official Website of the Government must be referred for the latest updates.

Notes

CHAPTER 9
SERVICE MATTERS

9.01 About the Chapter

It is extremely important for an administrator to apply the rules in letter and spirit to eliminate the possibilities of undue complications in future. It is equally important for a Government servant himself, to clearly understand service related provisions, so as to safeguard his own personal interests if the situation so demands. Maharashtra Civil Services Rules and All India Service Rules, covering various service related matters have been notified from time to time. Some of these Rules and Regulations are listed in the following paragraphs.

9.02 For the State Service Officers

i. The MCS (Conduct) Rules, 1979
ii. The MCS (Discipline and Appeal) Rules, 1979
iii. The MCS (General Condition of Services Rules), 1981
iv. The MCS (Joining Time, Foreign Service and payment during Suspension, Dismissal and Removal) Rules, 1981
v. The MCS (Leave) Rules, 1981
vi. The MCS (Pay) Rules, 1981
vii. The MCS (Pension) Rules, 1982
viii. The MCS (Regulation of Seniority) Rules, 1982
ix. The MCS (Commutation of Pension) Rules,1984
x. The MCS (Provision of Upper Age Limit for Recruitment by Nomination) Rules,1986
xi. The Maharashtra Government Servants (Other than Judicial Department Servants) Marathi Language Examination Rules, 1987
xii. The MCS (Compulsory Marathi Shorthand and Marathi Typing Examinations for Stenographers and English Typist) Rules, 1991
xiii. The MCS (Revised Pay) Rules,1998
xiv. The Maharashtra General Provident Fund Rules, 1998
xv. The MCS (Requirement of Knowledge of Computer Operation) Rules, 1999
xvi. Defined Contribution Pension Scheme, 2005.
xvii. The MCS (Declaration of Small Family) Rules, 2005
xviii. The MCS (Revised Pay) Rules, 2009

9.03 For the Indian Forest Service

i. The Indian Forest Service (Pay) Rules, 2016
ii. The Indian Forest Service (Cadre) Rules, 1966
iii. The Indian Forest Service (Fixation of Cadre Strength) Regulations, 1966
iv. The Indian Forest Service (Recruitment) Rules, 1966
v. The Indian Forest Service (Initial Recruitment) Regulations, 1966
vi. Indian Forest Service (Appointment by Competitive Examination) Regulations, 1967
vii. Indian Forest Service (Appointment By Promotion) Regulations, 1966
viii. The Indian Forest Service (Probation) Rules, 1968
ix. The Indian Forest Service (Probationers' Final Examination) Regulations, 1968.
x. The Indian Forest Service (Regulation of Seniority) Rules, 1997
xi. The Indian Forest Service (Regulation of Seniority) Amendment Rules, 2005
xii. The Indian Forest Service (Regulation of Seniority) Amendment Rules, 2012
xiii. All India Services (Death-Cum-Retirement Benefits) Rules, 1958

xiv. All India Services (Death-Cum-Retirement Benefits) Amendment Rules, 2012
xv. Review of Service under All India Services (Death-Cum-Retirement Benefits) Amendment Rules, 2012
xvi. Indian Forest Service(Probation) Amendment Rules, 2007.
xvii. All India Service (PAR) Rules, 2007 - Annual Medical Check-up of IFS

9.04 Besides above Rules, the reference to following Acts and Regulations is also recommended.

i. The Contempt of Courts Act, 1971
ii. The Administrative Tribunals Act, 1985
iii. The Maharashtra State Public Services (Reservation for Scheduled Castes, Scheduled Tribes, De-notified Tribes (Vimukta Jatis), Nomadic Tribes, Special Backward Category and other Backward Classes) Act, 2001
iv. The Maharashtra Government Servants Regulation of Transfers and Prevention of Delay in Discharge of Official Duties Act, 2005
v. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
vi. The Prevention of Corruption Act, 1988
vii. The Maharashtra Public Service Commission (Exemption from Consultation) Regulations, 1965

9.05 This Chapter covers the issues, frequently encountered by the Authorities as well Government Servants, in day-to-day functioning. Wherever necessary, the relevant texts of the corresponding rules have been reproduced for ready reference. However, the Reader is advised to refer the updated official publications from the Government Press of these rules.

9.06 Protection extended to members of civil services under Article 311 of the Constitution

(a) Article 311. Dismissal, removal or reduction in rank of persons employed in civil capacities under the Union or State

(1) No person who is a member of a civil service of the Union or an All-India service or a civil service of a State or holds a civil post under the Union or a State shall be dismissed or removed by an authority subordinate to that by which he was appointed.

(b) Article 311

(2) No such person as aforesaid shall be dismissed or removed or reduced in rank except after an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

Provided that where it is proposed after such inquiry, to impose upon him any such penalty, such penalty may be imposed on the basis of the evidence adduced during such inquiry and it shall not be necessary to give such person any opportunity of making representation on the penalty proposed.

Provided further that, this clause shall not apply—

(a) Where a person is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge, or
(b) Where the authority empowered to dismiss or remove a person or to reduce him in rank is satisfied that for some reason, to be recorded by that authority in writing, it is not reasonably practicable to hold such inquiry; or
(c) Where the President or the Governor, as the case may be, is satisfied that in the interest of the security of the State it is not expedient to hold such inquiry.

(c) Article 311

(3) If, in respect of any such person as aforesaid, a question arises whether it is reasonably practicable to hold such inquiry as referred to in clause (2), the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank shall be final.

9.07 Provisions in the MCS (Pension) Rules, 1982

Rule 35. Extra Ordinary Leave, only on Medical grounds and all other leaves for which leave salary is admissible shall count as qualifying service for pension.

Rule 45. Dismissal or removal of a Government servant from a service or post entails forfeiture of his past service.

Rule 46 (1). Resignation from a service or a post entails forfeiture of past service.

Rule 46 (2). A resignation shall not entail forfeiture of past service if it has been submitted to take up, with proper permission, another appointment, whether temporary or permanent under the Government where service qualifies.

Rule 47 Effect of interruption in service.

Rule 47 (1) An interruption in the service of a Government servant entails forfeiture of his past service, except in the following cases :--

Authorized leave of absence;

Unauthorized absence in continuation of authorized leave of absence so long as the post held by the absentee is not filled substantively;

Suspension, where it is immediately followed by reinstatement, whether in the same or a different post, or where the Government servant dies or is permitted to retire or is retired on attaining the age of superannuation while under suspension;----

Joining time while on transfer from one post to another;

Rule 47 (2) Notwithstanding anything contained in sub-rule (1), the appointing authority may, by order, commute retrospectively the periods of absence without leave as extraordinary leave.

Appointing authority may, by order, condone interruptions in the service of a Government servant; Provided that—

The interruptions have been caused by reasons beyond the control of the Government servant;

The total service pensionary benefit in respect of which will be lost, is not less than five years duration, excluding one or two interruptions, if any; and

The interruptions including two or more interruptions if any, does not exceed one year.

(2) The period of interruption condoned under sub-rule (1) shall not count as qualifying service.

(3) In the absence of a specific indication to the contrary in the service record, an interruption between two spells of civil service rendered by a Government servant under Government, shall be treated as automatically condoned and the pre-interruption service treated as qualifying service.

(4) Nothing in sub-rule (3) shall apply to interruption caused by resignation, dismissal or removal from service or for *participation in a strike. [Pl. refer rule 6 of the MCS (Conduct) Rules, 1979].

(5) The period of interruption referred to in sub-rule (3) shall not count as qualifying service.

9.08 *Demonstration and Strikes [Rule 6 of MCS (Conduct) Rules, 1979]

Rule 6. No Government servant shall—

(i) Engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, demotion or incitement to an offence, or;

(ii) resort to, or any way abet, any form of strike in connection with any matter pertaining to his service or the service or any other Government servant:

Provided that, nothing in the sub-clause shall be deemed to prohibit those Government servants from resorting to a strike who are expressly permitted to resort to such strike under any law for the time being in force.

9.09 Recognition of Associations [Rule 29 of the MCS (Conduct) Rules, 1979]

Rule 7 **(1)**.Government, may after such inquiry as it deems fit, grant recognition to an association of Government servants, if in the opinion of Government, such association has complied with the conditions specified in Appendix.

(2).An association to which recognition is granted under sub-rule (1) shall be recognized association.

(3). Government may cancel the recognition of an association to which recognition is granted under sub-rule (1),

(a) If the Government is satisfied that such recognition was granted under any mistake, misrepresentation or fraud, or

(b) If after giving an opportunity to the association to be heard, Government is of the opinion that the association has committed a breach of any of the conditions specified in the Appendix.

9.10 Rule 7. Joining of associations by Government servants.

No Government servant shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

9.11 The State Government vide General Administration Department Circular No. Sanghatana 1516/CR-273/2016/16-A dated 2nd January, 2017 has issued the list of associations, duly recognized under rule 29. The authorities and Government servants are therefore advised to refer to this Circular. The Appendix referred to in Rule 29 lays down conditions for recognition of Associations of Government employees.

9.12 Provisions under the All India Services (Discipline and Appeal) Rules 1969

Rule 6 **Penalties.—**

6(1) The following penalties may, for good and sufficient reasons and as hereinafter provided be imposed on a member of the Service, namely:—

Minor Penalties:

(i) censure;

(ii) withholding of promotion;

(iii) recovery from pay of the whole, or part of any pecuniary loss caused to Government, or to a company, association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by Government, or to a local authority set up by an Act of Parliament or of the Legislature of a State, by negligence or breach of orders;

(iv) withholding of increments of pay;

(iv) Reduction to a lower stage in the time scale of pay for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.

Major Penalties:

(v) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the member of the Service will earn increments during the period of reduction and whether, on the expiry of such period, the reduction will or will not have the effect of postponing future increments of his pay;

(vi) reduction to a lower time scale of pay, grade or post which shall ordinarily be a bar to promotion of the member of the Service to the time scale of pay, grade or post from which he was reduced, with or without further direction regarding conditions of restoration to the grade.

(vii) compulsory retirement:
Provided that, if the circumstances of the case so warrant, the authority imposing the penalty may direct that the retirement benefits admissible to the member of the Service under the All India Services (Death-cum-Retirement Benefits) Rules, 1958, shall be paid at such reduced scale as may not be less than two-thirds of the appropriate scales indicated in Schedules 'A' and 'B' of the said rules,

(viii) removal from Service which shall not be a disqualification for future employment under the Government,

(ix) dismissal from Service which shall ordinarily be a disqualification for future employment under the Government.

Provided that every case in which the charge of possession of the assets disproportionate to known sources of income or the charge of acceptance from any person of any gratification, other than legal remuneration, as a motive or reward for doing or for bearing to do any official act is established, the penalty mentioned in clause (viii) or clause (ix) shall be imposed.

Provided further that in any exceptional case, and for special reasons recorded in writing any other penalty may be imposed.

9.13 Provisions of the MCS (Discipline and Appeal) Rules, 1979.

Rule 5 Penalties

Minor penalties

i) Censure

ii) Withholding of promotion

iii) Recovery from pay of the whole or part of any pecuniary loss caused by Govt. servant to Government, by negligence or breach of orders.

iv) Withholding of increments of pay

Major penalties

v) Reduction to a lower stage in the time-scale of pay for a specified period,

vi) Reduction to lower time-scale of pay, grade, post or service for a period to be specified in the order of penalty

vii) Compulsory Retirement,

viii) Removal from Service, which shall not be a disqualification for future employment under Government.

ix) Dismissal from Service which shall ordinarily be disqualification for future employment under Government.

Provided that, (barring exceptional cases) in every case in which the charge of acceptance of any gratification other than legal remuneration as a motive or reward for doing or forbearing to do any official act is established, the penalty mentioned in clause viii or ix shall be imposed.

9.14 Penalty after retirement. [Rule 27 of the MCS (Pension) Rules, 1982]

(1) Government may, by order in writing, withhold or withdraw a pension or any part of it, whether permanently or for a specified period, and also order the recovery from such pension, the whole or part of any pecuniary loss caused to Government, if in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or negligence during the period of the service including service rendered upon re-employment after retirement:

Provided that, the Maharashtra Public Service Commission shall be consulted before any final orders are passed in respect of officers holding posts within their purview:

Provided further that, where a part of pension is withheld or withdrawn, the amount of remaining pension shall not be reduced below the minimum fixed by the Government.

(2) (a) The departmental proceedings referred to in sub-rule (1), if instituted while the Government servant was in service whether before his retirement or during his re-employment, shall, after the final retirement of the Government servant, be deemed to be proceedings under this rule and shall be continued and concluded by the authority by which they were commenced in the same manner as if the Government servant had continued in service.

(b) The departmental proceedings, if not instituted while the Government servant was in service, whether before his retirement or during his re-employment,---
Shall not be instituted save with the sanction of the Government,
Shall not be in respect of any event which took place more than four years before such institution, and
Shall be conducted by such authority and at such place as the Government may direct and in accordance with the procedure applicable to the departmental proceedings in which an order of dismissal from service could be made in relation to the Government servant during his service.
No judicial proceedings, if not instituted while the Government servant was in service, whether before his retirement or during his re-employment, shall be instituted in respect of a cause of action which arose or in respect of an event which took place, more than four years before such institution.
Where Government decides not to withhold or withdraw pension but orders recovery of pecuniary loss from pension, the recovery shall not, subject to the provision of sub-rule (1) of this rule, ordinarily be made at a rate exceeding one-third of the pension admissible on the date of retirement of a Government servant.
For the purpose of this rule,--
Departmental proceedings shall be deemed to be instituted on the date on which the statement of charges **is issued** to the Government servant or pensioner, **or if the Government servant has been placed under suspension from an earlier date, on such date;** and
Judicial proceedings shall be deemed to be instituted—
In case of criminal proceedings, on the date on which the complaint or report of a police officer which the Magistrate takes cognizance is made, and
In case of civil proceedings, on the date of presenting the plaint in the Court.

9.15 MCS (Discipline and Appeal) Rules, 1979 Contd.

Appointing Authority [rule 2 (a)]

i. The Authority competent to make appointments to the Service of which the Government servant is for the time being a member or to the grade of Service in which the Government servant is for the time being included, or
ii. The authority competent to make appointments to the post which the Government servant for the time being holds, or
iii. The authority which appointed the Government servant to such service, grade or post, as the case may be, or
iv. **Head of Office [rule 2(e)]**– means the authority declared to be such under clause (x-a) of rule 2 of the Bombay Financial Rules 1959. (RFOs and ACFs)

Regional Heads of Department [rule 2 (k)]- means the authority declared as Regional Head for the purpose of the Bombay Financial Rules, 1959 and other financial rules of Government (DCFs and DFOs Social Forestry)
Head of Department [rule 2 (d)]- shall have the meaning assigned to it in clause (22) of rule 9 of the **Maharashtra Civil Services (General Condition of Services) Rules, 1981.**

9.16 Who can impose penalties and to what extent?

[Disciplinary Authority (Rule 6)].---means the authority competent under these rules to impose on a Government servant any of the penalties specified in rule 5.
Rule 6(1) The Governor may impose any of the penalties specified in rule 5.
Rule 6(2) Without prejudice to the provisions of sub-rule (1), Appointing Authorities may impose any of the penalties upon members of Group C and Group D Services serving under them, whom they may have power to appoint.
Provided that the Heads of Offices shall exercise the powers of imposing minor penalties on the Group C and Group D Government servants under their respective administrative control.
Provided further that Heads of Departments and Regional Heads of Departments shall exercise the powers of imposing minor penalties only in relation to Government servants of State Service ([GroupB]) under their respective control.
Provided also that, the Heads of Departments shall exercise the powers of

imposing minor penalties only in relation to Government servants of State Service [Group A] under their respective administrative control who draw grade pay of Rs 6600 and less, excluding those who were sanctioned a pay-scale of rs 10,650-15850/- in the unrevised pay-scales.

Rule 6(3) Without prejudice to the provisions of sub-rule (1), the Commissioners of Divisions shall, in the course of implementation of the Employment Guarantee Scheme under the MEGS Act, 1977 exercise the powers of imposing minor penalties only in relation to Government servants of State Service, [Group A], drawing pay in a scale the minimum of which is Rs 10,650 or less and of State Services, [Group B], and shall also exercise powers of imposing any of the penalties specified in rule 5 in relation to members of [Group C] and [Group D] Services serving in the said Scheme.

9.17 Who can institute Disciplinary Proceedings?

Rule 7(1) The Governor or any other authority empowered by him by general or special order may—

(a) Institute disciplinary proceedings against any Government servant;

(b) Direct a disciplinary authority to institute disciplinary proceedings against any Government servant on whom that disciplinary authority is competent to impose under these rules any of the penalties specified in rule 5,

(c) Direct the transfer of any pending enquiry from any enquiring authority, appointed by the disciplinary authority under rule 8(2) to any other enquiring authority if he is satisfied that it is necessary for timely completion of enquiry.

Rule 7(2) A disciplinary authority under these rules to impose any of the penalties specified in rule 5 may institute disciplinary proceeding against any Government servant on whom the disciplinary authority is competent to impose any of the penalties specified in rule 5.

9.18 When a Government Servant may be placed under suspension?

Rule 4(1) (a) Where a Disciplinary Proceeding against him is contemplated or is pending, or

(b) Where in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the security of the State, or

(c) where a case against him in respect of any criminal offence is under investigation, inquiry or trial:

Provided that, where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority, the circumstances in which the order was made.

(d) A Government servant shall be deemed to have been placed under suspension by an order of appointing authority—

(i) with effect from the date of his detention, if he is detained in police or judicial custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours;

(ii) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Caution—All concerned authorities must ensure that if the order of suspension is issued under rule 4(1)(a), the disciplinary proceedings must be instituted within a period of 90 days or as per the time limit prescribed by the State Government from time to time, in this regard.

9.19.01 Who can issue the suspension order?

Rule 4 (1) the appointing authority or any authority to which the appointing authority is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Governor by general or special order may place a Government Servant under suspension.

Rule 4(2) A Government Servant shall be deemed to have been placed under suspension by an order of the appointing authority.

9.19.02 Who can revoke the suspension order?

Rule 4(5) (a) An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the authority competent to do so.

(b) Where a Government servant is suspended or deemed to have been suspended and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by it in writing, direct that the Government servant shall continue to be under suspension until the termination of all or any of such proceedings.

(c) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have been made the order or by any authority to which that authority is subordinate.

(d) Provided that, where a criminal offence is registered against a Government Servant, the recommendation of the Suspension Review Committee constituted by the Government in this behalf, shall be obtained by the authority which has made or is deemed to have made the suspension order or by any authority to which that authority is subordinate, before revoking or modifying the order of suspension of such Government servant.

9.20.01 Conjoint reading of rule 4(1)(d) and 4(5)(a) shall make it clear that an order of deemed suspension can be made and subsequently be modified or revoked by the appointing authority or any authority to which the appointing authority is subordinate. The Order of deemed suspension cannot be revoked by any authority lower in rank to that of the Appointing Authority.

9.20.02 Duration of suspension period

Conjoint reading of rule 4(5)(d) and 4(5)(a) shall make it clear that the period of suspension starts from the date of issue of the order of suspension and ends on the date of issue of order of its revocation.

9.21 Authorities Competent to take various actions contemplated in the MCS (Discipline and Appeal) Rules, 1979

Note 1---TABLE given below is an illustration with respect to DFO, ACF, RFO, Forester and Forest Guard etc in Group A, B and C. but it applies to all employees corresponding to Group A or Group B or Group C or Group D, as the case may be

Note 2---- In respect of Forest Department:

(a) Heads of Office.---1. Range Forest Officers, vide GR No. MSC-2011/CR-177/F-5 dated 11th August, 2011.

[Annexure 9.01]

2. Asst. Conservator of Forests, vide GR No. FDM-2013/CR-182/F-2 dated 3rd September, 2014.

[Annexure 9.02]

(b) Regional Head of Department-- Deputy Conservator of Forests, Divisional Forest Officers, Sub-Devisional Forest Officers of independent Sub-Divisions and Forest Engineer vide GR No. MSC-2011/CR-177/F-5 dated 11th August, 2011.

[Annexure 9.01]

(c) Heads of Department—

1. Secretary to Government, CCFs (All), CFs (Social Forestry) (all), vide Finance Department Notification No. MIS-2015/CR-23/SEVA-6 dated 18th April, 2017, under rule 9(22) of the MCS (General Conditions of Services) Rules, 1981, as specified in Appendix II in consonance with rule 2(d) of the MCS (Discipline & Appeal) Rules, 1979.

2. PCCF (HoFF), CCF (Territorial) (all), CF (Social Forestry) (all), CCF and Field Director (Wild Life) (all) and CF and Field Director, Nawegaon-Nagzira Tiger Reserve, Gondia, vide Revenue and Forests Department GR No. FDM-2016/CR-330/F-2 dated 31st December, 2016]

TABLE

Rank of the Delinquent Government Servant	Competent Authorities				
	For Placing under suspension	For Revoking the suspension	For Instituting Disciplinary Proceedings (Rule 8 and 10)	For Imposing Minor Punishment [Rule 5(i) to 5(iv)]	For Imposing Major Punishment [Rule 5(v) to 5(ix)]
1	2	3	4	5	6
	The order of deemed suspension & corresponding revocation (if any) is issued by the Appointing Authority. Authority lower in rank to the Appointing Authority cannot issue such orders. [Rule 4(5)(c)]				
DFO (Group A)	State Government or any authority empowered by the Governor [Rule 4(1)] OR CF Social Forestry, CCF, Field Director, PCCF (HoFF), Secretary to Government. As Disciplinary Authority by virtue of being Head of Department [Rule 6(2) r/w Rule 4(1)]	Corresponding same Authority in Col. 2 or by any authority to which such is subordinate [Rule 4(5)(c)]	Governor or any authority empowered by him [Rule 7(1) OR CF Social Forestry, CCF, Field Director, PCCF (HoFF), Secretary to Government. As Disciplinary Authority by virtue of being Head of Department [Rule 6 (2) r/w Rule 7(2)]	Corresponding Authority in Col. 4 [Rule 6(1)]	Governor [Rule 6(1)]
ACF (Group A)	State Government or any authority empowered by the Governor [Rule 4(1)] OR CF Social Forestry, CCF, Field Director, PCCF (HoFF), Secretary to Government. As Disciplinary Authority by virtue of being Head of Department [Rule 6(2) r/w Rule 4(1)]	Corresponding same Authority in Col. 2 or by any authority to which such is subordinate [Rule 4(5)(c)]	Governor or any authority empowered by him [Rule 7(1) OR CF Social Forestry, CCF, Field Director, PCCF (HoFF), Secretary to Government. As Disciplinary Authority by virtue of being Head of Department [Rule 6 (2) r/w Rule 7(2)]	Corresponding Authority in Col. 4 [Rule 6]	Governor [Rule 6(1)]

Rank of the Delinquent Government Servant	Competent Authorities				
	For Placing under suspension	For Revoking the suspension	For Instituting Disciplinary Proceedings (Rule 8 and 10)	For Imposing Minor Punishment [Rule 5(I) to 5(iv)]	For Imposing Major Punishment [Rule 5(v) to 5(ix)]
1	2	3	4	5	6
RFO (Group B)	State Government or any authority empowered by the Governor [Rule 4(1)] OR CF Social Forestry, CCF, Field Director, PCCF (HoFF), Secretary to Government. By virtue of being Head of Department [Rule 6(2) r/w Rule 4(1)] OR DCFs, DFO as Disciplinary Authority by virtue of being Regional Heads of Department [Rule 6(2) r/w Rule 4(1)]	Corresponding same Authority in Col. 2 or by any authority to which such is subordinate [Rule 4(5)(c)]	Governor [Rule 6(1)] OR CF Social Forestry, CCF, Field Director, PCCF (HoFF), Secretary to Government. As Disciplinary Authority by virtue of being Head of Department [Rule 6(2) r/w Rule 7(2)] OR DCFs and DFOs As Disciplinary Authority by virtue of being Regional Head of Department [Rule 6(2) r/w Rule 7(2)]	Corresponding Authority in Col. 4 [Rule 6]	Governor Rule 6(1)
Foresters Group C	State Government or any authority empowered by the Governor [Rule 4(1)] OR CF Social Forestry, CCF By virtue of being Appointing Authority and any authority to which they are subordinate [Rule Rule 4(1)] OR DCFs, DFO as Disciplinary Authorities by virtue of being Regional Heads of Department [Rule 6(2) r/w Rule 2(c) and Rule 4(1)] OR ACFs & RFOs AsDisciplinary Authority by virtue of being Heads of Officers [Rule 6(2) r/w Rule 2(e) and Rule 4(1)]	Corresponding same Authority in Col. 2 or by any authority to which such is subordinate [Rule 4(5)(c)]	Governor [Rule 6(1)] OR CF Social Forestry, CCF, Field Director, PCCF (HoFF), Secretary to Government. As Disciplinary Authority by virtue of being Head of Department [Rule 6(2) r/w Rule 7(2)] OR DCFs and DFOs As Disciplinary Authority by virtue of being Regional Head of Department [Rule 6(2) r/w Rule 7(2)] OR ACFs and RFOs As Disciplinary Authority by virtue of being Heads of Office [Rule 6(2) r/w Rule 2(e) and Rule 7(2)]	Corresponding Authority in Col. 4 [Rule 6]	Governor Rule 6(1) OR CF Social Forestry, CCFs as Appointing Authority [Rule 6(2)]

Rank of the Delinquent Government Servant	Competent Authorities				
	For Placing under suspension	For Revoking the suspension	For Instituting Disciplinary Proceedings (Rule 8 and 10)	For Imposing Minor Punishment [Rule 5(I) to 5(iv)]	For Imposing Major Punishment [Rule 5(v) to 5(ix)]
1	2	3	4	5	6
Forest Guards Group C	State Government or any authority empowered by the Governor [Rule 4(1)] OR DCFs By virtue of being Appointing Authority and any authority to which they are subordinate [Rule Rule 4(1)] OR ACFs and RFOs As Disciplinary Authority by virtue of being Heads of Officers [Rule 6(2) r/w Rule 2(e) and Rule 4(1)]	Corresponding same Authority in Col. 2 or by any authority to which such is subordinate [Rule 4(5)(c)]	Governor [Rule 6(1)] OR CF Social Forestry, CCF, Field Director and PCCF (HoFF), Secretary to Government. As Disciplinary Authority by virtue of being Head of Department [Rule 6(2) r/w Rule 7(2)] OR DCFs and DFOs As Appointing [Rule 6(2) r/w Rule 7(2)] OR ACFs and RFOs As Disciplinary Authority by virtue of being Heads of Office [Rule 6(2) r/w Rule 2(e) and Rule 7(2)]	Corresponding Authority in Col. 4 [Rule 6]	Governor Rule 6(1) OR DCFs as Appointing Authority [Rule 6(2)]
Group D	RFOs and ACFs as Disciplinary Authority by virtue of being Heads of Offices [Rule 6(2) r/w Rule 2(e) and Rule 4(1) OR DCFs as Appointing Authority or any authority to which they are subordinate [Rule 4(1)]	Corresponding same Authority in Col. 2 or by any authority to which such is subordinate [Rule 4(5)(c)]	Governor [Rule 7(1)] OR CCFs, CF Social Forestry, Field Director, PCCF (HoFF) as Disciplinary Authority by virtue of being Heads of Department [Rule 6(2) r/w Rule 7(1) OR DCFs as Disciplinary Authority [Rule 7(2) r/w Rule 6(2)] RFOs and ACFs as Disciplinary Authority by virtue of being Heads of Offices [Rule 7(2) r/w Rule 2(e) and Rule 6(2)]	Corresponding Authority in Col. 4 [Rule 6]	Governor Rule 6(1) OR DCFs as Appointing Authority [Rule 6(2)]

9.22 Mandatory Actions and Procedures related to suspension
The MCS (Joining Time, Foreign Service and Payments During Suspension, Dismissal and Removal) Rules, 1981

Rule 67. a) Leave may not be granted to a Government Servant under suspension.
b) Orders for subsistence allowance should be issued. Under Rule 68 it has to be issued by the Appointing Authority.
c) What is to be deducted and what not, is specified in Rule 69. The DDOs and other concerned authorities must scrupulously follow these rules.

9.23 How to decide the suspension period

9.23.01 The period of suspension starts from the date of issue of the order of suspension and ends on the date of issue of order of its revocation. Suspension is not a penalty (as it is not listed in rule 5) and therefore it is not lawful to decide the period of suspension as 'suspension period', as a matter of routine. The provisions for deciding the period under suspension are contained in the Maharashtra Civil Services (Joining Time, Foreign Service and Payments During Suspension, Dismissal and Removal) Rules, 1981, Rule 72 stipulates for deciding following two things—
(a) pay and allowances to be paid to the Government servant for the period of suspension ending with reinstatement or the date of his retirement on superannuation, as the case may be; and
(b) whether or not the said period shall be treated as a period spent on duty.

9.23.02 **Rule 72(2) In case, a Government Servant dies before the conclusion of Disciplinary Proceedings or Court Proceedings--**The period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowances for that period to which he would have entitled had he not been suspended, subject to adjustment in respect of subsistence allowance already paid.

9.23.03. **Rule 72(3)--** Where the authority competent to order reinstatement is of the opinion that the suspension was wholly unjustified, the Government servant shall, subject to the provision of sub-rule (8), be paid the full pay and allowances to which he would have been entitled, had he not been suspended.
Provided that where such authority is of the opinion that the termination of the proceedings instituted against the Government servant had been delayed due to reasons directly attributable to the Government servant, it may, after giving him an opportunity to make his representation within 60 days from the date on which the communication in this regard is served on him and after considering the representation, if any, submitted by him, direct, for reasons to be recorded in writing, that the Government servant shall be paid for the period of such delay only such amount (not being the whole) of such pay and allowances as it may determine.

9.23.04 **Rule 72(4)--** In a case falling under sub-rule (3) the period of suspension shall be treated as a period spent on duty for all purposes.

9.23.05 **Rule 72 (5)--** In cases other than those falling under sub-rules (2) and (3) the Government servant shall, subject to the provisions of sub-rules (8) and (9), be paid such amount (not being the whole) of the pay and allowances to which he would have been entitled had he not been suspended, as the competent authority may determine, after giving notice to the Government servant of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period which in no case shall exceed 60 days from the date on which the notice has been served as may be specified in the notice.

9.23.06 **Rule 72(6)---** Where suspension is revoked pending finalization of the disciplinary or the Court proceeding, any order passed under sub-rule (1) before the conclusion of the proceedings against the Government servant, shall be reviewed on its own motion after the conclusion of the proceedings by the authority mentioned in sub-rule (1) who shall make an order according to the provisions of sub-rule (3) or sub-rule (5), as the case may be.

9.23.07 **Rule 72(7)--** In a case falling under sub-rule (5) the period of suspension shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specified purpose.
Provided that if the Government servant so desires, such authority may order that the period of suspension shall be converted into leave of any kind due and admissible to the Government Servant.
Note– The order of the competent authority under the preceding proviso shall be absolute and no higher sanction shall be necessary for the grant of—
(a) Extraordinary leave in excess of 3 months in the case of temporary government servant; and
(b) Leave of any kind in excess of five years in the case of permanent government servant.

9.23.08 **Rule 72(8)--** The payment of allowances under sub-rule (2), (3) or (5) shall be subject to all other conditions under which such allowances are admissible.

9.23.09 **Rule 72(9)---** The amount determined under the proviso to sub-rule (3) or (5) shall not be less than the subsistence allowance and other allowances admissible under rule 68.

9.24 Common Proceedings [Rule 12 of the MCS (Discipline and Appeal) Rules, 1979]

(a) Rule 12 (1). Where two or more Government servants are concerned in any case, the Governor or any other authority competent to impose the penalty of dismissal from service on all such Government servants may make an order directing that disciplinary action against all of them may be taken in common proceedings.

(b) Rule 12 (2). Where the authorities competent to impose the penalty of dismissal on such Government Servants are different, an order for taking disciplinary action in a common proceeding may be made by the highest of such authorities with the consent of others.

(c)Rule 12 (3). Every order for taking disciplinary action in a common proceeding shall specify—
(i) the authority which may function as the disciplinary authority for the purpose of such common proceeding;
(ii) The penalties specified in rule 5 which such disciplinary authority shall be competent to impose; and
(iii) Whether the procedure laid down in rule 8 and rule 9 or rule 10 shall be followed in the proceeding.

9.25 Many a times, it is not reasonably practicable to hold an inquiry in the manners presecribed in the MCS (Discipline and Appeal) Rules, 1979. **Rule 13** provides for special procedure in certain cases and is reproduced as under.—

Rule 13. Special procedure in certain cases.— Notwithstanding anything contained in rules 8 to 12 of these rules—
(i) Where any penalty is imposed on a Government servant on the ground of conduct which has led to his conviction on a criminal charge, or
(ii) Where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these rules, or

(iii) Where the Governor is satisfied that in the interest of the security of the State, it is not expedient to hold any inquiry in the manner provided in these rules, the disciplinary authority may consider the circumstances of the case and make such orders thereon as it deems fit;

(iv) Disciplinary proceedings come to an end immediately on the death of the delinquent Government servant. No disciplinary proceedings under these rules, can therefore, be continued after the death of the concerned Government servant.

Provided that, the Government servant may be given an opportunity of making representation on the penalty proposed to be imposed before any order is made in a case under clause (i);

Provided further that, the Commission shall be consulted where such consultation is necessary before any orders are made in any case under this rule.

9.26 Rule 26.—Service of orders, notices, etc.

Every order, notice and other process made or issued under these rules shall be served in person on the Government servant concerned or communicated to him by registered post.

9.27. Appellate Authorities [Rule 18 of the MCS (Discipline and Appeal) Rules, 1979]

Government Servant	Appellate Authorities
Member of Group A or B	(a) Government, against the orders passed by the authorities subordinate to Government imposing penalties on him; or (b) The Governor, against the orders passed by the Government or any authority not subordinate to Government imposing penalties on him.
Member of Group C or D	Immediate superior of the Officer imposing a penalty upon him under rule 5 of these rules and no further appeal shall be admissible to him.
In case of Common Proceeding	The authority to which the authority functioning as the disciplinary authority for the purpose of that proceeding is immediately subordinate
Where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise the appellate authority, the appeal shall lie to the authority to which such person is immediately subordinate	

9.28. Exemption from consultation with the MPSC.

The MPSC (Exemption from Consultation) Regulations, 1965.

- Notified on 8th October, 1965 by the Governor under Article 320(3) of the Constitution.
- Deemed to have come into force from 1st May 1960 (Formation of Maharashtra State).
- **Regulation 7- Consultation not necessary in regard to making of any order in disciplinary matter—**
  - (a) Before the competent authority passes an original order;
    - i) of censure,
    - ii) withholding increments or promotion (including stoppage of an efficiency bar), or
    - iii) of suspension, and
  - (b) Where it is proposed to impose any other penalty, until the case is ready for final decision,

(c) by Government on appeal from or a memorial against, an order of suspension, pending inquiry into charges against the person suspended.

9.29 Rejecting a memorial or petition in any such disciplinary matter, where the memorialist or petitioner has or had a right of appeal against the order which is the subject of the memorial or petition. The procedures to be followed for execution of MCS (D&A) Rules, are covered under the manual of Departmental Inquiry.

9.30 Guiding principles for preparing Chargesheet to institute disciplinary proceedings.

(a) A Chargesheet contains four parts—
Annexure 1– Title of Charges
Annexure 2—Details under each head of Charges
Annexure 3--- List of Documents on which the Charges are based
Annexure 4– List of witnesses (if any)

(b) The Charge sheet should always be drafted addressing the Government servant in the third form.

(c) Charges should be specific—

(i) They should spell out in unambiguous terms as to what omissions and commissions of the government servant attract charges against him.

(ii) Each charge should indicate that the government servant has committed misconduct by his acts of omission or commission.

(iii) Each Document referred in the charges should be the part of Annexure-3 by clearly indicating the corresponding serial number used in the body of charges.

(iv) Each document which is relied in Annexure 3 should have reasonable connection with the charge leveled.

(v) The Disciplinary Authority must ensure to retain with itself, the original copies of the documents relied upon in the chargesheet.

(vi) The Disciplinary Authority must ensure that the documents relied upon in Annexure 3 in the Charge sheet, which are served to the delinquent, are duly authenticated.

(vii) The Disciplinary Authority or the authority instituting the disciplinary proceedings, must keep the acknowledgement on the case file as a proof of serving it to the delinquent.

(viii) Witnesses, who are not relevant to the facts of the case must not be included in Annexure 4.

(ix) Each witness should be indicated with the corresponding charge in Annexure 4.

9.31 Guiding Principles for drafting the Order

a. The order should mention the background and charges. If the charge sheet is properly drafted, then the background can be extracted from it only.

b. If the order is being passed without the inquiry, then after narrating the charges, the submissions made by the delinquent in his defense statement must clearly be mentioned.

c. If the orders are passed on the basis of Inquiry Report, then after the narration on defense, the findings of the Inquiry Officers should clearly be narrated.

d. The copy of the Inquiry Report has already been furnished to the Government Servant. His defense on the findings must be clearly narrated.

e. The Order must incorporate the analysis of the case in totality, based on the charges, the defense of the delinquent on the charges, findings of the Enquiry Officer (if applicable) and the submissions of delinquent on the findings in the Enquiry Report. Each and Every Charge must be dealt in this manner.

f. Clear mention must be recorded as to whether each of the charge is proved, disproved or not proved .

g. If the charges are proved, and if it is intended to impose punishment on the delinquent, the quantum of punishment must be in commensurate with the misconduct of the government servant. The order should have a definitive comment on the quantum of punishment.

h. As a part of fair play and natural justice, the order must contain a formal line indicating the Appellate Authority before which the Government Servant may prefer his appeal.

i. Order must bear the name, signature, official seal and date at the end. Moreover, it should be affixed with the official seal and initials of the issuing authority on each of its pages.

9.32 It is essential that the Authorities exercising powers conferred to them under the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979 must be conversant with the procedural part, covered in the Manual of Departmental Inquiry.

9.33 Provisions under the Employee's Compensation Act, 1923

Earlier known as the Workmen's Compensation Act, 1923, its title has been amended in the year 2009 as per the present Title. This is an Act to provide for the payment of certain classes of employers to their employees of compensation for injury by accident. It extends to whole of India and is in force since 1st July, 1924. Some of the provisions pertaining to Forest Department are reproduced as under—

Definitions—

Section 2(1)(c)— **"Compensation"** means compensation as provided for by this Act.

Section 2(2)(dd)— **"employee"** means a person, who is---

(i) --------

(ii) ---------

(iii) employed in any such capacity as is specified in Schedule II, whether the contract of employment was made before or after the passing of this Act and whether such contract is expressed or implied, oral or in writing, but does not include any person working in the capacity of a member of the Armed Forces of the Union and any reference to any employee who has been injured shall, where the employee is dead, include a reference to his dependents or any of them.

Note—sub-clause (iii) covers persons specified in Schedule II of the Act, whether the contract of employment is expressed or implied, oral or in writing. Some of the persons specified in Schedule II of the Act, in respect of whom the provisions of this Act may be applicable are reproduced below. This includes any person who is-

(viii) employed in construction, maintenance, repair or demolition of—

(a) any building which is designed to be or is or has been more than one storey in height above the ground or twelve feet or more from the ground level to the apex of the roof; or

(b) any dam or embankment which is twelve feet or more in height from its lowest to its highest point.

(xxiii) employed in the tapping of palm-trees or felling or logging of trees, or the transport of timber by inland waters, or the control or extinguishing forest fires.

(xxiv) employed in operations for the catching or hunting of elephants or other wild animals.

(xxix) employed in horticultural operations, forestry, bee-keeping or farming by tractors or other contrivances driven by steam or other mechanical power or by electricity.

(xxxiv) employed in any employment which requires handling of snakes for the purpose of extraction of venom or for the purpose of looking after snakes or handling any other poisonous animal or insect.

(xl) employed in cleaning of jungles or reclaiming land or ponds.

(xli) employed in cultivation of land or rearing and maintenance of live-stock or forest operations or fishing.

(xliv) employed in spraying and dusting of insecticides or pesticides in agricultural operations or plantations.

Section 2(1)(e)--- **"employer"** includes any body of persons whether incorporated or not and any managing agent of an employer and the legal representative of a deceased employer, and, when the services of a employee are temporarily lent or let on hire

to another person by the person with whom the employee has entered into a contract of service or apprenticeship, means such other person while the employee is working for him.

Note—The definition of the term, 'employer' is inclusive.

Section 2(1)(k)— **"partial disablement"** means, where the disablement is of a temporary nature, such disablement as reduces the earning capacity of a employee in any employment in which he was engaged at the time of the accident resulting in the disablement, and, where the disablement is of a permanent nature, such disablement as reduces his earning capacity in every employment which he was capable of undertaking at that time:
Provided that every injury specified in Part II of Schedule I shall be deemed to result in permanent partial disablement.

Section 2(1)(l)— **"total disablement"** means such disablement, whether of a temporary or permanent nature, as incapacitates a employee for all work which he was capable of performing at the time of the accident resulting in such disablement:
Provided that permanent total disablement shall be deemed to result from every injury in Part I of Schedule I or from any combination of injuries specified in Part II thereof where the aggregate percentage of the loss of earning capacity, as specified in the said Part II against those injuries amounts to one hundred percent or more.

Schedule I comprises of two Parts. Part I has the list of injuries deemed to result in permanent total disablement and the percentage of loss of earning capacity. Part II covers the injuries deemed to result in permanent partial disablement. Schedule III covers the List of occupational diseases.

Section 2(1)(m)— **"wages"** includes any privilege or benefit which is capable of being estimated in money, other than a travelling allowance or the value of any travelling concession or a contribution paid by the employer of a employee towards any pension or provident fund or a sum paid to a employee to cover any special expenses entailed on him by the nature of his employment.

9.34 Section 3 of the Act mandates the Employer's liability for compensation, subject to certain exceptions mentioned therein. Section 4 prescribes the amount of compensation in case of (a) death resulting due to the injury, (b) permanent total disablement resulting from the injury and (c) permanent partial disablement results from the injury. Schedule IV gives the Factors for working out lump sum equivalent of compensation amount in case of permanent disablement and death. Schedule Section 5 covers the method of calculating wages and section 8 deals in the manner of distribution of compensation. Section 18A is the penalty clause.

9.35 Provisions of this Act is applicable to all government servants, who are covered in the categories indicated above, irrespective of the fact as to whether they are regular employees or engaged as seasonal laboureres on daily wages or under the Employment Guarantee Scheme under the provisions contained in the Maharashtra Employment Guarantee Act, 1977. Officials, who are entrusted with the responsibilities of employer within the meaning of this Act must ensure the implementation of its provisions in consultation with the Government Pleader or the appropriate Legal Practitioner. The procedural part is covered under the Workmen's Compensation Rules, 1924.

9.36 Central Administrative Tribunal and Maharashtra Administrative Tribunal

Provisions related to Tribunals are dealt in PART XIV-A of the Constitution, inserted through the forty second Amendment. Tribunals have been classified into two categories, namely, Administrative Tribunals and Tribunals for other matters in Articles 323-A and 323-B respectively. Article 323-A, dealing with the service matters is reproduced as under—

Article 323-A Administrative Tribunals.—(1) Parliament, may, by law, provide for the adjudication or trial by administrative tribunals of disputes and complaints with respect to recruitment and conditions of service of persons appointed to public services and posts in connections with the affairs of the Union or of any State or of any local or other authority within the territory of India or under the control of the Government of India or of any corporation owned or controlled by Government.

9.36.01 **The Administrative Tribunals Act, 1985**—Thus, to give effect to the provisions contained in Article 323-A, the Parliament has enacted the Administrative Tribunals Act, 1985, which received the assent of the President on 27th February, 1985. Paragraph 2 and 3 of the Statement of Objects and Reasons are reproduced as under---

2. The Bill seeks to give effect to the aforesaid constitutional provision by providing for the establishment of an Administrative Tribunal for the Union and a separate Administrative Tribunal for a State or a Joint Administrative Tribunal for two or more States. The Bill also provides for—
   (a) the jurisdiction, powers (including the power to punish for contempt) and authority which may be exercised by each Tribunal;
   (b) the procedure (including provision as to limitation and rules of evidence) to be followed by the State Tribunals;
   (c) exclusion of jurisdiction of all Courts, except that of the Supreme Cort under article 136 of the Constitution relating to service matters;
   (d) the transfer of each Administrative Tribunal of any suit or other proceedings pending before any Court or other authority immediately before the establishment of such Tribunal as would have been within the jurisdiction of such Tribunal if the causes of action on which such suits or proceedings are based had arisen after such establishment.
3. The establishment of Administrative Tribunal under the aforesaid provision of the Constitution has become necessary since a large number of cases relating to service matters are pending before the various Courts. It is expected that the setting up of such Administrative Tribunals to deal exclusively with service matters would go a long way in not only reducing the burden of various Courts and thereby giving them more time to deal with other cases expeditiously but would also provide to persons covered by the Administrative Tribunals speedy relief in respect of their grievances.

9.36.02 In accordance with the provisions of the Administrative Tribunals Act, 1985, the Central Administrative Tribunal and the Maharashtra Administrative Tribunal have been set up in respect of members of Central Services including All India Services and members of State Services respectively.

9.36.03 Section 19 of the Administrative Tribunals Act, 1985 deals with the manner in which the Applications shall be submitted to the Tribunals. Section 21 prescribes the period of limitation for admission of an Application. Section 20 stipulates that Tribunals shall not admit Applications unless other remedies exhausted. It is reproduced as under—

Section 20 Applications not to be admitted unless other remedies exhausted.

(1) A Tribunal shall not ordinarily admit an application unless it is satisfied that the applicant had availed of all the remedies available to him under relevant service rules as to redressal of grievances.

(2) For the purposes of sub-section (1), a person shall be deemed to have availed of all the remedies available to him under the relevant service rules as to redressal of grievances,--
   (a) if a final order has been made by the Government or other authority or officer or other person competent to pass such order under such rules, rejecting any appeal preferred or representation made by such person in connection with the grievance; or

(b) where no final order has been made by the Government or other authority or officer or other person competent to pass such order with regard to the appeal preferred or representation made by such person, if a period of six months from the date on which such appeal was preferred or representation was made has expired.

(3) For the purposes of sub-sections (1) and (2), any remedy available to an appellant by way of submission of a memorial to the President or to the Governor of a State or to any other functionary shall not be deemed to be one of the remedies which are available unless the applicant had elected to submit such memorial.

9.37 The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

With the policy of reservation for female candidates, the percentage of women Government servants has increased over last few years. Apart from this, the women work force is also engaged on forestry works of seasonal basis. It is therefore important for all concerned to understand the provisions of this Act, which provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. It received the assent of the President on 22nd April, 2013. The Central Government appointed the 9th day of December, 2013 as the date on which the provisions of the said Act came into force. The Preamble of the Act is reproduced as under----

> WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business with includes a right to a safe environment free from sexual harassment;
> AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;
> AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

9.37.01 Some of the definitions under section 2 of the Act

(a) "aggrieved woman" means—
  (i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
  (ii) in relation to dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) "appropriate Government" means—
  (i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—
    (A) by the Central Government or the Union territory administration, the Central Government;
    (B) by the State Government, the State Government;
  (ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means on officer notified under section 5;

(e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, adhoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means—

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation.—For the purposes of this sub-clause "management" includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) "Internal Committee" means an Internal Complaints Committee constituted under section 4;

(i) "Local Committee" means the Local Complaints Committee constituted under section 6;

(j) "Member" means a Member of the Internal Committee or the Local Committee, as the case may be;

(l) "Presiding Officer" means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) "respondent' means a person against whom the aggrieved woman has made a complaint under section 9;

(n) "sexual harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) "workplace" includes—

(i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainmental, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;
(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;
(v) any place visited by the employee arising out of or during the course of employment including transportation by the employer for undertaking such journey;
(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

9.37.02 Section 3 Prevention of sexual harassment.

(1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:—
(i) implied or explicit promise of preferential treatment in her employment; or
(ii) implied or explicit threat of detrimental treatment in her employment ; or
(iii) implied or explicit threat about her present or future employment status; or
(iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
(v) humiliating treatment likely to affect her health or safety.

9.37.03 Chapters II and III have provisions related to constitution and composition of the Internal Complaints Committee and the Local Complaints Committee. Chapter IV deals with the procedure related to the complaint that may be filed by the aggrieved woman, the Conciliation by the Internal Committee or the Local Committee before initiating an inquiry in respect of the Complaint. Section 11 of Chapter IV relates to the manner or inquiry and is reproduced as under---

Section 11. Inquiry into complaint.

(1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if prima facie case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code (45 of 1860), and any other relevant provisions of the said Code where applicable:
Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:
Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code (45 of 1860), the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a Civil Court under the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters, namely:—
   (a) summoning and enforcing the attendance of any person and examining him on oath;
   (b) requiring the discovery and production of documents; and
   (c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

9.37.04 Inquiry into Complaint

Chapter V has the provisions related to inquiry and subsequent proceedings, consequences of malicious complaint and false evidence. For better understanding, these provisions are reproduced as under—

Section 12. Action during pendency of inquiry.

(1) During the pendency of an inquiry on a written request made by the aggrieved woman, the Internal Committee or the local Committee, as the case may be, may recommend to the employer to—
   (a) transfer the aggrieved woman or the respondent to any other workplace; or
   (b) grant leave to the aggrieved woman up to a period of three months; or
   (c) grant such other relief to the aggrieved woman a may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Section 13. Inquiry report.

(1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be—
   (i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;
   (ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:
   Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or as, the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

Section 14. Punishment for false or malicious complaint and false evidence.

(1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

Section 16. Prohibition of publication or making known contents of complaint and inquiry proceedings.

Notwithstanding anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any vicitim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

Section 17. Penalty for publication or making known contents of complaint and inquiry proceedings.

Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Section 18. Appeal.

(1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to

the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

9.37.05 Duties of Employer

Chapter VI mandates the duties of the Employer and is reproduced as under—

Section 19. Duties of employer.— Every employer shall—

(a) provide a safe working environment at the workplace with shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;

(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code (45 of 1860) or any other law for the time being in force;

(h) cause to initiate action, under the Indian Penal Code (45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

9.37.06 Penalty Provisions

Section 26 to 28 deals with the penalty related provisions and are reproduced as under----

Section 26. Penalty for non-compliance with provisions of Act.

(1) Where the employer fails to—

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

Section 27. Cognizance of offence by courts.—

(1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

Section 28. Act not in derogation of any other law.

The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

9.37.07 **Rules**—In exercise of powers conferred under section 29 of the Act, the Central Government, vide Notification dated 9th December, 2013 has notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013. Few of the provisions under these Rules are reproduced as under-----

Rule 6. Complaint of sexual harassment.

For the purpose of sub-section (2) of Section 9,-

(i) where the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by —
  (a) her relative or friend; or
  (b) her co-worker; or
  (c) an officer of the National Commission for Women or State Women's Commission; or
  (d) any person who has knowledge of the incident, with the written consent of the aggrieved woman;

(ii) where the aggrieved woman is unable to make a complaint on account of her mental incapacity, a complaint may be filed by-
  (a) her relative of friend; or
  (b) a special educator; or
  (c) a qualified psychiatrist or psychologist; or
  (d) the guardian or authority under whose care she is receiving treatment or care; or
  (e) any person who has knowledge of the incident jointly with her relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care she is receiving treatment or care;

(iii) where the aggrieved woman for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent;

(iv) where the aggrieved woman is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

Rule 7. Manner of Inquiry into complaint.

(1) Subject to the provisions of section 11, at the time of filing the complaint, the complainant shall submit to the Complaints Committee, six copies of the complaint along with supporting documents and the names and addresses of the witnesses.

(2) On receipt of the complaint, the Complaints Committee shall send one of the copies received from the aggrieved woman under sub-rule (1) to the respondent within a period of seven working days.

(3) The respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents specified under sub-rule (1).

(4) The Complaints Committee shall make inquiry into the complaint in accordance with the principles of natural justice.

(5) The Complaints Committee shall have the right to terminate the inquiry• proceedings or to give an ex-parte decision on the complaint, if the complainant or respondent fails, without sufficient cause, to present herself or himself for three consecutive hearings convened by the Chairperson or Presiding Officer, as the case may be:
Provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

(6) The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Complaints Committee.

(7) In conducting the inquiry, a minimum of three Members of the Complaints Committee including the Presiding Officer or the Chairperson, as the case may be, shall be present.

Rule 8. Other relief to complainant during pendency of inquiry.-
The Complaints Committee at the. written request of the aggrieved woman may recommend to the employer to-

(a) restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report, and assign the same to another officer;

(b) restrain the respondent in case of an educational institution from supervising any academic activity of the aggrieved woman.

Rule 9. Manner of taking action for sexual harassment.-
Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be, to take any action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service or undergoing a counselling session or carrying out community service.

Rule 10. Action for false or malicious complaint or false evidence.-
Except in eases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or District Officer, as the case may be, to take action in accordance with the provisions of rule 9.

Rule 11. Appeal.-
Subject to the provisions of section 18, any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clauses (i) or clause (A) of subsection (3) of section 13 or sub-section (i) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the appellate authority notified under clause (a) of section 2 of the Industrial Employment (Standing Orders) Act, 1946 (20 of 1946).

Rule 12. Penalty for contravention of provisions of section 16.-
Subject to the provisions of section 17, if any person contravenes the provisions of section 16, the employer shall recover a sum of five thousand rupees as penalty from such person.

Rule 13. Manner to organise workshops, etc.—
Subject to the provisions of section 19, every employer shall-

(a) formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention and redressal of sexual harassment at the workplace intended to promote gender sensitive safe spaces and remove underlying factors that contribute towards a hostile work environment against women;

(b) carry out orientation programmes and seminars for the Members of the Internal Committee ;

(c) carry out employees awareness programmes and create forum for dialogues which may involve Panchayati Raj Institutions, Gram Sabha, women's groups, mothers' committee, adolescent groups, urban local bodies and any other body as may be considered necessary;

(d) conduct capacity building and skill building programmes for the Members of the Internal Committee;

(e) declare the names and contact details of all the Members of the Internal Committee;

(f) use modules developed by the State Governments to conduct workshops and awareness programmes for sensitising the employees with the provisions of the Act.

Notes

— CHAPTER 10 —
MEDICAL CERTIFICATE, ATTENDANCE AND REIMBURSEMENT

10.01 Medical Certificate, Conditions Regarding Physical Fitness.

10.01.01 Conditions as regards physical fitness certificate, age limits, in the case of persons admitted to I.F.S. are contained in A.I.S. (Appointment by Competitive Examination) Regulation and I.F.S. (Appointment by Competitive Examination) Regulation 1967. The examination is conducted prior to the selection in the service by the UPSC.

10.01.02 Certificate of physical fitness is a pre-requisite for substantive appointment or continuance in the State (MFS) service. The rules regarding medical examination and production of medical certificate in M.F.S. and in the Forest department in general are contained in M.C.S. (General Conditions of Service) Rules, 1981. The age limit for recruitment to pensionable service is determined in the case of each category of service and except as provided in M.C.S. (classification and recruitment) Rules.

10.01.03 Every Government Servant shall produce a medical certificate of health either before he is appointed or before he completes 6 month of service from the date of appointment, whichever is earlier. Normally, a person should be medically examined before his appointment. However, in the cases, where a person is required to be appointed immediately for work, appointment may be made without first obtaining a medical certificate, but the appointment should be subject to his medically being declared fit by appropriate medical authority, failing which his services should be terminated.

Heads of the offices concerned should arrange for medical examination for computation of pension in direct communication with the Civil Surgeon of the district concerned, when the communication is asked for, after retirement of a govt. servant.

10.02 Medical Attendance.

10.02.01 Members of the families of A.I.S. officers serving in connection with affairs of the Union, outside India on deputation or on leave including study leave may avail these medical facilities admissible under A.I.S. (Medical Attendance) Rules 1954. The State Government may extend these concessions to the members of the services serving in connection with the affairs of the State. A member of the service is entitled free of charge medical attendance by the authorized Medical Attendant and the charges if any paid would be reimbursable to the Government Servant.

10.02.02 The medical treatment is also admissible to the family members of the goverment servant.

10.02.03 The Government Servants recruited by the State Government are governed by Maharashtra State Services (Medical Attendance) Rules, 1961 as amended from time to time. They are applicable to the Government servant even on leave or under suspension. They are admissible to the family members as defined in the rule.

10.02.04 Government of Maharashtra in Public Health Department vide Government Resolution No. MAG-2005/9/C.R.1/Arogya-3, dated 19/3/2005 and various instructions issued from time to time thereafter has specified diseases for which medical reimbursement is admissible.

10.03 The State Government has also delegated financial powers to various Authorities for payment of medical reimbursement claims. Concerned Authorities must therefore refer to the update instructions from the Government in this regard.

CHAPTER 11
TRANSFERS AND CHARGE REPORTS

11.01 The Maharashtra Government Servants Regulation of Transfers and Prevention of Delay in Discharge of Official Duties Act, 2005.

With an objective to provide for regulation of transfers of Government servants and prevention of delay in discharge of official duties, the Governor promulgated an Ordinance on 25th August, 2003. The said Ordinance was subsequently replaced by this Act in 2005, which came into force on 1st July, 2006, vide Government Notification General Administration Department No. SRV 2004/CR-15/2004/12 dated 25th May, 2006. The transfers of Government Servants are now therefore regulated by this Act and the powers delegated by the Government to various Authorities under the Act from time to time. The key terms defined under the said Act and other relevant provisions are reproduced as under.—

Section 2(p). Post.—"post" means the job or seat of duty to which a Government servant is assigned or posted.

Section 2(i). Transfer.—"Transfer" means posting of a Government servant from one post, office or Department to another post, office or the Department.

Section 2(j) Transferring Authority.—"Transferring Authority" means the authorities mentioned in section 6.

Section 6. The Government servants specified in column (1) of the table hereunder may be transferred by the Transferring Authority specified against such Government servants in column (2) of the table

TABLE

Group of Government Servants	Competent Transferring Authority
(a) Officers of All India Services, all Officers of State Services in Group "A" having pay-scale of Rs 10,650-15,850 and above	Chief Minister
(b) All Officers of State Services in Group "A" having pay-scales less than Rs 10,650-15,850 and all Officers in Group "B"	Minister-in-charge in consultation with Secretaries of the concerned Departments
(c) All Non-Gazetted employees in Group "B" and "C".	Heads of Departments
(d) All employees in Group "D"	Regional Heads of Department

Provided that, in respect of officers in entry (b) in the table working at the Divisional or District level, the Divisional Head shall be competent to transfer such officers within the Division; and the District Head shall be competent to transfer such officers within the District;
Provided further that, the Competent Transferring Authority specified in the table may, by general or special order, delegate its powers under this section to any of its subordinate authority.

11.02. In accordance with provisions contained in section 7, the State Government has designated the Transferring Authorities for the Government servants belonging to different Grades. Subsequently, in accordance with the Orders of the Apex Court, Civil Services Boards have

been constituted for different cadres to recommend the Transferring Authorities in the matter of transfers of Government servants. The State Government has also issued policy directives from time to time for implementation of the Act in letter and spirit.

11.02.01. Government of Maharashtra, General Administrative Department vide Resolution No. SRV-2017/C.R.415/Desk-12, dated 9/4/2018 has issued policy and procedure of general transfer of Government servants belonging to Group-B, C and D.

11.02.02. Government of Maharashtra, Revenue and Forest Department vide Corrigendum no. MFS-2016/C.R.143/F-8, dated 22/5/2017 and Corrigendum dated 4/4/2018 has issued policy of transfer for ACF, RFO, Forester and Forest Guard from one wing to other wing.

11.03. CHAPTER III of the Maharashtra Government Servants Regulation of Transfers and Prevention of Delay in Discharge of Officeial Duties Act, 2005 lays down the provisions for prevention of delay in discharge of official duties by Government servants. Relevant sections from this Chapter are reproduced as under.—

Section 10 (1). Every Government servant shall be bound to discharge his official duties and the official work assigned or pertaining to him most diligently and as expeditiously as feasible;
Provided that, normally no file shall remain pending with any Government servant in the Department or office for more than seven working days;

Section 10(2). Any willful or intentional delay or negligence in the discharge of official duties or in carrying out the official work assigned or pertaining to such Government servant shall amount to dereliction of duties and shall make such Government servant liale for appropriate disciplinary action under the Maharashtra Civil Service (Discipline and Appeal) Rules, 1979 or any other relevant disciplinary rules applicable to such employee.

11.04. Transfers and charge reports

(i) An officer transferred from one post to another should make over the office of which he may be in charge only to the person regularly appointed to his place, unless a special order of Government authorizes any other mode of procedure.

(ii) In the case of transfer of Gazetted Officers, a Certificate of Transfer of Charge in form Gen.93 m should be made out and signed by the relieved and relieving officers. Copies of the said Certificate must be submitted to the concerned official superiors. In the case of I.F.S. officer, a copy of the transfer report in the above form should be submitted to the C.F./P.C.C.F. and the Government and to the Accounts Officers, I.F.S.(Accounts). Revenue and Forest Department.

(iii) The Officer relieved shall report the transfer of charge to the officers in charge of the treasuries on which he has opened cheque books, and will, at the foot of the report, send a specimen of the relieving officer's usual signature, in order that the treasury officers may satisfy themselves as to the validity of the cheque presented by the relieving officer.

(iv) The following rules relate to C.C.Fs./C.F.s/D.C.Fs./ D.F.Os.
The relieving officer must see that all office books are posted up to date, and in the case of cash and stock accounts, that the vouchers of receipts and issues belonging to the accounts of the current month are made over to him.

(v) The cash book will be closed, and the cash balance will be counted, in the presence of both officers, who will then sign the book.

(vi) A Certificate of Transfer of Charge in form Gen.93 m should be made out in duplicate and signed by both officers. One copy should be submitted to the immediate superior and the other to the State Goverment and the Accounts Officers, I.F.S. (Accounts) Revenue and Forest Deptt. with the charge report mentioned above.

(vii) In the case of a transfer between two D.C.Fs./D.F.Os., the relieving officer will take over charge of all timber, and other forest produce, for which a certificate, in a form similar to that prescribed above for cash, will be submitted.

(viii) Besides cash, timber and forest produce, the following are the main classes of property which ordinarily form the subject of transfer between D.C.Fs./D.F.Os.---

a. Demarcated reserves.
b. The Forest land Records as per the formats provided in Maharashtra Forest Manual and Maharashtra Forest Rules 2014 about land records.
c. Plantations.
d. Timber depots and revenue stations.
e. Buildings, roads and bridges.
f. Live stock.
g. Machinery, stores, instruments and tools.
h. Books and maps.
i. Office records.
j. Office furniture.

(ix) In the transfer report, the relieving officer should state as to by what means he has satisfied himself of the nature and condition of the different classes of property of which he has taken charge.

(x) Live and dead stock and other articles which may be at headquarters, as well as books and maps, office records, and office furniture, should, as a rule, be personally inspected by the relieving officer at the time of transfer, and the fact of this having been done should be stated.

(xi) In case of property at a distance from head-quarters, the registers and other documents in which they are described should be examined.

(xii) It will rest with the Chief Conservator of Forests/Conservator to prescribe the forms of reports and certificates to be submitted by non-Gazetted officers subordinate to D.C.Fs./D.F.Os. in case of transfer of charge. The documents should be comparable to the corresponding documents maintained and exchanged at Divisional Level in respect of corresponding subject to maintaining uniformity of procedure and continuity of record.

11.05. Additional instructions in respect of charge reports of A.P.C.C.Fs. / C.C.Fs. /C.Fs. / Dy. C.Fs. /D.F.Os. / etc.

(i) The cash book will be closed and the cash balances will be struck, counted in the presence of both officers who will then sign the book.

(ii) A Certificate of Transfer of Charge should be made out in duplicate and signed by both officers. One copy thereof should be submitted to immediate superior and the other to Accountant General with the charge report mentioned in para 11.04(ii).

(iii) The officer to be relieved should prepare an exhaustive note concerning his/her Division with a view to acquaint his/her successor with all important matters viz. organization of the Circle or Division, works in progress, management problems establishment, important pending cases etc. One of the main objects of this note should be to acquaint the successor with matters concerning which immediate steps may be required to be taken by him/her after assuming charges. It is desirable that the officer to be relieved uses his/her charge note to a communicate this to his/her successor rather than leave the latter to find it out for himself/herself in due course of time or having to depend for this on the initiative of his/her subordinates.

(iv) Besides cash, the following main classes of property form the subject matter of transfer between forest officers–

a) Timber and other forest produce.
b) Demarcated reserves.
c) The Forest land Records as per the formats provided in this Manual and Maharashtra Forest Rules, 2014 about land records.
d) Other forest areas including plantations.

e) Timber Depots and Revenue Stations.
f) Buildings, roads and bridges.
g) Live stock
h) Machinery, stocks, Instruments and Tools, charge report mentioned in article.
i) Books and Maps.
j) Office records.
k) Office furniture.

(v) In the case of a transfer of charge between the Divisional Forest Officers, the relieving officer will take even charge of all timber, and other forest produce, for which certificate, in a form similar to that prescribed in paragraph 11.04 (v) for cash will be submitted.

(vi) Relieving officer should ensure that in due course of time items of the charge should be verified by the concerned subordinate staff and verification certificates to that effect be obtained from them.

a) In the transfer report, the relieving officer should state by what means he/she has satisfied himself / herself of, the nature and condition of the different class of property of which he/she has taken charge.
b) Live and dead-stock and other articles which may be at headquarters as well as books and maps, office records, and office furniture, should, as far as may be practicable, be personally inspected by the relieving officer at the time of transfer, and the fact of this having been done so should be stated.
c) In the case of property at a distance away from headquarters, the registers and other documents in which they are described should be examined.
d) In case of transfer of charge of non-Gazetted executive staff, the relieving officer and the officer to be relieved will make out a report and the same will be signed by both the relieving and the relieved officer and the former will submit a copy thereof to the Divisional Forest Officer.

CHAPTER 12
SUPPLY OF UNIFORM AND WEAPONS TO GOVERNMENT SERVANTS

12.01 **Uniform**—The State Government vide Revenue and Forests Department Government Resolution No FST-09/16/CR-415/F-4 dated 3rd November, 2016 has sanctioned Uniform allowance @ Rs 5167/- per annum to meet the expenses in respect of Uniforms in the cadres of Ranger, Forester, Forest guard, Ranger Surveyor and Surveyor. It is mandatory for the Government Servants belonging to these cadres to wear the uniform while on official duty.

12.02 The State Government, vide General Administration Department Resolution No. CLO/1082/9929/29, dated 25/9/1991, has prescribed the uniform for the Drivers. Vide GAD GR No. Ganvesh-3405/964/CR.61/2005/29, dated 28/12/2006. an amount of Rs. 2500/- has been sanctioned for two years for uniform to the Drivers.

12.03 The State Government, vide Revenue and Forest Department Government Resolution No. Sankirn-2015/C.R.37/F-5, dated 28/3/2016, has sanctioned Khaki Terricot Uniform to all Group D employees of the Forest Department.

12.04 **Weapons--**Government of Maharashtra, vide Government Resolution Revenue and Forest Department, No. TRS-1095/CR-112/F-6, dated 8th March, 2002, issued Regulations and Code for use of fire arms. The forest officials are imparted training in weapon handling.

[Annexure 12.01]

12.05 Precautions to be observed while carrying weapons and its use, have been incorporated in Para 15 of Code and Regulations for use of weapons in Government of Maharashtra letter No. TRS-1095/CR-112/F-6, dt.06/12/2005. The State Government, vide Letter No. TRS-1095/CR-112/F-6, dated 24th December, 2010 has further clarified that the Forest Officers, while patrolling in forests may use weapons after sun-set also and if situation goes beyond control they may use weapons outside protected and reserved forests for self-defence.

[Annexure 12.02]

12.06 The State Government, vide Revenue and Forests Department Notification No. TRS-1095/CR-112/F-6 dated 19th September, 2006 has extended legal protection available under section 197(2) of the Code of Criminal Procedure, 1973 to Forest Guards, Foresters, Range Forest Officers, Assistant Conservators of Forests, Deputy Conservators of Forests and Divisional Forest Officers, charged with the maintenance of public order relating to forest protection.

[Annexure 12.03]

Notes

— CHAPTER 13 —
SECURITIES TO BE TAKEN FROM FOREST SUBORDINATES

13.01 Security to be Furnished by the Subordinates

Subordinates entrusted with the collection of Government money or custody of stores, stamps or any other property should furnish security in accordance with financial rules under devolution Rule (F.P.I)-40 in one of the forms mentioned therein.

In accordance with the provisions of Section 2 of Act XII of 1850, the following rules have, with the approval of Governor, been made requiring the amount and kind of securities and sureties to be given by every person appointed to any office in which such person is to be entrusted with the receipt, custody or control of any such moneys as are specified in Section 3 of the said Act:-

Rule 1 Every Forest Officer below the rank of Assistant Conservator, whether appointed permanently or temporarily, whose duty requires that he should be entrusted with the charge of Government money shall furnish security with one or more sureties as the Chief Conservator / Conservator of Forests of the circle may direct, for a sum which shall in no case be----

(i) less than the aggregate of the pay payable to such subordinate for 12 months service, or

(ii) less than the amount of forest revenue or funds which such subordinate is, by special authority from the Chief Conservator / Conservator of Forests of the circle permitted to hold at any one time in his custody.

Note - The personal security bond should be in the form as prescribe in Financial rules under Devolution Rule 37 (c) (F.P.I)-Appendix I-B with two sureties as prescribed therein. Financial Rules under Devolution Rule 37 (c) (F.P.I)-"40" also permits other forms of security.

Rule 2 Every such Forest Officer shall within one month, on obtaining, temporary or permanent promotion or on the decease or withdrawal of his original security, furnish fresh security.

Note- To avoid the necessity of calling for a fresh bond on every occasion of promotion from grade to grade in a class or transfer from place to place of a subordinate, the Chief Conservator / Conservator may prescribe sufficiently large amounts for the original bonds to be taken under rule 1, which will be adequate for all grades in each class of subordinates, e.g. Guards, Foresters, and so on, and the bonds should not mention the particular beat or round, etc. in which the subordinate is serving but should mention his duties in a general way, e.g. "holds the office of Forest Guards in the division" or "holds the office of Forester in the circle" and so on.

Rule 3 The D.C.F. or A.C.F. or Sub-Divisional Forest Officer with the sanction of the Chief Conservator / Conservator of Forests of the circle, may at any time require any such forest officer, as is referred to in rule 1, to furnish within 1 month a fresh bond in substitution of any bond previously executed by such Forest Officer.

Rule 4 The D.C.F. or A.C.F. or Sub-Divisional Forest Officer may, at his discretion and without assigning reasons, decline to accept any person as surety.

Rule 5 The Chief Conservator / Conservator of Forests of the circle may at any time direct that the security to be furnished under these rules shall be in the form of a deposit of Government promissory or currency notes or cash.

Note For the several forms in which security may be given see Financial Rules under Devolution Rule 37(e) (F.P.-I)-40 Appendix 1-13 under Rules 73, 51, 65, 48 for this purpose Financial Rule 51 Reproduced.

13.02 Rules for Probationary and Permanent Appointments

The above rules apply to probationary as well as to permanent appointments.

13.03 Personal Securities

In cases where an employee is required, as a condition of his office, to deposit cash or negotiable securities, the bond of an Insurance Company cannot be accepted in lieu thereof. But a bond may be accepted in place of personal securities if the State Government is satisfied with the terms of the bond and the solvency of the company.

13.04 The following Supplementary Rules have been passed

S. Rule1 The D.C.F. or A.C.F. or Sub-Divisional Forest Officer will be held responsible that security is furnished and maintained by every forest officer below the rank of Assistant Conservator of Forests in his division, who may be required under the rules made by the Chief Conservator of Forests of the Circle, under section-2 of the Act-XII of 1850, to furnish security and he shall in consultation with the Mamlatdar of the taluka in which the surety resides satisfy himself that the surety offered is, and continues to be a proper one.

Note 1- The solvency of the sureties should be verified every year, see note (2) below clause (1) of Financial Rules under Devolution Rule 37(e) (F.P.I)-"40". Regarding the responsibility of the Revenue Department for the issue of solvency certificates and instructions to Mamlatdars and Mahalkaries in this connection, see para 4 of [Annexure 13.01] to this Volume.

Note 2- Government Officers to whom surety bonds are tendered should verify the identity of the personal securities and their solvency before the surety bond is accepted and only responsible Government officials who have identified the personal sureties should sign such surety bonds as witnesses.

S. Rule 2 Care must be taken that no person's security is accepted on behalf of a disproportionately large number of forest officers below the rank of Assistant Conservator whether of the same range or department or not.

S. Rule 3 The D.C.F. or A.C.F. or Sub-Divisional Forest Officer shall keep a register (MFM Form 2) of all securities furnished by forest officers below the rank of Assistant Conservator in his division, for scrutiny by the C.C.F./ Conservator of Forests of the circle during the course of his annual tour, and shall submit annually to the Chief Conservator of Forests/ Conservator of Forests, in the first week of January, a certificate that all such securities are good and sufficient.

[Annexure 13.01]

13.05 Amount of Security

Conservators are empowered by R 5966 of 31-08-1903 to settle the amount of security required from each subordinate official, permanent or temporary. The power to accept securities from forest subordinates was re-delegated to Conservators subject to the rules reproduced in this Chapter. See also Manual of Financial Powers **(F.P.VII)-3.**

13.06 Responsibility of Sureties

It should be distinctly understood that when men of straw or inadequate means are accepted as securities and any loss to Government results from the insufficiency of such security the officers accepting such sureties will be held personally responsible for any loss incurred.

13.07 Security Bond

A security bond continues in force until it is cancelled and surety who withdraws from his suretyship continues to be liable, notwithstanding his withdrawal for any defalcation of his principal occurring up to 60 days after he has given notice of his intention to withdraw. A security bond should not be destroyed until so long after the principal has ceased to occupy an office in which he has to furnish security that there is no probability of its being of any use. If a fresh bond is for any reason taken, the old one should still be preserved as security against defalcations which may have occurred before the date of the new one.

Note– The new form of security bond given in Appendix I to Financial Rules under devolution Rule 37(e) (F.P.I) requires the sureties to give six calendar months notice in writing of their intention to terminate their suretyship and the bond continues in further until the expiration of the said period of six months.

(i) Ten year National Plan Certificates can be accepted as security from Government Servants who handle cash under sub-Rule 3(a) of Financial Rule under Devolution Rule 37(e).

(R. 858-1054 of 03-01-1954)

(ii) A Government servant serving in one Department may be permitted to standing surety for a Government servant serving in another Department provided in the case of Hindus they are not members of the same joint family. Retired Government servants and servants of local bodies should not be debarred from standing as sureties for Government servants.

(Rule 40 F.R. under D.R. 37(e) F.P.I)

(iii) Forest contractors should not be accepted as sureties for any subordinates of the Forest Departments.

Securities required to be furnished by the cashiers, store-keepers etc. under Rule-40 of Financial Rule under Devolution Rules 37(e) (F.P.I) should be obtained within a period of thirty days from the date on which the charge of the post is taken over by the Person concerned. The Heads of Offices concerned may however, in exceptional circumstances grant extension of the period for a further period of thirty days only in the cases where it is not possible for the Government Servant concerned to furnish the security within the period to be allowed which should not exceed sixty days from the date of appointment to the post of cashiers, store keepers etc.

CHAPTER 14
TOURS AND DIARIES

14.01 TOURS

14.01.01 Tour Programmes of PCCFs / APCCFs / CCFs / CFs.
All PCCFs and APCCFs in the office of the Principal Chief Conservator of Forests (HoFF) must give prior intimation about their tours to the PCCF (HoFF).

14.01.02 All other gazetted officers in the office of the PCCF (HoFF) must give prior intimation about their tour to their respective controlling officers.

14.02 Tours of DCFs / DFOs /Sub DFOs / ACFs / RFOs.

14.02.01 The Dy. Conservators of Forests / Divisional Forest Officers shall carefully plan their tours to adjust adequate field visits and attend important meetings at district and regional levels. They shall, as far as possible camp in the forests for better acquaintance with forests and staff.

14.02.02 ACFs and RFOs should spend the adequate portion of their time on tours. They shall carefully plan tours to exercise maximum possible personal supervision of forestry operations.

14.02.03 All touring officers should satisfy themselves before leaving the camp that all supplies received or services accepted whether by themselves, their servants, or their official establishment, have been duly paid for at adequate rates by the persons concerned.

14.03 DIARIES

14.03.01 Gazetted Officers attached to the office of the Principal Chief Conservator of Forests not concerned with the field visits, inspections and regular tours, need not submit tour diaries.

14.03.02 Gazetted Officers attached to the office of the Additional Principal Chief Conservator of Forests / Chief Conservator of Forests/ Conservator of Forests, need not submit tour diaries, if their duties do not require field-tours.
Provided that, whenever they are holding additional charge of an officer entrusted with field duties, tour diaries for the period of such additional charge must be duly submitted by them to their official superior.

14.03.03 Additional Principal Chief Conservator of Forests / Chief Conservator of Forests / Conservator of Forests / Deputy Conservator of Forests / Divisional Forest Officers / Sub-Divisional Forest-Officers / Assistant Forest Conservator of Forests / Range Forest Officers / Foresters, assigned with the field duties must submit monthly tour diaries to their respective controlling officers, within the time frame prescribed by the State Government or instructions issued by the PCCF (HoFF) in this regard from

time to time. Copies of the relevant extract of diaries should also be endorsed to the subordinate officials to ensure compliance of the instructions given to them by the touring officers.

14.03.04 All Forest-officers, for whom submission of tour-diaries is mandatory, shall precisely record in their diaries the inspection notes and instructions given to the concerned during the tour.

14.03.05 When officers are directly attached to C.Fs. or C.C.Fs. they should submit their diaries directly to the office that they are attached. R.F.Os. and Non-Gazetted subordinates of the Executive Branch in a Division except Beat Guards should submit copies of the diaries to the D.C.F.

14.04 Forest Guards

(i) The Forest Guard must be supplied with a stamped diary book by the RFO. Before supply, the R.F.O. shall provide on the fly-leaf following details over his signature.
   a) Names of all villages in his beat or in his charge.
   b) Details of the forest areas (blocks, compartment, Survey numbers, areas of Reserved, Protected, un-classed, acquired forests or other Government land in his charge)
   c) Details of areas opened and closed to grazing giving S/Nos., compartment Nos. of these areas.
   d) List of current works, plantations, regeneration areas, silvicultural plots and other sample areas plus trees, preservation areas in the same.
   e) Map of the area on suitable scale.
   f) Any other details relevant to specific work allotted to him.

(ii) The Forest Guard must always keep the diary-book on his person.

(iii) Whenever the Forest Guard meets his official superiors, he shall produce his diary book for their inspections. The official superiors i.e. Foresters or R.F.O. shall on every such occasion read and sign the diary book and date it below the last entry along with his remarks that may be necessary regarding his work.

(iv) Forest Guards must write their diaries daily,

(v) Forest Guards are not to submit diaries.

14.05 R.F.Os. should ensure that diaries are duly completed and produced by the Forest Guards and Foresters at the time of making payments of monthly salaries and during the tours of senior officials.

14.06 All offences and important matters should be noted by Range Forest Officer. The R.F.O. shall also note whether the work done during the period was satisfactory and will also mark any portions that he thinks should call attention of the superiors.

14.07 T. A. bills of Gazetted Officers

The travelling allowance bills of Gazetted officer as well as other establishment should be prepared in form no. Gen 24-M, Outer (Revised) and 25-M, Inner (Revised). The travelling allowance bills of the Principal Chief Conservator of Forests, Additional Principal Chief Conservator of Forests, Chief Conservator of Forests, Conservator of Forests, and Dy. Conservator of Forests may be paid without Counter signature. Those of other Government officers, authorized by the Chief Conservators shall counter signature such bills.

14.08 Vouchers of on Account of T. A. Bills

The vouchers for charges on account of travelling allowance will be in duplicate, original copy will be stamp receipted by the payees office, copy of the bills should be kept in all cases. The officer, who is required to countersign travelling allowance bill must satisfy himself that the charges are justified by the circumstances of the case and scrutinize the claims according to the instructions, to avoid double claims and payment for one and the same journey he/she should maintain a register of travelling allowance bills in the prescribed Form 20 m. Every endeavour should be made, to pay all personal claims for pay and allowances, including travelling allowance, up to date to government servants on transfer before issuing a last pay certificate.

Notes

CHAPTER 15
CASUALTIES AMONG THE GOVERNMENT SERVANTS AND CONDOLATORY RESOLUTIONS

15.01 A list of names and addresses to be maintained by Heads of Office

All Heads of the offices should keep a list showing names and addresses of the nearest relatives or friends of all Government servants, serving under them and send a copy of the same to the Circle in-charge. Any change in the addresses etc. should be notified to the Heads of the offices as well as to the Circle in-charge. A list showing the names and addresses of the nearest relatives or friends and home town addresses should be kept in respect of I.F.S. officers by the C.F./C.C.F. and P.C.C.F. A copy of the addresses should also be sent to the Secretariat Department concerned. Any change in the addresses should immediately be notified to them.

15.02 Annual return of I.F.S. Officers names, addresses etc.

A self contained annual return should be submitted by I.F.S. officers in triplicate on or before 1st June to the C.F./C.C.F. circle in charge giving

i. Name of the officer and designation
ii. Home address (detailed local address including address of the nearest relative or friends)
iii. Detailed addresses of the nearest relatives or friends in home town.
iv. Names of the persons to be contacted in case of emergency.
v. Specific remarks if any.

15.03 Intimation regarding death of Officers

Intimation regarding the death of Government servant must be given to his/her nearest relatives or friends by the Head of the office or circle in-charge under whom he/she may be serving. The Heads of the offices should communicate the news of serious injury to his/her relatives as early as possible.

15.04 Communication of news of death or serious injury while discharging official duty.

When a Government servant is killed in any riot or assault while on duty, a detailed report should be made to the Government, PCCF (HoFF) and official superiors.

15.05 Superior officers to make arrangement to protect the property of deceased subordinates, if he has no heirs.

In case of death of any officer or subordinate, if any local heir is not available to take care of the property of the officer, the nearest superior officer will make arrangement to take care for the protection of his/her property. He/She will prepare a list of the immovable and movable property of the officer concerned and if there is a possibility of loss to the same, arrangement for the protection of the property through police should be made.

15.06 Resolution of condolence

A resolution of condolence should be issued by Government in the administrative department concerned when head of the Department dies while holding office (whether on leave or not). In case of death of any officer while in service, a letter of condolence should be sent by the Head of the Department concerned on behalf of the Department.

15.07 Expeditious payments of dues following death of Government servant

Whenever any Government servant dies, necessary steps shall be taken at all levels to ensure that immediate financial assistance is provided to the family of the deceased through the legitimate sources. Cases of Pension, DCRG, Provident fund, G.I.S. etc. must be be expedited. Payment of all dues must be made to the spouse or legal heirs as per statutory provisions and existing policy.

15.08 Benefit of recruitment on Compassionate Ground

If the case of the deceased is covered under the Compassionate Scheme, the Heads of the Office must take expeditious steps to follow the guidelines issued by the Government from time to time in that regard. The State Government has issued a self-contained Resolution dated 21st September 2017 in supersession of all previous Resolution in that regard. The said Resolution has been partially amended vide Circular dated 4th August 2018.

[Annexure 15.01, 15.02]

— CHAPTER 16 —
PERFORMANCE APPRAISAL REPORTS AND ANNUAL CONFIDENTIAL REPORTS OF GOVERNMENT SERVANTS

16.01 Annual Confidential Reports of Government Servants

For proper career planning on the one hand and with due regard to the interests of the Public Service on the other, it is essential that close and continuous attention should be paid to the work, character, capacity and professional competence of all Government servants. A continuous record of service, which the Government servant has performed during the year under report, should be maintained in respect of all Government servants. The record should be written up annually in a concise manner, indicating in precise terms, the manner in which the Government servant has performed his duties during the year under report, his qualifications, ability and other details that may of help the authority with whom the power of making promotions rests, in forming an opinion of the usefulness and capability of the Government servant.

16.02 Indian Forest Service Officers

Performance Reports of the IFS officers are maintained in accordance with the All India Services (Performance Appraisal Report) Rules, 2007.

16.03 Writing of Reports of Members of the Indian Forest Service

The State Government specifies the Reporting, Reviewing and Accepting Authorities for the IFS officers from time to time.

16.04 Performance Appraisal Dossier

The Comprehensive Performance Appraisal dossier is to be maintained for each member of the service by the State Government and the Central Government. The performance appraisal dossier shall consist of the following documents----

(i) Curriculum , to be updated annually on the basis of the performance appraisal reports and a five-yearly Curriculum vitae update submitted by the officer reported upon.
(ii) The performance appraisal reports earned throughout the career.
(iii) Certificates of training, academic courses attended after joining service, study leave.
(iv) Details of books, articles and other publications.
(v) Appreciation letters from Government or Secretary or Head of Department or Special bodies or Commissions.
(vi) Reports of medical check-ups.
(vii) Copy of order imposing any of the penalties, if any, specified in the All India Services (Discipline and Appeal) Rules, 1969.
(viii) Warning of displeasure or reprimands of the Government.

16.05 Annual Medical Check up of Indian Forest Officers

As per the All India Services (PAR) Rules 2007, annual health check up is mandatory for all the IFS officers above the age of 40 years and may be totally dispensed with for officers below the age of 40 years except in case of medical incident. The State Government has to arrange for

the medical health check up of all the IFS officers either in the State Government hospital or at private hospitals on the panel of State Government as required under the rule. The Form –IV of the said rules is to be used for health check- up and a copy of summary of the health check up in Part –C of Form IV is to be attached to the Performance Appraisal Report by the administrative department and copy of the report is to be provided to the members of service.

16.06 Smart Performance Appraisal Report Recording Online Window (SPARROW)

The Central Government has prescribed Smart Performance Appraisal Report Recording Online Window (SPARROW) for online recording of the Annual Performance Appraisal Report (APAR) in respect of IFS officers. The APAR can be submitted either by the DSC or the AADHAR linked authorization on the SPARROW website.

16.07 Maharashtra Forest Service Officers

Annual Confidential Report (ACR)

The procedure for reporting, reviewing and the time schedule for Annual Confidential Report of Government employees effective from 1 February 1996 has been notified by the State Government General Administration Department Government Resolution No. CFR 1295/PK 36/95/Thirteen, dated 1st February 1996. The said G.R. has also laid down guidelines on various issues. It has also been provided that adverse remarks, if not communicated to the employee need not to be considered at the time of promotion, confirmation or crossing of efficiency bar. Some other salient provisions of the resolution are as follows--

(i) Annual Confidential Report of each government employee including temporary Government employees who have served or likely to serve more than 3 months except class IV employees, has to be written for each financial year ending on 31st March as per the guidelines given in the Annexure A of the said GR

(ii) The government employee has to write self assessment report in the prescribed form (Part 3 of Annexure B) within the given space and submit it to reporting officer within specified time limit.

(iii) The original or summary of report submitted by the training institute in-charge about an employee about his training performance should be a part of the Annual Confidential Report.

(iv) For assessment of the technical part the proforma can be prescribed by the Administrative Department in consultation with General Administration Department.

(v) **Ephemeral Roll----**Reporting Officer should maintain the Ephemeral Roll of the Government servant in the format as prescribed in Annexure C of the GR under his own signature. The Ephemeral Roll should contain the brief remarks regarding the functioning of Government servant, his conduct, deserving to be recorded including commendations, warnings, rewards or punishments along with the reference to file or case, if any. The Ephemeral Roll is to be destroyed one year after the Confidential Report for the period has been sent, if no adverse remarks are given in the Confidential Reports. If adverse remarks are given on the basis of the Ephemeral roll, then the shall be kept with the relevant Confidential Report till representation of the Government servant, if any, against such adverse remarks is finally decided by the Competent Authority.

16.08 Writing of Reports of Members of the State Forest Service Officer

16.08.01 The Annual Confidential Report of Divisional Forest Officer, Assistant Conservator of Forest is to be reported, reviewed and accepted by the authorities as notified by the Principal Chief Conservator of Forest (HoFF) Maharashtra State or State Government, from time to time.

16.08.02 No officer under suspension is allowed to write /review ACR of his subordinates if during major part of the writing /reviewing he is under suspension as he might not have full opportunity to supervise the work of his subordinates.

16.08.03 Those government servants, who bring political pressure or recommendatory letter to expunge their adverse remarks, the entry of such activities will have to be taken in their ACR by the accepting authority in the form prescribed by GAD circular no. CFR-1202/440/13 Dated 1 August 2003. The grading of ACR for the purpose of promotion will have to be decided after taking in to considering such entries.

16.09 MAHAPAR Portal for State Service Officers

From the year 2016-17 onwards, Government of Maharashtra has taken a decision to maintain Annual Performance Report of all Class I officers through an online process known as MAHAPAR. Under this, State is the Primary Custodian for compilation of Annual Performance Reports at one place for all officers. Besides this PAR Manager of the regional level have been nominated to create and generate the PAR in the MAHAPAR portal for all officers. The APAR forms contain following information : -

1) Part- I : Part-I contains general information about the officer.
2) Part-II: Part-II contains self assessment, targets and accomplishments and performance profile of the officer.
3)Part-III:Part-III is filled by the Reporting officer who gives his comments and numerical grades for various aspects of the performance of the officer reported upon. He also has to comment on the integrity of the officer and record reasons for his assessment if the integrity is reported as doubtful.
4)Part-IV:Part-IV is filled by the Reviewing authority which can give his own assessment of numerical grades. After acceptance the report is disclosed and the officer who has been reported and reviewed upon can submit his representation.

16.10 Check List

All the concerned Authorities shall prepare the Check List of Government servants working under their administrative control in duplicate, by 28th March in the prescribed proforma. Every Government Servant figuring in the check list must be informed by the concerned Authority to write his self assessment report and submit it to the Reporting Officer within prescribed time limit, failing which, the Annual Confidential Report will be written without waiting for self assessment report from him.

16.11 Doubtful Integrity

Central Government and State Government have issued guidelines from time to time in respect of manner in which the Doubtful Integrity of a Government Servant shall be recorded.

Notes

— CHAPTER 17 —
CLASSIFIED LIST OF OFFICERS AND OTHER RETURNS REGARDING ESTABLISHMENTS

17.01 Classified list

An yearly list of officers of the State should be prepared in prescribed proforma in accordance with the instructions contained in the Government of India, Revenue and Agricultural Department, Circular No. 1126 of 12th September 1922. Care should be taken that all abbreviations and symbols denoting the professional training of officers and their qualifications etc, as well as other necessary details are correctly entered. Full particulars as regards extensions of service granted to officers should be given in the remarks column of the list against the officers concerned. The list should be corrected up to 1st January of each year. and a typescript copy sent to the Director General of Forests by 30 January each year for incorporation in the All India list.

17.02 History of Service

As soon as an Officer is appointed or promoted to a Gazetted post either substantively, temporarily or in officiating capacity, the following information about him should be furnished to the Cadre Controlling Officer for incorporation in the History of Service maintained in his office in respect of each such Gazetted officer.

(i) Date and place of birth.
(ii) Domicile.
(iii) Name of University.
(iv) Religion.
(v) Academically degrees, if any, and professions qualifications.
(vi) Literary work, if any.
(vii) Particulars regarding awards of medals, orders or decorations.
(viii) Dates on which titles or decorations, if any were conferred.
(ix) Caste
(x) Sub-caste
(xi) Mother tongue.
(xii) Home of family.

17.03 Return Showing Reoriented Composition of Services

The office of the Principal Chief Conservators of Forests should submit to the Director of Social Welfare, Maharashtra State, Pune by 15th February of each year a Return showing the number of vacancies filled by the appointment of members of the Backward Classes in Government Service, in prescribed proforma under intimation to Government.

17.04 Information regarding the names and addresses of the nearest relative

Chief Conservator of Forest/ Conservators of Forests may obtain information regarding nearest relatives of IFS officers and Gazetted Officers working under him for use in emergency.

17.05 Annual Property Return

As per respective Conduct Rules, it is mandatory for Government servants to submit their Annual Property Returns within the following time-limits---

a. **State Service Officers.--** Details of Property as on 31st March to be submitted before 31st May.
b. **IFS officers :** Details of Property as on 1st January to be submitted before 31st January.

17.06 Returns of Subordinate Establishment as they stand on 1st April

The annual establishment returns as on 1st April should be prepared separately for the subordinates, executive and office establishment in prescribed proformas and forwarded by the Conservators and the Chief Conservator of Forests/ Conservator to the Accountant General concerned annually so as to reach him not later than the 15th April each year.

17.07 Absentee Statement, Return of changes, etc. of subordinate establishment

For the submission by the Chief Conservator of Forests/ Conservators of the monthly absentee statement and return of changes in respect of the subordinate executive and office establishment in their charge to the Accountant General.

Notes

— CHAPTER 18 —
ASSOCIATION BY GOVERNMENT SERVANTS

18.01 Rules Regulating the Associations of All India Services

The rules regulating associations of A.I.S. officers are laid down in A.I.S. (Recognition of Association) Rules.

18.02 Recognition of Associations [Rule 29 of the MCS (Conduct) Rules, 1979]

Rule 29 (1). Government, may after such inquiry as it deems fit, grant recognition to an association of Government servants, if in the opinion of Government, such association has complied with the conditions specified in Appendix.

Rule 29 (2). An association to which recognition is granted under sub-rule (1) shall be recognized association.

Rule 29 (3). Government may cancel the recognition of an association to which recognition is granted under sub-rule (1),

(a) If the Government is satisfied that such recognition was granted under any mistake, misrepresentation or fraud, or

(b) If after giving an opportunity to the association to be heard, Government is of the opinion that the association has committed a breach of any of the conditions specified in the Appendix.

Rule 30-- An Association which is not recognized association shall not be entitled to submit any representation or memorial or send any deputation in respect of any matter affecting Government servants or a Class of such servants.

18.03 The State Government vide General Administration Department Circular No. Sanghatana 1516/CR-273/2016/16-A dated 2nd January, 2017 has issued the list of associations, duly recognized under rule 29. The authorities and Government servants are therefore advised to refer to this Circular and subsequent instructions issued by Government from time to time in that regard. The Appendix referred to in Rule 29 lays down conditions for recognition of Associations of Government employees.

18.04 Rule 7. Joining of associations by Government servants.

No Government servant shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

18.05 Demonstration and Strikes

Rule 6.— No Government servant shall—

(i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, demotion or incitement to an offence, or;

(ii) resort to, or any way abet, any form of strike in connection with any matter pertaining to his service or the service or any other Government servant:
Provided that, nothing in the sub-clause shall be deemed to prohibit those Government servants from resorting to a strike who are expressly permitted to resort to such strike under any law for the time being in force.

18.06 Consequence of participation in strike in contravention of rule 6.

As per rule 47 of the MCS (Pension) Rules, 1981, the participation of strike in contravention of rule 6 of the MCS (Conduct) Rules, 1979 entails the forfeiture of the past service of the Government servant.

Notes

CHAPTER 19
POWERS OF SANCTION AND GENERAL RULES REGARDING SALES AND EXPENDITURE

19.01 Financial Powers Delegated to the Forest Officers

The Finance Department in State Government issues Resolutions from time to time, conferring financial powers to the Administrative Department, Heads of Department, Regional Heads of Department and Heads of Offices under Manual of Financial Powers, 1978. These include powers under the Bombay Financial Rules, 1959 and the Maharashtra Contingency Expenditure Rules, 1965 etc. Latest Resolution in this regard must be referred.

19.02 The delegation of powers to the officials in Forest Department in respect of matters related to Departmental Working are summarized as under--

Sr. no	Detail	Government Resolution
1	Administrative and Technical Sanctions for forestry works and works to be executed under the Working Plan.	Revenue and Forests Department GR No. MSC-2011/CR-175/F-5 dated 30.09.2011. **[Annexure 19.01]**
2	Fixing upset price, sale of forest produce, Revenue Receipts etc.	Revenue and Forests Department GR No. MSC-2011/CR-176/F-5 dated 30.09.2011. **[Annexure 19.02]**
3	Administrative and Technical Sanctions for Civil Works.	1. Revenue and Forests Department GR No. MSC-2011/CR-178/F-5 dated 30.09.2011. **[Annexure 19.03]** 2. Public Works Department No. V:A Su-2015/cr-218/Imarti-2 dated 16.12.2015. **[Annexure 19.04]**

19.03 Sale of forest produce, live-stock, store, tools and plants

19.03.01 No timber or other forest produce or no live-stock, store, tools and plants may be sold except on receipt of payment prior to its delivery.

19.03.02 Sale to public departments with whom the accounts are adjusted by book transfers, are exempted from this rule. Exceptions may also be authorized by Governmentt in the case of special transaction with other purchasers.

19.03.03 Officers subordinate to D.C.F. and D.C.F. himself should observe the procedure in conducting such sales as per instructions contained in G.R. R.F.D No.TMR/1680/117241-CR-937/III/F-9, dt.29-4-1986 and amended vide GR No. MFP-2012/CR-01/F-9, dated 15th January 2020. **[Annexure 19.05]**

19.04 Local sales by R.F.O.

Range Officers are empowered to confirm bids as per the Revenue and Forests Government Resolution No. M.S.C.2011/ CR-.176/ F-5 dated 30-09-2011.

19.05 Harvesting of material and sale by different Agencies

19.05.01 The timber and other forest produce are extracted from the forest, brought on appropriate sale depot and sold by public auction. The method of sale of standing coupes has been abandoned in the State of Maharashtra. The marking of coupes for felling is done as per the instructions contained to that effect in working plan and instructions issued by the C.F./C.C.F.

19.05.02 Coupes marked for felling are worked departmentally or allotted to Forest Labourers Cooperative Societies on logging contract basis or revised formula basis. The coupes are worked by the Society as per the sanctioned estimate and material is brought to the depot for sale. The grass kurans are allotted on priority basis, to the Gram Panchayat or Co-operative Milk Production Societies. Supply of timber and other forest produce under free grants, sufferers of natural calamity is done as per the orders of Government and competent authority of the Revenue Department.

19.05.03 Forest Labour Cooperative Societies—The concept of the coupe working through the Forest Labourers Cooperative Societies has its genesis in the National Forest Policy, 1952, which was declared soon after the independence. The relevant paragraph of the same is reproduced as under—

32. Popular goodwill, co-operatives and forest workers—While forest legislatin, forest education, and forest research constituted the basis for sound forest management, the welfare and goodwill of the people in the neighbourhood of forests provide the firm ground on which it stands. No forest policy, however well intentioned and meticulously drawn up, has the slightest chance of success without the willing support and cooperation of the people. The recognition of their rights to forest produce at concessional rates, or, free of royalty, is not only by itself enough. What is necessary is to instill in the people a direct interest in the utilization of forests. Intermediaries who exploit both the forests and local labour for their own benfit may with advantage be supplanted gradually by forest labour co-operative societies which may be formed to suit local conditions. Once the local population learns to look upon the forest as a means of its livelihood, a great step forward will have been taken.

19.05.03.01 Maharashtra took initiative even before that and the first Forest Labour Cooperative Society was established in Thane on 05/04/1947.

19.05.03.02 However, little impact could be perceived till 1966.

19.05.03.03 The State Government laid down policies for allotment of Coupes and revenue-sharing mechanism. Government of Maharashtra vide Revenue and Forests Department, Resolution No. FLC 1175/126500-F6 dated 24/12/1975 stipulated that 30% advance in case of Timber, out of the proceeds of the auction of forest produce had to be given to Forest Labour Cooperative Societies. In case of Firewood, this amount was made 60%. After completion of coupe operations, Deputy Conservator of Forests / Divisional Forest Officer was supposed to examine the accounts and the relevant documents to assess the admissible expenditure.

19.05.03.04 Any excess payment paid, may, in advance had to be recovered from the Forest Labour Cooperative Societies. Vice-versa if there was any shortfall, that had to be paid to the Society.

19.05.03.05 Time table of Essential Operations (vide Government, Revenue and Forests Department, Resolution No. FLC 1074/81865-F6 dated 02/10/1975).

Sr. no	Particulars of activity	Time-line
1	Supply of list of available Coupes to FLCS	31st December of preceding year and Coupe working
2	Submission of application by FLCS	28th February of the year of coupe working
3	Allotment of coupes by the CF/CCF	31st May
4	Allotment of coupes to FLCS which had remained undecided by the PCCF office	1st October
5	Final decision about coupe allotment of the Competent Authority.	31st October

(i) Allotment of coupes to the Forest Labour Co-operative Societies is done by the C.F./C.C.F. in the area of operation of the societies after taking into consideration the recommendations by the Dy.C.F. and District Federation of F.L.C.S. as per the guidelines issued by the Government in that regard. The coupes falling outside the jurisdiction of the societies, shall be allotted by the PCCF / APCCF(P&M) after taking into consideration the recommendation of the C.F./C.C.F. in charge of circles and other guidelines issued by the Government. The detailed guidelines of working of Forest Labourers Co-operative Societies have been enumerated in the green book. After the allotment of coupe is done, the society enters into contract with the Government.

(ii) The allotment of coupes to societies is based on revised formula and logging formula, depending on the audit class.
(Ref: G.R.No. FLC-1092/c.n.99/F-9, dt. 20-11-1993)
[Annexure 19.06]

No coupe is allotted, if the government dues are outstanding against any Society.
(Ref: G.R.No. FLC-1093/c.n.260/F-9, dt. 24-12-1993)
[Annexure 19.07]

"No Objection Certificate" from the forest department is a must for registering Forest Labourers Co-operative Societies with the Co-operative Department.
(Circular- Commissioner of Co-operation and Registrar, Co-operative Societies, Pune, dt. 23rd September, 1986)
[Annexure 19.08]

(iii) Deputy Conservator of Forests shall issue No Objection Certificate after obtaining permission from PCCF / APCCF (Production & Management) to any new society that is to be created.
[Memo, CCF (Production), No. D-11/FLCS/220, dt. 28-8-1985]

[Annexure 19.09]

(iv) Detailed instructions regarding coupe allotment to FLCS, its area of operation, issuance of I.D. cards to members, action to be taken with reference to malpractices have been issued by Govt.
(Govt. Circular No. FLCS-1087/C.R.491/F-9, dt. 10-2-1987)

[Annexure 19.10]

(v) Government has allowed societies to utilize 50 % of the 20% net profit admissible to societies working on revised formula as an incentive for welfare of the members of the society.
(G.R.No. FLCS/1078/196194/F-9, dt. 23-8-1985)

[Annexure 19.11]

(vi) The 10 % amount earmarked for welfare activities is to be utilized by the societies within one year after settlement of final accounts.
(Govt. Circular No. 1093/C.R.No.260/F-9, dt. 29-9-1994)

[Annexure 19.12]

(vii) Government has revised pay scales and other benefits for F.L.C.S employees effective from 1st January, 1982.
(G.R.No. FLC-1082/98998/F-9, dt. 16-8-1983)

[Annexure 19.13]

(G.R.No. FLC-2008/CR-6/C/F-9, dt. 27-09-2012)

[Annexure 19.14]

(viii) Government has issued directions regarding expenditure admissible to F.L.C.S. with reference to travelling expenses of employees of societies and expenses for erection of Mandav in the coupes.
(G.R.No. FLC-2008/CR-6/C/F-9, dt. 27-09-2012)

[Annexure 19.14]

(ix) The expenditure on welfare activities such as water supply, construction of hutments and medicines is limited to a ceiling of 2 % of wages and the transport charges paid.
(G.R.No. FLC-1067/95152-7, dt. 29-9-1969)

[Annexure 19.15]

19.06 Instructions for Sale of timber at Sale Depot

(i) The sale dates should be finalized by C.F./C.C.F before 31st July of each year in consultation with concerned General Managers of FDCM Ltd under intimation to PCCF/APCCF (P&M) and Managing Director, FDCM Limited.

(ii) Adequate publicity should be given to the sales. Publicity for major sale depots in Chandrapur, Amravati, Thane and Nagpur circles should be given in at least two news papers of nation-wide circulation. Publicity for major sales should be done adequately. Letters may be sent to the intending purchasers according to the mailing list kept in the office of Dy.C.F .which should be updated after each sale at least once in six months.

(iii) Duty list of sale should be issued at least 10 days in advance of the sale. The staff should be given training and rehearsal before the sale.

(iv) List of defaulting contractors and purchasers should be made available to the officer accepting E.M.D.

(v) Apart from above, instructions issued by the PCCF from time to time must be followed in respect of depots, where the sale is to be carried out through e-Auction.

(vi) The services of armed police personnel must be availed for protection of cash received during sales.

(vii) The task of preparation of lot list, bid sheets should be attended. A cyclostyled printed lot list should be supplied to the purchasers. It should also be published on the notice board of the sale depot office.

(viii) Upset price should be prepared as per the standing order No.46 of P.C.C.F. office dated 30th September, 1971. The prices realized during the previous auctions for comparable material both in respect of dimension, species, quality and the trend of market is to be taken into consideration while preparing upset price. Preparation of upset price should be done personally by the Dy.C.Fs. The upset price statement should be prepared in triplicate. The Dy.C.F. should sanction the upset within his competence and Upset price of lots beyond the competence of Dy.C.F. should be submitted to the C.F./C.C.F. by the Dy.C.F. at least 7 days before the date of sale.

(ix) Sale of timber, firewood and other forest produce brought on depot are done as per the instructions contained in Annexure B of G.R., R.& F. D. TMR-1680/117241/CR-937/III/F-9, dt.29-4-1986 and GR No. MFP-2012/CR-01/F-9, dated 15th January 2020.

19.07 Disposal of Minor Forest Produce

The term 'minor forest produce' is not defined in the Indian Forest Act, 1927. It was defined for the first time in the Maharashtra Minor Forest Produce (Regulation of Trade) Act, 1969, as the forest-produce specified in the Schedule appended therein. Initially, tendu and thereafter apta leaves were specified in that Schedule. The Parliament enacted Provisions of Panchayats (Extension to Scheduled Ares) Act, 1996. To give effect to the said Act in respect of ownership of minor forest produce in the Scheduled Areas, the State Legislature enacted the Maharashtra Transfer of Ownership of Minor Forest Produce in Scheduled Areas and Maharashtra Forest Produce (Regulation of Trade) (Amendment) Act, 1997, according to which thirty three items specified in the Schedule appended thereto was designated as 'minor forest produce' and the word 'minor' appearing in the Maharashtra Minor Forest Produce (Regulation of Trade) Act, 1969 was deleted. Thereafter the term 'minor forest produce' was defined in the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 for the purposes mentioned therein. Eventually, the Maharashtra Transfer of Ownership of Minor Forest Produce in Scheduled Areas and Maharashtra Forest Produce (Regulation of Trade) (Amendment) Act, 1997 was amended in 2014 by Hon'ble Governor in exercise of powers conferred under Paragraph 5(1) of the Fifth Schedule of the Constitution, whereby the definition of the term 'minor forest produce' appearing in the said Act was brought at par with that mentioned in the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 and the Schedule specified in the principal Act was deleted. Consequential amendment was also carried out in the Indian Forest Act, 1927 whereby section 28A was inserted. The State Government also notified the Maharashtra Village Panchayats Extension to Scheduled Areas (PESA) Rules, 2014 under the provisions of the Maharashtra Village Panchayas Act. Thus, the disposal of the minor forest produce is governed by following Acts, rules made thereunder and guidelines issued by the State Government from time to time in that regard.

(i) In Scheduled Areas

As per the Maharashtra Transfer of Ownership of Minor Forest Produce in Scheduled Areas and Maharashtra Forest Produce (Regulation of Trade) (Amendment) Act, 1997 and the Maharashtra Village Panchayats Extension to Scheduled Areas (PESA) Rules, 2014.

(ii) In Community Forest Rights Areas

As per rules made under the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006.

(iii) Elsewhere

As per the Maharashtra Forest Produce (Regulation of Trade) Act, 1969 and rules made thereunder.

19.08 Disposal of grass from grass kurans, closed areas, plantation areas, and areas closed for grazing

(i) As per Government Resolution No. MFP 1665/118981-4, dated 8th November 1971 and As per Government Resolution No. MFP 1665/118931-(6)-F-2, dated 29th October 1976, Government has prescribed priority for allotment of grass kurans as follows and also the procedure for sale of grass kurans.

[Annexure 19.16, 19.17]

(a) Village Panchayats
(b) Military Farms/State Government cattle breeding farms
(c) Public Bodies including Dairy Societies
(d) Forest Labour Co-operative Societies.

(ii) The grass kurans shall be allotted to the public bodies mentioned above on the upset price.

The upset price of the kurans shall be fixed according to the following formula.
U=M-C
U = Upset price
M = is the market price of fodder in the locality
C = Cost of exploitation

(iii) The amount of upset price should be recovered in full within a month from the allotment of kuran and the arrears, if not paid, should be recovered as arrears of land revenue.

(iv) **Procedure for sale of kuran**

The Deputy Conservator of Forests, shall notify the list of kurans available for disposal, six months in advance of the commencement of the period. These bodies should submit to the Deputy Conservator of Forests their application for allotment with a 'No Objection Certificate' from the Co-operation and Dairy Development Department four months in advance of the date of commencement of allotment with an undertaking of acceptance of the upset price which will be fixed by the Deputy Conservator of Forests. It is however, not necessary for the Military Farms/State Government Cattle Breeding Farms to furnish a No Objection Certificate.

The Divisional Commissioner, after taking into consideration the rainfall in the month of June and July has to give No Objection Certificate to the Chief Conservator of Forests/ Conservator of Forests in the month of July, as to whether the grass kurans on forest land be sold or kept reserved. (Govt. Circular No. TAG-1089/CR-2161/F-1, Dt. 20/10/1989).

[Annexure 19.18]

The Deputy Conservator of Forests should then decide the claims to the respective kurans within a month. The aggrieved person may appeal to the Chief Conservator of Forests/ Conservator of Forests within 7 days of receipt of the communication from D.C.F. The decision of C.F.(T)/C.C.F.(T) shall be final in this matter. The Forest Department shall be at liberty to cancel the allotment, so as to take up departmental extraction of grass on the grounds of scarcity conditions, or other reasons.

(v) The grass from the areas not disposed of as above, the areas reserved by the Collector and subsequently released for disposal and not allotted to the bodies above, should be sold by public auction on standard terms and conditions.

(vi) The Dy.C.F. should publish a sale notice in the prescribed manner giving a list of areas available for disposal.

(vii) The Collector may declare scarcity condition for certain areas and issue instructions to the D.C.F. to carry out supply of grass from the grass producing area (closed areas or kurans) sold or otherwise. On receipt of such intimation, the purchaser of the grass will have to carry out supply of grass at the point instructed by the D.C.F. on the price fixed by the D.C.F. If the supply of grass is not made, the contract of sale will be liable to be terminated/cancelled. The dispute regarding the value of the produce will be settled by the D.C.F. and appeal in this regard should be made with the C.C.F.(T), whose decision shall be final and binding upon the parties.

(viii) The details of grass kurans or areas deleted from the sale will be published on notice board of office of the D.C.F. before the date of public auction and such areas will not be auctioned.

(ix) The Labourers employed on extraction will be paid wages as per the minimum wages fixed for the Forest Department under the Minimum Wages Act.

(x) Any orders issued by the Govt. of Maharashtra in respect of grass kurans and closed areas will be binding on the department and the purchasers. On receipt of such orders the auction sale will be stopped or the sale declared will be cancelled.

19.09 The Maharashtra Supply of Government Forest-Produce (Revision of Agreements) Act, 1982

It was enacted to take powers to revise certain agreements to get fair price for forest-produce supplied by Government to purchasers for long term periods (exceeding twelve months) and for certain other matters. It received the assent of the President on 23rd March, 1983. Maharashtra Supply of Forest-Produce Government (Revision of Agreements) Rules, 1983 were notified on 15th June, 1983.

19.09.01 Government had made commitments in a number of cases for sale or supply of forest produce to the purchasers on long-term subject to availability for utilization in industries based on forest-produce like paper mills. Normally the agreements provided for periodical revision of price or rate for the forest-produce to be supplied to the purchasers. There were however, some cases, in which there was no provision for revision of the price or rate. In some cases, ceiling had been put on the increase in the price or rate at the time of revision. In the absence of these provisions Government was deprived of a fair price legitimately payable to it for the forest produce supplied to the purchasers.

19.09.02 This Act provides the power to the Government to suitably revise such agreements as and when necessary, where there was ceiling on the increase, which came in the way of Government fixing the price or rate based on the prevailing market value. It provides for termination of an agreement by Government for breach of any of the terms and conditions of the agreement as amended, after giving an opportunity to the purchaser to show cause and after giving him one month's notice. Similarly an option has been given to the purchaser to terminate the agreement after giving one month's notice, within a period of six months from the date on which the amendment in the terms and conditions or the revision in the price or rate is communicated to him, if he does not find it convenient to abide by the terms and conditions of the agreement as revised under this Act.

19.09.03 The Act empowers the Government to revise agreement to sale or supply forest produce, which has been or may be entered into by the State Government with any purchaser. It also provides for periodical revision of the price for a period not less than twelve months to remove any modification of any ceiling imposed in any such agreement or the increase at the time of revision in the price etc. and the adjustment or change in the amount of weight or measures in which the produce is to be counted for purpose of sale or supply without materially or substantially changing the quantity of produce agreed to be supplied.

19.09.04 The Act provides for maintaining the price at not more than the market rate.

19.10 Sale of Trees from the Holding of Scheduled Tribes

19.10.01 The Maharashtra Act No. 23 of 1969 viz. Maharashtra Sale of Trees by occupants belonging to Scheduled Tribes (Regulation) Act 1969 has been enacted to regulate the disposal of trees in the holdings of persons

belonging to scheduled tribes in the State of Maharashtra. The primary object of the Act is to save the tribals from exploitation by contractors and help them in getting appropriate prices for the timber from the trees from their holdings. The forest produce grown on their holdings was being purchased by the contractors at very low prices taking advantage of their ignorance, their inability to raise finance for extraction and sale and for want of marketing facility. The Act provides for carrying out departmental extraction and sale of the produce from trees belonging to tribals at a reasonable price and to ensure proper remuneration of the same to the tribals.

19.10.02 The Act empowers the Collector to settle the land matters and remove the difficulties in respect of their holdings and ownership to deal with irregular contracts entered with the tribal in the past, and carry out extraction of the produce through the Forest Department.

19.10.03 The Act prohibits the sale of trees in the holdings of tribals except with the assistance of the Collector.

19.10.04 Instructions for Carrying Out Sale

(i) (a) **Demarcation of the land: -** The demarcation of the land will be carried out with the help of Talathi within 15 days of the receipt of application.

(b) Detailed marking list will be prepared as prevalent in the forest department and abstract of out-turn will be drawn after personal inspection by an officer not below the rank of R.F.O.

(c) The trees shall be serially numbered in coal tar with special hammer mark at the base as also at the breast height.

(ii) Record of out-turn will be maintained by:-

(a) Carrying out proper panchanama in presence of occupant whose sign will be obtained on the marking list.

(b) A complete record of account of expenditure shall be maintained in respect of demarcation, marking, felling, conversion transport, stacking and any other item incidental to extraction, transport and sale.

(c) A proper panchanama of material received at sale depot will be drawn mentioning details of the quantity and estimated value.

(iii) Manner of holding sale and recovery of dues: -

(a) Upset prices of the material shall be determined and sanctioned by competent authority according to the general financial powers delegated to the forest officers in regard to the forest produce.

(b) When the sale value of the material does not exceed Rs.500, the material should be extracted and transported departmentally for sale by public auction at the nearest village site.

(c) The sale and recovery will be completed within 6 months as provided in the Act.

(d) Appropriate publicity of sale by auction on village site or sale depot should be given before 15 days. Unified sale conditions, given under GR No. TMR/1677/128178/F-5 DT. 24-9-80 should be followed as modified from time to time (vide GRTMR/1680/117241 dt.29-4-86 and corrigendum. dated 21-10-86 and GR No. MFP-2012/CR-01/F-9, dated 15th January 2020).

(e) Issue of public notice regarding terms and conditions at the time of sale.

(f) Confirmation of sale after 15 days after hearing objections etc. should be carried out as provided in GR.

(iv) Payment to the occupant of the sale proceeds should be done in the following manner:-
   (a) Net sale proceeds should be paid after deduction of all expenses incurred in connection with the sale.
   (b) Payment should be made in presence of Gazetted Officer and responsible witnesses of Gram Panchayat.
   (c) Separate record should be maintained of the work concerned.

(v) The procedure for sale of standing material has also been indicated in the G.R. but the practice of sale of standing material has been discontinued by the forest department and hence the procedure is not followed in working the area under question.

(vi) The sale proceeds of the sale of timber and fuel from malki areas belonging to Schedule Tribes are invariably classified as forest deposit while carrying out remittance of the same in the treasury. The heads for expenditure and revenue are given in GR.TRS/1083/2803/F-3, dt.13.6.84. Taking into consideration the provisions in the Maharashtra Sale of Trees By Occupants Belonging to Scheduled Tribes Act, 1969 and the guidelines issued by the State Government and the PCCF from time to time, the relevant Budget Heads, to be used for transactions at varios stages are mentioned below—

(a) While disbursing the advance to the Occupant, prior to sale

Major Expenditure head	2406 - forestry and wildlife
Sub Major Head	01 - forestry
Minor Head	800 - other expenditure
Detailed Head	50 – other expenditure

(b) While depositing the sale proceeds

Major Head	8443 Civil Deposits
Sub major head	109- Forest Deposit
Minor Head	50 - Others

(c) While depositing the proceeds after final adjustments

Major Revenue heads	0406 - Forestry and wildlife
Sub major head	01 - Forestry
Minor Head	800 - Other receipts.

19.10.05. Guidelines for conducting sale of timber,charcoal, bamboos and firewood

Government in Revenue and Forest Department vide their Resolution No. TMR 1680/117241-CR-937-III/F-9, dated 29th April, 1986 and GR No. MFP-2012/CR-01/F-9, dated 15th January 2020 have modified the unified depot sale conditions for sale of timber, charcoal, bamboos and firewood in depots and in-situ.

19.11 Auction through E-tender

The State Government in General Administration Department vide Government Resolution MTS/File-2010/CR-34/39 dated 6th August, 2010 directed all Departments to adopt the e-tendering process.

19.12.01 The State Government vide Revenue and Forests Department Government Resolution NO. MFP-2012/CR-1/F-9 dated 7th October, 2013 constituted a Committee under the chairmanship of the PCCF (HoFF) for sale of tendu, timber, bamboo etc. and authorized it to (1) prescribe the procedure, (2) select the Agency and (3) prescribe the terms and conditions in that regard.

[Annexure 19.19]

19.12.02 Accordingly, the Unified terms and conditions specified vide GR dated 29.04.1986 (Annexure 19.05) were modified by the PCCF vide his Circular No. PCCF (P&M)/D-16/e-Auction/CR-53/F.No. 03/1195 ddated 11th January, 2018 and provisions related to sale of timber, firewood, Charcoal etc. through e-Auction were embodied in the said terms and conditions.

[Annexure 19.40]

19.13 Sales and Utilization

Powers of Forest Officers regarding Sales

Powers of Forest Officers regarding sales of timber, etc., vide serial Nos. 1, 2, 3(a), 3(b) and 4 of Manual of Financial Powers have been raised as per the statement annexed to the Govt. R. & F.D. No.MSC - 011/CR- 176//F-5, dated 30-09-2011.

[Annexure 19.02]

19.14 Unified Depot Sale Conditions

(i) For sale of timber, charcoal, bamboo and firewood (in depots and in-situ)

Unified Depot Sale Conditions for sale of timber, charcoal, bamboo and firewood in depots and in-situ, have been prescribed by Government as modified from 29th April, 1986.

(Ref. GR.No. TMR-1680/117241-CR-937-III/F-9, dated 29th April, 1986 and GR No. MFP-2012/CR-01/F-9, dated 15th January 2020)

[Annexure 19.05]

(ii) For Conversion of firewood into charcoal

The Government has modified the payment terms regarding conversion of firewood into charcoal vide No.TMR-1085/C R-411/F-9, dated 12th February 1987.

[Annexure 19.20]

(iii) **Ground Rent**

In order to bring uniformity in charging of ground rent in all the circles, the PCCF office has issued directions with regard to rate of ground rent of timber, firewood, bamboo, charcoal that came into effect from 1st October, 1986 onwards.

(CCF, Pune's Circular No. D-9/TMR-C/123/C-1 of 1986-87, dt. 22nd September 1986)

[Annexure 19.21]

(iv) Ground rent Bamboo bundles

In order to bring uniformity with regard to rate of ground rent to be charged for bamboo bundles the CCF (Production), M.S., Nagpur has prescribed rates vide No.D-16/Sale/A-2/559/90-91, dated 11/09/1990.

[Annexure 19.22]

(v) Recovery of balance amount in the depots

After sanction of sale, the date of presentation of demand draft before forest officer is to be considered as the date of payment.
(PCCF's Circular No.Desk-16/Sale/A-2/40/361, dated 9/7/1991)

[Annexure 19.23]

(vi) Acceptance of offers below the sanctioned Upset Price

Chief Conservator of Forests (Production) vide No.TMR/C/15(72-73)/8120 of 1974-75 dated 29th July 1974 has issued executive orders regarding procedure to be followed. If the offer received, either in open auction or in tender, is less than the sanctioned upset price and if in the opinion of the D.F.O./Dy.C.F., there is no likelihood of getting any more price in future, the D.F.O./Dy.C.F. concerned may accept the offer on "2 war" [Don War in Marathi] taking into Account the merits of the case. The D.F.O./Dy.C.F. will then refer the matter to the Chief Conservator of Forests concerned, giving full justification for recommending Upset Price. The Chief Conservator of Forests concerned will then issue necessary orders within the stipulated period about the acceptance or otherwise of the offer.

[Annexure 19.24]

(vii) Sanction of lots kept on Two-war [Don War in Marathi]

The time limit for sanction of lots kept on Two-war [Don War in Marathi] has been prescribed.
(PCCF Circular No. No.Desk-16/Sale/A-2/1013/90-91, dated 25/02/1991 and PCCF's Circular No.Desk-16/Sale/A-2/889/94-95/122, dated 29/9/1994)

[Annexure 19.25]

19.15 Stoppage of Contractor System in the harvesting of forestry works

Government has stopped Contractor System in the harvesting of forestry works from July 1981 and all harvesting works to be implemented through Department and Forest Labour Co-Operative Societies. (Government's letter No.FCT-1581/93544/F-1, dated 4/5/1981)

[Annexure 19.26]

19.16 NOC for Non-Agricultural use for charcoal manufacture under Sec.44

Non-agriculture permission for the manufacture of charcoal under certain conditions has been provided under section 44 of Maharashtra Land Revenue Code, 1966 and Maharashtra Land Revenue Rules, 1969.
(G.R.No.NAP 1087/16203/CR/1128/L-2, dated 19 February, 1992)

[Annexure 19.27]

19.17 The Maharashtra Land Revenue Rules, 1967, 1969 & 1970 for regulation, cutting & disposal of trees, other natural products, grazing etc.

(i) The Maharashtra Land Revenue (Regulation of Right to Trees etc) Rules, 1967 provide for regulation of cutting of trees for prevention of erosion of soil and procedure for purchase of trees in occupancy.

[Annexure 19.28]

(ii) The Maharashtra Land Revenue (Disposal of Government Trees, Produce of Trees, Grazing and Other Natural Products) Rules, 1969, provide for procedures for disposal of trees etc. belonging to Government, disposal of grazing lands, Recovery of value of trees etc.

[Annexure 19.29]

19.18 Timber and Hardwood supply from Government Depot

(i) The rules regarding supply of teak and other hardwood species like ain, haldu, sissam etc. to Government departments and certain parties at predetermined rates without auction or personal use of the said department and parties have been provided vide GR No. TMR-1374/432-50-F-5, dated 17th March, 1977 and with modifications in this regard vide GR No.TMR-1380/98056-F-5, dated 11th November 1980.

(ii) Government has directed schedule of rates shall be deemed to be the rates fixed by the C.C.F. concerned, from time to time, representing approximately the price which would have been realized, if the material would have been sold by auction/tender.
(G.R.No.TMR-1380/98056-F-5, dated 11 November 1980)

[Annexure 19.30]

19.19 Grading rules for classification of Timber

The details of grading rules for classification of timber logs i.e. teak and non-teak species are provided by memo of Chief Conservator of Forests, M.S., Pune.
(Memo No.D-16/grading rules/230, dated 23-09-1978, Circular dated 06-10-1978 and letter No.Desk-16/1200, dated 03-03-1984)

[Annexure 19.31, 19.32]

(APCCF (P&M)'s letter No. D-16/sale/204 dt. 03-06-2003) **[Annexure 19.33]**

19.20 Uniformity in the harvesting of Timber pieces

In order to bring uniformity in the harvesting of timber the detailed instructions have been issued.
(CCF's Circular No. Desk-16/R-3/grading rules/3/85-86/756, dated 30/10/1986)

[Annexure 19.34]

19.21 Nistar

(i) An outline of the procedure regarding distribution of Nistar material
Chief Conservator of Forests, Maharashtra State has issued detailed procedure to be followed regarding distribution of Nistar material.
(Ref. CCF's memo No. 33/C/II/237-63-64/20054 of 68-69, dt. 4th January, 1969)

[Annexure 19.35]

(ii) Bamboo

(a) Supply of bamboo to Burad and Bamboo Craftsmen families in Vidarbha on Nistar rates
Govt. has decided to supply 1500 bamboos per family per year to registered Burad / Bamboo Craftsmen families.
(Ref. Government Resolution Bamboo supply -1095/CR-128/F-9, dt. 30th May 1997 and Government Resolution No. Misc-2012/CR-349/F-9 dated 5th December, 2014)

[Annexure 19.36, 19.37]

(b) Procedure for supply of bamboo on Nistar rates
CCF (Production) has issued detailed guidelines regarding registration of Burad and Bamboo Craftsmen families, period of supply, fixation of Nistar rates etc.
(Ref. Desk-16/R-1/Burad bamboo/411/97-98, dated 3-7-1997)

[Annexure 19.38]

(c) Registration of bamboo co-operative societies – procedure
CCF (Production) has issued guidelines regarding registration of bamboo co-operative societies.
(Ref. Desk-16/R-1/Burad bamboo/Society/814/97-98, dt. 29th September, 1997)

[Annexure 19.39]

19.22 General rules for Weights and Measures, Classification, Calculation of Volume, etc.

(i) Application of standards of Weights and Measures (Enforcement) Act, 1985 to the forest timber depot etc.

The Forest Department depots that have dealings with the public for the sale of sandalwood, timber, firewood, Minor Forest Produce (MFP) etc. by weight or measure, should comply with the Standards of Weights and Measures (Enforcement) Act, 1985 and the Maharashtra Standards of Weights & Measures (Enforcement) Rules, 1987 framed thereunder.

(ii) Timber length - Nearest 5 cm such as 12 cm is to be recorded as 10 cm, 13 cm is to be taken as 15 cm.

Volume is to be recorded up to 3 places to decimal. Moss, Bark, Cow dung, Mud, etc. upon the log likely to vitiate its measurement should be removed.

The available standard ready reckoner of timber measurement may be used in calculating the volume of logs.

(iii) Volume calculation for timber (other than logs) and fuel wood

(i) sawn timber

Volume = L x B x W (all measurements in meter)

(ii) Fuel wood

Stacked volume = L x H x W

Beat size 1.20 m x 1.00 m x 2.00 m

Notes

— CHAPTER 20 —
WORKS AND CONTRACTS

20.01 Introduction

The forest works are executed departmentally or through forest laborers co-operative societies or on piece rate. Increasing need has been felt to carry out works on contract to reduce the over-heads of expenditure, executive establishment.
General rules regarding the works executed by civil officers (Financial rules, F.P.I Rule 101, 102) are also applicable to Forest department. Special rules applicable to the Forest Department in respect of conservancy and work charges reproduced in Rule 158 to 164 of financial rules under devolution rules are incorporated in the appropriate paras below.

20.02 The Classification of Works

The forest works are classified under two major categories.

(i) Capital works.
(ii) Revenue works.

They are broadly represented in forestry by major heads of account to 4406 and 2406 forestry and wildlife. Forestry Research and Education is grouped under Agricultural Research under major head 2415.
Work under any major, minor, sub-head or detailed head should be taken to mean an independent operation under a detailed head, including all subsidiary processes required for the completion of the particular operations, in a definite portion of a forest such as a coupe or compartment, or block or range (eg. In case of departmental exploitation of forest, each coupe or compartment may be taken as a separate unit, and the process of felling, conversion and transport should form one work). Completing a single operation like plantation over a period of years may be taken as one work. Whereas cultural operation in an annual coupe carried out in short period as a single operation, where the operation extends over a large area and the expenditure for each coupe or block is not clearly distinguishable as in case of fire protection and demarcation of forest, the range may be taken as a unit of area. The following are quoted as instances of unit of work under each detailed head.

Timber/Firewood/Bamboo

(i) Demarcation of coupe.
(ii) Marking of trees in a coupe.
(iii) Felling, conversion and transport from each coupe.
(iv) Independent silvicultural operations like C.B.O./climber cutting, improvement works when carried out independently.
(v) Maintenance of machinery and equipment for particular operation.
(vi) Maintenance of logging/ transport unit.
(vii) Purchase of consumable stores for departmental operations.
(viii) Upkeep of cattle
(ix) Purchase of store, tools and plants
(x) Communication and buildings
(xi) Maintenance of boundary marks
(xii) Reproduction
(xiii) Fire protection
(xiv) Other operations

A detailed classification of work is done under annual plan of operation prepared by the R.F.Os. and Dy. C.F. When the work extends over more than one year the total work is divided into annual portion of work (plantation); whereas in case of coupe working, even if the work extends over more than one year the complete coupe working is called as one work.

In the present system of accounting, detailed head, represented by computer code is treated as a unit of accounting. For the purpose of further classification, the work is divided into primary operations mentioned above. Working of timber or firewood consists of variety of operations. When a combined single estimate is prepared it is designated as one work.
Classification of work is adopted for the purpose of working MFP, wildlife, soil and water conservation work according to the need, the basic classification following the major categories mentioned above.

20.03 Procedure to Commence Works and Preparation of a Project Report or Budget Estimate of Works

20.03.01 Procedure to Commence Works

No revenue work shall be commenced unless –

(i) An estimate is sanctioned by competent authority. The revenue works for the purpose of this chapter are the works sanctioned under major head-2406 and 2415 and capital works are the works executed under budget head 4415 and 4406. The common rules are applicable for execution of the sanctioned works under these heads.

(ii) All powers to incur expenditure must be exercised within budget limits. Conversely, provision in the budget does not authorize expenditure without further sanction if the amount of item is in excess of the maximum limit fixed for each class of officer in the orders sanctioning them. They should therefore indicate the source (with complete account classification) from which it should be met.

(iii) Expenditure can only be incurred on works or other objects if sanction of competent authority has been obtained as required by any statutory rules or by any orders, generally or specially issued thereunder by competent authority or is contained in the rules in any authorized code, if funds to cover the charge during the year have been provided by competent authority and if no breach of canons of financial propriety is involved.

(iv) When estimated cost exceeds the power of sanction of such work of the Dy. C.F. the prior sanction of the competent authority should be obtained for the whole work as well as the rates.

(v) Funds are allotted and orders are given for the execution of the work.

(vi) Capital works should commence only after obtaining administrative approval. Detailed plans and estimates should be prepared and got sanctioned from the competent authority. Funds and orders for its commencement should be given before starting the work.

20.03.02 Preparation of a Project Report or Budget Estimate of Works

(i) The estimate of work or estimate of a project should contain introduction giving need of the project or work, objects of work, details of work, including items, measurements, quantities, rates and estimated cost of each item of work and the justification for undertaking the work. Such an estimate of a complete work may consist of individual estimate of an independent work or a composite estimate of all the works according to the need. An abstract of the estimate should also be prepared.

(ii) In case of repairs and maintenance of civil works, the description of the works / measurements of the items of works and an abstract may suffice. The maintenance works under forestry are of more complex nature. Normally estimates of such works are prepared under Annual Plan of operations. A detailed estimate of each work should be prepared in respect of exploitation, plantations etc.

(iii) The estimates of forestry works are prepared according to the schedule of prescribed works under sanctioned working plan or according to the sanctioned scheme under Five Year Plan. The schemes are prepared one year in advance. The year in which the works are to be executed are clearly indicated. The details of area are based on survey demarcation of the area. Treatment map of the area should invariably be verified by the Gazetted Officer. The detailed maps of the area should be enclosed with the scheme, before submitting proposal for its sanction. The proposal should be based on adequate scrutiny of record to avoid execution of works on wrong sites. The proposal of the scheme or project report should be accompanied by the detailed estimate, plans, maps, measurements of the proposed work, quantities, rates, amount and expenditure required for each item of store, tools and plants etc. The estimating officer will be responsible for the mistake of measurements quantities, volumes and the supervising officer i.e. Sub. D. F.O. and Dy. C.F. will be responsible for any technical mistake including the quantities, rates and amount given in the estimate.

(iv) In case of works sanctioned under budget or for which administrative approval has been given by the Govt., detailed plans and estimates, maps should be prepared expeditiously. In case of each estimate submitted for administrative approval or technical sanction, information in the prescribed form, should be submitted as an Annexure of description of the work. Such forms prescribed for civil works by the **P.W.D. manual, para 141** should be submitted along with the estimate.

[Annexure 20.01]

(v) The rates given in the estimate should be according to the sanctioned schedule of rates or according to the rates approved under type estimate which are prepared for each type of work. Detailed justification and authority should be given for any deviation in these rates. The provision for transport cost, Labour amenities should be given with factual data.

(vi) The abstract of estimate should be given along with estimated amount in rupees.

(vii) The abstract of work should be prepared keeping in view the method in which the work is proposed to be executed. Whenever the work is proposed to be given on piece rate, the detailed break-up of cost of material to be supplied and the items of wages to be given to the piece rate workers should be indicated separately to keep better control on the works.

(viii) The estimate should provide the cost required on shelter for Labour, store, store-house, to be prepared or hired and provision for contingencies on unexpected items of expenditure. Up to 5% amount may be provided on such works, but this provision can not be utilized for any new work which is not included in the proposed estimate, without specific sanction of the competent authority, even if the work is antecedent to the main work. The provision for contingent expenditure under sub estimate of a project may however be limited to 4% of the estimate.

(ix) Specific provision should be made in the estimate for cost on supervision of the work at local level, store tools and plants as per rules. The cost on store, tools and plants should be limited to 1.5%. The cost of supervision should be included only after obtaining prior approval or as per prescribed norms in a particular scheme.

(x) **Existing power of Technical Sanction-:** Powers delegated to various Authorities are tabulated below----

TABLE

Sr. no	Authority	Limit in Rs	Reference
1	Forest Engineer	Up to Rs-1,00,00,000/- (Rs-One Crore only)	1)vide G.R. no. M.S.C.-2011/case no. 178/ F-5 dated 30-09-2011 2)vide PWD GR No.VASu-2015 / C.No. 218 / Building-2, Dt.16 Dec.2015. **[Annexure 19.03]** **[Annexure 19.04]**
2	Dy. Forest Engineers	Up to Rs-1,00,000/- (Rs-One lakh only)	
3	D.C.F./D.F.O. /Sub D.F.O.	**A) Road** (Excluding Bridge) Rs.60,000/-(Per Km) Rate not more than 33000/- **B) Building** i) Full power For Type-I & Type-II Qtr, (For Forest Guard & Forester ii) For Non-Type Rs.50,000/- iii) For well ,Pump & Its Accessories ,Open parts Rs.1,00,000/- iv) For Anicut Rs.1.00 Lakh.	
4	C.F.	A) Road(Excluding Bridge) Rs. 10,00,000/-per Km Rate Not more than 40000/- B) Bridge up to2.00 Lakh C) Building Rs.1.00 Lakh(For Type & Non Type Plan) D) Well,Pump,accessories open parts Rs.2.00 Lakh E) Anicut Rs.2.50Lakh.	
5	C.C.F.	A) Road(Excluding Bridge)Full Powers B) Bridge(up to Rs.5.00 lakh) C) i)Full Power for Govt. approved Type Plan ii) Rs. 2.20 Lac For Non.Type D) Well, Water tank etc Rs. 1.50 Lakh etc.	
6	A.P.C.C.F.	A) Road(excluding bridge)Full power B) Bridge up to 10.00 lakh C) i)Full Power For Govt. approved type Plan. ii) Rs.5.00 Lakh for Non-type D) Well, Water tank etc. Rs.3.00 Lakh.	

20.04 Administrative Approval

20.04.01 Administrative approval of scheme, a proposal or a work is a formal acceptance thereof by the competent authority after scrutiny and examination of the details and financial implications involved there under in consultation with the Finance department, wherever necessary, for the purpose of incurring expenditure there on, as and when funds are provided for by the authority competent to sanction funds.

20.04.02 For every work proposed to be carried out including petty works and annual repairs for which a lump sum provision has been sanctioned by the competent authority appropriately; a detailed estimate must be prepared for the sanction of respective competent authority having financial competence to do. This sanction is known as the technical sanction to the estimate. Thus technical sanction means the order of a competent authority according sanction to a detailed estimate of the cost of work or repair proposed to be carried out.

20.04.03 To accord administrative approval for Civil Works, following powers are given

(i) Powers of administrative approval for civil works has been revised per G.R. no. M.S.C.-2011/case no. 178/ F-5, dated 30-09-2011.

[Annexure 19.03]

(ii) Powers of administrative approval for various types of construction civil works i,e., Roads, Buildings with type plan / non-type plan, fencing, etc. are adopted as per Govt.of Maharashtra, (R&FD)Circular No- MFS-1076/2543-F-3, Mumbai, Dated-23 April 1976 and amendment as per G.R. no. M.S.C.-2011/case no. 178/ F-5, dated 30-09-2011 regarding powers delegated to Forest Officers to give Administrative and Technical Sanction for Civil Works.

[Annexure 19.03]

Specifications: All the specifications for all type of civil works are to be adopted as per handbook of specifications formed by P.W.D. & Irrigation Department for respective works.

Resolutions and Notifications: All the resolutions, orders, notifications, circulars etc. regarding all types of Civil work published by P.W.D. are to be followed in forest Department Also account code and P.W.D. manual is to be adopted for Civil works as far as possible.

Works and contracts: For all type of Civil / Construction works, formalities / norms /S.S.R. Rates procedures / forms, etc. are to be adopted as per P.W.D. but for exceptional works, the Principal Chief Conservator of Forests, Maharashtra State, may permit if he deems fit, to carry out it departmentally subject to condition that the estimated cost is not exceeded.

Rates for Item of Works : For all type of Civil Construction works, all the rates are to be adopted as per S.S.R. of P.W.D./ Irrigation, Maharashtra Jeevan Pradhikaran Department of Concerned Circle / Region. In Case of any item which is not given in S.S.R. Forest Engineer, M.S. Nagpur will finalise the rate of R.A. prepared by Concerned Dy. Forest Engineer.

The administrative sanction is necessary for revision of estimate or modification of the estimate though the expenditure incurred is within the sanctioned grants and also when the expenditure incurred is in excess by 10%.

On works other than normal annual repairs executed within the permissible norms for repairs, detailed estimate should be prepared and submitted for technical sanction of the competent authority whenever the expenditure on such works exceeds Rs.5,000/-.

For the works of repairs or minor works of amount less than Rs.10,000/- for administrative approval, and Rs.5,000/- for technical sanction, individual estimate should be prepared by the work executing officer as per sanctioned schedule of rates. Each such work should be sanctioned in group of works included in annual plan of operation as an individual estimate. This work must form part of normal work of repairs, maintenance, executed according to the schedules.

20.05 Alterations in Design during Construction

20.05.01 No material alteration in construction or works is permissible without the sanction of the officer competent to give sanction to such work, Should any alteration of importance, involving any additional expenses, be considered necessary, a revised supplementary estimate should be submitted for sanction. In urgent cases, where the delay thus caused would be inconvenient and immediate report of the circumstances must be made to the superior authority and dealt with as the case may require. The responsibility for bringing material deviation or modification to the notice of the competent authority rests primarily with the Executive authority (P.W.D. Para 263 & 267, Sixth Edition). **[Annexure 20.02]**

Additions and alterations to a completed work may be sanctioned subsequently by an authority within the limit of its powers, irrespective of the cost of the original work, but addition and alterations to a work in progress cannot be sanctioned so as to raise the total cost of the work, including the additions and alterations above the limit of power of sanction of such authority.

20.05.02 If an Officer is required, on grounds of unusual urgency or otherwise, to carry out a work, for which no estimate have been sanctioned or no financial provision exists, the orders of the officers authorizing the work should be conveyed in writing.

20.05.03 Nothing hereinabove and nothing in the rules and orders delegating powers of sanctioning expenditure should be construed into a permission to purchase stores, tools and plant in small lots or to carry out in portions any work, alterations, or repairs, of which the cost in the aggregate would exceed the maximum amounts fixed for each class of officers in the delegation orders regarding delegation of powers. In respect of an enterprise to be spread over a number of years, all expenditure to which Government is inevitably committed, must be included in determining the cost for the purpose of sanction. But expenditure on work, which it is desired to defer and is not a necessary consequence of, or essential for making productive work already undertaken, need not be so included. Thus if a plantation can be planned out in blocks so that the block first completed can be a self-supporting unit, even although work on other blocks is postponed, each block can be treated as a separate scheme for the purpose of sanction.

20.06 Supplementary and Revised Estimate

(i) If during the currency of work it becomes necessary to take up unexpected works over and above the work first sanctioned, a supplementary estimate covering the works should be submitted, accompanied by the full report of the circumstances which rendered it necessary. Abstract of the work given should show a comparison between the amount of the original estimate and that of the total of the sanction required for works including the supplementary works.

(ii) Revised estimate must be submitted when a sanctioned estimate is likely to exceed by more than 5% either from the rate being found insufficient or from any cause what so ever.

20.07 Repairs

Details regarding the repairs are given in chapter 21.

20.08 Schedule of Rates

In Order to fix the variable items of coupe working, wage board committee at circle level under the chairmanship of concerning conservator of forest/ chief conservator of forest has been appointed.

(i) The rates for major works like plantation works, fire protection works, are determined on the basis of work studies and work norms sanctioned by the PCCF / APCCF [Budget Planning &Development].

(ii) In case of forest produce to be given on predetermined rates, the schedule of rates is fixed by the respective Conservator / Chief Conservator of Forests.

(iii) For executing civil works the specification, norms and schedule of P.W.D. will be utilized.

(iv) The rates for collection of seed should be determined by the C.F./C.C.F. through purchase committee at the circle level consisting of the representatives of Social Forestry and F.D.C.M. Control on quality of seed collection should be kept as per specifications provided by A.P.C.C.F. (Research, Education & Training)

20.09 Contracts

The works are executed - 1) through Labours employed on daily wages 2) on lump sum basis 3) on piece rates and 4) on contract basis.

(i) In piece rate work, the quantity of work and the period is not specified though in practice when an agreement is drawn for such work, the period of the work is specifically introduced. In P.W.D. these works are executed on form A-1 or A-2. This method is used for petty works. This method is also followed in Forest Department.

[Annexure 20.03, 20.04]

(ii) The works executed as per written agreement are called contract works. Contract works should be carried out as per standard conditions of contracts. The instructions for execution of various constructional works in Forest department are given in Circular No. D-24/FE/PB-4/476, dt.04-09-2014. by the PCCF / APCCF (Budget, Planning & Development).

[Annexure 20.05]

(iii) As a matter of choice, forestry works are not generally carried out on contract basis except the works carried out through F.L.C.S. When it is desired to carry out such works on contracts, instructions given in the subsidiary paras of this chapter should be followed, for drawing up a contract and observance of the terms and conditions of the contract. All contracts should be drawn in writing. The terms of agreement should include the conditions for penalty and liabilities, period of completion of work and quantum of works to be completed etc.

(iv) The contractual method of work includes work carried out on rate list, as well as piece work. The works on rate list should be limited to Rs. 62,500/-. The works on piece work may be taken up to limit of Rs.2,00,000/- as per the procedure adopted for civil works (Circular No.476, dt.04-09-2014 from PCCF / APCCF (Budget, Planning & Development).

[Annexure 20.05]

(v) No revision of accepted rates specified in contracts is possible / allowed.

(vi) The specifications of forestry works like plantations, cultural operations, pre monsoon works and departmental works should be clearly drawn by C.F. /C.C.F. with the concurrence of P.C.C.F. through A.P.C.C.Fs./ C.C.Fs. dealing with the subject. Sanction to these works should be given for each specification in form of mandays. When estimate is to be sanctioned combinations of varying rates from different sources (i.e. D.S.R. for excavation works of pits and trenches and norms of man days from forestry works for refilling, planting etc.) should be adopted.

20.10 Payment to Contractors

Payment to the contractors should be made only by the Dy.C.F. or by an Officer specifically authorized by him. The claims for such payment should be prepared preferably by the claimants in the prescribed form. No payment should be made until the scrutiny of claim in respect of quantities, rates as well as the quantity of supply has been accepted by a responsible Govt. Servant.

20.11 Measurements

(i) The measurements of the work executed by the contractors and the supplies made should be measured (weighed and counted) before payment. The details of the measurement taken should be systematically recorded in Measurement book (form No. P.W.D.9 & 10) which forms the basis for accounts of quantity of work. The pages of measurement book should be machine numbered. No page should be torn out nor entries erased so as to be illegible. All corrections must be duly attested by the officer making the entries for the same. For record of measurements of forest produce, the forms prescribed for departmental works and in case of M.F.P., form prescribed in M.M.F.P. (Regulation) of trade Act and rules there under in respect of specified M.F.P. and in case of plantation and nursery works forms prescribed in plantation and nursery registers must be used.

[Annexure 20.06]

(ii) Reference to the voucher in which quantities are entered for payment, the date of entry should be introduced in Measurement Book. On making payment the entry should be crossed by cross mark in the Measurement book. The documents in which payment is made should bear a reference to the number and page of the book and date in which detailed measurements are recorded.

20.12 Advances to Contractors and Workmen

(i) Advances to contractors and workmen should be given only when no other arrangements can be made for carrying out a work, such advances are regulated by the rules in Annexure 13.01 duly adopted in this manual subject to the limits and rules therein; the Conservator / Chief Conservator may from time to time fix the amount up to which, and the circumstances under which, advances may be made to contractors without his previous sanction. The C.Fs./ C.C.Fs. may also require that all advances made to contractors, exceeding certain limits, must be reported to him.

(ii) It must be clearly understood that officers who advance Government money otherwise than in accordance with the above rules and orders do so at their own risk; and unless they can furnish perfectly satisfactory reasons for their action, they will be held personally responsible for the same.

Note 1 :- As far as possible the system of giving advances to contractors should be done away with. Contractors should preferably be encouraged to work with slightly higher rates of wages and without advances, and their bills for work done should be made out and paid by Dy.C.Fs. at the end of each month.

Note 2 :- (a) Private money should not be used on Government works for making advances to labourers or otherwise

(b) To avoid competition for Labour between Government Departments, they should co-operate with one another in securing Labour on equal terms.

Notes

CHAPTER 21
BUILDINGS AND ROADS

A) Buildings

21.01 Introduction

Rules for preparation of designs and estimates for the construction and maintenance works which are applicable to buildings maintained by the P.W.D. are also applicable to any other department maintaining buildings departmentally. Rules for occupation of Govt. residence and the rules for calculation of rents are given in the **M.C.S.R., 1981.** The public buildings are the buildings borne on the record of P.W.D. Buildings on the record of Forest Department and belonging to the Forest department are Govt. buildings primarily used for the Forest department.

21.02 Selection of Site

21.02.01 Site to be finalized before preparation of Stage-I Estimate. The sites of buildings should be finalized before submitting proposal for sanction and preparation of stage I estimate of the buildings. The instructions contained in PWD Hand book Part II should be followed before giving sanction to the proposal and certificate to that effect that "these instructions have been taken into account" should be endorsed on the report submitting the estimate for sanction. **(Para 154 of PWD Manual, Page no-61)**

[Annexure 21.01]

While finalizing the site, the local officials should invariably be consulted regarding the suitability of site (Approval of Town Planning Department, Revenue Department, Gram Panchayat or Municipality/Municipal Corporation is necessary for finalizing the site of a building on any land coming within the limits of village or township or a city). While taking up construction work of building, rules regarding the use of the land for non forest purposes as per Forest (Conservation) Act 1980 should also be taken into account. Particular consideration should be given for areas coming on river bank, under high flood level, areas on the slopes of hill, areas exposed to strong winds, incidence of lightning etc. Adequate security measures should be taken against these vagaries of the nature, particularly while constructing buildings on isolated areas in the remote places. Lightning conductors should be provided for such buildings in consultation with electrical divisions of the P.W.D.

21.02.02 The Plan Estimates must be prepared through the architect available in the Panel of Forest Department. The detailed Report prepared by such Architect must contain copies of 7/12 extract or the property card, as the case may be and the map of the area in question. An extract of record of rights from Talathi, when the land is non forest land, a map showing contour, approach roads, location of the main road, drainage line, electric supply, water supply and position of the proposed building along with results of the excavation of trial pits etc. should be incorporated meticulously and the plans so prepared should be sent to the Architectural section of the P.W.D., in case of bigger building complex, and to the Forest Engineer in case of small and isolated buildings for their scrutiny. Based on their observations, in respect of the said Report, primary estimate (Stage I estimate) should be prepared. For taking up building on non forest land, approval of the architect should be obtained.

21.02.03 Adequate precaution should be taken while taking over land from Gram Panchayat or Revenue department, in which case sanction of the competent revenue authority is required to be obtained for transfer of land to the Forest department. The record of such transfer should be entered into form No.1 giving the nature of land taken over for the work showing the usage describing the block of land on which the construction is made and on the register of buildings.

21.02.04 Consultation with Architect to Government-- Services of the Architect to Government are available for consultation in respect of residential and non residential building, construction projects. The reference to the Architect is generally made through the Administrative Department. Problems of general nature, architectural procedure in carrying out construction work, selection of sites are dealt by the Architect to Government. The offices of the Dy. Chief Architect to Govt. are established at Mumbai, Pune, Nagpur, Amravati and Aurangabad. On reference from head of the department they will render necessary advice to the local officers for preparation of site plans for preparation of Stage I estimate for the approval of Town Planning Department. They are authorized to give approval to the layout plans, works of rural construction and building complexes. The Architect to the Govt. will also be consulted for selection of sites, No change should be done in the plans prepared by the Architect to Government.

21.02.05 Sites for quarters for rangers, foresters, beat guards, naka guards and other forest subordinates should be taken on suitable locations such that the subordinates with their families can live without inconvenience in the house constructed for them. For this reason such sites should not be selected in isolated positions in the forests, but should be kept near other Govt. building (Forest or Police, Public Works, Customs, etc.) or near habitations in villages. As far as possible, the land selected should be forest area or Govt. waste land which can be obtained without cost. Finally there should be suitable water supply close at hand. Without these essentials the cost of building will be wasted, as no official will occupy an isolated house where there is no potable water.

21.02.06 Management of Government buildings by Forest Department

The Forest department is concerned with the management of following classes of buildings.

(i) Buildings constructed and maintained by the Forest Department from Forest funds and

(ii) Buildings not constructed by the Forest Department, but which are assigned to the Dept. and are to be maintained from Forest funds.

21.03 Maintenance of Registers and Records

21.03.01 General

Record of all buildings wells, tanks, road, and construction work in their charge should be kept in the **P.W.D.Form No. 133** by concerned R.F.O., Sub-DFO, and D.C.F., C.F./ C.C.F. / A.P.C.C.F. including any R.F.O. in charge of the area or the construction. A note of such construction should be taken and the record of rounds and beats to ensure proper protection measures should be kept.

[Annexure 21.02]

Each A.P.C.C.F.(WL),C.C.F.(T),C.C.F.(WL),C.F.(T)/C.F.(WL) will keep a printed register of all buildings in charge of the department within his jurisdiction. The register will be printed separately for each Circle in **P.W.D. form No. 133** with such modifications as may be necessary. It should be kept corrected from time to time by the A.P.C.C.F.(WL),C.C.F.(T),C.C.F.(WL),C.F.(T)/C.F.(WL) by means of slips issued at the end of each financial year.

[Annexure 21.02]

Note: - If there are historical monuments in the forest area not protected by the Archeological Department, report of their occurrence should be submitted by the concerned staff to Dy.C.F. /C.F./C.C.F. and adequate protection should be provided by the local forest officer to the same.

21.03.02 List of other Existing Structure

The construction of mosques, temples or tombs within the compounds of Government buildings should not be permitted without the sanction of Government Complete lists of such structures supplemented by block plans and plinth dimensions should be maintained in each division. R.F.O., Sub-DFO, Dy.C.F. / C.F. /C.C.F./A.P.C.C.F. should see that no further erection or extension of such structures takes place. Such structures are not to be maintained from Government Funds and they should not be brought on the register of buildings.

21.03.03 Register of Buildings

Record of all buildings wells, tanks, road, and construction work in their charge should be kept in the P.W.D. form No. 133 by concerned R.F.O., Sub- DFO, D.C.F., C.F.,C.C.F.and A.P.C.C.F. including any R.F.O. in charge of the area or the construction. Note of such construction should be taken and the record of rounds and beat to ensure proper protection measures should be kept.

[Annexure 21.02]

21.04 Construction of Compound Wall, Additions and Alteration of the Constructions

21.04.01 Construction of Compound Wall

As far as possible, construction of compound walls may be avoided but in areas vulnerable to encroachments, thefts adequate fencing measures should be provided to safeguard govt. property and the property of occupants from damage and theft.

21.04.02 Additions and Alteration of the Constructions

Subordinates should reside all the year round in the quarters built for them. They are not permitted to erect thatched huts close to the building or to make any additions or alterations to it for the purpose of cattle shed, storage of grass, fuel and bathing, etc. Such constructions are not allowed within 15 meters of any Government building under any circumstances. Similarly, the use by subordinates of verandahs of Government buildings for the above purpose is prohibited. The occupants will be held responsible for ensuring that the buildings and their surroundings are always kept clean.

21.05 Admissibility of Accommodation to Government Servant

21.05.01 Type plans and designs admissible to Govt. Servants and recovery of house rent

A Table giving type of residence, carpet area of the residence, pay range of the officers to whom it is admissible and rate of recovery of licence fee from the officer is given below. Recovery of licence fee shall be made for

the type of residence actually used irrespective of entitlement of the residence with reference to pay of concerned employee. (G.R.No-Ghamav-2010/PK-4/Sewa-5 Mantralaya Mumbai –32 Dated 19 April, 2011 may be referred).

[Annexure 21.03]

TABLE

Sr. no	Pay Scale		Type of Residence Entitled	Carpet area Admissible (sq.ft.)	Flat rate of licence fee per month (Rs)
	As per 6th Pay Commission (Rs.)	As per 7th Pay Commission (Rs.)			
1	Up to 1800	S1 to S5	I	Up to 220	120
2	1801-2800	S6 to S10	II	221-320	260
3	2801-4200	S11 to S13	III	321-420	440
4	4201-5400	S14 to S20	IV	421-550	580
5	5401-7600	S21 to S23	V	551-750	920
6	7601 and above	S23 & above	VI	751-1110 and above	1400

Whenever Govt. residence have attached servant quarter and/all inclusive of garage/parking space with roof or open parking space, charges for servant quarters and additional space for garage for 4 wheelers shall be recovered from the allottee of the main residences at the following rates.

Additional Space attached to the main residence	Rate of charges (Rs. per month)
(i) Servant's Quarters	120
(ii) Garage with Exclusive possession	120
(iii) Parking Space with roof	80
(iv) Open parking space	40

21.05.02 The compounds of all subordinates quarters should be cleared of all rank growth and grass by the officials residing therein at their own expenses or by their own Labour. Rest house and depot compounds should be cleared at Government expense. For any damage from fires in the compounds, the R.F.O. and the local subordinates will be held responsible.

21.05.03 Protection of Construction Work

All reasonable precautions should be taken to avoid the risk of fire in Government buildings, Combustible material such as waste paper etc. and firewood which is only likely to be stored in any quantity as attached property, should be kept isolated as far as possible.

21.05.04 Responsibility for protection of the Buildings

The Dy.C.F. will assign the responsibility of protection and maintenance of residential buildings to the subordinate officers in writing. He will also specify the designation of officers who will supervise the works, of protection, maintenance and upkeep, and make arrangements for providing funds and material for the same. Beat Guard will be jointly responsible along with Chaukidar and Khansama in charge of the rest house for protection, maintenance and upkeep of the Forest Rest Houses, rest huts, inspection huts or such structures in their charge that are used for occupation of the officers, visitors etc. They should keep Rest House clean and as far as possible free from vermin, white ants, wasps, nests and see that the furniture is kept clean and free of dust. A framed copy of the rules for the occupation of Forest Rest Houses should be hanged on the wall together with a list of furniture and crockery with the value noted against each. These rules should be carefully explained to the concerned employee who will be responsible for breakage. It is not customary to carry out insurance of Govt. buildings. Insurance of Govt. buildings is done only as per specific orders of the Govt. which should be insured from the Govt. Insurance Funds available with the Finance Department.

(i) **Inspections of Buildings** – The Sub D.F.O./D.F.O./Dy. C.F./ C.F. / C.C.F./A.P.C.C.F. or Field Director should make frequent inspections of all buildings in his charge and see that each is maintained in good condition. He will be responsible that all defects, which he cannot remedy expeditiously from ordinary repair grants, are brought to the notice of the Higher Authorities for the latter's inspection, if necessary, and further action.

(ii) **Estimate of Repairs** – The R.F.O. should submit estimates in the standard form for annual repairs to buildings in his charge to the D.C.F. at the beginning of each year, but when repairs are urgent he may send supplementary estimates of such work at any time. The following points should be carefully attended to -

1. Leaks in roofs must be immediately made water tight.
2. All posts should be tarred once every five years up to 2 feet from the ground level.
3. Drains of roof drip should be put in order at the beginning of the rains.
4. Fences should be kept in repairs and no cattle allowed into the compound.
5. Wells should be baled out at the end of the rains.

(iii) **Scale of Maintenance of Buildings** – The maintenance of the buildings should be carried out as per the Circular of P.W.D. No. BDG/1180/378/D-2, dt. 29-7-80 through which norms for the repairs and maintenance have been prescribed. As per this Circular, expenditure on repairs and maintenance of residential and office buildings should be limited to Rs.60/- per sq.m. and repairs to electrical equipments at the rate of Rs.6.00/- per sq. m. (Total Rs.66.00/- sq.m.) the limit may be increased by 25% for buildings which have been constructed before 25 years or more. The amount does not include service charges or taxes.

[Annexure 21.04]

(iv) **Priority for Carrying out Repairs** – Annual grants for repairs are allotted as per estimate submitted by the D.C.F. or C.F. /C.C.F./A.P.C.C.F. Important repairs should be carried out on priority from this amount. Special care should be taken to carry out repairs of

quarters of Foresters and Forest Guards. Large expenditure should not be incurred on the residential building of officers and supervisors. The application of oil paint and distemper should not be carried out after each transfer of the occupant, but should be carried out when the buildings are due for the same. Dy.C.F.or C.F. /C.C.F./A.P.C.C.F should pay more attention to the repairs of the houses of lower subordinates.

(v) **Special Repairs** – Special repairs may be undertaken for old buildings after preparation of plans and estimates for the same. The same may be carried out as per the statement given below. The task of oil painting and distemper may be deferred to another year to accommodate the work in sanctioned expenditure. It should be ensured that all the maintenance work is to be completed within the cycle of three years. Phased programme of the same should be prepared by the Dy.C.F. or C.F./ C.C.F. and submitted to the C.C.F. or A.P.C.C.F. for approval, based on which the demand of funds should be made by the C.C.F. or A.P.C.C.F.(Circular No.D-24/35/repairs/942, dt.8-2-91 from CCF (WL)). (copy of the Circular of the Govt. in P.W. and H.Deptt. No. BGD/1180/378/D-2, dt.29-7-80).

[Annexure 21.05]

21.06 Utilization of certain produce from compounds etc

21.06.01 Utilization of certain produce from compounds etc. of Government Buildings by Resident

The produce obtainable from non-residential buildings may be disposed of by sale through auction when the same can be disposed of as one time removal. (A long term license to cut and remove leaves, fruits, flowers should not be given, which may endanger the protection of campus.) This does not include the sale or use of trees standing or fallen timber fuel etc. obtainable from the same. Such produce should be disposed of by appropriate method of sale.

21.06.02 Privilege of Using Usufructs

The occupant Government Servants will be entitled for the flower, fruits, grass and other perishable articles growing or grown in the campus, occupied by him.

The Officers occupying rent free quarters should maintain the garden/orchards within the campus occupied by him. He will also be entitled for perishable produce as mentioned in the foregoing paras.

21.07 Fixtures and Furnitures

21.07.01 Fixtures and Furnitures, Repairs, etc.

The residential and office buildings are normally provided with essential fittings required for the occupants. Such articles should be securely fixed to the buildings. They should be examined regularly by the officer maintaining the same. The expenditure on the fixtures should be incurred from among the maintenance and repairs grants. The periodical repairs of such fixtures like doors, windows pans, tabs and pipes should be carried out by the officer in charge of the building. Furniture drapery, screens or tattar (mats) will not be provided or repaired.

21.07.02 Furniture Admissible at Residence of Certain Officers

The officers of the rank of Dy.C.F. and above are entitled to keep following office articles at his residence

(i) Office table - 1
(ii) Office chair - 1
(iii) Plain chair - 1
(iv) Tray - 1
(v) Bench or stool - 1. The use of office furniture at their residence by other officers is not allowed. (P.W.D. Manual P.no-139, Para 365)

21.08 Hiring of Accommodation for Office Purposes

Whenever suitable Govt. accommodation will not be available, private accommodation can be hired on rent for office. When such building is used solely for the purpose of office, the rules regarding payment of its rent, municipal taxes etc. are given in Rule 147 & 148 of M.C.E.R., 1965. When such building is used partly for office and partly for residential purpose, a recovery of rent will be done as per M.C.E.R.1965. The Head of office is empowered to sanction the rent of Rs.10000 and the Regional Head is empowered to sanction the rent of Rs. 20,000 and Head of the Department up to Rs. 40,000 and PCCF (HoFF) is empowered to sanction Rs.1.00 Lakh per month as per G.R.No.M.S.C.-2011/CR -182/ dt.30-09-2011
Certificate of reasonableness of rent should be obtained from the Executive Engineer, P.W.D. before hiring such building. The revision of rent may be done on account of increase in rent equal to the increase in municipal taxes, provided certificate from municipal authority is obtained. (P.W.D. Manual P.no-140, Para 369)

21.09 Rules Regarding Rent, Rates and Taxes

Detailed rules in respect of rents to be charged, payment of taxes, method of recovery of payment for local taxes for specific services, electrical charges, water supply and conservancy charges are contained in (M.C.E.R. 147 to 151) .

[Annexure 21.06]

21.10 Miscellaneous Construction

Sufficient protection should as far as possible be provided to persons working in the forests. Want of proper shelter for the men employed in fever-haunted localities is one of the causes of the loss of such forests, and due provision for such men, besides being a duty on the part of Government, would also, by husbanding the health and strength of their servants, prove in the end a measure of economy. The health of forest officers who are necessarily out in the forests during a large portion of the most unhealthy season of the year should be cared for as far as may be possible. Nothing will tend more to this end than the building of small huts for their accommodation in convenient situations.

21.11 List of Subordinates Entitled to Free Quarters or Accommodation at Reduced Rate

A list of Government servants who have been granted rent free quarters or quarters at reduced rent is given in Appendix of M.C.S.R.-1959, P.No.427.
Note:- The concession of rent free quarters granted to certain forest subordinates does not give a claim for rent where no quarters are provided by Government.

B) Roads

21.12 Type Designs of Road

Type designs for forest bridges, culverts, and road sections with notes and drawing and the standard P.W.D. plans prescribed for residential accommodation of the forest subordinates have been printed and circulated separately. In cases of works for which there are approved standard type designs and estimates, abstract estimates should be submitted for sanction after correcting them according to local P.W.D. Circular schedule rates and quoting the references no. of the designs. The Forest Engineer Maharashtra State, Nagpur shall maintain a record of standard type designs and estimates duly revised from time to time by consulting with P.W.D.'s respective Engineer / Architect.

21.13 Preparation of Designs and Estimates

In the preparation of designs and estimates for the construction and repairs of roads, bridges, Culverts etc., instructions contain in the following publications for the Forest Department, referred to in the preceding article, should be followed-

(i) Standard type designs of slabs and timber top drains, culverts and bridges.
(ii) Explanatory notes on the above with example.
(iii) P.W.D. Technical Paper No. 38- Standard Forest Roads, Cross Sections and Earthwork Tables or recently Published Tech. Paper from time to time.

The record of the above publications shall be maintained by the Forest Engineer, Maharashtra State, Nagpur.

21.14 Repairs to Roads

Range Forest Officer shall ensure that all roads in charge of the Forest Department are kept in proper repair. The following points should be attended to when carrying out repairs-

(i) Kilometer stone should be renewed and repainted where necessary;
(ii) All obstructions should be cleared, including overhead and side cover likely to hinder traffic;
(iii) The drainage system should be improved and renewed where necessary; to effect this satisfactorily the roads should be inspected at the beginning of the monsoon preferably during a heavy down pour;
(iv) Ruts and hollows should be filled in with suitable material;
(v) Bridges and culverts must be examined at the beginning and the end of the rains to see if they are safe and any defects put right. The timber of permanent bridges should be given a quoting of coal tar in the hot weather once in two years;
(vi) Where a bridge cannot bear heavy traffic or elephants, stream bank just below should be cut away, where necessary to provide and easy crossing.

21.15 Dragging Timber Along Roads

Dragging timber along Forest Department roads is not allowed. Infringement of this Rule by villagers or contractors should be reported by beat guards to the Range Forest Officer concerned.

Notes

— CHAPTER 22 —
ACCOUNTS AND BUDGET

22.01 General Rules and their applications

22.01.01 This Chapter on Forest accounts describes primarily the financial method and procedure to be observed by the officers of the Forest department in maintaining and rendering the accounts to the official superiors and Accountant General These rules are supplementary to the rules in the **Accounts Code volume III** in general and the rules contained in the financial publications of Government of Maharashtra in particular. In addition, they include rules which are peculiar to the Forest department.

22.01.02 Whenever Forest Department executes the works of civil construction as per the orders of civil authorities, the rules of that department will be applicable in respect of technical matters and procedure involved in execution of work, procurement of plants, machinery tools etc.

22.02 Classification of transactions in Forest Accounts

The Forest account is broadly classified in two kinds viz.

(i) Account of timber and other forest produce, store, tools and plants dealt with in Chapter 23.

(ii) Cash account dealt with in chapter 24 To 26.

The responsibility for the control of the former and for revenue collection and their remittance into treasury rests with departmental officers. The Government Servants are liable to render satisfactory Account to the A.G. as per the instructions contained in Account Code Volume III Maharashtra and Maharashtra Forest Manual and Maharashtra Treasury Rules, 1968.

22.02.01 Responsibility of effective check and control of Divisional forest account both in respect of revenues and expenditure rests on the Dy.C.F.

22.02.02 Functions of audit and the principle governing the division of financial responsibility between Executive Authorities and Accounts and Audit Authorities in respect of expenditure and collection of Government money.

i. **Functions of Audit-** Audit work is not confined, as many officers appear to consider it should be confined, to the mere checking of expenditure as to amount and sanction but it should cover a far wider field. The audit officer, when conducting his operations, must ask himself questions of a more searching nature than those relating only to the correct authorization of any item of expenditure. He must satisfy himself that in the first instance, the expenditure is really necessary, that the scheme or transaction to which it related is being carried out in the best and most economical way, in short, he must examine every project involving outlay or loss of revenue from the point of view of the taxpayer who provides the money and who is, in consequence, entitled to secure the best possible value for it. His function is to assist the administrative officer in safeguarding and furthering the financial interests of Government and of the taxpayer. To do this, it is obvious that he must often institute enquiries and make

requests for information which, to the administrative and executive departments concerned may appear at first sight to encroach unduly upon their own functions and to go beyond the proper sphere of audit. The enquiries naturally cause more resentment when they relate to actions which administrative exigencies cause to be taken in irregular fashion but it should be clear that it is just such actions which need the most careful scrutiny and while Government fully realize that such irregular procedure is at times caked for and justified by the circumstances, they are also sure that once the reasons underlying the apparently vaxations questions put by audit are properly understood, the administrative departments will cease to regard the audit officer as one to whom information is to be given in the most sparing and grudging manner and will rather afford him every facility to examine the financial side of their work and to advise them in connection with it.

ii. **Financial responsibility in respect of expenditure and collection of Government money-** Financial responsibility, whether of the executive or of the Accounts and Audit Department, relates both to receipts and to expenditure. In the assessment and collection of amounts due to Government, the primary responsibility is that of the executive. An Audit and Accounts Office cannot be held responsible for the assessment or collection of Government revenue. Even when the Auditor General is required under rule 12 of the Auditor General's Rules, to audit receipts, this responsibility of the executive is not affected or transferred. The ordinary function of the Accounts and Audit Department in relation to Government receipts is confined to ensure that the amounts collected are properly brought to account in the Government books. In the matter of expenditure of Government money, the Audit and Accounts Department is responsible for ensuring that expenditure is regular and proper and that the system of accounts is such that, provided the facts recorded in original documents are true, there can be no loss of Government money. But the administrative and executive officers must always remain responsible for the correctness of facts in the original documents.

iii. **(a) Distribution of responsibility for the audit of financial transaction between revenue collecting authorities and the Audit Departments-** The primary object of inspection by the Audit Department of treasuries and departmental offices is to assist the Heads of Departments and offices in maintaining an efficient system of regularity and control of financial transaction committed to their charge. It is not intended that those authorities should be relieved of their responsibilities in the matter of frequent cheek and supervision. An inspection by the Audit staff does not and cannot extend to a detailed examination of each and every item of receipt and expenditure or other transaction that occurs in an office or a department. An Audit inspection, which only supplements inspection and supervision by administrative and executive authorities, can do more than see generally that the rules prescribed for the guidance of those authorities in the manner of financial transitions are being duly observed and bring to notice any irregularity or want of attention on their part. The Audit Department is responsible for seeing that the procedure observed at treasuries and departmental offices meets all the requirements of audit, the accounts are properly

maintained and the orders in force regarding the custody and handling of cast and stores are observed. In fact any suggestions by Audit for safeguarding the financial interest of Government should be given special attention. The above is in general terms the limit of the audit responsibility.

(b) The Inspecting Officer from the Audit Department is not required to verify by count the balance of cash, stamps, opium or other stores. This duty devolves on the administrative and executive officers of the respective department. The need of careful verification of cash and stores cannot be too strongly emphasized. Such verification if properly carried out by local authorities at frequent intervals, should act as an effective deterrent against misappropriation or a means of detecting losses or irregularities before they had time to assume major proportions. Those entrusted with safeguarding the financial interest of Government are expected to exercise their full quota of vigilance and not be lulled into a false sense of security by the idea of inspections by the Audit Department.

iv. For regulations for the conduct of audit of receipts and of stores and stock accounts, see accompaniment to F.2797/33 of 8th May 1939, which have been printed also as appendices 1 and 2 to the Audit Code, 1st Edition, 1939.

22.03 General instructions

22.03.01 Government Servant receiving money on behalf of Government must give a receipt. This receipt should be in Form (Bombay- Fin. R., Form No.1) and signed only by a responsible officer who should satisfy himself at the time that the amount has been entered in the cash book. The blank receipt books should be kept in a safe custody of the officers who issued them.

[Annexure 22.01]

22.03.02 If the money is received in payment of a grazing license or rated pass, no separate receipt should be issued.

22.03.03 The Government servant who handles Government money should not, except with the special sanction of the head of the office, handle also, in his official capacity the money which does not belong to Government. Where, under any special sanction, the Government servant deals with both Government and non-Government money in his official capacity, Government money should be kept in cash box separate from the non-Government money and the transaction related to the later should be accounted for in a separate set of books and kept entirely out of Government accounts.

22.03.04 The cash kept in cash chest should be counted at least once in a month by a Gazetted Officer not below the rank of A.C.F. who will record a note in the cash book showing the date of examination and the amount in words. The balance by actual counts should be compared with the cash book balance and the excess or deficit if any noted in the cash book must reported to the immediate superior. The counting of cash should be done on the last working day of each month immediately after closing the cash account of the month. But where this is not possible the cash balance may be counted on the first working day of the following month before any disbursement is made on that date. (F.R. 10. and 11).

22.03.05 (i) Members of the office establishment should not be entrusted with Government money, except as advance by cheque on account of the pay of office establishment and for contingent charges, which should as a rule be made payable to the steno or camp clerk, nor should they be authorized to receive payment for forest produce. All subordinates who have the custody of Government money or who deal with the collection of the forest revenue should be made to furnish security in accordance with F.P.I-40 and the rules in Chapter 13 of this Volume.

(ii) Head of offices may allow responsible heads of branches or sections in their offices, who have furnished adequate security, to keep the cash balances standing in their names. The responsibility for the safe custody of the same rests with the officers themselves.

22.03.06 (i) Duplicate copies of receipts or vouchers are in no case to be issued by any Government officer on the pretext that the originals are lost or missing. If necessity arises for such a document, a certificate may however be given that, on this specified day a certain amount was received from or paid to a certain person.

(ii) This prohibition extends only to the issue of duplicates on the allegation that the originals are lost, and does not apply to cases where, under existing rules, duplicates are required to be prepared with the originals.

22.03.07 It is a general rule that departmental receipts should not be appropriated to meet departmental expenditure except with the sanction of the competent authority. However an exception has been made in the case of Forest Department and cash receipts of the Forest Department are permitted to be used for meeting immediate local expenditure, only under the express orders of the Dy.C.F.

If on the date of closing account any sum of revenue remains in a disburser's hands, which he is unable to remit to the treasury, he may treat the unremitted revenue as "Forest Advance" for expenses during succeeding month and submit a voucher for the amount with cash account. Nothing in this para should be taken as allowing large sums to be kept unremitted and in no case should revenue in excess of the amount permitted by the above rules be retained unremitted. On receipt of the cash account and the voucher, the Divisional Forest Officer should debit the amount to "Forest Advances" by per contra credit to 2406 forestry and wild life under appropriate head of expenditure account and make a remittance to the treasury by cheque for an equal amount.

22.03.08 Bombay Financial Rules, 1959

Rule 57 Money not to be withdrawn from the Treasury unless required for immediate payment.—No money should be withdrawn from the treasury unless it is required for immediate payment. It is not permissible to draw advances from the treasury either for the prosecution of works, the completion of which is likely to take a considerable time or to prevent the lapse of appropriations.

Rule 58. Requirements for incurring expenditure on a work or other object– Expenditure can only be incurred on a work or other object

(i) If sanction of competent authority has been obtained as required by any statutory rules or by any orders, general or special, issued there under by competent authority, e.g. the rules in any authorized code,

(ii) If funds to cover the charge during the year have been provided by competent authority, and

(iii) If no breach of any of the canons of the financial propriety is involved.

Note :- The canons of financial propriety are reproduced below for ready reference.

Canons of Financial Propriety

(1) Every public officer should exercise the same vigilance in respect of expenditure incurred from public money as a person of ordinary prudence would exercise in respect of expenditure of his own money.

(2) Money borrowed on the security of allotted revenues should be expended on those objects only for which, as provided by rules made under the Act, money may be so borrowed. If the money is utilized on works which are not productive, arrangements should be made for the amortization of the debt.

(3) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.

(4) Government revenues should not be utilized for the benefit of a particular person or section of the community unless
   (a) The amount of expenditure involved is insignificant, or
   (b) A claim for the amount could be enforced in a court of law, or
   (c) The expenditure is in pursuance of a recognized policy or custom.

(5) The amount of allowances, such as travelling allowances, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole sources of profit to the recipients.

22.04 Vigilance in Respect of Public Expenditure and Revenue

The Drawing officer is responsible to ensure that----

i. Vouchers are prepared according to rule.
ii. The money is either required for immediate disbursement or has already been paid from the permanent advance.
iii. The expenditure is within the available appropriation.
iv. All steps have been taken with a view to obtain an additional appropriation if the original appropriation has been exceeded or is likely to be exceeded.
v. In case of contract contingencies, the proposed expenditure does not cause any excess fixed for these contingencies. (Rule No. 13, M.C.E. rules, 1965)

22.05 Security to be furnished for handling Govt. cash by subordinates

Subordinates entrusted with the collection or custody of cash, store, service postage, stamps or any other property may be required to furnish security in one of the forms mentioned below the amount being regulated according to the circumstances and local conditions in each case under the sanction of competent authority. The amount of security should be adequate to keep the cash balances standing in their names, responsibility for the safe custody of the cash resting with officers themselves. The forms of security (personal security bonds with two sureties has been prescribed rule 51 in F.P.1 Appendix 3 of BFR rules.

[Annexure 22.02]

NOTE: - Details instructions for securities to be taken from forest subordinates are given in chapter 13.

22.06 Personal Ledger Account (PLA) of non-Government Money

If a Government Servant receives in his official capacity money which are not Government dues, the deposit of which in the custody of Government has not been authorized by Government, he must not credit such money to the public account. Personal Ledger Account should be opened by Government Servant authorized to administer the funds. Government Servant will be personally responsible for utilization of the money in strict conformity to the rules and regulations.

Notes

CHAPTER 23
ACCOUNTS OF TIMBER, OTHER FOREST PRODUCE, STORE, PLANTS AND LIVESTOCK

23.01 Objects of Revenue and Timber Account

Account of timber and other forest produce provides information regarding works of harvesting of forest produce, cost of works and links the account of harvesting etc. to the revenue and expenditure accounts. These accounts should exhibit the details of transactions such as felling, collection, logging, movement, storage, classification, sale, dispatch, recovery of sale proceeds of timber and other forest produce. These details are linked with costs so that the work can be checked, inspected, audited or verified appropriately at each stage. The system of these accounts should also meet the requirement of laws related to the forests, particularly the rules regarding transit of timber and other forest produce. This chapter deals with accounts of timber and other forest produce.

23.02 Harvesting of Forest Produce by Departmental Agency

23.02.01 Marking of Trees

The works of harvesting of forest produce for providing silvicultural treatment to the forest commences as per the programme of execution of such works are laid down in the Working Plan. When such areas are due for working, the coupes are demarcated and marking of trees for felling is done. The marking of timber and fuel wood trees or poles is done as per the marking rules prescribed in the Working Plan. The record of marking of trees to be felled is maintained in register of marking as per **[Annexure 23.01]** showing marking list and title sheet bearing details of compartment, coupe under working, year of operation. The marking list bears Sr. No. of trees, the species, the girth of each tree at breast height, the quality of the wood. Specific remarks if any are also given. Abstract of the marking is drawn at the end in this marking list. The abstract of the marking forms the basis of the estimate of working of the coupe, showing probable yield of the coupe. All such records must be compiled grid-wise.

Marking record should be personally verified by A.C.F. and DCF/DFO before starting the felling. The details of marking of poles for thinning, improvement operations, C.B.O., removal of dead and diseased wood from subsidiary silviculture works should also be maintained in marking register with necessary modifications to be made locally as per the requirement.

23.02.02 Planning of Marking The marking is carried out one year in advance of the departmental working of the coupe, which gives sufficient time to prepare estimate of working.

23.03 Departmental Works

23.03.01 Departmental works are started as per sanctioned annual plan of operations which is prepared according to sanctioned working plan/schemes. Schedule of working areas is sent by DCF/DFO to R.F.O. The R.F.O. may also in turn compare the schedule received from DCF/DFO with the sanctioned working plans/ schemes and may point out omissions to

DCF/DFO for updating the schedule particularly about the treatment of plantations, cultural operations thinning etc. The R.F.O. should inspect the working areas and assess the feasibility of working of the same and submit feasibility report to A.C.F. and DCF/DFO. Marking of the coupe should be taken in such areas as are feasible in consultation with A.C.F./DCF/DFO. Marking should be done as per the prescriptions of working plan.

R.F.O. should submit the register of marking as per **[Annexure 23.01]** in triplicate to DCF/DFO. It should contain details of working circle, felling series, year of working, system of working, map of the coupes with certificate of demarcation, areas under different treatment, detailed marking list abstract of marking by each treatment and section of the coupe, estimate of the out turn, impression of marking hammer, certificate of marking officer-R.F.O., inspecting officer i.e. A.C.F. regarding completion of correct marking as per Working Plan Prescriptions. Since this forms the basis of all further operations, local modifications may be made in the list with the approval of C.C.F.(T).

23.03.02 R.F.O. should also submit a detailed report on coupe working giving locations of coupe, sale depot., distance from coupe, estimate of cost, yield and revenue obtainable from the coupe, suggesting method of working, duration of working, programme of working, source of Labour, nature of each work required to be carried out as per sanctioned schedule of rates, cost of working of coupe Departmentally or through F.L.C.S. The estimate of coupe working should be submitted by R.F.O. to DCF/DFO through A.C.F. in charge of Range.

23.03.03 **Sanction to The Work---** On receipt of the estimate A.C.F. should personally inspect the coupes and scrutinize the items, certify the quantities, rates and issue certificate to that effect. He should also verify the estimated outturn and revenue on the basis of his inspection. He should also propose the name and designation of R.F.O./Forester, who will be in charge of the work and will be responsible for all operations in the coupes. On receipt of estimate, DCF/DFO should scrutinize the same and accord technical sanction to the work. He should accord administrative approval to the each coupe estimate prepared as per the wage board schedule of rates sanctioned by the C.C.F.(T) subject to budgetary regulations and availability of grants. The grants should be asked for in advance budget. Where it is necessary to undertake the coupe work departmentally due to withdrawal or failure or neglect to execute the agreement or take charge of allotted coupe within the prescribed period by F.L.C.S., he should specifically submit proposals to C.C.F.(T) who after taking review of available grants will accord sanction to the coupe work as per rules.DCF/DFO will return two copies of sanctioned estimate to R.F.O. who would in turn hand over one copy along with marking record to the officer in charge of coupe working. The sanction given to work will be entered on register of sanctioned works as prescribed by concerned C.C.F.(T).

23.04 Harvesting

23.04.01 Harvesting is done departmentally by Forest Department and through F.L.C.S. The estimate of work should bear all items of expenditure including sanctioned coupe depots. Planning of work should be done for each operation.

23.04.02 Felling & Logging

(I) **Jungle Register** Details of felling are entered in jungle register. This register provides information on logging, felling, transport and corrected measurements at sale depots and abstract of coupe work, information of species, girth at breast height, date of felling, log sr. no., Measurement of each log, details of transport to sale depot, sale depot no. and measurement and movement of the material is obtained at a glance from this register. This register forms the basis of account of coupe working. This register is to be maintained as per **[Annexure 23.02]**. It is also called jungle register.

(ii) **Felling Register** Register of felling is kept as per **[Annexure 23.03]**, in the coupe. The title sheet of the register gives trees actually felled, details of felling done by each labourer or Labour gang. Abstract of felling done by each labourer or gang leader is prepared periodically for making payment to labourers.

(iii) **Logging Operations** Trees felled are logged on the stump site. They are given chisel number in serial order and passing hammer on the stump. Logs are also given bata number on stump to facilitate recording in register of felling and logging.

(iv) **Fashioning Register** This register shall contain the fashioning of the logs done wherever necessary to obtain maximum revenue to government. It contains, log no, tree no., species, initial measurement at stump site, measurement after fashioning and the difference between two measurements and the dispatch of material as per **[Annexure 23.04]**

(v) **Dragging Operations** Record of movement of timber, firewood up to coupe depot by dragging/local carting is to be maintained. **[Annexure 23.05]**

23.04.03 Preparation of Firewood

Register of preparation of fuel stacks is maintained for each section. Suitable abstract may be maintained for payment to Labour. Part payments/payments may be recorded on contractors and disbursers ledger for the sake of control.

23.04.04 Carting/Transport of Timber etc. and Carting Challans

(i) Timber/fuel is dispatched from coupe along with carting challans in quadruplicate containing details of Serial no. measurement and volume of logs, number of poles. The carting challan is accompanied by transit pass. The necessary details are to be kept in the coupe dispatch register. **[Annexure 23.06]**

(ii) **Progress Reports of Departmental Felling and Carting**
Fortnightly progress reports of felling, logging and transport to depots should be sent by Exploitation Officer incharge of coupe working to R.F.O. in duplicate. One copy of this report should be sent to A.C.F. who will consolidate the same by each range and put up the same toDCF/DFO for perusal. These reports may be submitted till the work on particular coupe is complete, last report stating that the work is complete and reports will be discontinued thereafter.

23.05 Establishing Depots of Timber and Other Forest Produce Records at Sale Depot

23.05.01 Depots-- Under the system of Government working including working through F.L.C.S., two classes of depots, namely Forest / Coupe Depots and Sale Depots are established. Brief description of the same is as under-----

(i) Forest depot / Coupe Depot--- to which material is dragged or transported from the coupe up to suitable loading point. DCF/DFO shall decide the location of the forest depot in consultation with in-charge A.C.F./R.F.O.

Note:-In some cases special plots will be set aside as 'Forest Depots'; in others, the areas where the fellings have been made will be considered as 'Forest Depots'. Sale of the forest produce and delivery of specified material to Industries should not be effected from forest depots.

(ii) Sale Depots-- - Sale depots are established as (1) Local sale depots for sale of inferior material, transport and handling of which will not be economical at central sale depots. (2) Central sale Depots are established for sale of valuable timber and forest produce where material from one or more Divisions or circles may be brought and sold in organized manner. (3) Annual programme of sale of material at all central sale depots should be prepared by C.C.F.(T) and coordinated by P.C.C.F.(P&M) for the entire State considering the sales of Forest Department and FDCM and sales of adjoining states.

Note: - Forest colonies, checking Nakas etc. where material seized in offence cases is kept and sold are not classified as sale depots. Details and location of all such material should be kept by the R.F.O. and A.C.F. in their office. Annual stock verification of such material should be done by R.F.O. Balances should be worked out during such stock taking and disposal monitored by concerned A.C.F. All timber of superior species including valuable poles in offence cases should invariably be brought to local or central sales depots for sale as soon as the offence case is decided.

23.05.02 On receipt of material at sale depot measurements are carried out and recorded in sale depot (measurement) register. Measurements recorded at sale depot are also recorded on all three copies of challan received from forest / coupe depot. Copy of the challan is sent back to coupe depot officer who will take entry of corrected measurement on jungle Register. The figures of outturn (volume) are reconciled on the basis of sale depot measurements in the Jungle register and are adopted for timber account.

23.05.03 Preparation of Lots

Lot register- After classification of timber at sale depot, lots are prepared. Details of measurements of logs in volume and classification is recorded in lot register.

23.05.04 Recording of measurements of fuel stack and charcoal are done in separate register.

23.05.05 Sale Register

Sale of timber and fuel is recorded in sale Register. It is a consolidated form giving description of timber, fuel sold, date and amount of sale, authority for sanction of sale, details of payment of sale value, depot rent, interest, GST thereupon and particulars of delivery. Similar form is maintained for fuel and charcoal and other M.F.P. also. Disposal of timber and fuel is to be maintained in register of disposal.

23.06 Maintenance of an account of timber and other forest produce

(i) The Account of timber and other forest produce is required to be maintained in such details that it will be possible to obtain classified information of forest produce extracted and sold/supplied and revenue realized from each source i.e. coupe and sale depot etc. at Range level and Divisional level into major, minor and detailed heads of revenue accounts. This information is also required to be furnished for including the same in working plan and Annual Administration Report.

(ii) The minor head also includes processing units etc. Separate procedure is adopted for accounting of timber supplied to the processing units, the account of which is maintained on commercial basis.

(iii) Separate procedures of account are provided for tendu, Apta. (Minor Forest produce is also allotted to Tribal Development Corporation as per demand).

23.07 Accounting in Depot

23.07.01 Depot forms and Returns

(i) In each depot whether it is a sale depot or a forest depot a register of receipt will be kept in the form **[Annexure 23.07]** in which will be entered all stock as it arrives.Register of disposal in the form of **[Annexure 23.08]**, showing all stock dispatched to other places, sold, or otherwise disposed of will also be kept. Separate registers will be kept for: -

(a) Timber including drift and waif wood for receipt as well as disposal.

(b) Bamboo, fuel, grass, hirda, rosha and other produce.

(ii) (a) The number and measurement of the logs and scantlings must be entered daily in the Register of Receipts as they are taken charge of by depot in charge after receipt of the material. In case of sale depot, number will be entered on the receipt, followed by the entry in respect of volume as taken in the depot measurements at sale depot.

(b) Logs and scantlings when sold will be stamped with such sale or other marks as may be prescribed in accordance with the relevant rules and instructions issued by the competent authorities in that regard from time to time.

23.07.02 Stock taking at Depot etc.

(i) The depot will be in the charge of a Depot Officer, normally of the rank of R.F.O. or a Forester in case of small or temporary depot. The Depot officer is responsible for accounting of receipts and issues and proper classification as per standards prescribed, numbering, stamping, stacking, arranging lots, sale and issuance of Transport permit to forest produce for dispatch of the same to its destination after sale, as per the terms and conditions of the sale.

(ii) (a) A return will be submitted from each sale Depot to the Dy.C.F. about the receipt & disposal of forest produce.

(b) A summary will be prepared by the Dy.C.F. from the returns received for each Depot and submitted to the C.C.F.(T) every month. The receipt and issues of forest depots will be shown separately from those of sale Depots.

(c) A register will be kept in the Divisional office showing details of timber and other forest produce credited in the Depot returns and the quantity for which contractors were paid. It will be posted regularly that it may serve as a check against over payment to transport contractor in particular.

(iii) Stock at each sale depot must be counted monthly by the Depot officer. The figures should be corroborated with the monthly return of receipt and disposal, submitted to the DCF/DFO. This verification should be done by the R.F.O. in charge of the Range under whom the depots are placed or the territorial R.F.O. in charge of the Range under whom the depots are maintained by the Foresters.

Stock verification should be done once in July and in January based on the stock at hand, or when specifically assigned by DCF/DFO.

The DCF/DFO must physically verify the stock at each Depot once in a year. The A.C.F. should carry out 100 % verification of all the produce once in a year. The depot books should be balanced at the time of counting the stock. A report of each stock taking should be submitted by the R.F.O. to the DCF/DFO and by A.C.F. and DCF/DFO to the C.C.F.(T)/C.F.(T) in the stipulated months.

(iv) Bill Book - A bill book must be used for timber and other produce sold from depots. After each transaction, the bill may be given to the purchaser while the counterfoil will form the depot copy. Payments made from time to time by the purchaser should be noted on the counterfoil by entering the receipted treasury challan of the number, date and amount.

23.07.03 Use of Timber etc. for Departmental Works

(i) Records of timber and other forest produce used for departmental works viz. buildings, bridges, roads, boundary lines, etc. should be maintained in each range office and in each independent sales depot in charge of Range Forest Officer. A copy of the same should be submitted monthly to the DCF/DFO by the R.F.O. concerned or the RFO, in-charge of the sale depot, as the case may be.

(ii) The full value at scheduled rates of timber or other produce used in departmental constructions should be debited to the work concerned. When a Government department provides sawn material for such works, the full value of the material including cost of sawing must be credited to the concerned saw mill.

(iii) To obviate any misuse of such material, the following procedure is prescribed

(a) In each case the R.F.O. should submit to the DCF/DFO an estimate of the produce required, stating the source from which he can conveniently bring it. As far as possible produce should be procured from a forest Sale Depot.

(b) If construction works of the Forest department are entrusted to contractors, and if it is possible to supply timber required for the works tenders should be invited on the specific condition that the timber will be supplied by the Department and the contractor will be charged the value of the material at sanctioned Scheduled Rates plus 10 per cent supervision charges

23.08 Saw Mill Operations/Commercial Undertakings

The Forest department operates saw mill at Allapalli, The accounting of departmental saw mill has been prescribed in the manual of the commercial undertaking of the Forest Department.

23.09 Account for Sandalwood Operations

Sandalwood operations are not carried out in the State for want of exploitable material. The seized sandalwood in the offence cases is to be disposed of as per the government directives.

23.10 Accounting of drift and waif wood and Forest Produce exploited by purchasers, right and privilege holders etc.

23.10.01 Drift and Waif Wood – Receipt of drift timber should be taken in a register, as soon as it is received, permitting statutory period of two months for receiving any claims on the same. If no claims are received the material should be disposed of and entry taken accordingly.

23.10.02 Exploitation of forest product by purchasers, right and privilege holders etc. For all timber or other forest produce sold otherwise than from a depot, a permit in prescribed form must be given before any of the aforesaid produce can be removed by the purchaser. This permit or license will be issued under the rules prescribed by each C.C.F. for his Circle. The officer issuing the permit may receive either cash, or a treasury challan as proof of the payment, Permit forms shall be kept in bound books and bear printed serial numbers. Each permit issued shall be filled in by the officer issuing it in the original as well as in the counterfoils and be provided with a serial number for the forest year. All amounts of produce and of money shall be written in words as well as in figures.

The books of licences should be periodically examined by the Dy. C. F. the returned licences being checked with their counterfoils and with the entries of the amounts realized on their account in the cash book or in the original accounts of the officer who issued the same, and an explanation called for as regards any licenses missing or unduly delayed.

23.10.03 Free Grants etc. All free grants of timber or other forest produce will be entered in a register in the divisional forest office. A separate permit book should be kept for such grants in the range forest office and it will serve the purpose of the register in that office.

23.10.04 Forest Produce seized in offence cases

(i) A register of forest produce and other property seized and disposed of otherwise than under Section 68 of the I.F.A.; in accordance with the forest law or rules in force, will be kept by each Range Forest Officer. He should submit monthly returns in the same to the DCF/DFO. A divisional register should be maintained for each division in which returns from ranges should be consolidated.

(ii) In cases disposed of under Section 68 of the I.F.A. compensation levied should be shown under budget sub head:- 0406-03-800 other receipts-compensation-fines and forfeiture. The value of forest produce seized and subsequently released after recovery of the same should be shown under the appropriate revenue head 0406-01-101.

23.11 Transport of Forest Produce

23.11.01 Regulation of Transport- All departmental transport or timber and other produce will be regulated in accordance with the following rules

(i) Printed forms of challan (in bound books) should be used for the purpose and DCF/DFO should be responsible for the custody, receipt and issue of the challan books.

The challan is in 4 parts as shown below–

Part I - Counterfoil.

Part II- An advance copy and a voucher

Part III- The flying copy, and

Part IV- The cartman's (or transport contractor's copy)

(ii) The dispatching officer shall fill by carbon process all the entries, for which he is responsible, in the four parts of the challan at the time of loading after due verification of the material and hand over parts III and IV to the cart man or the transport contractor and send part II direct to the receiving officer as early as possible. If any case of loss of any part of a challan in transit occurs, the fact must be reported immediately to receiving and dispatching officers and to Divisional Forest Officer direct as soon as the loss is discovered.

(iii) As soon as the material reaches the receiving depot, the cart man or the transport contractor or an agent on behalf of either shall present part III and IV of the challan to the receiving officer who shall get the material unloaded at a suitable place and shall check the contents of the sanctioned rates in the challan with the actual material and make necessary corrections regarding discrepancies, if any. The receiving officer shall also tally Part II of the challan, which he will receive from dispatching officer, with part III and IV, Part IV of the challan shall be handed over to the cart men or the transport contractor or his authorized agent and part III shall be returned to the dispatching officer.

If discrepancies are noticed in part II and III of a challan, the fact will immediately be reported to the DCF/DFO for his orders. In the meanwhile, the payment for transport based on the actual quantity of timber carried, less the cost of timber found short, if any, will be made to the cart men. In the case of transport contractors, the adjustment on account of shortage will be made at the end of month or other suitable periods by setting off the excess brought against the shortages. This excess or shortage should consist of all bonafide material shortage not being loss and excess not being replacement by improper means.

(iv) The agency, through which transmission of parts II and III of challan may take place shall be decided by the DCF/DFO, for each locality.

(v) The dispatching officer, on receipt of part III of the challan shall endorse part I to the effect that the consignment has been received correctly or otherwise and paste part III on part I in the challan book.

(vi) Counterfoils (part I), when challan books are completed shall be returned by the issuing officer to the Range Forest Officer without delay for check and comparison. Any delay in returning such books after issue of the last should be reported by the Range Forest Officer to the DCF/DFO. The Range Forest Officer will after checking the challan books in the manner prescribed to that effect forward them to the DCF/DFO within a month of their receipt from the issuing officer.

(vii) The Range Forest Officer's check shall extend to comparison of parts I and II in the challan books and the entries in the registers concerned and with Part II whenever possible. The Divisional office check shall extend to comparison of cash book with part II (vouchers) of challans. A further check shall be exercised by the DCF/DFO or any Gazetted assistant in comparing part I with part III and the entries in the register to reasonable extent which may not be less than 15 % of the entries and a certificate will accordingly be recorded on the completed challan books.

(viii) Any material shown in part I by the dispatching officer and for which part III is not yet received should be shown as "In transit" and will remain as part of the dispatching officer's stock till part III is returned to him.

(ix) In cases, when the material is transported by the Transport Contractor, he shall prepare the bill to that effect, duly supported by the challans

(part IV) in respect of each such claim and shall present the same either to the dispatching officer or receiving officer or Range Forest Officer, as the case may be, in accordance with instructions from the Dy.C.F./Sub-DFO of independent sub-division. The officer receiving the bill shall verify the claim with part II of the challans and with entries in the appropriate registers. He shall then forward the bill, parts IV and his report to the DCF/DFO, who will make payment and return part IV to the contractors.

23.11.02 Register of Payment to Transport Contractor

In divisions where the transport of timber and other produce is entrusted to a contractor on a contract basis, a register will be kept showing the details of timber and other forest produce credited and the quantity for which contractors were paid. It will be posted regularly and balanced monthly in order that it may serve as a check against overpayments. The register will be maintained by the Range Forest Officer and also by the DCF/DFO the latter making all entries of payments made by the Range Forest Officers also on receipt of intimation of the same periodically.

23.12 Monthly Timber Returns

(i) The following returns will be submitted monthly by each Range Forest Officer to the Dy.C.F./Sub-DFO of independent sub-division

(a) Receipts and issues of timber and other produce in depots.

(b) Sales of produce cut and collected by government agency.

(ii) Range Forest Officers in charge of independent sales depots will likewise submit monthly returns to the DCF/DFO. The returns will quote, wherever possible, references to voucher numbers in the month's cash accounts, in support of the receipt and disposal entries to facilitate checking by the DCF/DFO.

(iii) The DCF/DFO will prepare divisional returns from the returns received from each range and sales depot in charge of independent Range Forest Officer, and submit the same to the C.C.F.(T) every month. Each description of produce will be grouped by detailed heads and sub heads separately under each depot and the numbers and quantities will be totalled separately.

Note (1) :- For the purposes of this paragraph, every coupe where fellings have been made will be considered as a "depot" in addition to the regular "sales" depots and "Forest" depots.

Note (2) :- The "gross yield" is the total volume or quantity of all produce felled or out, whether removed and utilized or not. The "outturn" or "net yield" comprises of such portion of the gross yield as has been or will be utilized.

(iv) (a) The details of all forest produce extracted from the forests by the Forest Department, purchasers, the Tribal Development Corporation, FLCS etc. shall be incorporated in the monthly statement to that effect.

(b) The return of revenue outstanding will be submitted quarterly by to the DCF/DFO and by each DCF/DFO to the C.C.F.(T) after consolidation.

23.13 Maintenance of Record

(i) A register of all sales effected during each month will be maintained by each Range Forest Officer and DCF/DFO and a copy of the monthly entries submitted.

(ii) The sales or contracts will be serially numbered in the Divisional Office starting with 1st April in each year.

(iii) The record of instalments due, paid and outstanding should be maintained in the Range offices and divisional offices. A copy of the monthly statement to that effect, should be submitted by each Range Forest Officer and Range Forest Officer in charge of an independent sales depot to the DCF/DFO.

An abstract should be prepared in each month by the DCF/DFO and submitted to the C.C.F.(T). This abstract shows the position of recoveries and outstanding in detail giving an analysis thereof.

23.14 Checking of Timber Returns

Before signing the timber returns the DCF/DFO should check the various forms on the following lines and satisfy himself that they are correctly prepared :-

(i) The opening balance should agree with the closing balance of the previous month. The receipt and disposal of the produce worked departmentally should agree with the same figure shown in the range return.

(ii) The sales shown in the range return and the volume disposed of by sale should agree with the quantity and amount of sales effected.

23.15 Miscellaneous Register

This Register is required for maintaining the record of miscellaneous demands such as extension fees, fines and penalties recoveries from contractors, deficit recoveries of grazing dues (where leviable) etc. which de not find place in the sales Register or Register of miscellaneous demand be maintained in each range office and Divisional Office. This Register should be scrutinized and signed by the Range Forest Officer and DCF/DFO each month and the progress of recoveries must be monitored. The C.C.F.(T) should inspect this Register during his office inspection.

Notes

— CHAPTER 24 —
CLASSIFICATION OF FOREST RECEIPTS AND EXPENDITURE

24.01 Account Classification

Centre has prescribed structure of account classification to be followed by the States in order to bring uniformity in the accounts classification. Detailed classification is contained in publication of Government of Maharashtra "List of Major and Minor heads of account".

24.01.01 Alterations in the authorized arrangements for detailed heads can be made by the State Government in consultation with the Comptroller and Auditor General.

24.01.02 Revised structure of classification introduced from 1st April 1987 with Coding

(i) Major heads- Four digit code has been allotted to the major heads, the first digit indicating whether the major Head is receipt head or Revenue expenditure, Head of capital expenditure or Loan Head: Adding 2 to the first digit of the Receipt Head even or odd in a series will give the number allotted to the corresponding Revenue expenditure head, adding another-2- the capital expenditure head and another 2- the Loans head of account. i.e. 0406 Receipt head for Forestry and wildlife 2406 The Revenue expenditure head for Forestry and wild life 4406 Capital outlay on forestry and wildlife 6406 Loans for forestry and wildlife. Codes are provided for contingency fund, state provident fund (8005) and forest remittances (8782) in the series of 8000.

(ii) Sub Major Heads - A two digit code has been allotted, the code starting from "01" under each major head where no sub major head exists, it is allotted a code of "OO". Nomenclature "general" has been allotted code 80, so that even after further Sub Major heads are introduced, the code for "General" will continue to remain the last one.

(iii) Minor Heads - These have been allotted a three digit code, the codes starting from "001" under each Sub major/major head (where there is no sub major head) Codes from 001 to 100 and a few codes from 750 to 900 have been reserved for certain standard minor heads. For example Code "001" always represents- Direction and Administration.

Non standard minor Heads have been allotted codes from "101" in revenue expenditure series and "201" in Capital and loan series where description under Capital/Loan is the same as in the revenue expenditure section. The code number for the minor Head is the same as the one allowed in Revenue Expenditure Section. Code numbers from "900" are always reserved for deduct Receipt Deduct Expenditure head.

(iv) Sub-head and Below- Minor heads are further divided into sub heads and detailed heads which represent schemes proper. They are allotted a Computer code. Each sub head with detailed head with a computer code represents independent scheme.

(v) Standard two digits object heads have been prescribed for classifying expenditure under each work or independent scheme.

24.02 Capital and Revenue Expenditure

Expenditure is either "Revenue" or "Capital: The basis of the distinction is that expenditure which would, in the event of the undertaking being a commercial one, be met out of the revenue or income of the undertaking should be treated as "Revenue" and that which would be regarded as capital outlay should be treated as "Capital". The question whether any particular expenditure in a commercial undertaking is debitable to "Capital" or to "Revenue" is determined in the case of a new undertaking by the consideration that all initial outlay on first construction and equipment and all outlay on maintenance thereof until the undertaking reaches a productive stage are a "Capital" charge, and in the case of an existing undertaking by the consideration that expenditure which improves the earning capacity of the undertaking, equivalent in the case of a forest to the yield capacity, is a "Capital" charge and that which merely maintains the earning capacity at its previous level is a "Revenue" charge.

"Revenue" expenditure comprises, besides working expenses incurred on the production of revenue and on the realization thereof, all charges that are necessary for the maintenance of forests (after they have commenced to yield revenue) up to a proper standard of efficiency, i.e., the cost of all operations in connection with the conservation and regeneration of forests, including the replacing of forest crops by artificial means after harvesting, which may be required from year to year to maintain the forests in a state of normal efficiency.

24.03 Transactions with other departments & Governments

(i) Adjustments with other departments and Governments in respect of supplies made or services rendered by or to the Forest department should be regulated by the directions contained in **Chapter IV of Account Code, Volume I**. Detailed instructions in this regard are issued in Rule 44 of the Manual of Contingent Expenditure (Maharashtra Contingent Expenditure Rules 1965, (Rule No. 44 and Appendix V thereto)

Note :- 1) The cost of the stationary supplied by the Stationery department and of printing work done at places of the Maharashtra Govt. for the Forest department will not be charged to that department.

Note :- 2) As per Government of India instructions, it is incumbent on the consuming department to arrange with the producing department, in preference to any other agency, for the supply of their requirements to the extent they can get it. The supplying department should cover the cost of production and the department supplied should receive it for a price, which is less than that in the market. Acceptable terms can only be arrived at by negotiations and agreement between the departments.

(ii) **Recoveries of payments made in cash: -** Recoveries of payments made in cash should be treated like other revenue receipts or service payments as the case may be.

(iii) **Transactions with the Central Government.:-** Transactions of recovery Modified of value of material supplies or services rendered should be made on cash payments.

(G.N. of 22-2-1966 see rule 44 of M.C.E. Rules)

24.04 Forest Remittances

Generally all sums paid into treasury by a departmental officer or on his account, should be debited to forest remittance 0406, forestry and wildlife irrespective of whether remittance is made in cash or cheque. Similarly, the value of all cheques drawn should be credited to 8782 cash remittances irrespective of whether or not they are cashed at once.

Whenever the payment is being ordered to be paid by the department and officers, they should give adequate classification of major head, sub major head, minor head on the challan of remittance. Description of the exact purpose or object for which the remittance is made should

also be given by the subordinate carrying out the remittance. On receipts of challans or payment for carrying out remittances, R.F.Os. and officers above him should give detailed classification and computer code of such remittances to avoid misclassification. In case of sale of timber and other forest produce, the name of the depot or coupe, felling series should be recorded while entering the details in the cash book.

General rules for collection and remittance of Forest Revenue

(i) Departmental receipts may ordinarily be realized in legal tenders, coins or currency Notes but in certain cases under prior agreement bank drafts, bankers cheques payable on demand may be accepted.

(ii) All sums paid into the treasury by Departmental Officer or on his account should be debited to forest remittances irrespective of whether a remittance is made by cash or by cheque. Similarly the value of all cheques drawn should be credited to forest remittances irrespective of whether or not they are cashed at once.

(iii) Members of the Outdoor Staff shall collect dues for petty lease (licensees) dues in offence cases and such other recoveries as they may be directed to collect by specific order of the Chief Conservator /Conservator of Forests. They shall grant Money Receipt and remit the revenue into the treasury without any delay accompanied by challan in triplicate.

(iv) In Vidarbha, grazing dues may be collected through forest subordinates or through vendors depending on special rules laid down for the purpose

(v) Every sum exceeding Rs. 100/- due on account of lease on forest produce shall ordinarily be remitted through the person from whom it is due, direct to the treasury in cash accompanied by challan in triplicate.

(vi) Remittance by Forest Officers may be partly through cash and partly by cheques or wholly by cheques the amount paid in cash and amount remitted by cheque being shown separately in the challan in remittance not.

(vii) Chief Conservator of Forests is empowered –

(a) to authorize any subordinate official whether permanent or temporary to collect minor forest produce revenue.

(b) to make rules for their respective circles to regulate –

- the amount of revenue in one item which subordinate of any particular class or grade may receive.
- the maximum amount of revenue of any subordinate may accumulate before paying it into the treasury or remitting it to the R.F.O.

(viii) Remittance of Revenue (not being the sale proceeds by rated passes purchased and paid for at the treasury in Vidarbha, which shall be regulated by relevant rules) will be made

(a) When realized at the treasury or sub-treasury, direct to treasury on the very day on which it is received or at the latest on the next following day on which the treasury is open.

(b) Where the distance from treasury exceeds 32 K.M. and there is a Money Order Officer in the immediate neighborhood and amount to be realized is large enough it will be made by Postal Order without unnecessary delay.

(c) Under other circumstances by the hand of reliable member of the forest establishment with necessary precautions taken for the safety of the case remittance.

24.05 Forest Advances

(i) Advances to Disbursers- When a subordinate officer who is not authorized to draw cheques against the drawing account of the divisional officer is given a cash advance of suitable amount to enable him to make the disbursements, entrusted to his charge (see F.P.I. 28 and supplementary rule 7 in 26.05 of this volume), the amount of the advance should be debited in the accounts of the officer making the advance to the minor head "Forest Advances" under the major head "Advances not bearing interest - Advances Repayable", as an advance to the disburser concerned. When an account of the advance is rendered by the disburser, the amount of the expenditure incurred should be credited to "Forest Advances" by a per contra debit to the appropriate sub head of accounts classification.

(iii) **Advances to Contractors, etc.-** Advances to contractors, suppliers and labours made by D.F.Os in connection with the execution of works should be debited in the cash book to the detailed head "under Suspense-Work Advances". While such advances made by R.F.Os. (out of funds supplied to them as "Forest Advances" under the preceding article) should, on receipt of the monthly range accounts, be adjusted in the divisional cash book by credit to "Forest Advances", and debit to "Work Advances" lump entries being made in the name of each R.F.O. All work advances will be supported by the payees receipts on voucher, a consolidated voucher in support of the lump entries being required in addition from each R.F.O. for all work advances made by him during the month.

(iv) When an advance is recovered (wholly or partially) from a contractor, etc., either by work done or in cash, the amount recovered will be credited in the cash book under "Work Advances". If the recovery is the value of work done, such value will be charged per contra to the appropriate budget head in the cash book, and the charge will be supported by a voucher detailing the work done and the rates, which will be signed by the contractor to show that he acknowledges the correctness of the credit given in his ledger accounts.

(v) Work advance which proves irrecoverable and are written off under the orders of competent authority (vide F. P. VII 35 IV) are credited in the cash book to "Work Advances" and debited to the work for which the advance was originally granted, under the appropriate head of expenditure. All orders sanctioning a write-off, irrespective of the amount, should be communicated to the A. G.

(vi) Debits and credits on account of work advances should appear in the classified abstract of revenue and expenditure (MFM Form 5) under the sub-head "work advances" as a net transaction by showing the total amount advanced and deducting therefrom recoveries effected, if any, during the month. This figure need not appear again in the cash account (MFM Form 4) as a separate item, as the total of the classified abstract shown against "0406 Forestry and wild life etc." in the cash account includes these transactions. If the recoveries exceed payment in any month the net excess will appear as minus entry in the classified abstract.

24.06 Recoveries of Service Payments

Recoveries of service payments should be dealt with as follows–

(i) If made before the close of the year in the accounts of which the payment was included.

(a) When the recovery is in adjustment of an over charge on account of pay or travelling allowance and is made by deduction from a bill debitable to the same detailed head, the net amount only should be debited to that head.

If the recovery is in compliance with a retrenchment order from the A.G. the number and date thereof should be quoted against the deduction in the bill and the amount deducted should also be noted in the remark column of the classified abstract against the head concerned.

(b) In all other cases, the amount recovered should be entered initially in the cash book as an item of receipt under "Recoveries of Service Payments" and retained as part of the cash balance, but in the accounts rendered to the A.G. the amount should appear as a minus entry in red ink in the classified abstract of expenditure under the sub-head to which it was debited originally, the net total of the abstract being shown on the creditor side of the monthly cash account.

(ii) If made after the close of the year in the accounts of which the payment was included: - The amount should be credited in the accounts as miscellaneous revenue under. 800 other receipts and remitted to the treasury as usual.

24.07 Other Recoveries

Other recoveries from pay bills, etc., should be recorded as pertaining to "Provident Funds", "Income-tax", etc. as the case may be, but such recoveries as are creditable to the Central Government e.g., deduction on account of income-tax, should be classified under proper head.

24.08 Forest Deposits

(i) Earnest money deposits tendered by contractors or purchasers of forest produce should be paid by them direct into a treasury or sub-treasury where they will be treated as "Revenue Deposits" and not as "Forest Remittances". No previous authority of a forest officer to receive this money is necessary, but the depositor must state the designation of the forest officer in whose favour he makes the deposit. Such deposits should not appear in the accounts of the officers of the Forest Department. Similarly, earnest money deposits which are received initially by a forest officer but remitted subsequently to the treasury as such should also be dealt with in the treasury accounts as "Revenue Deposits". Currently EMD is received by cash or in the form of D.D./Deposit at call etc. as per the terms and conditions of sale.

(ii) Refunds of earnest money deposited by contractors, etc., will be made by the treasury under the authority of an order endorsed upon the original treasury receipt by the forest officer in whose favour the deposit was made. No part repayment of earnest money can ever be made. If, however, the forest officer desires that the deposit, instead of being refunded, be carried to the credit of Government, he will return the receipt with this direction, whereupon the treasury officer will make the necessary transfer on the authority of this voucher and supply the forest officer with a certificate of credit, and not receipts in the form of challan, to distinguish such transfer credit from credits in respect of which cash is paid into the treasury.

(iii) Deposits received by forest officers from purchasers or contractors as security for the due fulfillment of contract terms or for other purposes are remitted to the treasury as "Forest Remittances" and treated in the forest accounts as "Forest Deposits" under the major head "Departmental and Judicial Deposits-Civil Deposits" which are regulated by the same rules as are applicable to "Revenue Deposits". Challans accompanying the remittances should clearly show the purpose of forest remittance on account of security deposit for forest contracts to enable the treasury officer to distinguish them from earnest money deposits creditable to "Revenue Deposits".

(iv) No sums are to be credited to "Deposits" which can be carried to any other head of account for example revenue on account of timber or other forest produce paid in advance should at once be finally carried to the proper sub head "0406 Forest" and not placed in deposit.

(v) Any sums received by the Forest Department on account of "Land Revenue" or other heads of revenue should be remitted direct to the treasury, for credit to the heads concerned. But where this is not possible (e.g. share creditable to "Land Revenue" in the sale proceeds of a minor forest produce form given out jointly for revenue and forest land, sale proceeds of trees exploited by the Forest Department from non-forest lands which are to be paid to the department concerned after deducting exploitation and supervision charges, etc.) the receipts should be credited to "Forest Deposits" in the forest accounts in the first instance and the amounts creditable to other heads should, when determined, be remitted to the treasury by a cheque at convenient internal (i.e., not less often than once a month). When this cheque is received at the treasury it will be paid by transfer credit to the revenue heads concerned.

24.09 The Central Goods and Services Tax Act, 2017

This Act was passed to make a provision for levy and collection of tax on intra-State supply of goods or services or both by the Central Government and for matters connected therewith or incidental thereto. It received the assent of President on 12th April, 2017.

Goods and Services Tax (GST) has been implemented across India from 1st July 2017. Forest Development Tax (FDT) Act has been repealed w.e.f. that date. All GST related notifications and guidelines are available on www.mahagst.gov.in

24.10 Government Revenue Account System. (GRAS)

Government of Maharashtra has decided to receive payment electronically. e - Payment mode is used for revenue and non-revenue payment. Government of Maharashtra has developed internet portal "Government Receipt Account System" (GRAS) for acceptance of online payment. All GRAS related notifications and guidelines are available on https://gras.mahakosh.gov.in

24.11 Other Miscellaneous Transactions

Other miscellaneous transactions should be classified as follows–

(i) Interest on arrears of revenue due from purchasers of forest produce, on work advances to contractors, etc., and on advances to Government Servants, should be credited to "0049 interest receipt".

(ii) Contributions for leave and pension of officers lent to foreign service, if recovered at a combined rate, should be credited to "007/ leave salary and pension contribution superannuation" if levied separately.

(iii) Any special and non-recurring receipts (Such as from sale of land and other Governments asset or any extraordinary windfalls) unconnected with expenditure previously debited to a capital head should be credited to "800 other receipt" if they amount to Rs. 10,000 and over. The corresponding expenditure head is intended for record of heavy extraordinary non recurring expenditure such as would arise from severe damage by flood or earthquake.

(iv) Irrecoverable temporary loans and advances written off should be debited to relevant head under minor head 800 other expenditure. In the former case there will be a per contra credit to the loan and advance head concerned.

— CHAPTER 25 —
CASH ACCOUNTS TO BE KEPT IN FOREST OFFICES

[Throughout this Chapter, the transfer by cheque includes electronic transfer or transfer by any other means as prescribed by the State Government from time to time]

25.01 Cash Book and Other Records of Accouts

25.01.01 (i) General

(a) Such of the directions contained in this chapter as apply to the accounts of Divisional Forest Officers, shall also apply mutatis mutandis to accounts of Conservators and other Forest officers, who draw funds against their own drawing accounts and render separate accounts to the Accountant General in respect of transactions of passing through them.

(b) A Cheque received from a private individual payment against for timber, etc. sold should not be treated as "cash" and entered in the cash accounts until and unless it has been encashed. Cheques drawn in favour of self or in order to replenish the cash in the cash chest may be considered as cash while they are in transit to the treasury for realization.

(c) The term "cash" includes legal tender, coin, notes, cheque deposit at call receipts of scheduled banks and drafts payable on demand. A small number of revenue stamps may be treated as part of the cash balance.

Note : Government securities, deposits, receipts of scheduled banks, debentures and bonds, accepted as security deposits do not fall under this category.

(d) The responsibility for the effective check and control of forest accounts both in respect of revenue and expenditure rests on the Divisional Forest Officer.

(e) In respect of cash transactions, Government servants are bound, under **Treasury Rule 32**, to render satisfactory accounts thereof to the Accountant General.

(ii) Cash Book

(a) Every officer or subordinate who is authorized to receive or disburse Government money should keep an account in cash book, **MFM Form 3** in which he should enter not only all money transactions as they occur but also book transfers permissible. (i.e. book transfers within the same Department or book transfers for Govt. stationery etc.)

(b) All money transactions must be entered in the cash book immediately they occur.

(c) Every item of revenue and expenditure or payment should be supported by the prescribed voucher and full particulars of the transaction should be shown in the cash book as well as the voucher concerned. Entries in the cash book of "remittances of revenues to treasuries" will be supported by vouchers in the form of treasury challan. The name of the treasury and the treasury number and date of each challan or advice list will invariably be entered in the cash book in the column of "particulars".

(d) **Cash Book of the Forest Department–** All revenue and expenditure must be recorded at once in the accounts of the division within which it is collected or incurred, without reference to its origin or object. The "Division" has been adopted as the Forest unit to ascertain the results of the working of the Department and adjustments must be made between the different divisions when revenue is collected or expenditure incurred in one division on account of another. The adjustment referred above should be made monthly.

(e) The bills on which the pay and travelling allowance charges of the Forest Department are paid by the Divisional Officer and not at the treasury are entered in the cash book.

(f) Only transactions connected with the public service and no other transactions should be shown in the cash book. Sufficient details should be given in the column "Particulars" to the main points of each transaction being ascertained readily without reference to the detailed vouchers. All items of revenue received, the person who pays it, and the articles and quantities removed should be stated in that column whenever the information is available. The classification of receipts and charges should be given in the column "Head of service" in accordance with the prescribed accounts classification.

(g) The divisional cash book should contain detailed record of the daily transactions of the Divisional Forest officer to be written up daily. Transactions for which subsidiary registers are maintained (e.g., registers of contingent charges, deposits received and repaid) should be entered in brief and in daily totals only under each head, where possible, and the details from such registers should not be repeated in the cash book.

(h) The revenue realized under major heads 0406 and expenditure incurred under 2406, 4406 etc. by Sub-Divisional Forest officers, and other subordinate disbursing officer should be entered in totals only, the original accounts of these officers containing details of the totals being filed in the divisional office; other items from these accounts which will pass through the subsidiary register of the divisional office (e. g., remittances) should also be entered in the totals under each head in the cash book; the remaining items from these accounts should be entered in detail in the divisional cash book; and,

Credits in details of recoveries of service payments and other adjustment as explained in this and the proceeding chapters/paras.

(i) The cash book of all other disbursing officers should contain a detailed record of their daily transaction and should be written daily.

(iii) Cheques how entered in cash book- A cheque drawn in order to be paid away should be entered simultaneously on both sides of the cash book once as a receipt of money from the treasury and again as a payment to the payee concerned, the number and distinguishing letter of the cheque being specified in both the entries.

(iv) Book transfers- All book transfers, i.e., transactions in which no actual payment or receipt of cash is involved should be entered simultaneously on both sides of the cash book, the credit or debit to book transfer heads appearing on one side and an equivalent debit to an expenditure head or credit to a revenue head on the other side.

Note :- (1) When the Forest Department supplies forest produce or renders service to another department of Government, the value of which is to be recovered, an invoice in duplicate in prescribed form will be sent to the Officer concerned. He will countersign and return the original copy specifying thereon (a) the major, minor and sub-head and primary and secondary unit to which the charge is debitable, (b) the month and year to which the charge relates, (c) the designation and the name of the state to whom it is debitable of the Account Officer by whom the charge is adjustable. This will then be used as a voucher in support of the book transfer debit entry in the forest cash book, and a corresponding credit to forest revenue under the appropriate detailed head under "0406" will be shown on the Debtor side, the date of acceptance of the bill being quoted in the entries.

Note :- (2) A similar procedure will be followed in the case of payments for supplies received from or services rendered by other departments. Original copies of bill or price invoices received from a supplying department will be returned duly countersigned and with complete account, classification, etc. of the charges in the forest accounts shown thereon. On receipts of intimation from the A.G. the duplicate copies will be adjusted in the cash book by debit to the proper detailed head under "0406" and corresponding book transfer credit to the Department concerned, the departmental number and date of the bill being quoted in the entries.

Note :- (3) With a view to speed up the settlement of transactions involving inter-departmental adjustments the supplying officers should include in the monthly accounts sent to the A.G., all items including those for which acceptances by the departments or officers to whom supplies are made or services rendered are not received in time. The A.G. will adjust all the transactions, adjustments relating to those items for which accepted invoices are not sent with the monthly accounts being treated as provisionally adjusted, subject to re-adjustment later, if found necessary. In order to facilitate the adjustment, the departments or officers requisitioning for supplies or services should give complete classification of the charges on their requisitions. The supplying officers should show in their accounts full particulars of the departments or officers supplied and of the head of accounts to which the charges are to be debited.

Note: - (4) The adjustment mentioned in Note (3) should be made in the case of transaction originating in a forest division such as those mentioned in Note (1). In other no such adjustment should be made except on receipt of an intimation from the A. G.
Detailed instructions regarding departmental transfer are contained in Rule 44 of M.C.E. Rule 1964 and Appendix thereunder.

(v) Entry of establishment Charges- Pay and allowance of Forest officers and their establishment which are paid by cheques or out of cash obtained from the treasury should be entered in the cash book under proper head and detailed head (salaries). The entries being supported by bills as vouchers.

(vi) Earnest Money Deposits

(a) Earnest money deposits tendered by contractors or purchasers of forest produce should be paid by them direct into a treasury or sub-treasury where they will be treated as "Revenue Deposits" and not as "Forest Remittances". No previous authority of a forest officer to receive this money is necessary, but the depositor must state the designation of the forest officer in whose favour he makes the deposit. Such deposit should not appear in the accounts of the officers of the forest departments. Similarly, earnest money deposit which are received initially by a forest officer but remitted subsequently to the treasury as such should also be dealt with in the treasury accounts as "Revenue Deposits".

Note: - Earnest money deposits are not security deposits within the meaning of the Postal Saving-Bank or cash certificate rules and should not be deposited in the saving Bank or invested in cash certificates.

(b) Refunds of earnest money deposited by contractor etc., will be made by the treasury under the authority of an order endorsed upon the original treasury receipt by the forest officer in whose favour the deposit was made. No part repayment of earnest money can ever be made. If however, the forest officer desires that the deposit, instead of being refunded be carried to the credit of Government, he will return the receipt with this direction, whereupon the Treasury officer will make the necessary transfer on the authority of this voucher and supply the forest officer with a certificate of credit and not receipt in the form of challan, to distinguish such transfer credits from credits in respect to which cash is paid into the treasury.

25.01.02 Method of Obtaining Money for Disbursement and Manner in which Disbursements are made

(i) **Drawal of funds by cheques -** Funds required by the Divisional Forest officer / Dy.C.F. for expenditure will be drawn from treasury by means of cheques, the Divisional Forest Officer / Dy.C.F. being responsible for seeing that the budget grants are not exceeded. The amounts to be drawn will be regulated by electronic Budget Distribution System.

Note :- (1) Officers should carefully follow the detailed rules given in the Financial Publications of Government as regards requisition for and custody of cheque books, intimation to the treasury officers of opening of cheque books, method of writing cheques, attesting corrections and alterations therein, and making endorsements thereon, procedure indicating time-barred, cancelled and lost cheques, cheque for values of service stamps, cheques forwarded not for cash payment but for credit in the treasury account, etc viz. Financial Rules under devolution Rule 37 (e) (F.P.I.)-13 to 22 (b), 87 II. Treasury (F.P.II)-T.O. 25,26. S.R. 24, 28, 29, 30, 79, 80, 81, 82 (a), and 118. Some of the important rules are summarize in the followind sub-paragraphs.

(ii) When officer of other Civil Departments are authorized to incur charges on account of Forest Department, they will do so as forest disbursers. They can, therefore, obtain funds from the treasury for such expenditure only under the rules applicable to the officer of the forest department.

(iii) The Treasury officer will cash against the drawing account of a Divisional Forest officer, a cheque drawn by an A.C.F./officer holding charge of a forest sub-division or range provided that he has received from the Conservator instructions to that effect in writing. That officer should not use the same cheque book as the Divisional Forest Officer.

(iv) Cash may, if required, be obtained by officers of the Forest Department by cheque drawn on the sub-treasuries subordinate to the district treasuries with which they are placed in account. The departmental officer should, in such cases, advise the District Treasury officer, from time to time of the probable amount of his drawings on each sub-treasury in order that funds may, if possible, be duly provided.

(v) (a) Disbursing officers authorized to draw cheque whether on treasuries or sub-treasuries or on the State Bank of India either at the local head office or on branch, should obtain their cheque books direct from the Treasury officers in charges of the head treasury concerned, by sending duly signed printed requisiting form which is inserted in each book towards the end. No more than one book should be obtained on a single requisition. The cheque books should, on receipt, be carefully examined to see that the number of forms contained in each book is intact and a certificate of count should be recorded in the fly-leaf.

(b) Each cheque book must be kept under lock and key in the personal custody of the drawing officer, who when relieved, should take a receipt for the correct number of cheques made over to the Reliving Officer. The loss of a cheque book or blank cheque forms should be notified promptly to the Treasury officer with whom the disbursing officer concerned has a drawing account.

(c) No advice of the issue of any cheque need be sent to the treasury. As a general rule cheque should not be issued for a sum less than Rs. 10/- unless this is permissible under the provision of any law or rule having the force of law.

(vi) A Government Servant who is authorized to withdraw money by cheque shall notify to the Treasury Officer or to the local officials of the Bank, as the case may be, the numbers of the cheque books, which from time to time he proposes to use and of the cheques which they contain.

(vii) In the case of sub- treasuries the advice of the number of the cheque book to be used should ordinarily be sent through the district treasury, but in case of urgency it may be sent directly to the sub-treasury, a copy being forwarded simultaneously to the district treasury.

(viii) When a Government Servant who is authorized to draw or countersign cheques or bills payable at a treasury or the Bank, hands over charge of his office to another, he must send a specimen of the relieving Government Servant's signature to the treasury officer or the local officials of the Bank, as the case may be.

(ix) All cheques should have, written across them in words at right angles to the type, a sum little in excess of that for which they are granted; thus "under thirty rupees" will mean that the cheque is for a sum not more than Rs. 30. No abbreviation such as "eleven hundred" for "one thousand one hundred" should be used.

(x) If the currency of the cheque expires owing to it not being presented at the treasury for payment within 3 month after the month of its issue, it may be received back by the drawer for destruction and issue of a new cheque in lieu of it. The fact of the destruction and number and date of the new cheque should be recorded on the counterfoil of the old cheque and the number and date of the old cheque destroyed entered on the counterfoil of the new cheque.

(xi) If a cheque which has been drawn and entered in the cash book, has to be cancelled subsequently, amount of it should be accounted for on the creditor side as a "Cancelled Cheque", the cancelled cheque being treated as a voucher. Simultaneously, an entry should be made on the debtor side, as indicated below :-

(a) If the cancelled cheque is replaced immediately by a fresh cheque:- The fresh cheque should be shown as a cheque drawn the number and date of the cheque in lieu of which it is drawn being quoted in the entry.

(b) If the cancelled cheque is not replaced immediately:- If the expenditure in payment of which it was drawn has already been charged in the cash book to the appropriate head and if the cancellation of the cheque is intended to be a reversal of the payment, it should be written back by making an entry of the cancelled cheque on the debtor side as for a cash recovery of a service payment.

Notes should be made on the counterfoils of the cancelled and new cheque as directed in Financial **Rules under Devolution Rule 37 (e) (F.P.I)- 17 and 18**.

(xii) When a cheque is reported to have been lost before being cashed, the fact should be reported at once to the Treasury officer on whose treasury the cheque is drawn. A certificate in the form given below should accompany the report for signature by the Treasury officer:-

"Certified that cheque No.--------- dated ---------- for Rs.---------- reported by the Deputy Conservator of Forests of ---------- to have been drawn by him on this treasury in the favour of ---------- has not been paid and will not be paid if presented hereafter."

Dated the ---------- Treasury officer.

A lost cheque will be treated in the account in all respects like a cancelled cheque, the treasury certificate being forwarded as voucher in support of the entry copy of cancellation on the creditor side of the cash account.

(xiii) A lapsed or time-expired cheque, if renewed should be treated as a cancelled cheque and the fresh cheque issued in its place entered in the cash book in the manner indicated in para (xi) above..

(xiv) When the cheque is drawn in favour of self or order to replenish the cash chest the amount of it should be entered at once as a receipt. This entry must not be delayed until the money has been received after the cheque has been cashed at the treasury.

(xv) A monthly register of cheque drawn on all treasuries with which the drawing officer is placed in account should be kept.

(xvi) Range Forest Officer and other disbursers who submit account direct to the Divisional Forest Officer should submit with their monthly cash accounts an application for funds required for disbursements during the following month, showing the amount required under each head and the cash balance in hand. After scrutiny of the requisition on 1st of every month, the D.F.O. will issue cheques for amounts which he considers necessary, and send them to the disbursers with vouchers for the advance for completion and return. The disbursers should cash the cheque and proceed to make payments as directed in the following articles.

(xvii) Payments for works, pay and allowances, purchases and other outlay in connection with the business of the Forest Department are made by the Divisional Forest Officer by means of cheque or book transfer or through disbursers subordinate to him to whom he advances funds by means of cheques. The Divisional Officer should satisfy himself that the pay and allowances, etc., drawn by him and disbursed through the subordinates disbursers have been properly disbursed and that payment receipts and acquaintance rolls, etc. are correctly received and recorded by him.

Without the special sanction of Government a Divisional Forest officer may not appoint disburser officers other than: -

(a) His Gazetted Assistant,
(b) Range Forest officer including Ranger Surveyors,
(c) Surveyors and
(d) Forester in charges of independant rounds, sub-ranges or sale-deposits.

A Gazetted Assistant may be appointed as disbursing officer and given an advance for his expenses while on tour including pay and allowances, travelling allowance bills of establishment on tour with him and contingencies.

The Range Forest officer or Ranger Surveyor will be the disburser of pay and allowances, travelling allowance of the staff under him, of bills for contingencies and works in his charge.

(xviii) The Administrative Officer or the Office Superintendent or the Chief Accountatnt or any other Governent servant, as the case may be, specifically assigned with the duites to that effect, shall be disburser of the pay and allowances and travelling allowance of the ministerial and menial staff at the headquarters, of bills for contingencies and small bills which the Divisional Forest Officer does not pay by cheque.

(xix) The Divisional Forest Officer shall make payment other than pay and allowances and travelling allowances of subordinates as far as possible by cheque. This applies particularly to contractor bills for works other than petty works and bills of suppliers for amounts in excess of Rs. 500/-

(xx) Pay and travelling allowance bills and supplementary bills must be passed by him prior to disbursement and payment should not be made before the due date as defined in Financial Rules under Devolution Rule 37 (e) (F.P.I)

25.01.03 Closing and Balancing of Cash Book

(i) All disbursers subordinate to the Divisional Forest Officer will keep cash books and close their account on such a date as will permit of their incorporation in the divisional accounts of the month.
The unspent balances with disbursers may not exceed their probable requirements from the date on which they close their accounts up to the end of the month. If this balance exceeds Rs. 2000 in the case of Range Forest Officer or Rs. 500 in other cases, an explanation will be given in the ledger abstract furnished to the Accountant General and the Conservator.

(ii) The Sub Divisional Forest Officer should verify the cash balance with the Range Forest Officer, in each month and keep a record of the check made by him in the cash book. The result of each verification of the cash balance by the Divisional Forest Officer, who should also verify the cash balance thrice a year should be reported to the Chief Conservator /Conservator of Forest, on each occasion.

(iii) The subordinate disbursing officers are responsible for the proper disbursements and the Divisional Forest Officer shall ensure that as far as possible, they do so personally, without undue delay.

(iv) All disbursers accounts must be passed and balanced by the Divisional Forest Officer after they have been closed for the month the account of the closing balance as entered in the disbursers through the objection statement or special memorandum and his acknowledgement obtained in token.

(v) Date for closing cash book (Please see para 25.14.02).

25.01.04 General instructions regarding disbursement by subordinate

(i) Members of the office establishment should not be entrusted with government money, except as advances by checque on account of the pay of officers establishment and for contingent charges, which should as a result be made payable only to the Head or Camp clerk, nor should they be authorized to receive payment for forest produce. All subordinates who have the custody of government money or to deal with the collection of forest revenue should be made to furnish security in accordance with Financial Rule under Devolution Rule 37(e) (F .P.1) 40 and the rules in Chapter 13 of this Volume.

(ii) Heads of Offices may allow responsible heads of branches or section in their offices, who have furnished adequate security, to keep the petty cash balance standing in their names, the discretion for the same resting with the officers themselves.

(iii) Every Range Forest Officer shall make all payments himself and never entrust them to him to his clerk. He shall keep a strict control over the action of the clerk and always see that all money transactions (both receipts and payment) are properly brought to the cash book and are duly supported by vouchers. The responsibility for such transaction rests entirely on the Range Forest Officer himself.
Note :- Where delay would otherwise occur, petty sums of less than Rs.20/- in any one instance may be paid by range clerk on behalf of the Range Forest Officer. In such cases the Range Forest Officer is responsible that the money has been truly disbursed and the signature correctly taken and should satisfy himself to this effect.

(iv) This rule applies to all charges for conservancy and works, establishment, etc., in the range but the Range Forest officer may, when necessary, entrust the junctions of disbursing the pay of establishment and expenditure on annually recurring petty works

such as demarcation, marking, thinning, fire-tracing, currant repairs to roads, buildings, wells etc., in their respective charges, and may, for this purpose advance money to the round officer out of the "Forest Advance" received by him from the Divisional Forest Officer and obtain regular voucher and accounts from them for incorporation in his own accounts.

(v) Subordinates, workers and other payees should not be called into headquarter of the disburser to receive pay and wages, etc.

(vi) All payments should be supported by vouchers in the prescribed forms, for the preparation of which the instructions given in forgoing para should be followed so far as they apply to payment made by subordinate disburser.

(vii) For work done by labourers payment should be made on muster-rolls which should be maintained and need not be submitted for the Division Forest Officer's audit before payment. For work done or supply made by contractors and piece-workers, measurement books should be used whatever required and bills in excess of Rs. 500/- should, before payment, be submitted to the Divisional Forest Officer for being audited and passed for payment.

(viii) The payments of petty advances to workmen, even though it be on the Range Forest Officer's own responsibility, should be avoided as far as possible. When important works involving large payments, such as followings; plantations, making roads, demarcating boundary lines and the like, are undertaken departmentally, the Range Forest Officer should, at least once in each week, arrange to pay the workmen on the spot for work done. If the workmen are in want of money at shorter intervals, disbursements may be made twice a week. Payments should be made by the Range Forest Officer himself, as a rule, but may, when necessary, be entrusted to the forester under his administrative control.

25.01.05 Payment to Contractors on Bill- Contractors, suppliers and others should be encouraged to submit their bills and claims in proper departmental forms. But bills not prepared in such form should not be rejected if they set forth the necessary details of the claims. In such cases the additional particulars required should be added by the Disbursing Officer in separate sheet or departmental form. These instructions are applicable to petty piece rate workers executing departmental work in forest area in which case, the labour is not conversant with details and technical details of the work.

Note :- (i) When it is not possible to support a payment by a voucher a certificate of payment, prepared in manuscript, signed by the disbursing officer and endorsed if necessary by his superior officer, should always be placed on record. Full particulars of the claims should invariably be set forth, and where this necessitates the use of regular bill form, the certificate itself may be recorded thereon.

(ii) Cash memoranda issued by tradesmen for sales against cash payment should not be regarded as sub-vouchers unless they contain an acknowledgement of the receipt of money from the purchaser as named therein for the price of the articles sold.

25.01.06 Powers to be Exercised Within Budget Limit

(i) It must be distinctly understood that all power to incur expenditure must be exercised within budget limits; that is no expenditure must be incurred under any budget head unless it

can be met from the original grant or by reappropriation sanctioned by competent authority. Conversely, provisions made in the budget does not authorize expenditure without further sanction if the amount of the item is in excess of the maximum fixed for each class of officers in the delegation orders.

(ii) All proposals for expenditure and orders sanctioning them should therefore indicate the source (with complete account classification) from which it should be met. Gross amount of revenue receipt must be promptly remitted to the treasury, in cash, or partly in cash and by cheque, or wholly by cheque, the amount paid in cash and the amount remitted by cheque being shown separately in the challan or remittance note.

Note :- For supplementary rules framed by Government to regulate the collections of revenue and its remittance to the treasury see Para 26.03 and for powers of Conservators in this behalf see 31.04.

(iii) All forest revenue not paid to Government when due according to the conditions stipulated in sale notices, contract agreements, etc., will be subject to the levy of interest at the rate laid down in the conditions under the orders of Government.

(iv) Revenue outstanding which prove irrecoverable may be written off under the orders of competent authority **(for powers see F. P. VII)** Relevant extracts in the text and appendices to Chapter XIX and Chapter II). When the sanction is received the amount should be entered in the register of outstanding in red ink in the column allotted to recoveries of the month, the sanction being quoted in support of the entry.

Note :- Amounts entered in the registers of revenue demands and outstanding, which are required to be increased or reduced as a result of subsequent revision of orders (e.g. reduction or enhancement of fines inflicted on contractors for breach of contract terms), may be corrected, the revised order being quoted in support of the correction. The reductions in such cases do not amount to "irrecoverable revenue" and do not come under this para.

(v) Scrutiny of record of revenue demands and outstanding at the periodic inspections of Divisional Offices by Chief Conservator /Conservators- The registers of revenue demands and outstanding, of leases licences, sales bills and of forest offences, and bill and receipt books, etc. should be scrutinized and recoveries and remittance to treasuries of amounts due to Government should be verified with entries in the cash book, the classified abstract of revenue and expenditure and the register of remittances. Similarly, D.F.Os. should, at their inspections of subordinate offices, scrutinize the items of recovery, credits and remittances of revenue with the help of bill, receipt pass and permit books, registers of pass and permit books and of leased lands, sale slips duplicate copies of monthly accounts admitted and returned by the D.F.O. etc. The D.F.O.'s inspection notes should be submitted to the Chief Conservator /Conservator, and those of the Conservator to the Chief Conservator for perusal and return.

25.02 Registers of revenue demands and outstandings-

25.02.01 It is the duty of all Forest Officers responsible for the collection of revenue and of controlling officers to see that all sums due to Government are regularly received and checked against demands and that they are paid into the treasury. **See F.P.I.41 and 41-A** in this connection. To facilitate the performance of this duty, a register of revenue demands should be maintained in divisional offices in **MFM Form 13.** As soon as a sale of coupes, kurans, farms or forest produce, whether held by the D.F.O., or by his subordinates, is sanctioned, or an order is issued which involves the recovery of revenue (e.g. fines inflicted on contractors, Ground rent, etc.) or any item of revenue becomes due, the required entry should be made in columns 1 to 7 of the register and the amounts subsequently accounted for in columns 8 to 11.

25.02.02 The exceptions to the above rules are

(i) the amounts recoverable in forest offence cases the credit of which should be watched with the help of the Register of offence cases.

(ii) the rents of forest lands given out on temporary leases the annual recovery of which is watched in detail with the help of the register of leases but which should be entered in totals only for each range or round in the divisional register of revenue demands.

25.02.03 All items of revenue, which are not fully realized during the month in which the demand occurs, should be transferred from the register of revenue demands to the divisional register of revenue outstandings, **(MFM Form 14),** and their recovery watched thereafter with the help of the latter register. This register should be kept for the financial year, the entries being arranged according to account heads with a separate serial number for each detailed head and with sufficient space under each head for entries during the year. At the beginning of each year all the outstanding items of previous years should be carried forward to the new register.

25.02.04 Forest Officers receiving money on behalf of Government must give the payer a receipt. If the money is received in payment of a bill previously issued, the receipt should be endorsed on the back of the bill itself in all other cases receipts should be given and should bear serial numbers for the financial year. The officer signing the receipt should satisfy himself at the time that the amount has been credited in the cash book. The receipt books should be kept in the safe custody of the officer who issues them.

25.02.05 Duplicate of copies of receipts or vouchers are in no case to be issued by any Government officer on the allegation that the originals are lost or missing. If any necessity arises for such a document, a certificate may be given that, on a specified day, a certain sum on a certain account was received from or paid to a certain person.

25.02.06 (i) This prohibition extends only to the issue of duplicate on the allegation that the original is lost, and does not apply to cases, where under existing rules, duplicates are required to be prepared with the original. All Revenue should be paid into the treasury with as little delay as possible, Departmental receipts should not, as a rule, be used meeting expenditure, but if funds be wanted for immediate local expenditure, sums locally received may be expended. In all such cases the gross amount to incur expenditure must be exercised within budget limits;

that is no expenditure must be incurred in any budget head unless it can be met from the original grant or by appropriation sanctioned by competent authority. Conversely, provision made in the budget does not authorize expenditure on item in excess of the maximum fixed for each class of officer in the delegation orders.

(ii) All proposals for expenditure and orders sanctioning them should therefore indicate source (with complete account classification) from which it should be made.

25.03 Register of Forest Remittances

25.03.01 All remittance to the treasury should be entered in the register of forest remittances in MFM Form 12, each remittance will be accompanied by the usual challan in triplicate, the original copy duly receipted by the treasury will form the voucher in support of the debit in the cash book.

Note :- 1) Every challan will be examined and initialized by the Divisional Officer who must satisfy himself that, in the case of sub-treasuries, it bears the signature of head karkun, and, in the case of district treasuries, it bears the signatures of the accountant and treasurer and if the remittance is Rs. 500/- or more, of Treasury Officer also. Challans for sums paid by cheques in favour of the Treasury officer will not be signed by the treasurer, the second signature on such challans for sums under Rs. 500/- will be that of the person who may have been nominated to that duty by the district Officer.

Note :- 2) A treasury officer will receive forest revenue (a) When paid by a forest officer (b) When a challan is countersigned by a forest officer or c) When the treasury officer is specially authorized by a Forest Officer to receive it . In such cases a copy of the challan will be forwarded by the treasury officer direct to the D.F.O., in order that the revenue may be brought to the account in the book of the latter.

Note :- 3) Challans should always contain the name of the forest division to which one revenue belongs, so that when a Forest Officer countersigns a challan on account of remittance of another division the revenue may be credited at the treasury to the proper division.

25.03.02 Forest revenue collected at outlying stations may be remitted to treasuries by means of money orders. In such cases no duplicate challan is tendered at the treasury, but the money received from the post office is credited without any challan. The acknowledgement with the coupon of the money order is forwarded by the treasury to the D. F. O., and also an advice of all the remittances received by money order on each day on which such transactions may occur. In such cases the post office receipt, with inland money order acknowledgement, will suffice as a voucher in place of the challan, in support of the debit in the forest accounts.

25.03.03 At the end of each month the Treasury Officer forwards to the D. F. O., a consolidated receipt of forest remittances showing individual items separately. The D. F. O. should show against each item therein the corresponding Creditor item and the date of entry in the forest accounts, keep a note of unadjusted items, and then submit the consolidated receipt to the A. G. The unadjusted items should be adjusted in the divisional account on receipt of the relevant accounts from subordinate officers.

25.04 Register of Cheque Drawn

Funds required by the Forest Officers for expenditure will be drawn from the treasury by means of cheques by drawing officers being responsible for ensuring that the budget grants are not exceeded. A monthly register of cheque drawn on all treasuries with which the drawing officer is placed in account should be kept.

25.05 General Rules regarding payment and vouchers

25.05.01 As a general rule, every payment, including repayment of money previously lodged with Government for whatever purpose, must be supported by a voucher setting forth full and clear particulars of the claim. The following forms should be used for departmental payments :-
Pay bill of Gazetted Government Servants - T.O. Form No.3 F.P.II-S.R.31
Pay bill of permanent or temporary establishment - T. O. Forms 5 or 6, F.P. II-S.R. 38
Travelling allowance bill of Gazetted Government Servants - T.O.Form F.P. II-S.R.35
Travelling allowance bill of establishment - T.O. Form to, F.P. II-S.R. 45
Cash remittances to treasuries - T.O. Form I, F.P. II 5
Book transfer debits for supplies made to public departments
Payments to labourers on daily wages, muster roll (FP.I-Form) and abstract there of
Refund of revenue
Remuneration to village officers for collection of forest revenue
Repayment of Forest deposits
General voucher for all other payments including advances recoverable, conservancy and works, charges, supplies, contingencies, etc. - **MFM Form 10**
Value of service postage stamps - Receipt issued by the Treasury Officer
Payments made by money order - Post Office receipt and money order acknowledgement of payee Contractors, and suppliers should be encouraged to submit their bills and claims in proper departmental forms. But bills not prepared in such forms should not be rejected if they set forth the necessary details of the claims. In such cases the additional particulars required should be added by the disbursing officer.

Note :- When it is not possible to support a payment by a voucher a certificate of payment prepared in manuscript signed by the disbursing officer, and endorsed if necessary by his superior officer, should always be placed on record. Full particulars of the claims should invariably be set forth, and where this necessitates the use of a regular bill form, the certificate itself may be recorded thereon.
Note :- Cash memoranda issued by trade men for sales against each payment should not be regarded as sub-voucher unless they contain an acknowledgement of the receipt of money from the purchaser as named the in for the price of the articles sold.

25.05.02 Except when payments due to contractors are made to financing banks, as provided in F.P.I.-19 A. every voucher should bear, or have attached to it, an acknowledgement of the payment, signed and dated (and stamped where necessary) by the person by whom or in whose behalf the claim is put forward. No payment will be made in the absence of the necessary acknowledgment.

Note (1) :- If a Disbursing Officer anticipates any difficulty in obtaining, from the person to whom money is due, a receipt in the proper form, it is open to him to decline to hand him the cheque or cash or to make a remittance to him, as the case may be, until the acknowledgement of the payment, with all necessary particulars, has been given by him. In all cases of payment by remittance, a note of the date and mode of remittance must be made on the bill or voucher at the time of remittance. In cases of remittance by postal money order, the purpose of the remittance should be briefly stated in the acknowledgement portion thereof.

Note :- (2) Cheques drawn in favour of contractors and other should be delivered to them by the disburser direct, by hand or through the post, delivery through subordinate officer being permitted only for good and sufficient reasons and on the responsibility of the disburser. In no case should cheques be drawn unless the acknowledgement for payment is in the hands of the drawee, even when the cheque is to be delivered through a subordinate officer.

Note :- (3) In the case of articles received by value payable post, the value payable cover together with the invoice or bill showing the details of the items paid for may be accepted as a voucher. The Disbursing Officer should endorse a note on the cover to the effect that the payment was made through the post office and this will also cover charges for the postal commission.

Note :- (4) No duplicates should be obtained or prepared and filed as office copies of vouchers as mentioned in the previous para. In other cases, if duplicates are prepared for record, no duplicate acknowledgements of the payments should be taken from the payees.

25.05.03 General Instructions Regarding Payment and Voucher

The following general instruction regarding preparation and completion of vouchers should be observed. (Additional instructions regarding vouchers for remittances, book transfers, conservancy and works charges, establishment charges, contingencies, refunds, deposits and advances are given in the section dealing with those subjects).

(i) All vouchers for payments, including advances, except treasury challans or advice lists and acknowledgements of transfers to other departments, must be passed for payment in words as well as in figures, by the Divisional Officer, who thereby assumes the responsibility for the charge.

(ii) All vouchers should bear the dates of payment, and a disbursement certificate by the disburser.

(iii) In the case of illiterate payees, clear impression of the left thumb should invariably be taken on voucher by the disbursing officer before him in the following manner :-

a. A small quantity of ordinary printers ink (which will be supplied by the Director, Government Printing and Stationery) mixed with a very small quantity of sweet oil, should be well rubbed on a tin slab until sufficiently inked.The thumb should be rolled on the pad and then lightly and carefully rolled on the paper on which the print is to be taken form side to side so that the impression is clearly impressed on it. It must be specially borne in mind that any side movement, either at the time of applying or removing the thumb will cause a smudge and spoil the impression.

b. The whole utility of the finger impression lies in the fact that, if accurately taken, they are an infallible proof of identity. Heads of offices should therefore see that those of their subordinates who

are required actually to take thumb impressions are qualified to do so properly, to issue imperative instructions for the exercise with all possible care, and to warn them of the worthlessness of blurred impressions. Head of office should also arrange that all subordinate to whom this duty is entrusted are supplied with the necessary appliances for taking clear impressions, and there must be constant scrutiny of the work done in order to prevent the risk of indistinct and imperfect impressions being brought upon the records.

c. The special ink pads for thumbs impression obtainable from the Superintendent of Stationery are preferable and should be used in place of the tin slabs, rubber roller and printer's ink.

(iv) Receipts for all sums exceeding Rs. 500 (except receipts of Forest advances to disbursers and other receipts exempted (vide accountant code 11, 12, vol.1 1935 and schedule 1 of the stamp act) must be stamped. Heads of offices should carefully supervise the canceling of stamps in their offices.

(v) Complete account classification should be given in all vouchers in the space provided, showing the major, minor and detailed head to which the charge is debited and whether it is voted or non-voted (charged).

Note :- Further instruction regarding preparation and completion of voucher, arrears and time barred claims, responsibility for overcharge, elimination of paise from transaction etc. are contained in F.P.I F.P. II-S.R.26,27,30,3 A.

Extracts from the more important of those instructions applying to the Forest Department are given below for ready reference and for the guidance of subordinates to whom the above Financial Publications are not supplied :-

(a) Vouchers should be prepared in Regional language or English but when the use of a regional language is un-avoidable a brief abstract should be endorsed in English under the signature of the preferring officer stating the amount, the name of the payee, and the nature of the payment.

(b) All vouchers must be filled in and signed in ink. The amount of each voucher should, as far as whole rupees are concerned, be written in words as well as figures. The amount of naya paise may always, however, be written in figures after the words stating the number of rupees, but if there be no such fractions, the word "only" should be inserted after the number of whole rupees and care should be taken to have no space for interpolation as in the following examples- "Rupees twenty-six only", Rupees twenty-five, 40 ps. etc.

(c) The following transaction will be taken to the nearest Fifty paise, sixty paise and over being treated as one whole rupee and amounts less than fifty paise being omitted :-

- Each individual item in a pay and allowance, or travelling allowance bill.
- Payments to recoveries from Government Servants except as specified below :-
  - In the case of emoluments fixed by statute, the payment may be made to the next higher rupee.
  - Amounts of insurance premium are taken in whole rupee.
  - As regards recoveries of amount under objection when all amounts of bills are calculated as in sub para above.

(d) In the following transactions also fraction of rupee should be eliminated in Government accounts :-

- Recoveries of service payments which are ordered by departmental officers without the cognizance of the Audit Office.
- Accounts rendered from one Government or Department to another. (fractions or rupee need not be eliminated in exchange accounts between one Government Department and another, if it is not possible to remove them from the original transactions).
- Amounts converted into Indian currency from other foreign currencies.

(e) All corrections and alterations in the total of a voucher should be attested by the dated initials of the person signing the receipt as many times as such corrections and alterations are made; and corrections and alterations in the orders of payment must be attested in the same way. No document bearing an erasure can be accepted and payments of such vouchers should be refused and a fresh voucher called for.

(f) Charges against two major heads should not be included in one voucher. This order does not apply to the allowances of an officer, or of an establishment, as in such cases the whole of his allowances even if belonging to two or more major heads of account, should be drawn on a single bill if they are chargeable wholly to Central or Provincial Revenues.

(g) Unless Government has expressly authorized it in the case of any specified office, no payment may be made on a voucher or order signed by a clerk instead of by the head of an office, although in the absence of the latter the clerk may be in the habit of signing letters for him. Nor may any money be paid on a voucher or order signed with a rubber or facsimile stamp. When the signature on a voucher is given by a mark or seal or thumb impressions, it should be attested by some known person. Signatures in regional language must always be transliterated.

(h) Bills requiring previous countersignature should not be paid before they are countersigned.

(i) In bills on account of charges incurred under any special orders, the orders sanctioning the charge should be quoted. Copies of sanctions accompanying a bill must be duly certified by a responsible officer, not by a clerk.

(j) The authority under which deductions are made in a bill should be quoted.

(k) Dates of payment should when possible be noted by the payers in their acknowledgements in sub-vouchers, acquaintance rolls, etc. If for any reason, such as illiteracy or the presentation of receipts in anticipation of payment, it is not possible for the dates of payment to be noted by the payees, the dates of actual payment should be noted by disbursing officers on the documents under their initials, either separately for each payment or by groups as may be found convenient.

(l) Erasures and over-writings in vouchers or bills are absolutely forbidden, if any corrections be necessary, the incorrect entry should be cancelled neatly in red ink, and the correct entry inserted. Each such correction, or any interpolation deemed necessary, should be authenticated by the head of the office who should set his dated initials against each.

(m) When the payee signs in a regional language, (Marathi) he should be required to note the amount of acknowledgement in that language, in his own handwriting, if he is able to write. In transliterating his acknowledgements, the amount acknowledged, as well as any remark made by him, should also be reproduced in Marathi.

(n) The Disbursing Officer is responsible to see that the full name of the work as given in the estimate or the name of the component part (or sub-head) of it, or the head of account, to which the charges admitted on a voucher are debitable, or to which the deductions or other credits shown in the voucher are creditable, is clearly indicated or to which the deductions or other credits shown in the voucher are creditable, is clearly indicated on it in the space provided for the purpose in some prominent position.

25.06 Conservancy and Works Charges

25.06.01 Classification and General Rules

(i) Forest works fall under two categories. Capital and Revenue, instances of the former are given in next paragraph. For the purpose of sanction and record of expenditure, the term "Revenue work" should be taken to mean an independent operation under a detailed head including all subsidiary processes required for the completion of the particular operation carried out in a defined portion of a forest such as a coupe or compartment or block or a range, e.g., in the case of departmental exploitation of forests, each coupe or compartment may be taken as a separate unit and all the process of felling, conversion and transport should form one "work". Marking of trees in compartments which is done one or two years in advance of the felling can be regarded as a separate work. Where the operations extend over a larger area and the expenditure for each coupe or block is not clearly distinguishable, as in the case of fire protection and demarcation of forests, the range may be taken as the unit of area. The following are quoted as a few instances of units of "Work under detailed heads"

Few Examples :- Laying out of coupe, marking, departmental exploitation, repairs to machinery for departmental exploitation, repairs to saw mils, purchase of consumable store for departmental works, labour charges including temporary establishment for departmental works, current and special repairs to buildings including cost of material, clearing compounds, repairs to fences, demarcation (maintenance of boundary mark), reproduction (regeneration of coupes), fire protection, publicity, cultural operations, CBO, law charges, conveying material, rewards paid to informants.

(ii) Where important structural alterations are contemplated though not necessarily involving an increased outlay, the orders of the original sanctioning authority should be obtained.

The responsibility for bringing material deviations or modifications to the notice of the competent authority rests primarily with the Executive and not with Audit.

In the case of works, the estimates for which have been sanctioned by the Competent Authority, no additions or alterations, likely to cause an excess which will not fall within the powers of sanction of that authority should be permitted without the previous approval of a higher authority.

25.06.02 Commencement of Capital Work

(i) No Capital work shall be commenced unless-

(a) administrative approval is given.

(b) when the cost exceeds Rs. 1000, properly detailed design and estimate are prepared, and technically sanctioned.

(c) funds are allotted and orders for it commencement given.

Note : (i) The formal acceptance by an authority, of the necessity of executing a work or scheme to meet the administrative needs of the department is called "administrative approval". After such approval is accorded the preparation of properly detailed plans and estimates be processed for the sanction of competent authority, which is called" technical sanction".

(ii) All sanctions will be numbered consecutively by the sanctioning authority for each financial year, and they will be communicated by him to the Accountant General in monthly lists.

(ii) **Work taken prior to obtaining sanction: -** If, whether on grounds of urgency or otherwise, Divisional Forest Officer is required to carry out a work for which no estimates have been sanctioned or for which no financial provisions exists (Whether estimates have been sanctioned or not) the orders of the officer authorizing the work should be conveyed in writing. On receipt of such written orders, the officer who is directed to carry out the work should immediately intimate to the Accountant General that he is incurring a liability for which there is no provision or there is in-adequate provision of funds, and should, at the same time, state approximately the amount of the liability which it is likely, he will incur by compliance with the written orders which he has received. The Accountant General will then be responsible for bringing the facts instantly to the notice of the higher financial authority, with a view to take necessary steps being taken either to stop the progress of work or to regularize its execution. There will be no hesitation on the part of the government in enforcing disciplinary action against any officer-administrative or executive, who may fail in or delay to comply with these orders.

(iii) Where important structural alterations are contemplated though not necessarily involving an increased outlay, the orders of the original sanctioning authority should be obtained.

(iv) The responsibility for bringing material deviations or modifications to the notice of the Competent Authority rests primarily with the Executive and not with Audit.

(v) In the case of works, for which the estimates have been sanctioned by the Competent authority, no additions or alterations, likely to cause an excess which will not fall within the powers of sanction of that authority, should be permitted without the previous approval of a higher authority.

25.06.03 Commencement of Revenue Works

No revenue work shall be commenced unless

(i) An estimate for it is sanctioned by the competent authority.

(ii) Funds are allotted and orders for its execution given.

25.06.04 Measurement Book

(i) Work done otherwise than on a lump sum contract and supplies made by a contractor, should, unless impracticable, be measured

(weighed or counted) before payment therefor is made. The details of the measurement made should be systematically recorded in a book, called Measurement Book. **(Financial Rules under Devolution Rules 37(e)F.P.I.-From 13, Press No. P.W.D. 9 or 10)** which will form the basis of all accounts of quantities. The description of the work or supply must be lucid so as to admit of easy identification and check.

(ii) The pages of the book should be machine numbered and no page may be torn out nor may any entry be erased or effaced so as to be illegible. All corrections must be duly attested by a responsible Government Servant.

Note :- In case of timber operations, the forms prescribed in Chapter 23 of this Volume should be used. This does not however reduce the use of measurement books for recording measurements and quantities of timber used in departmental constructions.

(iii) A reference to the vouchers in which the quantities are entered for payment as well as the date of entry should be given by an endorsement upon the original entries on the measurement book, and no contract certificate or bill should be signed without crossing the connected entry in the measurement book. The document in which payment is made should invariably bear a reference to the number and page of the book in which the detailed measurements are recorded and should also indicate the date on which the measurement was made.

25.06.05 Register of Sanctioned Work

Expenditure incurred on capital as well as revenue works will be entered in detail in a book. The number and date of sanction will be recorded on all vouchers which support expenditure on any work sanctioned in estimate or, when no vouchers are submitted, in the classified abstract of expenditure.

25.06.06 Completion report of Capital Work

On Completion of the works all outstanding liabilities should be discharged as soon as possible and the accounts be closed. For capital works costing above Rs. (5000/-), a completion report in MFM Form 15 should be submitted through the Accountant General to the Chief Conservator /Conservator who should, if the work was sanctioned by higher authority, forward the completion report to such authority.

25.06.07 Expenditure under Conservancy Work

(i) Expenditure under Conservancy works is divided into (i) work charges (ii) Conservancy, exploitation and other charges. The former represents expenditure on the construction of roads, bridges, buildings, wells and other works charged to the minor heads 0070 Communications and Buildings, while (ii) 101 Forest Conservation & Development, 105 forest produce includes all other expenditure. This distinction should be maintained in the preparation of vouchers details of major, minor sub & detailed head & computer code should be shown on voucher to explain exact nature of the work.

(ii) Expenditure of all classes will be audited and recorded in the Accountant General's office against sanctions accorded by competent authorities communicated to him in MFM Form 16. Voucher in support of the expenditure should contain the following details :-

(a) Works charges : Disbursing officers should give the following particulars on all vouchers for works charges :
- Authority, sanctioning the work quoting number and date of order.
- Amount of sanctioned estimate.
- Progressive total expenditure of past years.
- Progressive expenditure of current year (including the amount of the voucher in which it is shown).

When the Disbursing Officer is not in possession of all the above details the entries should be completed in the divisional office concerned, before incorporating the voucher in the accounts. When there are several vouchers relating to one and the same work during the month, the above details should be shown not in each of such vouchers but in a consolidated voucher for each work prepared in the Divisional office giving full particulars of the work. The consolidated voucher should be submitted to the Accountant General with the paid vouchers as sub-vouchers.

(b) Conservation, exploitation and other charges :- The disbursing officer or the divisional officer, as the case may be, should quote in vouchers for this class of expenditure the following particulars :
- Authority
- Sanctioned amount or rate.
- Progressive expenditure (when the sanction is for a lump sum and the expenditure is spread over two or more months) including the amount of the voucher in which it is shown.

25.06.08 Contract for works and supplies

(i) The following documents relating to forest works or supply are exempted from stamp duty and registration :-

(a) Agreement for the felling, conversion, collection and transport of forest produce;

(b) Agreement for the felling, collection, removal and purchase of timber, firewood etc.,

(c) Agreement for the collection, removal and purchase of minor forest produce;

(d) Agreement for cutting, removal and purchase of grass;

(e) Agreement for the cutting, collection, pressing and storage of grass;

(f) Agreement for grazing of cattle;

(g) Agreement for the manufacture and purchase of minor forest produce;

(h) Agreement for the purchase and resale of fire wood to the public;

(i) Agreement for the lease of forest land;

(j) Agreement for constructing roads and buildings;

(k) Agreement for the supply of clothing articles for forest subordinates;

(l) Agreement for lease of private buildings and land for Govt. Offices depots, residences of Government Servants and other purposes.

(m) Agreement for the lease of forest land given out for agriculture.

Note :- However in the case of minor forest produce contract the limit may be raised to Rs. 2000 provided the amount of the accepted bid is paid in full by the purchaser on the day of the sale or within a week of it and his signature is taken on the conditions of sale. In the case of such contracts a simple permit is sufficient, care should be taken to see that the words "issued subject to sale conditions" are invariably entered on the permit.

(ii) Payment can be made to the contractors only by the Dy. C. F. or by an authorized subordinate Government servant. Claims for such payment should be prepared, preferably by the claimants themselves, and no payment should be made until the correctness of the claim, in respect of quantities and rates, as well as the quality of the work or supply and other necessary factors, has been accepted by a responsible Government Servant.

(iii) Range Forest Officers are authorized to make payment for work done or supplies made by contractors or piece-workers up to a limit of Rs. 500 on a single bill. Bill in excess of Rs. 500 on a single voucher should be pre-audited and passed for payment by the Dy.C.F.

Note :- This does not confer on Range Forest Officers the powers to sanction works or expenditure but only authorizes them to make payments for work done or supplies made after the estimates therefore have been sanctioned and funds allotted by competent authority in accordance with the rules in this Manual.

(a) Payments to contractors for work done will be audited with reference to the terms of agreements and the rates shown therein. This applies to cases in which contracts are accepted by the officers higher than Dy.C.F. i.e. those above the limit of Rs. 10,000/- each. Dy.C.F. should accordingly send to the Accountant General copies of contract agreements, showing the conditions rates, quantities, etc., in respect of all capital works above Rs. 10,000/-.

(b) Such of the revenue works above Rs. 10,000/- as are selected by the Accountant General for detailed audit. The revenue works selected for detailed audit will be about 20 percent of the total number of such works above Rs. 10000/-

(i) On the copies of contract agreements sent to the Accountant General particulars regarding tenders received for the work for which each agreement is entered into should be recorded briefly as "3/12" this would mean that the total number of tenders received was 12 while that accepted was 3rd in the list made and kept in the Divisional Office.

(ii) In cases in which copies of contract agreement are not required to be furnished to the Accountant General a certificate that the claim is correct with reference to contract rates should be recorded on bills by disbursing officers.

(iv) Before paying contractor's bills for material delivered by them at depot, the Divisional Forest Officer should satisfy himself that the material has been received correctly and in good order and has been recorded in the appropriate register of receipts, and should obtain certificates to this effect from officers in charge of

the depots. These Certificates should be retained in the divisional office for checking, and for references at the time of final settlement of each contractor's account on termination of the contract period. In the vouchers submitted to the Accountant General the Divisional Forest Officer should give the following certificate: -

"I certify that I have obtained and kept on my record the subordinate officer's certificate that the material has been received correctly and in good order and has been recorded in the appropriate register of receipts".

(v) Payment to contractor on cheques - Payments to contractors should, as far as conveniently practicable, be made by cheque on the nearest treasury. The nearest treasury would ordinarily be one within the district, but in specific cases where the nearest treasury happens to be outside the district, payment may be made by the disbursing officer by cheque on such a treasury.

Wherever fractions of a rupee occur in the total of contractor's bills, or, in case of works or supplies chargeable to more than one, in the totals chargeable to each estimate, fractions less than half may be disregarded, and half a rupee and over taken as a rupee. This rule applies only to regular contractors bills and not to payments for petty supplies.

25.06.09 Roads and Buildings-- Every Range Forest Officer should draw up lumpsum estimates each year, for annual repairs to the forest roads and bridle paths, and for annual repairs to buildings in his charge to the Divisional Forest Officer at the beginning of each year. When, however repairs are urgent he may send in supplementary estimate at any time.

(i) Leaks in roofs must be immediately made water tight.

(ii) All posts should be tarred once in every five years 2 feet from the ground level.

(iii) Drains of roof drip should be put in order at the beginnings of the rains.

(iv) Fences should be kept in order and no cattle allowed into the compound.

(v) Wells should be baled out and cleaned at the end of the summer.

25.06.10 Muster Rolls and Vouchers

(i) Muster Roll :- For works executed by labourers employed on wages (daily or otherwise), muster role should be kept, showing the names of the labourers, the number of days they have worked, the rates of wages and the amount due to each. An abstract of the muster roll for submission as voucher to the Accountant General should be prepared by the disbursing officer, who should record a certificate on the voucher to the effect that the labourers were employed actually on the work and paid on the muster rolls.

(ii) Except when payments due to contractors are made to financing banks, as provided in Financial Rules under Devolution **Rule 37(e) F.P.I.-19A,** every voucher should bear, or have appended to it, an acknowledgement of the payment, signed and dated (and stamped where necessary) by the person by whom or in whose behalf the claim is put forward. No payment will be made in the absence of the necessary acknowledgement.

Note (1) : If a disbursing officer anticipates any difficulty in obtaining, from the person to whom money is due, a receipt in the proper form, it is open to him to decline to hand him the cheque or cash or to make a remittance to him, as the case may be, until the acknowledgement of the payment, with all necessary particulars have been given by him. In all cases of payment by remittances a note of the date and mode of remittances must be made on the bill or the voucher at the time of remittances. In cases of remittances by postal money order, the purpose of the remittance should be briefly stated in the acknowledgement portion thereof.

Note (2) : Cheques drawn in favour of contractors and others should be delivered to them by the disburser directly, by hand or by post. Delivery through subordinate officers is being permitted only for good and sufficient reasons and on the responsibility of the disburser.

Note (3) : In case of articles received by value payable post, the value-payable cover together with the invoice or bill showing the details of the items paid for may be accepted as a voucher. The disbursing officer should endorse a note on the cover to the effect that the payment was made through the post office and this also could cover charges for the postal commission.

(iii) The following rules should be observed in keeping the muster-rolls :-

(a) In the heading the work for which the labourers are employed should be specified clearly.

(b) The roll should be called every day without fail before commencing and after closing the work and daily total of presence stated in it.

(c) The Range Forest Officer (or any other non ministerial officer to whom this duty may be entrusted by the C.C.F. / C.F.) should make surprise inspections of these rolls when the labour is employed continuously for fifteen days or more and endorse on them "checked with the labourers present and the work done and found correct. "When labour is engaged for a shorter period than fifteen days similar endorsements should be made in the case of at least 25 percent of the muster rolls in the range.

(d) When the rolls are closed, an abstract of the whole work should be given at the end. Thus under Demarcation, the length and width of the line demarcated should be stated, external and internal boundaries to be differentiated from each other. The method employed such as by cairns or pillars etc. with the sizes of the latter should also be stated.
Under nursery, the area of beds prepared, the quantity and kinds of seeds sown, or the number and kind of seeding transplanted should be stated.

(e) Payments on muster rolls should be made or witnessed by the officer of the highest standing available and he should certify to the payments individually or by group by his initials or his signature. The amount paid on each date should be noted in words as well as in figures at the foot of the muster rolls.

(iv) Preparation of consolidated voucher when there are several payments falling under a particular nature of work, a consolidated voucher for such items may be prepared in the Divisional Office subject to the following restrictions :-

(a) Payments for work done on muster-rolls or through piece workers or works of different nature carrying different rates should be made on separate vouchers.

(b) All bills prepared by Range Forest Officers in excess of Rs. 500 should be pre-audited and passed for payment by the Dy.C.F. over his dated signature and treated as separate voucher.

(c) Refund bills should be treated as separate vouchers.
In vouchers for charges on account of purchase of furniture or other stores and materials the following certificates should be furnished:-

- "I certify that the materials and stores billed for above have been brought on the respective inventories and that all materials and stores are being duly accounted for and verified in the manner laid down Sections I and II of chapter 9 of the financial rules under devolution Rule 37 (e) F.P.I".
- "I certify that purchases billed for have been received in good order, that their quantities are correct and their quality good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the original indents and invoices concerned to prevent double payment.

25.07 Establishment Charges

(i) The pay bill will be prepared by the concerned Head of the office /officers authorized through a specific Govt. order for this purpose and sent to the concerned Treasury / Sub Treasury alongwith the prescribed schedules.
Budget provision for such payments shall be made by the concerned officers of the Forest Department. Detailed instructions in this regard are contained in the Govt. Resolution. Finance Department No. mkn-1000/Ch. No. 44/05/Tr.Ch.-5, dated 04/01/2006 as amended from time to time. In addition Maharashtra Treasury Rules, Volume-1, Rule 449 (1) and Chapter V should be referred.

[Annexure 25.01, 25.02]

Note :- For general rules regarding the preparation of pay and travelling allowance bills and last pay certificates and payment of pay, allowances and leave salary, etc., see the following :-
Financial Rules under Devolution (37 (e) F.P.I) Articles - 30,51 to 59 and 71 to 76)
Treasury orders and subsidiary Rules - Treasury orders 18, 19, 21 and 22, subsidiary rules of 31 to 32 A, 34 to 46, 48 to 48-B, 104, 104-A and 109 to 114.

(ii) An outline of the procedure followed in the Forest Department is given in the following pargraphs.

(iii) The pay bills of permanent and temporary establishment will be prepared in Gen/1-M and Gen/2-M (revised) as the case may be, and the signature of each recipient will be taken on the bill when payment is made, receipts stamp being affixed when necessary. When receipts of persons serving at a distance are obtained on separate abstract or acquaintance rolls, the divisional office will record a note in the "Acquaintance" column of the bill referring to those documents which will be filed with the bill.
Note :- Heads of department are empowered to permit the remittance of salaries and allowances by money order at Government expense, provided the cost of remittance is less than the travelling allowance which would otherwise be incurred, vide S. No. 57 Manual of Financial Powers (F.P.VII).

(iv) The pay bills of Gazetted Officers will be prepared in Form No. Gen/1-M and Gen/2-M (revised) duly receipted (and stamped when necessary) by the officers concerned and submitted with the monthly account as vouchers, copies be kept in the divisional office.

(v) **Drawl of Arrears**

(a) Arrears pay should be drawn, not in the ordinary monthly bill, but in a separate bill, the amount claimed for each month being entered separately with quotation of the bill from which the charge was omitted or withheld, or of any special order or competent Authority granting special pay or new allowance. Such bill can be presented at any time subject to the conditions laid down by the Government Financial Rules under Devolution Rule 37(e)(F.P.I)- 30 and may include as many items as are necessary.

(b) When pay has been revised with retrospective effect and where the amount involved is considerable, it should be stated whether budget provision exists or whether additional allotment has been applied for.

Note :- When payments are due by the Forest Department they should be settled promptly without waiting for applications from the persons to whom they are due, and officers whose duty is to make payments should clearly understand that failure on the part of the payee to apply will not absolve the officer concerned from responsibility for delay in settlement of just claims against the Department.

(c) To avoid double claims in respect of pay drawn on supplementary bills a subsidiary register should be maintained by the drawing officer in the form and manner prescribed in Treasury Orders and subsidiary Rules made their under (F.P.II)-Subsidiary Rules 48 B.

Note :- To ensure that an adequate scrutiny has been exercised to avoid the possibility of double payment, the drawing officer should give certificate to be separately signed in the following form on all supplementary claims in favour of person whose names are not shown in the salary bills :-

"Certified that the increments (travelling allowance and other allowances) drawn in this bill have not been drawn and paid before and I have satisfied myself that the present claim is a bonafide one and should be admitted.

(vi) Bills will be prepared for the temporary establishments sanctioned under each budget sub-head in the same form and under the same rules as are prescribed above for permanent establishments, and the number and date of order sanctioning the establishment will be quoted on each bill.

(vii) The bill will also be prepared for establishment sanctioned under any budget sub-head for different periods or if included in one bill, they should be separately shown with the period for which each has been sanctioned be noted on the top.

(viii) All changes in the personnel of a Circle and the grant of all leave to subordinate employees, sanctioned by C.C.F. / C.F. as well by the Dy.C.F. who have been authorized to exercise such powers, should be intimated by the C.C.F. / C.F. to the Accountant General.

(ix) Note: - For detailed rules see Treasury Order 21 and Subsidiary Rules 32, 109 and 111 (F.P.II). In his general letter No. 3 (G.A.D./81/412) of 10th May 1937, the officers may draw an increase or charged rate of pay or allowance on the authority of their controlling officers. In the following cases fresh pay slips should be issued by such controlling officers to Gazetted officers and orders sanctioning the increase in case of non Gazetted Officers :-

(a) In the case of those services where the grant of increment depends upon the passing of examinations until all such examinations are passed.

(b) Whenever the date of increment has to be changed by reason of the officer taking leave without pay or being suspended.

(c) Whenever an officer passes from a junior to a senior scale or from one time scale to another outside or beyond it.

(d) Whenever an Officer passes an efficiency bar.

(e) Whenever an increment of the Officer is stopped by the order of competent authority.

(f) Whenever an Officer is appointed to a temporary post or reverts therefrom.

(g) Whenever an Officer is drawing leave salary or pay for the first time.

(h) Whenever leave salary admissible during leave is changed.

(i) Whenever an increment is earned during the probationary period.
(j) Whenever an Officer proceeds on leave of any kind or return therefrom.
(k) Whenever an Officer is in occupation of government quarters, on his transfer to a post located in a different Public Works Division.
(l) Whenever an Officer earns an increment for continuous or non-continuous officiating service.

Pay and travelling allowance due to a Government servant on his transfer to another Circle or Division, and not paid on his departure, should be paid from the division to which he has been transferred on the basis of Last Pay Certificate. It is not necessary to effect inter-divisional adjustment as per treasury order and Subsidiary Rules made thereunder (F.P.II)-Subsidiary Rule 104-A, to pay all personal claims for pay and allowances, including travelling allowance, up to date to Government Servant on transfer before issuing a last pay certificate.

(x) **Travelling Allowance Charges**

(a) The travelling allowance bill of Gazetted Officers should be prepared in form No. Gen-21 M and 25 M and those of establishment in form T. O. Form 10 of the Treasury Orders and the Subsidiary Rules made thereunder (F.P.II) (Press Nos. Gen. 27 and 24). The travelling allowance bill of the P.C.C.F., Add. P.C.C.F., Chief Conservator and Conservators may be paid without countersignature. Those of other Government Servants will be countersigned before payment by the Conservator or by the Dy.C.F. authorized by the Conservators to countersign such bills under Rule 508 and Serial No. 14 of Appendix XLII, Bombay Civil Services Rules Manual (F.P.V).

(b) Vouchers for charges on account of travelling allowance will be countersigned by the C.C.F. / C.F. or by the officer duly authorized by the competent authority and will, in the case of bills of Gazetted Officers, be receipted by the payees, and, in the case of bills of other Government Servant, bear the following certificate, payee's receipt being taken in the office copy of the bill or in a separate acquaintance roll which should be filed with the office copy :-

"Certified that I have satisfied myself that the amounts shown in this bill have been disbursed to the officers named, and their receipts taken on the office copy of the bill or in a separate acquaintance roll."

Office copies of the bills should be kept in all cases.

(c) The Officer who countersigns travelling bills must satisfy himself that the charges are justified by the circumstances of the case and scrutinize the claims according to the instructions in Bombay Civil Service Rules (F.P.V.). To avoid double claims and payment for one and the same journey, he should maintain a register of travelling allowance bills as prescribed in the note to that rule.

(d) Subordinates should submit their claims of travelling allowance (other than permanent travelling allowance which is paid along with pay) with their diary to the Divisional Forest Officer by the 10th of the month following that to which the claim relates. If the claims are preferred later, the delay should be explained. Regular bills in the prescribed forms will be prepared in the divisional office and passed for payment.

25.08 Contingent Charges and their Account

25.08.01 Rules formed by the Government to regulate contingent expenditure (revised) are contained in **F.P.V, M.C.E.R.,1965.**

(i) Contingencies are of two kinds. (1) Supplies and services (2) Contingencies of incidental expenses.

(ii) Supplies and services represent the expenditure on main and proper activities of the department. These charges are most particular to the particular department in which they are incurred.

(iii) Incidental expenses comprise of those charges which are incidental such as stationery, books etc. Such expense is common to all the departments. The M.C.E.R. apply to both type of contingencies except in so far as it is governed by special rules prescribed for particular purpose and department.

Classes of expenditure such as conservancy and works charges of the Forest deptt., works expenditure of the PWD, Irrigation and Power deptt. are of different nature. Separate rules are prescribed for them in the departmental manual concerned. However the rules on contingencies (Incidental expenses) are commonly applicable to the Forest Department as in case of other deptts. M.C.E. Rule 4 (Note below the Rules)

25.08.02 Contingent Expenditures of the Forest Department

The contingent expenditure of the Forest Department falls under the following two categories.

(i) Non contract non countersigned contingencies (or audited contingencies) referred to in F.P. I-80. They are governed by **Rule 26 of M.C.E.R. 1965.** Non contract, non countersigned contingencies are those for which detailed bills are not required to be sent to countersign by Officer but which are under the direct audit of the A.G. These are required to be closely scrutinized by the controlling officer before transmission of the detailed bill to the audit office. In case of contingencies including supply and services not requiring counter signature the particulars of charges are required to be entered in the bill presented for payment. The bill should be accompanied by special voucher and will be under the direct scrutiny of A.G. without intervention of countersigning officer. The bill should be supported by sub vouchers for all individual payments above Rs. 1,000/- For vouchers below this limit, prescribed certificate should be signed.

Non contract non countersigned contingencies are given in Statement 3 of M.C.E.R. 1965, and includes charges on carriage of tents and records, rent, rates and taxes, service postage, telegram charges sundries etc.

(ii) Non contract special contingencies - These are the charges whether recurring or non recurring which can not be incurred without the previous sanction of the superior authority such as rents referred to in F.P.I 80(c). Please refer Rule 21 of M.C.E.R. 1965. These are passed under orders of Govt. or any other authority specially powered in this behalf, which should be noted on the bills before encashment. Regarding charges such as House Rent when once sanctioned do not require further sanction unless there is a change in the amount but the number and date of the order by which charge was originally sanctioned should be quoted on each bill except where a standing sanction exists. Sanction of govt. should be obtained for providing in the items of special contingencies. Items for special contingencies are contained in Statement 4 of M.C.E.R. 1965. Instructions contained in the Financial Rules regarding control and record of expenditure and preparation and sanction of vouchers apply mutatis mutandis to the Forest Department.

25.08.03 Supplies and services are held to comprise charges representing main and proper activities of the deptt. and are incurred for the technical working of the deptt.

The list of charges comprising supplies and services is given in statement 5 of Appendix I, of M.C.E.R. 1965 except where otherwise stated these charges should be regulated as if they were countersigned contingencies.

25.08.04 Record of contingent expenditure should be kept as per the directions contained in **para II, Sec. 9 of M.C.E.R., 1965.**

(i) A register of contingent expenditure shall be kept in each office and the initials of the Head of Office shall be entered against the date of payment of each item. A register of contingent expenditure should be kept in **form No. 5 prescribed under M.C.E.R. 30, form TR 26.** Register will be signed by the DFO in each month in taken of having scrutinized entries made therein.

(ii) Departmental Officer should furnish a certificate in the given in **M.C.E.R. 31**, when a claim on account of the tax under **Bombay Sales Tax Act 1959 or the Central Sales Tax Act, 1956** is included in contingent the bills preferred by them.

25.09 Refunds

Refunds of revenue are taken in reduction of receipts and charged to the head "0406 Forestry and Wildlife deduct refunds" the payment being noted against the original receipt entry in the cash book and classified abstract of revenue. Refund bills will be prepared and paid after sanction of competent authority, which should be communicated to the Accountant General. For powers see F. P. VII-I4. The instructions in **F.P.I- 96, 98 and 99** should be observed.

25.10 Losses and Write-off

25.10.01 Rules for the reporting of losses of public money, departmental revenue, stores, etc. and the exhibition of such losses in the Government accounts and in the appropriation accounts are contained in App. I8 to F.P.I.

25.10.02 Cases involving loss of Government money or revenue should be thoroughly investigated in order that it may be possible to decide whether the loss should be recouped from any of the Government Servants responsible for it. Wherever it is found that the loss was occasioned by the negligence of a Government Servant he will be liable to make it good. The general rules for the enforcement of responsibility for losses sustained by Government through fraud or negligence of Government servants are given in App. I8-A to F.P.I.

25.10.03 (i) Whenever any defalcation or loss of public money, departmental revenue, stores or other property is discovered, the fact should be immediately reported to the A. G. and the immediate official superior, even when such loss has been made good by the person responsible for it; and when the matter has been fully enquired into, a further and complete report should be submitted as above, stating the nature and extent of the loss, the errors or neglect of rules by which such loss was rendered possible, and the prospects of effecting a recovery. (For exceptions in which a report need not be submitted to the A.G. see **Rule II of Section I of App. I8 to F.P.I.**

(ii) Reports submitted under (i) above must be forwarded forthwith to Government through the usual channel with such comments as may be considered necessary, vide Rule (2) of **Section II of App. I8A to F.P.I.** and further action should be taken under the rules in that App.

Note :- For powers of officers to write off stores, tools and plant, live-stock, timber and other stock, and the irrecoverable value of stores, losses of public money, etc., see **F.P. I-329* and F.P. VII-37.0**

25.11 Register of Receipt and Repayment of Deposits

25.11.01 Each item of "Forest deposit" received should at once be entered in a register. There should be a continuous series of numbers beginning a new each account year. The entry in the column "Nature of Deposit" should be sufficient to explain why the amount is deposited. The Dy.C.F. should check carefully the amount and particulars of each entry and then set his initials in the proper column against each. A daily total only should be carried to the cash book.

25.11.02 In April each year, the Divisional Forest Officer should examine the Register of Receipts of Deposits of the second proceeding year and transfer to a Clearance Register with suitable change in the headings, all the outstanding balance which are not reported for lapse. To this Clearance Register should also be transferred any items in the last preceding Clearance Register but one that are for special reasons not allowed to lapse to Govt. It should then be submitted to the Accountant General in order that repayments during the next two years may be recorded in it in the columns provided for the purpose.

Note :- It is not intended that the Clearance Register should be used in divisional offices for the repayment. Items entered in the Clearance Register should continue to be recorded there in the original Receipt Register.

25.11.03 Forest Deposits Received

(i) Every item of Forest Deposits should be recorded in the name of the person from whom, (not that of the Government official, if any, through whom), it is received. It should be passed through the accounts even though repaid on the day of receipt, and be kept distinct, however small it be, till finally disposed of never being consolidated with others.

(ii) Each repayment of deposit should at once be recorded in both the register of repayments, from which the daily total should pass into the cash book, and in that of receipts, in the latter the date and amount of the repayment also being noted.

(iii) Voucher should be used for repayment of deposits. When a deposit is adjusted by transfer to some other head of accounts, the head of account to which it is transferred and the item in which it is included in the divisional account, should be noted both in the register of receipts and in the register of repayments, and it should be credited separately in the cash book or the subsidiary register concerned. The Voucher submitted with the monthly accounts should state these facts along with the statement being attested by the signature of the Divisional Forest Officer.

(iv) Security deposits should on no account be repaid or retransferred to the depositors or otherwise disposed of, except in accordance with the terms of their agreements. Ordinarily security deposits become payable in the case of forest contracts after their final completion.

(v) In the event of the amount of the original security being retained as security deposit for a fresh work undertaken by the same contractor, the following procedure should be followed.

An acknowledgment in the prescribed form setting forth full particulars of the security returned and stamped where the amount of the security exceed Rs. 500/- should be obtained from the depositor and security shown as returned against the original entry in the deposit register, a fresh entry being made in the deposit register giving full particulars of the new work to which the amount has been transferred. The transaction need not pass through the cash accounts of the division, but to facilitate identification and check, cross reference should be given in the relevant schedules and registers. The depositor acknowledgment should be submitted to audit in support of the refund entry in the schedule. In the months in which such transactions take place the certificate at the end of cash account should be suitably modified by the insertion of the words " and with the exception of items of security deposits transferred from one work to another and shown in the registers of deposits received and repaid but not in the cash book".

Note :- Before repayment of security deposit on completion of work in coupes, etc., and at the time of taking over charge of the areas, the Range Forest Officers must satisfy themselves by actual check of the areas that no irregularity has occurred or fraud has been committed and that the works have been completed according to the terms of the contracts and certify to the Divisional Forest Officer, accordingly and the Divisional Forest Officer must satisfy himself that the Range Forest officers are exercising due precaution in this matter, by checking their work occasionally. No security deposit should be repaid unless the Divisional Forest Officer is satisfied that the contract is complete in all respects and that the contractor owes nothing to the department.

(vi) The same procedure should be followed when a deposit is transferred from one contract to another on account of transfer of contract or other reasons, but the transaction should appear in the cash accounts of the division concerned.

(vii) When works which should be done by contractor according to the terms of their contracts are carried out departmentally and the cost is debited to the deposits of the defaulting contractor, complete vouchers giving full details should be furnished to the A.G. duly supported by the Sub-vouchers, where necessary, to enable the audit office to see that the expenditure incurred is in order, that the payment has in fact been made to the proper party, that proper receipt has been discharged by that party and that a II nd claim against Govt. is impossible.

(viii) Claims on behalf of deceased contractors in respect of the deposits lodged by them should be dealt with in the manner prescribed in Financial Rules under Devolution Rule 37 (e) (F.P.I)- 62(b), except that indemnity bonds should be taken in all cases before payment is made. The indemnity bond has been prescribed in Appendix I-I of Financial Rules under Devolution Rule 37(e) (F.P.I).

(ix) Deposits not exceeding one rupee unclaimed for one whole account year, balances not exceeding one rupee of deposits partly repaid during the year then closing, and all balances unclaimed for more than three complete account years will, at the close of March in each year, be credited to Government by means of transfer entries in the Accountant General's office.

(x) The refund of lapsed deposits credited to state revenue under this para is regulated by Financial Rules under Devolution Rule 37(e) (F.P.I).III-B* and III-C, the application to Accountant General is made and the amount refunded should be charged in the cash book as a " miscellaneous refund" and not debited to deposits.

Note (1) :- The designation of the Accounts Officer by whom the charge is adjustable, and the name of the State to which it is debitable should be mentioned. This will then be used as a voucher in support of the book transfer debit entry in the forest cash book, and a corresponding credit to forest revenue under the appropriate detailed head will be shown on the date of acceptance of the bill being quoted in the entries.

Note (2) :- A similar procedure will be followed in case of payment for supplies received from or services rendered by other departments. Original copies of bills or price invoices received from a supplying department will, be returned duly countersigned and with the complete account classification, etc., of the charge in the forest accounts shown thereon. On receipt of intimation from the Accountant General, the duplicate copies will be adjusted in the cash book, by debit to the proper detailed head under proper major/sub head and corresponding book transfer credit to the department concerned, the departmental number and date of the bill being quoted in the entries.

Note (3) :- With a view a speed up the settlement of transaction involving inter-departmental adjustments, the supplying officers should include in the monthly accounts sent to the Accountant General all items including those for which acceptance by the departments or officers to whom supplies are made or services rendered are not received in time. The Accountant General will adjust all the transactions, adjustments relating to those items for which accepted invoices are not sent with the monthly accounts being treated as provisionally adjusted, subject to readjustment later, if found necessary. In order to facilitate the adjustment the departments or officers requisitioning for supplies or services should give complete classification of the charges on their requisition. The supplying officers should show in their accounts full particulars of the departments and officers, and of head of account to which the charges are to be debited.

Note (4) : - The adjustment mentioned in note (3) should be made in the case of transactions originating in a forest division such as those mentioned in note (1). In other cases no such adjustment should be made except on receipt of an intimation from the Accountant General.

25.11.04 Register of money receipt books

(i) A register of money receipt books should be maintained in the Divisional Forest Office. All receipts and issues be serially entered in this register. A separate page should be

opened to record the issue and returns from each official so that the returns of the used up books can be watched and the stock of books with him on any given date is ascertained.

(ii) When a new stock register is opened, the balance in stock at the Divisional Office and at Ranges including those in actual use should be carried forward as opening entries in the new register.

(iii) The Range Forest Officer should submit the account of the money receipt books in the following form along with his monthly cash account.

Name of subordi-nate using money receipt book	Book No.	Number of pages used during the month from	Number of unused pages from No.-- to No.--	Total amount collected by each officer.
1	2	3	4	5

Account of unused pages should be checked during subsequent months.

(iv) The recoveries adjusted in the range cash book should be checked in the divisional office with the past account of money receipts as shown above. All used up money receipt books should be immediately returned to the Divisional Forest Office.

25.12 Forest Advances and Contractors' and Disbursers' Ledger

25.12.01 Advances to Disbursers

(i) A Subordinate Officer who is not authorized to draw cheques against the drawing account of the Dy.C.F., may be given a cash advance of suitable amount to enable him to make the disbursements entrusted to his charge.

(ii) When an advance is made to a Subordinate Officer the amount of it must be charged at once by debiting it in the accounts of the officer making the advance, to the major head "Forest Advance" 8550 under the minor head "Advances not bearing interest-Advances repayable" as an advance to the disburser concerned. When an account of the advance is rendered by the disburser, the amount of the expenditure incurred should be credited to "Forest Advances" by a per contra debit to the appropriate sub-head of account classification.

25.12.02 Cash account of advance to contractors and workmen

(i) Advances to contractors and workmen should be given only when no other arrangements can be made for carrying out a work, such advance are regulated by the rules in **[Annexure 25.03]**. Subject to the limit and rules therein, the C.C.F. / C.F. may from time to time fix the amount up to which, and the circumstances under which advance may be given to the contractors without his previous sanction.

The Conservator may also require that all advances made to the contractor, exceeding the sanctioned amount must be reported to him. This may be relaxed in case of advances paid under appropriate contract bearing adequate security deposit.

(ii) It must be clearly understood that officer who advances the Government money otherwise than in accordance with the appropriate rules and orders, does so at his own risk, and unless he furnishes perfect satisfactory reasons for their action, he will be held personally responsible.

Note :- (1) As far as possible the system of giving advance to contractor should be done away with. Contractors should preferably be encouraged to work without advances and their bills for work done should be made out and paid by R.F.O. in each fortnight and Dy.C.F. at the end of each month.

(iii) Private money should not be used on Government works for making advances to labourers or otherwise. To avoid competition for labour between Government Deptts., they should be co-operative with one another, in securing labour on equal terms.

25.12.03 Contractors' and Disbursers' Ledger

(i) (a) A bound ledger in MFM Form 17 should be maintained in Divisional and where necessary, in Range Offices, for all accounts with the disbursers and contractors, on the debitor side should be entered all payment made to them and on the creditor side the amount of all bills passed to their credit and all sums repaid by them in cash.

(b) Any advances made by Sub-Divisional Forest Officers and subordinates under the orders of the Divisional Forest Officer should be incorporated in the usual course in the Divisional account and thus in the divisional ledger.

(c) The rules regarding ledger accounts of divisional offices and submissions of monthly abstracts thereof apply mutatis mutandis to similar accounts of range offices.

(d) The pages in the ledger should be numbered consecutively, and there should be an index to the accounts it contains. Each new account opened should be assigned a number which will be appropriate to that particular account until it is closed finally. The numbers should be given to the accounts in the ledger in consecutive order as they are opened and should run in a consecutive sequence until a new ledger volume is opened.

(ii) (a) Only one account should be opened for paying advance to each disburser, but in the case of contractors a separate account should be kept with each person in respect of each work.

(b) In the divisional ledger the advances made by Range Forest Officers to workmen, etc., and recoveries thereof should be entered in lump sums against the names of the Range Forest Officers concerned, only one account being maintained for all work advances (without the names of the actual recipients) made by each Range Forest Officer.

(iii) Each item entered in the cash book under "Forest Advances" or "Work Advances" should be posted at once in the ledger, and when any work is accepted as having been done by a contractor, or any account supported by the necessary vouchers is accepted from a disburser, the amount covered by work done or expenditure incurred, should be set off against the amount due from the contractor or disburser, as shown in his account in the ledger. The ledger account should thus be a running account with each contractor and disburser from which the amount due by him or to him can always be ascertained easily.

Note :- (i) Advances to contractors and disbursers should as a rule be made by cheques, and should be supported by vouchers. Remittances of advances to disburse by postal money orders are permitted in case where the use of cheques is inconvenient.

Note :- (ii) Voucher for work advances should bear a certificate to the effect that all the condition of the rule in Annexure 25.03 to this volume have been observed in full in granting the advance. The order sanctioning the advance should be quoted in the voucher.

(a) The account of each contractor and disburser should be balanced and signed on the last day of closing account of each account month in which transactions take place.

(b) The opening and closing cash balance in the cash account of each subordinate (including, in the case of the Range Forest Officer), the balance of all payments made to them and the creditor side the amounts of all bills passed to their credit and all sums repaid by them in cash should be properly reflected.

(c) Advances made on their own authority to contorctors should agree with the balances shown as outstanding against him in the divisional ledger at the commencement and the close of each month.

(d) When advances are made by the Range Forest Officer to workmen under the rules in Annexure 25.03 or the for the disbursement of pay of establishment and petty works charges, the amounts should be entered at once in the cash book and the ledger and the recoveries adjusted according to the instructions quoted above. The ledger accounts will show the outstanding at a glance to enable the Range Forest Officer to effect speedy recovery thereof and prevent over payment. A new Range Forest Officer while taking over charge, should examine the ledger and sign it in token of its correctness and endeavor to recover sums outstanding, if any, either by work done or in cash. Chief Conservator /Conservator is authorized to sanction remission of arrears and write of unrecoverable advances subject to a maximum of Rs. 250 in each case.

25.12.04 Other Advances

(i) Advances other than those dealt with above, viz. advances to contractors and disbursers, are governed by rules contained in the various Financial Publications or by special orders of Government. These advances may be classified as :-

(a) advances bearing interest and

(b) advances not bearing interest

(ii) In order to watch the recoveries of the advances listed above, a register should be enforced in the offices at all level.

(**Note :-** Advances to contractors and workmen are advances bearing interest whereas advances to disbursers are interest free. These are not included in the list given below).

Nature of Advance	S.No.of rules or articles	Name of the Financial publication or other authority
(I) ADVANCE BEARING INTEREST		
(a) House building advances	7610(271)	Financial Rules under devolution Rule
(b) Advances for purchase of		
(i) Motor car	7610(202)	Financial Rules under Devolution Rules 37(e) (F.P.I.)
(ii) Motor cycle	2203	- do -
(iii) Other conveyance-	2203	- do -
(iv) Purchase of personal computer		as in i(b) (i) above
(ii) ADVANCES NOT BEARING INTEREST		
(a) Advance of pay and Travelling allowance on transfer.		proper salary head salary & T.E.
(b) Advance of traveling allowance on tour.		salary & T.E.

(iii) In order to watch the recoveries of the advances listed above, a register should be enforced in the offices at all level.

25.13 Register of Monthly and Progressive Revenue and Expenditure in each unit

A register should be maintained in each divisional office showing the sanctioned budget estimate of the year under each detailed head, the monthly revenue and expenditure of the divisional office and of each subordinate disburser and progressive revenue and expenditure of the division as a whole. The monthly totals under each detailed head should agree with the figures in the divisional monthly classified abstract of revenue and expenditure MFM Form 5 submitted to Accountant General.

25.14 Closing of Accounts of the Year

25.14.01 Checking and Closing of Accounts

(i) All entries in the cash book must be checked by the disbursing officer as soon as possible after the date of their occurrence, and he must see that all receipts have been properly credited in it, and that the payments are supported by vouchers which have been passed by him. The cash book should be initialed (and dated) under the last entry checked.

(ii) The cash book should be closed and balanced monthly. Divisional Forest Officers and Range Forest Officers should close their books on the last day of each month. For the month of March, Divisional Forest Officer should keep open his own accounts until the receipts of accounts of all the subordinate officers.

(iii) On no account submission of account should be delayed. For special reasons the Divisional Forest Officer may authorize few days delay in the submission of the accounts, but if they are not dispatched on or before the 10th of the following month the reasons for the delay must be intimated invariably on that date.

(iv) The disbursers who are required to submit monthly cash accounts to the Divisional Forest Officer under this para above 25.14.01(ii) should also submit supplementary accounts for March if there are transactions of the nature mentioned therein; if not, they should report to the Divisional Forest Officer accordingly.

(v) The Range Forest Officer should submit with his monthly accounts an abstract of the contractors' and disbursers' ledger in MFM Form 18 together with a consolidated receipt signed by him for the advances made by him during the month to the work man, labourers etc, supported by individual receipts of the payees. The abstract submitted by the Range Forest Officer for March in each year or for March Final when necessary, should be accompanied by an explanatory statement giving the information required under heads in respect of each item of advance outstanding for more than 12 months.

(vi) The account balance at the close of the month should be checked with the actual cash balance in hand by actual count. If any excess or deficiency is found, it should be entered at once as such as in the cash book on the debtor or creditor side, as the case may be, and a report be made to the Accountant General.

Note (1) :- The duty of verifying and certifying the monthly divisional cash balance must ordinarily be performed by the Divisional Officer in person and the following certificate be given in the monthly cash account submitted to the Accountant General.

"Certified that the balance in my hand on date _____ amounted by actual count to Rs._____ shown as in the form and that I am personally responsible that the said balance was actually in my custody."

But if the Divisional Officer is on tour on the 1st of the month, he should verify by; actual count the part of balance which is with him on tour and obtain from his head clerk a certificate in the following form in respect of the other part of the balance at headquarters :-

"I certify that the cash balance in my hands on date _____ amounted by actual count to Rs._____ and that I am personally responsible that the said balance was actually in my custody."

In such case the certificate to be submitted by the Divisional officer to the Accountant General should be as follows

"I certify that the cash balance in my hand on---------as shown in the cash account amounted to ----------Rs.--------of which Rs.--------are in my personal custody and Rs._____ in the custody of the head clerk at headquarters. The amounts have verified by actual count, the former by me and the latter by the head-clerk as certified by him."

Note (2) :- When a Divisional Forest Officer, or Range Forest Officer, or other disbursing officer removes cash from his chest and takes it with him on tour for disbursment, the fact should be

noted in red ink in the cash book in the column :Particulars" on the Creditor side but the amount should not be entered in the column "Disbursements" as an actual payment, as it will still form a portion of his cash balance. Any subsequent increase or decrease in the amount should be noted. On the officer's return to headquarters, the amount actually disbursed should be debited to the head concerned, the amount unpaid being returned into the cash balance.

Note (3) :- Forest Officer should not keep large cash balance. Money not required for immediate disbursement should never be drawn from the treasury. Payments should, as far as possible be made by cheques, and withdrawals from the treasury should be limited to the amounts during the month for disbursement of pay, etc., of establishment, wages of workers and contingent expenditure which should all be estimated accurately in advance, so as to leave a very small cash balance (not exceeding Rs. 500/- as a rule for Head Clerk and Rs. 2000/- for RFO) on the day on which the monthly account is closed. The limits of the closing balances for the different Forest Offices will be as laid down by the Chief Conservator in consideration of the above principles. When the cash balance exceeds the prescribed limits reasons should be recorded in the monthly cash account.

(vii) Whenever cash balances are checked, such check must be thorough and the correctness of all cash book entries for the period for which the cash balance is struck, must be verified with subsidiary vouchers and reference to latest objection statement, in addition to counting of the cash.

(viii) As soon as the audit check of the Range Forest Officer's account in the Divisional Office is over, the irregularities, discrepancies etc., in the amount, if revealed should be communicated by Divisional Forest Officer to the Range Forest Officer in duplicate. The Range Forest Officer should return one copy of the objection statements duly replied within 10days of its receipt.

It is essential that the amount of cash balance as shown against each Range Forest Officer in the divisional ledger be clearly intimated in each months, objection statements, even though there may be no other objections,

(ix) Gazetted Officers when checking range cash account should take this balance in to accounts in order to arrive at the correct cash balance of Range Forest Officer.

25.14.02 Closing of The Account of the Year

(i) The financial year terminates on 31st march and actual transactions taking place after that date should on no account be treated as pertaining to that year. In order, however, that as many of the unadjusted outstanding of the year as possible should be cleared and that errors in account coming to notice after 31st March should be rectified, if possible within the accounts of the year. The account books prescribed above should be kept open, after the closing of the accounts for March, for inclusion of transfer entries relating to rectification of errors and for settlement of outstanding till the March supplementary account is submitted to A.G.

(ii) During the month of April the Division Forest Officer and subordinate disbursers where necessary should leave in the cash book sufficient no of pages to accommodate book transfers adjustments of :-

(a) Revenue paid in to treasury before the 1st April but omitted from the cash accounts for March and previous month for want of information or other cause.

(b) Expenditure actually incurred before the 1st April which can be taken in reduction of the heads "Work Advances" and "Forest Advances" so as to bring down the outstanding under advances to as low a figure as possible, and

(c) Book transfers on account of supplies made to or received from other departments of the Maharashtra Government before 1st April, which can be adjusted against the grants of the year just closed. The entries in the March supplementary portion of the cash book will be strictly confined to :-

(1) Debit to forest remittances and credit for forest revenue.

(2) Debit to expenditure and credit to work advances or form advances.

(3) Credit to forest revenue and debit to expenditure.

(4) Per contra debit or credit to Book transfer.

Being composed entirely of book adjustment, this supplementary account will have no opening or closing balances. The March supplementary part of the cash book of subordinate disburser should be closed on the same date as the cash book for April and relevant supplementary cash accounts for March with voucher etc., should be sent to the Divisional Forest Officer alongwith the accounts for April. The divisional officer's account for April should be pushed forward and rendered on the due date, care being taken that they contain no items which ought to go into the supplementary accounts for March. The later should be closed on 20th May or on such date as may be prescribed by the Accountant General.

Note :- The March preliminary account should be the final account of the financial year so far as transactions with the Central Government, other state Governments and railways are concerned. No such transactions should be included in the March supplementary account (except responding items of transactions originating in other accounting circles, which are adjusted on receipt of intimation from the Accountant General and adjustments of rectification of mis-classifications etc.) and all such items which cannot be included in March Preliminary accounts should be left over for adjustment in following financial year.

25.15 Correction of Errors

25.15.01 Corrections should be made by drawing a line through entry and writing the corrections in red ink. When one or more figures of a sum or numbers, require correction the whole sum or number should be rewritten. No erasers are permitted. All corrections should be initialed.

25.15.02 If an item in the forest accounts which properly belongs to one head is classified wrongly under another head, the error should be corrected in the following manner:-

(i) If the error is discovered before the close of the monthly account, the necessary correction should be made in the original entries before the accounts are closed. The mistake should be corrected

by drawing the pen through the incorrect entry and inserting the correct one in the red ink between the lines. The disbursing officer should make initials on every such correction and put date under such initials.

(ii) If the error is discovered after the closing of the (month) accounts, but before the accounts for March supplementary are closed, the correction should take the form of a fresh entry in the current cash book including period of March supplementary account.

Note : (1) Errors affecting only revenue or expenditure (service) heads, where the amount involved does not exceed Rs. 10/- need no formal correction.

Note : (2) If the error affects more than one heads one on each side of the cash book, entry correcting the error should be made on both sides, but if it affects only receipts or expenditure heads on one side of the cash book, the entry should be made on the side affected, the amount (plus or minus) pertaining to each head being specified in the column of "Particulars", as the case may be, being left blank. At the same time, a suitable remark should be made in red ink against the original incorrect entries in all accounts, the reference to the correcting entry being quoted.

Note : (3) No correcting entry should be made unless supported by the orders of the Divisional Forest Officer obtained on a Transfer entry Memorandum in the form below:-

Particulars of	Debits		Credit	
original transaction, with reasons for the proposed adjustment	Head of Account	Amount	Head of Account	Amount
Passed		Divisional Forest Officer		

(iii) If the error is discovered after the accounts for March supplementary have been closed and dispatched to the Accountant General, it should be reported by letter to the Accountant General who will deal with it in accordance with the rules in Volume III of the Account Code and advice the Forest Officer regarding the corrections (if any)

(iv) In all cases in which a formal correction is not permissible, a suitable note (in red ink) should be made in all the accounts concerned.

25.16 Subsidiary Account of Commercial under-taking

So far as Maharashtra Forest Department is concerned the undertakings which are treated as commercial are (i) the Allapalli and Pedugundam Ranges, the Depot at Ballarshah in Allapalli Division. The maintenance of subsidiary accounts on commercially basis is carried out for these undertakings in addition to the regular quantity accounts and cash accounts prescribed in this Manual, and the preparation of the annual trading accounts in which the activities of the undertaking should be exhibited, as per manual prescribed for this purpose.

List of Documents to be submitted to the Accountant General alongwith monthly Cash Account

(I)	**Form No. 25** (Account Form)	**MFM Form 4**
(ii)	Detailed Head wise classified Abstract of Revenue and Expenditure) **Form No. 25**	**MFM Form 4**
(iii)	Form No. 35-Classified Abstract of Expenditure	**MFM Form 5**
(iv)	Copy of Cheque drawn Register **(Form No. 22)**	**MFM Form 6**
(v)	Statement showing the details of cheques drawn/ encashed/ remaining uncashed during the month **(Form No. 23)**	**MFM Form 7**
(vi)	**Form No. 34** Ledger for Advances to disbursing Officers	**MFM Form 8**
(vii)	Proforma in Respect of-Remittance	----
(viii)	Proforma in respect of 8443 Forest Deposits-plus minus for the month.....	**MFM Form 9**
(ix)	General vouchers in **Form No. 32**	**MFM Form 10**
(x)	Duplicate copies of Pay bill, and original copies T.A. Bills and other bills	----
(xi)	**Form No. 36** (Details of amount paid into Treasuries)	**MFM Form 11**
(xii)	Scheduled of recoveries from the Pay bills as per list attached.	----

Notes

— CHAPTER 26 —
CASH ACCOUNTS OF SUBORDINATE DISBURSERS
(Range, Depot and , Foresters etc.)

26.01 General

The rules in the previous chapters regarding collection of revenue and remittances to treasuries, payments and vouchers therefor, advances and ledger accounts, custody of Government money, cash book, etc., apply mutatis mutandis to the transactions of subordinate disbursers. The following articles describe the procedure to be followed by them in the maintenance and submission of their accounts.

26.02 Cash Book

(i) Every subordinate who is authorized to receive and disburse Government money should maintain a cash book as per MFM Form 3 in which he should enter all money transactions immediately they occur.

(ii) Every item of revenue and expenditure or payments should be supported by the prescribed voucher and full particulars of the transactions should be shown in the cash book as well as in the vouchers concerned.

(iii) Corrections should be made by drawing a line through the entry and writing the correction in red ink. When one or more figures of a sum or number require correction the whole sum or number should be rewritten. No erasures are permitted. All correction should be initialed.

(iv) All advances paid or recovered should be entered in red ink.

(a) The cash book of Round Officers should be examined by the R.F.O. at least once in 3 months, with the counterfoils of receipts, permits and passes issued by them and with other vouchers. He should inspect the works executed and ensure as to whether the expenditure charged thereupon is justified and all expenses incurred upon them are actually paid. The discrepancy observed in that regard if any, must be reported to officials superior at once. Similarly, ACFs and DFOs must also examine the cash books of the R.F.O. and his subordinates once in six month and twelve months respectively and take corrective measures as required.

(b) The examination of the cash book as above should be as thorough as possible and include a scrutiny of the connected registers and vouchers, e.g., the register of receipts and issues of passes and other books and forms should be examined with a view to seeing whether the opening balance in the current register agrees with the last closing balance brought over from the used up register, whether the stocks obtained from the divisional office from time to time have been credited in the register and the balances correctly carried forward from month to month, whether the price of books sold to contractors, etc., has been correctly credited to the cash book and whether the number of books in hand agrees with the balance shown in the register. The originals, where available, of receipts, permits, grazing passes, etc., issued should be compared with the counterfoils, and the amounts collected should be checked with the credits in the cash book.

26.03 Collection and Remittance of Revenue

(i) The R.F.O. should collect all revenue pertaining to his range as a whole such as value of the material from coupes and compartment from which any material or M.F.P. is sold, fees for timber permits and such other major items. The Round Officer should collect all petty items of revenue pertaining to his charge, such as grazing fees, rent of leased forest

lands, permit fees for minor forest produce, compensation in forest offence cases, etc. Officers in charge of timber depots should collect all revenue due for material sold from the depots. No other subordinates, unless specially empowered in writing by the D.F.O., may receive money on behalf of the Government.

(ii) Permits, passes, for which any officer is authorized by the D.F.O. to issue, should be issued promptly in the printed form, on payment of the prescribed fees by the applicants. Under no circumstances shall manuscript permit, passes or receipts be issued.

(iii) Receipts in the prescribed forms should be given for all Government money collected.

(iv) The following supplementary rules 4 to 6 sanctioned in R. 3624 of 30-12-1920 should be observed.

S. Rule 4.- No Forest Officer shall allow a larger sum of revenue than the following limits to accumulate or remain in his charge but shall at once pay the money into the treasury. When the treasury is situated at a distance from the officer's headquarters the money may be remitted by postal money order: -

Range Forest Officer..... Rs. 100

Note .- The Range clerk may collect revenue in the ranger's absence on tour provided he has furnished security under the rules.

Round Forester or round guard or depot officer..... Rs. 50

Forest Guard (when authorised to collect revenue by special order) ... Rs. 25

S.Rule 5.- When the total of the sums collected does not exceed the limits in Rule 4, remittances to the treasury shall, when the office is at a treasury town, be made on the closing day of each week. When the office is at a distance from the treasury the remittance may be deferred till the accounts of the month are closed, but in no case should the officer keep forest revenue in his possession for more than one month.

S. Rule 6. - In no case shall a forest officer accept ready money payment from purchasers of coupes, kurans, farms, etc., but shall furnish the payer with a challan in duplicate and direct him to pay the money direct to the treasury and return the original challan signed by the treasury officer as a voucher. In the case however, of small items of revenue, such as permit and grazing fees, compensation under section 68 of the Indian Forest Act, cash may be accepted and remitted to the treasury under the provisions of Rules 4 and 5. For sums thus collected a receipt in the prescribed form shall invariably be given to the payer.

(v) Revenue collected locally may be used for local expenditure, only under the express orders of the Dy.C.F. If on the date of closing accounts any sum of revenue remains in a disburser's hands, which he is unable to remit to the treasury, he may treat the unremitted revenue as "Forest Advance" for expenses during the succeeding month and submit a voucher for the amount with the cash account. Nothing in this paragraph should be taken as allowing large sums to be kept unremitted and in no case should revenue in excess of the amount permitted by the above rules be retained unremitted. On receipt of the cash account and the voucher, the Dy.C.F. should debit the amount to "Forest advances" by per contra credit to "0406" and make a remittance to the treasury by cheque for an equal amount.

26.04 Custody of Government Money

(i) Subordinates should furnish security in accordance with the rules in Chapter 13.

(ii) Government money in headquarters should be kept in the iron safe or cash chest provided for the purpose; the latter should be securely chained to a post or kept in a bigger box with a strong lock. Money taken by an officer on tour should be kept in a strong box securely locked. At night the box should be in the personal custody of the officer; during the day, when the officer is away from his camp for inspection or other work, his personal guard should be made responsible for looking after it.

(iii) No funds in excess of the amount required for disbursements during the month should be asked for, and the balance in hand should be brought down to as low a figure as possible by prompt disbursements. An explanation should be submitted with the monthly cash accounts when the cash balance exceeds the limit prescribed by the rules and standing orders.

(iv) The actual cash balance should be counted each time the cash book is closed. If any excess or deficit is found a note should be made in the cash book and a report submitted to the Dy.C.F. explaining the discrepancy.

26.05 Application for Funds

(i) Subordinates are supplied with funds by advances given by the D.F.O.
The amount of advances to be made to a Forest Officer should never as a rule exceed the amount of his security; but should it be found absolutely necessary on any special occasion to supply a Forest Officer with funds in excess of the amount for which he has furnished security, save in the case of advance made for the payment of salaries and allowances of the forest establishment, the fact shall be reported to the Chief Conservator/ Conservator of the Circle. (Supplementary rule 7 sanctioned in R. 3624 of 30-12-1920)

(ii) R.F.Os. and other disbursers who submit accounts direct to the Dy.C.F. should submit with their monthly cash accounts an application for funds required for disbursements during the following month, showing the amount required under each head and the cash balance in hand. After scrutiny of the requisitions, the Dy.C.F. should, on the 1st of each month, issue cheques for amounts which he considers necessary, and send them to the disbursers with vouchers for the advances for completion and return. The disbursers should cash the cheques by the 5th of the month and proceed to make payments as directed in the following para.

26.06 Payments and Vouchers

(A) General Rules.

(i) Every Range Officer shall make all payments himself or cause such payments made under his strict supervision. He shall ensure that all money transactions (both receipts and payments) are properly and promptly brought on to the cash book and are duly supported by the vouchers and bank statements etc. The responsibility for such transactions rests entirely on the Range Officer himself.
(Supplementary Rule 8 sanctioned in R.3624 of 30-12-1920)
Note :- Where delay would otherwise occur, petty sums of less than Rs.20 in any one instance may be paid by the clerk on behalf of the R.F.O. In such cases the R.F.O. is responsible that the money has been truly disbursed and the signature correctly taken and should satisfy himself to this effect.

(ii) The above Rule applies to timber depot officers and other independent disbursers submitting accounts direct to the Dy.C.F. and they should, likewise, themselves make all payments entrusted to their charge.

(iii) Sub Para (i) above, also applies to all charges for conservancy and works, establishments etc., in the range, but the Range Forest Officer may, when necessary, entrust to his forester the duty of disbursing the pay of establishment and expenditure on annually recurring petty works such as fire-tracing, current repairs to roads, buildings, well, etc., in their respective charges, and may, for this purpose, advance money to the sub-disbuser under their administrative control out of the "Forest advance" received from the Dy.C.F. and obtain paid up regular vouchers and accounts from him for incorporations in his own account.

(iv) Subordinates, workmen and other payees should not be called into headquarters of the disburser to receive pay and wages, etc., due. Payments should be made promptly on the spot.

(v) All payments should be supported by vouchers in the prescribed forms, in the preparation or which the instruction given in Chapter 25 should be followed, so far as they apply to payments made by subordinate disbursers.

(B) Conservancy and Works Charges.

(vi) For detailed rules see para 6 of Chapter 25. For work done by labourers, payment should be made on muster rolls which should be maintained according to the instructions in 25.06.10 (i) and need not be submitted for the Dy.C.F.'s audit before payment. For work done or supplies made by contractors and piece workers measurement books should be used wherever required according to 25.06.04 (i) and bills in excess of Rs. 500 should, before payment, be submitted to the Dy.C.F. for being audited and passed for payment.

(vii) The payment of petty advances to workmen, even thought it be on the R.F.O.'s own responsibility, should be avoided as far as possible. When important works involving large payments such as felling, plantations, making roads, demarcating boundary lines and the like, are undertaken departmentally, the R.F.O. should, at least once in each week arrange to pay the workmen on the spot, for work done. If the workmen are in want of money at shorter intervals, disbursements may be made twice a week. Payments should be made by the R.F.O. himself, as a rule, but may, when necessary, be entrusted to the forester under this administrative control.

Note: - The wages should (not be paid in lump sum to the Patil for distribution among the Forester labourers but should) be paid to the individual labourers directly.

(C) Establishment Charges.

(viii) On the 20th of each month, Round Officer should prepare and submit to their R.F.O. acquaintance roll for the pay of the establishment in their charge for that month. With the help of these rolls the R.F.O. should prepare a pay bill in form 19 Gen M-1 (revised) for the whole range. The bill so prepared should be presented to the concerned Treasury / Sub Treasury for drawing the amount. Pay Bill register should be maintained in Range Office in form Nos. Gen 16 and 17 ME. When arrears pay is to be paid, supplementary pay bill should be prepared in the above manner with the help of pay bill register for the months in which the pay was withheld and submitted to the Divisional office for scrutiny and sanction before payment.

(ix) The following instructions should be followed in preparing the acquaintance rolls –

(a) In the case of a subordinate on leave his name and pay should be shown in red ink with a remark in the column "signature, etc.," stating the kind and extent of, and the authority granting the leave.

(b) Amounts of advances paid (H.B.A., Conveyance, Pay advance, Festival advance) G.I.S. provident fund and income tax, professional tax should be deducted from the pay and shown in column "net amount payable." Pay may be actually disbursed less by such amount. Statement of payment and deductions should be prepared in the prescribed proforma.

(c) Amounts of recoveries of advances of pay or conveyance allowance will be dealt with in the same way as the funds deduction mentioned in clause (ii) above.

(d) In all cases when a permanent first appointment or an acting or temporary appointment is made, the authority under which the appointment was made should always be quoted, in the last column against the name of the person appointed.

(e) The pay should be disbursed as soon as possible after receipt of the monthly advance from the D.F.O. by the 10th of the month following that to which the claim relates. If the claims are preferred later, the delay should be explained. Regular bills in the prescribed from will be prepared in the divisional office and passed for payment.

(x) **Travelling Allowance Bills -** Subordinates should submit their claims of travelling allowance (other than permanent travelling allowance which is paid along with pay) in their diary to the D.F.O. by the 10th of the month following that to which the claim relates. If the claims are preferred latter, the delay should be explained. Regular bills in the prescribed form will be prepared in the divisional office and passed for payment.

26.07 Contractors' and Disbursers' Ledger

This should be kept in Range Offices where necessary, in **MFM Form 17,** vide instructions in 25.12.

When advances are made by the R.F.O. to workmen under the rules in **Annexure 25.03** or for the disbursement of pay of establishment and petty works charges, the amounts should be entered at once in the cash book and the ledger and the recoveries adjusted according to the instructions quoted above. The ledger account will show the outstanding at a glance and enable the R.F.O. to effect recovery thereof and prevent overpayment. A new R.F.O., while taking over charge, should examine the ledger and sign it in token of its correctness and endeavor to recover sums outstanding, if any, either by work done or in cash.

26.08 Monthly Cash Accounts

(i) Sub-Disbursers / Foresters, as the case may be, should close their accounts, three days prior to the last day of each month (except March, the cash books for which should be closed on the 31st) and immediately submit to the R.F.O. and abstract of it in duplicate in **MFM Form 3** with the necessary vouchers, for incorporation in the Range Accounts.

(ii) The R.F.O. should close his cash book on the last day of each month, after incorporating therein transactions of his Sub-Disbursers in totals of revenue collected, remittances made to the treasury, expenditure incurred and advance recovered, and return to the the duplicate copies of **MFM Form 3** noting thereon the amounts admitted and disallowed. Within two days of closing his cash book, the Range Forest Officer should prepare and submit to the Dy.C.F. in duplicate an abstract account in **MFM Form (4a)** of the range as a whole. These instructions regarding closing and submission of accounts should also be followed by the other independent disbursers who submit accounts direct to the Dy.C.F.

(iii) (a) The duplicate copies of **MFM Form (4a)** will be returned by the Dy.C.F. to the disbursers concerned with orders regarding sums disallowed, etc., noted in the "remarks" column. These copies as well as the copies of **MFM Form (4b)** returned to the disbursers should be filed by the respective disbursers and produced at the time of inspection of their offices.

(b) If the accounts in **MFM Form (4a)** are passed by the divisional Office Superintendent when the Dy.C.F. is on tour, the latter, on his return to headquarters, should examine them and record approval thereof by signing the original copies retained in his office.

(iv) Each of the **MFM Forms (4a), (4b)** serves the purpose of the monthly cash account, the monthly classified abstract to revenue and expenditure and objection statement, all in one.

(v) The R.F.O. should submit with his monthly accounts an abstract of the contractors' and disbursers' ledger in the **MFM Form 18,** together with a consolidated receipt signed by him for the advances made by him during the month to workmen, labourers etc., supported by individual receipts of the payees. The abstract submitted by the R.F.O. for March in each year or for March Final when necessary, should be accompanied by an explanatory statement giving the information required under heads (1) to (3) of para 27.05.02 (ii) in respect of each item of advance outstanding for more than 12 months.

(vi) The disbursers who are required to submit monthly cash accounts to the Dy.C.F. under sub para above should also submit supplementary accounts for March as required if there are transactions of the nature mentioned therein; if not, they should report to the Dy.C..F. accordingly.

26.09 Audit Check in Divisional Office and Incorporation of Subordinates' Accounts in Divisional Account

(i) The principal duty of the accounts branch of the Divisional Forest Office is the incorporation of Range Accounts after checking into one consolidated account of the Divisional Forest Office which is submitted to the Accountant General. The Dy.C.F. is

required to see that such subsidiary accounts are properly incorporated. Although it is desirable in order to avoid objections, to see that the various forms submitted agree with each other, it should be remembered that as the Accountant General's office does not see the Range accounts, the responsibility for their incorporation and check rests entirely with the Dy.C.F. and his accounts branch.

(ii) It is the duty of the accounts branch of the Divisional Forest Office to see that the Range accounts represent the actual state of affairs and that these accounts are to the satisfaction accurately built up from the records submitted by the disbursers.

(iii) The cash account starts with the opening balance, shows the total receipts and payments, and thus works up to the closing balance. The cash account is supported by the certificate that the cash balance shown in the account, has been verified according to the prescribed rules and agrees with the balance of the disbursers for the last day of closure of the cash account of the month. The cash account shows the vouchers required, vouchers forwarded and those still to be submitted. It is also to be seen that the details in each work up to the totals and that the details agree with the supporting documents.

(iv) One of the important duties of the accounts branch is the detection of frauds as it occurs by frequent violation of important rules.

(v) In checking the voucher furnished in support of the accounts, attention should be devoted to the following important points-

  (a) That the vouchers are in the prescribed form; that they are duly receipted by the payees; that they are in original; that a brief abstract is given under the signature of the drawing officer and that signature where necessary are transliterated, also that vouchers contain notes of dates of payment;

  (b) That the vouchers are properly drawn up, arithmetically correct, receipted by the proper person, certified by the disbursers and countersigned by the controlling officer as the case may be;

  (c) That the details work up to the totals and the totals are in words as well as in figures;

  (d) That there are no erasures and that any alterations in the total are attested by the officer concerned as many times as they are made;

  (e) That revenue stamps are affixed where necessary and that they are not defaced;

  (f) That G. P. Fund, Income-Tax, Professional Tax, G.I.S. deductions have been made in strict conformity with rules; and that recovery of advances is also done correctly, regularly and completely.

  (g) That, except in certain specified cases, no claim against Government, not preferred within the time limit prescribed by Government, has been paid without sanction of the competent authority.

  (h) That, except in cases in which it is specifically authorized, no payment is made on a voucher on order by a subordinate instead of the Head of the office himself, and that copies of sanction are certified by the sanctioning officer or by an officer authorized to sign for him.

(vi) The revenue shown in the Range Forest Officer's account should be checked with money receipts and treasury challans and revenue should be classified under proper sub-heads. The challans received with the Range Forest Officer's account should also be verified with the consolidated treasury receipt and the accountant should satisfy himself that they agree with each other.

(vii) In the case of Vendor's account where the rated pass system is in force, it should be seen that the rates charged are in accordance with the sanctioned schedules. The Office Superintendent / Chief Accountant, or where there is no Office Suprentendent / Chief Accountant , the Accountant in the Divisional Forest Office should balance the account of every disburser when received, by endorsing the following abstract giving lump sum totals on each cash account in the printed form as per Annexure to the forms of range cash account.

(viii) In the above form reference to the Debitor or Creditor side of adjustments made in the Divisional Forest Offices cash book should be given against each item at the time of incorporating these items in the Divisional cash book.

(ix) The Head-Clerk or Accountant should then put up the audit memo alongwith the divisional cash book to the Dy.C.F. or in his absence to his Gazetted Assistant who should satisfy himself in regard to the correctness of adjustments made and in token of his satisfaction, will countersign and pass the figures of revenue and expenditure in the audit memo.

(x) The Range accounts should also be compared with the abstract of entries in the Contractor's and Disbursers' Ledger. If the Range accounts disagree with the entries in the ledger abstract, the Accountant must be called upon to explain, and the Range Forest Officer at once addressed to make his account agree (when, for instance, any sums are disallowed). The check of revenue entails the checking of payments due by contractors or disbursers who are paying fixed amounts by installment and Dy.C.Fs. should either keep themselves or require their Accountants to put up the register in which such installments are originally written up and subsequent payments entered as they are shown from time to time. From this the Dy.C.Fs. will become aware of installments which are overdue and take action for their recovery.

(xi) Copies of the Range accounts submitted to the Divisional Office should occasionally be compared with the cash books in Range Offices. This will be in addition to the complete checking and comparing of the book entries in the monthly cash accounts every year during the time of Range Office inspection. For this purpose the Divisional Forest Officer and his Gazetted Assistant should make it a point when they happen to be at the headquarters of the Range, to call for the cash book and Range account of any particular month, to be selected personally, from the Divisional Office and check the entries with the original cash book and see that the payments are supported by necessary vouchers, remittances are supported by treasury challans and correct entries appear in the other registers of the Range. Selection of the cash account to be compared with the original should not be entrusted to the divisional staff and those cash accounts should invariably be selected which contain alterations in the audit memo. Any discrepancy should be severely dealt with as it gives a loop-hole for fraud.

(xii) Regarding checking of subsidiary forms, it should be seen that all the items in the divisional cash book agree with the registers or schedule concerned, e.g.:-

(a) **to cheques drawn -** figures should agree with those ---------- in the register of cheques;

(b) **by amount of advances made etc.-** figures should agree with those in the ledger abstract; ----------

(c) **by expenditure charged etc.-** figures should agree with the totals of MFM Form 5 (Expenditure) ----------

(d) **to revenue received -** figures should agree with ---------- totals of MFM Form 5 (Revenue)

(e) **by revenue paid into treasuries -** figures should---------- agree with totals of Schedule of remittances.

(xiii) After the incorporation of the Range accounts and other disbursers' accounts in the divisional cash book, the divisional audit memo in the form prescribed should be prepared and pasted in the divisional cash book. It should agree the cash account as submitted to the Accountant General.

Notes

— CHAPTER 27 —
ACCOUNTS RETURNS RENDERED BY FOREST DEPARTMENT OFFICERS TO THE ACCOUNTANT GENERAL AND CONTROLLING OFFICERS

27.01 General

The direction contained in this chapter shall apply primarily to accounts of Dy.C.Fs. They shall also apply mutatis mutandis to accounts of Conservators and other forest officers who draw funds against their own drawing accounts and render separate accounts to the A.G. in respect of transactions passing through them.

27.02 Incorporation of Subordinates' Accounts

Before closing the accounts of a month the Dy.C.F. should satisfy himself that the accounts of his subordinate officers for the month have been examined and incorporated truly and accurately in his own accounts. For this purpose, the accounts of the latter should reach the office of compilation in time for the preparation and submission of the accounts returns on the due date (see para 27.04). If they do not arrive in time to be so incorporated, they should be taken in the following month's accounts but such an occurrence should be avoided as far as possible. In the case of accounts for March, however, the Dy.C.F. must keep open his accounts until receipt of all the subordinates accounts in order that all receipts and payments of the official year may, as far as possible, be brought into the accounts of the year.

27.03 Compilation of Monthly Accounts

27.03.01 Cash Account.

The monthly cash account should be prepared in MFM Form 4 - State Accounts. It should show in respect of the following items merely the totals for the month and all other items of receipt or the charge should be entered in detail :-

(i) **Debtor side :-** (1) Cheques drawn: (2) deposit received; (3) recoveries of advances from disbursers; (4) revenue received and credited in the cash book under revenues heads 0406, 0049, 0045. (5) recoveries made by deduction from pay bills on account of service and other funds, provided the bills are accompanied by schedules showing the full particulars of each recovery; (6) refund of forest revenue taken by deduction from revenue ; (7) receipts and recoveries creditable to the Central Government; (8) receipts and recoveries creditable to Railways; and (9) receipts and recoveries creditable to other Provinces.

(ii) **Creditor Side :-** (1) Remittances to treasuries; (2) deposits repaid; (3) advances made to disbursers; (4) expenditure debited in the cash book to 0406-forest; (5) expenditure debited in the cash book to 4406-capital outlay on forest; (6) receipts and recoveries to be deducted from capital outlay; (7) payments debitable to the Central Government; (8) payments debitable to Railways; and (9) payments debitable to other States.

27.03.02 Classified Abstract of Revenue and Expenditure

A classified abstract of revenue and expenditure should be prepared in MFM Form 5 the expenditure debited to the head "4406 capital outlay on forests" being shown separately from that debited to "2406 Forest." All items of revenue and expenditure recorded in the cash book for the month should be classified and arranged in this return in accordance with the prescribed classification, the entries being made in such detail as may be required by the A.G., in order that they may be readily understood and checked.

27.03.03 In respect of all unvouched outlay (i.e. items not exceeding Rs. 500 for which no vouchers are submitted to the A.G. (vide 27.04(iii)) on works which are outside the powers of sanction of Dy.C.Fs., the following information should be furnished in the remarks column of the classified abstract :-

(i) Reference to item No. of MFM Form 16 in which sanction to the allotment, estimate, rates, etc., is intimated to the A.G.

(ii) Reference to the No. of the voucher of the month in which, the total progressive expenditure for the month inclusive of the unvouched expenditure has been shown; or the total progressive expenditure for the month, if there be no vouched expenditure on that work during the month.

27.03.04 Schedule of Remittances to Treasuries.

A schedule of remittances to treasuries should be prepared, in MFM Form 11 which will be a copy of the divisional register of forest remittances and show each item of remittance separately. A reference to these items should be made invariably against the corresponding entries in the last column of the consolidated receipt received from the treasury concerned. No challans will accompany the schedule.

27.03.05 Schedule of Transactions with other Governments and Railways.

A schedule should be prepared separately for receipts and payments in which all items of receipts and payment originating in the division on behalf of other Government should be detailed and grouped by each Government. A separate schedule should be prepared in respect of transactions originating in the division on behalf of Railways, in which the transactions should be grouped by each Railway.

27.03.06 Schedules of Deposit Transactions

An "Extract register of Forest Deposits received" should be written up daily from the register of receipts, It is of importance that each deposit should be confined exactly to its own cage, as the A.G. has to detail repayments against it.

27.03.07 An "Extract register of repayment of Forest Deposits" should also be written up daily.

27.03.08 A plus and minus memorandum of deposit transactions of each month should be prepared, showing the opening balance, total receipts, total repayments and closing balance. As this balance should always agree with the aggregate of repayable deposit balances upon the deposit register, it should be reduced in the memorandum for April by the amount reported for lapse under 27.04 (xi).

27.03.09 Abstract of Contractors' and Disbursers' Ledgers.

An abstract of the contractor's and disburser's ledger should be prepared monthly in MFM Form 17. In this abstract should be shown, in consecutive order, first the contractors' accounts and then the disbursers' accounts. The advances made by R.F.Os. to workmen etc. and amounts recovered by them will be shown in lump separately against each R.F.O. The columns should be totaled separately for contractors' and disbursers' accounts.

27.04 Submission of Accounts to the Accountant General

(i) A copy of the monthly register of cheques drawn should be submitted to the A.G. on the last day of each month, and the other accounts mentioned below should be submitted so as to reach the A.G. by the 8th of the month following :-

Accounts Returns.

That to which they relate (except in the case of accounts for November, February and March)

(a)	Monthly cash account ... ... vide	27.03.01
(b)	Classified abstract of revenue and expenditure	27.03.02
(c)	Schedule of remittances to treasuries	27.03.04
(d)	Schedule of transactions with other Government	27.03.05
(e)	Schedule of transactions with Railways	27.03.05
(f)	Extract register of deposits	27.03.06
(g)	Extract register of repayments	27.03.07
(h)	Plus and minus memo, of forest deposits ...	27.03.08

These should be accompanied by all the vouchers required by and voucher for all other items of payments entered in the monthly cash account. Blank return should not be submitted with the cash account, but a note should be made at the foot of the account that they are blank.

(ii) A certificate signed by the Dy.C.F. should be attached to the monthly cash account to the following effect :-

(a) That the lump sums shown agree with the details in the cash book and also with the subsidiary returns after making allowance for–

- cash recoveries of service payments noted in the cash book but not shown in the cash account as separate items,
- refunds of forest revenue noted in the cash book but taken by deduction from revenue in the cash account,
- receipts and recoveries on capital account noted in the cash book but deducted from expenditure under the head 4406-Capital outlay on forest in cash account,
- recoveries of "work advances" noted in the cash book but deducted from payments under 2406 Forest 4406 in the cash account, and
- security deposits transferred from one work to another and shown in the registers of deposits received and repaid but not in the cash book; and

(b) that the account balance agrees with the actual cash balance, the certificate being worded as shown in note 25.01.03 (closing and balancing).

(iii) A certificate in the following form signed by the Dy.C.F. should be attached to each classified abstract of expenditure :-

"I certify that (so far as I have been able to ascertain by an examination of the accounts and vouchers and by personal inspection of the works carried out which I have been able to visit) the expenditure entered in this account could not, with due regard to the interests of the Government service, be avoided. I certify that, to the best of my knowledge and belief, the payments included in this account have been duly made to the parties entitled to receive them. All vouchers for payments of salaries and travelling allowances and of refunds and advances, vouchers for all other payments above Rs. 500 in amount, and vouchers for all items adjusted by book transfer with other Governments, departments,

etc., are attached to the account. I have, so far as possible, obtained vouchers for other sums, and a personally responsible that they have been so destroyed that they cannot be used again."

(iv) Fair copies of accounts should be signed only after they have been compared with office copies. All money transactions passing through the office should be subjected to a careful scrutiny and the Dy.C.F. cannot escape this responsibility even if the accounts are signed by his head clerk under the provisions of 27.04.(viii).

(v) For special reasons the Dy.C.F. may authorize a few days delay in the submission of the accounts, but if they are not dispatched on or before the I0th of the following month the reason for delay must be intimated invariably on that date.

(vi) The accounts for February and November should be dispatched punctually on the last day of those months, and those for March so as to reach the A.G. by the I2th of April of the succeeding year at the latest; but the schedules of transactions with other Governments and Railways (P. 27.03.05) for March should invariably be dispatched so as to reach the A.G. not later than the 7th of April and all correcting entries affecting those schedules should be intimated so as to reach him by the I2th April at the latest.

(vii) In addition to the ordinary accounts for March, a supplementary account for that month, in the form of the cash account MFM Form 4 comprising the transactions included in the supplementary account books P. 25.14 and 25.16 should be submitted to the A.G. so as to reach him by the Ist June, or such other date as may be prescribed by him. This will be accompanied by the usual classified abstract of revenue and expenditure, schedule of remittances to treasuries and the necessary vouchers, etc.

(viii) When the Dy.C.F. signs the accounts while on tour and cannot give the certificate, required by 27.4 (ii) and 27.04.(iii) they should be furnished separately when he returns to headquarters. Similarly, when the Dy.C.F. is on tour and is not able to sign and submit the accounts so as reach the A.G. by the prescribed date, they may be dispatched over the signature of the Dy.C.F.'s head clerk, if delay can be saved thereby. In that case, the vouchers to accompany the accounts should invariably be signed by the Dy.C.F. himself and dispatched with the accounts or as soon after their submission as possible; the certificates required by para 27.04 (ii), 27.4 (iii) in the cash account and the classified abstract of revenue and expenditure will be omitted and in their place the Dy.C.F. should subsequently (after examining the account books and other papers at headquarters) send the same to the A.G.

(a) A certificate of responsibility in the following form

"After due examination of the accounts, books and other necessary papers for the month of ..... the accounts of which were dispatched under the signature of my head clerk during my absence from headquarters, I accept responsibility for the same."

- the certificates prescribed in para 27.04.(ii) in respect of the monthly cash account and
- the following certificate in respect of the classified abstract of expenditure :-

"I certify that (so far as I have been able to ascertain by an examination of the accounts and vouchers and by personal inspection of the works carried out which I have been able to visit) the expenditure entered in the classified abstract of expenditure in MFM Form 5 (with the exception of the under mentioned items for the recovery and adjustment of which orders have been issued) could not, with due regard to the interest of the Government service, be avoided. I certify that, to the best of my knowledge and belief, the payments included in that account have duly been made to the parties entitled to receive them. All vouchers for payments of salaries and travelling allowances and of refunds and advances, vouchers for all other payments and vouchers for all items adjusted by book transfer with other Governments, Departments, etc., have been submitted to the Accountant General. I have, so far as possible, obtained vouchers for other sums, and am personally responsible that they have been so destroyed that they cannot be used again".

ITEMS DISALLOWED.

Item No.	Voucher No.	Sub-head.	Amount.

"Divisional Forest Officer."

(ix) At the end of every quarter a certificate should be recorded on the Extract Register of Receipts of Deposits by the Dy.C.F. that he has examined the register personally and that the entries are made with the at most care and regularity.
Note.- The examination is not intended to be mechanical, and to secure only that all necessary entries are made initialed without fail at the time of the transaction, but also that no moneys are placed unnecessarily in deposit, or allowed to remain there without good cause.

(x) In April each year, Dy.C.F. should examine the Register of Receipts of Deposits of the second preceding year and transfer to a clearance Register with suitable change in the heading, all the outstanding balances which are not reported for lapse under para27.4.(xi). To this Clearance Register should also be transferred any items in the last preceding Clearance Register but one that are for special reasons not allowed to lapse to Government. It should then be submitted to the A.G. in order that repayments during the next two years may be recorded in it the columns provided for the purpose.
Note :- It is intended that the Clearance Register should be used in Divisional Offices, the replacement of items entered in the Clearance Register should continue to be recorded there in the original Receipt Register, vide para 25.11.

(xi) Immediately after 31st March each year, a statement of deposits or balance of that year which lapse under para 25.11 should also be submitted to the A.G. For this purpose, the register of deposits should be examined early in March and steps taken to repay all deposits and balance which have become due for repayment. The items finally entered on 31st March in the statement of lapsed deposits should be marked off in the register of receipts as having lapsed and been credited to Government on 31st March.
Note :- In preparing the lapsed statement the items should be entered in chronological order, and separate total should be given for deposits relating to different years.

27.05 Submission of Accounts to the Chief Conservator /Conservator

Soon after submission of the monthly accounts to the A.G. the Dy.C.F. should submit the following accounts each month to the C.C.F. / C.F. on such date as may be prescribed by him :-

27.05.01 (i) A summary in MFM Form 27 of receipts and issues of timber and other forest produce in 23.10 vide depots. If any produce is entered as received during the month, the expenditure on account of which cannot be charged in the same month, the reason will be briefly recorded in the "Remarks" column against the entry in question.

(ii) A return in MFM Form 19 of revenue outstanding, which should be prepared from the register of revenue outstanding (MFM Form 14, see para 25.02). All the columns of the return should be filled in whenever there is a sale or a transaction in which the revenue is only partly realized, during the months in which there are no new transactions in Columns (2) and (3), only columns (4), (7) and (8) should be filled in with the totals for the month under each sub-head and the year of sale. The return for March in each year will be accompanied by a brief explanation of the circumstances under which each item of revenue that has been outstanding for 12 months remains un adjustment and the steps taken to recover it.

(iii) Classified abstract of revenue and expenditure MFM Form 5 in which the items should be entered in such detail as the C.C.F. / C.F. may direct. The closing cash balance of the division for the month to which the abstract relates should be shown at the beginning of the return to enable the Conservator to see whether it is within the prescribed limit.

(iv) The monthly abstract of the contractors and disbursers' ledger prescribed vide para 25.12.03 by together with vouchers and the consolidated receipts of R.F.Os. for "work advances" made by them.

27.05.02 The abstract of the contractors' and disbursers' ledger for March in each year, or for March Supplementary when such is rendered, should be accompanied by :-

(i) a consolidated acknowledgement by the C.C.F. /C.F./Dy.C.F. testifying to the correctness of the total balances outstanding against contractors and disbursers at the end of the account year (based on their individual acknowledgments which should be obtained annually and retained in the divisional office), and

(ii) a brief explanatory statement showing, in respect of each account in the abstract containing items outstanding for more than 12 months, (i) the year of payment and the outstanding balance of each such item at the end of each year beginning from the year of payment, (2) the circumstances in which it has remained unadjusted, and (3) the steps taken with a view to its early clearance. In this explanatory statement the items of advances outstanding against each R.F.O. should contain details of the amounts advanced by him under para 24.06 and outstanding against workmen, labourers, etc.

27.05.03 The ledger abstract for March Supplementary will open with the closing balances of March. The abstract for April, which will in turn open with the closing balances of March Supplementary, cannot therefore be prepared and submitted until the later accounts are rendered and the closing balance of the year ascertained; but it should be submitted not later than the 25th May.

27.05.04 The ledger abstracts for the last month in the financial year and the voucher and other documents accompanying them should, after scrutiny, be forwarded by the Chief Conservator/Conservator to the A.G. within 10 days of their receipt to Chief Conservator's /Conservator's office, but the vouchers accompanying them should be forwarded to the A.G. within 10 days of their receipt.

Notes

— CHAPTER 28 —
DUTIES OF THE CHIEF CONSERVATOR/CONSERVATOR IN RESPECT OF ACCOUNTS

28.01 General Matters and Control over Forest Account

The General duties are applicable to all forests officers. The CCF / CF, being in overall control of the Circle should ensure that these duties are observed by his subordinates. He is responsible for all the matters regarding revenue and expenditure in his Circle. His specified duties also include–

i. To exercise strict control over the export and sale of timber and other forest produce, the revenue, and the whole outlay for conservancy and works, and to examine the charges on account of travelling allowances and contingencies.
ii. To control the adjustment of advances and outstanding on account of revenue.
iii. To ensure that the account returns are punctually submitted to the A.G. by Dy.C.Fs.
iv. To delegate all or a portion of his powers with regard to control of the accounts to the Gazetted Government Servant in charge of his office, under the authority of the Government.
v. To sign all letters issued from his office sanctioning expenditure, appointments, etc., and may delegate the power to a Gazetted Government Servant in charge of his office.

28.02 Checking of Classified Abstract, Contractors and Disbursers Ledger etc.

On receipt of the divisional accounts mentioned in para 27.05.01 the CCF / CF should take the following action –

(i) He shall carefully examine the classified abstracts of revenue and expenditure and notify to the A.G., any items which he considers open to objection or which are wrongly classified. The CCF / CF may also direct D.F.Os. regarding any items on which he requires further information.
(ii) He will scrutinize the entries in MFM Forms 27, 19 and compare them with the transactions shown in MFM Form 5, the opening and closing balance being also carefully checked. He will address D.F.Os. regarding any discrepancies which may be noticed.
(iii) He will examine the monthly abstracts of contractor's and disbursers ledger with a view to ensure that the advances are duly authorized and covered by proper security, are not in excess of the requirements of the works concerned, are otherwise in accordance with the rules in Annexure 25.03 and are promptly recovered; and that interest due is being properly charged and recovered.

28.03 Checking of Register and Record of revenue during C.C.F./C.F.'s inspection

At the periodic inspections of divisional office by CCF / CFs, the various registers of revenue demands and outstanding, of leased lands and of forest offences, and bill and receipt books, etc. should be scrutinized and recoveries and remittances to treasuries of amounts due to Government should be verified with entries in the cash book, the classified abstract of revenue and expenditure and the register of remittances. Similarly, Divisional Forest Officers should, at their inspection of subordinate offices scrutinize the recovery credit and remittance of revenue items with the help of bill, receipt, pass and permit books, registers of pass and permit books and of leased lands, the objection statements issued by the Divisional Forest Officer etc. The Divisional Forest Officer's inspection notes should be submitted to the CCF / CF and those of the CCF / CF to the P.C.C.F. (HoFF), M.S, Nagpur for perusal and return.

Notes

— CHAPTER 29 —
AUDIT BY THE ACCOUNTANT GENERAL

29.01 The duties of the Accountant General with regard to forest accounts are –

(i) To audit the monthly accounts submitted by Forest Officer, and
(ii) To regulate the expenditure within the budget grants sanctioned by Government and the appropriation made by the Principal Chief Conservator and Conservators.

For set of detailed instructions given by Accountant General for carrying out Audit-Inspection Please see **Instructions below para (29.04).** These instructions should also be followed for carrying out office inspections and internal audit by the audit wings of Principal Chief Conservator's Office and during office inspection by the Chief Conservator of Forests/ Conservator of Forests in addition to instructions given in Chapter 41 in this volume.

29.02 Objected Items

Items objected to or referred by the Accountant General will be entered in an objection statement which will be forwarded to the Divisional Forest Officer concerned for needful action. The statement (in original) will be returned, within a week after receipt, by the Divisional Forest Officer to the Accountant General, through the Conservator, who will note all corrections and alterations in his copies of the Divisional Classified Abstracts of revenue and expenditure.

Note: - For duties of officers and action to be taken by them with regard to audit objections see **Financial Rules under Devolution Rules 37 © (F.P.I) 33 and 33-A. Treasury orders and subsidiary Rules (F. P.II) - T.O. 28** and for waiving of recoveries of amounts placed under objection and **Financial Rules under Devolution Rule 37 (c) (F.P.I) 330.**

29.03 Audit of Monthly Accounts

(i) After completing the audit of the monthly accounts, the Accountant General will prepare summaries of revenue and expenditure for each division (including the Direction Division) and furnish copies of them to the Chief Conservator concerned. Summaries will also be prepared in respect of the General Direction Division and of the accounts of officers directly subordinate to it and supplied to the Chief Conservator.
(ii) The Accountant General will likewise furnish the C.C.F. / C.F. and the Principal Chief Conservator, not later than the first week of August, with statements showing the March final figure of receipts and expenditure for the previous year, to enable them to have correct figures for the preparation of the budget and the annual summary of revenue and expenditure.

29.04 Instructions for carrying out Audit-Inspection

Extract of method and procedure of audit inspection carried out by A.G.

General points regarding Audit Inspection carried out by the Audit wing of Accountant General are reproduced here. The matter is selected from the set of instructions given by A.G. to their audit parties. The Annexure will facilitate departmental officers in providing the information required by the Audit wing of the Accountant General and to get insight into the view of audit. These instructions will also be useful in carrying out internal audit by P.C.C.F., C.C.F.,C.Fs. etc.

29.04.01 Introductory- The functions of the Comptroller and Auditor General of India are derived mainly from provisions of Article 149 to Article 151 of the Constitution of India. Initially, Under Article 149 of the Constitution, the Comptroller and Auditor General of India had to perform such duties and exercise such powers in relation to the accounts of the Union and of the States and of any other authority or body as may be prescribed by or under any law made by Parliament and until provision in that behalf is so made, was to perform such duties and exercise such powers in relation to accounts of the Union and of States as were exercisable by the Auditor General of India before the commencement of the Constitution in relation to the Account of Dominion of India and of the provinces respectively.

A comprehensive legislation was framed in the year 1971 to prescribe the salary and other condition of Service of the Comptroller and Auditor General of India and his duties and power in relation to the account of the Union, the States, the Union Territories and other authorities and bodies. The legislation was enacted by the Parliament on 15th December 1971 as the Comptroller and Auditor General's (Duties, Power and Conditions of Services) Act. 1971.

The duties entrusted to the C & AG of India under the provisions of the C & AG's (DPC) Act, 1971 fall broadly under two categories, namely those relating to (i) Compilation and keeping of accounts and (ii) audit there of. The provisions relating to audit are embodied in Sections 13 to 20,23 and 24 of the Act. Under Section 13 of the Act, it is the duty of the C & AG of India to audit all expenditure from the Consolidated Fund of India, of each State and of each Union Territory having a Legislative Assembly and to ascertain whether the moneys shown in the account as having been disbursed were legally available for and applicable to the services or purpose to which they have been applied or charged and whether the expenditure confirms to the authority which governs it. C& AG of India is also required to audit all transactions of the Union, of the State and of the Union Territories relating to the Contingency Funds and Public Accounts and report on the expenditure, transactions or accounts so audited by him.

Section 16 of the Act provides for audit by the C&AG of India of all receipts which are payable into the Consolidated fund of India and of each State and of each Union Territory having a Legislative Assembly. It also requires the C & AG of India to satisfy himself that the rules and procedure in that behalf are designed to secure an effective check on the assessment, collection and proper allocation of revenue are being duly observed and to make for this purpose such examination of the account as he thinks fit and report thereon.

Audit principles and procedures to be followed by the personnel of the audit department in audit of expenditure and audit of revenue both in the central office by CAPs and locally in the Auditors office by the LAPs have already been published in the Manual of standing orders (Audit) published by the Head quarters office. It has been directed by the Headquarters office vide paragraphs 5.1.1 and 6.1.4 of the MSO (Audit) that the local Accountant General may prescribe instructions for exercising audit checks on the accounts taking into account the provisions in the Codes/manuals of the State Government and other local conditions. Competition of this manual has been an endeavor in that direction.

29.04.02 Forest Department derives its revenue from sale of under mentioned forest produces.

(a) Sale of timber and bamboo.
(b) Sale of fuel wood.
(c) Sale of tendu and apta leaves.
(d) Sale of other minor forest produce like Gum, Honey, medicinal fruits etc.
(e) Receipts from grazing fees, sale of seedings,
(f) Receipt from social and farm forestry.

Audit of expenditure is regulated by the general principles governing the audit of expenditure as laid down in Chapter 2 of the CAG's MSO (Audit) while that of the revenue and refunds therefrom is to be regulated by the general principles governing the audit of receipts as laid down in the Chapter 4 of the Comptroller and Auditor General's Manual of Standing Orders (Audit).

29.04.03 Forest Accounts

Disbursing officers who are required to render accounts directly to the Accountant General should maintain accounts and render accounts and returns in the same forms as are prescribed for division so far as they apply to their transactions. Relevant provisions in the Account code Volume III and Bombay Treasury Rules, and subsidiary rules thereunder, regarding financial transactions and accounts and the procedure for payment of moneys into, and the withdrawal and disbursement of moneys from the Public account, generally apply to the accounts of the Forest Department.

Forest accounts are broadly of two kinds, viz :-

(a) Accounts of Timber and other forest produce, stores tools and plants etc.
(b) Cash accounts.

Divisional officers are responsible for the effective check and control of divisional forest accounts both in respect of revenue accounts and expenditure accounts. Members of the office establishment are not to be entrusted with Government money, except as advances by cheque on account of the pay of office establishment and for contingent charges, which should as a rule be made payable only to head or camp clerk. Members of the office establishment are not authorized to receive payment for forest produce. All subordinates who have the custody of Government moneys or who deal with the collection of forest revenue should be made to furnish security.

29.04.04 Cash Account

(1) Every officer who is authorized to receive or disburse Government money is required to keep an account of the moneys received or money disbursed in cash book, MFM Form 3. He should enter all money transaction as such as they occur. Similarly, all book transfers, i.e. transaction in which no actual payment of receipt of cash is involved should be entered simultaneously on both sides of the cash book, the credit or debit to the head 8782 cash remittances - Forest remittances appearing on one side and equivalent debit to on expenditure head or credit to a revenue head, on the other. The Book transfers are normally resorted to when the Forest Department supplies forest produce or renders service to another Department of Government, the value of which is to be recovered.

(2) When a cheque is drawn in favour of self to replenish the cash, the amount of it should be entered at once as a receipt and the entry should not be delayed for actual encashment of the cheque at the treasury and actual receipt of cash in the division. Similarly a cheque drawn in order to be paid away should be entered simultaneously on both sides of the cash book, once as a receipt of money from the treasury and again as a payment to the payee concerned.

(3) If a cheque which has been drawn and entered in the cash book has to be cancelled subsequently, the amount of it should be accounted for on the creditor side as a "Cancelled Cheque", the cancelled cheque being treated as a voucher. The entries on the debtor side should be as under:-

(a) If the cancelled cheque is replaced immediately by a fresh cheque - the fresh cheque should be shown as "Forest Remittance". The number and date of the cheque in lieu of which it is drawn is quoted in the entry.

(b) If the cancelled cheque is not replaced immediately, if the expenditure in payment of which it was drawn has already been charged in the cash book to the appropriate head and if the cancellation of the cheque is intended to be a reversal of the payment, it should be written back by making an entry of the cancelled cheque on the debtor side as a cash recovery of service payment.

(4) **Closing and balancing**

The cash book should be closed and balanced monthly. The account balance at the close of the month should be checked with the actual cash balance on hand certified by actual count. If any excess or deficiency is found it should be entered at once as such in the cash book on the debtor or creditor side, as the case may be and a report made to the Accountant General.

(5) The Divisional cash book should contain a detailed record of daily transactions made by the Divisional Officer, which is to be written up daily. In respect of transactions made by Sub-Divisional Officers, other subordinate disbursing officer and for the transactions for which subsidiary registers are maintained, brief particulars of the transactions and totals of the transaction are required to be entered in the Cash book as the original accounts of these officers contain details of the totals. The Cash book should also contain details of recoveries of service payments and other adjustments.

(6) **Audit checks on Cash Account**

The accounts of receipts and disbursement rendered by the Divisional Officer to the Accountant General (A&E) should be checked in Central Audit to see that :-

- All items of receipt and charges are entered in the said accounts.
- Charges have been incurred with reference to sanctions and allotments therefor.
- Advances and recoverable payments are concerned by proper authority.
- Cash recoveries of Service payment have not been shown as separate items in the cash account.

- Refunds of forest revenue have been accounted by deduction from revenue in the cash account.
- Receipts and recoveries on Capital account have been deducted from expenditure under "Capital outlay on Forestry and Wild life", in the Cash account.
- The rules in Chapter 1 of Section III of the CAG's Manual of Standing Orders (Audit) apply generally to the current review of audit of Forest Officer's account.
  (Authority :- Paragraphs 5.1.1 to 5.1.10 of CAG's MSO (Audit))

29.04.05 Compilation of the accounts in the Divisional Office

(1) Before closing the accounts of a month, the Divisional Officer should satisfy himself that the accounts of his subordinate Officers for the month have been examined and incorporated truly and accurately in his own accounts. The cash account should show in respect of the following items merely the totals for the month and all other items of receipt or the charge should be entered in detail

Debtor Side (Receipt Side)

(a) Cheques drawn.
(b) Deposits received.
(c) Recoveries of advances from disbursers.
(d) Revenue received and credited in the cash book.
(e) Recoveries made by deductions from pay bills on account of provident fund, LIC, Income Tax, house rent etc. supported by schedules showing the full details of recoveries made.
(f) Refund of revenue taken by deduction from revenue.
(g) Recovery of interest from Contractors/Government Servants.
(h) Recovery of advances from Government Servants viz, House building advance, Motor Cycle advances, Festival advance etc.

Creditor Side (Payment side)

(a) Remittances to Treasury.
(b) Repayment of Deposits.
(c) Advances to Disbursers.
(d) Expenditure charged to the Major head 2406 - forestry and wild life.
(e) Expenditure charged to the Major head 4406 - Capital outlay on forestry and wildlife.
(f) Receipts and recoveries to be deducted from the expenditure under capital outlay.
(g) Loans to Government Servant as House Building Advance, Motor Cycle Advance, Festival Advance etc.

(2) Subsidiary Registers maintained at the Divisional level

Divisional Officer is required to maintain subsidiary registers to enter transaction in respect of which totals are exhibited in the cash account.

(i) Register of revenue demands and outstanding

As soon as sale of forest produce, whether held by the Deputy Conservator of Forest or by his subordinate, is sanctioned, or an order is issued which involves recovery of revenue e.g., fines levied on contractor ground rent etc., an entry of the demand and subsequent collection/recovery thereof, has to be made in the Register of revenue demands and outstanding. All items of revenue, which are not fully realized should be transferred to divisional register of Revenue outstanding MFM Form 14. This register is to be closed annually and outstanding of previous year is to be carried forward to new register for follow up.

(ii) Register of forest remittances

Forest officers receiving money on behalf of the Government are required to give a receipt to the payer. After noting the receipt of the cash in the cash book, the forest officers are required to remit the amount into the treasury without any delay. All remittances to the treasury should be entered in the register of forest remittances (MFM Form 12). The remittance has to be accompanied by the challan in triplicate, the original copy duly receipted by the treasury forms the voucher for the entries in the cash book while the duplicate and triplicate would be retained by the Treasury Officer. At the end of each month the Treasury Officer is required to forward to the Divisional Officer, a consolidated receipt of forest remittances showing individual items separately along with duplicates copy of challan. The Divisional Officer has to reconcile the items with reference to the credit entries in his cash account and keep a note of the unadjusted items.

The Divisional Officer is required to prepare a statement in the form given below and send it to Account General (A & E) along with the monthly cash account.

(a) Total amount of forest revenue remaining unadjusted in the books of the Treasury Officer at the end of the previous month.
(b) Total amount of revenue for the current month as incorporated in the monthly account of the Divisions.
(c) Total (a) + (b).
(d) Total amount of revenue duly adjusted by the Treasury Officer (Amount as per consolidated treasury receipt).
(e) Balance amount of revenue remaining to be adjusted at the end of current month.
(f) Details of the unadjusted revenue (Amount as per (e).)

Sr.No.	Name of the Party	Amount	Name of Treasury	Item No. and month of register of forest remittances.
1	2	3	4	5

(iii) **Register of cheques drawn**

Divisional Officer is required to maintain a Register of Cheques drawn by him in which the details of the Cheque drawn by him are entered in a Chronological order. At the end of each month, the Divisional Officer is required to obtain a certificate from the Treasury Officer indicating the number of Cheques encashed during the month and list out encashed Cheques. He is also required to submit to the Accountant General (A&E) along with the monthly account. :

(a) Total amount of cheques that remained uncashed at the end of previous months.
(b) Total amount of cheques issued during the current month (As per Register of cheques drawn).
(c) Total (a+b).
(d) Total amount of cheques encashed during the current month (Amount incorporated in the certificate received from the Treasury Officer).
(e) Total amount of cheques remaining uncashed at the end of current month. (c-d)
(f) Details of uncashed cheques at the end of the month.

29.04.06 Audit Checks in local audit on Cash account

29.04.06.01 Cash book

It may be seen in local audit that –

i. Whether the Page Count Certificate has been recorded under the dated initials by the Divisional Officer.
ii. Whether the cheques drawn in favour of self or in order to replenish cash have been entered at once in the cash book as receipt.
iii. Whether all entries in the cash book relating to remittance of revenue to treasuries are supported by receipted challans.
iv. Whether all the entries of drawals and payments made through the Divisional Cash book have been attested by the Divisional Officer.
v. Whether monthly closing has been made on the last day of the month and physical verification of cash has been made and a certificate to that effect recorded in the Cash book duly signed by the Divisional Officer.
vi. Whether errors/mistakes/overwriting in the cash book are cancelled in red ink and fresh entries are taken after the attestation by the Divisional Officer.
vii. Whether accounts of the Ranges and other accounts i.e the transactions appearing in the Divisional Officer's cash book and also the transactions appearing in the cash book of the head clerk of the Divisions have been incorporated in the cash accounts of the Divisions and the balance agree with the balances appearing in the disbursers ledger.

viii. Whether the account of any Range excluded in any of the month have been incorporated before closing the accounts of March final.

ix. Whether additions/alterations made in the Range Accounts, at the time of incorporation of the Range accounts in the Divisional accounts, intimated to the Range officer concerned.

x. Whether a consolidated statement (Audit note on the Range account) containing objections in respect of expenditure (disallowed vouchers) and revenue items prepared in duplicate and sent to the Range Officer concerned and one copy received back duly replied.

xi. Whether entries recorded in the cash book are supported by paid vouchers and payees receipts.

xii. Whether all money receipt in cash/cheques/ demand drafts have been entered in the cash book on receipt side and remitted into treasury immediately.

xiii. Provisions noted above apply Mutatis Mutandis in respect of checking of Cash book of Range Officer/ Head Clerk.

29.04.06.02 Account of works

(a) Muster Roll:- For works executed by labourers employed on daily wages, a muster-roll should be kept, showing the names of the labourers, the number of days they have worked, the rates of wages etc. The disbursing officer should record a certificate on the Vouchers to the effect that the labourers were employed actually on the work and paid on muster roll. When the roll is closed, an abstract of the whole work should be given. The abstract may relate to the type of work executed viz.

a. Fire line tracing :- Length and width of fire line traced.

b. Grass weeding :- Total area cleaned/ weeded.

c. Plantation of seedling :- Number of seedlings planted.

d. Preparation of beds for raising seedling :- Number of beds prepared and seeds sown.

General rules which are to be observed for keeping the muster rolls are as under –

i. The Work for which the labourers are employed should be specified clearly.

ii. Before commencement of the work the roll should be called every day and daily total of labourers present should be recorded and attested.

iii. Surprise inspection of these rolls should be made by the Forest Officers and certificate of surprise check should be recorded on the roll.

iv. Payments on muster rolls should be made or witnessed by the Range Forest Officer and he should certify the payments by his initials or signature.

Audit Checks :-

It should be seen in audit of muster rolls that–

i. the muster - rolls are prepared in proper form,
ii. the muster - rolls are not prepared in duplicate,
iii. it is prepared for each period of payment separately,
iv. daily attendance of labourers, their absence etc. are recorded in Part-I of the Roll under proper attestation,
v. no attempt is made to tamper with the original entries,
vi. payment after a muster had been passed was made promptly,
vii. unpaid wages are properly recorded in the Register of unpaid wages before completing the memorandum of payment at the foot of the muster roll,
viii. wages remaining unpaid for more than three months are reported to the Divisional Officer -progress of work is shown in 2nd para of the muster roll in all cases where the work is susceptible of measurement
ix. the rates adopted for payment are not in excess of the rates approved by the District Collector.

(b) Measurement books:- Work done otherwise than on a lump sum contract and supplies made by a contractor/supplier should be measured before payment therefor is made. Details of such measurements should be systematically recorded in a book, called Measurement Book, which will form the basis of all accounts of quantities. The pages of the book should be machine numbered and no page may torn out nor may any entry be erased or effaced so as to be illegible. All corrections in the measurements must be duly attested by the Range Forest Officer. Entries in the measurement book should be crossed by drawing diagonal lines on each page after paying the bills/claims for payment. Reference number to the voucher number and date on which the payment was released should be recorded in he measurement book. Similarly, the bill/ claim/ document should invariably bear a reference to the measurement book, its page number and the date on which the measurement were recorded.

Audit Checks :-

i. the measurement books are maintained properly and the overwriting/corrections/ erasers are duly attested,
ii. the pages are machine numbered and none of the pages are missing,
iii. separate measurements for separate works are recorded,
iv. arithmetical calculations are correct and abstract of measurements are drawn at the end of the measurements,
v. the measurements are cancelled after passing the payment and the voucher number and date under which the payment is made is kept recorded under the passing order.
vi. the measurements are checked by the Range Forest Officer / Divisional Forest Officer before payment.

29.04.06.03 Contractors' and Disbursers' ledger

A bound ledger in MFM Form 17 is required to be maintained in divisional and where necessary, in range offices, for all accounts with disbursers. On the debtor side of the ledger, payments by way of forest advances made to the disbursers are required to be entered; while on the creditor side, the amount of the bills passed i.e. the amount of the account of the advance rendered by disbursers and also the sums repaid by them in cash, are required to be entered. The pages in the ledger are to be machine numbered and an appropriate index to the accounts it contains is required to be made at the beginning of the ledger. Only one account is required to be opened for a disburser and each item entered in the cash book under "Forest Advances" is required to be posted in the ledger. On receipt of an account supported by requisite vouchers for the work done or expenditure incurred the amount of the account rendered by the disbursers is set off against the amount due from the disburser, as shown in his account in the ledger. Thus the ledger account depicts running account of the disburser from which the amount due by him or due to him can always be ascertained easily. The balance of advances shown as outstanding against a disburser at the commencement and close of each month in the Divisional disburser's ledger should agree with the opening and closing cash balance in the cash account of the subordinate/disburser.

The abstract of the disbursers ledger for March in each year should be accompanied by :-

(a) a consolidated acknowledgment by the Divisional Officer testifying to the correctness of the total balances outstanding against disbursers at the end of the account year;

(b) a brief explanatory statement showing, in respect of each account in the abstract containing items outstanding for more than 12 months, (i) Year of payment and the outstanding balance of each such item at the end of each year beginning from the year of payment, (ii) the circumstances in which it has remained unadjusted and (iii) steps taken with a view to early clearance of the item.

Audit Checks :-

It should be seen in audit of disburser' ledger that :-

i. The abstract for March in each year is supported by the brief statement explaining the circumstances in which each item outstanding for more than 12 months had remained to be adjusted and the steps which have been taken with a view to its early clearance.
ii. The closing balance has been worked out after duly observing relevant rules and orders for clearance of the items constituting the closing balance,
iii. The outstanding balances which are not cleared within a reasonable period should form the subject of special enquiry.
iv. When the balances due are made up of more than one item, the details of the items making up the balances are given by the Divisional Officer in the column for "Remarks".
v. The details of the sums disallowed by the Divisional Officer in the account either permanently or temporarily are correctly carried forward while closing of the ledger account every month.
vi. The sums disallowed permanently from the disbursers accounts are recovered expeditiously.
vii. The sums which are temporarily disallowed are charged to the account after receipt of suitable compliance from the disburser and on specific orders of the Divisional Officer.

29.04.06.04 Correction of errors

Rectifications of errors in the accounts are to be made by proposing transfer entries. Errors in account broadly fall under the following categories.

(a) When an item of forest revenue is credited to a wrong sub- head/major head.
(b) When an item of forest expenditure is debited to a wrong sub- head/major head.
(c) When there is any error in debiting or crediting debt, deposit, remittance heads transactions.

If such errors are discovered before the close of the month's accounts, the error can be corrected by drawing the pen through the incorrect entry and

inserting the correct one in red ink between the lines under the dated initial of the Divisional Officer.

If the error is discovered after the close of the month's accounts, but before the accounts of March supplementary are closed, correction may be made by making a transfer entry in the book. If the error is after the supplementary are closed, the matter should be reported to the Accountant General (A&E) who would deal with it suitably and advice the Divisional Officer the corrections, if any, to be made in his account.

Audit Checks

During audit of transfer entries it should be ensured that the transfer entries are made for rectifying clerical errors or are based on specific orders of the controlling officer. In no case, the transfer entries be made by debit to a service head and credit to Deposits for avoiding lapse if budget grants.

29.04.07 Accounts of timber and other forest produce

29.04.07.01 The standing growth in the forests is often designated as forest capital. Forests are worked either departmentally or through the forest Labour Co-operative Societies. In the case of working on departmental system basis the stage at which the timber is converted into money is the receipt of the produce in the sale depot established for such purposes. It, therefore, becomes necessary to maintain accounts of timber from the stage of felling to the stage of disposal and delivery of timber/firewood to the purchaser. In the case of timber each piece of log has to be accounted for in such a manner as to enable its identification possible at any stage during its handling from felling to sale depot. This necessitates maintenance of Several Registers.

Under the system of Government working, two classes of depots are required to be established:-

(a) Forest depot / Coupe Depot.
(b) Sale depot.

29.04.07.02 The forest depots are established to receive timber and other forest produce obtained from working of the coupes.

Normally sales are not made from the forest depots. All such material before reaching at forest depot and on its dispatch from there is required to be shown in the "Felling Register". From each forest depot a monthly return in prescribed form has to be submitted to the Divisional Officer with a copy to the Range Officer and the receiving unit. The Divisional Officer is expected to carry out frequent comparison between the work actually done in the forest and the entries in the Felling Register and between the Felling Register and the monthly returns.

29.04.07.03 **Sale depots-** Timber and other forest produce obtained from silvicultural operations and other methods are received in the sale depot for their ultimate disposal. In each sale depot, a Register of Receipts **MFM Form 25** has to be kept to enter details of the forest produce as it arrives in the sale depot. A Register of disposal **MFM Form 26** to show all stock sold or otherwise disposed of is also required to be kept. All logs and scantlings on reaching a sale depot are required to be measured and marked with distinct serial numbers or marked in such a manner as may be ordered by the Conservator of Forests. The number of logs and scantlings, their measurement with their distinct serial numbers must be entered daily in the Register of receipts as they are taken charge of. A return in **MFM Form 27** on receipts and issues of timber and other produce in deposits has to be submitted monthly from each sale depot to the Divisional Officer. A summary of these returns is to be prepared by the Divisional Offices and submitted to the Chief Conservator /Conservator of forests every month. While preparing the summary, similar produce are to be grouped together, and the numbers and quantities are to be totalled separately. The stock at each sale depot is required to be counted periodically and the Depot books are balanced at the time of physical counting. A report on the physical counting is also required to be submitted to the Chief Conservator of Forests. Timber used for departmental works like buildings, rest houses etc. is to be properly accounted for in (**MFM Forms 20 to 29**) as the case may be and the full value thereof is required to be debited to the work concerned.

Audit checks:-

It should be seen in audit of accounts of timber and other forest produce that:-

i. The closing balance of the previous months are correctly brought forward as the opening balances of the succeeding months.
ii. The outturns shown in **(MFM Forms 20 and 21)** are traced in the receipt column of the form of 'Timber account'.
iii. The outturns from illicit fellings are traced in **MFM Form 27.**
iv. The quantity of material used in departmental works as accounted for in **MFM Form 29** is traced in the issue columns of **MFM Form 27.**
v. The transport of timber and other forest produce from one forest depot to another is correctly shown as receipt by the particular forest depot.
vi. The sale of timber and other forest produce is traceable in the bill book **MFM Form 4** and cash book (Cash Receipts).
vii. The closing balance are correctly struck.
viii. Sanction of the competent authority is obtained for timber and other produce shown as written off.

ix. The arithmetical calculations are correct.

x. The Register in **MFM Form 28** maintained in Divisional Office should be checked with **MFM Form 27** received from the Range and it should be seen that there are no discrepancies between two sets of records. The entries recorded in the Register showing details of timber and other forest produce credited in the depot return **MFM Form 28.** should also be compared with the corresponding entries in a few selected registers of depots i.e. the account kept in **MFM Form 25.**- Register of receipts and **MFM Form 26.** - Register of disposals.

xi. It should also be seen that periodical verification of the stocks at depots have been carried out and the depot registers are duly closed and balanced.

xii. There should be no delay in submitting **MFM Form 27.** by the Range Officer to the Divisional Officer. Abnormal delays in submission of the **MFM Form 27.** should be examined in detail for suitable comments in the Inspection Report.

29.04.07.04 **Accounts of stores, tools and plants** All forest officers including the controlling, divisional, range, round and depot officers are required to maintain a register of stores, tools and plant. All articles acquired by purchase or otherwise are required to be entered in the register Articles such as books, stationery and other articles supplied for consumption are, however, not required to be entered in the register. The register should be permanent and should contain an index to the articles on the opening page of the book. Head of each office is responsible for taking stock annually, by comparing the actual stock with the entries in the dead stock - register and record a certificate to that effect.

Audit Checks :- During audit of accounts of stores and stock kept in any forest office, it should be seen that the departmental regulations governing purchase, receipts and issue, custody, condemnation, sale and stock taking of stores are well devised and are properly carried into effect. It should be generally seen that:-

(a) The purchases are properly sanctioned and are made economically and in accordance with rules and orders made by competent authority. (Viz Maharashtra Contingent Expenditure Rules, 1965).

(b) When stores are purchased from contractors, the system of open competitive tenders is adopted and that the purchase is made from the lowest tender unless there are recorded reasons for accepting the higher tender.

(c) The rates paid agree with those shown in the contract or agreement made for the supply of stores.

(d) The certificates of quality and quantity are recorded on the supplier's bills by the passing and receiving Governments Servants before claims are paid.

(e) The proposals of purchase have not been split up so as to avoid the necessity for obtaining the sanction of higher authority required with reference to the total amount of the order.
Cases of un-economical purchases and loss which may be clearly and definitely attributed to the defective or inferior nature of the stores which were accepted and certified to be satisfactory in quality could be reported to Government.

(f) The account of receipt of stores, issues and balances are properly kept and the entries are attested by responsible officer. It should be seen that the issues are supported by requisitions and indents approved by proper authority and by proper acknowledgment of the recipients.

(g) There is no unnecessary accumulation of stores which may lead to locking of capital.

(h) The sanctions to write off are accorded by competent authority.

(i) the unserviceable stores are sorted out periodically and action is taken for disposal of unserviceable, surplus and obsolete stores in accordance with the procedure prescribed by Government in this behalf.

29.04.08 Forest Nurseries

29.04.08.01 Forest nurseries are of two categories

1) Permanent and 2) Temporary nurseries.

Permanent nurseries are centrally located and conveniently situated for supply of seedlings for plantations on large areas. They usually have permanent establishment of mali, forest guards and labour force. The compliment of machinery, fencing irrigation facilities etc. are also usually provided. Temporary nurseries on the other hand are established for a specific period in the plantation area with the sole purpose of supplying root shoot cutting, supplying seedlings for casualty replacement and to supplement the planting stock.

29.04.08.02 List of Records to be Maintained

a) Nursery register :- This register should contain details of location of the nursery, Name of the Division, Name of the Range, total area under the nursery, date of establishment, types of seedlings raised, number of beds, progressive expenditure, account of seedlings raised and supplied for various plantation.

b) **Bed register :-** One or two pages may be allotted to each bed to record its number and various operations performed. The operations would include date of formation of bed, manures and fertilizers added, quantity of seeds sown, name of species, number of seedlings raised, dates of Weedings, Working of the soil transplantation of seedling to other beds etc. The register should also indicate count of Seedlings which is to be taken in months of October, January and June.

c) **Tools and plants register :-** Tools and plants required for the nursery are of various types. The register should contain details of such articles.

i. **Nursery board :-** A board of 2m x 1.2m size giving particulars of the nursery should be prominently displayed at the entrance of the nursery.

ii. **Bed boards :-** Small sized boards (15 cm x 10 cm) at the head of each bed showing serial numbers of the bed, species the seedlings should be displayed.

iii. **Diesel pumps/Electric pump.**

iv. **Watering pipes.**

v. **Germination boxes.**

vi. **Sieves, wire meshes etc.**

Audit checks on the accounts of the nurseries

It may be seen in audit that :-

i. Requisite estimates are prepared for different operations required for raising seedlings in nursery and that the estimates are approved by the competent authority based on the proposed plantation programmes.

ii. Fertilizers, Insecticides, seeds and other items required for raising of seedlings are procured after observing prescribed procedures and that the purchases are made through approved dealers.

iii. Stock accounts of the items procured are neatly kept and perishable/Chemical items are put to use before the expiry dates.

iv. Germination tests are carried out on seed before finally accepting the supply and material not meeting the required standards is rejected.

v. The seeds are subject to pre-sowing treatments and are sown only after such treatment.

vi. Quantity of seeds sown is not more than required and wastage are minimized.

vii. There are no deviations from the approved estimates and in case of deviations they are covered with proper authority.

viii. Stock account/survival count of the seedling is maintained and issues made with proper authorization.

ix. Old and over mature seedlings are not allowed to remain in the nursery.

29.04.09 Local audit of forest divisions

29.04.09.01 Central audit conducted by the audit staff at the headquarters of the Accountant General (Audit) is based on the accounts rendered by the Departmental Officers to the Accountant General (A&E) and also on the basis of copies of sanctions, orders etc. endorsed to the Audit Office. Major portion of the original records based on which the sanctions, orders etc. are issued are retained in the offices in which they originate. To enable the Comptroller and Auditor General of India to assure himself of the accuracy of the original data on which the accounts of the Government are based, he has the authority under section 18 of the CAG's (DPC) Act, 1971, to inspect any office which is responsible for keeping initial and subsidiary accounts, call for any accounts, books papers and other documents which are relevant to the transaction, put such questions and call for any information as he may require for the preparation of any report which is his duty to prepare.

29.04.09.02 **Primary objects of inspections are**

(a) To see that the initial accounts from which the accounts rendered by departmental officers are compiled or on which they are based are properly maintained in the prescribed forms and that financial rules and orders are being carried out;

(b) To test the degree of care exercised by the departmental authorities responsible for keeping the accounts over the accuracy of original records.

Besides this, in local audit of accounts, a test audit of vouchers which are not audited in central audit and a test audit in sufficient detail to verify the accuracy and completeness of accounts according to the prescribed rules for the audit of expenditure and receipts of the Union/State is also carried out. Forest revenue being the one of the main sources of revenue of the state, accounts of revenue realization, remittances and refunds are also subjected to detailed checks.

29.04.09.03 In Maharashtra, the work of local audit of accounts of forest divisions has been divided mostly on a regional basis among the Principal Accountant General (Audit)-I, Mumbai and the Accountant General (Audit)-II, Nagpur. The Nagpur Office has been entrusted with the work of scrutiny, approval and issue of Inspections Reports on the accounts of Forest

Divisions located in the entire state. The inspection work, however, is allocated as under :-

(a) Inspection of Forest Divisions located in Dhule, Jalgaon, Nandurbar and Nasik Districts is conducted by the Nagpur Office in addition to the Inspection of Forest Divisions located in Marathwada and Vidarbha areas of the state.

(b) Inspections of Forest Divisions located in the Konkan Region and the Western Maharashtra Region are conducted by the Mumbai Office and the draft reports are sent to Nagpur Office for scrutiny, approval and issue.

(c) Forecast for inspection of Forest Divisions in the ten districts of Western Maharashtra, excluding Dhulia, Jalgaon, Nandurbar and Nasik districts, is to be sent in January each year by Nagpur Office to the Mumbai Office for incorporation in the yearly local audit programmes.

(d) Mumbai office is required to send a copy of the local audit programmes in advance to the Nagpur Office to enable the Nagpur Office to send required documents to the field parties before commencement of the local audit.

(e) Weekly tour diaries, Travelling allowance claim etc. should be sent by the local audit parties to the respective office to which they belong.

(f) Supervision of the Audit Officer on the field party is to be provided by the respective Office. However, at the level of the Group Officer, the supervision of the inspection of Forest Divisions in the entire state would be with the Nagpur Office.

29.04.10 Norms for taking up of audit of Forest Division

29.04.10.01 Forest Department is a revenue earning department and contributes sizeable revenue to the state exchequer. Therefore, besides audit of expenditure, emphasis is also laid on audit of revenue receipts. With a view to intensifying the audit of revenue receipts Accountant General II, Maharashtra Nagpur vide his orders dated 26-02-1977 had approved categorization of the Forest Divisions on the basis of their revenue collection, for providing supervisions of the Gazetted Officer.

Sr.No.	Category of the Forest Division As per the orders of A.G.	Party days to be provided	Extent of Super vision	Composition of Party personnel
1	Revenue earning of more than Rs. 150 lakhs.	15	100%	Two section officers, One Auditor
2	Revenue earning between Rs. 75 and Rs. 150 lakhs.	12	100%	As above
3	Revenue earning between Rs. 50 and Rs. 75 lakhs.	10	100%	As above
4	Revenue earning Between Rs. 25 and Rs. 50 lakhs.	8	33.33 % to 50 %	One section Officer, Two Auditor
5	Revenue earning of less than Rs.25 lakhs	6	33.33 % to 50 %	-"-

29.04.10.02 Besides these norms, the norms for regulation of party days for public works inspection circulated by the Headquarters office vide General Circular No. 117-TA II/1980 circulated under No. 1116TA II/34-81 dated 21-09-1981 are also made applicable for preparing the forecast for audit of Forest Divisions. Further, headquarters office vide DO No. 770-TAI/117-74 dated 7-9-74 had issued instructions to the effect that the audit of Public works Division should be on annual basis. These norms are also made applicable to the audit of Forest Division. Similarly, for audit of the accounts of conservators of Forest and other administrative offices of the Forest Department periodicity of audit and mandays/party days to be provided are adopted as per periodically prescribed under Principal Accountant General, (Audit) I, Bombay's No. CAX/CGN -11/Vol II/854 dated 3-9-1993.

Party days as per Headquarters Circular No. 117-TAII/1980 dated 21-09-81.

Sr. No.	P.W. Division	Forest Division	Party Days
1	Survey,investi-gation design, Research, quality control	Working plan, Evaluation & Nationalization, Education, Research etc.	5 days
2	Works Division with works expenditure	Forest Division with works expenditure	
	(a) Up to Rs. 80 lakhs	(a) Up to Rs. 80 lakhs	8 days
	(b) Above Rs. 80 lakhs & Upto Rs. 120 lakhs	(b) Above Rs. 80 lakhs & Upto Rs. 120 lakhs	10 days
	(c) Above Rs. 120 lakhs and upto Rs. 200 lakhs	(c) Above Rs. 120 lakhs and upto Rs. 200 lakhs	12 days
	(d) Above Rs. 200 lakhs and upto Rs. 250 lakhs	(d) Above Rs. 200 lakhs and upto Rs. 250 lakhs	14 days
	(e) Above Rs. 250 lakhs and upto Rs. 300 lakhs	(e) Above Rs. 250 lakhs and upto Rs. 300 lakhs	15 days
	(f) Above Rs. 300 lakhs	(f) Above Rs. 300 lakhs	16 days
3	Chief Engineer's Office	Principal Chief Conservator of Forests, Chief Conservator of Forests	5 days
4	Superintending Engineer	Conservator of Forests	3 days

Periodicity and mandays based on contingent expenditure for Direction/Administrative Offices as per Pr. AG(Audit)-I, Bombay No. OA I/CGN-11/Vol.II/854 dated 3-9-93.

Sr. No.	Annual contingent expenditure	Periodicity	Minimum mandays to be provided
1	Rs. 10 lakhs and above	Annual	30
2	Above Rs. 5 lakhs and upto Rs. 10 lakhs	Biennial	18
3	Above Rs. 1 lakhs and upto Rs. 5 lakhs	Triennial	15
4	Below Rs. 1 lakhs	Quinquennial	12

29.04.10.03 Audit Planning

Early in January each year, a plan for the local audit inspection of the Forest Divisions/Administrative Offices during the ensuing financial year is drawn up based on the above norms and also based on the availability of personal /parties. This plan, in the form of annual programme, as approved by the Accountant General is split up in quarterly programmes for the various inspecting parties. Copies of the programme of local audit are required to be sent to the administrative department concerned in addition to the units proposed to be audited.

29.04.10.04 Data Bank

Headquarter Section is required to build up a data bank containing documentation on reports of various committees, study reports, plan and budget documents, news-paper and journal clippings etc. for conduct of the audit of accounts. A register of special points for inspection is also required to be maintained. Each Division and Administrative Office is to be assigned separate folios wherein all points requiring local investigation at the next inspection of the Division would be entered.

29.04.10.05 Documents to be Supplied to the inspection Party

Headquarters Section is required to supply following documents to the inspection party for smooth conduct of audit of accounts of the Division :-

(a) A complete set of audited accounts of one month (Vouchers and Accounts) selected by the Group Officer for detailed scrutiny.
(b) Details of additional month selected for check of arithmetical accuracy and check of Travelling Allowance bills and details of Range accounts to be checked.
(c) Foils of paid cheques relating to the selected month for detailed scrutiny.
(d) Details of special points for detailed investigation in local audit.
(e) Previous Inspection Report and Test Audit Note files.
(f) Copy of duty list and title sheet. These documents are required to be sent in advance to the field party so that they are available to the party on the day of commencement of the audit.

The inspection of the accounts may include the following item of checks.

(a) Complete vouching of Cash book entries for the selected month with reference to the vouchers sent from the Headquarters Section.
(b) An examination of the general cash arrangement of the Forest Division and the financial control exercised by the Divisional Officer.
(c) Examination of the contractor's/disburser's ledgers.

(d) Scrutiny of vouchers retained in Division which are not submitted for central audit.
(e) Examination of initial accounts, such as Muster Rolls etc.
(f) General examination of the arrangement for the custody of Money value passes, permits, Musters Roll etc.
(g) General review of the accounts of the Division for the entire period under audit.
(h) Tracing of receipts in cash book and remittance thereof into treasury.
(i) Check of Service books and leave account of Staff whose name do not appear in the pay bill and also of the regular establishment.
(j) Check of initial accounts of works with reference to measurement books.
(k) Check of quantity accounts of timber and other forest produce.
(l) Check of CPF accounts of class IV Government servants.

29.04.11 Duty List

Items to be checked by the Inspecting Officer, Astt. Audit Officer/Section Officer and the Auditors are as under -

Items of Work to be done by the Inspecting Officer

The Inspecting Officer should devote his personal attention to all the items of work on the items specified in para 6.1.5 of MSO. He should also personally carry out the following of work.

(1) Review of all regular contracts and of percentage of other agreements made since last inspection, Examination of Correspondence with the higher authorities in connection with the contract, rates sanctions etc.
(2) Review of the Banking arrangements to see that they are generally satisfactory. It should be seen in particular :-
    (a) In whose custody the current cheque books are kept and bywhom cheques are filled in.
    (b) What stock of Blank cheque books and Receipt books is in hand where the books are kept and what accounts are kept. The Balance of book in stock should be verified.
    (c) Whether the certificate of account of cheques is duly recorded by the drawing office on each cheque book.
(3) Review of the balance of stock, system of acquisition and verification of stores.
(4) Review of the cash books on the lines of provision contained in Section VI of MSO (Audit) including a review of the arrangements of the custody of the cash and of withdrawal of money from the chest.
(5) Review of implementation of the working plan, marking of coupes for exploitation, departmentally worked coupes allotted to FLCS, out turn from working of coupes, coupe completion reports, reports on deviations from working plan.
(6) Review of the following Registers and Accounts (the nature and extent of check being left to the discretion of the Inspecting Officer).
    (a) Muster Roll.
    (b) Deposit Register.

(c) Register of rents of buildings and lands.
(d) Establishment work.
(e) Monthly account.
(f) Register of demands of revenue and outstanding of revenue.

(7) Miscellaneous items of work, namely :-
(a) Review of the Inspection Report of the Conservator and the Divisional Forest Officer.
(b) Review of the Irregularities noticed at the previous Inspection.
(c) Review of the extent to which instructions and order previously issued and noted for compliance are being observed in practice.

(8) Verification of :-
(a) Security Bonds of the Head Clerk, Range Forest Officer etc.,
(b) Register of G. P. Notes deposited for safe custody.

(9) General Examination of :-
(a) Government Securities.
(b) Accountant Generals circular file and code books.

(10) Review of the accounts of Receipts taking a test check of at least one month's receipts and General examination of the system of relizing and accounting of Forest Revenue in the Divisional inspected.

(11) Scrutiny of transactions relating to allotment of coupes to Forest labour's Co-operative Societies with special reference to revised formula prescribed by Government (No. FLC/1058/1123-E(II) dated 03-12-1969).

(12) review of general maintenance of accounts record with special reference to C & A.G.'s confidential D.O. letter No. 3405/Admn.III/479-60 dated 05-12-1960.

Items of Work to be done by the Section Officer/Asstt. Audit Officer

(1) Examination of Register of works.

(2) Scrutiny of transfer Entry Memos selected by the Inspecting Officer.

(3) General examination of the contractors and Disbursers ledger and methods of safeguarding financial interest of Government.

(4) Extract of items outstanding in the Register of stock for over one and half years unused or partly used.

(5) Printed Return of Buildings.

(6) Forest Deposits.

(7) General Examination of the following Registers etc.
a) Register of lands leased out.
b) Register of lands demarcation.
c) Register showing the details of forest produce credited for which contractors were paid.
d) Register of free grants.
e) Register of produce removed by right holders.
f) Register of live stock.
g) Register of Forest produce seized and disposed of.
h) Register of Stationery.
i) Register of fixed charges and Misc. sanction
j) Capital and revenue account of Buildings.
k) Stock account form.

(8) (a) Receipt side :-

i) Receipt book of counter foils.

ii) Entries from the payments side in respect of deductions from bills.

iii) Corresponding entry for cash drawn from the Treasury in the cash book and remittance book with the challans etc.

(b) Payment side :-

i) Counter foils of cheques.

ii) Paid cheques.

iii) Paid bills received from the Audit Office.

iv) Examination of Interest bearing securities.

Item of Work to be done by the Civil Auditor

(1) Check of the cash book for the selected month.

(a) Receipt side :-

i) Receipt book of counter foils.

ii) Paid bills received from payments side in respect of deductions from bills.

iii) Corresponding entry for cash drawn from the treasury, in the cash book and remittance book with the challans etc.

(b) Payment side :-

i) Counter foils of cheques.

ii) Paid cheques.

iii) Paid bills received from the Audit Officer.

iv) Examination of Interest bearing securities.

1) To verify all the interest bearing securities on hand, the accounts, shown with that in the register and the acknowledgement for these returned after last annual account last audited at the time of inspection.

2) To see that all securities first entered in the Register of Deposit or the Register of Miscellaneous recoveries find place in the Register.

3) Examination of receipt in (1) to see that they are in proper from and that they are given by the competent persons.

Note :- These checks when completed should be brought to the Inspecting Officer, for checking them.

v) Complete checking of pay and T.A. bills sent by the audit office for audit, festival advance bills for one selected months are to be checked. It should be examined whether the pay and T.A. claims are thoroughly scrutinized before submitting the bills to the Divisional Forest Officer.

(2) Check of leave accounts of Government servants beyond the age of 53 and scrutiny of leave account with the service books. Check of leave accounts and initial pay of Forest Guards etc. whose name are not shown in the pay bills.

(3) Examination of (1) Register of Duplicate keys (2) Register of appropriation and (3) Register of contingent expenditure.

(4) Verification of credits in the Register of Revenue.
(5) Verification of stamp account.
(6) To verify that contractors are paid by cheques drawn only on Treasuries in Jurisdiction of the D.F.Os. as stipulated in their contracts.
(7) To check whether the register showing the monthly adjusted items under Forest remittances is maintained and whether the steps taken to clear these items are adequate.

29.04.12 Inspecting Officer's Report

The results of the inspection and local audit should be set forth in the following parts of the Inspection Report. Separate Inspection Reports for Revenue Accounts and Expenditure Accounts are required to be issued.

Part-I :A Introductory :-In this part, the dates and period of inspection of the accounts, details of administrative inspection carried out by the Controlling Officer and the details of the inspection of accounts of the subordinates carried out by the officer in charge of the office are to be incorporated.

Part-I :B In this part, details of the objection from previous inspection reports, which are to be complied with by the department, are to be incorporated after reviewing and updating the observations, where ever necessary.

Part-I :C In this part, the persistent omissions which are of procedural nature such as overwriting in cash book, delay in reconciliation of figures, non-maintenance of essential records etc. should be incorporated

Part-II :A This part relates to the findings of the Current Inspection. Omission/irregularities which are likely to materialize into draft paragraphs of the Audit Report should be included under this section.

Part-II:B This section would consist of irregularities which though not major are to be brought to the notice of the higher authority for compliance.

Part-III:C For this part, a Test Audit Note should be prepared in duplicate to incorporate all observation of minor nature which are not settled on the spot and which are not included in part II of the report. This Test Audit Note (TAN) should be handed over to the head of the office on the spot for complying with the remarks before commencement of the next local audit. Brief mention about this position is to be made in Part III of the report.

The inspection report should be based on the replies to the preliminary observation/Audit queries/ Half margin memo addressed to the Divisional Officer Replies to the audit queries should be obtained well in time before conclusion of the audit, should be scrutinized and replies/observations which merit inclusion in the draft Inspection Report and the Test Audit Note should be marked for doing so.

As a rule trivial matters which can be and have been set right on the spot or are of no consequence to the finance of Government, need not be mentioned in the report. However, it may be apt to mention the type error or irregularity with one or more instances, so that remedial action could be initiated by Government. It is desirable that

statements and figures in relation to any defects or irregularities discovered should be based on clear documentary evidence. It is not sufficient to quote the rule or the order violated; the actual or possible effect of such violation on the actual or possible effect of such violation on the financial interests of government should be explained clearly. The Inspection Report should be completed before the conclusion of the audit and should not be signed by the Inspection Officer until the officer in charge of the office has been given opportunity of reading and discussing the draft report.

29.04.13 Carrying forward of outstanding observations of old Inspection Reports

Settlement of outstanding paragraphs of previous Inspection Report is one of the important duties of the Inspecting Officer. Latest position in respect of all outstanding objections should be ascertained in writing from the head of the office and verified with reference to the original record maintained by him. Compliance to the objections, which have been marked by headquarter section for verification should be verified with the relevant record to ensure that adequate action has been taken to set right the irregularities pointed out by audit. All objections which have been fully complied with should be proposed for deletion from the Inspection Report concerned. (According to the procedure in vogue, paragraphs which have been proposed for closure/deletion should be carried forward/copied under Part-I (B) of the report with appropriate remarks regarding proposed deletion. Final closure of the paragraphs is to be done in Headquarters Section under the orders of the Group Officer). The paragraphs which can not be proposed for deletion should be shown as outstanding with suitable comments relating to their pendency.

29.04.14 Processing of the Draft Inspection Report in the Headquarter Section

The Draft Inspection Report should be sent to headquarter section (Addressed by name to the Group Officer) immediately after conclusion of the audit. Following time schedule is required to be adhered to for processing the report.

1)	Form receipt of the draft inspection report in Head Quarter Section (From last day of audit)		7 days
2)	For Editing/Approval		
	a) By auditor	2 days	
	b) by So/AAO	7 days	16 days
	c) by BO/GO	7 days	
3)	For typing		4 days
4)	For comparing the typed copies and issue		3 days
	Total		30 days

The Draft Inspection Reports should be examined and edited before they are sent to the Divisional Officer/Department. Observations which are not in order or which do not conform to the Rule/Orders should be expunged or modified and those which are not considered to be of sufficient importance should be transferred to Part III i.e. Test Audit Note and issued as Supplementary Test Audit Note to the one already issued by the party on the spot.

Fair and typed copies of the Inspection Report should be forwarded to the Divisional Officer in forms SY 211 and SY 212 with suitable headings and by providing separate columns for recording against each paragraph of the report, replies of the Divisional Officer, remarks of the Conservator of Forests/Chief Conservator of Forests and final disposal by the Accountant General.

The Divisional Officer is required to return the report with his replies within four weeks through the Conservator of Forests/Chief Conservator of Forests. On receipt of the first compliance report (FCR), further replies/remarks are communicated to the Department. Important points which may merit mention in the conventional Audit Report are referred to Head of Department separately for his comments and also processed separately for their inclusion in the Audit Report as draft paragraphs.

29.04.15 Arrangement for Central Audit of Forest Accounts

Monthly accounts of Forest Divisional containing cash account and supporting vouchers therefor are received in the Forest Accounts compilation Sections (FAC) of the Office of the Accountant General (A & E). Expenditure/revenue figures incorporated in the cash accounts are posted in the departmental clarified/consolidated abstracts. Thereafter, schedules and vouchers relating to recovery of Motor cycle Advances, House Building Advances, Forest Advances, Remittance, Cheque drawn etc. are also transmitted to respective sections for their posting in Broad-sheets. On completion of the preliminary checks and postings in the abstracts/broad-sheets, the vouchers are handed over to the Central Audit Parties (CAP's) of the Audit Officer.

Central audit work is to be carried out every month by the CAP's in the Accounts and Entitlement Office. Immediately on receipt of the vouchers, the vouchers are listed category wise in a register for facilitating their selection for audit. On completion of the listing of voucher the Assistant Audit Officer in charge of the CAP would select random vouchers for review. After audit, voucher or accounts should be enforced in red ink with the work "Audited" over the initials of the person who conducted the audit. If any objection is taken in audit of a voucher or to any item in a schedule or other account, a note of the objection should be recorded thereon in red ink in sufficient detail to make it readily understandable. Amount admitted/objected should also be recorded on the voucher. Similarly review of voucher is also to be done by the Asstt. Audit Officer simultaneously on completion of the audit by the auditors. The Central Audit Support Sections (CASS) would render assistance to the CAP's in performing their duties efficiently by supplying relevant sanction files along with important points to be seen in central audit by the CAP's when the CAPs audit the accounts. After completion of the audit and review of the accounts and vouchers, the CAP will forward the selection Register, the audit completion certificate and the audit notes (in triplicate) to the concerned CAS Section. This Section will, thereafter deal with the audit notes and all subsequent correspondence. After scrutiny and editing of the audit notes, the CAS Section will send them to the Divisions concerned. Replies to the audit notes will be received in CAS section and suitable action for closure or referring the point for local audit etc. will be taken by the CAS Section. In exceptional cases verification of replies can be got done through the CAP concerned.

The accounts of receipts and payments which are rendered by the Divisional and other officers of Forest Department should be checked to see that :-

(a) All items of receipt and charges are entered in detail in the said account.

(b) Charges have been incurred with reference to sanctions and allotments therefor and advances and recoverable payments are covered by proper authority.

(c) The certificate as recorded on the monthly cash account should be checked to see.

  (i) Cash recoveries of service payments have not shown as separate items in the cash account.

  (ii) Refunds of forest revenue have been accounted by deduction from revenue in cash account.

  (iii) The receipts and recoveries on capital account have been deducted from expenditure under "4406-captial outlay on Forestry and Wildlife" in the cash account.

(d) All vouchers in support of payments should be checked in the same manner as payment vouchers received from treasuries.

(e) Works and Conservancy charges should receive special attention and it should be seen that the requisite sanction exists and that it has not exceeded without proper authority. When expenditure on a work is spread over two or more months, the total expenditure, up to date, should be watched against the sanction. Works forming parts of a single scheme even though sanctioned piecemeal may be grouped together to ensure that the whole scheme has received the sanction of competent authority and that the aggregate expenditure does not exceed sanctioned amount. Charges booked under "Establishment" may be subjected to normal rules and procedures of audit relating to normal rules and procedures of audit relating to such charges.

(f) The charges are correctly classified to "Capital and "Revenue" with reference to the monthly list of sanctions received from the conservator.

(g) Vouchers are in the prescribed form and are in original. They are duly receipted by the payee,. A brief abstract is given in the authorized official language under the signature of the drawing officer and the sub-vouchers contain notes of dates of payment.

(h) The vouchers are numbered with reference to their numbers in the list of payments or other accounts as the case may be.

(i) Details work up to the totals and totals are given in words as well as in figures.

(j) Vouchers bear pay orders signed by the concerned disbursing officer.

(k) Vouchers are stamped "Paid".

(l) There are no erasures and that any alterations in the total are attested by the officer concerned.

(m) Revenue stamp of appropriate value is affixed where the net amount paid is in excess of Rs. 500/- and they are punched.

(n) Copies of sanctions attached to the vouchers are certified by the sanctioning officer or by an authorized Gazetted Officer.

(o) Fund and Income tax deductions have been made wherever necessary.

(p) No claims relating to pay and allowances not claimed within one year (or such other period as may be prescribed in this behalf) of its becoming due have been paid without the sanction of Accountant General (A & E) where the rules of the Government so prescribe.

(q) Vouchers and other documents which are not received with cash account should subsequently be audited as they had not been received at the proper time.

(r) In cases where certificates of payments are received in lieu of lost vouchers or payee's receipt they should be, as a special case, audited in detail in the same way as the original voucher even if they are not selected for audit.

(s) In respect of classification of expenditure recorded on voucher it should be ensured that :-

(i) Major, Minor and detailed heads of accounts as noted in the paid vouchers selected for audit are authorized heads.

(ii) The expenditure has been classified as per the provision made in the annual financial statement approved by the State Legislature.

(iii) The expenditure which should have been charged to the consolidated fund of the State has not been classified as voted or vice-versa.

29.04.16 Duties of the personnel in CAP for Forest Accounts

Duties assigned to the personnel of CAPS for audit of forest accounts are as under

(1) Assistant Audit Officer

(a) Overall supervision and co-ordination of work of the audit parties.

(b) Selection of vouchers for audit and review

(c) Check of classification of vouchers for amount over Rs. 50,000/-.

(d) Audit of voucher for amount over Rs. 50,000/-

(e) Review of vouchers audited by Sr. Auditor/Auditor.

(f) Recording pass order on monthly accounts.

(2) Senior Auditor/Auditor

(a) Audit of classified abstract of revenue and expenditure.

(b) Audit of contractor's and disbursers ledger.

(c) Audit of works and contingent bills up to Rs. 50,000/-

(d) Audit of T.A. and L.T.C. bills.

(e) Audit of Medical reimbursement claims.

(f) Audit of grant-in-aid bills.

(g) Audit of refund bills.

(h) Audit of Transfer entries.

(i) Any other routine work entrusted by AAO.

(j) Audit of estt. bills of Non-Gazetted Staff.

(k) Audit of bills of advances to Government Servants.

(l) Listing of vouchers for selection for audit/review.

[Authority :- Section-III Chapter-I Section IV Chapter V and VI of MSO (Audit)]

Notes

CHAPTER 30
ANNUAL FOREST DEPARTMENT BUDGET ESTIMATES

30.01 Introductory Provisions as per Maharashtra Budget Manual

All matters concerned with the preparation, consolidation and submission of the budget estimate are governed by the provisions of the Maharashtra Budget Manual, F.P.VI. The following supplementary instructions are laid down for the preparation of the forest budget estimate and for enforcing the rules.

30.02 Principles of Government Budgeting

The budget is prepared for the one year and the appropriation in the same cannot be carried forward. Budget should be comprehensive in all respect containing history, details of programme and proposed activities. It should contain precise specifications given clearly. Budget demands must be presented in gross terms. It should be accurate and based on actual. The funds authorized (allotted) should not be diverted to other services. The budget should be periodically reviewed and corrective action taken in the interest of implementation of the programme. Receipts for budget consist of Tax and Non - Tax revenue (interest, dividend and departmental receipts).

Estimate of expenditure is framed for total period required indicating the year wise break up at different phases, position regarding availability of land, material, machinery, foreign exchange, personnel, etc. It is framed from resources obtainable from consolidated funds as well as reserve funds, public account. Expenditure from consolidated fund consists of 1) Revenue account 2) Capital Account and 3) Loan accounts. Expenditure from public account is incurred from available funds of provident fund, insurance and other reserve funds.

30.02.01 Estimates should generally be Gross

The gross transactions in the case of both receipts and expenditure under every major head of account should be shown separately. As an exception, refunds of revenue are deducted from gross collection and budget is prepared for net receipt.

30.02.02 Budget Calendar

The dates on which budget estimate, revised estimate etc. are to be submitted by the Administrative Department to the Finance Department have been prescribed in the Appendix 2 of Maharashtra Budget Manual Volume I.

[Annexure 30.01]

30.02.03 Forms of Departmental Estimates of Revenue and Expenditure

The selection forms for preparation of estimates of receipts and expenditure are given in para 30 of M.B.M Printed forms prescribed for the department are supplied to the estimating officers.

30.03 Different Parts of the Estimates

The estimate should be prepared in the following parts for each sub head, non plan and plan, new items etc.

a) Estimates of revenue.
b) Estimates of expenditure part-1 relating to fixed charges i.e. on account of salaries of permanent and temporary establishment, office expenses, rate, rent and taxes, motor vehicle for concerned detailed head.
c) Estimates of expenditure part-2 relating to entirely new objects of expenditure for which approval of the legislature is required to be obtained.

Preparation of Receipt Estimate– The Dy. C.F./ D.F.O. and other independent drawing and disbursing officers should prepare estimate of revenue in printed form and submit them to the C.C.F. /C.F. on 15th August. The C.C.Fs. /C. Fs. after carrying out necessary consolidation should submit the estimate to the P.C.C.F.(HoFF) on 15th September in quadruplicate. P.C.C.F.(HoFF) should send the same to R. & F. D. on or before 15th October in triplicate which will be forwarded to the Finance Department by 1st of November.

30.03.01 Part I expenditure on continuing scheme

The expenditure estimate is submitted in two parts. Part I estimates of expenditure on continuing schemes contains head, standing charges to be provided for in each detailed head separately in the prescribed form. The individual statements submitted by the heads of offices from which consolidated statements are prepared by the controlling officer, need not be submitted to the Administrative Departments. These estimates are forwarded to the Finance Department, by 1st of November.

30.03.02 Part II Expenditure on New Schemes

The estimates for new expenditure are submitted for such items which need specific fresh sanction of the Government. These are the items which were not provided in the past year and are required to be included in the ensuing budget. Such items are known as new items of expenditures. Specific sanctions of Legislature or the Government are necessary on such new items depending on the nature and magnitude of expenditure involved. The new expenditure may be on a new service either new form of services or a new instrument of existing services.

30.03.03 New Instrument of Services

Following monetary limits have been adopted in respect of new instrument of services:-

1) Minimum Annual recurring expenditure -- 2, 00,000
2) Minimum Annual Non recurring expenditure -- 20,00,000
3) Case including Recurring and non recurring expenditure -- 20,00,000
(Circular 1004/letter.no. 43/Budget-1/ dated: 23.8.2004.)

When the expenditure on new instruments of services is more than above limits, new items of expenditure should be processed. All new constructions should be included in Part II budget estimates.

30.03.04 Submission of Proposal for New Works

To enable the Finance Department to judge the general scope and the cost of new scheme, and outline of the scheme and estimate if the scheme is a new major work must be sent to Finance Department for examination. The detailed plan and estimates of work need not be shown to Finance Department when the block (rough) plans and

estimates are approved unless there is an increase of more than 10% of the cost over the cost shown in the rough estimate or there is a material deviation in the plan. A scheme work so approved by the Finance Department can then be approved administratively by the department proposing the expenditure.

Note: - The points which should normally be noted by the Head of Department and Administrative Department are–

a) In case of proposal for increase of staff or revision of pay, the number, rates of pay and allowances and the period if appointments are temporary should be given in details.
b) Proposal should be given in the form given in para 30 of M.B.M. Annexure `A'
c) The financial effect of the proposal both in the budget in which it is proposed to give effect to them and in subsequent years should be clearly brought out. A careful estimate of the whole cost involved after taking into account full implications of the proposal should be prepared.

30.03.05 The form and Date of Submission of New Item Proposals

The statement of new items proposed should be in the prescribed form. All new items which are finally approved by the Government for being included in the budget Memo should be shown with all the relevant details. Acceptance by the Finance Department of proposal for a scheme (or new item) does not constitute an authority for incurring any liability in connection with it till necessary provision is made in appropriate Act. Appropriate monitoring should be devised by administrative Department and controlling officer to keep watch on the progress of works and expenditure under plan scheme.

When schemes are implemented by stages in more than one year, items of new services are known as Section I New Item. Provisions required for execution of such schemes within the scope of sanction already accorded by the legislature are processed as Section II new Item. They are also processed within the monetary limits prescribed for Section I new Item.

Under exceptional circumstances, expenditure on new service not contemplated in the annual financial statement are proposed in the course of a financial year. They are accepted on a relative merit and urgency and processed as a single item. Funds are obtained by means of supplementary demands or as advances from contingency fund.

30.04 Preparation of Budget by Finance Department

Proposals for ordinary items of expenditure are not to be provided for in the budget. Such proposals are authorized by administrative department with the concurrence of the Finance Department, provided that the expenditure on them can be met by saving within the sanctioned grants.

30.05 Recurring Contingent Expenditure

The sanction from time to time, to establishment and the recurring contingent expenditure should be reviewed. A register of sanction should be maintained for fixed items of sanctions as well as for recurrent contingent expenditure. The estimates should be based on actuals taking into account only such receipts and payments expected to be actually realized or made during the budget year. Rules relating to the classification in the account and exhibitions of recoveries of the expenditure as receipts or as deduction from expenditure should be followed. The rules are mentioned in Appendix 42. M.B.M. Vol. I

30.05.01 Contingencies

Contingencies comprise of supplies and services and those charges incidental to the management of an office like purchase of ordinary books and periodicals, stationery. The estimates of this class are now classified under various object wise detailed heads such as office expenses, rents, rates and taxes, publication and should be provided in the respective objectwise detailed heads.

Note – The contingent expenditure of the forest department falls under the two categories 1) Non contract non countersigned contingencies (or audited contingencies) 2) non contract special contingencies. The average of actual of the preceding 3 years should not be accepted on these charges. As a matter of course, the details of the actual and required absolute minimum should be taken into account after sorting out the expenditure on items of the previous years. For petty constructions and repairs separate estimates should be given in the remark column for each class.

The estimates should be carefully sorted out to initial outlay on newly acquired forests, or the cost of first construction, procurement of equipment for the first time for the project etc.

30.06 Preparation of Plan Estimate

The procedure for preparation of estimate for plan scheme is the same as in the case of Non plan scheme. The estimates are however, required to be proposed in separate forms under the following group sub head.

Schemes in Five Year Plan.

a) State level plan schemes in the State Sector.
b) District level plan scheme included in the State Sector.
c) Centrally sponsored schemes.
d) Assistance outside the state plan financed by Central Govt. or agency providing through Central Govt.

The above mentioned plan schemes are required to be forwarded to the Planning department and the Finance department well in time in prescribed proforma, since they are to be processed by both these departments.

The budget estimate is thus to be submitted for:-

1) Plan and non plan for coming year in the form of detailed estimate in prescribed forms.
2) Revised estimates are required to be submitted for 4/8/9 month to the administrative department during the currency of financial year in the form of expenditure summary.
3) Surrender of grant can be done from the inspection of the year after receipt of budget grant from the Govt. Final surrender report should be submitted not later then 15th of February to the Administration Department concerned.

CHAPTER 31
DISTRIBUTION OF GRANTS AND CONTROL OF REVENUE & EXPENDITURE

31.01 Distribution of Grants

The method followed by Government in communicating and distributing Budget Grants is explained in Chapter XII of Financial Publication 6 of the Govt. On receipts of intimation from Government regarding sanctioned estimates the grants will be distributed by the P.C.C.F.(HoFF) among the C.C.F./C.F. and the other officers by detailed sub heads. The C.C.F./C.F. in turn will distribute the grants among the divisions by detailed sub heads.

31.01.01 Budget Distribution System

In order to keep financial discipline and proper control over the expenditure, Computerized Budget Distribution System has been introduced w.e.f. 1.6.07 vide GR Finance Deptt. No. Sankirna-1006/PK-131/Kosha Prashasana,dated 15-05-2007. Main objective of the B.D.S. is that the budget grants should be available to all Treasury Officers / Pay & Accounts Officers and others through Electronic System, as well as to enable the D.D.Os. to draw the amount easily from the treasury.

[Annexure 31.01]

(i) It is compulsory to distribute the grants through B.D.S. There is no need to issue ink-signed orders for the grants distributed through B.D.S.

(ii) It is essential to produce computerized authorization slip with every bill. No such authorization slip can be issued if there are no grants available in any service head. No bill can be accepted by the Treasury / Pay & Accounts officer without authorization slip.

(iii) D.D.O. can submit any bill on any working day in the month for the grants received for a particular month.

(iv) The details of this newly introduced electronic system are available on Govt. of Maharashtra website i.e. www.maharashtra.gov.in.

31.01.02 Monthly Cash Flow

D.D.Os. and their controlling officers are expected to plan and incur expenditure on a monthly basis within the budgeted amount. For that purpose a system of monthly cash flow has been introduced since 2005-06. vide Govt. circular, Finance Deptt. No. Kharchani - 10.06/PK-1/Arthopaya,20/04/2006.

[Annexure 31.02]

31.02 Watching the Progress of Revenue

(i) In Appendix II to the Bombay Budget Manual, (F.P.X.) list of the controlling authorities is given to whom the Accountant General reports the amounts of revenue received and brought to account to enable them to compare the amount with the departmental returns of demands and realizations. It is the duty of the collecting officer to see that all income claimable is claimed, realized and paid into the treasury, and of the controlling officer to supervise the proceedings of collecting officers and in particular, to satisfy himself, by a comparison of the returns submitted

by collecting officers with the statements of treasury credits furnished by the Accountant General, that the amounts reported as collected have been duly credited in the accounts. The Divisional Forest Officers and C.C.F. / C.F. should try as far as possible to realize the full budgeted revenue and to attain this object; they should personally watch the progressive totals from month to month.

31.03 Appropriation of Budget Grants by D.F.Os. / Dy.C.Fs.

On receipt of budget grants from C.C.Fs. / Conservators, at the beginning of April, Divisional Forest Officers / Dy.C.F. should draw up a detailed programme of works etc. to suit the allotments and make arrangements for carrying it out, intimating at the same time to the subordinate disbursing officers concerned, their quota of the grants and the works for the proper execution of which they are responsible.

(i) At the beginning of each subsequent month, the Divisional Forest Officers / Dy.C.F. should scrutinize and revise the programme of works with special reference to (1) expenditure incurred to date and the balance of the grants, (2) the progress of works as ascertained by inspection during tours and otherwise and (3) the ability of various subordinates and contractors in charge of the works to complete them according to programme by the end of the financial year having regard to the labour supply available, nature of the season and other circumstances. Works showing unsatisfactory progress should be speeded up by issue of orders to the individuals concerned.

(ii) In the monthly returns of expenditure submitted by Divisional Forest Officers / Dy.C.F. to the C.C.Fs. / Conservators the figures in the column probable expenditure to be given for the remaining months of the financial year should be based on the special monthly scrutiny as detailed in the preceding paragraph as regarding expenditure under different works. While calculating the probable expenditure under salaries, the vacancies in the sanctioned establishment which might remain unfilled, the leave taken by officers and subordinates and the several changes occurring from time to time should be taken into consideration.

31.03.01 Surrender of Savings

Any savings anticipated should be promptly surrendered and not held up till the last on the vague likelihood of their being required for some purpose and any extra grants required for inevitable items of expenditure should be indicated with full explanation of the savings or excesses. Remarks such as "Actual Requirements", "Due to Strict Economy", "Less expenditure than anticipated" do not adequately explain the cause of savings. It is not sufficient to say that certain operations provided for in the budget were not carried out, the actual reasons for which it was considered necessary to omit the works or the circumstances which prevented their being carried out should be stated. Explanation for the amounts responsible for each cause should be furnished separately.

31.04 Watching Actual Expenditure by C.C.Fs. / Conservators

Controlling Officers of the circles viz C.C.Fs. / Conservators should watch the monthly expenditure by detailed heads against budget grants and for this purpose they should obtain from the Divisional Forest Officers / Dy.C.F. a summary of monthly and progressive revenue and expenditure and estimated figures for the remaining months of the financial year and should maintain unit book register. The monthly statement must be dispatched by the Divisional Forest Officers / Dy.C.F. on the 5th of the month following that to which the accounts relate.

Control on expenditure to be exercised by the drawing officer of the Forest Department and rendering of compiled account to the A.G. on due dates must be followed scrupulously by the Divisional Forest Officers / Dy.C.Fs. C.C.Fs. / C.Fs. who will exercise control according to the system of monthly cash flow and simultaneously carry out reconciliation of revenue and expenditure on the strength of information submitted by the Dy.C.Fs./D. F.Os.

31.04.01 Receipts of the Departmental Officers

The Departmental controlling officers must keep a constant watch over the progress of actual expenditure under different units of appropriation. Circumstances affecting progress of expenditure and resulting into surrenders, savings or requirement of supplementary grants should be constantly watched and reviewed by them. Ultimate responsibility for keeping the expenditure within grants lies with the departmental controlling officers. The controlling officer should call from each disbursing officer statement of expenditure along with the progressive total in each month in the form IX - A of M.B.M. by 10th of each month following the month of account. The statement in form M.B.M. XII should also be called by the controlling officers on 10th of each month. A register of expenditure should be maintained in the form X of M.B.M. for keeping effective control on the expenditure. These registers are suitably modified according to the departmental need. After monthly scrutiny and consolidation of the monthly returns C.C.F. / C.F. should draw the attention of the Divisional Forest Officers / Dy.C.Fs., if the figures in these returns indicate that works are not progressing satisfactorily and the grants therefore are likely to lapse or that expenditure is too heavy with the possibility of its resulting in an excess over sanctioned grants.

31.05 Control of Expenditure by PCCF (HoFF)

(1) To enable the Principal Chief Conservator (HoFF) to carry out his functions as controlling officer, all the C.C.Fs. / Conservators should submit, for each of the months of April to March a summary of revenue and expenditure in form indicating therein the sanctioned grants and the expenditure. The grants should be shown in this statement as modified from time to time by orders of reappropriation or redistribution of the C.C.Fs. / Conservator and higher authorities. As these statements form the basis for all reappropriation, supplementary grants and surrender of savings, they should be compiled very carefully with a view to show as accurate a revised estimate as possible. It should be submitted so as to reach the Chief Conservator/P.C.C.F. (HoFF) not later than 5th of the month following that to which they relate. Any substantial savings or excesse in expenditure foreseen during the month for which no return has been prescribed should be reported at once to the Chief Conservator/P.C.C.F.(HoFF).

(2) The controlling officers should review without fail the progress of expenditure from month to month with a view to see that expenditure is kept within the sanctioned grants and access the savings that might be available for utilization elsewhere. Every head of the Department should obtain a monthly report before the 5th of month following that to which the expenditure relates, from the officers under his control with whom allotments have been placed, showing the result of the review. The Head of the Department should personally report to the Secretary of the Administrative Department concerned every three months that such a review has been made.

—— CHAPTER 32 ——
REAPPROPRIATIONS AND REVISED ESTIMATES

32.01 Reappropriations

When it is not possible to confirm expenditure on services or items specified under certain heads exactly to the amount allotted under subordinated heads, efforts are made to provide the same from the saving available under the other subordinate heads. The procedure is known as Reappropriation. Reapropriation should be proposed after taking into account the funds of entire year and only when it is known or anticipated that the unit funds are to be transferred will not be utilized in full or that savings can be effected for the sub unit. Funds shall not be reappropriated from a unit with the intention of restoring the diverted appropriation to that unit when savings become available under the other units later in the year. The appropriation audit is conducted by AG by sub heads. Transfer of funds from one sub head to another will constitute the smallest unit of reappropriation except when declared otherwise.
(161 to 179 MBM)

32.02 Six, Eight and Nine monthly revision of Budget Estimate

The Six, Eight and Nine monthly revised estimates of the department will be prepared by the Principal Chief Conservator of Forests and submitted to the Government. These revised estimates will be prepared with the help of the summaries of revenue and expenditure received from the APCCFs / CCFs / CFs.
(180 to 188 MBM)

CHAPTER 33
ANNUAL APPROPRIATION REPORT

33.01 Submission of Account

As soon as the supplementary accounts for March are closed, the DCF / DFO should submit to the Chief Conservator /Conservator a return in MFM Form 30 showing the actual receipts and expenditure under each detailed head for the financial year, with reasons for increase or decrease if any, in the figures as compared with the sanctioned budget estimates for the year under report. This return should be submitted so as to reach the Chief Conservators/ Conservators by 10th May each year. On receipt of the above return the Chief Conservators/ Conservators should prepare a report giving a clear and full explanation of the reasons for the variations in the figures for the whole circle and submit it to the Principal Chief Conservator of Forest (Hoff) by 20th May.

The report should be in MFM Form 31 and should contain figures under major head 0406 forestry and wildlife, 0045, 0049, 083 under revenue heads, 2235, 2046, 4216, 4415, 4406, under expenditure head and relevant minor heads. Charged and voted items are shown separately. All variations in figures should be fully explained in a separate note. While explaining the savings and excesses, under expenditure the instructions given below the said Form should be carefully observed. Particular attention is required when the variations is due to several causes, the exact or approximate amount due to each cause should be stated.

33.02 Store Account

The Conservators, the Forest Engineer, the Utilization Officer should submit to the Principal Chief Conservator by 5th August each year an account of departmental stores, including buildings. A consolidated return will be prepared by the Principal Chief Conservator submitted to the Accountant General by 1st September for inclusion in the Appropriation Accounts and Audit Report.

33.03 Remissions of and abandonment of claims to revenue

The returns showing remissions of revenue and abandonment of claims to revenue referred to in Rule III in Section I of Appendix 18 to Financial Rules under Devolution Rule 37 (e) *(F.P.I.)* should be submitted by Chief Conservators Conservators directly to the Accountant General, so as to reach him by 15th August, a copy being sent, at the same time to the Principal Chief Conservator for information.

33.04 Grant of Forest Produce free or at concessional rate

The return showing the grants of forest produce free or at concessional rates in form referred to in Rule III-B in Section I of Appendix 18 of Financial Rules under Devolution Rule 37(3)*(F.P.I.),* (page 341) should be submitted by the officers concerned, so as to reach the Principal Chief Conservator by 31st July every year. The latter officer will consolidate the returns by circles and forward them to the Accountant General, so as to reach him by 15th August.

— CHAPTER 34 —
ANNUAL ADMINISTRATION REPORTS AND OTHER PERIODICAL RETURNS

34.01 Schedule of Returns-Submission

A brief Annual Report or statement of progress in each division for the twelve months ending on 31st March should be submitted to the Chief Conservator/Conservator of forest by the D.F.O./Dy.C.F. not later than 1st August in the form prescribed for the Chief Conservator's Annual Report as per para 34.03. The Returns for the report, prescribed in Para 34.04 should be submitted to the Chief Conservator a fortnight earlier. The directions in 34.04 apply to the forms which accompany the Chief Conservator's Annual Report. It rests with Principal Chief Conservator (HoFF) to prescribe the manner and detail in which forms the Dy.C.F.'s report shall be prepared and submitted.

34.02 Short Reports by Chief Conservator of Forest and A.A.R. by PCCF (HoFF)

The Chief Conservators of Forests should prepare Short reports for their circles exhibiting in a concise manner the progress of work during the year and submit them to the Principal Chief Conservator of Forest (HoFF), not later than 1st September. The reports should be computer type-written and prepared in the form prescribed and in accordance with the instructions contained in Para 34.02.02 and 34.03. Reports should be accompanied by photographs (to be sent in advance if possible) illustrative of the work of the department in its various branches, e.g. forest engineering, timber extraction, regeneration, anti-erosion works, JFM and latest important schemes etc. Each circle may send 2,3 photographs. The Returns prescribed in 34.04 should be submitted separately to the Principal Chief Conservator of Forest (HoFF) a fortnight earlier.

34.02.01 From the Circle Administration Reports and other information in his possession, the Principal Chief Conservator of Forests (HoFF) will compile a Annual Administration Report for the State omitting trivial details, and submit one computer typewritten copy of it to Government by 15th October.

34.02.02 In compiling the Report, the following principles should be strongly followed

(i) The annual administration report is a record of work done and as such should contain no proposals for future action or complaint regarding inadequacy of funds, establishment, etc. Such representations should form the subject of separate reports.

(ii) The report should contain only the explanation of really important or suggestive variations in the statistics, and the statement of really noteworthy facts in the history of the year's administration.

(iii) No mere paraphrasing and reproduction of the statistics should be allowed in the report.

(iv) All attempts to offer explanations of variations in the figures which are not important or unusual should be excluded unless the fact alleged in explanation is itself important enough to demand mention.

(v) The idea that it is necessary to say something should be discarded, and it should be recognized that the briefer a report the better, provided that it says all that is needed for an intelligent comprehension of the meaning of the facts and figures and of the salient features of the year's work. Prominence should be given to facts, which are likely to interest the public.

(vi) The introduction into the text of large numbers of tables of statistics detracts from the value and interest of a report while it greatly increases the cost of printing it. The body of the report should be almost entirely in narrative form. It will occasionally be necessary to introduce tables of comparative statistics into the narrative, but such tables should be brief and simple and their number rigidly restricted. Such tables can be avoided by giving the previous year's totals or the averages of a specified number of past years in one or two lines below the year's total in the relevant chapters.

(vii) The number of maps and diagrams should be restricted and the number of photographs should not exceed 10 for the State Report. They should be inserted at suitable places in the report.

(viii) The printing of statistics side-ways on a page should be avoided as far possible.

(ix) Pages of tabular matter should not be printed with the columns left or almost entirely blank.

(x) It is seldom necessary to give in full detail and in separate columns, in tables of statistics, the corresponding figures for the preceding year. In most cases it will be found sufficient to give corresponding figures for the totals only, by means of one additional line at the foot of the table.

(xi) It is improper to insert criticisms of orders passed by Government in the annual forest administration reports which should be confined to detailing and explaining the operations of the year and in so far only as they affect these operations should Government orders be referred to.

(xii) Hypothetical figures should be avoided in official reports.

(xiii) Care should be taken in the preparation of the reports to avoid discrepancies between the figures given in the body of the reports and those given in the forms appended to them.

(xiv) Correct scientific nomenclature of all plants mentioned in botanic/economic reports should be employed in the preparation of the forest administration reports in abridged version of silviculture report. As regards the more generally known trees, plants and products, if the local and not the scientific name is in common use, it will suffice to give the scientific equivalent once or twice when the product is first alluded to in the report.

34.03 Set up of Annual Administration Report

The Annual Administration Report should be arranged in Chapters, Sections and Sub sections mentioned below and complied according to the instructions given under each chapter.

34.03.01 CHAPTER I
CONSTITUTION OF STATE FORESTS

(i) ALTERATION IN AREA.

This section should give concisely the forest areas added or excluded during the year, together with the reasons for additions and exclusions. The following four classes of forest should be dealt with (if existing in the circle) (i) Reserved, (ii) Protected, (iii) Unclassed or Public Forest Land, and (iv)Leased Forest. Similarly area in charge of FDCM should also find place in this chapter.

(ii) FOREST SETTLEMENTS

The progress made in Forest Settlements will be recorded, the area finally settled during the year, that under settlement, and the cost and agency employed. An estimate of the area still to be settled should be added, together with suggestions for the future.

(iii) DEMARCATION

The length of boundary demarcated and repaired during the year should be noted, differentiating between external and internal boundaries. The method employed and its cost per km should be stated and an estimate made of the work still to be done.

(iv) FOREST SURVEYS

A short report by the Survey of India Department, should, where necessary, be entered here, followed by a brief note of local surveys if undertaken. The section should close with an estimate of the amount of survey work still outstanding.

The chapter should end with a statement of the total expenditure under the head "Constitution of State Forests".

The following information should be incorporated in the chapter.

(a) Changes in forest areas should be supported by proper authority, i.e. Govt. Gazettes, etc.

Note :- Information regarding forest area in MFM Form 32-I & 32-II should be given.

(b) Information in MFM Form 32-I & 32-II be given as per the prescribed proforma.

(c) The progress of acquisition of private lands may be commented upon pointing out bottlenecks, if any.

(d) The progress of forest settlement work may be given detailing the area involved.

(e) If any work of topographical survey has been carried out, the current progress there under, availability of maps should be brought out.

34.03.02 CHAPTER II
MANAGEMENT OF STATE FORESTS

(i) REGULATION OF MANAGEMENT

(a) Preparation and Control of Regular Working Plans.- Under "Preparation" should be mentioned the area for which new working-plans were sanctioned during the year and area for which working plans were under compilation. In each case the system of working prescribed or proposed should be recorded; and in the case of completed plans, the cost per square km. should be recorded. Under "Control" it should be mentioned whether the prescriptions of existing plans were carried out important deviations should be explained and the authority therefor be stated.

Revisions of working-plans should next be noted, and the subsection should close with an estimate of the area for which working-plans are still required.

(b) Preliminary Working Plan Reports.- A brief note of the reports submitted or under compilation should be entered.

(c) Forest Resources Survey :- A brief report regarding Forest Resources Survey scheme carried out should be incorporated and details of area covered and expenditure incurred.

(d) Working of Coupes :- Details of working of coupes by different agencies should be given.

(ii) PROTECTION OF FORESTS

General protection:- This sub-section is of importance and the total number of forest offences which comes under observation during the year, under the head (i) Injury by fire, (ii) Unauthorized felling or removal of produce, (iii) Unauthorized grazing and (iv) other offences, should be compared with those of the past year and the average of the past three years, the reasons for any marked increase or decrease in the total being given. In a separate paragraph the number of cases compounded and in another paragraph the number of cases taken to court should be considered together with the percentage of convictions obtained and the nature of punishments inflicted by the magistracy in important cases.

The sub-section should close with remarks as to undetected under cases.

(a) I NJURY BY FIRE AND PROTECTION FROM FIRE

The reasons for increase or decrease in fire offences compared with those of the previous year should be explained. The sub-section should then deal with the measures for fire protection employed throughout the circle, and be followed by information as to the area under regular protection, the percentage of success attained, and its cost per square km. The origin of fires should be considered under the following heads: -

- Natural fire.
- Unintentional / accidental due to human being.
- Deliberately / Intentional / Incendiary due to human being.
- Due to unknown causes.

The extension of operations hitherto unprotected forests should be noted. The figures of areas protected should not represent areas which enjoy natural immunity from fire as they give little indication of the success attended by continued precautions what is required is the most trust worthy information obtainable which will offer some indication of the extent of valuable forest for which continuous protection is desirable and of the proportion of such forest which has been continuously protected for a term of year.

(b) UNAUTHORISED FELLING AND REMOVAL OF FOREST PRODUCE

The increase or decrease in offences under this head compared with those of the past year should be explained, together with measures taken to reduce illicit fellings and misappropriation of forest produce and to remove the causes thereof. Distinction should be made between misappropriation of (a) timber, (b) firewood and (c) minor forest produce.

(c) UNAUTHORISED GRAZING AND PROTECTION FROM CATTLE

The increase or decrease in grazing offences compared with those of the past year should be explained.

The percentage of forests open to (i) Grazing, and (ii) Browsing, to the whole area may be mentioned. The number of cattle impounded, as compared with the average number of the last three years, should be noted and reasons given for any marked change in these numbers. The injury done by cattle, the means taken to prevent such injury and their results should be recorded.

Full details should be given regarding grazing operations, mentioning the number of cattle permitted to graze, the amount of fees, if any, collected, and any special steps taken for the improvement of fodder and grazing areas.

(d) OTHER OFFENCES

The nature of offences may be explained together with reasons for increase or decrease in number compared with past years.

Protection against injuries from natural causes: - This sub-section should be of interest, and the damage charge done and measures taken may conveniently be dealt with under the heads: -

- Vegetable pest including creepers and climbers, Loranthus, Priekly pear, Lantana, etc.
- Animal pest, including rats, hares, porcupines, monkeys, cheetal, sambhars, bisons, elephants, etc.
- Insect pests including teak defoliators and other insects, locusts, etc.
- Natural causes such as forest, erosion, cyclone, etc.
- Encroachment of forestland, illegal transport, poaching of animals etc.

Any special danger from natural causes threatening the forest should be mentioned together with measures taken to avert them.

(iii) JOINT FOREST MANAGEMENT

To ensure the success of all projects and programmes on conservation and protection of Natural forest including Protected Areas or man made plantations and regeneration of degrading wastelands, the concept of Joint Forest Management (JFM) shall be adopted as basic approach. Various activities are being carried out through Joint Forest Management. Circle wise information regarding No. of JFM committees, their members/beneficiaries, mandays generated and area protected by them should be given with their various activities conducted during the year.

The following information should also be provided in the chapter.

(a) Whether there is a need and proposal for bringing unorganized forest areas under Working Plans/Working Schemes may be mentioned giving descriptions or areas involved. The programme, if any, to replace schemes by working plans should be mentioned.

(b) Area under Working Plans and Working Schemes must be given separately according to legal classification.

(c) In respect of the results of annual coupe working the reasons for decrease or increase compared to previous year in the number of coupes worked or for large number of coupes remaining may be given.

(d) Information regarding working of Mobile Squad and check Nakas be given separately. Also the details of material seized its value, compensation received or levied should be given in respect of offences detected.
(e) Information regarding supply of Weapons, details of training given for protection be given.
(f) Information regarding setting up of number of Wireless Stations and Mobiles supplied.
(g) Information regarding Saw mills.

34.03.03 CHAPTER III
SILVICULTURE

(i) SYSTEM OF MANAGEMENT

Under this section only a tabular statement showing the area under each system or type of management will be given and below it an explanation of all important changes as they occur from year to year, indicating the reasons for differences e.g. deforestations, revision of working plans, provision of elbowroom etc.

(ii) GENERAL PROGRESS OF REGENERATION AND AFFORESTATION

This section will describe all area under regeneration under main heads viz.:-

A. Mainly Natural.
B. Mainly Artificial.
C. Afforestation.

Under A "Mainly Natural" there will be two sub-heads, viz. (i) concentrated and (ii) not concentrated. Regeneration by coupes under coppice with standards, clear felling etc., will constitute concentrated regeneration, while regeneration in forests worked under the selection or improvement system will fall under "not concentrated".

Under B "Mainly Artificial" will include all plantation works undertaken to replace tree-growth removed in fellings and the replacement of which is not obtained by natural regeneration. Regeneration under the agri-silvicultural system may also be dealt with in this section.

Under C "Afforestation" will deal with the creation of new forest crops e.g. afforestation of arid areas. Efforts to check erosion by contour trenching and planting etc. should be described in these stating areas dealt with, expenditure incurred, and results obtained etc.

(iii) TENDING OF THE GROWING STOCK IN AREAS NOT UNDER CONCENTRATED REGENERATION

This section will deal with the usual cultural operations consisting of thinning, cutting back operations, climber cutting and felling and girdling of worthless species.

(iv) TREE PLANTING BY PRIVATE AGENCIES

Concessions granted to private persons regarding tree planting in forest areas (number of leases, area involved, work done etc.) and help rendered by the Forest Department to associations, agriculturists and others in tree planting in non-forest areas (advice given, seeds and seedlings supplied etc.) may conveniently by mentioned in this sections.

The following information should also be provided in the chapter.

(a) Information regarding area managed under different silvicultural systems should be given.

(b) Information on non-Plan and plan Plantation and other special activities like Drought Prone Areas Programme, Employment Guarantee Scheme etc. should tally with plan progress reports, 20-point programme. Total expenditure incurred on forest account & other account on all operations should be given.

(c) The species wise details of plantations and afforestation under all type of activities including Drought Prone Areas Programme, Employment Guarantee Scheme, and Integrated Rural Development Programme etc. should be given.

(d) Massive afforestation programme should be dealt with in details.

(e) Information regarding supply of seedlings under Vanamahotsava should be given.

(f) Species wise plantation and afforestation under various activities should tally with figures reported in MFM Form 43.

(g) Information regarding Forest Tanks.

34.03.04 CHAPTER IV
HARVESTING OF FOREST PRODUCE

(i) SYSTEM OF HARVESTING

(a) **Major forest produce: -**The areas worked under the various methods of harvesting in force should be stated, and any reasons for increase or diminution of the areas operated should be explained. The methods should be classified under the headings "Afforestation", "Protection" "Plantation", "Coppice with Reserve", "Improvement Working" and "Fodder Working" etc.

(b) **Minor forest produce: -** The system of disposal of minor forest produce should be explained. Grazing permitted for the purpose of producing revenue should be treated here. Efforts made to increase the utilization of minor forest products may be touched on.

The arrangement regarding exploitation and collection of minor forest produce, the results of the year and the progress made in creating or extending industries (in connection with such produce), which improve the condition of the forest tribes, should be noticed fully.

(ii) AGENCY OF EXPLOITATION

(a) **Departmental Agency :-** The reasons for employing departmental agency should be given as also the percentage of total outturn extracted by his method. The more important departmental work may briefly be described, including transport by land or water and depot arrangements. Major and minor produce should be kept separate for the purpose of this sub-section and the total value of disposal of the year should be entered.

Mechanical skidding and the work done by departmental sawmills should be mentioned in this section.

(b) **Purchases: -** The sub-section includes permit-holders, and a sub-division as regards major and minor produce becomes a necessity. The working of the permit system and the check at revenue and other stations will here be touched on. The total value of the year's sales should be entered.

(c) **Rights, privileges and free grants :-** The sub-section should deal with the utilization by right and privilege holders of the produce placed at their disposal and explain any increase or decline in the demand, as well as the means taken to permit the proper exercise of rights and privileges without damage to the forest. The estimated value of removals should be stated under each of the heads-timber, fuel, bamboos, grass and grazing and other minor produce.

Any large grants made during the year to individuals or communities may be mentioned and the reasons for the grant explained. The estimated total value of the grants, calculated at full rates should be given under each of the heads mentioned above.

Grant of any new forest privilege or extension of existing privilege to new localities, and forest grievances redressed should be mentioned.

(iii) OUTTURN AND SOURCES OF FOREST PRODUCE

This sub-section will summarize by volume, quantity or value, all outturn by whatever agency extracted alteration in area.

(iv) FOREST LABOUR AND WAGES

A statement should be given showing approximately the number of labour units employed by the department and by forest contractors on forest works (felling, conversion and extraction, regeneration and planting, fire protection, roads and buildings etc.) and the total amount of wages earned by them. The object is to give an idea of the extent of employment the forests afford to people, apart from their utility as valuable sources of supply of timber and other produce and their influence on climate and agriculture.

The difficulties experienced, if any, in getting labour for forest works and the manner in which they were overcome may be mentioned.

The following information should also be provided in the chapter.

(a) Data on forest area worked under different silvicultural systems and through different agencies should be given. The forest area worked during the previous year should be consistent with the total area naturally regenerated during the year. (MFM Form 43) The trends in outturn of forest produce with reference to previous years may be brought out with reasons and with reference to number of coupes and area worked. There should be No inconsistencies.

(b) The extent of working through Forest Labourers Co-operatives Societies, should be given in terms of number of functioning Societies, number of Coupes worked, total realization, yield of different types of forest produce extracted and values thereof.

(c) In respect of outturn of minor forest produce not only value thereof but quantities at least of important items of minor forest produce like bamboo, grass, bidi leaves, gum, hirda, mohawa seed and flowers etc. should be given. Information regarding outturn of Major and Minor Forest Produce in MFM Form 44 and 45 respectively should be given districtwise and divisionwise.

(d) Prices of various important species (Teak, Bija, Haldu etc.) sold at different depots should be furnished.

(e) Minimum daily wage rates sanctioned for different categories of Labourers.

(f) Labour Employment in Forestry Operations like, exploitation, communications, building, plantation, afforestation, research, Education and Training, Forest Conservation and Development, D.P.A.P., I.R.D.P., Western Ghat Development and E.G.S. need be furnished separately.

(g) Supply of Forest produce to Forest-based industries. The supply of forest produce to forest based industries must be given in the proforma given below.

S.No.	Name of Industry	Kind of Material Supplied	Quantity (Rs).	Value
1	2	3	4	5

(h) The details of working, if any, carried-out in the forests should be given separately stating area involved, quantity and value of forest produce taken up.

(i) Supplies of forest products to railways, jails, industries etc. should be mentioned.

34.03.05 CHAPTER V
FOREST ENGINEERING

The detail information about Civil Engineering works carried out by the Forest Department is to be given. The latest picture of communication (Roads and Bridges & Buildings) and similarly the existing machinery and vehicles should be given in this chapter. Circle wise expenditure on roads, bridges & buildings should be given for the year. These figures of expenditure should be given separately for non plan & plan heads. (i.e. the expenditure under new work & repair should be given separately.) These figures should tally with the corresponding expenditure under these heads 'Roads & Buildings' shown in **MFM Form 47.**

COMMUNICATIONS AND BUILDINGS.

(i) Roads and Bridges.- The information in this section should be sub-divided under the heads of "permanent" and "temporary" works. If the works were of some magnitude, details may be given regarding their nature.

(ii) Building.-Here again the information given should differentiate between "permanent" and "temporary" works, but no details are required for permanent buildings of importance. The cost of permanent and temporary buildings should only be given in totals.

(iii) Miscellaneous Works.-A short paragraph may be devoted to a brief description of any miscellaneous works of interest. Otherwise a brief statement of the cost incurred will suffice.

The following information should also be provided in the chapter.

(i) The performance of industrial units (Saw Mills, seasoning units and treatment plants) should be commented upon with reference to profit, losses etc.
(ii) The details of vehicles and machinery in F.D. may also be given.
(iii) Similarly, the figures of quantity logged and value thereof in respect of Mechanical Logging Units may be examined for correctness of there magnitude.

34.03.06 CHAPTER VI
FINANCIAL RESULTS

A comparison should be made of the income and expenditure of the present and the past year and the average of the five preceding years. An analysis should then be made of the income as derived from major and minor Forest produce, of the expenditure (A) incurred on extension, constitution, improvement and exploitation of the forest property, and of that (B) incurred for administrative, executive and protective charges, giving percentages of the whole in each case, and at the end the percentage of net income. The extent of outstanding and increase or deficit in stock should be taken into consideration.

It is important that the receipts under all heads from forest reserves should be clearly distinguished from receipts from other supplementary sources, as it is otherwise impossible to estimate the real resources of the themselves. The reporting should be as per present text.

The following information should also be provided in the chapter.

(i) The trends in forest receipts and expenditure under various heads should be scrutinized with reference to data for two/three years and complete reasons for increase or decrease therein during the year under report should be given.
(ii) The outstanding amount due for over one year should be shown separately and efforts for recovery of outstanding may be mentioned. Similarly outstanding on account of different reasons should be shown separately.
(iii) The details of F.D. Tax collection and utilization through any of the schemes may be given.

34.03.07 CHAPTER VII
ADMINISTRATION

This chapter should deal with establishments, services and conduct of officers, casualties, etc. of Forest Officials. The inspection of offices should be briefly reported on. The charges held by various officers during the year should be given.

A paragraph should be added dealing with the efforts made to suppress corruption. Other subjects to be included are training of Rangers and Foresters, Civil suits Land Revenue, Administration by the Forest Department in areas where such administration is handed over to it.

The following information should also be provided in the chapter.

(i) The information regarding the number of retirements, deaths, resignation etc. in the caption "Casualties and Punishments" should be given in the following form.

Circle Total	Retire-ment	Death	Resign-ation	Degrad-dation, Dismissal	Prose--cution	Other Suspe--nsion etc.
1	2	3	4	5	6	7

(ii) The number of all types of posts of Gazetted Officers in the categories viz. Class I and II and also all types of posts of non-Gazetted staff in the categories i.e. class III and IV may be given in the following table.

Circle	Catago-- ries	Design--ation	No. of sanc--tioned posts	No.of filled in Posts	No.of posts vacant
	I				
	II				
	III				
	IV				

34.03.08 CHAPTER VIII
DEVELOPMENT UNDERTAKEN DURING THE YEAR UNDER PLAN SCHEME

Achievements under different plan schemes with Physical & Financial indicating targets & achievements should be given under various plans heads and the schemes other than forest account viz Western Ghat, DPAP, and RVP etc. should also be given in the text.

34.03.09 CHAPTER IX
WELFARE ACTIVITIES FOR BACKWARD CLASSES

The various activities created under Tribal sub-plan for the upliftment of backward class people should be invariably mentioned. It should include,

(i) The concessions and privileges granted to village dwellers in or near the forest tracts.
(ii) Employment given to Adiwasis and backward class people residing in forest tracts.
(iii) Welfare works exhibited under the grant of 7% of forest revenue to Zilla Parishads.
(iv) Any other relevant information pertaining to welfare activities for backward classes viz. trading of forest produce through Tribal Development Corporation of Maharashtra state, FLCS, felling of trees, sale of trees belonging to SC/ST. etc be given.

The following information should also be provided in the chapter.

(i) The employment of persons from Scheduled Castes, Scheduled Tribe, Nomadic Tribes, and Other Backward Classes in different cadres should be given.

(ii) Information on Nistar supplies (Quantify and value) and supplies to Right and privilege holders may please be given separately.

(iii) Information regarding no. of labours involved in Collection of Tendu leaves and Bonus distributed to them as described in G.R. No. MFP-21-04/ P.K. 67/F-1, dt. 01-11-2007.

34.03.10 CHAPTER X
GENERAL

(i) Some other aspects of working not covered elsewhere should be included here. e.g (a) Implementation of 20 point programme(b) scarcity measures etc. giving factual data.

(ii) State monopoly trading in bidi leaves i.e. collection of sale of bidi leaves under provision of Maharashtra Forest Produce (Regulation of Trade) Act, 1969 should be given. Similarly information regarding wages paid to Tendu labourers as "INCENTIVE BONUS" for proportionate collection of tendu leaves vide GR NO. MFP-21-04/C.R. 67/F-1, dated 28th February 2006 should be given in the following proforma --
Circle Division Royalty recovered for collection of Tendu leaves Wages paid to labourers as Incentive Bonus No. of Labourers to whom bonus was paid

(iii) Information pertaining to National parks, sanctuaries and other Wildlife management units, Tiger project areas should be given.

(iv) Information regarding encroachments on Forest land should be given.

(v) District wise details of utilization of the funds under E.G.S. should be given.

(vi) Forest (Conservation) Act 1980
The proposal under purview of this act, received from the project authorities, similarly sanctioned, pending and rejected proposals alongwith the forest area, Area received under compensation, the expenditure there of for planting on the same area etc.

(vii) Private forest brought under possession of Forest Department for development should be mentioned.

(viii) Forest Publicity Wing.

(ix) Internal Audit Section

(x) Claims settled under The Schedule Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 should be given in prescribed proforma.

34.03.11 The Addl. Principal Chief Conservator of Forest (Research, Education and Training) will submit his report on abridged version to the Principal Chief Conservator of Forest soon after the close of the financial year and in accordance with the instructions that may be issued by him from time to time; separate reports to be given describing the work done and the research and experiments carried out during the year in the respective branches. Information regarding education and training to various forest personnel should be given in detail.

34.03.12 CF/DCF (Resource Utilization) will submit his report on supply of forest produce to various forest based industries under the contracted obligations. All the returns and chapters should be in a neatly computer typed form so that their preservation and frequent handling are possible.

34.04 Annual Administration Returns

{(AAR MFM Forms 32(I), 32(II) to 48)} ***(Existing Forms 111(I & II) to 127)***
The Chief Conservator of Forests will submit the Annual Administration Returns to the Principal Chief Conservator of Forests by 15th August. No additional returns should be given in a different form; the information contained in the following statements shall be submitted.

(i) MFM FORM 32 (I)--FOREST AREA IN CHARGE OF FOREST DEPARTMENT

MFM FORM 32 (I) will show the area in charge of the Forest Department. Reserved, Protected and Unclassed Forest areas should be shown separately and for each division, and totals given for each circle and the state. The form contains (13) Columns. The figures in Column (4) (area as on 1st April) should agree with those in Column (7) (area as on 31st March) of the previous year. Area in every column will be shown in square kilometers. The tripartite classification of the forests into (i) Forest proper, (ii) Pasture reserves and (iii) Fuel and fodder reserves and their total should agree with that in Column (7). Area of Private forest brought under the possession of Forest Department and Forest area transferred to FDCM be given in Column No.(11) and (12) separately.

(ii) MFM FORM 32 (II)- FOREST AREA IN CHARGE OF REVENUE DEPARTMENT

MFM FORM 32 (II) shows the area in charge of revenue department. The form contains (11) Columns. Reserved, Protected and Unclassed Forests area should be shown separately and for each division and total given for each circle and the state. The figures in column (4)(area as on 1st April) should agree with those in Column (7) (area as on 31st March) of the previous year. Area in every Column will be shown in Sq.Kilometers. The tripartite classification of the forests into (i) Forest proper, (ii) Pasture reserves and (iii) Fuel and fodder reserves and their total should agree with that in Column (7).

(iii) MFM FORM 33-- PROGRESS MADE IN FOREST SETTLEMENT.

Column (6) should tally with the previous year's total of Column (6) and (7) minus Column (5). The cost in Column (8) will be the year's total expenditure shown as in **MFM FORM 47** under the head "Forest Settlement'' (plus any expenditure under the corresponding sub-head). Figures are required by divisions/circles.

(iv) MFM FORM 34-- DEMARCATION AND MAINTENANCE OF BOUNDARIES

Boundaries include, besides the outer perimeter, the limits of enclosures of private or other lands within the forests, but not the limits of sub-divisions, such as compartment, coupes etc. The figures in each column should be the total for the Circle and be given by divisions. The following point should be noted: -

(a) Total of Columns (3) and (4) should equal Column (5) of previous Year's form.
(b) Column (5) is total of Columns (2), (3) and (4).
(c) Column (6) is not intended to include any boundaries, which do not require demarcation, as they will be shown in Column (7). Where surveys have not been completed, the entries in Column (6) and (7) must be estimated.
(d) Column (8) should be the total of Columns (5),(6) and (7) of the present form.
(e) Cost of demarcation under Column (9) should be the expenditure on boundaries artificially demarcated during the year as given in Column (2). Figures in Column (10) should be expenditure on previously existing boundaries repaired as shown in Column (3). The figures in Columns (9) and (10) should equal the expenditure on demarcation in form **MFM FORM 47** under the relevant heads.

(v) MFM FORM 35 - FOREST SURVEY OPERATION

This form should be restricted to survey made by the Survey of India Department. The expenditure shown in the form should be the amount shown in **MFM FORM 47** under relevant head. Figure should be given for the whole circle and by divisions.

(vi) MFM FORM 36- PROGRESS MADE IN WORKING PLAN

This form is required in divisional abstract and for each class of forest separately:-

(a) The figure in Column (3) should be the same as the figure in Column (6) of the previous year's form.

(b) Column (6) should agree with Column (3) + (4) - (5) of this form.

(c) Columns (6), (8), (9) and (10) should total up to Column (11) which in turn should equal Column (7) of **MFM FORM 32 (I).**

(d) The expenditure in Column (15) should be the total in MFM FORM 47 under relevant heads.

(vii) MFM FORM 37- COMMUNICATION AND BUILDINGS

The expenditure (on new works plus repairs) shown in this form on (i) buildings, (ii) roads and paths and (iii) other works should tally with the expenditure in **MFM FORM 47** under the relevant detailed heads.

(viii) MFM FORM 38- BREACHES OF FOREST LAW AND RULES

Figures should be given in totals for the Circle and by Divisions. The letter 'A' in this form means "Cases taken into Court". 'B' means "cases disposed of under section 68 of the Indian Forest Act 1927" and 'C' means "undetected cases". Column (4) should agree with Column (40) of the previous year's form. Any variations due to transfer of some cases to 'C' or cancellation should be explained in a footnote. Column (38) should be equal to Column (20) minus (32), and Column (39) should be equal to Column (21) minus (33). The "C"cases shown in Column (22) should be omitted in arriving at the figure in Column (40) which should be the total of Column (38) and (39).

(ix) MFM FORM 39 - AREA OF FOREST PROTECTED FROM FIRE

Column (4) should show the percentage of area shown in Column (2) (Area attempted) with the area shown in Column (3) (Area protected). To arrive at the figure in Column (6), subtract Column (3) from Column (2) and calculate what percentage the difference is of Column (2). This form should show figures by divisions.

(x) MFM FORM 40 - CAUSES OF FOREST FIRES

Figures should be given by divisions. Column (3) is the total of Columns (5) to (7) of **MFM FORM 38** (breaches of forest law and rules), unless any cases of fire occurring in forest contract areas are excluded from the later form, being treated not as a forest offence under the forest Act, but as a breach of contract terms and included in this Form. The number of such cases should be given in a footnote.

(xi) MFM FORM 41 - AREA CLOSED AND OPEN TO GRAZING

Figures should be given of divisions. Column (7) is the total of Columns (2) to (6) and should agree with the total area of reserved and protected forests in Column (7) of **MFM FORM 32 (I) and FORM 32 (II)**

(xii) MFM FORM 42 - GRAZING IN GOVERNMENT FORESTS

Figures should be given of divisions. Grazing in forest on payment at full rate, at privilege rate, by right under settlement etc. should be given.

(xiii) MFM FORM 43- PROGRESS IN CONCENTRATED REGENERATION & AFFORESTATION

Progress made under Concentrated Regeneration and Afforestation should be given in this form. In this form area naturally regenerated [Columns (2) and (3)], area artificially regenerated [Columns (4) to (14)] and afforestation works carried out [Columns (16) to(26)] under all schemes (viz; Plan, Non-Plan, EGS, C.A., F.D.A., D.P.A.P, Western Ghat, World Bank and JFM etc.) should be given

. **(xiv) MFM FORM 44- OUT TURN (IN CUBIC METER, SOLID) OF TIMBER (TEAK & NON-TEAK) AND FIREWOOD AND AGENCY OF EXPLOITATION**

Circle totals should be given for various agencies. Timber and fuel should be given in cubic meter. Value of timber and firewood should be given in Rupees.

(xv) MFM FORM 45 - OUTTURN OF MINOR FOREST PRODUCE

Each kind of produce should be shown by its value in rupees. The value of (i) Bamboos and (ii) Tendu and Apta leaves (iii) grass and grazing and other items of minor produce should be given. The unit of quantity for Bamboo, Grass and Grazing should be given in Metric tonnes and for Hirda, Gum, Rosha grass, Moha flowers, Moha fruits(seeds), Lac etc. should be given in quintal. Tendu leaves and Apta leaves unit should be give in Std. Bags.

(xvi) MFM FORM 46- ACCOUNT OF TIMBER AND FIRE WOOD CUT OR COLLECTED BY GOVERNMENT AGENCY AND BROUGHT TO DEPOTS, SOLD LOCALLY OR DISPOSED OF

Figures should be given by divisions and separately for (i) timber with separate figures, if available, for teak and non-teak (ii) Fire wood.

(a) Columns (2) and (3) should agree with Columns (7) and (8) of the previous year's form.
(b) Column (4) should agree with Column (3) of **MFM FORM 44** of the year concerned in the case of Timber and Firewood respectively.
(c) Column (5) is the total of Columns (2) and (4) as the case may be.
(d) If the value in Column (3) is less than that in Column (8), the difference should be shown in Column (9) and if it is greater it should be shown in Column (10).

(xvii) MFM FORM 47 - SUMMARY OF REVENUE AND EXPENDITURE

The figures should be shown by divisions and should agree with the year's total under each detailed head in the "Summary of Revenue and Expenditure as per Appropriation Account Certified by A.G.

(xviii) MFM FORM 48 -REVENUE RECEIVED AND OUTSTANDING ON ACCOUNT OF REVENUE

Figures should be given by divisions. Column (3) agrees with Column (7) of the previous year form. Column (5) is the total of Column (3) and (4). The amount shown in Column (6) should tally with the net revenue shown in **MFM FORM 47.** Column (7) is the difference between Column (5) and (6).

34.05 Other periodical reports and returns

Other periodical reports and returns to be submitted by forest officers in connection with establishments, works, accounts, and budget estimates have been described in the previous chapters dealing with those subjects. Each forest office should maintain a standing list of all periodical reports and returns to be submitted by it, as prescribed in this and other Volume of this Manual and in other codes and publications of Government and executive orders of Government and subordinate authorities

Showing :-

(1) Name of report or return
(2) Date of submission
(3) To whom to be submitted
(4) Authority for submission
(5) Remarks.

(i) As soon as a fresh order is issued prescribing a new report or return or canceling any one, the list should be corrected accordingly and always kept up-to-date. The Head of the office should see that the reports and returns are submitted punctually and steps are taken in advance for the collection of the information or statistics required for their operation to avoid delay in submission. Inspecting officers should see that the list correctly maintained and acted upon.

(ii) A similar list should be maintained by each office of reports and returns due to it from subordinate and other offices, for watching their punctual submission and facilitating the issue of reminders in case of delay.

— CHAPTER 35 —
RULES REGARDING CORRESPONDENCE AND OFFICE PROCEDURE

Note– Instructions in this Chapter are subject to the provisions contained in the Right to Information Act, 2005, the Maharashtra Government Servants Regulation of Transfers and Prevention of Delay in Discharge of Official Duties Act, 2005 and Maharashtra Right to Public Services Act, 2015, Rules made thereunder and the guidelines issued by the Government from time to time in that regard.

35.01 General Rules

35.01.01 Rules Regarding Correspondence

(i) In conducting office business all prolixity of routine should be avoided. Reports and returns should be cut down to the minimum necessary for efficient administration and all work conducted with a view to aim at economy of time and expenditure and reduction of clerical labour. Unnecessary verbiage or waste of space in official communications and in noting upon them should be avoided and brevity, promptness and regularity aimed at.

(ii) (a) At the head of official letters both the name and official designation of the writer and the official designation only of the officer to whom the letter is addressed should be given. The writer's name and designation at the head of the letter may be omitted if they are given below his signature.

(b) All communications should bear at their head a short title stating their subject in as clear, brief and correct a manner as possible.

(iii) Long letters and reports are to be divided into numbered paragraphs; and if they are of great length, a brief marginal abstract of each paragraph may usefully be added.

(iv) It frequently happens that, when the opinions of heads of offices and controlling officers are called for on questions relating to proposed legislation and matters of general policy, the reports and opinions of subordinate officers are submitted in original with a few remarks from the controlling officer. Government desire that the substance of the opinions of subordinates be condensed as much as possible in the controlling officers own report. It is, of course, to be understood that any reports which it may be thought advisable to send on in original to Government may be forwarded with the controlling officer’s report. Government have found it necessary from time to time to call attention to the great desirability of curtailing reports as far as is compatible with clearness and a full representation of necessary points. Officers addressing Government should invariably do so as concisely as possible and avoid the practice of forwarding long files of correspondence "for orders" without themselves summing up the case and clearly stating the point on which they consider orders of Government to be necessary. The officer who reports to Government should state the whole facts clearly and

not leave them to be ascertained from heterogeneous accompaniments. Officers to whom Secretariat files are referred unofficially should on no account show or hand them over to anyone outside their offices without the permission of Government.

(v) Such of the orders of Government as are of interest to the agriculturists as a class should be given wide publicity in the village in a suitable manner, even when a specific direction to that effect is not given.

(vi) When officers are asked to submit a reply to a reference made by a particular date but are unable to do so they should invariably send on or before the specified date an interim reply explaining the cause of their inability to reply by the specified date.

(vii) Reminders should invariably be attended to either by sending the final reply or an interim reply in case no final reply could be sent. In the latter case reasons for delay should be reported.

(viii) The tendency on the part of the head of an office to transfer the blame for delay in disposal of correspondences on to a subordinate is to be deprecated. The head of every office should be held responsible for the delays and in order to ensure proper control he or his Superintendent or head clerk, as the case may be, should periodically check the daftars of all clerks in the office, obtain from them at the end of every week a list of undisposed of correspondence and other items of work which have remained in arrears for more than 7 days without action being taken about them, and expedite their disposal.

Unless demi-official letters have been brought on the record of Government and referred to by Government, they should not be noticed in official correspondence Demi-official correspondence is either used to supplement and explain official correspondence in which case the distinction of style indicates a fundamental distinction in the writers' intentions as to its official use or it is adopted in lieu of official correspondence to save time or to secure secrecy, in which case it should be followed by an official communication in due course.

(ix) The following rules should be observed for the treatment of confidential correspondence :-

(a) Confidential papers should not pass in usual course through an office. Only the head of the office and a few trustworthy clerks (whose names are to be noted) should deal with them.

(b) Confidential papers should pass from hand to hand either by personal delivery or be sent in sealed covers.

(c) The entries in the ordinary office registers and diaries should be made from slips furnished by the confidential clerk who deals with the papers, and should be very general, sufficient merely to admit of the paper being traced and referring to a separate register. This separate register should be kept by the confidential clerk, and should be in the same form and as full as the general register kept for ordinary correspondence.

(d) Confidential papers should not be brought on the ordinary proceedings, but should be separately recorded, and kept under the personal custody of the confidential clerk. If printed, the spare copies and the volumes of proceedings

should be treated with the same attention as the originals, and when forwarded for information or use of Government, should be carefully packed under double cover.

(e) As few copies of confidential papers as possible should be printed and register should be kept of these showing how copy has been disposed of.

(f) When confidential papers are sent out of an office by post, they should be put into double covers, the inner one marked "Confidential" and superscribed with only the name of the addressee, and the outer one bearing the usual official address. When not sent by post, only one cover addressed by name will suffice.

(x) All covers, including those containing secret and confidential documents, intended for commanders and staff officers of military formations, should be addressed to the officers concerned by name with the addition of the words "or next senior officer present".

(xi) The procedure to be followed when a Government Servant is summoned by a court to produce official documents for the purpose of giving evidence, or when copies of documents on the Government records are applied for as a means of supporting a claim against Government, has been laid down in the Rules for the Conduct of the Legal Affairs of Government, 1984, published separately.

(xii) (a) The institution and defence of suits, appeals and other civil proceedings as well as grant of assistance to Government servants who have to institute or defend civil or criminal proceedings in respect of acts done by them in the discharge of their official duties are regulated by said Rules.

(b) All proposals regarding the institution or defence of suits in which the Forest Department is concerned should be submitted by the D.F.O. to the Conservator /Chief Conservator who should pass them on to Government or to the Joint Secretary, Law and Judiciary Department for advise and to the Principal Chief Conservator of Forest for necessary action.

35.02 Procedure to be Followed for Registration and Distribution of Tapal

35.02.01 Receipt and Distribution of Tapal

Tapal should be received by Head clerk in the office of Forest Divisions or by the Office Superintendent in Direction Divisions. In Absence of Office Superintendent or Head clerk, Head of the office should nominate suitable responsible senior member to receive the Tapal.

Routine tapal received from subordinate offices may be accepted by receipt clerk (Inward clerk) in absence of Head clerk or Superintendent, but he must immediately put up the same to the Head clerk.

Head clerk or Office Supdt. should open routine tapal except D.O. letters, confidential letters or letters addressed by name. He should also open tapal pertaining to legislative assembly questions and such urgent matters as needed immediate attention.

Tapal opened should be submitted to the Head of the Office on the

same date in suitable batches as they are received. Demi Official letters may be opened by the Gazetted Assistance of the D.F.O., C.F/C.C.F. or P.C.C.F.

In absence of the Head of the Office, the Head clerk or Office Supdt. should get the tapal inwarded after carrying out marking of particular section on the same. All correspondence such marked should be forwarded to the respective branches or Desks. The inward clerk (also called Registry clerk) should maintain a diary book for distribution of tapal to different desks or sections. In small offices or Division office, a common diary should be maintained.

In direction Division and bigger offices, diary may be maintained for each important Desk or group of Desks. Receipts clerk or Inward clerk should maintain separate receipt register for receipt of tapal from senior officers and Government Principal Chief Conservator of Forest or C.C. Fs. may maintain a separate inward register for central Govt. Desk Officers should check up the receipt of tapal, sign the receipt or diary book putting date and return the receipt book to the inward clerk immediately.

All officers opening the tapal should immediately put a signature and date on the same. Head Clerk, Office Superintendant and the Administrative Officers, as the case may be, should mark the tapal to particular section or desk dealing with the same. He should also give instructions for compliance of the letter indicating time limit or nature of urgency of the same. It is customary to assign the task of receiving and distribution of tapal and control on correspondence to an independent/O.& M. officer in the office of Principal Chief Conservator or Managing Director, FDCM etc. The method is efficient and useful in respect of the control of the correspondence.

All tapal except routine correspondence in respect of periodical returns, account returns, receipts acknowledgements should be brought to the notice of the Head of the office unless otherwise instructed by him through a written order. For the sake of convenience, Head of the Office may assign perusal and final disposal of certain correspondence to supervising officer (Dy.C.Fs. or C.Fs. at the Headquarters of the Conservator and C.C.Fs. looking after particular subject), whenever there is urgency, the tapal received should be processed and submitted to the Head of the office in normal course of routine.

Action on receipt of tapal in the office - All ordinary non confidential post when received, should be seen by the Head Clerk, Office Superintendant and the Administrative Officers, as the case may be. He should distribute the same to the concerned desk. Receipts of communications, such as a) references of urgent nature b) letters including reminders from official superiors and Government c) any other letters which the Head of the office may consider important e) All confidential and secret references, should be brought to the personal notice of the official to whom they are marked.

35.02.02 Instructions for preparation of office notes, draft letters, memorandums and other forms of official correspondence

Office noting or preparation of office note- Office files are divided into 2 parts 1) Noting section 2) file proper containing correspondence. They are separated by a thick 'separator'. The noting section and correspondence are given separate serial numbers. The office notes are written to point out different references, rules,

previous correspondence, suggestions etc. to enables the officer to take decision. All unofficial references borne on noting sections and letters, telegrams, correspondence on correspondence section. The object of writing office note is to maintain in the form of permanent record, background, reasoning and different points of rules leading to logical decision to enable the officer to evaluate the matter during the currency of the file or at the end.

It is not necessary to write office note on all types of correspondence i.e. 1) While merely forwarding a letter to local/subordinate offices or to other divisions for necessary action 2) For acknowledgment of applications or letters 3) Routine matters such as leave, G.P.F., account transactions, application received for service etc. 4) Replies based on facts which do not need further elaboration 5) For calling additional information 6) Nil information 7) When officer himself is capable of taking decisions. 8) While calling copies or enclosure 9) Appeals on previous decisions without mentioning any new point 10) While drafting replies where the matters are very simple and clear.

In the above circumstances the draft letters and even fare copies along with O.Cs. can be submitted for approval and signature but the note should be invariably submitted whenever new points are involved. No draft should be submitted for approval on important matters or new questions under the presumption that the orders in question will be the same as anticipated by the desk Officer or head of the office.

Occasionally a brief note can be written on the margin of the draft if the possibility of approval of draft is certain. Whenever complicated matters are involved detailed note should be given.

The noting assistant should carefully examine the contents, go through the rules, select files, previous decisions on the matters and understand the background called for adequate information if necessary. He should discuss the matter with other Desks and write composite note if it involves more than one Desk and obtain signature of all concerned.

Detailed instructions for writing office note are given in para 4.13 of publication ***"Mantralayatil, Tipni Lekhan wa Patrawyawahar"*** Govt. of Maharashtra Publication. Each note should be distinct, duly numbered, giving name of Desk, reference of previous correspondence. It should give distinct paragraph for each new point. Paragraph should be numbered giving sequence of events chronologically. It should be to the point avoiding repetition. Officers should quote references in the margin, reference to previous decisions etc language of note should be simple, clear. Long sentences should be avoided. Statistics should be enclosed separately. It should be written unbiased. The noting assistance should suggest reply according to Rules and should avoid give personal opinion or unnecessarily creating further problems. Whenever orders are required, distinct points calling for orders should be written chronologically. Flags of priority or urgency should be given with the reference. If note is to be submitted to more than one senior officer, their designation should be written one below the other in rising order. If file is shown to other department, it should be noted in the end of the note. Note should be signed and dated. It should not be shown to unconnected persons or person who has vested interest in the same. One extra blank sheet (courtesy sheet) should also be enclosed with the note.

Sequence of points in the note should be as follows

(a) Previous correspondence
(b) Points raised in the letter under consideration for decision.
(c) Points in favour and dis-favour, provisions of rules or otherwise and reference to previous decisions.
(d) Provisions from the budget etc. if financial implications are involved
(e) Conclusion or suggestion based on the above matters, useful in the interest of disposal.
(f) Need of consulting other sections/departments.

All notes may not need the above points and note can be simplified as per the facts.

In case of dis-agreement, the note can be prepared as per the guideline given by the senior officer's, oral or written and the noting officer should stipulate that noting is done as per the instructions of such officer.

35.02.03 Maintenance of a Select File

Select file is a compilation of all important references or orders on one subject. Whenever any important order is issued, one extra copy of the same should be passed on to the select file. It should be filed and indexed chronologically. Important notes, previous orders, opinions of the concerned department and copies of case law etc. should also be kept in a select file. Such file need not be prepared for each year separately and should be maintained as a reference file.

35.02.04 System of Desk Officer

System of Desk Officers has been introduced since 1975 to reduce time for dealing with the case at multiple levels, to introduce accountability at each level, to enable the administrator to fix responsibility and to improve the quality of compliance through specialization and delegation. The system is being followed in the offices of C.Fs. & above in Forest department. It is also being followed to some extent at Divisional level, and may be practiced elsewhere depending upon the feasibility.

35.03 System of Filing, Method of Giving Subject

35.03.01 System of Filing etc

Govt. of Maharashtra has adopted 3 letter system of numbering files from 1951-52. In this system first 3 letters broadly indicate subject on the file, followed by 4 figure index, first 2 figures from 10 to 99 indicate sub subject of the main subject and 3rd and 4th figure indicates the year in which the file was created. Thus EGS/12/88 indicates Employment Guarantee Scheme, sub file No. 12 of 1988. The index of sub file is given on the particular date; it becomes easy to trace out the file from case register in this method. Further indexing system can also be developed in this method. Simplex system of giving number and short form of desk, compilation or subjects, number of file and years etc. is followed in forest offices.

35.03.02 Method of Giving Subject

It is necessary to adopt method of giving subject carefully to each file or correspondence in case of particular correspondence from the file, to enable the reader to understand the reference and its location easy. The conventional method followed includes a short title and name of

individual subject matter like 'GPF Advance e.g. “Application of Shri xxx for non refundable GPF Advance". While writing the subject care should be taken not to include defamatory matters or names of persons i.e. instead of writing "corruption by Shri Patil or complaint against corrupt Shri Patil" The subject should be written in this manner. "E.G.S. - Complaint against Shri Patil, Z.P. Engineer".

35.04 Correspondence

It is necessary to carry out correspondence in Government Department in simple fluid language, communicating exact substance. A good correspondence is characterized by accuracy, brevity and clarity. Construction of correspondence should consist of small and simple sentences (Sentence should not be long and complicated) Simple words with exact and definite meaning should be used avoiding words with double meaning or ambiguity. Explanation should be given for specific terms used. Repetition of same words for different aspect should be avoided. Matter should be explained in straight forward manner. One para should contain only one point. Conclusion or summary should be given in the last para. Each letter should be self contained. The events should be described chronologically in the letter. Excess information should be enclosed as enclosures. Refusal should be communicated politely and softly but clearly. The sender should invariably write complete name and address of the office with pin-code, telephone number etc. in the letter to enable the addressee to establish contract again if necessary. The letter should be numbered and should also bear the number & date of the previous correspondence from sender if any. The letter should be started with 'Dear Sir' or Madam' (Mahodaya) and should be ended by 'Yours faithfully'. The officer should write his name and designation and sign over the same. Endorsement regarding urgency or confidentiality should also be given.

The draft letter should be written on independent paper leaving adequate margin. The draft should invariably bear the list of enclosures and names of persons or offices to whom the copies are to be endorsed. Types of correspondence in Govt. - The Govt. correspondence is classified into following types:-

1) Letter (Ordinary letter)
2) D.O.
3) Memorandum
4) Office order
5) Endorsement
6) Circular
7) Notice

In addition to the above correspondence communication by Govt. to the departments is also done through Govt. Resolution, Govt. Notifications, publications, fax ,e mail etc. If the draft is not approved by the Head of the Office, the submitting officer should specifically put up a note that the Draft is for approval and signature. If the Draft is approved he may accordingly give a note "Draft approved for signature'.

The discipline of putting appropriate flags for previous correspondence, note-sheet and draft etc. should be followed scrupulously.

35.05 Procedure to be Followed in Respect of Computerised Typing and Issue of Correspondene

All typists working in an office should ordinarily be located at one place (except the camp clerk, stenographer or personal assistance) and should work under the direct supervision of Head Clerk. In Direction Divisions supervision of typing work should be assigned to the Head clerk in charge of establishment section. Normally a separate typist should be given for each Desk in Direction Divisions. If this is not possible work of specific branches should be allotted to the typist. The recruitment conditions of Forest department envisage the knowledge of typing and computer awareness to the clerks. Whenever practicable, the clerk himself should undertake typing work in the interest of speedy disposal. The Head clerk or O. & M officer should distribute the work of typing within the members of his group.

In order to reduce the burden of typing the office should issue reminders on printed forms and send letters as reminders only when it is absolutely necessary to do so. Routine orders forwarding, account returns, returns of routine nature may also be sent on such printed forms suitably. While typing fair copies, printed letter heads may be used as far as possible. Wherever possible system of typing addresses on the envelopes simultaneously with the typing of fare copies of letters should be introduced. Printed slips of permanent addresses may be used in certain cases, but the care should be taken to paste them securely to avoid dislocation of the address. Addresses on printed inland letter form should be typed in original. The noting officer should give full instructions regarding the number of copies to be typed and the accompaniments to be attached etc. while giving instructions for issue of communications. The Desk Officer or Section Head in charge of compilation should undertake to carry out the work of typing in time. He should examine the typed matters and dispatch the signed copies expeditiously.

35.06 Disposal of Cases

35.06.01 Measures for Avoiding Delay in Disposal of Cases

Common reasons for delay in disposal of cases are –

1) Unnecessary movement of papers from Head of the office to subordinate officers and from such officers to the lowest local officers for enquiry and report 2) Indifferent or incomplete reports from the subordinate officers 3) faulty office procedure 4) Inadequate control over work 5) Non-receipt of enclosures.

Action to be taken for avoiding delay –

(a) Papers should not be forwarded to any officers for the remarks or reports unless it is absolutely necessary to do so. (b) when papers are forwarded the forwarding officer must specifically state the points on which remarks are necessary. (c) the responding officer must clearly answer all the points and mention other points in a elucidation of his reply. Officers must clearly state their suggestions recommendation and suggest a course of action best suited in particular circumstances of each case(d) In making recommendations, the officer should support them with relevant law, rules and orders.

35.06.02. Avoidance of Faulty Office Procedure

All offices should take steps to ensure that assistants in office arrange their papers in six bundle system as under:-

1) Paper pending disposal
2) Await papers
3) Periodicals
4) Standing order files
5) Papers to go to record
6) 'D' class papers, as per A.B.C.D. list.

Papers pending disposal should be divided into urgent and non urgent sets, should be arranged chronologically and disposed of accordingly. Await papers should also be arranged chronologically with reference to dates by which replies are expected.

35.06.03 Control Over Disposal

Control should be exercised over disposal by maintaining various control registers such as worksheet, weekly arrear list, LAQ and LCQ registers.

Suitable reminders should be given for non receipt of enclosures or accompaniments or incomplete reports.

Observance of time limit for disposal of cases: - The Head of the office should fix time limit for disposal of cases in the normal course. The

Direction Divisions should issue instructions for such time limit depending upon the priority as a general rule. Immediate cases should be put up on the same day. Urgent cases within 4 days and ordinary cases within a week. Time limit indicated for particular reference should be observed. Same time limit should be observed for resubmission of the report.

35.06.04 System of Priority Marking

Five types of priority markings have been approved by Govt. (i) Urgent (ii) Immediate (iii)Scarcity priority (iv) LAQ, LCQs (v) Emergency. The markings such as confidential' 'Secret,' Top Secrets' are not priority markings. They may be used in appropriate cases.

35.06.05 Final Disposal of Pending Cases

(i) Desk officers are responsible for ensuring reminders to his branches as well as to subordinate offices. (ii) He should remind Demi officially after two reminders are issued. Further reminders should be issued under the signature of Head of the Office.

The Head clerk should carry out Daftar inspections of all branches and Supdt. that of Division offices and offices of the Direction division to under take scrutiny of the cases awaited for longer period.

35.07 Destruction of Record

35.07.01 Classification, Weeding and Destruction of Record

Classification of the record is done at the final stage of disposal i.e. when the draft orders are put up for approval or proposals made for filing or recording the papers. Proper and timely classification facilitates weeding and destruction at the later stage. All noting assistants and Desk Officers should give correct classification for filing the papers as below: -

A- To be preserved indefinitely
B- To be preserved for 30 years
C- To be preserved for 5 years
D- To be destroyed as soon as the purpose is fulfilled and in any case, not later than 1 year after the end of the year in which they were filed.

The question of classification should be considered in connection with each paper and clear orders taken at the final stage when draft order are put up for approval or proposals made for filing or record. Following principle should be borne in mind in classifying the papers.

(a) As far as possible cases should be kept distinct and single.
(b) Questions general and particular should not be confused. Separate files should be prepared for each category.
(c) Administrative need of record should be carefully considered.
(d) Even in respect of files to be preserved, the weeding of papers in these files should be carried cut to the full extent.
(e) Minimum period of preservation should be long enough to provide for any revision or reconsideration.

Files which are partially classified and un-classified should be classified and papers for destruction should be separated and destroyed. Papers which required to be preserved should be properly prepared and kept in the file.

The classification of files should also be given clearly on the file cover and dockets.

35.07.02. Record which should not be Destroyed

(i) Record connected with expenditure, which is within the statute of limitations (ii) records connected with expenditure on projects schemes or works not completed although beyond the period of limitation (iii) Records connected with claims to service and personnel matters affecting persons in service (iv) orders and sanction of permanent character until they are revised.

Precautions to be taken before actual destruction

The file should be kept for classification and examined to ensure that nothing required for preservation is destroyed. Destruction of record should be done in the supervision of A.C.F. for Divisional Offices and under the specific orders of Head of the Office in presence of senior most Gazetted Assistance for Direction Division. The period of preservation will be reckoned by calendar year from the last day of the year during which the record is filed.

Preservation of certain kinds of record

Sr. No.	Description of record	Minimum period of preservation in years
(i)	Annual Establishment returns -	35 years
(ii)	Cash books -	20 years
(iii)	Register of contingent expenditure	5 years
(iv)	Detailed budget estimates -	5 years
(v)	T.A. Bills & acquaintance rolls -	3 years
(vi)	Service Books -	5 years after death or retirement of the officials.
(vii)	Leave account of N.G. Servants. -	3 years after death or retirement.
(viii)	Pension cases -	5 years
(ix)	Paybills of Govt. servants, for whom no service books are maintained -	35 years
(x)	Paybills of other class of Govt. Servants -	6 years

The A.B.C.D. List of documents pertaining to the Forest Department of Maharashtra has been published by the Govt. in 1969. The classification of list of documents for preservation and destruction is given in No. O & M/5266 of 65-66,Pune-1, dated 09-10-1965 issued by the C.C.F., M. S. The publication also gives the names and abbreviations for the compilation to be indicated in tri-letters.

[Annexure 35.01]

35.08 Treatment to be given to Public Representatives

35.08.01 (a) Public Representatives should be received courteously and with respect in Government office.

(a) They should be treated with appropriate courtesy.

(b) Whenever they visit Government office, preference should be given to meet them. They should not be required to stand in queue to meet the officers.

(c) The Govt. officers should carefully listen to their say and extend all possible help in their work to the extent possible within the existing rules of the Government.

(b) Calling C.C.Fs./ P.C.C.F. (HoFF) in Mantralaya during the period of Assembly Sessions-

The Desk Officers in Revenue & Forest Department and the Dy. Secretary should take necessary action to prepare replies to the Assembly matters as per the information obtained from the Principal Chief Conservator of Forests (HoFF). There is no need to call the field officers for the purpose. The P.C.C.F.(HoFF)/C.C.F. should be called to Mumbai only when the work is very important necessitating their personal presence. They should be called after prior permission of the Secretary.

35.08.02 Observance of courtesies by officers in their dealings with members of parliament/members of State legislature

As members of the parliament or legislative assembly have to discharge their duties in the interest of the public, it is necessary to ensure that they are not made to wait unduly before granting them interview. Officers should give preference to members of parliament/legislative council/assembly for purposes of interviews over other visitors except when other visitors have already come by previous appointment. In such cases the position should be explained to the M.Ps./M.L.Cs./M.L.As. and they should be seen immediately after the closure of the previous appointment.

35.08.03 Relation between Members of Legislature and Officers Instructions for Regulation of
(GAD circular No. CDR/1064/D dated 22-4-1964)

The principles on which the relations of Government officials towards the peoples representatives should be based on are–

(i) Government servant should show particular courtesy and consideration to the members of the legislature.

(ii) While Government servant should attend carefully to what the members of the legislature have to say, they should always act according to their own best judgment.

Government officials should set apart two or three hours every day when anybody can see him. The members of the legislature must be given priority within these hours. In very rare cases when officer is unable to see the members of the legislature at a time about which he has no previous notice, the difficulty should be politely explained to him and other appointment should be fixed in consultation with him.

35.08.04 Miscellaneous Orders

(i) **Presence of officers in meetings called by non officials who have been given status of cabinet ministers :-** Officers should attend meeting called by non officials who have been given status of the rank of cabinet minister in discharge of their duties. These non officials are not expected to interfere into day to day matters of administration. The officers should not attend to such meetings which have been called by such non official in respect of work not directly connected with their official function.
(GAD circular MS/1092/BR-165/AK, dt. 11-8-92)

(ii) Eating Pan or Tobacco by Government Servants while on duty is prohibited. The office premises should be kept clean.
(iii) Report received should be thoroughly screened and examined. Report prepared should not be contradictory. Report based on inferences drawn or mere opinion of officer should not be sent.
(iv) Smoking at public places is prohibited.
(v) When officer have to leave Headquarter for unavoidable reason, another Officer should be deputed as an alternative arrangement.

35.09 Correspondence with Other States

Officers of the Govt. of Maharashtra and officers of corresponding rank of other States in India can correspond with each other in matters relating to forest offences, revenue recoveries, help of police, revenue, forest matters etc. when there are reciprocal arrangements to that effect. The correspondence should be conducted in other cases through Govt. In all cases the correspondence should be conducted with the fullest courtesy and in the letter form, even cases in which communication is merely intended to convey information.

35.09.01 Disposal of Legislative References

The replies related to the Legislative references should be sent after scrutiny whenever subject related with or connected with other departments than forests or is jointly connected with such departments, a copy of the question and extract of the answer related to the forest department should be sent to the appropriate officer of the other department under intimation to the superior officer of this department. If possible, information from another department should be collected and a complete report should be sent to the Govt. The responsibility of the department will not be over merely because of the fact that question is not directly related or completely related to this department.

In case the replies not found proper, concerned officer should be called with the relevant reference. The reply to Assembly question should be submitted with appropriate office note. When information asked pertains to particular period, additional information of the previous one or two years and subsequent period should also be given so that complete information can be visualized. The reply should be prepared after taking into consideration previous replies to such or similar questions.

Complete record of the movement of the question/answer should be kept.

35.09.02 Treatment of Applications, Reminders etc.

Instructions are issued by the Govt. from time to time in respect of anonymous applications, complaints etc. of confidential nature and enquiry to be done in respect of such application. If the application is received by Regd. A.D. acknowledgment of the same is given by Inward Clerk of the office or the officer in whose name it is received.

35.09.03 A box for receiving applications or petitions should be kept at the entrance of every Govt. office in place easily accessible to public for receiving petitions etc. The box should be opened daily and the receipts of the petition etc. may be acknowledged in accordance with the orders given below:-

All letters, petitions, etc. from private or non-official persons, or as well as from officers not in the service of the provincial Govt. or in the Secretariat, addressed to heads of offices, should at once be acknowledged with an intimation that they will be duly considered. **(Form No. Gen 236 sanctioned in 1013 of 16-8-1937 being used for the purpose).** The officer who first receives the communication should acknowledge it before passing it on to the officer concerned for disposal. Officers will be held responsible for the direct observance of this rule.

The following classes of petitions should not however be acknowledged: -

1) Petitions by telegram,
2) Petition against order already declared to be final,
3) Petitions from Govt. Servants,
4) Reminders and such routine papers as requisitions for copies of documents. etc.

CHAPTER 36
USE OF POST AND TELEPHONES

36.01 Postage Stamps and Stationery

36.01.01 Payment of postage is normally effected by means of postage stamps issued by the Indian Post Office under the authority of the Government of India. The post office also issues certain items of stationery like envelopes, inland letters, and post cards with the value of requisite stamps embossed on them. Post offices also sell revenue stamps issued by Central Government. These stamps can not be used for payment of postage. Postage charges can also be paid by means of a proper impression or impressions of a franking machine.**(Clause 10 of Post Office Guide)**

36.01.02 Official Postal Articles

Official postal articles will be transmitted by post under the following conditions---

(i) Office files containing notes and orders or draft letters and fair copy exchanged between Government Offices may be sent by post as letters, package or parcels etc. at the option of the sender. All official correspondence and papers should be transmitted with as much regard as practicable to the saving of weight by post, and by the cheapest mode of dispatch (letter post, speed post, book packet, unregistered parcel etc. as the case may be) consistent with the Post Office Rules.

(ii) Whether the postage is prepaid or not, must bear the superscription "On India Government Service" when posted by Government Officials, authorized to use service postage stamps or on service when posted by all other authorized to use postage service stamps. The superscription must be supported by the signature and official designation to be entered in the lower left hand corner of the articles of the officer, who sends the articles or of the Head clerk or other responsible officer, to whom the duty of the dispatch is assigned. The post office may not take cognizance of the stamps or impression without sender's signature. The delivery and re-direction articles superscribed 'OIGS' should bear official address of the addressee.

(iii) Important documents such as service books, maps, agreements, notices to be served on contractors etc. when dispatched by posts should be registered.

36.01.03 Unpaid and Insufficiently Paid Articles

(i) The postage chargeable on the delivery of official postal article, when the postage is not pre-paid or insufficiently paid will be paid (a) at the pre-paid rate (b) on an insufficiently paid post card, letter or packet at the amount which is deficit.

(ii) In case, where it is not thought advisable to entrust postage stamps to a subordinate official, who has to correspond with, or to send returns to the superiors, he may be allowed by the superior to post to him official articles other than parcels without prepaying the postage, and the same course may be adopted in other cases where it is found convenient or proper to make the postage charge fall on the receiving office.
(The prepayment of postage on parcels is compulsory)
(P.O. Guide clause 199)
If an official article is not covered by service postage stamps when ordinary postage stamps are used the articles will be delivered. The irregularity will however, be brought to the notice of the official superiors concerned.
Postage due articles may be accepted by the post office as per the clause 204 of the P.O. Guide.

36.01.04 Franking Machine

Postal Franking machine is a stamping machine intended to stamp impression of dies of approved design on private and official postal articles in payment of postage and postal fees. The impressions consist of the value die and licence die. Franking machines are used under a licence issued by the Head of the Postal Division in which machine is located with the last dispatch of the day or on the close of the business hours of the day. The licensee will be required to tender at the office of posting a daily packet (in prescribed form) duly filled in, signed and dated. The impressions of the franking should be made on the right corner on the address side of the article or on address wrapper. There may be more than one impressions of the value die but only one licence die on the each article. Machine franked articles posted in letter boxes shall be treated as paid articles. Unregistered articles bearing impressions of the previous date shall also not be accepted. The rules regarding licence etc. of franking machine are contained in clause 11 of P.O. Guide.

36.01.05 Large Official Letters

Large official letters in bulk can be presented at the window of the Post Office. (POG 20). Letters or other articles intended to be registered or insured, articles intended to be sent as value payable or with regard to which certificates of posting are required must be presented at the post office half an hour before the time fixed for closing.
As far as possible, minimum number of postage stamps shall be used. The address on the postal article should be written completely parallel to the length of the cover with the lower half towards the right hand side of the front of the article leaving a clear margin of at least 3 cms. at the top. Post town should be written in block letters. PIN code of the post town should be noted below.

36.01.06 Certificate of Posting

(i) Certificate of posting is meant to ensure that letter and other articles entrusted to servants or messengers for posting are actually posted. Certificate of posting may be obtained in respect of any postal article for which a receipt is not given by the Post Office.

(ii) Delivery of registered articles- Registered articles are delivered to the addressee or his authorized agent. In absence of the addressee, the article shall be detained in the post office for a period not exceeding 7 days from the date of presentation to the addressees. Proper remark when the addressee refuses or is not found will be entered on the article so returned (Clause 36,37 of P.O. Guide). A notice of the damaged registered article will be given by the post master to the addressee. Addressee will take delivery of the same from Post Master. Parcels will be detained up to ten days and will not be redelivered at post office window. Insured articles up to value of Rs. 500/- will be delivered in ordinary manner. Articles insured for money order may be delivered in cash. Certain Post Offices deliver money order by cheque or; postal pay order or by book adjustment. Money orders exceeding Rs 500/- are normally paid at the Post Office.

36.01.07 Registration

Letters, post cards, book and pattern packets, parcels and news papers may be registered at any post office. Prepayment of postage and registration fee is compulsory in the case of all registered articles. Registered articles must be presented in the window of the post office.

36.02 E-Mail Services

The E-mail service is the cheapest and quickest mode of exchange of information. All the offices of should utilize, as far as possible, E-mail service. The E-mail communication is amenable for editing, thus eliminates retyping the entire document by the receivers. The in-charge of every office should insist on maximum use of this service for communication of routine matters.

36.03 Use of Telephone

Instructions for obtaining new connection of Telephone are contained in Rule 62 of M.C.E. Rule 1964.

(i) Government is empowered to sanction the new telephone connections.
(ii) Petty charges. e.g. shifting a telephone from one place to another, may be incurred by heads of offices within the contingent allotment for the office.
(iii) The number and date of the Government Order sanctioning the expenditure on new connections should be quoted on the bills on which the charges are incurred.
(iv) Telephone bills including trunk call charge, rent, (bill for electronic lock, call bill, indicator bill, indicator doors etc.) and bills for other miscellaneous term should be paid in cash or by cheque.

36.03.01 Reimbursement of expenditure incurred on Residential Telephone, Mobile phone, Internet facility of Government Officers.

The Government G.R.No. vap-10.05/pk-39/2005/vinium dated 23rd January 2006 has taken a decision to reimburse the telephone expenditure on monthly basis incurred by the officers towards expenditure of Residential telephone, Mobile phone and Internet facility. The internet facility in the residences is allowed to Dy. Secretary/Joint Secretary and equivalent rank officers.

36.03.02 Miscellaneous Orders

Miscellaneous orders, information regarding current rates, charges, information regarding current facility, trunk call rates. International calls, international fixed time calls, radio telephone service, subscriber trunk dialing (STD codes), codes for ISD calls, procedure for taking new telephone, information on approved attachments, cordless telephone, contract on STD facility, detailed billing of STD, safe custody, telephone tariff accessories. PABX special facility, telex service and fax are available in telephone directory for ready reference.

CHAPTER 37
REGISTERS AND RECORDS TO BE MAINTAINED IN CONNECTION WITH CORRESPONDENCE, ETC.

37.01 General Rules

(i) Office work should be conducted in such a manner that, while a sufficient record of every transaction is preserved, the bulk of documents may be kept as small as possible and arranged as best calculated to facilitate reference.

(ii) A group of documents relating to one subject is called a "case" A group of cases referring to one head or division of work may be collected in a "file".

(iii) To facilitate the keeping of each case complete in itself, no two subjects should, as a rule, be included in one letter or docket.

(iv) On the top of each case will be kept a title page on which the register number and subject of the case and the name of the file will be entered. A list of the documents in the case and the general purport of each may be added whenever necessary. The papers in each case should be arranged chronologically and the pages numbered to facilitate reference.

(v) (a) A register of cases in English/ Marathi will be kept in **prescribed form** with a series of numbers separate for each file commencing on the opening of each financial year. These numbers and the name of the file, if any, will be entered on the title page in **prescribed form** referred to in sub-para (iv).

(b) As regards cases in regional languages, "A" papers to be kept permanently will be entered in prescribed form (Press No. For. 221, Ferist of "A" papers) and "B" papers to be kept for periods exceeding 6 years will be entered in **prescribed form** (Press No. 222, Ferist of "B" papers), correspondences under each list No. being given a separate series of numbers for the financial year. Papers which are to be kept for 6 years or less periods will have no Ferist and will be dealt with according to the instructions in Annexure 37.01

[Annexure 37.01]

(vi) The files of cases in English and Marathi may be as various as the requirements of each circle necessitate. They, as well as the usual cases in each of them should be fixed as far as possible. Documents which do not belong to any particular case may be placed in a file designated "Miscellaneous".

(vii) (a) Government Resolutions, Circulars, etc., of a standing nature should be filed chronologically in separate files maintained continuously from year to year according to subjects numbered in Alphabetical order (as prescribed by the Principal Chief Conservator) with an index to each file. The Accountant General's general letters and Circulars should similarly be filed chronologically in separate continuous files according to subjects.

(b) If the orders mentioned, above are received in duplicate, one copy will be placed with the case to which it relates. If only one copy is available, and it has special reference to any case, a memorandum of its contents will be filed therewith. Government Resolutions, etc., which are not of a standing nature may be filed chronologically according to departments in annual files.

(viii) (a) The Principal Chief Conservator's standing orders should be filed in serial order in separate chapter according to fixed subjects. The chapters will be numbered in Roman in alphabetical order of the subjects and the orders in each chapter will have separate Arabic serial numbers. Each chapter will have an index of the orders contained in it and there will also be a general index of the numbers and names of chapters. Each new order will be issued with the chapter No. and serial No. marked on it and will be filed in its appropriate place and its No. and subject entered in the

index. The entire chapter together will thus form a book for ready reference. An order issued in supersession or substitution of a previous order will be given the chapter No. and serial No. of the superseded order. For partial amendment of an existing order a formal correction slip should be issued.

(b) The same procedure will be followed in respect of standing orders of the Chief Conservators / Conservator and Dy. Conservator of Forest

(c) Circular / Memoranda which are not of a standing nature may be issued as "Working Orders" with a separate series of numbers for each financial year. They need not be entered in the register of correspondence.

(ix) All accounts, books, maps, records and papers of a forest office are Government property; and the officer in whose charge they are, will make them over to his successor on being relieved of charge. The successor should certify in the register of each of them that it is posted up to date and the contents thereof are forthcoming.

37.02 Divisional and Subordinate Offices

(i) (a) Registers of receipts and issues of correspondence will be kept in the same book (prescribed form). One book will be kept for correspondence with the Chief Conservator / Conservator's office, and another for general correspondence.

(b) A new series of numbers will be commenced in each register at the opening of each financial year. All letters issued should bear the number of the file followed by the serial number of issue, to facilitate reference.

(ii) Registers of receipts and issues of correspondence in regional languages will be kept in prescribed forms (Press Nos. Gen. 41 and 40) respectively and each financial year will have a new series of numbers.

(iii) All letters will be opened by the Dy. Conservator of Forest himself or by someone duly authorized by him. He will write on them the date of receipt, and will then register them or cause them to be registered. The general register number and the name of the file, if any, to which they belong, will be entered on them at the foot of the docket, as well as the number of the case, thus :-

XIV-10 of 1902.03
Register No. 329 ----------
Timber and Fuel.

(iv) Instructions for filing, sorting and preservation of records have been laid down in Annexure 37.01

[Annexure 37.01].

(v) At the end of each year, the register of English cases and ferists of correspondence in the regional language will be gone through, and corrections, if any are necessary, will be made in them and an approved endorsement will be written at the end of them and signed by the Dy. Conservator of Forest who will also authorize the destruction of useless records

(vi) Confidential papers due for destruction should be destroyed by burning. Non confidential records due for destruction and waste paper should be disposed of in accordance with the orders in P.& S. 1561/34 of 18th June 1943 and 9th August 1943, and the sale proceeds credited to "0406 Forestry and Wildlife 01 forestry-800 other receipts.

(vii) Officers who are not provided with clerks will conform, as nearly as possible, to the above rules. They may, under ordinary circumstances, dispense with copying letters, but will in that case make fuller entries of their contents in the registers.

(viii) (a) A list of registers, books, etc., required to be maintained in the Divisional Forest Office and its different subordinate offices is given in **[Annexure 37.01]**. Registers, etc., in addition to these should be prescribed for or introduced in any of the offices concerned with the approval of the Principal Chief Conservator of Forests.

(b) Pass, permit and receipt books should be kept by such of the subordinates only as have been authorized to keep them by the Dy. Conservator of Forest

(c) No pages should be torn out of any book or register and no erasures made. Any corrections made should be initialed.

(ix) R.F.Os. and other subordinates should endeavor to avoid unnecessary writing and correspondence and should take every opportunity to ask the advice of superior officers on tour regarding questions or orders not properly understood.

(x) An order book in prescribed form (Press No. For. 347) should be kept on the person by the R.F.O. for the Dy. Conservator of Forest to write any personal orders in and one by the Round Officer for the R.F.O. or Dy. Conservator of Forest to write orders in. The beat guard's diary book will be used by the R.F.O. or the Round Officer for the purpose. There should be no unnecessary correspondence between the R.F.O. and Round Officer similar to those instances in serial No. (26) (ii) of Annexure 37.01 and none whatever between the Round Officer and the beat guards. Use of the order book should be made to the fullest extent.

(xi) The R.F.O. will keep the records according to the sanctioned A and B lists (Press No. Spl. For 28), the instructions in Annexure 37.01 being followed. At the time of his annual inspection the Dy. Conservator of Forest should inspect the records due for destruction and authorize their destruction. The round officer should keep only the current record and send everything else to the range office. The beat guard will keep no record whatever except the current books he is authorized to.

37.03 Offices of Principal Chief Conservator, Chief Conservators, Conservators, Silviculturist And Utilization Officer

(i) Registers of receipts and issues of documents should kept as ordered for divisional offices (37.02(i)). There may be as many registers as will suit the requirements of each office.

(ii) The rules regarding registry, sorting, preservation and destruction of correspondence laid down in (37.02(i)), (37.02(iii),(iv)) apply generally to the above offices except as regards the numbers and names of files which may vary. As regards destruction of outdated records in the Principal Chief Conservator's and Chief Conservator's, Conservator's offices, the Superintendents have been authorized in this behalf.

CHAPTER 38
BOOKS AND MAPS

38.01 Rules Regarding Regulation of Purchase and Supply of Official Publications

Rules 144 to 180 of the Manual of Contingent Expenditure (Third Edition) (F. P.IX) regulate the purchase and supply of official and non-official books, publications, newspapers etc. Government does not undertake to supply books and newspapers indiscriminately and supplies must be confined to what is found actually necessary for the public service. All books and periodicals procured for any office should be registered or filed and must not be permanently removed from the office for which they were intended.

38.02 Official Publications

38.02.01 **Rule 144 Manual of Contingent Expenditure (F.P.IX)** (i) Officers to whom power to purchase books and publication has been delegated - should apply to the Director, Government Printing and Stationery, for copies of the Civil List and other official Publications which are kept in stock at the Press.

Exception- The Indian Postal Guide and the Government Telegraph Gazette and Telegraph Guide should be obtained from the Post Office and Telegraph Department respectively, on cash payment by Government Servants and others requiring them.
Government Publications when published by a private press, are also excluded from the operation of the rule.

Purchase of Foreign books and Publications through Trade.

D.MSC-40555-E of 17-10-1955.

(ii) The requirements of foreign books and publication should be obtained by the officers through trade channel i.e. from any book-seller in India who quotes the lowest rates. No orders should be placed for books in foreign countries. The expenditure on purchase should be met from contingencies.

(iii) All controlling officers, while inspecting the offices, should see that all purchases are made as per manual of contingent expenditure and by the specific sanction of the competent authority.

38.02.02 Classification of official reports
As a rule, printed reports etc. which are not really of a secret or confidential nature should not be marked "For Official use only".

38.02.03 Railway and State Transport publications required for the preparation and checking of bills containing charges can be purchased out of the contingent grants.
Note 1:- The number and date of the Government order sanctioning the purchase should invariably be quoted in the bill in which the amount is drawn.

38.02.04 Authorities competent to sanction the purchase of books, newspapers or other publications should make their own arrangements directly with agents to purchase periodicals and books as may be required for their use and for the use of Government Servants subordinate to them. In the case of purchase of non-official publication published in foreign countries the procedure laid down in para VIII (article 632 of manual of C.E.) should be followed by the officers concerned.

38.02.05 The sanction for the supply should be communicated to the Audit Officer.

38.02.06 These rules do not apply to the supply of Survey of India Printed Maps which is governed by orders issued in G.R.R.D. No. 3939/49 of 30th April 1952 (Confidential).

38.03 Publication of Government of India and State Government

38.03.01 Purchase of Publication of Government of India and State Government

The publications of the Government of India and other State Governments should be purchased in accordance with the procedure laid down in **Rules 14 to 15 of the Manual of Contingent Expenditure (F.P.).**

38.03.02 The Chief Conservator of Forests is authorized to supply free of charge copies of the Annual Forest Administration report to Forest Departments of other States.

38.04 Register of Books and maps

In each office, including the Range office a register of books must be kept. The current number of the register and the date of receipt should be entered on each copy. The columns of "Remarks" are intended to explain what has become of any copies which may have been lost or otherwise disposed of. The entries in this column should be dated and initialed by the officer to whose office the books belong.

38.05 Annual Stock-taking of books and maps

The Head of the clerical staff in every office is responsible for all books and maps in the office. On the 1st of July each year he should take the stock of books and maps and note the result in the register concerned.

38.06 Books and Publications

Supply to candidates appearing for Departmental Examination- In cases where the question papers set for the Departmental Examinations are to be answered with the aid of books, it is necessary for the examining authority to supply books to the candidates in the examination hall to enable them to refer the books in the Hall, as the candidates are not allowed to use their own books. The examining authorities should obtain from the Director, Government Printing & Stationery, Bombay, as many sets of books as the candidates appearing for the examination. These will be supplied free. The examining authorities should lend these sets to the candidates for their own use on payment of deposit which should not be less than the price of the Book on condition that the book should be returned at the time of examination without making any notes therein or without spoiling it in anyway, failing which the deposit should be forfeited.

— CHAPTER 39 —
STATIONERY, FORMS AND PRINTING

39.01 Stationery and Forms

39.01.01 The orders of Government on the subject are contained in Rules 78 to 82, 84 and 85 of the Manual of Contingent Expenditure (F.P.IX) and in the Bombay Stationery and Printing Manual, Volume I, 1943 (especially Chapters III to V, XXIV and XXVIII).

39.01.02 Indents for Stationery

(i) The requirements of Range officers should be included in the indent of the Deputy Conservator of Forests.

(ii) The annual indent for stationery should be sent to the Director, Government Printing and Stationery by 15th June and the annual indent for standard forms and envelopes to the Yeravda Prison Press by 15th February in accordance with the instructions in Chapters III, XXIV and XXVIII of the Stationery and Printing Manual. As regards triennial and quinquennial indents for special forms, the indent of Forest Department is to be submitted by 15th August.

(iii) No indents for stationery articles which are not standardized (viz articles which are not mentioned in the printed model Indent form of the Stationery Office) should be preferred on the Director of Printing and Stationery, Bombay.

39.01.03 Indenting officers should verify the actual weight of package of stationery, on the arrival of the consignment, with that shown in the Railway or Steamer receipt and in the event of a difference, lodge a claim with the authorities concerned. Any damage or shortage of stationery should be immediately intimated to the Director, Government Printing and Stationery, Bombay.

39.01.04 Inland Letter Forms

Heads of departments and offices should obtain inland letter forms from the Manager, Government Photo zinco press who has been instructed to print the same.
(D.GSO-1354-E of 13th August 1956).

39.01.05 Indents for Standard Forms

The indenting officers should take care to submit the indents for the supply of standard forms to the press according to the prescribed schedule.
(D.D.PST4254-E of 10th May 1954. 3rd November 1954).

39.01.06 Additional Supplies of Stationery and Drawing Articles

(i) While submitting proposals for additional supplies of stationery or drawing articles, the officer concerned should invariably indicate therein the item Nos. of the articles.
(D.GSO-1455-E of 24th February 55).

(ii) While submitting requisitions for additional quantities of stationery articles the following information should invariably be furnished.

D. GSO-1352 of 3-10-1952.

(a) Number of members in the office who require stationery.
(b) In respect of each item of stationery-

i.Number / quantitiy	Sanctioned as per model indent.
ii. Number / quantity	In balance at the time of submission of annual indent.
iii. Number / quantity	Asked for in the annual indent
iv. Number / quantity	Actually supplied by the Director, Governmnet Printing and Stationery (including "will follow" items.
v. Number / quantity	Required in addition to iv. above

vi.Rasons justifying the demand at v. above.

39.01.07 Stationery Articles Required Urgently in Emergency.
Rules for Local purchase of stationery and Drawing Articles.

i. Local purchase is permissible to the extent of 25% of the sanctioned quantity of those articles, which are essentially required but not supplied by the stationery depots. It is not necessary to obtain no objection certificate from the stationery depots nor the sanction of Government in the Administration Department concerned.

ii. The local purchase shall be made only after inviting competitive quotations for standard items from at least three dealers and accepting the lowest to specifications.

iii. The purchases made should be reported to the Stationery Depots within 2 weeks, giving full particulars; viz; Item, Number, Description, Quantity, Rate and Total Expenditure.

iv. The monetary limits for such local purchases during any financial year shall be as follows;

STATIONERY ARTICLES(Including clothing and cycle accessories)

a. Head of Departments and Regional offices Rs. 1000/-
b. Head of offices 500/-

DRAWING ARTICLES

a. Head of offices under the Irrigation Department and Public Works Department Rs. 1000/-
b. Other Head of offices using drawing articles Rs. 500/-

v. It is essential to certify on the bills as follows–

a. the local purchase made is strictly in conformity with the Rules prescribed by Government under Government Circular, Industries, Energy and Labour Department, No. PSP/1474/2809-IND-6, dated the 6th April, 1976.
b. The intimation of the local purchase has been sent to the Government Stationery Depot ----------on ----------.

vi. Purchase of any item essentially required but not supplied by the stationery Depot, beyond 25% of the sanctioned quantity, is permissible only on the basis of a No Objection Certificate from the Stationery Depot, provided it is within the overall monetary limit mentioned in rule iv above.

vii. Purchase of stationery beyond the monetary limit mentioned in rule iv or any non-standard item of stationery shall necessarily require prior sanction of Government in the Administrative Department concerned. In such cases, the Administrative Departments will not be required to consult the Industries, Energy and Labour Departments and Finance Department as long as the relevant rules are strictly adhered to by the offices.

39.01.08 Computer stationery

Heads of Department, Regional Heads of Office and Heads of Office may refer the financial powers delegated to them.

39.02 Stationery for Newly Created Offices

Newly created offices have been authorized to purchase their requirements of stationery articles locally during the first year, Head of Department and Regional Heads have been given full powers to sanction stationery for newly created offices.

Articles such as locks, rubber stamps etc. which are required once for all should however be obtained through the Director of Government Printing and Stationery as usual. The articles such as safes, steel dispatch boxes etc., will be supplied by the Central Stores Purchasing Officer after the Indenting Officers obtain orders of Government for the supply of such articles. Payment will be made by the Central Store Purchasing Officer direct and debited to cost of stores purchased for other offices.

39.03 Economy in the use of Stationary

(i) All forest offices should pay special attention to the instructions in **paragraphs 65 to 72 of Chapter III and 533 of Chapter XXVIII of the Stationery and Printing Manual** regarding economy in the use of Stationery, forms and envelope and the maintenance accounts and the check and inspection of the stock thereof.

(ii) All Heads of Departments and Offices should take care to see that proper economy is observed in the use of small and large size envelopes. Envelopes already used should be utilized by the use of economy slips.
(D-GSO-1351-X of 4th August 1951)

(iii) **Stationery Economy Slips -** Cases (i.e. files and connected paper) need not be wrapped in cartridge paper, but should be sent in envelopes unless they are too big for the usual size of the envelopes in use. Economy slips should invariably be used and the packets or wrappers used again for other cases in view of the general scarcity of paper. The economy slips are printed as a standard form and will be supplied to the officers on indent.

39.04 Miscellaneous Articles of Stationery

39.04.01 Mathematical and Scientific Instruments

All indenting officers should as a rule place their indents for mathematical survey and scientific instruments, on the Mathematical Instrument Office, Calcutta, direct. Articles dispatched to the Mathematical Instruments Office, Calcutta should invariably be booked "Freight paid" and "Street delivery".

(Ministry of Industry and Supply, New Delhi. No. FY-2-22 of 28-2-49 and 5-4-1949) .

Ministry of Works Production and Supply. No.FY-2-22 of 29-5-1951.

39.04.02 Binding Work

Heads of the Department, Regional Heads and Heads of the offices have been empowered to get binding work done through local presses/ book binders without reference to the Director Government Printing and Stationery to the extent upto Rs. 30000/- per annum where libraries are maintained by the offices and upto Rs.12000/- per annum where no library are maintained by the office on the following conditions:-

i. The budget grant should be available with the Department/ Office concerned.

ii. Usual procedure of inviting tenders/Quotations and accepting the lowest rates etc. should be observed while entrusting the work.

PRINTING.

39.05 Power for Undertaking Printing Work

The powers of officers to get printing work done at Government and local Private presses and the conditions under which it may be done are described in the **Manual of Contingent Expenditure (F. P. IX)-59 and in paragraphs 481, 482 and 483 of the Stationery and Printing Manual.**

39.05.01 Head of office and Regional Heads are empowered to get the urgent printing work done locally through private printing press up to Rs. 10,000/- and Rs. 12,000 per annum respectively, and the Head of Deptt. Up to Rs. 50,000/-, subject to certain conditions.

39.05.02 Advance Intimation of Printing Work at Stationery Department. All Heads of Departments should send to the Director, Government Printing and Stationery as far as possible, advance intimation regarding the extent and nature of work to be sent to the presses of all large-size and urgent printing work.
(D. PST-2455-E of 10-6-1955).

39.05.03 Printing of Requisition Forms

All indenting officers who are authorized to indent directly on the press for printing work should send all work for printing under the printed requisition form no. Gen. 206(m).

[Annexure 39.01]

Heads of Departments and offices should send to the Press as far as possible a complete and final copy of the required material, so that no additions or alterations may become necessary at the proof stage.
(PST. 5353 of 2nd Fed 1954)

39.05.04 Printing of forms required by Silviculturists

Printing of the following forms has been sanctioned for being supplied annually to the Silviculturist by the Director of Printing and Stationery Bombay.

i)	Ledger file dividers (set of five)	100 set
ii)	Ledger file covers	200 "
iii)	Ruled Index cards.	1000 "
iv)	Card Index dividers(Set of Five)	50 "
v)	Wrappers.	1000 "

39.05.05 Printing of Forms in Regional Languages

Heads of Departments and offices should see that all forms which are meant for public use are printed in regional languages. (D.YPB/1553-E of 21-11-1953)

39.05.06 Supply of Printed forms in Regional Languages

In order to avoid inconvenience to the public, officers should ensure that adequate supplies of printed forms are made available in regional language.

(S.(R) OFL-1057/64/60-B of 26-6-1957)

— CHAPTER 40 —
ECONOMY IN CONTINGENT EXPENDITURE

40.01 Instructions to enforce strict economy in contingent expenditure

Every Officer should pay personal attention to the following instructions and enforce strict economy in all kinds of contingent expenditure: -

i. Renting of post boxes
The practice of hiring post boxes in all offices should be discontinued.

ii. Costly publications
Costly pictorial publications may be purchased only after obtaining sanction from Competent Authority. Costly series of publications having no direct connection with day to day functioning of offices should not be purchased. Such costly publications should not be purchased locally. These are to be supplied by the Superintendent, Government Printing and Stationery to whom indents should be sent in proper time, after obtaining sanction of Government, if it has not already been given.

iii. Furniture
The concerned authorities must stick to the limits prescribed by the financial powers delegated to them.

iv. Water supply charges
Whenever such charges are incurred, the officers should frequently check the consumption of water in their offices personally and take adequate measures to prevent waste.

v. Electricity charges
Officers should personally see that electrical equipments are not allowed to run unless necessary.

vi. Tenders
Sufficient interval should be allowed between the date of publication of the notice calling for tenders and the dates of submission of tenders, in order to secure wide publicity, and keen competition among the tenders in order to secure wide publicity and keen competition among the tenders.

vii. Service postage and telegrams
Letters intended for local address should not be sent by post but delivered by hand. Economy in postal and telegram charges should be observed in all possible ways, these instructions do not apply to letters to be sent in distant places in big metropolitan cities like Mumbai, Pune where cost on sending tapal by hand will be higher unless the tapal is of urgent nature. Use of communication through electronic means in conformity with the existing policy of the State Government, which are otherwise cheaper and much faster compared to traditional means, must be resorted.

viii. Stationery, etc.
Officers are not allowed to purchase items intended for their personal use at Government cost. Controlling offices should check the contingent bills of the officers under their control and see that in no case such expenditure is incurred.

ix. Advertisement

Official advertisements in newspapers should not be, unnecessary long resulting in avoidable waste of money. They should be restricted to the minimum number of words necessary to convey the purpose. To curtail expenditure on that front, advertisement can be made using official website of the Forest Department or as may be prescribed by the Government in that regard from time to time.

40.02 Additional instructions under the Maharashtra Contingent Expenditure Rules

i. Charges on new telephone connection, shifting of telephone and charges payable for local call and trunkcall for use of Government are payable by Government. Charges for private call should be remitted by the officer by challan M.C.E. Rule 62.

ii. When new building is constructed by P.W.D. fixtures as required i.e. when necessary i.e. racks, shelfs, fans are provided in the estimate. The subsequent expenditure on repairs of these buildings is to be paid by the concerned deptt.

iii. **Rent** - Rent of any land or building occupied for public purposes shall be paid by the Public Office or department occupying it. It will be charged to the detailed head 'Rent, Rates and Taxes,. The first charge in every year should be supported by certificates form the Executive Engineer that suitable building belonging to Government was not available, for the purpose required. Certificate of reasonableness of rent should be issued by the Executive Engineer concerned, when the building is first hired. No revised rent certificate is necessary on account of increasing rent equal to increasing municipal taxes provided a certificate from the Municipality regarding the increase in taxes is attached to the Bill and kept on record. In regard to the Buildings in charge and maintained by the Forest Department a register of all building should be printed for each circle.

iv. **Taxes-** The taxes of Municipal **M.C.E. Rule 148** rates on non residential buildings are paid by the department concerned. When the tax is paid by the P.W.D. as department in Administrative control of the building the payment may be charged to the maintenance estimate of the building concerned. Taxes on residential buildings, when the buildings are under administrative control of P.W.D. are charged to the maintenance estimate of the buildings concerned. Taxes other than those for specific services (i.e. service charge in cantonment areas) are levied on the owner and are treated as a part of the rent proper. Government Servant should not be charged amount more than 10 % of his emoluments. If a building is occupied by Government Servant no part of the taxes should be recovered from him. If assessment of municipal tax is found excessive, appeal may be preferred for reducing the same. The local charges of taxes for specific services rendered by (M.C.E. Rule 179) local bodies like electrical charges, water supply and conservancy charges should unless otherwise directly be recovered from all occupants.

— CHAPTER 41 —
INTERNAL AUDIT AND INSPECTION OF OFFICES

41.01 Internal Audit Inspection by the Forest Department

(i) All Divisional and Sub-divisional Forest Offices will be inspected by the Chief Conservator / Conservator and all range, round and other disbursers' offices by the Dy.C.F. at least once a year. Such inspection should extend to records, returns and other matters enumerated in Para 25.02.01 and 26.02.(iv) and **in the relevant inspection report forms** (Press Nos. For .101, 1O3 and 358). The periodical inspection of cash books, etc., prescribed in P 26.02.(iv) should also be carried out by the officers concerned. Instructions for inspection of offices are given in **[Annexure 41.01].** The reports of inspection carried out by each officer should be submitted to his immediate superior for perusal and return (the portion of each inspection report of the Chief Conservator / Conservator under the head "cash account" should be submitted by him to the A.G.)

(ii) The annual administration reports of the officers concerned should contain a paragraph showing the number and condition of the office inspected by them.

(iii) The Principal Chief Conservator will inspect Chief Conservator / Conservator / Division Offices through central audit wing created in the office of PCCF, issue audit inspection notes and receive and deal with inspection reports of these offices.

(iv) Paragraph 29.01 of this Volume may also be referred.

Notes

CHAPTER 42
STORES

42.01 Responsibility for General Administration of Store

42.01.01 The general administration of all the store of Division is vested in DCF/DFO for making arrangements to acquire and dispose of the store according to the rules and instructions of the Government.

42.01.02 All transactions of receipts and issues of store should be recorded in accordance with the prescribed rules and procedure, in the order of occurrence, fictitious stock adjustment are strictly prohibited such as debiting cost of material to work, transferring cost to another work for want of sanction, carrying out revision of value of material used on work to avoid excess outlay over appropriation etc. The departmental audit and the A.G. is required to bring such irregularities to the notices of appropriate authorities.

42.01.03 Cost of the acquisition of store should be debited to the final head of account concerned for the particular work for which they are required, if either of these can be done at once, otherwise it should be kept in a suspense account pending clearance as the materials are actually issued by debiting to specific heads of accounts or works.

Note :- In accordance with the above rule, cost of supply of all store required for general use is debited at once to the minor head. Tools and Plants subordinate to the major head under which such charges of the Division, are classified and sub items of tools and plants which are required for specific works are debited to that work.

42.01.04 Categories of Store

On the particulars of para 3 above, the store can be divided into two distinct, categories. (1)Store debited to suspense - stock (2) Store debited to final head, which includes tools and plants, material of construction and material charged to work.

42.01.05 Numerical or quantity account

Account of (numerical or quantity account) receipts, issues and balances of store has to be maintained for both types of stores above with a view to control the balances efficiently until the stores are disposed of finally either by consumption on works or otherwise. The quantity account should also be reconciled periodically with value account for store which are not debited to final heads. The final record of all stores as also the returns of subordinates should take account of all quantities only and both, quantity account with the value account should be maintained in the Divisional office.

42.02 Stock

42.02.01 Stock Keeping

The Stock of a store of Division may be kept in a single godown or in any stores maintained by a R.F.O. The stock account should be kept in the office of a R.F.O. who is authorized to maintain cash account and who is incharge of the area in which store lies. A separate account

should be kept in Division Office of any stock which is directly under the charge of Dy.C.F./ Sub-DFO in charge of independent sub-division.

42.02.02 Vocabulary of Store

In order to ensure accuracy of posting of all transactions like list of indents, list of material in stock, showing correct description of store, proper classification of store should be evolved. The following classification may be used.

Classification of Store

A Work

(i) Nursery & Plantation
(ii) Seed
(iii) Logging equipment
(iv) Workshop & machinery
(v) Pump sets, pipes
(vi) Civil work
(vii) Camp equipment
(viii) Marking hammers, beat axes

B Office

(i) Furniture & Tools
(ii) Clothing equipment
(iii) Stationary
(iv) Survey articles
(v) Electronic devices
(vi) Vehicle (Car & Jeep)

C Miscellaneous

(i) Coaltar and other sundries

42.03 Quantity Accounts

42.03.01 Receipts of Material: - Material may be received from

(i) Indent place with DGS & D
(ii) CSPO
(iii) Divisional Purchase Committee
(iv) Through local purchase
(v) Through subordinate offices
(vi) Through manufacturers or supplies by the Departments or Government.

On receipt of the store the, officer incharge of the store must enter the details of value, quantities, description, make of the stores, proper authority of its purchase.

42.03.02 Stock Taking

All material received should be examined and counted or measured at the time of taking delivery. This measurement should be recorded on stock receipt. In case of larger store, the total number or quantity received should be entered in the bincard. Acknowledgment for receipt of material to be given to supplier shall be signed by an officer not below the rank of R.F.O. The material should be kept incharge of responsible Govt. Servant who should be required to give a certificate in the following form on the bill or invoice "received ! on dated .....! Receipt of material recorded on the statement of stock receipt at page No.....Sr. No.....Signature date. "

42.04 Issue of Store

The store may be issued for works or for transfer to other users under appropriate authority. It should be issued only on receipt of an indent signed by the DCF/DFO while transferring to other range or Division. R.F.O. should be specifically authorized to issue the store for his own works assigning appropriate limits according to the requirement of sanctioned estimate.

42.05 Bin Cards

Separate indent should be prepared for each work. The authority of sanction, account classification should be mentioned on the indent which forms basis of charging value of the material to the user. The entry of the store issued should be made in the bin card where such cards are made. One copy of the indent should be retained by the issuing officer as a voucher. Third and Fourth copy of the indent should be sent to the Divisional Officer for further action.

42.06 Account of the Value of the Store

42.06.01 Payment of stock received

The payment of stock received for other divisions of the Forest Department may be done through cheques. Cash payment should not be made for stock received except petty material at range level.

42.06.02 Recovery of Stock Issued

Rate of issue of material should be so fixed that the cost to be charged to the works on which materials are to be used should be approximately equal to the actual cost of the store and that there may be no ultimate profit or loss in the stock account. It should provide beyond the original price paid the cost of carriage, the storage charges, handling charges and any other charges actually incurred. Occasionally 10 % supervision charges should be recovered in addition to the value of the stock as calculated above for supply to the other departments, when such recovery is appropriately agreed before the supply is made. Such recovery is not charged to the value of materials but is remitted as revenue.

42.06.03 Storage Charges

Excepting mechanized logging units, govt. workshops and saw mills, Forest department does not have a system of central store. The material is generally stored in the nursery or Range H. Q. and in exceptional cases in a store specially procured for this purpose. It is supervised by the local Forest Guard or Forester. The cost on these stores is directly charged to the works. In order to avoid disproportionate cost on all work, the DCF/DFO may issue instructions to distribute these charges proportionately on different works. He should however see that dis-proportionate expenditure is not incurred on up keep, protection and handling of such stores which does not need full time attention or supervision. It is preferable to keep the store of range or round level in a room attached to the office or in a labour shade in the nursery where extra expenditure will not be required for its protection.

42.06.04 The record of store should be maintained in form No. 8 of M.C.E.R. 1965. An account should be maintained in the account branch of the Dy.C.F. to record day to day transactions relating to each item of stock. This should be maintained in the stock ledger which will bear different sections of pages for each article of stock, columns for

receipts, issues, balances for both quantities and values. The separate ledger should be maintained for articles of stores, tools, plants and livestock. All items of receipts and issues will be entered in the ledger from the copies of statement of stock receipts. The balances should be worked out periodically not later than a month. The ledger should be closed giving the details of quantities and values at the end of each month. Consolidated abstract should be prepared for each month. Quarterly progress report of procurement and issues of stores should be submitted to the C.C.F.(T).

42.06.05 Tools and Plants

Registers of return of live stock should be maintained as mentioned below.

(i) Register of work done.

(ii) Register of the expenditure on up keep of animal.

(iii) Annual divisional return of live stock.The tools and plants are divided in two kinds :-

(a) General and ordinary tools and plants i.e. those required for the general use of division

(b) Tools and plants i.e. those required not for general purposes but for specific works. The cost of the supply, repairs and carriage of general and ordinary tools and plants is charged to the ordinary head "Tools and plants" where as similar charges of special tools and plants are borne by the works concerned. In both cases, the cost charged in the account against sanctioned estimate in the same way as expenditure on works, though for the purpose of sanction, it is treated as expenditure on tools and plants.

42.07 General Instructions Regarding Store

42.07.01 (i) A register of stores, tools and plants should be kept in Form No. 8 of F. P. IX (Press No. Gen. 11) in all forest offices including the central store in the Divisional range, round and depot offices. All articles acquired by purchase or otherwise should be entered in the register. Booklets and stores supplied for consumption (such as stationery) should be excluded.

(ii) Stores, tools and plant should ordinarily be classified as given in para 42.02.02.

(iii) The store register should be permanent, a page or half a page being assigned to each kind of article and an index of such articles should be given on the opening page of the book. The Divisional register shall contain the account of each range separately and the range register that of each round separately.

(iv) In the "remarks" column of the register, note should be made of surplus articles, no longer required so that may be transferred to other offices or departments needing them or sold before there value is seriously depreciated.

42.07.02 Whenever any new articles are purchased, a certificate to the effect that they have been included in the dead stock register should always be given on the relevant voucher as follows before making payment.

(i) "I certify that the materials and stores billed for above have been brought on the respective inventories and that all materials and stores are being duly accounted for and verified in the manner laid down in **Section 1 and 11 of Chapter 9 of Financial Publication No.1"**

(ii) "I certify that the purchases billed for have been received in good order, that their quantities are correct and their quality good, that the rates paid are not in excess of the accepted and market rates and that suitable notes of payment have been recorded against the original indents and invoices concerned to prevent double payments".

Note :- (1) Rules for the supply of articles other than stationery and printing store required to be purchased for the public service are contained in **APP. 2 to F. P. I.** Instructions for the purchase of stationery and printing stores and jail made articles are given in **Rule 32 of F.P.IX.**

The powers of forest officers to sanction purchase of stores, tools and plant are given in **F.P. VII-18.**

42.07.03 All officers entrusted with the use or consumption of stores are responsible for maintaining them in proper custody; in good order; keeping correct records and preparing correct returns for them. Any loss or damage to stores should forthwith be reported to the authority competent to deal with the matter. When articles are issued, a written acknowledgment should be obtained from the person concerned.

Note :- For powers of officer to write off store, tools and plant, etc., and irrecoverable value of such articles and losses see F. P./ VII.37.

42.07.04 The head of each office will be responsible for taking stock annually, by comparing the actual stock with the entries in the dead stock register. In the month of June each year, he will submit a certificate to his immediate superior to the following effect :-

"I Certify that I have inspected the register of articles of dead-stock maintained under Rule 77 of the **Manual of Contingent Expenditure - Financial Publication No. IX ,** and have found that it has been property kept up to date and that the articles mentioned therein are actually held in stock, with the exception of those mentioned below, the explanation of the absence of which is appended, and that no articles have been written off, except under proper sanction, which has been duly recorded on the return under the signature of the head of the office."

Note (1) - Certificates of stock taking are not required from Chief Conservator /Conservators. These officers will exercise check over articles of dead-stock in their own charge and will deal finally with the certificates of stock-taking submitted to them by subordinate officers.

42.07.05 The Chief Conservator /Conservator will examine the stock-books and articles of dead-stock during office inspections. The DCF/DFO, in the course of his tours, will similarly compare the articles in charge of his subordinates with his own register and see that their books and stocks are properly maintained.

42.07.06 (i) In those divisions where Government elephants or other cattle are kept, returns of live-stock, together with statement of the cost of maintenance and of the work on which they have been employed, will he submitted annually to the C.C.F.(T)/C.F.(T)

(ii) Returns of elephants should show name, sex, age, height, and condition of the animal.

Note :- Power to prescribe forms for the return of livestock and time of submission thereof has been delegated to the C.C.F.(T)/C.F.(T).

42.08 General Rules Regarding Procurement of Stores

42.08.01 General rules

General rules applicable to all departments regarding stores are contained in part II, Section 25 of M.C.E.R. 1965. These general rules apply to all articles including articles of dead stock such as plants, material, instruments, furniture, equipment, livestock etc.

42.08.02 Authority Competent to Sanction the Purchase of Store

Subject to any special Rule or Order, authority which is competent to incur contingent expenditure may sanction the purchase of store required in accordance with the provisions contained in Rule 172 of M.C.E.R. subject to usual restrictions regarding the existence of necessary appropriation and to any monetary limits and conditions prescribed in regard to specific articles or clause of articles.

42.08.03 M.C.E. Rules

The rules for purchase of store are regulated in strict conformity with the rules in Appendix 6 under Rule 172 of M.C.E.R.

42.08.04 General Rules

While making purchase of store, definite requirement should be worked out. The store should not be purchased much in advance of actual requirement if such purchase is likely to prove un-profitable to Govt. Purchase of store should be done according to the scale or limits prescribed.

42.08.05 Split up Purchase Order

Purchase order should not be split-up to avoid necessity of obtaining the sanction of higher authority required with reference to total amount of the orders.

42.08.06 Inspection of Material

All material received should be inspected, examined, measured and weighed ascertaining the quality and quantity by the officer taking charge of the same.

42.08.07 Supply on Indent to Other Department

Material should be supplied to other Department after obtaining firm indent from an authorized person.

42.08.08 Handing Over Custody on Transfer

In case of transfer, the officer in charge of store should see that the stores in his custody is handed over correctly to his successor and a proper receipt taken from him.

42.08.09 Head of the office or officer entrusted with store should take appropriate care of protection, keeping the store in good conditions and maintaining suitable account and inventories and submit correct returns in respect of the store to prevent loss and to facilitate checking of the balances etc.

42.08.10 Verification of Stock

Head of the office should verify the stock such as plants, materials, furniture as per Rule 181 and 98 of M.C.E.R. The R.F.O. should verify the stock and store in every six months ending 30th September and

31st March, and should submit a certificate to the Head of the office by 15th October and 15th of April in the prescribed form. The A.C.F. and Dy.C.F./ Sub-DFO in charge of independent subdivision should carry out surprise verification and certain items of stock to exercise checks on pilferages and losses. The result of such verification should be recorded against the balance in the register itself under the dated signature of the verifying officer as contained in Article 179 of M.C.E.R.

42.09 Account Keeping

The account of stock should be kept in accordance with the instruction in Section 24 of M.C.E.R. in general and specific rules relevant in respect of particular items in the Forest Department.

42.09.01 Inventory of Dead Stock

Inventories of articles of dead stock should be kept in form No. 8 **prescribed under Rule 95 of M.C.E.R.**

42.09.02 Inspection of Perishable Store

The inspection of perishable store should be carried out at least once in 6 months and others once in a year. The store remaining in stock for over an year should be considered surplus unless there is good reason to treat them otherwise.

42.09.03 Head of the office should check the stock by comparing actual stock with the entries in return, in the month of June each year and submit a certificate to the C.F./ C.C.F. in the form given in M.C.E.R. 98 when carrying out office inspection check the entries in register and return and give remarks regarding the procurement and use of store.

"I certify that I have inspected the register of articles of dead-stock maintained under **Rule 95 of Maharashtra Contingent Expenditure Rules – Financial Publication No. IX,** and have found that it has been properly kept up-to date and that the articles mentioned therein are equally held in stock, with the exception of those mentioned below, the explanation of the absence of which is appended, and that no articles have been written off, except under proper sanction, which sanction has been duly recorded on the return under the signature of the head of the office".

42.09.04 Inspection of C.C.F.(T)/C.F.(T)

C.C.F.(T)/C.F.(T) when inspecting offices of subordinates, should invariably examine the inventories of store kept in the offices.

42.09.05 Transfer of Charge

When charge of office is transferred the certificate in form under **Rule 98 of M.C.E.R.** should be submitted to the Head of the department by the officer taking over charge.

42.09.06 Authority Competent to Write off the Store

The authority competent to sanction the purchase of dead stock articles for office has been delegated the power to write off un-serviceable articles. While condemning such articles full reasons must be recorded on such orders together with a certificate as follows. 'Certified that I have personally satisfied myself that each item written off in the proceeding has became unserviceable in the ordinary course through proper uses or by wear and tear.'

42.09.07 Loss Due to Depreciation etc

Instructions contained under Rule 103 of M.C.E.R. may be followed while assessing the loss due to depreciation, damage etc.

Note :- The rules quoted above are subsidiary to the Rules under Sec. 24 of M.C.E.R. which should be referred for details.

42.10 Quantities of Store to be mentioned in the body of estimate

To spell out the requirement of the store, the quantum of store of each type required for execution of works should be clearly given in the body of sanctioned estimate. Analysis of material and store required should invariably be given in the body of sanctioned estimate in respect of major store required for such work. The detailed estimate should also include the requirement of store in minor quantities. Whenever certain store is required to be procured as specialized machinery or product having only one make or sole manufacturer, sanction of the Govt. should be obtained for deviation from the rule for purchase of store as per Rule 10 of App. 6 of the M.C.E. Rules. A certificate in the form App. 3 should also be given for procurement of such articles as proprietary article. Certificate should be given after entering into correspondence with CSPO and obtaining his approval. Copy of such certificate should be enclosed with letter submitted to the Government for purchase of such store. (Rule 2 & 8, App.6, Rule 172 of M.C.E.R. 1965.)

In normal course, no separate sanction will be required for purchase of store which form part of the sanctioned type estimate or estimates sanctioned by the competent authority (such as calculated quantity of poly bags). This does not absolve the store purchasing office from following proper procedure of purchases of store as per rule given above. Purchase of store should be kept harmonious with the efficiency of work and up to minimum level. The C.C.F.(T)/C.F.(T) should from time to time analyze the inventory of stock and ensure that stock held in excess of these limits is kept as per rule or actual requirements of the works.

42.11 Office Procedure for Purchase of Store

The State Government, vide Industries, Energy and Labour Department GR No. Bhandar.kh.s./CR-82/Part-III/Udyog-4 dated 1st December, 2016 (Computer Code No. 201612021708269510) has declared comprehensive procedural guidelines in respect of office related purchases. The said Government Resolution has further been supplemented by the Energy and Labour Department GR No. Misc-2016/CR-215/Udyog-4, dated 24th August, 2017 (Computer Code No. 201708241235162110), introducing the procedure for the Government e-Market Place (GeM) Portal. In consonance with the above mentioned guidelines, the State Government vide Revenue and Forests Department Circular No. Van. Ban.-2019/CR-24/F-9 dated 30th January, 2019 has issued guidelines for purchase, following the e-tendering process.

The concerned authorities must follow the instructions contained in the above said guidelines or any further instructions issued by the Government of Maharshtra from time to time.

42.12 Powers of the Officers of the Purchase Committee

The powers of the officers of the committee will be the same as are assigned to them under Manual of Financial Powers and orders of the Administrative Department should be obtained for finalizing the purchases of higher limits whenever necessary.

— CHAPTER 43 —
CHARITABLE ENDOWMENTS

43.01 Maharashtra State Forest Employees Welfare Fund

The Government of Maharashtra established the Maharashtra State Forest Employees Welfare Fund vide Government of Maharashtra Revenue and Forest Department Resolution No. FDM 1475/132140-F-4, dated 24th March 1980 with the Primary object of introducing and adopting measures for the welfare of class-III and Class-IV employees of the Forest Department of the Maharashtra State. Due to lack of required participation and persuasion, the scheme was discontinued. This scheme was revived by the Government of Maharashtra vide Revenue and Forest department Resolution dated 9th August 2006. The main features of the scheme are as under-

(i) The Objects of The Fund

(a) The primary object of the Fund is to introduce and adopt measures for the welfare of the employees of the Forest Department and their families. It is a benevolent fund contributing towards and intended for the benefit of its members to the maximum extent the resources permit and is based on the principle of mutual help and cooperation.

(b) Assistance from the Fund shall be provided to its members –

i. To meet expenses through the insurance cover, in connection with emergencies such as accident, sudden demise.

ii. To conduct general medical checkup camps / blood donation camps (for ensuring availability of blood to the members in the need of hour).

iii. To rehabilitate the medically invalidated needy members / dependents / orphaned members of families through vocational training / educational support etc.

iv. To carry out other welfare activities as decided by the Management Committee.

v. To provide interest free loans up to Rs 10,000/- as a stop-gap arrangement till official advances or medical bills are sanctioned to meet the expenses related to urgent medical check-up, treatment / operation. These loans shall be recovered from the medical advances/bills/salary within a period of nine months. If the interest-free loan is not repaid within the said period, an interest @ 10% per annum shall also be recovered from the member.

(ii) Membership

a. The membership to the Fund shall be voluntary.

b. The employee, to whom these rules are applicable, shall make an application for his enrolment as a member of the fund in the prescribed form to the Chairman of the Executive Committee.

c. A member of the fund can continue to be a member so long as he/she is in employment of the Government of Maharashtra

d. A member of the Fund, on leave or on deputation or under suspension, shall continue to be a member, so long as he holds a lien on a post in the Forest Department and continues to subscribe regularly to the Fund.

(iii) Subscription From The Members

Subscription shall be collected from all the members of the Fund at the rates decided by the Management Committee. The present annual rate of the subscription is Rs. 800/- for all cadres.

(iv) Administration of The Fund

The fund shall be administered in accordance with the approved rules under the supervision of the Management Committee, Executive Committee and Divisional Committee.

(v) Qualifications for Benefits

In deciding priority of claims to benefits, on case to case basis, the Executive Committee shall take into consideration------

a. Urgency of the need of the applicant.
b. The circumstances of the family of the subscriber.
c. The length of service of the subscriber.
d. Genuineness of purpose, and other relevant information pertaining to the claim/ economic condition of the member/dependents.
e. The quality of the service the subscriber has rendered.
f. Track record of payment of subscriptions.

(vi) Subscription & Donations

a. Every member of the Fund shall subscribe to the Fund at rates mentioned above. Subscription shall be paid in the first fortnight of April, but not later than 30th April of that year, after which it shall not be accepted.
b. Donations from individuals/Registered Societies/ Organizations/others may be accepted both in cash or kind (e.g. Forest/Wild Life Protection Equipment, vehicles etc), subject to prior approval by the Executive Committee.

(vii) Accounts of The Fund

The Accounts of the Fund will be maintained by the staff under Adminstrative Officer, o/o the Principal Chief Conservator of Forests (HoFF), who shall function as the Treasurer of the Fund. The Account of the Fund shall be operated jointly by Member Secretary and Treasurer of the Executive Committee. The Accounts of the Fund shall be audited by Principal Chief Conservator of Forests, annually, preferably in the month of May. In addition, these accounts shall be audited by the Local Audit Department of the Government of Maharashtra i.e. the Chief Auditor, Local Fund Accounts, Mumbai.

(viii) Accounts of The Divisional Committee

Each Divisional Committee shall open Saving Bank Account with State Bank of India / Nationalized Bank and credit all the moneys received from the Executive Committee in the respective accounts. The Accounts shall be jointly operated by the Chairman and Treasurer of the Divisional Committee. Treasurer shall maintain a cash book and the funds shall promptly be recorded in that Cashbook. Treasurer shall send the same to the Management Committee by 30th April every year. The Inspecting Officer shall inspect annually and shall audit the accounts.

(ix) Honorarium

The staff which is required to maintain the Accounts of Divisional and Executive Committees may be granted an honorarium at the rate as may be fixed by the Management Committee.

(x) Settlement Of Claims

All applications shall in the first instance be investigated by the Divisional Committee and if it finds that such applications come within the scope of the Fund, it shall forward the same with requisite details in each case, in the forms prescribed for the purpose, to the Executive Committee for disposal.

(xi) Procedure For Payment Of Benefits/Loans

Payments to the beneficiaries shall be made in cash or by cheques. It would be necessary to obtain the consent of the beneficiaries regarding mode of payment.

(xii) Emergency Powers Of Divisional Committee

Each Divisional Committee may advance up to Rs.25,000/- for the fund at its disposal to meet urgent cases of distress among the dependents of the subscribers of the Fund. The said action should be reported to the Executive committee.

(xiii) Decisions of The Management Committee to be Final

The decision of the Management Committee on all matters connected with the interpretation of the Rules of the Fund and the adjudication of all claims shall be final.

43.02 Van Krida Mandal

As one of the measures for undertaking welfare activities, relating to encouragement of sports, the need for having a suitable body was felt. On the initiative of some officers of the Forest Department, the Van Krida Mandal was formed. It has been registered under the Societies Registration Act, 1860, on 18th July, 2000. Its membership was extended to employees of the Forest Department, Forest Development Corporation of Maharashtra Ltd.

43.02.01 The main objectives of Van Krida Mandal are as follows.

(i) To work in educational, social, Cultural and charitable fields.
(ii) To develop the team spirit through the medium of sports.
(iii) To organize sports meets at various levels.
(iv) To collect the funds from various sources and to utilize them for sports events and related activities.
(v) To organize coaching camps.
(vi) To extend co- operation with other similar institution.
(vii) Various other welfare activities.
(viii) To carry out relief works at the time of natural calamities.

43.02.02 Van Krida Mandal has been actively contributing from arranging state level and National Forests Sports Meet. In addition, following activities have been organized by Van Krida Mandal from time to time.:-

(i) Printing and publicity of the souvenir.
(ii) Expenses regarding cultural programs.
(iii) Part contribution for purchasing uniform articles, training and coaching camps.

43.02.03 The operation of the fund under Van Krida Mandal shall be utilized for achieving the above stated objectives as per the bye-laws. The accounts shall be got audited annually as per statutory requirements.

— CHAPTER 44 —
FOREST CONFERENCES

44.01 Regarding place and period to hold conferences of Forest Officers

A conference of forest officers should be held at an appropriate venue annually, preferably in the rains to discuss forest matters of importance.The Principal Chief Conservator of Forests (HoFF) shall prepare the Agenda items to be discussed and deliberated in such conferences, in consultation with the Secretary in Forest Department.

CHAPTER 45
THE MAHARASHTRA LOKAYUKTA AND UPA-LOKAYUKTAS ACT, 1971, THE RIGHT TO INFORMATION ACT, 2005 AND THE MAHARASHTRA RIGHT TO PUBLIC SERVICES ACT, 2015

45.01 The Maharashtra Lokayukta and Upa-Lokayuktas Act, 1971

This is an Act to make provision for the appointment and functions of certain authorities for the investigation o administrative action taken by or on behalf of the Government of Maharahtra or certain public authorities in the state of Maharashtra. For the purpose of conducting investigations in accordance with the provisions of this Act, the Governor, under section 3 appoints the Lokayukta and one or more persons to be known as the Upa-Lokayukta or Upa-Lokayuktas. Section 7 enlists the matters which may be investigated by Lokayukta or Upa-Lokayukta. Section 8 enumerates the matters, not subject to investigation. Section 12 deals with the Reports of the Lokayukta and Upa-Lokayukta.

45.02 The Right to Information Act, 2005

An Act of Parliament to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto. Rules have been notified by the Competent Authority. The Presidential assent to the Act was received on 15th June, 2005. The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 came into force at once, and the remaining provisions came into force on the one hundred and twentieth day of its enactment. The State Government has issued guidelines from time to time for effective implementation of the Act.

45.03 The Maharashtra Right to Public Services Act, 2015

Enacted by the State Legislature, its objective is to provide for delivery of transparent, efficient and timely public services to the eligible persons in the State of Maharashtra. To achieve this objective, the Governor of Maharashtra promulgated an Ordinance on 28th April, 2015. Subsequently, the State Legislature passed the Act, which was given retrospective effect and it deemed to come into force on 28th April, 2015. The State Government has notified the Public Services under the Act from time to time.

[Annexure 45.01]

Notes

CHAPTER 46
PLANTATION WORKS

46.01 Plantation Works

Plantation works are generally carried out as per the prescriptions of the Working Plans. The Forest Department has been carrying out afforestation and plantation activities in conformity with the Working Plans as part of its regular activities. Apart from that, the Social Forestry Wing undertakes afforestation activities outside forest-areas. A formal Report to that effect is compiled and submitted to the Government as one of the items to be reported under the Twenty Point Programme.

46.02 The Plantation Activities are also taken up under the Employment Guarantee Scheme, District Level Schemes and on lands received in lieu of forest lands diverted under the Forest (Conservation) Act, 1980. The plantation models have been prescribed under various schemes by the respective competent authorities. These are strictly time-bound activities. A model Time-Table prescribed by the PCCF (HoFF) vide letter No. Desk-1/EGS/CR-10/2282/2017-18 Dated 7th March 2018.

[Annexure 46.01]

CHAPTER 47
INFORMATION AND COMMUNICATION TECHNOLOGY PROGAMME

47.01 The Maharashtra State e-Governance Policy, 2011 aims to maintain and strengthen the leadership of the State in the area of e-Governance and to take it towards m-Governance (mobile Governance). The policy would enable citizens to avail of various services online or at a place near their home without having to visit government offices at minimum possible cost. The policy would enable the Government to function more efficiently and move towards a paperless environment. The policy puts in place a framework for development and implementation of e-Governance systems and applications in the state.

47.02 Under the provisions of the Maharashtra State e-Governance Policy, 2011, the Revenue and Forest Department has issued a Government Resolution No. MSC 2004/Case No.21/F-2, dated 5th October, 2011 to implement computerization of Maharashtra Forest Department. The Government Resolution identifies activities to be carried out under Information and Communication Technology (ICT) deployment plan. The monitoring and implementation mechanism through a Project Management Unit Committee under the Chairmanship of the Additional Principal Chief Conservator of Forests (Information, Technology and Policy) has been formed.

The Project Management Unit Committee consists of the following members:

1.	Additional Principal Chief Conservator of Forests (Information, Technology and Policy)	Chairperson
2	Chief Conservator of Forests (Human Resource Management)	Member
3.	Chief Conservator of Forests (Working Plan)	Member
4.	Chief Conservator of Forests (Evaluation)	Member
5.	Chief Conservator of Forests (Forest Management-Planning and Development)	Member
6.	Representative of the Directorate of Information Technology	Member
7.	Joint Director, Treasury Office, Nagpur	Member
8.	Representative of BSNL, Nagpur	Member
9.	Representative of National Informatics Centre, Nagpur	Member

47.03 **The Project Management Unit Committee has been authorized to**

i. execute the Memorandum of Understanding with other Government agencies like National Informatics Centre, M/s BSNL, Maharashtra Remote Sensing Applications Centre (MRSAC) for activities to be carried out to implement the ICT project.
ii. outsource development of GIS/MIS mobile applications.
iii. approve ICT projects upto Rs. 2 crore.
iv. Develope application through open source technologies/platforms.

47.04 Under the provisions of the Maharashtra State Governance Policy, 2011, all departments of the Government of Maharashtra shall earmark 0.5% of their budget for e-Governance and shall make endeavour to increase the allocation to 3% in a phased manner.

47.05 As per Government Resolution Revenue and Forest Department No. MSC 2004/ Case No. 21 (Part-3)/ F-2 dated 4th August, 2014, the scope and structure of the implementation was widened to include all field officers and Forest Guards and the various supporting agencies and their roles were defined. The Resolution also laid down the specification of Android based Personal Digital Assistants (PDA) / Smartphone to be issued to field staff.

47.06 All the forest-officers handling the Personal Digital Assitants (PDAs) shall upload the information related to registration of forest-offences on the PDA on regular basis. Similarly, they shall upload one photograph or the details of their patrolling route on the PDA every day.

CHAPTER 48
TRAINING

48.01 Training is a powerful tool of Human Resource Development. It is imperative to strengthen the Training Wing of the Forest Department. All the existing Training Institutions of the Forest Department should be provided with adequate infrastructure facility and staff. Training Wing should be expanded to cater the training need of the Forest Department. Ministerial staff should also be given basic training to cater the need of the Forest Department.

48.02 Organization of Training wing

Training programme shall be conducted as per the guidelines issued from time to time in that regard by the State Government. A Review Committee constituted by the Government shall review the training modules of the different cadres viz. Forest Guards, Foresters, Range Forest Officers etc. once in three years and suggest modifications if any, for consideration of the Government.

48.03 Institutions for forest training in the State had their beginning in 1961 when a Foresters'Training School was established at Chandrapur. Subsequently, five more training institutions came into existence, viz. Shahapur (1963), Pal (1967), Chikhaldara (1972), Jalna (1985) and Kundal (2014). training programmes of appropriate duration are organised for different cadres in these forest training institutes under the overall supervision of the Education & Training Circle, Pune. The Head of Forestry Research, Education and Training oversees the activities of the Education and Training Circle.

48.04 Long-term Training Programmes

The 6-month long Induction training programmes for Forest Guards are conducted in the Training Institutes located at Shahpur, Pal, Jalna and Chikaldhara. The Induction training programmes of 18-months duration for RFOs from various States are conducted at Kundal Academy. The Forest Guards' Training Institutes are headed by Directors of the rank of DFOs, while the Kundal and Chandrapur Academies are headed by officers of the rank of CCF and CF respectively. In addition to the permanent faculty members, a number of guest faculty, expert in different spheres assist in conducting the training programmes. The Forest Guards' Training programmes are conducted in accordance with the syllabus prepared by an expert committee at the State level, whereas induction training programme for RFOs and higher cadres are conducted as per syllabus approved by the Director, Forest Education, Ministry of Environment, Forests and Climate Change, Governmentt of India.

48.05 Short-term Training Programmes

Several short-term training programmes for field officers and staff are conducted by the Training Institutes from time to time. These programmes cover a range of subjects like Joint Forest Management, man-animal conflict, forest fire, biodiversity, nursery techniques, forest protection, water and soil conservation works, working plan, nature trail, office procedure and accounting, vehicle maintenance, Maharashtra Civil Services Rules, detection of offense cases etc. The short- term training programmes are offered not only for field staff, but also for Personal Assistants, Office Superintendents, Chief Accountants, Accountants Clerks etc. For such administrative personnel, training programmes are arranged on subjects like office procedure and accounting, establishment matters, Right to Information, etc. A few short-term training programmes are also organised for support staff such as Drivers, Cooks, Gardeners, Forest Labourers etc., as per their work requirements.

48.06 Trainings under "State Training Policy and Evaluation Agency", YASHADA

Government of Maharashtra announced a comprehensive training policy for the State in 2011, taking into consideration the human resource development and training needs of various government departments, non-officials and other stakeholders. According to this policy, a three-tier system of institutions will be responsible for addressing the training needs of the State. At the apex level is the Yashwantrao Chavan Academy of Development Administration (YASHADA), Pune, which is the Administrative Training Institute of Government of Maharashtra. At the intermediate level are the "Regional Administrative Training Institutes" (RATI) and at the third and final level are the "District Administrative Training Institutes" (DATI). In view of the background and needs of the district, induction and refresher trainings are arranged for Group C and Group D Government servants at District Administrative Training Institutes. All the Forest Training Institutes, except Chikhaldara, have been designated as "District level Administrative Training Institutes". Besides, Kundal Academy has been designated as a RATI for a few districts in Konkan Revenue Division.

48.07 Information of Training Institutes and facilities

48.07.01 Chandrapur Academy

In 1975, Government of India upgraded the "Chandrapur Forester Training School" to a "Central Forest Rangers College", where trainings were organized for newly recruited Range Forest Officers of different States. RFO training programmes were discontinued after 1990, due to lack of continuity of recruitment in the feeder states and consequent unavailability of sufficient trainees and the facility was handed over back to the State. From 1991 onwards, this Institute has been primarily engaged in organising training programmes for Clerks and Accountants, Foresters and Forest Guards. In 2014, it was upgraded as a Training Academy.

48.07.02 Kundal Academy of Development, Administration & Management, Kundal

The Institute was initially established as a 'Forestry Training School' to cater to the training needs of Foresters and Forest Guards. The 'Forestry Training School' was subsequently upgraded to 'Kundal Academy of Development, Administration & Management (Forest)' in the year 2014. Autonomy to the Academy was awarded and a Society, namely 'State Forestry Training society Kundal' was formed and registered under the Societies Registration Act, 1860. Kundal Academy has been recogised as a RATI by the Government of Maharashtra and offers a number of programmes for personnel from several government departments, besides the regular forestry training courses. This Institute is also declared as DATI for Sangli District.

48.07.03 Forest Training Institute, Shahapur

The Forest Guards Training school, Shahapur was established in the year 1963 in Thane district, mainly for imparting training to forest guards. Recently the name of the School has been changed as 'Forest Training Institute, Shahapur'. It is recognised as a DATI for Thane district.

48.07.04 Dadasaheb Chaudhari Forest Training Institute, Pal

Located on the backdrop of Satpuda Hills in Jalgaon district, this Institute was established in the Year 1967. Pal is a Village in Raver Taluka in Jalgaon District. It belongs to Khandesh and Northern Maharashtra region. It is recognised as a DATI for Jalgaon district.

48.07.05 Forest Training Institute, Chikhaldara

Established in the Year 1972, this institute is in the hilly terrain of Amravati district. Besides training programmes for Forest Guards, specialised training courses are conducted here for members of the Special Tiger Protection Force (STPF).

48.07.06 Forest Training Institute, Jalna

To meet the requirements of training in Marathwada region, this Institute was established in the year 1985 at Jalna. The Forest Guards Training school, Jalna was recently renamed as 'Forest Training Institute, Jalna'.

CHAPTER 49
FOREST RESEARCH

49.01 Conduct of Forest Research

(i) Forest research shall be carried out as per the research themes specified in the approved Quinquennial Research Programme (Q.R.P.). The Q.R.P., which shall form the basis for the forest research to be carried out for a duration of 5 years, shall be prepared by the Head of the State Research Wing, taking into account the research needs of the State and also the latest trends in forestry research. The Q.R.P. so prepared shall be put up before the Research Advisory Committee (R.A.C.) of the State, which shall examine and approve it.

(ii) **Members of R.A.C--** The Principal Chief Conservator of Forests, (HoFF) shall function as the Chairman of the Committee, while the other members of the Committee shall be decided by Government from time to time. This Committee shall include experts from outside also.

(iii) **Mid-term review--** The RAC shall take mid-term review of the ongoing research activities and suggest any modifications or additions to the research programme, if found necessary.

49.02 Co-ordination of Forest research work and collaboration with research institutes

(i) The research officers will carry out the research activities on the basis of approved research projects under the control and overall guidance of the Head of the State Research Wing. The Head of the State Research Wing shall coordinate with the regional heads of the Research Wing and shall publish the final results of the various research activities in the form of an annual report.

(ii) The Head of the State Research Wing shall be competent to coordinate and collaborate with reputed international as well as National Research Institutes. However, approval of the R.A.C. shall be taken before entering into research agreements with international research institutes.

(iii) The Head of the State Research Wing shall be competent to mobilise funds for research activities by tying up with various departments as well as autonomous Boards of Government of India or State Governments, as the case may be.

(iv) The Head of the State Research Wing will facilitate the transfer of suitable technology from research wing and various National and International Research Institutes to the field level officers of Maharashtra.

(v) The territorial Dy.C.Fs/D.F.Os. may be allowed to undertake specified research work, subject to reference to and approval by the Research Advisory Committee. The Dy.C.Fs/D.F.O. may undertake such research work in their own Divisions only. The Head of the State Research Wing, in consultation with respective territorial C.C.F.s/C.Fs, may distribute such research work to the officers according to their inclination and available resources, subject to the approval of the Research Advisory Committee.

(vi) The Principal Chief Conservator of Forests, (HoFF) shall be competent to permit selected forest officers to visit forest research institutes (institutes under ICFRE, as well as research institutes of individual state) for work in connection with forest research. The visit should be of short duration not exceeding a fortnight. During this period, the officers will receive their full pay and allowances and may be allowed travelling allowances as per the normal T.A. rules.

(vii) Indian Council of Forestry Research and Education (ICFRE), Dehradun and the Regional Research Institutes have been established to act as focal institutes for providing strong research support for sustainable development of forests and forestry sector in India.

a. The Head of the State Research Wing shall be competent to coordinate with ICFRE and other regional Research Institutes for finding solutions to specific research related problems faced by the state.

b. The local forest officers may also seek the help of the Research Institutes in case specific problems are noticed in their areas. However, all references should be routed through the Head of the State Research Wing, who will co-ordinate with the Institute and arrange for the task to be handled by the Research Institute suitably.

(viii) The Forest officers having aptitude for Research may be allowed to work in Research Wing without any restriction with regard to tenure at a place. Alternatively, they may be transferred and posted at other places within the Research Wing.

49.03 Annual Research Report

(i) The Annual report on forest research work should be compiled for the period 1st April to 31st March and published not later than 1st of August each year.

(ii) The report should be compiled according to the themes under which research work is going on and should give interim observations/final conclusions about the ongoing research projects. The results of the approved work, if any, done by territorial Dy.C.Fs./D.F.Os should also be included in the Annual Research Report.

49.04 Dispatch of botanical specimens for identification

(i) Forest botanical specimens may be sent to the office of the Joint Director, Botanical Survey of India (Western Region), Pune for identification.

(ii) The Specimens must be properly mounted and dispatched to the office B.S.I. (Western Region), Pune giving details like place of collection, date of collection, forest type, agro climatic zone, soil type etc. along with other related information.

(iii) Help of local field taxonomists may also be taken for identification of the forest botanical specimens.

— CHAPTER 50 —
THE MAHARASHTRA EMPLOYMENT GUARANTEE ACT, 1977

50.01 The State of Maharashtra is the pioneer in taking effective steps for securing right to work by guarantee employment to all adult persons who volunteer to do unskilled manual work. It is worth mentioning that the Parliament recognized the importance of passing such legislation and after about twenty five years, passed the National Rural Employment Guarantee Act, 2005 on similar lines.

50.02 **The Maharashtra Employment Guarantee Act, 1977 (Act No. XX of 1978) [EGS Act]** received the assent of the President on 1st October, 1978. The Objective of the Act is reproduced as under---

An Act to make effective provision for securing the right to work by guaranteeing employment to all adult persons who volunteer to do unskilled manual work in rural areas in the State of Maharashtra.

50.03 The Parliament has passed the **National Rural Employment Guarantee Act, 2005 [NREGA]** on 5th September, 2005, with the following Objective—

An Act to provide for the enhancement of livelihood security of the households in rural areas of the country by providing at least one hundred days of guaranteed wage employment in every financial year to every household whose adult members volunteer to do unskilled manual work and for matters connected therewith and incidental thereto.

50.04 Thus, it may be seen that the basic objective of both the Acts is to provide wage employment in rural areas. The only difference is that whereas the Maharashtra Employment Guarantee Act, 1977 guarantees round the year wage employment, the NREGA guarantees at least one hundred days wage employment.

50.05 The State Legislature has suitably amended the Mahrashtra Employment Guarantee Act, 1977 so as to mould it in conformity with the provisions contained in the NREGA. Rules under the Mahrashtra Employment Guarantee Act, 1977 have also been notified by the State Government.

50.06 All the officers concerned with the implementation and monitoring the provisions of the Maharashtra Employment Guarantee Act, 1977 must be updated with the provisions of this Act, Rules made thereunder and the guidelines of the State Government in that regard issued from time to time.

50.07 Divisional Commissioners have been specially empowered as Disciplinary Authorities under rule 6 of the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979 in respect of matters related to the Employoment Guarantee Scheme.

Notes

CHAPTER 51
WORKING PLAN

51.01 Working plans are the instruments for scientific forest management in tune with the philosophy of the National Forest Policy and emerging trends in the forestry sector. All forests are managed under the prescriptions of a Working Plans / Schemes prepared on the basis of principles of sustainable forest management and recognised silvicultural practices. While a detailed Working Plan is prepared for large areas such as forest division, working scheme is prepared for smaller areas for a specific purpose or areas like private, village, municipal, cantonment forests etc. Even Working Schemes have all major elements of Working Plan and these Schemes also need sanction of competent authority designated by the Ministry of Environment, Forest and Climate Change. The Working Plan is generally revised after 10 years. The Working Plans of forests other than those under the administrative control of the Forest Department like municipal, cantonment, private, village, etc., forests can be prepared by Working Plan Officer on the request of the concerned owner or Authority.

51.02 Hon'ble Supreme Court in its Judgment dated 12/12/1996 passed in Writ Petition (Civil) 202/1995 directed that -

> The felling of trees in all forests is to remain suspended except in accordance with the **Working Plans** of the State Government, as approved by the Central Government. In the absence of any Working Plan in any particular State, such as Arunanchal Pradesh, where the permit system exists, the felling under the permits can be done only by the Forest Department of the State Government or the State Forest Corporation.

51.03 In its subsequent orders in the same Writ Petition, the Apex Court has made it clear that felling shall commensurate with regeneration.

51.04 National Working Plan Code 2014

In light of various Orders passed by Hon'ble Supreme Court from time to time, the Ministry of Environment and Forests came up with detailed guidleines for preparation of Working Plans in the form of the National Working Plan Code, 2004, which was further revised as the National Working Plan Code 2014, which is available on the Official Website of the Ministry. The concerned Authorities must ensure that the directions given in the National Working Plan Code, 2014 are followed in letter and spirit at all levels.

— CHAPTER 52 —
JOINT FOREST MANAGEMENT, FOREST DEVELOPMENT AGENCY ETC.

52.01 Joint Forest Management

The idea of Joint Forest Management was first mooted by the Central Government vide MoEF letter dated 1st June 1990 addressed to the Forest Secretaries of all States. The objective was to involve the village communities and voluntary agencies in regeneration of degraded forest lands.

Accordingly, the Government of Maharashtra vide Resolution, Revenue & Forests Deptt. No.SLF-1091/CR-119/91/F-11, dated 16th March 1992 took a decision to protect the degraded and denuded forest by involving local communities and forming the Forest Protection Committees. Benefits obtained after regeneration of such areas was to be distributed amongst local stake holders as per the norms stated in the said G.R.

For strengthening the JFM activities, the Central Government issued further guidelines vide its letters dated 21st February 2000 and 24th December 2002. Accordingly, Government of Maharashtra issued revised G.R. Revenue & Forests Department No. MSC/2000/CR-143/ F-2, dated 25/04/2003. As per this decision, the forests within 2 kms of the village boundaries with more than 40% density could be taken up under JFM. Similarly, participation of women was also emphasised.

Government introduced a special action programme regarding increase of participation of Women Self Help Groups (Mahila Bachat Gat) vide G.R. No. FDM-2010/CR-40/F-2, dated 29-06-2010. According to this, various forest works which are entrusted to JFMCs, have preferably to be carried out through the Mahila Bachat Gats, as well, necessary assistance and training have to be provided to the Mahila Bachat Gats in view of increasing their capacity.

Revised G.R. No. FDM-2011/CR-100/F-2, dated 5-10-2011 regarding JFM has been issued, vide which JFMCs were brought within the ambit of Gram Sabha and maintenance of Forts in Forest areas are also to be entrusted to JFMCs, as well. Limitation of distance of village to forest area is enhanced from 2 kms to 3 kms.

The guidelines for dovetailing the schemes of various departments under JFM were issued vide G.R. No.FDM-2011/C.R.100/F-2, dt. 22-12-2011.

52.02 Sant Tukaram Vana Gram Yojana

This is an incentive scheme for the Joint Forest Management Committees, introduced vide Government of Maharashtra Revenue and Forest Deptt. G.R.No.FDM/2005/ CR-313/F-2, dated 23/11/2006, modified subsequently vide G.R. dated 15/02/2008 and dated 15/05/2008. The scheme provides awards at the state level as well as the District level. The district level 1st, 2nd and 3rd awards are of Rs.51,000/-, Rs.31,000/- and Rs.11,000/- respectively.

The JFMCs which have won 1st prize at the district level can take part in the state level competition. The JFMCs having outstanding performance are eligible for the following state level awards–

1st Prize	--	Rs. 10 lakhs and memento
2nd Prize	--	Rs. 5 lakhs and memento
3rd Prize	--	Rs. 3 lakhs and memento
Special award for the Marathwada	--	Rs. 1.51 lakhs.

52.03 National Afforestation Programme (NAP) and Forest Development Agency (FDA)

The Ministry of Environment and Forests has been assisting through the centrally assisted schemes for promoting afforestation on degraded forests and adjoining lands including lands adjoining National Parks and Sanctuaries. The operation of one of the ongoing schemes,

namely, Integrated Afforestation and Eco-Development Project Scheme (IAEPS) through decentralized mode of Forest Development Agency (FDA) was approved by the Ministry on a pilot basis. Accordingly, the Samanvit Gram Vanikaran Samruddhi Yojana (SGVSY) came into existence and was implemented through FDAs during the 9th plan period. The scheme was continued after pilot scale trial with a view to reducing multiplicity of schemes with similar objectives, ensuring uniformity to funding pattern and implementation mechanism, avoiding delays in availability of funds to the field functionaries and institutionalising people's participation in project formulation and its implementation. The scheme titled National Afforestation Programme (NAP) has been approved for implementation during the 10th plan period by way of merging centrally sponsored afforestation schemes. The scheme was operated by National Afforestation and Eco-Development Board, MoEF as a 100% centrally sponsored scheme during 11th Five Year Plan as well. The main institutional mechanism is as under:

i. FDAs are constituted at the Territorial Forest Divisions level only. FDAs are registered societies under the Societies Registration Act, 1860.
ii. At the grass root level, the JFMCs are the implementing agencies.
iii. The Govt. of India has issued Revised Guidelines 2009 of National Afforestation Programme for establishment of State Forest Development Agency vide letter no.F.No.25.1.1/99-B-II, dt.10th Dec. 2009.
iv. Accordingly, the Government of Maharashtra has issued Resolution No.FDM2010/CR-38/F-2, dt.02-07-2010 to establish Maharashtra State Forest Development Agency.
v. The Maharashtra State Forest Development Agency has been registered under the Societies Registration Act, 1860.

52.04 Following are the directives issued by Government from time to time related to the Joint Forest Management---

Sr. no	Subject	Reference
1	ग्रामीणांच्या सहभागातून वन व्यवस्थापन	महाराष्ट्र शासन, महसूल व वनविभाग, शासन निर्णय क्र.एसएलएफ–1091/प्र.क्र. 119/फ–11 दि.16 मार्च, 1992
2	Guidelines for strengthening of Joint Forest Management (JFM) Programme	Govt. of India, Ministry of Environment and Forests (Forest Protection Division) No.22-8/2000-JFM(FPD) dated 21st February, 2000
3	Strengthening of Joint Forest Management (JFM) Programme	Govt. of India, Ministry of Environment and Forests (Forest Protection Division) No.22-8/2000-JFM(FPD) dated 24th December, 2002
4	ग्रामीणांच्या सहभागातून वन व्यवस्थापन	महाराष्ट्र शासन, महसूल व वनविभाग, शासन निर्णय क्र.एमएससी/2000/प्र.क्र. 143/फ–2 दि. 25.04.2003
5	संयुक्त वन व्यवस्थापन कार्यक्रमात महिला बचत गटांचा सहभाग वाढविण्यासाठी विशेष कृती कार्यक्रम	महाराष्ट्र शासन, महसूल व वनविभाग, शासन निर्णय क्र.एफडीएम–2010/प्र.क्र. 40/फ–2 दि.29.06.2010

Sr. no	Subject	Reference
6	संयुक्त वन व्यवस्थापन समितीचे बळकटीकरण व ग्रामसभेला जोडणे तसेच वनक्षेत्रात असलेल्या गड किल्ल्यांचे जतन करणे.	महाराष्ट्र शासन, महसूल व वनविभाग, शासन निर्णय क्र.एफडीएम–2011 / प्र.क्र. 100 / फ–2 दि.5 ऑक्टोबर, 2011
7	संयुक्त वन व्यवस्थापन कार्यक्रम / परिस्थितीकी विकास कार्यक्रमाची अंमलबजावणी करणेबाबत मार्गदर्शक सूचना	महाराष्ट्र शासन, महसूल व वनविभाग, शासन परिपत्रक क्र.एफडीएम–2011 / प्र.क्र. 100 / फ–2 दि.22 / 12 / 2011
8	संत तुकाराम वनग्राम योजना	महाराष्ट्र शासन, महसूल व वनविभाग, शासन निर्णय क्र.एफडीएम–2005 / प्र.क्र. 313 / फ–2 दि.23.11.2006
9	संत तुकाराम वनग्राम योजना सुधारित तरतुदी	महाराष्ट्र शासन, महसूल व वनविभाग, शासन निर्णय क्र.एफडीएम–2005 / प्र.क्र. 313 / फ–2 दि.15.02.2008
10	संत तुकाराम वनग्राम योजना सुधारित तरतुदी–2	महाराष्ट्र शासन, महसूल व वनविभाग, शासन निर्णय क्र.एफडीएम–2005 / प्र.क्र. 313 / फ–2 दि.15.05.2008
11	राष्ट्रीय वनीकरण कार्यक्रम राबविण्याकरीता राज्य वनविकास यंत्रणेची (SFDA) स्थापना	महाराष्ट्र शासन, महसूल व वनविभाग, शासन निर्णय क्र.एफडीएम 2010 / प्र.क्र. 38 / फ–2 दि.2.7.2010

— CHAPTER 53 —
CENTRAL EVALUATION UNIT

53.01 Objectives

The Central Evaluation Unit was created as per the Government Resolution No. FST /2976/ 101293/Z Dated-09/05/1967 for evaluating works implemented by the Forest Department. The main objectives for creating the Evaluation unit were,

(i) To carry out periodic evaluation and assessment of works
(ii) To make physical assessment in regard of quality of the works done and
(iii) To suggest modifications to the techniques

53.02 Evaluation Code

To bring uniformity in the work of evaluation, the Evaluation Code was prepared in the year 1969. Though, previously evaluation was envisaged for only the plan works, later on, its scope was extended to other works too. It deals with the technical matters and evaluates various schemes such as the plantation of valuable trees, establishment of nurseries, forest communications, mechanized logging, plantation of fuel wood species, bamboo, general utility timber, roads, communication and building works under other schemes etc. Evaluation Code also deals with the methodology for sampling, data collection, field inspections, maintenance of records etc.

53.03 The Annual Reports are published by the Evaluation Wing in respect of different kinds of works executed by the Forest Department. Efforts must be made to refer these Reports for further improvement in the execution of respective works.

CHAPTER 54
FOREST POLICY

54.01 National Forest Policy, 1894

The First National Forest Policy was declared vide Circular No. 22-F Dated 19th October, 1894. The main features are summarized as under—

i. The sole object with which State forests area administered is the public benefit. In some cases the public to be benefited are the whole body of tax-payers; in others, the people of the tract within which the forest is situated; but in almost all cases the constitution and preservation of a forest involves, in greater or less degree, the regulation of rights and the restriction of privileges of user in the forest area which have previously been enjoyed by the inhabitants of its immediate neighbourhood. This regulation and restriction are justified only when the advantage to be gained by the public is great; and the cardinal principle to be observed is that the rights and privileges of individuals must be limited, otherwise than for their own benefit, only in such degrees as is absolutely necessary to secure that advantage.

ii. **Classification of Forests and their management-** It was not intended to make any attempt to classify forests under one or other following categories, as some forests may occupy intermediate positions, and parts of one and the same forest may fall under different heads. Fullest consideration must be given to local conditions.

Sr. no	Category	Features	Policy for management
1	Forests for preservation	On hill slopes	Must be preserved for protection from the devastating action of hill torrents on the cultivated plains that lie below them.
2	Commercial purposes	Large tracts having valuable timbers like teak, sal, deodar and likes	1. Should be managed as source of revenue for the State. 2. Every reasonable facility should be afforded to the local inhabitants for their bonafide needs like, grass and grazing for their cattle, edible forest-produce for their own consumption. 3. Considering the increasing population in India, wherever an effective demand for culturable land exists and can only be supplied from forest areas, the land should ordinarily be relinquished without hesitation. 4. When cultivation has been established, it will generally be advisable to disforest the newly-settled area. 5. There is nothing in the Forest Act, or in any rules or orders now in force, which limits the discretion of Local Governments, without previous

Sr. no	Category	Features	Policy for management
			reference to the Government of India (though, of course, always subject to the control of that Government) in diverting forest land to agricultural purposes even though that land may have been declared reserved forest under the Act. 6. System of shifting cultivation, which denudes a large area of forest growth in order to place a small area under crops, costs more to the community than it is worth, and can only be permitted, under the regulation, where forest tribes depend on it for their sustenance. 7. Cultivation must not be merely nominal, and an excuse for the creation of pastoral or semi pastoral villages, which do more harm to the cultivation must not be allowed to extend as to encroach upon general forest needs of the country, or the reasonable forest requirements, present and prospective, of the neighbourhood in which it is situated.
3	Minor Forests	Tracts producing inferior timber	1. The first object to be aimed at is to preserve the wood and grass from destruction; for user must not be exercised so as to annihilate its subject, and the people must be protected against their own improvidence. 2. The second object should be to supply the produce of forests to the greatest advantage and convenience of the people. 3. To these two objects, all considerations of revenue should ordinarily be subordinated. 4. The Government of India has no intention whatsoever, to forego all revenue from the large area that are valuable chiefly for the fuel and fodder which they yield. When the tract can afford only grazing and the only supply of fuel to the villages around them, the necessity of such villages must be treated as paramount and must be satisfied at the most moderate rates and with as little direct official interference as possible. However, where they have

Sr. no	Category	Features	Policy for management
			ample pasture grounds attached to their own cultivations and the Crown lands merely supplement these pastures, and afford grazing to nomadic seasonal herders, Government may justly expect to reap a fair income from its property. 5. It will often be advantageous to fix the grazing demand upon a village or a nomad community for a year or a term of years.
4	Pastures lands	Primarily grazing grounds	1. It is often convenient, indeed, to declare them forests in order to obtain a statutory settlement of rights which the State on the one hand, and private individuals or communities on the other, possess over them. But it by no means follows as a matter of course that these lands should be placed under the management of the Forest Department. 2. While the enormous areas over which they are scattered and the small number of the controlling staff render effective supervision most difficult. 3. The principles, which have already been laid down for the management of minor forests apply, if possible, with even greater force to these class of forests.

iii. The Governor General in Council desires, therefore, that with regard both to fuel and fodder preserves and to grazing areas pure and simple, and specially to such of them as lie in the midst of cultivated tracts, it may be considered in each case whether it is necessary to class them, or, if already so classed, to retain them as forest area; and if this question is decided in affirmative, whether it would not be better to constitute them protected rather than reserved forests.

iv. Such are the general principles which the Government of India desires should be observed in the administration of all State forests in British India. The Government of India is fully aware that the detailed application of these principles must depend on infinite variety of circumstances which will have to be duly weighed in each case by the local authorities, to whose discretion the decision must be left.

v. The Government of India will cordially support Local Governments in recognizing and providing for local requirements to the utmost point that is consistent with Imperial interests. Where Working Plans are framed, the provisions necessary for this purpose should be embodied in them. The exercise of rights that have been recorded at settlement will necessarily be provided for in these plans. Where further concessions are made by the way of privilege and grace, it will be well to grant them for some such limited period as ten years, so that they may, if necessary, be revised from time to time as the circumstances on which they were moulded change.

54.02 National Forest Policy, 1952

1. After commencement of the Constitution, the Ministry of Food and Agriculture vide Resolution No. 12-1/52-F dated 12th May, 1952 declared the new Policy. The relevant extract of the Policy is reproduced as under—
   During the interval that has since elapsed, developments of far-reaching importance have taken place in the economic and political fields. The part played by forests in maintaining the physical conditions in the country has come to be better understood. The country has passed through two World Wars which disclosed unsuspected dependence of the defence on forests. The reconstruction schemes such as river-valley project development of industries and communications lean heavily on the produce of forests.

2. While the fundamental concepts underlying the existing forest policy still hold good, the Government of India consider that the needs have now arisen for a re-orientation of the forest policy in the light of the changes which have taken place since it was enunciated.

3. **Vital National needs-** The National Forest Policy of India is formulated on the basis of six paramount needs of the country, namely—
   (i) the need for evolving a system of balanced and complementary land-use, under which each type of land is allotted to that form of use under which it would produce most and deteriorate least;
   (ii) The need for checking—
      (a) Denudation in mountains regions, on which depends the perennial water supply of the river system whose basins constitute the fertile core of the country.
      (b) The erosion progression apace along the treeless banks of the great rivers leading to ravine formation, and on vast stretches of undulating wastelands depriving the adjoining fields of their fertility.
      (c) The invasion of sea-sands on coastal tracts, and the shifting of sand dunes, more particularly in the Rajputana desert;
   (iii) The need for establishing tree lands, wherever possible, for the amelioration of physical and climatic conditions promoting the general well being of people;
   (iv) The need for ensuring progressively increasing supplies of grazing, small wood for agricultural implements, and in particular of firewood to release the cattle dung for manure to step up food production;
   (v) The need for sustained supply of timber and other forest–produce required for defence, communications and industry;
   (vi) The need for realization of the maximum annual revenue in perpetuity consistent with the fulfilment of the needs enumerated above.

54.03 Classification of Forests

(A) Protection forests, i.e. those forests which must be preserved or created for physical and climatic considerations.

(B) National forests, i.e. those which have to be maintained and managed to meet the needs of defence, communications, industry and other general purposes of public importance. The basic policy, must be to attain national self-sufficiency in these vital supplies. Cultivation should not be permitted to encroach upon these valuable timber-bearing forests. The solution of food problem of an ever-increasing population must be sought primarily in intensive cultivation and not in weakening the very basis of national existence by encroaching upon such forests.

(C) Village forests, i.e. those which have to be maintained to provide firewood to release cow-dung for manure, and to yield small timber for agricultural implements and other forest produce for local requirements, and to provide grazing for cattle. The supply for

such requirements should be made available at non-competitive rates, provided they are utilized by the villagers themselves and not traded in. These considerations render the entrusting of the management of village forests to panchayat, without appropriate safeguards, a hazardous undertaking as has been demonstrated in some of the States. The cooperation of panchayats should be enlisted in the protection and creation of village forests, and in the distribution of forest produce assigned to meet the needs of the local population, but not at the cost of economy and efficiency. While the profit motive in the management of these forests should be relegated to the background, there is no justification for allowing them to become a burden on the general tax-payers. The expenses for development and maintenance of such forests must come from their own income.

(D) Tree-lands, i.e. those areas which though outside the scope of the ordinary forest management are essential for the amelioration of the physical conditions of the country. The Land Transformation Programme of the Government of India envisages the planting of 30 crores of trees in ten years; but this number is very far from about 2,000 crores of trees, which would be necessary to restore the hydrological nutritional balance of the country. The creation of forests by State Forest Departments on such an elaborate scale is ruled out at present by lack of funds and trained personnel. The only way in which some progress can be achieved is by making the whole nation 'tree conscious'. Such consciousness will stimulate private efforts at tree planting as has been demonstrated by the success of the National Vana Mahotsava movement. The new Forest Policy, therefore, envisages a concerted and supreme effort on the part of various Governments and other agencies towards planned afforestation with a view to the enlargement of treelands.

54.04 Following two considerations, plausible, no doubt, at first sight, but if given undue weight to , destructive of national well being.

i. Neighbouring areas are entitled to a prior claim over a forest and its produce
Such use, should in no event be permitted at the cost of national interests. The scientific conservation of a forest inevitably involves the regulation of rights and the restriction of the privileges of user, depending upon the value and importance of forests, however irksome such restraint may be to the neighbouring areas. The needs of the local population must be met to a reasonable extent, national interests should not be sacrificed because they are not directly discernible, nor should the rights and interests of future generations be subordinated to the improvidence of the present generation.

ii. Agricultural requirement has a preferential claim over forest lands-
The old policy, which envisaged the relinquishment subject to certain safeguards honoured only in their breach, of even valuable forest land for permanent cultivation, has resulted in general deterioration of physical conditions to the detriment of national interests, and must therefore, be given up.

54.05 Control of Private Forests

Private ownership of forests must be regulated in the national interests so that the indiscriminate exercise of individual rights may not prejudice, or endanger general welfare. It is required that their control and management should be strictly regulated, and where that cannot be done they should be taken over by the State Government by effective legislation.

54.06 Proportion of forest areas

India should aim at maintaining one-third of its total land area under forests. As an insurance against denudation a much larger percentage of the land, about 60 percent should be kept under forests for their protective functions in the Himalayas, the Deccan, and other ground is flat and

erosion is normally not a serious factor, the proportion to be attained should be placed at 20 percent; and in view of the pressure of agriculture, effort at the extension of treelands not suitable for agriculture.

54.07 Wild Life

The National Forest Policy emphasizes the need for affording protection to the animal kingdom and particularly to rare species such as the lion and the great one-horned rhinoceros, which are fast disappearing. While the damage caused by such predators as wild pigs, game and porcupine cannot be denied, the necessary therefore that bird and animal life should be controlled by special laws and rare fauna preserved by setting up sanctuaries for large-scale national parks. For this purpose, a Central Board for Wild Life has been constituted by the Government of India in the Ministry of Food and Agriculture, vide Resolution dated 4th April, 1952.

54.08 Grazing

There are indeed circumstances in many regions where a moderate amount of grazing does little direct harm, and may even do a great deal of indirect good in reducing the risk of fire and in suspending regression at desirable stage. But efficient forest management requires that grazing should be regulated as regards the time and place, as also the number of cattle admitted.

54.09 Sheep and goats

The damage to young plants caused by these animals is often irreparable and their admission into the forests is incompatible with the aims and objects of forest management. The creation of special fodder reserves under the strict rotational control is indicated for the purpose.

54.10 Shifting Cultivation

Shifting cultivators require persuasion, not coercion; a missionary, not an authoritarian approach.

54.11 Forest legislation

So far as forests under the control of the Central Government of Part A States are concerned, adequate forest legislation exists in the Indian Forest Act and the Madras Forest Act. In some of the Part B States, there are forest regulations having the force of law. But there are some Part C States where forest laws do not exist. It is necessary, therefore, that State without a proper Forest Act should enact legislation at an early date on the lines of the Indian Forest Act, or validate that Act for their territory. Several States have already enacted legislation for the control of private forests; it is desirable that States which have no such laws should enact them early. While framing legislation for private forests, States should not overlook the need for providing adequate staff for enforcing its provisions.

54.12 Emphasis was laid upon the Forest education, Training of Field Staff, Forest Research and coordination with industries etc.

54.13 Popular goodwill, co-operatives and forest workers

No forest policy, however well intended and meticulously drawn up, has the slightest chance of success without the willing support and cooperation of the people. The recognition of their rights to forest produce at concessional rates, or free of royalty is not only by itself enough. It is necessary to instil in the people a direct interest in the utilization of forests. Intermediaries who exploit both the forests and local labour for their own benefit may with advantage be supplanted gradually by forest labour co-operative societies which may be formed to suit local conditions.

54.14 Forest Budgets

States must ensure steady flow of funds for sustained forestry operations to ensure the replacement of what is removed annually, improvement of remaining crops, development of communications for opening up remote areas, and protective measures. The creation of a sinking fund, therefore, by investing a portion of the revenue in Government securities, more particularly during boom years, would not only ensure availability of funds for replacement and development costs, but may also be made to act as an equalizing fund to be drawn upon in lean years to prevent a fall in revenue. The immediate profit motive should be ruled out, because this urge may endanger the supply of large and special timber for defence and industry and lead to a disturbance of climatic conditions seriously affecting agriculture.

54.15 Policy on enunciation of general principles

While the discretion of State Governments to regulate the details of forest administration in their respective territories is left unfettered, the general principles as stated above in paramount national interests, be observed by them in framing their policies and legislations for the conservation of their forest resources.

54.16 National Forest Policy, 1988

The 1952 Forest Policy was revised and the new Policy under the title of the National Forest Policy, 1988 was declared in the year 1988, which is in force, till date.

[Annexure 54.01]

54.17 Maharashtra Forest Policy, 2008

Based on the recommendation of the National Forest Commission that each State should have its own Forest Policy, the State Government vide Government Resolution No. TRS-1098/CR-190/F-6 dated 22nd September, 2008 has declared the State Forest Policy, 2008.

Notes

MFM FORMS

MFM Form 1,

Existing FORM 1 - AREA REGISTER

वनजमिनीचे नोंदवहीचा नमुना नं. १ (सुधारित नमुना)

विभाग वनक्षेत्र गाव

अ.क्र.	सर्वे नं./ गट नं./ ब्लॉक ई.	क्षेत्र (हे.)	वर्ग राखीव वन/संरक्षित वन/अवर्गीकृत वन झुंडपी जंगल ई.	भारतीय वन अधिनियम १९२७ खाली वनजमाबंदी अधिकारी यांनी नोंदविलेले हक्क	वनजमिनी घोषित झाल्याचा शासकीय अधिसुचनेचा क्रमांक/हस्तांतरणाने प्राप्त झाले असल्यास सक्षम अधिकारी यांचे आदेश क्रमांक
१	२	३	४	५	६

रकाना ६ मधील अधिसूचना/ आदेशाचा दिनांक	वनेत्तर कामासाठी देण्यात आलेले क्षेत्र (हे.)	वनजमीन वळवी करण्याचे आदेश क्रमांक	रकाना ९ मधील आदेशाचा दिनांक
७	८	९	१०

MFM Form 2,
REGISTER OF SECURITIES

Consecutive no.	Names and designations of Officers required to give security	Amount of security given	Nature of security given	Names of sureties, if any, and dates of their bonds	Names of new sureties, if any, substituted for former ones who have died or withdrawn or whose fitness is considered doubtful, and dates of their security bonds	Amount of security, if any, for which each surety is liable on account of other officers, whether in the same or in any other department	Date of last report from Tahsildar to effect that surety is alive and suitable	Chief Conservator's inspection notes
1	2	3	4	5	6	7	8	9

MFM Form 3,

CASH BOOK FOR THE MONTH OF ---------

Cash Book of ----------

Dr.					Cr.					
Date	Item No.	Particulars	Receipts	Head of Service	Date	No. of		Particulars	Disburse-ments	Head of Service.
						Item	Voucher			
1	2	3	4	5	6	7	8	9	10	11

MFM Form 4,

Existing FORM 25 - STATE ACCOUNTS, (CASH ACCOUNT OF DIVISION, CIRCLE, ETC)

Cash Account of the for the month of Division, Circle
No. of 200 -- 200

Camp:
District:
Dated

Forwarded to the ACCOUNTANT GENERAL, Maharashtra (II), Nagpur under article 167 of the Bombay Forest Manual Vol.1.

1. The following statements, etc. are attached :-
   Form No. 35 with Vouchers. (MFM Form 5)
   Form No. 36 (MFM Form 11)
   Form No. 34 with Vouchers has this day been sent to the Conservator of Forests, Circle (Article 168) (MFM Form 8)
   Return of Cheques (Form No. 23) (MFM Form 7)
   Plus and Minus Memo of Forest Deposits. (MFM Form 9)
2. The list of Statements, Vouchers that are not attached and reasons for their non-submission are given of the last page of this Form.

Chief Conservator of Forests, State of Maharashtra.
Conservator of Forests, Circle.
Divisional Forest Officer, Division.

Posted.	Checked.	Examined.
Auditor	Auditor	Superintendent

◆ Note - Blank return should not be submitted, but a note made at foot of this statement of the forms that are blank.

Contd------

MFM Form 4, Existing FORM 25 - STATE ACCOUNTS

Dr. Cash Account of the Division Circle, for the Month of Cr.

Date	No. of item	Particulars	Receipts		Head of Service
			Rs.	P.	

Date	No. of		Particulars	Disbursements		Head of Service
	item	voucher		Rs.	P.	

Certified that the Balance in my hands on amounted by actual count to Rs. as shown in this form and that I am Personally responsible that the said balance was actually in my custody.

Chief Conservator of Forests, State of Maharashtra.
Conservator of Forests, Circle.
Divisional Forest Officer, Division.

List of Statements/Vouchers, etc, that are not enclosed and the reasons thereof (Please see para 2 in page one of this Form)

Serial No.	Particulars of Statements/Vouchers stamped Receipt, etc. that are not enclosed			Reasons for non submission	Probable date of submission
	Statement No.	Voucher No.	Amount		
1	2	3	4	5	6

Chief Conservator of Forests, State of Maharashtra.
Conservator of Forests, Circle.
Divisional Forest Officer, Division

MFM Form 4a,

CASH ACCOUNT FOR THE MONTH OF ---- (CASH ACCOUNT OF RANGE)

Dr. Item No. of Cash Book	Particulars (These should be detailed as regards kind of produce, number, quantity etc.)	Amount	Deputy Conservator of Forest's order and Head of Service
1	2	3	4
	RECEIPTS		

Item Nos.	Voucher Nos.	Particulars (In brief details being given in vouchers.)	Amount	Deputy Conservator of Forest's remarks and Head of Service
1	2	3	4	5
		EXPENDITURE		

MFM Form 4b,

CASH ACCOUNT FOR THE MONTH OF ----- (CASH ACCOUNT OF ROUND)

Dr. Item No. of Cash Book	Particulars (These should be detailed as regards kind of produce, number, quantity etc.)	Amount	Range Officer's order and Head of Service
1	2	3	4
	RECEIPTS		

Item Nos.	Voucher Nos.	Particulars (In brief details given in vouchers.)	Amount	Range Officer's remarks and Head of Service
1	2	3	4	5
		EXPENDITURE		

MFM Form 5,

Existing FORM 35 - DETAILS WITH VOUCHERS

शामुना ई–४०६–मकामुना – (ई–३६२)–१२–९४–१,००,०००–पीए ३*
शा.नि.,म.वि.क्र. ५३७७, दि.२–६–११, मुख्य वनसं., म.रा. पुणे
यांचे प.क्र. कक्ष–१२/प्रपत्र/४०/७८–७९/२११६, दि. २८–८–८१)

बाह्य, वन २२५ म.
Outer, Form. 225m.

नमुना क्रमांक ३५

---------- मंडल, ---------- विभाग

माहे---------- १९९ मधील महसुल व खर्च यांचा वर्गीकृत गोषवारा

टीप : या गोषवाऱ्यातील बाबी विहीत अर्थसंकल्पीय शीर्ष व उपशीर्ष यांच्या क्रमाने लावाव्या

रोकड वहीतील		बाबी	रक्कम	अर्थसंकल्पीय उपशीर्षाची बेरीज	शेरा
बाब क्रमांक	प्रमाणक क्रमांक				
१	२	३	४	५	६
		एकूण खर्च व आस्थापना अधिक एकूण खर्च व संश्रक्षण व कामे खर्चाची एकूण बेरीज रु. (अक्षरी व आकड्यात)			

मी (लेखे व प्रमाणके यांची तपासणी केल्यानंतर आणि मात्र भेट देणे शक्य झालेल्या ठिकाणी, चाललेल्या कामाचे वैयक्तिक निरीक्षण केल्यानंतर मला जी खात्री करुन घेता आली हयावरुन) असे प्रमाणित करतो की, शासकीय सेवेकडे योग्य ते लक्ष देण्याच्या दृष्टीने याकरिता आकारलेला खर्च हा टाळण्याजोगा नव्हता. या लेख्यात नोंदण्यात आलेला खर्च प्रत्यक्षातः भरण्यात आलेला आहे याबद्दल मी खात्री करुन घेतली आहे. रु. २५ वरील रकमा, स्थायी व अस्थायी अशा दोन्ही आस्थापथांचे परतावे, वेतने आणि प्रवास भत्ते यांच्या दिलेल्या सर्व रकमा आणि अग्रिमे आणि/किंवा इतर विभागा बरोबर पुस्तक हस्तांतरणाद्वारे समायोजित केलेल्या सर्व बाबी याकरिता प्रमाणके या लेख्याला जोडण्यात आली आहेत. *मी इतर रकमासाठी, शक्यतोवर प्रमाणके मिळविली आहेत आणि ती पुन्हा वापरता येणार नाहीत अशा रीतीने नष्ट करण्यात आली आहेत याबाबत मी व्यक्तीशः जवाबदार आहे.

मुक्काम :

जिल्हा : (कार्यालय प्रमुख)

दिनांक : १९९

*टीप : गोषवाऱ्याची संबंधीत असलेली खाली नमूद करण्यात आलेली प्रमाणके नंतर पाठविण्यात येतील.

प्रमाणक क्रमांक ,, करिता
प्रमाणक क्रमांक ,, करिता
प्रमाणक क्रमांक ,, करिता

Contd....

Contd....

MFM Form 5, Existing FORM 35 - Abstract
CLASSIFIED ABSTRACT OF 2406 FORESTRY / AND WILDLIFE (NON-PLAN)
MONTH --------

Major Head	Sub Head	Detailed Head	Amount
1	2	3	4

MFM Form 5, Existing FORM 35 - Abstract
---------- CIRCLE / DIVISION ----------
CLASSIFIED ABSTRACT OF 0406 FORESTRY / AND WILDLIFE REVENUE
FOR THE MONTH OF --------

Sr.No.	Major Head	Minor Head	Sub head	Detailed Head	Amount
1	2	3	4	5	6

MFM Form 6,
Existing FORM 22
(As per Form 25 of State Accounts)
STATEMENT OF CHEQUES DRAWN DURING THE MONTH OF ---------

Sr.No.	Cheque No. and Date	To whom issued	Name of the Bank	Amount in Rs.
1	2	3	4	5

MFM Form 7,
Existing FORM 23

STATEMENT SHOWING THE DETAILS OF CHEQUE DRAWN/ENCASHED / REMAINING UNENCASHED DURING THE MONTH ----------

1. Total amount of cheques remain unencashed at the end of previous month
2. Total amount of cheques issued during the Current month
3. Total (1+2)
4. Total amount of cheques encashed during the Current month as certified by the Treasury.
5. Total amount of cheques that have remained unencashed at the end of the current month (3-4)
6. Details of cheques unencashed at the end of current month i.e. details for amount shown against column-5

   Sr.No. Cheque no. Date Amount

MFM Form 8,
Existing FORM 34
RECOVERY OF FOREST ADVANCES TO THE DISBURSERS
DURING THE MONTH OF ----------

Sr. No.	Name of Disbursers	Particulars	Closing balance upto the prev. month	Forest advance	Total	Advance Recovered	Closing balance at the close of a/c	Cash balance with disbursers at the end of month of ------			Vr. No. for the month of ----
								Out of cheque	Disall-owed	Total	
1	2	3	4	5	6	7	8	9	10	11	12

MFM Form 9,
PLUS MINUS MEMO FOR THE MONTH OF ----------
FOREST DIVISION (Deposits 8443)

Month	Opening Balance of Forest Deposit Rs.	Receipt of Forest Deposits during the month Rs.	Total Forest Deposits Rs.	Refund of Forest Deposits Rs.	Closing Balance of Forest Deposits Rs.
1	2	3	4	5	6

MFM Form 10,
Existing नमुना 32

GENERAL VOUCHERS FOR ALL TYPE OF PAYMENTS

मकामुना (ई-) - १- २००२-५,००,००० - पीए ४* वन १८२ म.

Letter No. F 20-B-6605 of 9-9-58 from the C.C. of Forests, M.S. Poona)

कामासंबंधी आकार* ------
प्रधान शीर्ष ------
गौण शीर्ष ------
उपशीर्ष ------
तपशीलवार शीर्ष ------

कामाचे सदर २०० चे प्रमाणपत्र क्रमांक

तपशील	रक्कम		पैसे देण्यात आलेल्या प्रत्येक व्यक्तीस मिळालेली रक्कम (अक्षरी) आणि तिची सही
	रुपये	पैसे	
एकूण रक्कम (अक्षरी व आकड्यात)			

रु. (अक्षरी) (आकड्यात)
मी संवितरित केली आहे.
तारीख
------ रुपये (अक्षरी व आकड्यात) ---------- साठी मंजूर करण्यात आले.

MFM Form 11,

Existing **FORM 36**

STATEMENT SHOWING THE SHEDULE OF 8782

REVENUE REMITTANCE FOR THE MONTH OF --------

Sr.No.	Name of Range	Forest Revenue	Forest Deposit	Forest Development Tax	Sale Tax	Income Tax	Interest	Fine	Total
1	2	3	4	5	6	7	8	9	10

MFM Form 12,

REGISTER OF FOREST REMITTANCES TO TREASURIES

DURING THE MONTH -----

Serial No.	Date of remittance	Treasury No. of Chalan.	Name of Treasury	By whom remitted	Amount	No. of Cr. item in Divisional Amount	Date of entry in Divisional Account	Remarks.
1	2	3	4	5	6	7	8	9

MFM Form 13,

REGISTER OF FOREST SALES AND OTHER DEMANDS OF REVENUE FOR THE YEAR ---------

Serial No.	Authority	Bill or permit No.	Details of Sale or demand				Amount Recovered		Balance outstanding		Remarks
			Particulars	No. or quantity	Rate	Amount	Dr. Item No. of cash book	Amount	S.No. of form 14	Amount	
1	2	3	4	5	6	7	8	9	10	11	12

MFM Form 14,

REGISTER OF OUTSTANDING ON ACCOUNT OF REVENUE FOR THE YEAR ---------

Serial No.	Name of purchaser	Forest produce sold	Outstanding on 1st April -----	New Items on which Revenue is not fully realised during the month.	Total amount due	April -------		May --------		June --------		And so on till March ----	Remarks including number and date of Conservators sanction differing realizations of full revenue due in columns 4 and 5
						Amount paid	Balance due	Amount paid	Balance due	Amount paid	Balance due		
1	2	3	4	5	6	7	8	9	10	11	12	13 to 30	31

MFM Form 15,

REPORT OF WORKS COMPLETED DURING THE MONTH OF ----------

Serial No.	Name of work	Sanction			Amount of estimate	Expended	Savings	Excess	Percentage of excess if any	Remarks
		Authority	No.	Date						
1	2	3	4	5	6	7	8	9	10	11

MFM Form 16,

RETURN OF SANCTIONS ACCORDED TO ITEMS OF REVENUE AND CAPITAL EXPENDITURE FOR THE MONTH OF ---------

Serial No.	Nature of work	Budget classification	Estimate		Rate		Progressive expenditure to end of the previous year in case of works continued from previous years	Remarks
			Amount	Authority	Amount	Authority		
1	2	3	4	5	6	7	8	9

MFM Form 17,
CONTRACTORS' AND DISBURSERS' LEDGER.

Contractor - Name of Work -- At Depot

Contract dated ---------- Account No. —

Month of account	Particulars of advances							(For Contractors only) Compound interest at ----- per cent.							Total amount outstanding at close of the month (Col.8 plus 15)	Initials of the Head of office
	Balance outstanding from last month	Advances made during the month		Total (Col. 2 plus 4)	Recoveries during the month		Balance outstanding at close of the month (Col. 5 minus 7)	Balance outstanding from last month	Amount on which interest is charged during the month	Period for which charged	Interest charged during the month	Total (Col. 9 plus 12)	Recoveries during the month	Balance outstanding at close of the month (Col.13 minus 14)		
		Cash Book Cr. item No. and date	Amount		Cash Book Dr. item No. and date	Amount										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

MFM Form 18,
ABSTRACT OF ENTRIES IN THE CONTRACTORS' AND DISBURSERS' LEDGER DURING ----------

No.of Account in ledger	Name and Rank	Particulars of Work	Particulars of Advances					For Contractors only Compound interest at --- per cent					Total amount outstanding at close of the month (Col.8 plus 13)	Remarks
			Balance outstanding from last month	Advances made during the month	Total (Column 4 plus 5)	Recoveries during the month	Balance outstanding at close of the month (Col.6 minus 7)	Balance outstanding form last month	Interest charged during the month	Total (Col.9 plus 10)	Recoveries during the month	Balance outstanding at close of the month (Col.11 minus 12)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

MFM Form 19,

RETURN OF OUTSTANDINGS ON ACCOUNT OF REVENUE FOR THE MONTH OF ---------

Serial No.	Name of purchaser	Particulars of forest produce sold	Outstanding on Date ----	New Items on which the revenue is not fully realized during the month	Total amount	Amount paid during the month	Balance due at close of the month	Remarks
1	2	3	4	5	6	7	8	9

MFM Form 20,

MARKING AND FELLING REGISTER FOR BLOCK --------, COMPARTMENT-------DIVISION ---------- RANGE----------

ROUND ---------- COUPE NO. ----------COMPARTMENT NO. ----------

Serial No. of tree	Marking Register				Felling and outturn Register									Remarks
	Species	Estimate			Log or Pole					Sleeper or scantling Pieces				
		Logs No.	Poles No.	Sleeper or Scantling pieces No.	No.	Length in mt.	¼ girth in cms.	Cubic mt.	Date of removal	No. of sleeper pieces	No. of sleepers prepared	No. of Scantling pieces	Date of removal	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

MFM Form 21,

PROGRESS REPORT OF DEPARTMENTAL WORK OF TEAK AND NON TEAK WOOD
IN BLOCK----, COMPARTMENT ----FOR THE MONTH OF ----
DIVISION ---------- RANGE---------- ROUND ----------
COUPE NO. ---------- COMAPARTMENT NO. ---------

Serial No.	Particulars of work	Teak Wood			Non Teak Wood			Remarks
		To the end of last month	During the month	Total	To the end of last month	During the month	Total	
1	2	3	4	5	6	7	8	9

MFM Form 22,

FORTNIGHTLY PROGRESS REPORT OF DEPARTMENTAL FELLINGS FOR THE PERIOD :
FROM ---------- TO ----------DIVISION ----------
RANGE---------- ROUND ----------
COUPE NO. ---------- COMPTT. NO. ----------

LOGGING.

Period	Timber trees felled (Number)		Expenditure on logging		Logs Prepared				Total expenditure	Remarks
	Teak	Non Teak	Teak	Non Teak	Teak		Non Teak			
					No.	Cubic Mt.	No.	Cubic Mt.		
1	2	3	4	5	6	7	8	9	10	11

MFM Form 23,

FORTNIGHTLY PROGRESS REPORT OF DEPARTMENTAL FELLINGS AT

DIVISION ---------- RANGE---------- ROUND ----------

COUPE NO. ---------- COMPTT. NO. ----------

CARTING

TEAK			NON TEAK			Total Carting			Remarks
Logs carted to Sale Depot			Logs carted to Sale Depot						
No.	Cubic mt.	Expenditure	No.	Cubic mt.	Expenditure	No. of logs	Cmt.	Exp.	
1	2	3	4	5	6	7	8	9	10

MFM Form 24,

FORTNIGHTLY PROGRESS REPORT OF DEPARTMENTAL FELLINGS AT

DIVISION ---------- RANGE---------- ROUND ----------

COUPE NO. ---------- COMPTT. NO. ----------

Miscellaneous Expenditure (not including Permanent and Temporary staff on monthly pay)

Items	Expenditure				Grand Total
	Current year to end of previous fortnight	Current fortnight ( )	Total of current year to date	Total of previous years	
1	2	3	4	5	6

MFM Form 25,
REGISTER OF RECEIPTS IN THE SALE DEPOT

Depot No.	Whence received	Date of receipt	Description of produce	Felling register serial number or marks		Number or quantity	Measurements					Reference to lot No. of the Register of disposals Form No. 26
				of tree	of log		Length in mt.	Girth in cms.	Cubic mt.	Allowance for hollows cubic mt.	Net cubic mt.	
1	2	3	4	5	6	7	8	9	10	11	12	13

MFM Form 26,
REGISTER OF DISPOSALS FROM THE SALE DEPOT.

Serial No.	No. of bill and date	How disposed of	Description of Produce	Depot No. of log, etc.	Marks	Number or quantity	Measurements			Selling rate		Amount	Number of pass and date and remarks
							Length in mt.	Girth in cms.	Cubic mt.	At	Per		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

MFM Form 27,
RETURN OF RECEIPTS AND ISSUES OF TIMBER AND OTHER PRODUCE IN DEPOTS DURING THE MONTH OF ---------

Name of Depot.	Description of Produce	On hand 1st /Month/Year		Received during the month			Total		Disposed of during the month						Balance on last date of the month		Remarks
		No. or quantity	Cubic mt.	Whence received	No. or quantity	Cubic mt.	No. or quantity	Cubic mt.	How disposed of	No. or quantity	Cubic mt.	Rate at which Sold.	Amount of sale proceeds	Item No. in Form no. 5 or 14 to which credited	No. or quantity	Cubic mt.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

MFM Form 28,
REGISTER SHOWING DETAILS OF TIMBER AND OTHER FOREST PRODUCE CREDITED IN MFM FORM 27 AND THE QUANTITY FOR WHICH CONTRACTORS OR WORK MEN WERE PAID DURING THE MONTH OF --------

Name of Contractors or other Workmen	From which Jungle Coupe---- Comptt-- Range----	To which Depot	Description of Produce Teak Non Teak	Balance in favour of Contractors or Workmen at the close of last month		Work done during the month		Total		Quantity of timber and other forest produce paid for during the month			Balance in favour of Contractors or Workmen at the close of the current month		Remarks
				No.	Quantity	No.	Quantity	No.	Quantity	No. of voucher	No.	Quantity	No.	Quantity	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

MFM Form 29,
REGISTER OF TIMBER ETC, REMOVED FROM THE FORESTS AND USED FOR DEPARTMENTAL WORKS

Name of Work **Range** **Division**

Particulars of timber taken				Particulars of material sawn from each log						Used for work					On hand at close of work				
Kind	Measurement of log.			Descrip-tion	No.	Measurement				No.	Measurement				No	Measurement			
	Length	Girth	Cubic mt.			Lenght	Breadth	Width	Cubic mt.		Lenght	Breadth	Width	Cubic mt.		Lenght	Breadth	Width	Cubic Mt.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

MFM Form 30,
SUMMARY OF MONTHLY AND PROGRESSIVE REVENUE AND EXPENDITURE

The columns of the form are as fallows:-

1. Budget heads.
2. Sanctioned estimate of the year as modified subsequently.
3. Actuals to end of previous month.
4. Actuals for the month under report
4. Estimated figures for the remaining month of the year.
5. Total of columns 3 to 5.
6. Increase (plus) or decrease (minus) as compared with column 2.
7. Explanation of increase of decrease.

MFM Form 31,
ANNUAL APPROPRIATION REPORT

REVENUE

Minor heads.	Sanctioned estimate for the year under report	Actuals for the year under report.	Increase (+) or decrease (-) in Column 3 as compared with Column 1.	Remarks.
1	2	3	4	5

EXPENDITURE

Minor heads and primary units	Original grant for the year under report	Modified grant for the year under report	Actuals for the year under report	Difference between Columns 2 and 3	Excess (+) or savings (-) in Column 4 as compared with Column 3	Remarks.
1	2	3	4	5	6	7

MFM Form 32-I, Existing FORM 111-I,

FOREST DEPARTMENT : MAHARASHTRA STATE,

AREA OF RESERVED, PROTECTED AND UNCLASSED FORESTS

INCHARGE OF FOREST DEPARTMENT DURING THE YEAR

(Area in sq.km.)

Circle/Division	Civil District or Territory	Kind of Forest	Area as on 01/04/	Added during the Year	Excluded during the Year	Area as on 31/03/	Tripartite Classification			Private Forest brought under the possession of Forest Dept.up to 31/3/	Forest Area transferred to F.D.C.M. till 31/03/ and under lease with them	Remarks
							Forest Proper	Pasture Reserve	Fuel and Fodder Res.			
1	2	3	4	5	6	7	8	9	10	11	12	13

MFM Form 32-II, Existing FORM 111-II,

FOREST DEPARTMENT : MAHARASHTRA STATE,

FOREST AREA OF RESERVED, PROTECTED AND UNCLASSED FORESTS IN CHARGE OF REVENUE DEPARTMENT

(Area in Sq. Km.)

Circle/Division	Civil District Or Territory	Kind of Forest	Area as on 1 April	Area added during the year	Area excluded or transferred to other heads during the year	Area as on 31/03/	Tripartite Classification			Remarks
							Forest Proper	Pasture Reserves	Fuel or Fodder Reserves	
1	2	3	4	5	6	7	8	9	10	11

MFM Form 33, Existing FORM 112,

FOREST DEPARTMENT : MAHARASHTRA STATE,

FOREST AREA SETTLEMENT DURING THE YEAR

Sr. No.	Circle	Civil District	Name of Forest	Area finally settled during the Year	Area in hand at the commencement of the Year	Taken in hand during the Year	Cost During the Year		Remarks
							In Forest Account	In other Account	
1	2	3	4	5	6	7	8	9	10

MFM Form 34, Existing FORM 113,

FOREST DEPARTMENT : MAHARASTRA STATE,

RECORD OF DEMARCATION AND MAINTENANCE OF BOUNDARIES DURING THE YEAR

(Length in Km.\Cost in Rs.)

Circle	Length of boundaries artificially demarcated during the year	Length of previously existing boundaries repaired	Length of previously existing boundaries not repaired	Total length of Artificially Marked boundaries at the close of the year	Length of boundaries still to be demarcated at the close of the year	Length of Natural Boundaries not requiring Artificial marks	Total length of boundaries at the close of the year	Expenditure on demarcation during the year	
								On New Works	On Repairs
1	2	3	4	5	6	7	8	9	10

MFM Form 35, Existing FORM 114,
FOREST DEPARTMENT : MAHARASHTRA STATE,
FOREST AREA SURVEYED AND UNDER SURVEY DURING THE YEAR BY THE SURVEY OF INDIA DEPARTMENT

(Area in Sq. Km.)

Circle	Topographical Survey specially paid by Forest Department				Cost (Rs.)		Ordinary Survey not paid by Forest Department				Boundary Survey		Total Area Surveyed	Area Remained to be Surveyed	Total Area
					Incurred during the year	Total at the end of the year					Previous	Of the year			
	Previous		Of the year				Previous		Of the year						
	4"=1Mile	8"=1Mile	4"=1Mile	8"=1Mile			2"=1Mile	On Small Scale	2"=1Mlile	On Small Scale					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

MFM Form 36, Existing FORM 115,
FOREST DEPARTMENT : MAHARASHTRA STATE,
PROGRESS MADE IN WORKING PLANS DURING THE YEAR

(Area in Sq.Km.)

Circle/Division	Legal Status	AREA UNDER SANCTIONED WORKING PLAN					Plan under preparation	Plan not under preparation		Total Forest Area as shown in Form No. 111-1 ; col 7	WORKING PLAN UNDER REVISION				Remarks
		At the commencement of the year	Added during the year	Deducted during the year	At the close of the year			Required at present	Not required at present		Due or Required	In progress at the end of the year	Revised plan sanctioned during the year	Expenditure on working plan during the year (Rs)	
					Actual area	% to the total forest area as shown in col.11									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

MFM Form 37, Existing FORM 116,

FOREST DEPARTMENT : MAHARASHTRA STATE,

COMMUNICATION & BUILDINGS

(Length in Km./Cost in Rs.)

Circles	NEW WORKS UNDERTAKEN DURING THE YEAR														Total Expd. on New Works (6+14+15)
	Expenditure on Buildings					Expenditure on Roads and Paths								Other Works	
	Head Quarters	Rest Houses	Houses For Subor.	Other	Total (2 to 5)	Cart Roads		Bridges and Paths		Others		Total			
						Length	Cost	Length	Cost	Length	Cost	Length	Cost		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

REPAIRS EXECUTED DURING THE YEAR														Expdt.on Other Units	Total Expdt.on Repairs	GRAND TOTAL
Expenditure on Buildings					Expenditure on Roads and Paths											
Head Quarters	Rest Houses	Houses for Subord.	Others	Total (17 to 20)	Cart Roads		Bridges and Paths		Other		Total					
					Length	Cost	Length	Cost	Length	Cost	Length	Cost			(21+29+30)	(16+31)
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	

MFM Form 38, Existing FORM 117,

FOREST DEPARTMENT : MAHARASHTRA STATE,

BREACH OF FOREST LAW AND RULES DURING THE YEAR

A:Cases taken to court
B:Cases disposed of u/s 68 (I.F.A. 1927)
C:Cases undetected (No.)

Circle	Cases pending from previous Year			NEW CASES FOR THE YEAR											
				Injury to Forest by Fire			Unauthorised Felling			Unaothorised Grazing			Other offences		
	A	B	Total	A	B	C	A	B	C	A	B	C	A	B	C
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Circle	Total Cases of the year			TOTAL OF ALL CASES			TOTAL ALL	DISPOSED OF DURING THE YEAR							
								Conviction(Cases)		Persons		Acquittals(Cases)		Persons	
	A	B	C	A	B	C		A	B	A	B	A	B	A	B
1	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Circle	Total Cases			Total Persons			No.of cases pending at the close of the year		
	A	B	Total	A	B	Total	A	B	Total
1	32	33	34	35	36	37	38	39	40

MFM Form 39, Existing FORM 118,

FOREST DEPARTMENT: MAHARASHTRA STATE,

FOREST AREA PROTECTED FROM FIRE DURING THE YEAR

CIRCLE	AREA IN SQ.KM.		PERCENTAGE OF FIRE PROTECTION TO THE TOTAL AREA RESERVED	PERCENTAGE OF FAILURE TO AREA ATTEMPTED		EXPENDITURE INCURRED ON FIRE PROTECTION (Rs.) (Wages+M/S)
	Attempted	Protected		Average of last five year	During the year	
1	2	3	4	5	6	7

MFM Form 40, Existing FORM 119,

FOREST DEPARTMENT: MAHARASHTRA STATE,

CAUSES OF FIRES DURING THE YEAR

(A : Natural B : Unintentional / Accidental C : Deliberate / Intentional / Incidary to Man. D : Unknown causes)

Circle	Causes	No.of Fires	Type of f ires Gr. \Surface \ Crown	Damage of forest Standing Crops		Likely cost of Rehabilita tion/Replantation & Maintenance (Rs)	Estimated Cost of Fire Suppression (Rs)	Remarks
				Area in Ha.	Value of damage			
1	2	3	4	5	6	7	8	9

MFM Form 41, Existing FORM 120,

FOREST DEPARTMENT : MAHARASHTRA STATE,

AREA CLOSED AND OPEN TO GRAZING DURING THE YEAR

(Area in Sq. Km.)

CIRCLE / DIVISION	AREA CLOSED TO GRAZING OF ALL ANIMALS THROUGHOUT THE YEAR	AREA OPEN TO GRAZING THROUGHOUT THE YEAR		BALANCE AREA OPEN TO GRAZING FOR THE PART OFTHE YEAR &THEREFORE CLOSED FOR THE REMAINING PART OF THE YEAR		TOTAL FOREST AREA [AS PER 111 -I,111 -II FOR WESTERN MAHARASHTRA & MARATHWADA REGION & 111-I (VIDARBHA REGION) (2 TO 6)
		Of All Animals	Of Non - Browsers	Of All Animals	Of Non -Browsers Only	
1	2	3	4	5	6	7

MFM Form 42, Existing FORM 121,

FOREST DEPARTMENT : MAHARASHTRA STATE,

GRAZING IN FORESTS DURING THE YEAR

CIRCLES	GRAZING ON PAYMENT												
	GRAZING ON PAYMENT AT FULL RATES						AT PREVILEGE RATES					FEES RECEIVED	
	Buffaloes	Cows and Bullocks	Goats and Sheeps	Camel	Other Animals	Fees Received	Buffaloes	Cows and Bullocks	Goats and Sheeps	Camel	Other animals	Values at Actual Rates	Values at Full Rates
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Contd...

Contd....

GRAZING IN FORESTS DURING THE YEAR

GRAZING FREE												TOTAL VALUE OF FEES AT FULL RATES (20+26)	GRAND TOTAL OF VALUE AT FULL RATES (7+14+27)
BY RIGHT UNDER SETTLEMENT						DURING THE PLEASURE OF GOVT. OTHER THAN SETTLEMENT							
Buffaloes	Cows and Bullocks	Goats and Sheeps	Camel	Other Animals	Value at full rates	Buffaloes	Cows and Bullocks	Goats and Sheeps	Camel	Other Animals	Value at full rates		
15	16	17	18	19	20	21	22	23	24	25	26	27	28

MFM Form 43, Existing FORM 122,

FOREST DEPARTMENT : MAHARASHTRA STATE,

PROGRESS MADE IN CONCENTRATED REGENERATION AND AFFORESTATION DURING THE YEAR

(Area in Ha.)

Circle	Area Naturally Regenerated		Area Artificially Regenerated											TOTAL PLANTATION
	Area under concentrated regeneration	Area regenerated by coppice	Non plan	Plan	DPAP	MAP	FDA	Western Ghat	Comp. Afforestation	Integrated Tribal Development Proramme	National Afforestation Programme	EGS	Others	Col No.(4 to 14)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Contd……

Circle	Afforestation												Total cost of Regeneration(Rs.in lakhs)	
	Non plan	Plan	DPAP	MAP	FDA	Western Ghat	Comp.Affo.	Integrated Tribal Development Proramme	World Bank	EGS	Other	Total Afforestation	On Forest Account (Non Plan/Plan)	On Other Account (E.G.S./W.S./R.V.P.)
1	16	17	18	19	20	21	22	23	24	25	26	27	28	29

MFM Form 44, Existing FORM 123,

FOREST DEPARTMENT : MAHARASHTRA STATE,

OUTTURN (Cu.M. Solid) OF TIMBER (TEAK & NON-TEAK) AND FIREWOOD

DURING THE YEAR AND AGENCY OF EXPLOITATION

(Qty. in Cu.M.) (Value in Rs.)

Circle / District	Division	Government Agency		Purchaser Agency		Free Grantees		Right and Privileges		Total	
		Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	value
1	2	3	4	5	6	7	8	9	10	11	12

MFM Form 45, Existing FORM 124,

FOREST DEPARTMENT : MAHARASHTRA STATE,

OUTTURN OF MINOR FOREST PRODUCE DURING THE YEAR

(Value in Rs.)

Circle	Unit	By Govt. Agency		By Purchaser Agency		By B.I.L.T.		Free Grantees		Right and privilege		TOTAL	
		Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value	Qty.	Value
1	2	3	4	5	6	7	8	9	10	11	12	13	14

MFM Form 46, Existing FORM 125,

FOREST DEPARTMENT: MAHARASHTRA STATE,

ACCOUNT OF TIMBER AND OTHER FOREST PRODUCT

CUT OR COLLECTED BY GOVT. AGENCY AND BROUGHT TO DEPOT AND SOLD LOCALLY OR OTHERWISE DISPOSED OF DURING THE YEAR

Circle	Balance at the commencement of the year		Received during theYear (Qty)	Total Quantity	Disposed of during the year (Qty)	Balance in hand at the close of the year		Difference in value	
								In favour of the year (8-3) Rs.	Against the year (3-8) Rs.
	Qty.	Value				Qty.	Value		
1	2	3	4	5	6	7	8	9	10

MFM Form 47, Existing FORM 126,

FOREST DEPARTMENT : MAHARASHTRA STATE,

(I) SUMMERY OF EXPENDITURE - NON - PLAN , PLAN (TRIBAL & NON-TRIBAL) AND OTHER SCHEMES FOR THE YEAR

CIRCLE / DIVISION	MAJOR HEAD	MINOR HEAD	SUB HEAD	DETAILED HEAD	TOTAL EXPDT.
1	**2**	**3**	**4**	**5**	**6**

(II) SUMMERY OF REVENUE FOR THE YEAR

CIRCLE / DIVISION	MAJOR HEAD	MINOR HEAD	SUB HEAD	DETAILED/HEAD SOURCE OF REVENUE	TOTAL REVENUE
1	2	3	4	5	6

MFM Form 48, Existing FORM 127,

FOREST DEPARTMENT: MAHARASHTRA STATE,

REVENUE RECEIVED & OUTSTANDING ON ACCOUNT OF REVENUE DURING THE YEAR

Circle	Particulars	Outstanding at the commencement of the year (Rs)	Value of sales and other Rev.during the year (Rs.)	TOTAL Col (3+4) (Rs.)	Amount Realised during the year (Rs.)	Balance due to the Deptt.at the end of the Year (Rs.)
1	2	3	4	5	6	7

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ANNEXURES
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			CHAPTER 46			
116	46.01	46.02	Time Table for Plantation	Letter	07.03.2018	826

Sr. no	Annex.	Paragraph	Details	Category	Year / Date	Page
			CHAPTER 47			
117			No Annexure			
			CHAPTER 48			
118			No Annexure			
			CHAPTER 49			
119			No Annexure			
			CHAPTER 50			
120			No Annexure			
			CHAPTER 51			
121			No Annexure			
			CHAPTER 52			
122			No Annexure			
			CHAPTER 53			
123			No Annexure			
			CHAPTER 54			
124	54.01	54.16	National Forest Policy, 1988	Policy	1988	835

ANNEXURE 4.01

सरळसेवा, पदोन्नती व प्रतिनियुक्तीने नियुक्ती करण्यासंदर्भात नियुक्ती प्राधिकारी घोषित करण्याबाबत.

महाराष्ट्र शासन
सामान्य प्रशासन विभाग
शासन निर्णय क्रमांकः एसआरव्ही-२०१६/प्र.क्र.२९० /कार्या.१२
मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई-४०० ०३२.
दिनांक: १९.११.२०१६

<u>प्रस्तावना</u> :-

शासकीय कर्मचाऱ्यांच्या संदर्भात त्यांच्या सरळसेवेने, पदोन्नतीने वा प्रतिनियुक्तीने नेमणूका/पदस्थापना करताना संबंधीत प्रकरणे कोणत्या स्तरापर्यंत सादर करावी व कोणत्या स्तरावर अंतिम निर्णय घ्यावेत याबाबत विशिष्ट आदेश नाहीत. सर्वसाधारणत: नियुक्ती प्राधिकाऱ्यांची मान्यता घेऊन संबंधित शासकीय कर्मचाऱ्यांची नियुक्ती करण्यासंदर्भात कार्यवाही केली जाते. मात्र असे नियुक्ती प्राधिकारी कोण असतील याबद्दल असलेली संदिग्धता दूर करण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय :-

गट-अ आणि गट-ब (राजपत्रित) अधिकाऱ्यांच्या तसेच गट-ब (अराजपत्रित), गट-क आणि गट-ड मधील कर्मचाऱ्यांच्या सरळसेवेने, पदोन्नतीने वा प्रतिनियुक्तीने नेमणूका/पदस्थापना करताना संबंधीत प्रकरणी कोणत्या स्तरावर अंतिम निर्णय घ्यावेत याकरिता या शासन निर्णयान्वये खालीलप्रमाणे नियुक्ती प्राधिकारी निश्चित करण्यात येत आहे :-

अ.क्र.	पदे	नियुक्ती प्राधिकारी
१.	अखिल भारतीय सेवेतील अधिकाऱ्यांच्या, तसेच राज्य सेवेतील विभाग प्रमुख/ प्रादेशिक विभाग प्रमुख किंवा ज्या पदाची वेतनश्रेणी सहाव्या वेतन आयोगानुसार पे बँड रु.१५६००-३९१०० + ग्रेड पे रु.६६०० अशी आहे, त्या किंवा त्यापेक्षा वरिष्ठ वेतनश्रेणीत वेतन घेणारे गट अ चे इतर अधिकारी यांच्या सरळसेवेने, पदोन्नतीने वा प्रतिनियुक्तीने करावयाच्या नेमणुका/ पदस्थापनेची प्रकरणे.	मा.मुख्यमंत्री

२.	गट-अ (सहाव्या वेतन आयोगानुसार पे बँड रु.१५६००-३९१०० + ग्रेड पे रु.६६०० व त्यापेक्षा वरिष्ठ वेतनश्रेणीतील पदे वगळून) आणि गट-ब (राजपत्रित) पदे.	संबंधित विभागाचे प्रभारी मंत्री
३.	गट-ब (अराजपत्रित), गट-क आणि गट-ड मधील पदे	संबंधीत विभागांचे सचिव/ विभाग प्रमुख / कार्यालय प्रमुख (पदनिहाय नियुक्ती प्राधिकारी घोषित करण्याबाबत स्वतंत्र आदेश प्रशासकीय विभागाने निर्गमित करावेत.)

२. गट-ब (अराजपत्रित), गट-क आणि गट- ड मधील पदांवर सरळसेवेने, पदोन्नतीने वा प्रतिनियुक्तीने करावयाच्या नेमणुका/ पदस्थापनेच्या प्रकरणांवर अंतिम निर्णय घेण्यासाठी नियुक्ती प्राधिकारी कोण असतील या संदर्भात संबंधीत प्रशासकीय विभागांनी पदनिहाय नियुक्ती प्राधिकाऱ्यांचे पदनाम स्वतंत्र आदेशान्वये घोषित करावेत.

३. महाराष्ट्र शासकीय गट-अ व गट-ब (राजपत्रित व अराजपत्रित) पदांवर सरळसेवेने व पदोन्नतीने नियुक्तीसाठी महसूली विभाग वाटप नियम, २०१५ मधील नियम ११ (२) नुसार गट-ब च्या पदांवर सरळसेवेने आणि पदोन्नतीने नियुक्ती करताना महसूली विभाग वाटपाचे अधिकार संबंधीत प्रशासकीय विभागाच्या अधिपत्याखालील राज्यस्तरीय विभागप्रमुख यांना प्रदान करण्यात आले आहेत. यानुसार सरळसेवेने नियुक्ती देण्यापूर्वी तयार करण्यात आलेल्या गुणवत्ता यादीतील तसेच पदोन्नतीने नियुक्ती देण्यापूर्वी तयार करण्यात आलेल्या निवडसूची/तदर्थ पदोन्नतीसूचीतील गट-ब च्या अधिकाऱ्यांना महसूली विभाग वाटप नियमानुसार विभाग वाटप करण्यापूर्वी गुणवत्ता यादीतील अथवा निवडसूची/तदर्थ पदोन्नतीसूचीतील संबंधीत अधिकाऱ्यांच्या नियुक्तीकरीता, नियुक्ती प्राधिकाऱ्याची मान्यता घेऊन मगच, ज्या राज्यस्तरीय विभाग प्रमुखांना महसूली विभाग वाटपाचे अधिकार प्रदान करण्यात आलेले आहेत त्यांच्याकडे गुणवत्ता यादीतील अथवा निवडसूची/तदर्थ पदोन्नतीसूचीतील अधिकाऱ्यांची नावे कळविण्यात यावी.

४. वरील नियुक्ती प्राधिकारी हे सरळसेवेने, पदोन्नतीने वा प्रतिनियुक्तीने करावयाच्या नेमणुका/ पदस्थापनेच्या प्रकरणांवर अंतिम निर्णय घेण्यासाठी असतील. मात्र बदली करण्यासंदर्भात बदली अधिनियमान्वये घोषित केलेले सक्षम प्राधिकारी अंतिम निर्णय घेतील.

५. मंत्रालयीन प्रशासकीय विभागांनी वरील सूचनांनुसार कार्यवाही करण्याची दक्षता घ्यावी.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेताक २०१६१११९१५४२२२६४०७ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

(सु.ह.उमराणीकर)
उप सचिव (सेवा), महाराष्ट्र शासन

प्रत,

१. मा.राज्यपाल यांचे सचिव, राजभवन, मलबार हिल, मुंबई,
२. मा. मुख्यमंत्री यांचे प्रधान सचिव,
३. सर्व मा.मंत्री /मा.राज्यमंत्री यांचे खाजगी सचिव,
४. मा.विरोधी पक्षनेता, विधानपरिषद / विधानसभा, विधानभवन, मुंबई,
५. सर्व मा. संसद सदस्य/विधानमंडळ सदस्य, महाराष्ट्र राज्य,
६. मा.मुख्य सचिव,
७. सर्व मंत्रालयीन विभागांचे अपर मुख्य सचिव/प्रधान सचिव/सचिव,
८. सर्व मंत्रालयीन विभाग,
९. *प्रबंधक, मूळ शाखा, मा. उच्च न्यायालय, मुंबई, औरंगाबाद व नागपूर,
१०. *प्रबंधक, अपील शाखा, मा. उच्च न्यायालय, मुंबई, औरंगाबाद व नागपूर,
११. *प्रबंधक, लोकायुक्त आणि उप लोकायुक्त यांचे कार्यालय, मुंबई,
१२. *सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई,
१३. *प्रधान सचिव, महाराष्ट्र विधानमंडळ सचिवालय (विधानसभा), मुंबई,
१४. *प्रधान सचिव, महाराष्ट्र विधानमंडळ सचिवालय (विधानपरिषद), मंबई,
१५. *सचिव, राज्य निवडणूक आयोग, नवीन प्रशासकीय भवन, मुंबई,
१६. *महालेखापाल, महाराष्ट्र-१ (लेखा व अनुज्ञेयता), महाराष्ट्र, मुंबई,
१७. *महालेखापाल, महाराष्ट्र-१ (लेखापरीक्षा), महाराष्ट्र, मुंबई,
१८. *महालेखापाल, महाराष्ट्र-२ (लेखा व अनुज्ञेयता), महाराष्ट्र, नागपूर,
१९. *महालेखापाल, महाराष्ट्र-२ (लेखापरीक्षा), महाराष्ट्र, नागपूर,
२०. *सचिव, राज्य मुख्य माहिती आयुक्त यांचे कार्यालय, नवीन प्रशासन भवन, मुंबई,
२१. *प्रबंधक, राज्य मानवी हक्क आयोग, मुंबई ४०० ००१,
२२. अधिदान व लेखा अधिकारी, मुंबई,
२३. निवासी लेखापरीक्षा अधिकारी, मुंबई,
२४. सर्व विभागीय आयुक्त,
२५. सर्व जिल्हाधिकारी,
२६. सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी,
२७. सर्व जिल्हा कोषागार अधिकारी,
२८. सर्व मंत्रालयीन विभागांच्या नियंत्रणाखालील सर्व विभाग प्रमुख व कार्यालय प्रमुख, (मंत्रालयीन विभागांनी संबंधितांना प्रत पाठवावी)
२९. सामान्य प्रशासन विभाग/का. ३९ (महाराष्ट्र शासनाच्या संकेतस्थळावर प्रसिध्दीकरिता),
३०. ग्रंथपाल, महाराष्ट्र विधानमंडळ सचिवालय, ग्रंथालय, सहावा मजला, विधान भवन, मुंबई ४०० ०३२ (१० प्रती)
३१. सामान्य प्रशासन विभागातील सर्व कार्यासने,
३२. निवड नस्ती.

ANNEXURE 4.02

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर यांचे कार्यालय

स्थाई आदेश क्रं.०१५

विषयः वन जमिनीची नोंदवही.
फॉर्म नं.१ मध्ये अद्यावत नोंदी
घेण्याबाबत सूचना.

क्रमांक.वसंभुअक/स्था.आ./नोंदवही/४८१/२००२-०३
नागपूर-४४० ००६, दिनांक २९ नोव्हेंबर,२००२

१.० मुंबई वन संहिता भाग-२ चे प्रभाग V.B. अनुच्छेद (Article) ११८(पृष्ठ क्रं. १६२/१६३) मध्ये नमूद तरतूदी व त्या अंतर्गत परिशिष्ट Appendix I(II) (पृष्ठ क्रं. २५९) मध्ये दिलेला वनजमिनीचे नोंदवहीचा नमूना विचारात घेता त्यानुसार सदर नमून्यामध्ये वनजमिनीच्या नोंदी अद्यावत करून ठेवण्याची जबाबदारी विभागीय वन अधिकारी (सध्या उपवनसंरक्षक) यांची असून अद्यावत केलेला अभिलेख फॉर्म नं.१ चे स्वरूपात दर वर्षीचे १ ऑगष्ट रोजी मागील १२ महिन्याचे काळात झालेल्या सुधारणेच्या नोंदीबाबत माहिती देऊन वनसंरक्षकांचे कार्यालयास संक्षिप्त तपशिल सादर करावयाचा असून वृत्तस्तरीय फॉर्म नं.१ मधील अभिलेख वनसंरक्षकांचे कार्यालयात सुध्दा अद्यावत (updated) ठेवावयाचे आहेत.

२.० या कार्यालयाकडून विविध वनविभागांचे अभिलेख तपासले असता निरीक्षणाचे वेळी असे निदर्शनास आले की, ठराविक नमुन्यात वन जमिनीची नोंदवही न ठेवता, विभागीय कार्यालये वेगवेगळया नमून्यात वन जमिनीची नोंदवही ठेवतात, त्यामुळे संपूर्ण राज्यात अभिलेख्यामध्ये एकसुत्रता राहत नाही.

३.० वन(संवर्धन) अधिनियम, १९८० दिनांक २५/१०/१९८० पासून अंमलात आला. त्या कायद्याचे चौकटीत राहून अनेक विकास प्रकल्पाकरिता, वनेत्तर प्रयोजनाकरीता केंद्र शासनाची परवानगी घेऊन वन जमिन वळती करण्यात आली, त्या वळते केलेल्यावनजमिनीचक अनुषंगाने, प्रकल्प यंत्रणेकडून वनखात्याकडे महसूल खात्याकडील वनेत्तर जमिन किंवा खाजगी व्यक्तींकडून प्रकल्प यंत्रणेने खरेदी करून दिलेली जमिन दिल्या जाते. तसेच शासन परिपत्रक एलएनडी-१०७६/२१८६/जी-१ दिनांक १४/०४/१९७६ अन्वये महसूल खात्याकडीहल वनक्षेत्र वनखात्याचे ताब्यात घेण्याची कारवाई चालू आहे. तव्दतच झुडपी जंगलाचे वैधानिक स्वरूप केंद्र शासनाचे पत्र क्रमांक ४-८/८७ एफसी दिनांक १२/०२/१९९२ अन्वये स्पष्ट केल्यानंतर व्यवस्थापनाचे दृष्टीने

योग्य ठरलेले झुडपी जंगल क्षेत्र वनखात्याकडे वर्ग करून त्या क्षेत्राचे राखीव वनात रूपांतर करण्याची कारवाई होती घेतली आहे.

४.० परिच्छेद ३.०० मध्ये नमूद विविध कारणांमुळे वनखात्याकडे येणारे क्षेत्र विचारात घेता वनखात्याकरिता वनजमिनीची नोंदवही फॉर्म नं.१ मध्ये मुंबई वन संहितेत दिलेल्या विहीत नमून्यात बदल करणे आवश्यक झाले आहे. त्यानुसार या नमूना नं.१ मध्ये सुधारणा करण्यात येत असून यापुढे ही नोंदवही खालील प्रमाणे सुधारित नमूना नं.१ म्हणून ठेवण्यात यावी.

वनजमिनीचे नोंदवहीचा नमूना नं.१ (सुधारित नमूना)

विभाग..... वनक्षेत्र..... गांव.....

अ.क्रं.	सर्व्हे नं./ गट नं./ ब्लॉक ई.	क्षेत्र (हे.)	वर्ग राखीव वन संरक्षित वन अवर्गीकृत वन, झुडपी जंगल ई.	भारतीच वन अधिनियम १९२७ खाली वनजमाबंदी अधिकारी यांनी नोंदविलेले हक्क	वनजमिनी घोषित झाल्याचा शासकीय अधिसूचनेचा क्रमांक/हस्तांतरणाने प्राप्त झाले असल्यास सक्षम अधिकारी यांचे आदेश क्रमांक
(१)	(२)	(३)	(४)	(५)	(६)

रकाना ६ मधील अधिसूचना/आदेशाचा दिनांक	वनेत्तर कामासाठी देण्यात आलेले क्षेत्र (हे.)	वनजमिन वळती करण्याचे आदेश क्रमांक	रकाना ९ मधील आदेशाचा दिनांक
(७)	(८)	(९)	(१०)

५.० प्रत्येक उप-वनसंरक्षकांनी त्यांचे अधिनस्त वनक्षेत्राची नोंद उपरोक्त नमूंन्यामध्ये ठेवावी व वेळोवेळ होणा-या अधिसूचना/सुधारणा लक्षात घेउन त्यानुसार नोंदी अद्यावत कराव्यात. दरवर्षी ऑगष्ट महिन्याचे१ तारखेला मागील १२ महिन्याचे काळात झालेल्या सुधारणेच्या नोंदीबाबत माहिती देउन हा सुधारित अभिलेख वनसंरक्षक/संबंधित मुख्य वनसंरक्षक(प्रादेशिक) यांचे कार्यालयात सुध्दा पाठवावा. कामकाजात शिघ्रता व एकसुत्रता आणण्याचे दृष्टीने संगणकावर Excel Sheet चें स्वरूपात सुध्दा हा अभिलेख ठेवण्यात यावा व त्यामध्ये वेळोवेळी सुधारणेबाबत नोंदी घेण्यात याव्यात. तसेच दरवर्षी किमान एकदा

संबंधित उपवनसंरक्षक/उप-विभागीय वन अधिकारी यांनी सदरची नोंदवही तपासून खात्री करावी.

६.० वनसंरक्षक/संबंधित मुख्य वनसंरक्षक(प्रादेशिक) यांचे कार्यालयात सुध्दा सदरची नोंद Excel Sheet चे स्वरूपात अद्यावत ठेवण्यात यावी व त्या अनुषंगाने संबंधित वनसंरक्षक/मुख्य वनसंरक्षक(प्रादेशिक) यांनी दरवर्षी ऑगष्ट महिन्याचे शेवटचे आठवडयात याबाबत आढावा घेउन अशाप्रकारे नोंदी घेण्यात येतात/अद्यावत करण्यात येतात किंवा नाही याबद्दल खात्री करून घ्यावी व त्यानुसार संबंधित उपवनसंरक्षकांना वेळीच योग्य ते निर्देश/मार्गदर्शन द्यावे.

स्वाक्षरी/-
(सुनिल मित्रा)
प्रधान मुख्य वनसंरक्षक,
महाराष्ट्र राज्य, नागपूर

प्रति,
प्रधान मुख्य वनसंरक्षक(वन्यजिव) म.रा.नागपूर
व्यवस्थापकीय संचालक, वनविकास महामंडळ मर्या. नागपूर
अपर प्रधान मुख्य वनसंरक्षक(सर्व)
मुख्य वनसंरक्षक(सर्व)
मुख्य वनसंरक्षक प्रादेशिक(सर्व)
सहाय्यक वनसंरक्षक(सर्व)(वन्यजिव) कोयना.
उपवनसंरक्षक प्रादेशिक (सर्व)
उपविभागीय वन अधिकारी प्रादेशिक (सर्व)

प्रतिलिपीः प्रधान सचिव (वने) महसूल व वन विभाग, मंत्रालय, मुंबई यांचेकडे माहितीकरिता सादर.

प्रतिलिपीः मुख्य वनसंरक्षक(संशोधन, शिक्षण व प्रशिक्षण) म.रा. पुणे यांचेकडे अग्रेषित. त्यांना विनंती करण्यात येते की, त्यांनी नमूना नं.१ मधील उपरोक्त सुधारित नोंदवहीचा मुंबई वन संहिता भाग-२ मध्ये समावेश करण्याची कारवाई करावी.

प्रतिलिपीः कक्ष अधिकारी-१०, प्रधान मुख्य वनसंरक्षक कार्यालय, म.रा. नागपूर यांना ३ प्रतीसह माहितीकरिता रवाना.

प्रशासकीय अधिकारी व कार्यालय अधिक्षक
यांच्या कर्तव्ये व जबाबदारी निश्चित करणे

महाराष्ट्र शासन
महसूल व वन विभाग
शासन आदेश क्र.एमएफएस-२०१२ /६५६/प्र.क्र.२५१ /फ-८
मादाम कामा मार्ग, हुतात्मा राजगुरु चौक
मंत्रालय, मुंबई ४०००३२.
दि.२७ सप्टेंबर, २०१२

वाचा :- १) अपर प्रधान मुख्य वनसंरक्षक (प्रशासन-दुय्यम संवर्ग), म.रा., नागपूर यांचे पत्र क्र.कक्ष-७(१)/आस्था/मुले/प्र.क्र.१७६/१५५/१०-११, दि.४/८/२०१२
२) अपर प्रधान मुख्य वनसंरक्षक (प्रशासन-दुय्यम संवर्ग), म.रा., नागपूर यांचे पत्र क्र.कक्ष-७(१)/आस्था/मुले/प्र.क्र.१७६/१६८/१०-११, दि.१३/८/२०१२

प्रस्तावना आदेश :-

वन विभागाच्या प्रशासकीय संरचनेत पुनर्रचना करण्याच्या अनुषंगाने वन विभागांतर्गत मुख्य लेखापाल व कार्यालय अधिक्षक या पदांमध्ये श्रेणीवाढ करुन शासन आदेश क्र.एमएफएस-१००९/७३१/प्र.क्र.१३३/फ-८, दि.२६/९/२०११ अन्वये प्रशासकीय अधिकाऱ्यांची १९ पदे व कार्यालय अधिक्षकांची ३२ पदे श्रेणीवाढीने निर्माण करण्यास शासनाने मंजूरी दिली आहे. त्यानुसार श्रेणीवाढीने निर्माण करण्यात आलेल्या पदांची कर्तव्ये व जबाबदाऱ्या निश्चित करणे आवश्यक असून त्याप्रमाणे प्रशासकीय अधिकारी व कार्यालय अधिक्षक संवर्गातील अधिकाऱ्यांच्या खालीलप्रमाणे कर्तव्ये व जबाबदाऱ्या निश्चित करण्यात येत आहेत :-

(अ) प्रशासकीय अधिकारी यांची कर्तव्ये व जबाबदारीचे स्वरुप पुढीलप्रमाणे राहील :-

वित्तीय कामे :

(१) प्रशासकीय अधिकारी यांनी वनवृत्ताचे आहरण व संवितरण अधिकारी (Drawing and Disbursing Officer) म्हणून कर्तव्य करावेत.

(२) वेळोवेळी शासनाने प्रदान केलेले वित्तीय अधिकार व शक्तीच्या अधीन राहून सक्षम नियंत्रक अधिकाऱ्यांची मान्यता घेवून राजपत्रित अधिकारी व अराजपत्रीत कर्मचारी यांना प्रवास अग्रिम (Tour Advance) देणे संबंधी कार्यवाही करणे.

(३) अराजपत्रित कर्मचारी यांना स्वग्राम सवलत व रजा प्रवास सवलत संबंधीत नियंत्रक अधिकाऱ्यांची मंजूरी घेऊन त्यांची देयके पारीत करण्याकरीता संबंधित कोषागार कार्यालयास पाठविणे.

(४) वैद्यकीय प्रतिपूर्ती प्रकरणांची देयके पारित करण्याकरीता संबंधीत कोषागार कार्यालयास पाठविणे.

(५) कोषागार कार्यालयाकडून प्राप्त झालेल्या धनादेशानुसार/ Electronic Fund Transfer नुसार प्राप्त झालेली रक्कम संबंधीतांना अदा करणे.

(६) शासकीय कर्मचा-यांच्या वैयक्तिक दाव्या व्यतिरिक्त इतर अदायगी प्रकरणी प्रशासकीय अधिकारी यांना LOC चे धनादेश स्टेट बँक ऑफ इंडीया/ भारतीय रिझर्व बँक यांच्यामार्फे आहरण (Drawn) करण्याचे अधिकार देणे.

(७) वाहन चालकांना अतिकालीक भत्ता (Over Time Allowance) सक्षम नियंत्रक अधिका-याची मंजूरी घेऊन रक्कमी देयके कोषागार कार्यालयास पारित करण्याकरीता पाठविणे.

(८) सेवा निवृत्ती प्रकरणी प्राप्त झालेल्या सर्व लाभाविषयीची सर्व देयके तयार करून कोषागार कार्यालयास अदायगी करिता पाठविणे.

(९) अधिका-यांचे व कर्मचा-यांचे वाहन खरेदी देयके, प्रवास भत्याची देयके भविष्य निर्वाह निधीतील परतावा अग्रीम देयके, घरबांधणी अग्रीम / मोटार सायकल अग्रीम / कार अग्रीम इ. देयके तयार करून पारीत करण्याकरीता कोषागार कार्यालयात पाठविणे.

(१०) प्रादेशिक वनवृत्त कार्यालयाचा रोखलेखा मुंबई वनसंहीता (Bombay Forest Manual) Vol-I मधील तरतुदीनुसार तयार करणे व महालेखाकार कार्यालयास सादर करणे.

(११) वनखात्याचे महसुल थकबाकीवर तसेच अग्रीम वसूलीवर नियंत्रण ठेवणे.

(१२) सेवा संबंधी ठरविक नियतकालीके तयार करणे.

वरील सर्व कामे वेळोवेळी शासनाने प्रदान केलेल्या वित्तीय अधिकार व शक्तीच्या अधीन राहून सक्षम नियंत्रक अधिकारी यांची मान्यता घेवूनच संबंधीत प्रधान मुख्य वनसंरक्षक/अपर प्रधान मुख्य वनसंरक्षक/मुख्य वनसंरक्षक (प्रादेशिक) यांच्या नियंत्रणा खाली करण्यात येतील.

आस्थापना विषयक कामे.

(१) प्रादेशिक वनवृत्त कार्यालयाची टपाल मार्किंग करणे व जनतेकडून प्राप्त झालेल्या तक्रारीचे निवारण करणे.

(२) आस्थापनाविषयक विविध बाबी उदा. सेवानिवृत्तीचे प्रकरणे, अस्थायी पदांचे चालू बाब प्रस्ताव इत्यादी तयार करून मंजुरीसाठी सादर करणे.

(३) वनवृत्तातील तसेच वृत्तीय कार्यालयातील कार्यालयीन कर्मचारी यांना सर्व आस्थापनाविषयक बाबी (उदा. नेमणुका, बदल्या, वेतन निश्चिती, सेवा निवृत्तीची प्रकरणे, विभागीय चौकशीची प्रकरणे इत्यादी) हाताळण्यास मार्गदर्शन करणे व त्यांचे कामावर नियंत्रण ठेवणे.

(४) गट-क व गट-ड मधील कर्मचा-यांच्या रजा व वेतनवाढी सक्षम नियंत्रक अधिका-यांची मंजुरी घेवून प्रकरणाचा निपटारा करणे.

(५) मानव संसाधनाच्या विकासाच्या दृष्टीने प्रधान मुख्य वनसंरक्षक कार्यालय यांनी तयार केलेले उपक्रम राबविणे.

(६) कार्यालयीन कर्मचा-यांच्या सेवाविषयक बाबी सक्षमरीत्या हाताळणे.

(७) गट-क संवर्गातील कर्मचा-यांचे पदोन्नती समितीमध्ये सदस्य/सदस्य सचिव म्हणून कार्य करणे.

(८) गट-क संवर्गातील कर्मचा-यांचे बदली प्रस्ताव प्रशासकीय अधिका-या मार्फत सक्षम नियंत्रक अधिकारी खास सादर करणे.

(९) न्यायालयीन प्रकरणात आस्थापनाबाबी विषयक प्रतिज्ञापत्र दाखल करणे व आवश्यकतेनुसार न्यायालयात हजर राहुन शासनाची बाजु मांडणे.

(१०) सेवावृत्तातील गट-क ते गट-ड पर्यंतच्या अधिका-यांना/कर्मचा-यांना भविष्य निर्वाह निधीमधुन प्रगताव अग्रीम सक्षम नियंत्रक अधिका-यांची मंजुरी घेवून प्रकरणाचा निपटारा करणे.

(११) नियमानुसार नियंत्रक अधिकारी यांचे महीची ज्या ठिकाणी आवश्यकता आहे अशी कागदपत्रे सोडून त्यांनी अनुमोदीत केलेल्या मसुद्यांच्या टंकलिखीत प्रतीवर त्यांच्या वतीने सहया करणे.

(१२) विभागीय कार्यालयांची वार्षिक तपासणी संबंधी कार्यक्रम तयार करून त्यास नियंत्रक अधिका-याची मान्यता घेवून तपासणी कार्यक्रम राबविणे.

(१३) सर्व्हीस पोस्टेज स्टॅम्पस रजिस्टरची तपासणी करणे

(१४) शासनाने वेळोवेळी केलेल्या कार्यपध्दतीनुसार कार्यालयातील निरुपयोगी कागदपत्र नष्ट करणे.

(१५) कामाच्या ठिकाणी होणारा लैंगिकछळ प्रकरणी वृत्तस्तरावर गठीत करण्यात आलेल्या महिला तक्रार निवारण समितीची बैठक दोन महिन्यातून एकदा आयोजित करणे.

(१६) वृत्तस्तरावरील सर्व लेखापरिक्षण परिच्छेदाचे उत्तर तयार करून लेखापरीक्षण परिच्छेदाचा जलद गतीने निपटारा करणे.

(१७) उपरोक्त कामाशिवाय नियंत्रक अधिकारी यांनी वेळोवेळी नेमून दिलेली कामे सुध्दा करतील.

(ब) कार्यालय अधिक्षक यांची कर्तव्ये व जबाबदारीचे स्वरूप पुढीलप्रमाणे राहील :-

आस्थापना विषयक कामे

(१) विभागीय कार्यालयाची टपाल मार्किंग करणे व जनतेकडून प्राप्त झालेल्या तक्रारीचे निवारण करणे.

(२) विभागीय कार्यालयातील कर्मचा-यांवर प्रशासकीय नियंत्रण ठेवणे व संबंधीत वनविभागातील सर्वआस्थापनाविषयक बाबी (उदा. नेमणुका, बदल्या, वेतन निश्चिती, सेवा निवृत्तीची प्रकरणे, विभागीय चौकशीची प्रकरणे इत्यादी.) हाताळण्यास मार्गदर्शन करणे.

(३) गट-ड संवर्गातील कार्यालयीन कर्मचा-यांचे पदोन्नती समितीमध्ये सदस्य/सदस्य सचिव म्हणून कार्य करणे.

(४) विभागातील गट-अ ते गट-ड च्या अधिका-यांना/कर्मचा-यांना भविष्य निर्वाह निधीमधून परतावा अग्रीम सक्षम नियंत्रक अधिका-यांची मंजूरी घेवून प्रकरणाचा निपटारा करणे.

(५) अधिका-यांचे व कर्मचा-यांचे मासिक वेतन देयके, प्रवास भत्याची देयके, अतिकालीक भत्याची देयके, भविष्य निर्वाह निधीमधून काढण्यांत येणा-या रक्कमेची देयके, वैद्यकिय प्रतीपुर्तीची देयके, सेवानिवृत्ती विषयक लाभाची सर्व प्रकारची देयके, स्वग्राम सवलतीची व रजा प्रवास सवलतीची देयके, सण अग्रीमाची देयके इत्यांदी प्रकारची देयके तयार करुन पारीत करण्याकरीता कोषागार कार्यालयात पाठविणे.

(६) गट-अ ते गट-ड मधील अराजपत्रीत कर्मचा-यांच्या रजा व वेतनवाढी सक्षम अधिका-याची मंजूरी घेवून प्रकरणाचा निपटारा करणे.

(७) गट-क व गट-ड मधील अराजपत्रीत कर्मचा-यांना स्वग्राम सवलत व रजा प्रवास सवलत सक्षम अधिका-यांची मंजूरी घेवून प्रकरणाचा निपटारा करणे.

(८) वनपरिक्षेत्र कार्यालयाची वार्षिक तपासणी कार्यक्रम तयार करून नियंत्रक अधिका-यांच्या मान्यतेनंतर तपासणी कार्यक्रम राबविणे.

(९) सर्व्हीस पोस्टेज स्टॅम्पस् रजिस्टरची तपासणी करणे.

(१०) शासनाने विहीत केलेल्या कार्यपध्दतीनुसार कार्यालयातील निरुपयोगी कागदपत्र नष्ट करणे.

(११) वनखात्याचे महसूल थकबाकीवर तसेच अग्रीम वसुलीवर नियंत्रण ठेवणे.

(१२) नियमानुसार वनसंरक्षक/उपवनसंरक्षक यांचे सहीची आवश्यकता आहे. अशी कागदपत्रे सोडून त्यांनी अनुमोदीत केलेल्या मसुद्यांच्या टंकलिखीत प्रतीवर सहया करणे.

(१३) विभागीय स्तराबरील सर्व लेखापरीक्षण परिच्छेदाचे उत्तर तयार करून व त्यास संबंधीत नियंत्रक अधिका-यांची मान्यता घेवून लेखापरीक्षण परिच्छेदाचा जलद गतीने निपटारा करणे.

(१४) उपरोक्त कामाशिवाय नियंत्रक अधिकारी यांनी वेळोवेळी नेमुन दिलेली कामे सुध्दा करतील.

उपरोक्त नमुद केलेली सर्व कामे ही संबंधित कार्यालय अधिक्षक हे त्यांचे संबंधीत नियंत्रक अधिकारी, अपर प्रधान मुख्य वनसंरक्षक (अकाष्ट वनोपज, सनियंत्रण व मुल्यांकन) म.रा.नागपूर, अपर प्रधान मुख्य वनसंरक्षक (कार्य आयोजना), पूणे, मुख्य वनसंरक्षक व क्षेत्रसंचालक मेळघाट व्याघ्र प्रकल्प अमरावती, मुख्य वनसंरक्षक मुल्यनिर्धारण घटक, नागपूर, मुख्य वनसंरक्षक (शिक्षण वृत्त), पूणे, मुख्य वनसंरक्षक (भूमि अभिलेख कक्ष), नागपूर, मुख्य वनसंरक्षक तथा क्षेत्र संचालक पेंच व्याघ्र प्रकल्प नागपूर/ ताडोबा अंधारी व्याघ्र प्रकल्प चंद्रपूर/संजय गांधी राष्ट्रीय उद्यान, बोरीवली, वनसंरक्षक वाहतुक व विपणन विभाग बल्लारशाह, प्रसिध्दी व माहिती अधिकारी (वने), नागपूर व उपवनसंरक्षक (प्रादेशिक), यांचे नियंत्रणाखाली करतील.

महाराष्ट्र राज्याचे राज्यपाल यांच्या नावाने व आदेशानुसार,

(नं.ए.फोंडके)
कार्यासन अधिकारी
महसूल व वन विभाग

प्रति,

प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख), महाराष्ट्र राज्य,नागपूर.
प्रधान मुख्य वनसंरक्षक (वन्यजीव) महाराष्ट्र राज्य, नागपूर
प्रधान मुख्य वनसंरक्षक व महा.संचालक, सामाजिक वनीकरण संचालनालय, पुणे
व्यवस्थापकीय संचालक, महाराष्ट्र वन विकास महामंडळ मर्या., नागपूर.
अपर प्रधान मुख्य वनसंरक्षक (कार्मिक), नागपूर.
अपर प्रधान मुख्य वनसंरक्षक, (प्रशासन - दुय्यम संवर्ग), महाराष्ट्र राज्य,नागपूर.
अपर मुख्य वनसंरक्षक (वन्यजीव) नागपूर / नाशिक / मुंबई.
महालेखापाल, महाराष्ट्र-१/२ (लेखा परीक्षा/लेखा व अनुज्ञेयता),महाराष्ट्र मुंबई/नागपूर.
सर्व मुख्य वनसंरक्षक (प्रादेशिक / वन्यजीव)
मा.मंत्री (वने) यांचे खाजगी सचिव.
मा.राज्यमंत्री (वने) यांचे खाजगी सचिव.
प्रधान सचिव (वने) यांचे स्वीय सहाय्यक.
वन विभागातील सर्व कार्यासने.
निवड नस्ती (फ-८ कार्यासन) महसूल व वन विभाग, मंत्रालय,मुंबई.३२.

ANNEXURE 5.01

वन विभागासाठी पदांचा सुधारीत
आकृतीबंध निश्चित करणेबाबत.

महाराष्ट्र शासन
महसूल व वन विभाग,
शासन निर्णय क्रमांक:-एमएफएस-२०१७/प्र.क्र.७७ /फ-८
मादाम कामा मार्ग, हुतात्मा राजगुरु चौक
मंत्रालय, मुंबई-४०० ०३२,
दिनांक: १३ सप्टेंबर, २०१९

संदर्भ :१) शासन निर्णय महसूल व वन विभाग क्र.एमएससी-१०९९/प्र.क्र.१८/फ-२ दि.१०/०१/२००३.
२) वित्त विभाग, शासन निर्णय क्र. संकिर्ण २०१५/प्र.क्र.५७/२०१५/विसु-१ दि.१४/०१/२०१६
३) वित्त विभाग, शासन निर्णय क्र. पदनि २०१६/प्र.क्र.८/१६/विसु-१ दि.११/०२/२०१६
४) वित्त विभाग, शासन परिपत्रक, क्रमांक-पदनि २०१६/प्र.क्र.३०/१६/ वित्तीय सुधारणा-१/ दि.१६ /०९/२०१६
५) वित्त विभाग, शासन परिपत्रक, क्रमांक-पदनि ०६१७/प्र.क्र.२०/आपुक, दि.२९/०६/२०१७
६) प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), महाराष्ट्र राज्य, नागपूर यांचे पत्र क्र. कक्ष-७ / प्र.क्र.३३(१७-१८)/२८/१९-२०, दि.२८/०५/२०१९.
७) वित्त विभागाचे पत्र क्रमांक पदनि २०१९/प्र.क्र.३९/१९ आपुक दि.०३/०८/२०१९

प्रस्तावना:-

वित्त विभागाच्या शासन निर्णय संदर्भ क्र. ३, दि. ११/०२/२०१६ अन्वये प्रशासकीय विभाग व त्यांच्या अधिपत्याखालील कार्यालयातील मंजूर पदांचा आढावा घेऊन सुधारीत आकृतीबंध निश्चित करण्याबाबत निर्देश देण्यात आले आहेत. तसेच शासन परिपत्रक वित्त विभाग दि. २९/०६/२०१७ अन्वये सुधारीत आकृतीबंध निश्चित करण्यासाठी मार्गदर्शक सूचना निर्गमित करण्यात आलेल्या आहेत. याअनुषंगाने प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), महाराष्ट्र राज्य, नागपूर यांनी वन विभागातील क्षेत्रीयस्तरावरील पदांचा आढावा घेऊन पदांचा सुधारीत आकृतीबंध संदर्भ क्र. ६, दि.२८/०५/२०१९ च्या पत्रान्वये सादर केला आहे. वन विभागासाठी सुधारीत आकृतीबंध मंजूर करण्याच्या अनुषंगाने मा. मुख्य सचिव यांचे अध्यक्षतेखाली दि.०८/०७/२०१९ रोजी उच्च स्तरीय सचिव समितीची बैठक झाली. सदरहू बैठकीमध्ये वन विभागासाठी विविध संवर्गातील एकूण १९०३४ नियमित + ४२९ अधिसंख्य पदे व ८३२९ वनमजूर (अधिसंख्य) असा एकूण २७७९२ पदांच्या सुधारीत आकृतीबंधास मान्यता दिली आहे. त्यानुषंगाने वन विभागाचा पदांचा आकृतीबंध मंजूर करण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय:-

वित्त विभाग, शासन परिपत्रक क्रमांक-पदनि ०६१७/प्र.क्र.०८/ विसु-१ दि.२९ जून, २०१७ अन्वये विभागातील सर्व पदांचा सर्वकश आढावा घेण्यात आला असून, मा. मुख्य सचिव यांच्या अध्यक्षतेखाली दि.०८/०७/२०१९ रोजीच्या उच्चस्तरीय सचिव समितीच्या बैठकीमध्ये प्राप्त झालेल्या मंजूरीनुसार वन विभागासाठी विविध संवर्गातील एकूण १९०३४ नियमित + ४२९ अधिसंख्य पदे व ८३२९ वनमजूर (अधिसंख्य) असा एकूण २७७९२ पदांच्या सुधारीत आकृतीबंधास खालील प्रमाणे मान्यता देण्यात येत आहे.

अ) वन विभागासाठी विविध संवर्गातील एकूण १९०३४ नियमित + ४२९ अधिसंख्य पदे व ८३२९ वनमजूर (अधिसंख्य) असा एकूण २७७९२ पदांच्या सुधारीत आकृतीबंधास मान्यता देण्यात येत आहे. त्याचा तपशिल या शासन निर्णयासोबत जोडलेल्या **विवरणपत्र-अ** नुसार राहील.

आ) प्रचलित आकृतीबंधातील विविध संवर्गातील एकूण **५८५** इतकी पदे निरसित करण्यात येत आहेत. त्याचा तपशिल या शासन निर्णयासोबत जोडलेल्या **विवरणपत्र-ब** नुसार राहील.

इ) प्रचलित आकृतीबंधातील **एकूण ६६ संवर्ग** मृत संवर्ग घोषित करण्यात येत आहेत. या संवर्गातील कार्यरत पदे संबधित कर्मचारी सेवानिवृत्तीपर्यंत चालू राहतील, तद्नंतर ती पदे व्यपगत होतील. या संवर्गातील कार्यरत ४२० पदे अधिसंख्य दर्शविण्यात येत असून, रिक्त असलेली २७९ पदे तात्काळ प्रभावाने रद्द करण्यात येत आहेत, त्याबाबतचा तपशिल या शासन निर्णयासोबत जोडलेल्या **विवरणपत्र-क** नुसार राहील.

ई) विविध संवर्गातील नव्याने निर्माण करण्यात आलेल्या पदांचा तपशिल या शासन निर्णयासोबत जोडलेल्या **विवरणपत्र-ड** नुसार राहील. सदर पदांपैकी मंजूर आकृतीबंधामध्ये नसलेले पूर्णपणे नवीन संवर्ग/पदाचे सेवा प्रवेश नियम सामान्य प्रशासन विभागामार्फत मंजूर करुन घेण्यात येतील.

हा शासन निर्णय वित्त विभागाचा अनौपचारिक संदर्भ क्र.४०१/आपुक/२२/०८/२०१९ व क्र. ३३१/२०१९/सेवा-९ दि.२८/०८/२०१९ नुसार निर्गमित करण्यात येत आहे.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेत स्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०१९०९१३१८०५२५४११९ असा आहे. सदर शासन निर्णय डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांचे आदेशानुसार व नावाने,

सोबत: विवरणपत्र-अ, ब,क व ड

(वीरेंद्र तिवारी)
अपर प्रधान मुख्य वनसंरक्षक (मंत्रालय)
महसूल व वन विभाग.

प्रति:-

१. मा. राज्यपालांचे सचिव
२. मा. मुख्यमंत्र्यांचे खाजगी सचिव
३. मा. मंत्री(वने)/मा.राज्यमंत्री (वने) यांचे खाजगी सचिव
४. मा. मुख्य सचिव यांचे स्वीय सहायक
५. अपर मुख्य सचिव (सेवा) यांचे स्वीय सहायक
६. अपर मुख्य सचिव (नियोजन) यांचे स्वीय सहायक
७. अपर मुख्य सचिव (वित्त) यांचे स्वीय सहायक
८. प्रधान सचिव (ले. व को.) यांचे स्वीय सहायक
९. प्रधान सचिव (वि.सु.) यांचे स्वीय सहायक
१०. प्रधान सचिव (वने) यांचे स्वीय सहायक

११.प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), महाराष्ट्र राज्य, नागपूर
१२.प्रधान मुख्य वनसंरक्षक (वन्यजीव), महाराष्ट्र राज्य, नागपूर.
१३.प्रधान मुख्य वनसंरक्षक, सामाजिक वनीकरण, महाराष्ट्र राज्य, पुणे.
१४.अपर प्रधान मुख्य वनसंरक्षक, (सर्व)
१५.मुख्य वनसंरक्षक (सर्व)
१६.वनसंरक्षक (सर्व) / उप वनसंरक्षक (सर्व) / विभागीय वन अधिकारी (सर्व)
१७.महालेखापाल -१ व २ (लेखा व अनुज्ञेयता)/(लेखापरीक्षा), महाराष्ट्र राज्य, मुबंई/नागपूर
१८. जिल्हा कोषागार अधिकारी, (सर्व)
१९.वित्त विभाग, आपुक /व्यय-१०/अर्थसं-१९, वित्तीय सुधारणा मंत्रालय, मुंबई.
२०.नियोजन विभाग- कार्यासन १४३२, मंत्रालय, मुंबई.
२१.वन विभाग- सर्व कार्यासन अधिकारी, महसूल व वन विभाग, मंत्रालय, मुंबई.
२२.कार्यासन -ब (१), महसूल व वन विभाग, मंत्रालय, मुंबई
२३.निवडनस्ती, फ-८ कार्यासन महसूल व वन विभाग, मंत्रालय, मुंबई

विवरणपत्र-अ

वन विभागाच्या अधिपत्याखालील क्षेत्रीय कार्यालयाच्या आस्थापनेवरील पदाच्या सुधारीत आकृतीबंधाबाबतचा प्रस्ताव उच्चस्तरीय सचिव समितीसमोर सादर करण्यात आला. उच्चस्तरीय सचिव समितीने खालील विवरणपत्रात दर्शविल्यानुसार एकूण १९०३४ नियमित + ४२९ अधिसंख्य पदे व ८३२९ वनमजूर (अधिसंख्य) असा एकूण २७७९२ पदांच्या सुधारीत आकृतीबंधास शासनाची मान्यता देण्यात येत असलेली विविध संवर्गातील पदांचा तपशिल:-

अ. क्र.	पदनाम	7th Pay Scale वेतन स्तर	प्रचलित आकृतीबंधातील मंजूर पदे	**उच्चस्तरिय सचिव समितीने सुधारीत आकृतीबंधा अंतर्गत मंजूर केलेली नवीन पदे**	आढाव्या अंती निरसित झालेली पदे	**उच्चस्तरिय सचिव समितीने मंजूर केलेला सुधारीत आकृतीबंध**
१	२	३	४	५	६	७
	गट अ					
१	प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख) /प्रधान मुख्य वनसंरक्षक	Level -१७ २२५००० Level -१६ २०५४००-२२४४००	७	०	०	**७**
२	अपर प्रधान मुख्य वनसंरक्षक	Level-१५ १८२२००-२२४१००	१६	०	०	**१६**
३	मुख्य वनसंरक्षक	Level-१४ १४४२००-२१८२००	२४	०	०	**२४**
४	वनसंरक्षक	Level-१३A १३११००-२१६६००	१८	०	०	**१८**
५	उपवनसंरक्षक	१) Level-१३ १२३१००-२५१९०० २) Level-१२ ७८८००-२०९२०० ३) Level-११ ६७७००-२०८७०० ४) Level-१० ५६१००-१७७५००	६८	०	०	**६८**
६	विभागीय वन अधिकारी	S-२३ ६७७००-२०८७००	१२२	०	१३	**१०९**
७	सहायक संचालक	S-२३ ६७७००-२०८७००	०	**१**	०	**१ नवीन पद**
८	उप आयुक्त, पशुसंवर्धन वन्यजीव	S-२३ ६७७००-२०८७००	१	०	०	**१**
९	सहाय्यक आयुक्त पशुसंवर्धन वन्यजीव	S-२२ ६००००-१९०८००	३	०	०	**३**
१०	पशुवैद्यकीय अधिकारी	S-१५ ४१८००-१३२३००	८	०	०	**८**

अ. क्र.	पदनाम	7th Pay Scale वेतन स्तर	प्रचलित आकृतीबंधा तील मंजूर पदे	**उच्चस्तरिय सचिव समितीने सुधारीत आकृतीबंधा अंतर्गत मंजूर केलेली नवीन पदे**	आढाव्या अंती निरसित झालेली पदे	**उच्चस्तरिय सचिव समितीने मंजूर केलेला सुधारीत आकृतीबंध**
१	२	३	४	५	६	७
११	मुख्य वन सांख्यिकी	S-२३ ६७७००-२०८७००	२	०	१	**१**
१२	वन अभियंता	S-२३ ६७७००-२०८७००	१	०	०	**१**
१३	सहाय्यक वन संरक्षक	S-१८ ४९१००-१५५८००	३१६	०	२७	**२८९**
१४	प्रशासकीय अधिकारी	S-२३ ६७७००-२०८७००	२०	०	०	**२०**
१५	वन सांख्यिकी	S-२० ५६१००-१७७५००	९	०	३	**६**
१६	उप वन अभियंता	S-२० ५६१००-१७७५००	१३	०	०	**१३**
१७	वैद्यकीय अधिकारी	S-२० ५६१००-१७७५००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**
१८	वन जमाबंदी अधिकारी (प्रतिनियुक्तीचे पद)	S-२० ५६१००-१७७५००	५	०	०	**६**
१९	उपसंचालक (भूमि अभिलेख) (प्रतिनियुक्तीचे पद)	S-२३ ६७७००-२०८७००	१	०	१	**मृत संवर्ग**
२०	वरिष्ठ स्वीय सहायक	S-२३ ६७७००-२०८७००	३	०	०	**३**
२१	स्वीय सहाय्यक	S-१६ ४४९००-१४२४००	९	०	०	**९**
	एकूण गट अ		**६४७**	**१**	**४५**	**६०४**
१	कार्यालय अधिक्षक	S-१५ ४१८००-१३२३००	७३	०	०	**७३**
२	वन क्षेत्रपाल	S-१५ ४१८००-१३२३००	९९२	०	१	**९९१**
३	सहायक रासायनिक विश्लेषक	S-१५ ४१८००-१३२३००	०	**१**	०	**१ नवीन पद**
४	सहाय्यक अभियंता	S-१५ ४१८००-१३२३००	३	०	०	**३**
५	शाखा अभियंता	S-१५ ४१८००-१३२३००	१७	०	०	**१७**
६	कर्मशाळा अधीक्षक	S-१५ ४१८००-१३२३००	२	०	२	**०**

अ. क्र.	पदनाम	7th Pay Scale वेतन स्तर	प्रचलित आकृतीबंधातील मंजूर पदे	उच्चस्तरिय सचिव समितीने सुधारीत आकृतीबंधा अंतर्गत मंजूर केलेली नवीन पदे	आढाव्या अंती निरसित झालेली पदे	उच्चस्तरिय सचिव समितीने मंजूर केलेला सुधारीत आकृतीबंध
१	२	३	४	५	६	७
७	उप वन अभियंता (यांत्रिकी)	S-१६ ४४९००-१४२४००	१	०	१	**०**
८	सहाय्यक वन सांख्यिकी	S-१५ ४१८००-१३२३००	१७	०	३	**१४**
९	सहाय्यक वैद्यकीय अधिकारी	S-१५ (For MBBS) ४१८००-१३२३०० S-१४ (For Others) ३८६००-१२२८००	७	०	४	**३ अधिसंख्य पदे (मृत संवर्ग)**
१०	तालुका निरीक्षक, भूमिअभिलेख (प्रतिनियुक्तीचे पद)	S-१५ ४१८००-१३२३००	३	०	०	**३**
११	पर्यवेक्षक	S-१७ ४७६००-१५११००	१	०	०	**१**
१२	हस्तशिल्प निर्देशक	S-१५ ४१८००-१३२३००	२	०	०	**२**
	एकूण गट ब		**१११८**	**१**	**११**	**११०८**
१	लघुलेखक (उच्चश्रेणी)	S-१५ ४१८००-१३२३००	३९	०	४	**३५**
२	लघुलेखक (निम्नश्रेणी)	S-१४ ३८६००-१२२८००	५२	०	७	**४५**
३	क्षेत्र भूमापक	S-१४ ३८६००-१२२८००	५६	०	०	**५६**
	एकूण गट ब (अराजपत्रित)		**१४७**	**०**	**११**	**१३६**
१	मंडल निरीक्षक (प्रतिनियुक्तीचे पद)	S-८ २५५००-८११००	५	**१**	०	**६ (५+१ नवीन पद)**
२	मुख्य लेखापाल	S-१३ ३५४००-११२४००	१६८	०	०	**१६८**
३	लेखापाल	S-१० २९२००-९२३००	८७४	०	०	**८७४**
४	लिपिक	S-६ १९९००-६३२००	१६४८	०	०	**१६४८**
५	वनपाल	S-८ २५५००-८११००	३०२५	०	०	**३०२५**

अ. क्र.	पदनाम	7th Pay Scale वेतन स्तर	प्रचलित आकृतीबंधातील मंजूर पदे	**उच्चस्तरिय सचिव समितीने सुधारीत आकृतीबंधा अंतर्गत मंजूर केलेली नवीन पदे**	आढाव्या अंती निरसित झालेली पदे	**उच्चस्तरिय सचिव समितीने मंजूर केलेला सुधारीत आकृतीबंध**
१	२	३	४	५	६	७
६	वनरक्षक	S-३ १६६००-५२४०० S-५ १८०००-५६९००	९४६१	**२१६**	०	**९६७७ (९४६१+२१६ नवीन पदे)**
७	सर्वेक्षक	S-८ २५५००-८११००	२२१	०	१७	**२०४**
८	कनिष्ठ अभियंता	S-१४ ३८६००-१२२८००	१०	०	०	**१०**
९	वरिष्ठ सांख्यिकी सहाय्यक	S-१४ ३८६००-१२२८००	२३	०	३	**२०**
१०	कानिष्ठ सांख्यिकी सहाय्यक	S-८ २५५००-८११००	२९	०	९	**२०**
११	लघु टंकलेखक	S-८ २५५००-८११००	४६	०	४०	**६ अधिसंख्य पदे (मृत संवर्ग)**
१२	आरेखक	१)S-१० २९२००-९२३०० २)S-१४ ३८६००-१२२८०० (After 4 years of Qualifying Service)	४	०	२	**२ अधिसंख्य पदे (मृत संवर्ग)**
१३	अनुरेखक	१)S-७ २१७००-६९१०० २)S-८ २५५००-८११०० (After 7 years of Qualifying Service)	१२	०	२	**१० अधिसंख्य पदे (मृत संवर्ग)**
१४	हत्यारी पोलीस	S-६ १९९००-६३२००	१५०	०	०	**१५०**
१५	सहाय्यक कुरेटर	S-८ २५५००-८११००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**

अ. क्र.	पदनाम	७th Pay Scale वेतन स्तर	प्रचलित आकृतीबंधा तील मंजूर पदे	**उच्चस्तरिय सचिव समितीने सुधारीत आकृतीबंधा अंतर्गत मंजूर केलेली नवीन पदे**	आढाव्या अंती निरसित झालेली पदे	**उच्चस्तरिय सचिव समितीने मंजूर केलेला सुधारीत आकृतीबंध**
१	२	३	४	५	६	७
१६	अव्वल कारकून (प्रतिनियुक्तीचे पद)	S-१० २९२००-९२३००	५	**१**	०	**६ (५+१ नवीन पद)**
१७	चित्रकार	S-१० २९२००-९२३००	४	०	३	**१ अधिसंख्य पद (मृत संवर्ग)**
१८	सहाय्यक आरेखक	S-८ २५५००-८११०० (S-१३) ३५४००-११२४०० After 5 years of Qualifying Service	२	०	२	**मृत संवर्ग**
१९	स्वंयचल विजतंत्री	S-७ २१७००-६९१००	२	०	०	**२ अधिसंख्य पदे (मृत संवर्ग)**
२०	सहाय्यक यांत्रिकी	S-६ १९९००-६३२००	८	०	५	**३ अधिसंख्य पदे (मृत संवर्ग)**
२१	सहाय्यक सांधाता	S-६ १९९००-६३२००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**
२२	मिश्रक	S-१० २९२००-९२३००	७	०	४	**३ अधिसंख्य पदे (मृत संवर्ग)**
२३	पोलीस	S-६ १९९००-६३२००	१८	०	३	**१५**
२४	वाणिज्य लेखापाल	S-१४ ३८६००-१२२८००	१	०	०	**१**
२५	काळजीवाहक	S-३ १६६००-५२४००	४	०	३	**१ अधिसंख्य पद (मृत संवर्ग)**
२६	उप लेखापाल	S-१३ ३५४००-११२४००	१	०	०	**१**
२७	ट्रक चालक	S-६ १९९००-६३२००	६६३	०	१६३	**५०० **

अ. क्र.	पदनाम	7th Pay Scale वेतन स्तर	प्रचलित आकृतीबंधा तील मंजूर पदे	**उच्चस्तरिय सचिव समितीने सुधारीत आकृतीबंधा अंतर्गत मंजूर केलेली नवीन पदे**	आढाव्या अंती निरसित झालेली पदे	**उच्चस्तरिय सचिव समितीने मंजूर केलेला सुधारीत आकृतीबंध**
१	२	३	४	५	६	७
२८	आवेधक	S-३ १६६००-५२४००	१	०	१	**मृत संवर्ग**
२९	यांत्रिकी	S-८ २५५००-८११००	२४	०	९	**१५ अधिसंख्य पदे (मृत संवर्ग)**
३०	जोडारी / वरिष्ठ जोडारी	S-६ १९९००-६३२००	५	०	०	**५ अधिसंख्य पदे (मृत संवर्ग)**
३१	प्रमुख पोलीस शिपाई	S-८ २५५००-८११००	३	०	१	**२**
३२	गृह प्रमुख	S-१० २९२००-९२३००	२	०	०	**२**
३३	लाँच चालक	S-७ २१७००-६९१००	७	०	३	**४**
३४	लेथमन (कर्मशाळा)	S-८ २५५००-८११००	४	०	२	**२ अधिसंख्य पदे (मृत संवर्ग)**
३५	निक्षणक	S-८ २५५००-८११००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**
३६	एसआरपी वाहनचालक (प्रतिनियुक्तीचे पद)	S-६ १९९००-६३२००	१	०	०	**१**
३७	एअर कॉम्प्रेसर चालक	S-६ १९९००-६३२००	१	०	१	**मृत संवर्ग**
३८	उप मुख्य लेखापाल (प्रतिनियुक्तीचे पद)	S-१३ ३५४००-११२४००	१	०	०	**१**
३९	विजतंत्री	S-८ २५५००-८११००	९	०	४	**५ अधिसंख्य पदे (मृत संवर्ग)**
४०	प्रसविका	S-६ १९९००-६३२००	४	०	२	**२ अधिसंख्य पदे (मृत संवर्ग)**
४१	माहुत	S-६ १९९००-६३२००	१९	०	४	**१५**
४२	लहान आगगाडी चालक	S-६ १९९००-६३२००	१	०	१	**मृत संवर्ग**

अ. क्र.	पदनाम	७th Pay Scale वेतन स्तर	प्रचलित आकृतीबंधा तील मंजूर पदे	**उच्चस्तरिय सचिव समितीने सुधारीत आकृतीबंधा अंतर्गत मंजूर केलेली नवीन पदे**	आढाव्या अंती निरसित झालेली पदे	**उच्चस्तरिय सचिव समितीने मंजूर केलेला सुधारीत आकृतीबंध**
१	२	३	४	५	६	७
४३	मिनी ट्रेन गार्ड	S-५ १८०००-५६९००	१	०	१	**मृत संवर्ग**
४४	पोलीस बिनतारी संदेश दुय्यम निरीक्षक (प्रतिनियुक्तीचे पद)	S-१४ ३८६००-१२२८००	४	०	१	**३**
४५	शारीरिक प्रशिक्षण ड्रिल शिक्षक	S-१३ ३५४००-११२४००	२	०	०	**२**
४६	कवायत शिक्षक	S-७ २१७००-६९१००	१	०	०	**१**
४७	नभोवाणी यांत्रिकी	S-८ २५५००-८११००	२	०	२	**मृत संवर्ग**
४८	करवत्या	S-८ २५५००-८११००	७	०	१	**६ अधिसंख्य पदे (मृत संवर्ग)**
४९	भांडारपाल	S-८ २५५००-८११००	९	०	३	**६ अधिसंख्य पदे (मृत संवर्ग)**
५०	सांधाता	S-६ १९९००-६३२००	४	०	१	**३ अधिसंख्य पदे (मृत संवर्ग)**
५१	बिनतारी संदेश चालक	S-८ २५५००-८११००	११	०	९	**२**
५२	बिनतारी तंत्रज्ञ	S-८ २५५००-८११००	१	०	०	**१**
५३	तारतंत्री	S-७ २१७००-६९१००	२	०	०	**२ अधिसंख्य पदे (मृत संवर्ग)**
५४	प्रक्षेपित चालक	S-७ २१७००-६९१००	३	०	२	**१ अधिसंख्य पद (मृत संवर्ग)**
५५	ग्रंथपाल परिचर	S-१ १५०००-४७६०० S -६ १९९००-६३२००	३	०	१	**२**
५६	पशु परिचर	S-३ १६६००-५२४००	४	०	१	**३**

अ. क्र.	पदनाम	7th Pay Scale वेतन स्तर	प्रचलित आकृतीबंधा तील मंजूर पदे	**उच्चस्तरिय सचिव समितीने सुधारीत आकृतीबंधा अंतर्गत मंजूर केलेली नवीन पदे**	आढाव्या अंती निरसित झालेली पदे	**उच्चस्तरिय सचिव समितीने मंजूर केलेला सुधारीत आकृतीबंध**
१	२	३	४	५	६	७
५७	लोहार	S-६ १९९००-६३२००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**
५८	डिघी चालक	S -६ १९९००-६३२००	२	०	२	**मृत संवर्ग**
५९	निमतनदार (प्रतिनियुक्तीचे पद)	S-१३ ३५४००-११२४००	४	०	०	**४**
६०	बिनतारी संदेशक	S-८ २५५००-८११००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**
६१	वननिरीक्षक	S-५ १८०००-५६९००	१०८	०	०	**१०८**
६२	द्दकश्राव्य व्यवस्थापक	S-६ १९९००-६३२००	१	०	१	**मृत संवर्ग**
६३	क्रिडांगन सहाय्यक	S-६ १९९००-६३२००	१	०	१	**मृत संवर्ग**
६४	मशिन निर्देशक	S-१४ ३८६००-१२२८००	२	०	२	**मृत संवर्ग**
६५	सहाय्यक मशिन निर्देशक	S-६ १९९००-६३२००	२	०	२	**मृत संवर्ग**
६६	प्रयोगशाळा परिचर	S-७ २१७००-६९१००	४	०	१	**३ अधिसंख्य पद (मृत संवर्ग)**
	एकूण गट क		**१६६५६**	**२१८**	**३१५**	**१६५५९**
१	नाईक	S-३ १६६००-५२४००	१०४	०	१४	**९०**
२	दप्तरी	S-३ १६६००-५२४००	०	०	०	**मृत संवर्ग**
३	शिपाई	S-१ १५०००-४७६००	४९२	०	१२५	**३६७ + ९ अधिसंख्य पदे**
४	मोटार स्वच्छक	S-१ १५०००-४७६००	२१९	०	८२	**१३७ अधिसंख्य पदे (मृत संवर्ग)**
५	वर्ग परिचर	S-१ १५०००-४७६००	३	०	२	**१ अधिसंख्य पद (मृत संवर्ग)**

अ. क्र.	पदनाम	7th Pay Scale वेतन स्तर	प्रचलित आकृतीबंधा तील मंजूर पदे	**उच्चस्तरिय सचिव समितीने सुधारीत आकृतीबंधा अंतर्गत मंजूर केलेली नवीन पदे**	आढाव्या अंती निरसित झालेली पदे	**उच्चस्तरिय सचिव समितीने मंजूर केलेला सुधारीत आकृतीबंध**
१	२	३	४	५	६	७
६	केबिन अटेडंट	S-३ १६६००-५२४००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**
७	चेनमन	S-१ १५०००-४७६००	११	०	२	**९**
८	चारा कापणारा	S-३ १६६००-५२४००	२१	०	६	**१५**
९	टपालवाहक	S-१ १५०००-४७६००	१३	०	१	**१२ अधिसंख्य पदे (मृत संवर्ग)**
१०	अंधारखोली सहाय्यक	S-३ १६६००-५२४००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**
११	धोबी	S-१ १५०००-४७६००	२	०	०	**२ अधिसंख्य पदे (मृत संवर्ग)**
१२	गँगमन	S-१ १५०००-४७६००	२	०	०	**२ अधिसंख्य पदे (मृत संवर्ग)**
१३	द्वारपाल	S-१ १५०००-४७६००	२	०	१	**१ अधिसंख्य पद (मृत संवर्ग)**
१४	मदतनीस	S-१ १५०००-४७६००	८	०	३	**५ अधिसंख्य पद (मृत संवर्ग)**
१५	कि मन	S-१ १५०००-४७६००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**
१६	बोदारक्षक	S-१ १५०००-४७६००	५	०	५	**मृत संवर्ग**
१७	खलासी	S-१ १५०००-४७६००	१७	०	८	**९**
१८	सहायक स्वयंपाकी	S-१ १५०००-४७६००	३९	०	१०	**२९**

अ. क्र.	पदनाम	7th Pay Scale वेतन स्तर	प्रचलित आकृतीबंधा तील मंजूर पदे	**उच्चस्तरिय सचिव समितीने सुधारीत आकृतीबंधा अंतर्गत मंजूर केलेली नवीन पदे**	आढाव्या अंती निरसित झालेली पदे	**उच्चस्तरिय सचिव समितीने मंजूर केलेला सुधारीत आकृतीबंध**
१	२	३	४	५	६	७
१९	चौकीदार-नि खानसामा	S-३ १६६००-५२४००	६	०	३	**३ अधिसंख्य पदे (मृत संवर्ग)**
२०	नौका तांडेल	S-६ १९९००-६३२००	१	०	०	**१**
२१	ओंडके उचलणारा	S-३ १६६००-५२४००	२	०	२	**मृत संवर्ग**
२२	माळी	S-१ १५०००-४७६००	१७६	०	६२	**११४ अधिसंख्य पदे (मृत संवर्ग)**
२३	मिनीट्रेन स्वच्छक	S-१ १५०००-४७६००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**
२४	मास्ट लश्कर	S-१ १५०००-४७६००	२	०	१	**१**
२५	संदेशवाहक	S-३ १६६००-५२४००	२	०	१	**१ अधिसंख्य पद (मृत संवर्ग)**
२६	संग्रहालय सहायक	S-७ २१७००-६९१००	१	०	१	**मृत संवर्ग**
२७	नाकेदार	S-३ १६६००-५२४००	२	०	०	**२ अधिसंख्य पदे (मृत संवर्ग)**
२८	पॅन क्लीनर	S-१ १५०००-४७६००	२	०	१	**१ अधिसंख्य पद (मृत संवर्ग)**
२९	सफाईगार	S-१ १५०००-४७६००	३३	०	३	**३० अधिसंख्य पदे (मृत संवर्ग)**
३०	वायरलेस मदतनीस	S-३ १६६००-५२४००	२	०	०	**२ अधिसंख्य पदे (मृत संवर्ग)**
३१	तांडेल	S-१ १५०००-४७६००	१	०	०	**१**

अ. क्र.	पदनाम	7th Pay Scale वेतन स्तर	प्रचलित आकृतीबंधा तील मंजूर पदे	**उच्चस्तरिय सचिव समितीने सुधारीत आकृतीबंधा अंतर्गत मंजूर केलेली नवीन पदे**	आढाव्या अंती निरसित झालेली पदे	**उच्चस्तरिय सचिव समितीने मंजूर केलेला सुधारीत आकृतीबंध**
१	२	३	४	५	६	७
३२	वॉर्ड बॉय	S-१ १५०००-४७६००	८	०	४	**४ अधिसंख्य पदे (मृत संवर्ग)**
३३	पाणीवाला	S-१ १५०००-४७६००	११	०	२	**९ अधिसंख्य पदे (मृत संवर्ग)**
३४	पहारेकरी	S-१ १५०००-४७६००	३२४	०	१३६	**१८८**
३५	प्लंबर	S-१ १५०००-४७६००	१	०	१	**मृत संवर्ग**
३६	देखभाल सेवक	S-३ १६६००-५२४००	१०	०	६	**४**
३७	बॉक्स बॉय	S-१ १५०००-४७६००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**
३८	आरेकस	S -१ १५०००-४७६००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**
३९	ग्राऊंडमॅन	S -१ १५०००-४७६००	१	०	०	**१ अधिसंख्य पद (मृत संवर्ग)**
	एकूण गट ड		**१५२९**	**०**	**४८२**	**१०५६**
	एकूण		**२००९७**	**२२०**	**८६४**	**१९४६३**
	अधिसंख्य वनमजूर	S -१ १५०००-४७६००	८३२९	०	०	८३२९
	एकूण		**२८४२६**	**२२०**	**८६४**	**२७७९२**

गोषवारा

	पदनाम	प्रचलित आकृतीबंधातील मंजूर पदे	**उच्चस्तरिय सचिव समितीने सुधारीत आकृतीबंधाअंतर्गत मंजूर केलेली नवीन पदे**	आढाव्याअंती निरसित झालेली पदे	**उच्चस्तरिय सचिव समितीने मंजूर केलेला सुधारीत आकृतीबंध**
१	गट-अ (संवर्ग-२०)	६४७	१	४५	६०४
२	गट-ब (संवर्ग-१०)	१११८	१	११	११०८
३	गट-ब (संवर्ग ३) अराजपत्रित	१४७	०	११	१३६
४	गट-क (संवर्ग-५५)	१६६५६	२१८	३१५	१६५५९
५	गट-ड (संवर्ग-३४)	१५२९	०	४८२	१०५६
	एकूण (संवर्ग-१२२)	**२००९७**	**२२०**	**८६४**	**१९४६३**
६	वनमजूरांची अधिसंख्य पदे	८३२९	०	०	८३२९
	एकूण मंजूर पदे	**२८४२६**	**२२०**	**८६४**	**२७७९२**

विवरणपत्र-ब

निरसित पदे:-

खालील विवरणपत्रात नमूद विविध संवर्गातील ५८५ रिक्त पदे, वित्त विभाग शासन परिपत्रक क्रमांक - पदनि-०६१७/ प्र.क्र.२०/ आपुक, दिनांक २९/०६/२०१७ मधील सूचनेनुसार निरसित करण्यात येत आहेत.

अ.क्र.	संवर्ग	मंजूर पदे	निरसित पदे
(१)	(२)	(३)	(४)
	गट-अ		
१	विभागीय वन अधिकारी	१२२	१३
२	मुख्य वनसांख्यिक	२	१
३	सहायक वनसंरक्षक	३१६	२७
४	वनसांख्यिक	९	३
	गट-ब		
५	वनपरिक्षेत्र अधिकारी	९९२	१
६	कार्मशाळा अधिक्षक	२	२
७	उप वन अभियंता (यांत्रिकी)	१	१
८	सहायक वन सांख्यिकी	१७	३
	गट-ब (अराजपत्रित)		
९	लघुलेखक (उच्चश्रेणी)	३९	४
१०	लघुलेखक (निम्नश्रेणी)	५२	७
	गट-क		
११	सर्वेक्षक	२२१	१७
१२	वरिष्ठ सांख्यिकी सहायक	२३	३
१३	कनिष्ठ सांख्यिकी सहायक	२९	९
१४	पोलिस	१८	३
१५	ट्रक चालक	६६३	१६३
१६	प्रमुख पोलिस शिपाई	३	१
१७	लॉंच चालक	७	३
१८	माहुत	१९	४
१९	पोलीस बिनतारी संदेश दुय्यम निरिक्षक (पतिनियुक्तीचे पद)	४	१
२०	बिनतारी संदेश चालक	११	९
२१	ग्रंथालय परिचर	३	१
२२	पशु परिचर	४	१
	गट-ड		
२३	नाईक	१०४	१४
२२	शिपाई	४९२	१२५

२३	चेनमन	११	२
अ.क्र.	संवर्ग	मंजूर पदे	निरसित पदे
(१)	(२)	(३)	(४)
२४	चाराकापणारा	२१	६
२५	खलाशी	१७	८
२६	सहाय्यक स्वयंपाकी	३९	१०
२७	मास्ट लश्कर	२	१
२८	पहारेकरी	३२४	१३६
२९	देखभाल सेवक	१०	६
	एकूण	**३५७७**	**५८५**

विवरणपत्र-क

मृत संवर्ग घोषित करणे :

खाली नमूद एकुण ६६ संवर्ग, मृत संवर्ग म्हणून घोषित करण्यात आले असून, त्यामुळे त्याअंतर्गत कार्यरत पदे संबंधित कर्मचाऱ्यांच्या सेवानिवृत्तीपर्यंत कार्यरत राहणार आहेत. त्यामुळे सदर ४२० पदे अधिसंख्य दर्शविण्यात आली आहेत. सदर पदावरील व्यक्ती सेवानिवृत्ती/राजीनामा/मृत्यू इ. कारणामुळे रिक्त झाल्यानंतर ती पदे निरसित होतील व सदर संवर्ग समाप्त (मृतसंवर्ग) होईल. तसेच सदर संवर्गातील रिक्त असलेली २७९ पदे तात्काळ प्रभावाने निरसित होतील.

अ.क्र.	पदनाम	मंजूर पदे	अधिसंख्य पदे (कार्यरत पदे)	तात्काळ प्रभावाने निरसित होणारी रिक्त पदे
(१)	(२)	(३)	(४)	(५)
	गट-अ			
१	वैद्यकिय अधिकारी	१	१	०
२	उप संचालक (भूमि अभिलेख)	१	०	१
	गट-ब			
३	सहायक वैद्यकीय अधिकारी	७	३	४
	गट-क			
४	लघु टंकलेखक	४६	६	४०
५	आरेखक	४	२	२
६	अनुरेखक	१२	१०	२
७	सहायक क्युरेटर	१	०	१
८	चित्रकार	४	१	३
९	सहायक आरेखक	२	०	२
१०	स्वयंचल विजतंत्री	२	२	०
११	सहायक यांत्रिकी	८	३	५
१२	सहायक संधाता	१	१	०
१३	मिश्रक	७	३	४
१४	काळजीवाहक	४	१	३
१५	आवेधक	१	०	१
१६	यांत्रिकी	२४	१५	९
१७	जोडारी/ वरिष्ठ जोडारी	५	५	०
१८	लेथमन (कर्मशाळा)	४	२	२
१९	निक्षणक	१	१	०
२०	एअर कॉम्प्रेसर चालक	१	०	१
२१	वीजतंत्री	९	५	४
२२	प्रसविका	४	२	२
२३	लहान आगगाडी चालक	१	०	१
२४	मिनीट्रेन गार्ड	१	०	१

अ.क्र.	पदाचे नांव	मंजूर पदे	भरलेली पदे	कमी होणारी रिक्त पदे
(१)	(२)	(३)	(४)	(५)
२५	नभोवाणी यांत्रिकी	२	०	२
२६	करवत्या	७	६	१
२७	भांडारपाल	९	६	३
२८	सांधाता	४	३	१
२९	तारतंत्री	२	२	०
३०	प्रक्षेपित चालक	३	१	२
३१	लोहार	१	१	०
३२	डिघी चालक	२	०	२
३३	बिनतारी संदेशक	१	१	०
३४	दृकश्राव्य व्यवस्थापक	१	०	१
३५	क्रिंडागण सहायक	१	०	१
३६	मशिन निर्देशक	२	०	२
३७	सहायक मशिन निर्देशक	२	०	२
३८	प्रयोगशाळा परिचर	४	३	१
	गट-ड			
३९	दप्तरी	०	०	०
४०	मोटार स्वच्छक	२१९	१३७	८२
४१	वर्ग परिचर	३	१	२
४२	कॅबिन अटेंन्डन्ट	१	१	०
४३	टपाल वाहक	१३	१२	१
४४	अंधारखोली सहायक	१	१	०
४५	धोबी	२	२	०
४६	गँगमन	२	२	०
४७	द्वारपाल	२	१	१
४८	मदतनीस	८	५	३
४९	कि मन	१	१	०
५०	बोदारक्षक	५	०	५
५१	चौकीदार-नि खानसामा	६	३	३
५२	ओंडके उचलणारा	२	०	२
५३	माळी	१७६	११४	६२
५४	मिनीट्रेन स्वच्छक	१	१	०
५५	संदेशवाहक	२	१	१
५६	संग्रहालय सहायक	१	०	१
५७	नाकेदार	२	२	०
५८	पॅन क्लिनर	२	१	१
५९	सफाईगार	३३	३०	३

अ.क्र.	पदाचे नांव	मंजूर पदे	भरलेली पदे	कमी होणारी रिक्त पदे
(१)	(२)	(३)	(४)	(५)
६०	वायरलेस मदतनीस	२	२	०
६१	वार्ड बॉय	८	४	४
६२	पाणीवाला	११	९	२
६३	प्लंबर	१	०	१
६४	बॉक्स बॉय	१	१	०
६५	आरेकस	१	१	०
६६	ग्राऊंडमॅन	१	१	०
	एकुण ६६ संवर्ग	**६९९**	**४२०**	**२७९**

विवरणपत्र-ड

नविन पदनिर्मिती :-

खालील विवरणपत्रामध्ये नमूद विविध संवर्गातील नवीन पदे निर्माण करण्यास उच्चस्तरीय सचिव समितीने मान्यता दिली आहे.

अ.क्र.	संवर्ग	७th Pay Scale वेतन स्तर	मंजूर पदे	उच्चस्तरीय सचिव समितीने सुधारीत आकृतीबंधाअंतर्गत मंजूर केलेली नवीन पदे	सुधारीत आकृतीबंधाअंतर्गत मंजूर एकूण पदे
(१)	(२)	(३)	(४)	(५)	(६)
	गट-अ				
१	सहायक संचालक	S-२३ ६७७००-२०८७००	०	१	१
	गट-ब				
२	सहायक रासायनिक विश्लेषक	S-१५ ४१८००-१३२३००	०	१	१
	गट-क				
३	मंडल निरीक्षक (प्रतिनियुक्तीचे पद)	S-८ २५५००-८११००	५	१	६
४	वनरक्षक	S-५ १८०००-५९६००	९४६१	२१६	९६७७
५	अव्वल कारकून (प्रतिनियुक्तीचे पद)	S-१० २९२००-९२३००	५	१	६
	एकूण		**९४७१**	**२२०**	**९६९१**

ANNEXURE 6.01

रजिस्टर्ड नं. एमएच/एमबीआय-साक्ष्य/२७

महाराष्ट्र शासन राजपत्र

प्राधिकृत प्रकाशन

गुरुवार, जुलै १६, १९९८/आषाढ २५, शके १९२०

स्वतंत्र संकलन म्हणून फाईल करण्यासाठी या भागाला देण्यात पृष्ठ क्रमांक दिले आहेत.

भाग चार-अ

महाराष्ट्र शासनाने केंद्रीय अधिनियमान्वये तयार केलेले (भाग एक, एक-अ आणि एक-ब यांमध्ये प्रसिद्ध केलेले नियम व आदेश यांव्यतिरिक्त) नियम व आदेश.

महसूल व वन विभाग

मंत्रालय, मुंबई ४०० ०३२, दिनांक १२ मार्च १९९८

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भारताचे संविधान.

क्रमांक एमएफएस. १०८७/७५/प्र.क्र. २३/फ-८.—भारतीय संविधानाच्या अनुच्छेद ३०९ च्या परंतुकाद्वारे प्रदान करण्यात आलेल्या अधिकारांचा वापर करून आणि त्याबाबतीत करण्यात आलेले सर्व विद्यमान नियम, आदेश किंवा विलेख यांचे अधिक्रमण करून महाराष्ट्राचे राज्यपाल, महाराष्ट्र शासनाच्या महसूल व वन विभागाच्या नियंत्रणाखालील महाराष्ट्र वनसेवा, गट-अ मधील सहायक वनसंरक्षक (कनिष्ठ श्रेणी) या पदावरील सेवाप्रवेशाचे नियमन करण्यासाठी याद्वारे खालील नियम करीत आहे :—

१. या नियमांना महाराष्ट्र वनसेवा, गट-अ मधील सहायक वनसंरक्षक (कनिष्ठ श्रेणी) (सेवाप्रवेश) नियम, १९९८ म्हणता येईल.

२. संदर्भानुसार दुसरा अर्थ अपेक्षित नसेल तर, या नियमांत,—

(अ) "सहायक वनसंरक्षक प्रशिक्षण पाठ्यक्रम" म्हणजे राज्य शासनाने सहायक वनसंरक्षकांची निवड केल्यावर भारत सरकारच्या मान्यताप्राप्त व त्यांनी विहित केलेल्या नियमानुसार वनशास्त्र व संलग्न विषयांमधील प्रशिक्षण देण्यासाठी, राज्य वनसेवा प्रशिक्षण महाविद्यालयाद्वारे चालविण्यात येणारा त्याच्यासाठी प्रशिक्षण पाठ्यक्रम.

(ब) "आयोग" म्हणजे महाराष्ट्र लोकसेवा आयोग.

(क) "विभाग" म्हणजे महाराष्ट्र शासनाचा महसूल व वन विभाग.

३. महाराष्ट्र वनसेवा, गट-अ (कनिष्ठ श्रेणी) मधील सहायक वनसंरक्षक या पदावरील नेमणूक एकतर :—

(अ) ज्यांनी वनक्षेत्रपाल हे पद धारण केले आहे आणि वनक्षेत्रपाल म्हणून तीन वर्षांहून कमी नाही अशी नियमित सेवा केलेली आहे, अशा व्यक्तींमधून ज्येष्ठतेच्या आधारे व पात्रतेच्या अधीन योग्य व्यक्तीला पदोन्नती देऊन करण्यात येईल, किंवा

(ब) सहायक वनसंरक्षक प्रशिक्षण पाठ्यक्रमासाठी, याबाबतीत वेळोवेळी करण्यात आलेल्या नियमानुसार आयोगाने घेतलेल्या स्पर्धा परीक्षेच्या निकालाच्या आधारे, ज्यांची निवड झाली आहे आणि ज्यांनी हा प्रशिक्षण पाठ्यक्रम यशस्वीरित्या पूर्ण केलेला आहे, अशा उमेदवारांमधून नामनिर्देशनाने करता येईल.

४. स्पर्धा परीक्षेच्या प्रवेशासाठी पात्र होण्यासाठी उमेदवार :—

(अ) अठरा वर्षांपेक्षा कमी आणि तीस वर्षांहून जास्त वयाचा नसावा,

(ब) वनस्पतीशास्त्र, रसायनशास्त्र, वनशास्त्र, भूशास्त्र, गणित, भौतिक शास्त्र, सांख्यकी, प्राणीशास्त्र, उद्यानविद्या, या विषयांपैकी कमीत कमी एका विषयाचा सांविधिक विद्यापीठाचा पदवीधारक असावा किंवा कृषि, अभियांत्रिकी यात स्नातक पदवीधारक असावा,

(क) कमीत कमी पुढीलप्रमाणे शारीरिक मानके असलेला असावा :—

उमेदवाराचा प्रवर्ग	उंची	छातीचा घेर (न फुगवता)	कमीत कमी फुगवून
पुरुष उमेदवार ..	.. १६३ सें. मी.	७९ सें. मी.	५ सें. मी.
स्त्री उमेदवार ..	.. १५० सें. मी.	७४ सें. मी.	५ सें. मी.
(अनुसूचित जमातींमधील उमेदवारांच्या बाबतीत खालीलप्रमाणे शिथिल)			
पुरुष उमेदवार ..	.. १५२.५ सें. मी.	७९ सें. मी.	५ सें. मी.
स्त्री उमेदवार ..	.. १४५ सें. मी.	७४ सें. मी.	५ सें. मी.

(ड) सुधारणेनंतर (आफ्टर करेक्शन) ४ + OD सह प्रत्येक डोळ्याची दृष्टीतीक्ष्णता (व्हिज्युअल ऑक्विटी) ६/६ असावी. बाह्य डोळ्यावर कोणतेही रोग संक्रमण झालेले नसावे किंवा तिरळेपणा नसावा,

(इ) पुरुष व महिला उमेदवारांनी अनुक्रमे २५ कि. मी. व १४ कि. मी. अंतर ४ तासात चालून पूर्ण करण्याची शारीरिक क्षमता असणे आवश्यक असेल,

परंतु असे की, आयोगाने स्पर्धा परीक्षेच्या आधारे उमेदवाराची निवड केल्यानंतर निवडलेल्या उमेदवारास विभागाने घेतल्यानुसार अनुक्रमे नियम ४ (क), ४ (इ) व ४ (ड) प्रमाणे शारीरिक व वैद्यकीय चाचण्या द्याव्या लागतील.

५. या पदावरील पदोन्नतीने व नामनिर्देशनाने करावयाच्या नेमणूका ५०:५० या गुणोत्तरात करण्यात येईल.

६. नामनिर्देशनाने नेमणूक करण्यात आलेल्या व्यक्तींचा प्रशिक्षणाधीन कालावधी तीन वर्षांचा असेल, ज्यामध्ये सहायक वनसंरक्षकांच्या प्रशिक्षण पाठ्यक्रमाचा २ वर्षांचा कालावधी व प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर यांनी निश्चित केल्याप्रमाणे १ वर्ष क्षेत्रीय प्रशिक्षणाचा समावेश असेल.

७. नामनिर्देशनाने नेमणूक केलेल्या सहायक वनसंरक्षकांची परस्पर ज्येष्ठता आयोगाने घेतलेल्या परीक्षेत उमेदवाराने मिळविलेले गुण व सहायक वनसंरक्षक प्रशिक्षण पाठ्यक्रमांच्या शेवटी घेण्यात येणाऱ्या अंतिम परीक्षेत उमेदवाराने मिळविलेले गुण एकत्रित करून निर्धारित केली जाईल.

८. या पदावरील पदोन्नतीने किंवा नामनिर्देशनाने नेमणूका केलेल्या व्यक्तीने, आधीच परीक्षा उत्तीर्ण केलेली नसेल किंवा ती परीक्षा उत्तीर्ण होण्यापासून तिला सूट मिळालेली नसेल तर, तिला नियमानुसार विभागीय परीक्षा आणि हिन्दी व मराठीची परीक्षा उत्तीर्ण होणे आवश्यक असेल.

९. या पदावरील नेमणूक करण्यात आलेली व्यक्ती महाराष्ट्र राज्यात कोठेही बदली होण्यास पात्र असेल.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

गोविंद स्वरूप,
सचिव (वने).

महसूल व वन विभाग

मंत्रालय, मुंबई ४०० ०३२, दिनांक १७ ऑगस्ट २००९

अधिसूचना

भारताचे संविधान.

क्रमांक एमएफएस. १००७/१११६/प्र.क्र. १९०/फ-८.— भारतीय संविधानाच्या अनुच्छेद ३०९ मधील परंतुकाद्वारे प्रदान करण्यात आलेल्या अधिकारांचा वापर करून, महाराष्ट्र शासनाच्या महसूल व वन विभागांतर्गत महाराष्ट्र वन सेवेतील सहायक वन संरक्षक, गट-अ (कनिष्ठ श्रेणी) (सेवा प्रवेश) नियम, १९९८ यात पुढीलप्रमाणे सुधारणा करणारे पुढील नियम करीत आहेत :—

१. या नियमांना महाराष्ट्र वन सेवेतील सहायक वन संरक्षक, गट-अ (कनिष्ठ श्रेणी) (सेवा प्रवेश) (दुसरी सुधारणा) नियम, २००९ असे संबोधण्यात यावे.

२. महाराष्ट्र वन सेवेतील सहायक वन संरक्षक, गट-अ (कनिष्ठ श्रेणी) (सेवा प्रवेश) नियम, १९९८ मधील नियम ४ (ब) मध्ये " उद्यान विद्या " यानंतर " पशुसंवर्धन आणि पशुवैद्यक शास्त्र " हे शब्द समाविष्ट करण्यात यावे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

जे. पी. डांगे,
शासनाचे अपर मुख्य सचिव (वने).

Revenue And Forests Department
Mantralaya, Mumbai 400 032, dated 12th March 1998

CONSTITUTION OF INDIA.

No.MFS.1087/75/CR-23/F-8 :--- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of all existing rules, orders or instruments made in this behalf, the Governor of Maharashtra is hereby pleased to make the following rules regulating recruitment to the post of Assistant Conservator of Forests, in the Maharashtra Forest Service, Group-A (Junior Scale), under the Revenue and Forest Department of the Government of Maharashtra, namely :--

1. These rules may be called the Assistant Conservator of Forests, in the Maharashtra Forest Service, Group-A (Junior Scale) (Recruitment) Rules, 1998.

2. In these rules, unless the context requires otherwise, --

   a) "Assistant Conservator of Forests Training Course" means a training course conducted by the State Forest Service College recognised by the Government of India for imparting training in Forestry and allied subject, for the Assistant Conservator of Forests after their selection by the State Government, in accordance with the rules prescribed by the Government of India in that behalf;
   b) "Commission" means the Maharashtra Public Service Commission;
   c) "Department" means Revenue and Forests Department of Government of Maharashtra.

3. Appointment to the post of Assistant Conservator of Forests in the Maharashtra Forest Service, Group-A (Junior Scale) shall be made either :--

   a) by promotion of a suitable person on the basis of seniority subject to fitness from amongst the persons holding the post of Range Forest Officer in the Maharashtra Forest Service, Group-B having not less than three years regular service in that post; or

   b) by nominating from amongst candidates who are selected for the Assistant Conservator of Forests training course, on the basis of result of the competitive examination held by the Commission in accordance with the rules made in this behalf from time to time and have successfully completed the training course.

4. In order to be eligible for admission to the competitive examination a candidate shall ---

   a) not be less than eighteen years and not more than thirty years of age.
   b) Possess a degree of a statutory university with at least one of the subject of Botany, Chemistry, Forestry, Geology, Mathematics, Physics, Statistics, Zoology, Horticulture, or a Bachelor's degree in Agriculture Engineering;
   c) Possess the minimum physical standard as follow :--

Category of Candidate		Height	Chest girth (deflated)	With minimum expansion by
Male Candidate	..	163 c.m.	79 c.m.	5 c.m.
Female Candidate	..	150 c.m.	74 c.m.	5 c.m.
Relaxable in the case of candidate belonging to Scheduled Tribes as below :–				
Male Candidate	..	152.5 c.m.	79 c.m.	5 c.m.
Female Candidate	..	145 c.m.	74 c.m.	5 c.m.

d) have visual acuity 6/6 each eye with 4+OD after correction. There should be no infective condition of external eye or squint;

e) have ability for walking a distance of 25 kilo meters and 14 kilo meters to be completed in four hours by male and female candidates respectively.

Provided that after the Selection of candidates by the Commission, on the basis of Competitive Examination, a selected candidate shall be required to undergo the Physical and Medical test to be held by the Department on the terms of Rule 4(c), 4(e), and 4 (d) respectively.

5. Appointment to the post by promotion and nomination shall be made in the ratio of 50:50.

6. A person appointed to the post by nomination shall be on probation for a period of three years including two years Assistant Conservator of Forests training course and 1 year field training as decided by the Principal Chief Conservator of Forests, Maharashtra State, Nagpur.

7. The inter-se-seniority of the Assistant Conservator of Forests, appointed by nomination shall be determined by adding the marks obtained by the candidate in the examination held by the Commission and marks obtained by the candidate in the final examination of the Assistant Conservator of Forests Training Course.

8. A person appointed to the post whether by promotion or by nomination, shall be required to pass the Departmental Examination and examinations in Hindi and Marathi according to the rules made in that behalf, unless he has already passed, or has been exempted from passing those examinations.

9. A person appointed to the post shall be liable for transfer anywhere in the State of Maharashtra.

By order and in the name of the Governor of Maharashtra,

Govind Swarup,
Secretary (Forests)

महाराष्ट्र शासन राजपत्र भाग चार-अ, गुरुवार ते बुधवार,
सप्टेंबर १०-१६, २००९/भाद्र १९-२५, शके १९३१

REVENUE AND FORESTS DEPARTMENT

Mantralaya, Mumbai 400 032, dated the 17th August 2009

NOTIFICATION

CONSTITUTION OF INDIA.

No. MFS.1007/1196/C.R.190/F-8.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Maharashtra is hereby pleased to make the following rules further to amend the Assistant Conservator of Forests, in the Maharashtra Forest Service, Group-A (Junior Scale) (Recruitment) Rules, 1998, as follows, namely :—

1. These rules may be called the Assistant Conservator of Forests in Maharashtra Forests Service, Group-A (Junior Scale) (Recruitment) (Second Amendment) Rules, 2009.

2. In rule 4 of the Assistant Conservator of Forests, in the Maharashtra Forests Service, Group-A (Junior Scale) (Recruitment) Rules, 1998, in clause (*b*), after the word " Horticulture " the words " Animal Husbandry and Veterinary Science " shall be inserted.

By order and in the name of the Governor of Maharashtra,

J. P. DANGE,
Additional Chief Secretary (Forests)
to Government.

ANNEXURE 6.02

NOTIFICATION

Revenue and Forests Department,
Mantralaya, Mumbai - 400 032
Dated 2nd July, 2008

Constitution of India

NO.MFS-12-2000/C.R.80/F-8 :- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governer of Maharashtra is hereby pleased to amend the Assistant Conservator of Forests in the Maharashtra Forests Service, Group-A (Junior Scale) (Recruitment) Rules, 1998, under the Revenue and Forests Department of the Government of Maharashtra, as follows :-

1. These rules may be called the Assistant Conservator of Forests in Maharashtra Forests Service, Group A (Junior Scale) (Recruitment) (Amendment) Rules, 2008.

2. In rule 5 of the Assistant Conservator of Forests , Group-A (Junior Scale) (Recruitment) Rules, 1998 after the words in the ratio of "50 : 50" shall be substituted.by" " 75 : 25 " By order and in the name of the Governer of Maharashtra.

(J.P.DANGE)
Additional Chief Secretary (Forests)
Government of Maharashtra

NO.MFS-12-2000/C.R.80/F-8
Revenue and Forests Department.
Mantralaya, Mumbai - 400 032
Dated 2nd July, 2008

Copy forwarded with compliments for information to :-
1. The Secretary to Governer of Maharashtra

2. The Principal Secretary, Chief Ministers Secretariat,
3. The Private Secretary to Minister (Forests)
4. The Private Secretary to State Minister (Forests)
5. The Additional Chief Secretaray, General Administration Department
6. The Principal Secretary, Rural Development and Wat Conservation Department
7. The Secretary, Maharashtra Public Service Commission *
8. The Principal Chief Conservator of Forests, Maharashtra State, Nagpur
9. The Additonal Chief Conservator of Forests (Human Resource Development and Administration), Maharashtra State, Nagpur
10. The Managing Director, Maharashtra Forests Development Corporation Ltd., Nagpur
11. The Director, Social Forestry, Maharashtra State, Pune
12. All Chief Conservator and Conservator of Forests
13. All Regional Manager, Forests Deveopment Corporation of Maharashtra
14. All Joint Director, Social Forestry
15. All Deputy Conservator of Forests,
16.. All Sub Divisional Forests Officers of all independent Sub Divisions of Forests
17. All Desks in Forest Wing of Revenue and Forests Department
18. Select File, F-8 Desk
19. The Manager, Government Central Printing Press, Netaji Subhas Marg, Charni Road, Mumbai - 400 004.

2. He is requested to publish this notification in the official Gazette of Maharashtra State Part-4-A and send 1000 copies of the same to this Department.

(M.D.Kedar)
Deputy Secretary
Revenue

* By letter

Scanned by CamScanner

ANNEXURE 6.03

GR-F/2

REVENUE AND FORESTS DEPARTMENT

Mantralaya, Bombay 400 032, dated 22nd November 1984

CONSTITUTION OF INDIA.

No. MFS. 1876/142931(a)/CR-454-80/F-8.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of all existing rules, orders or instruments made in this behalf, and in force in the State or any part thereof, the Governor of Maharashtra is hereby pleased to make the follwing rules regulating recruitment to the post of Divisional Forest Officer, in the Maharashtra Forest Service, Class I, in the Forest Department of the Government of Maharashtra, namely :—

1. These rules may be called the Divisional Forest Officer (in Maharashtra Forest Service, Class I) (Recruitment) Rules, 1984.

2. Appointment to the post of Divisional Forest Officer in the Maharashtra Forest Service, Class I, shall be made by promotion from amongst the officers in the Maharashtra Forest Service, Class II, in the Forest Department of the Government of Maharashtra, who have put in not less than three years of service in the Maharashtra Forest Service, Class II posts :

Provided that, in the case of persons directly appointed as Assistant Conservator of Forests, the period spent on training at the Government Forest Colleges and the period of probation, including the extended period of probation, if any, shall not be counted towards the requisite period of service.

3. A person appointed to the post of Divisional Forest Officer shall be required to pass the examinations in Hindi and Marathi, according to the rules made in that behalf, unless he has already passed or has been exempted from passing these examinations.

By order and in the name of the Governor of Maharashtra,

S. S. NAKHATE.
Under Secretary to Government.

ANNEXURE 6.04

RNI No. MAHBIL /2009/31733

महाराष्ट्र शासन राजपत्र

असाधारण भाग चार–अ

वर्ष १, अंक ५(२)] शुक्रवार, फेब्रुवारी ६, २०१५/माघ १७, शके १९३६ [पृष्ठे ७, किंमत : रुपये १५.००

असाधारण क्रमांक २९

प्राधिकृत प्रकाशन

महाराष्ट्र शासनाने केंद्रीय अधिनियमांन्वये तयार केलेले

(भाग एक, एक-अ आणि एक-ल यांमध्ये प्रसिद्ध केलेले नियम व आदेश यांव्यतिरिक्त) नियम व आदेश.

महसूल व वन विभाग

मादाम कामा मार्ग, हुतात्मा राजगुरू चौक, मंत्रालय

मुंबई ४०० ०३२, दिनांक ५ फेब्रुवारी २०१५.

अधिसूचना

भारताचे संविधान.

क्रमांक एफएसटी. ०३/१४/प्र.क्र. २२१/फ-४.— भारताच्या संविधानाच्या अनुच्छेद ३०९ मधील परंतुकान्वये प्रदान करण्यात आलेल्या अधिकारांचा वापर करून आणि याबाबतीत करण्यात आलेले सर्व विद्यमान नियम, आदेश किंवा संलेख यांचे अधिक्रमण करून, महाराष्ट्राचे राज्यपाल, याद्वारे महाराष्ट्र शासनाच्या महसूल व वन विभागाच्या नियंत्रणाखालील वनक्षेत्रपाल गट-ब (राजपत्रित) या पदाच्या सेवा प्रवेशाचे विनियमन करणारे पुढील नियम करीत आहेत :—

१. या नियमांना वनक्षेत्रपाल गट-ब (राजपत्रित) (सेवाप्रवेश) नियम, २०१४ असे संबोधण्यात यावे.

२. या नियमांमध्ये संदर्भानुसार दुसरा अर्थ अपेक्षित नसेल तर,—

(अ) " आयोग " याचा अर्थ महाराष्ट्र लोकसेवा आयोग,

(ब) " पदवी " याचा अर्थ मान्यता प्राप्त विद्यापीठाची पदवी,

(क) " विभाग " याचा अर्थ शासनाच्या महसूल व वन विभागाच्या अधिपत्याखालील वन विभाग,

(ड) " शासन " याचा अर्थ महाराष्ट्र शासन,

(इ) " माध्यमिक शाळा प्रमाणपत्र परीक्षा " याचा अर्थ, महाराष्ट्र माध्यमिक व उच्च माध्यमिक शिक्षण मंडळे अधिनियम, १९६५ (१९६५ चा अधिनियम महा. ४१) अन्वये विभागीय मंडळाकडून घेण्यात येणारी माध्यमिक शाळा प्रमाणपत्र परीक्षा, असा आहे आणि त्यामध्ये, शासनाने त्यास समतुल्य म्हणून घोषित केलेली इतर कोणतीही परीक्षा याचा समावेश होतो,

(फ) " उच्च माध्यमिक शाळा प्रमाणपत्र परीक्षा " याचा अर्थ महाराष्ट्र माध्यमिक व उच्च माध्यमिक शिक्षण मंडळे अधिनियम, १९६५ (१९६५ चा अधि. महा. ४१) अन्वये विभागीय मंडळाकडून घेण्यात येणारी उच्च माध्यमिक शाळा प्रमाणपत्र परीक्षा, असा आहे आणि त्यामध्ये, शासानाने त्यास समतुल्य म्हणून घोषित केलेली इतर कोणतीही परीक्षा याचा समावेश होतो.

३. महाराष्ट्र वन सेवा मधील "वनक्षेत्रपाल", गट-ब या पदावरील नियुक्ती—

(अ) वनपाल हे पद धारण करणाऱ्या व या पदावर किमान ३ वर्षे इतकी नियमित सेवा पूर्ण केलेल्या आणि माध्यमिक शाळा प्रमाणपत्र परीक्षा उत्तीर्ण केलेल्या व्यक्तींमधून ज्येष्ठता अधीन पात्रतेच्या निकषावर योग्य व्यक्तीच्या पदोन्नतीने ;

किंवा

(ब) मर्यादित विभागीय स्पर्धा परीक्षेसंदर्भात आयोगाशी वेळोवेळी याबाबतीत विचार विनिमय करून शासनाने काढलेल्या आदेशानुसार, महाराष्ट्र लोकसेवा आयोगाकडून आयोजित करण्यात येणाऱ्या " मर्यादित विभागीय स्पर्धा परीक्षेच्या " निकालाच्या आधारावर तयार केलेल्या सामायिक गुणवत्ता यादीच्या आधारे, वनपाल पद धारण करणाऱ्या योग्य व्यक्तींच्या निवडीने ;

किंवा

(क) महाराष्ट्र लोकसेवा आयोगामार्फत घेण्यात येणाऱ्या स्पर्धा परीक्षेद्वारे नामनिर्देशनाने,

४. मर्यादित विभागीय स्पर्धा परीक्षेद्वारे निवड होण्यासाठी परीक्षेला बसण्यास उमेदवारांनी पुढील अटी व शर्तींची पूर्तता करणे आवश्यक राहील—

(१) (अ) वन विभागात "वनपाल" म्हणून किमान ५ वर्षांची नियमित सेवा पूर्ण केलेली असावी ;

(ब) उमेदवार २१ वर्षांपेक्षा कमी व ४२ वर्षांहून जास्त वयाचा नसावा ;

(क) (i) उमेदवाराने, खालीलपैकी कोणतीही शैक्षणिक अर्हता धारण केलेली असावी :— वनस्पती शास्त्र, रसायन शास्त्र, वन शास्त्र, भू शास्त्र, गणित शास्त्र, भौतिक शास्त्र, सांख्यीकी शास्त्र, प्राणी शास्त्र, उद्यानविद्या शास्त्र, कृषी शास्त्र, अभियांत्रिकीमधील (कृषी/रसायन/स्थापत्य/संगणक/विद्युत/इलेक्ट्रॉनिक्स/यंत्रयांत्रिकी), संगणक ॲप्लिकेशन/संगणक विज्ञान, पर्यावरणीय विज्ञान, पशु वैद्यकीय विज्ञान यापैकी कोणत्याही विषयातील सांविधिक विद्यापीठाची विज्ञान शाखेची पदवी.

किंवा

(ii) विज्ञान शाखेव्यतिरिक्त अन्य शाखेतील गणित विषयासह पदवी धारक :

परंतु आणखी असे की, मर्यादित विभागीय स्पर्धात्मक परीक्षेद्वारे निवडीने नियुक्तीसाठी उमेदवार उपलब्ध न झाल्या, सदर कोट्यातील रिक्त पदे पदोन्नतीने भरण्यात येतील.

(२) मर्यादित विभागीय परीक्षेस बसण्याकरिता उमेदवारांना कमाल ३ संधी उपलब्ध राहतील. परंतु, मागासवर्गीय उमेदवारांना ५ संधी उपलब्ध राहतील ;

(३) उमेदवाराचे मागील पाच वर्षांपैकी तीन वर्षांच्या गोपनीय अहवालातील शेरे "उत्कृष्ट" तसेच उर्वरित दोन वर्षांचे "चांगला" या दर्जाचे असणे आवश्यक आहे ;

(४) मागासवर्गीय उमेदवाराने जात वैधता प्रमाणपत्र सादर केले असणे आवश्यक राहील.

५. नामनिर्देशनाद्वारे निवडीसाठी आयोगामार्फत घेण्यात येणाऱ्या मर्यादित स्पर्धा परीक्षेस बसण्यास पात्र होण्यासाठी उमेदवारांनी खालील अटी व शर्तींची पूर्तता करणे आवश्यक राहील :—

(अ) २१ वर्षांपेक्षा कमी आणि ३३ वर्षांहून जास्त वयाचा नसावा ;

(१) (i) वनस्पती शास्त्र, रसायन शास्त्र, वन शास्त्र, भू शास्त्र, गणित शास्त्र, भौतिक शास्त्र सांख्यीकी शास्त्र, प्राणी शास्त्र, उद्यानविद्या शास्त्र, कृषी शास्त्र, अभियांत्रिकीमधील (कृषी/रसायन/स्थापत्य/संगणक/विद्युत/इलेक्ट्रॉनिक्स/यंत्रयांत्रिकी), संगणक ॲप्लिकेशन/संगणक विज्ञान, पर्यावरणीय विज्ञान, पशु वैद्यकीय विज्ञान यापैकी कोणत्याही विषयातील सांविधिक विद्यापीठाची विज्ञान शाखेची पदवी धारण केलेली असावी.

किंवा

(ii) विज्ञान शाखेव्यतिरिक्त इतर शाखेच्या पदवीधर असलेल्या व गणित विषयासह पदवी धारण केलेल्या उमेदवार ;

मात्र हा उमेदवार विज्ञान शाखेतील उच्च माध्यमिक शालांत प्रमाणपत्र परीक्षा उत्तीर्ण असणे आवश्यक आहे.

(क) पुढील शारीरिक पात्रता पूर्ण केलेली असावी :—

		महिलांकरिता	पुरुषांकरिता
(१)	उंची	१५० सेंटीमीटर्सपेक्षा कमी नसावी.	१६३ सेंटीमीटर्सपेक्षा कमी नसावी.
(२)	छाती	— ,, —	न फुगवता ७९ सेंटीमीटर्सपेक्षा कमी नसावी व न फुगवलेली छाती व फुगवलेली छाती यातील फरक ५ सेंटीमीटर्सपेक्षा कमी नसावा.
	अनुसूचित जमाती प्रवर्गातील उमेदवारांसाठी		
(१)	उंची	१४५ सेंटीमीटर्सपेक्षा कमी नसावी.	१५२.५ सेंटीमीटर्सपेक्षा कमी नसावी.
(२)	छाती	— ,, —	न फुगवता ७९ सेंटीमीटर्सपेक्षा कमी नसावी व न फुगवलेली छाती व फुगवलेली छाती यातील फरक ५ सेंटीमीटर्सपेक्षा कमी नसावा.

(ड) सुधारणेनंतर (आफ्टर करेक्शन) ४ + ० सह प्रत्येक डोळ्याची दृष्टी तीक्ष्णता (व्हीज्युअल ॲक्विटी) ६/६ असावी. बाह्य डोळ्यावर कोणतेही रोग संक्रमण झालेले नसावे किंवा तिरळेपणा नसावा.

(इ) पुरुष व महिला उमेदवारांमध्ये अनुक्रमे २५ कि.मी. व १४ कि.मी. अंतर चार तासात चालून पूर्ण करण्याची शारीरिक क्षमता असणे आवश्यक आहे.

६. " नियम ३ मध्ये नमूद केलेल्या पदावरील नियुक्ती पदोन्नतीने, मर्यादित विभागीय स्पर्धात्मक परिक्षेद्वारे निवडीने व नामनिर्देशनाने २५२५५० या प्रमाणात करण्यात येईल ;

परंतु, नामनिर्देशनाने करावयाच्या नेमणुकांच्या कोट्यातील ५ टक्के पदे " वनशास्त्र " या विषयातील पदवीधारकांमधून भरण्यात येतील.

परंतु योग्य वनशास्त्र पदवीधारक न मिळाल्यास सदर पदे नियम ५(ब) मध्ये नमूद अर्हताधारकामधून भरण्यात येतील ;

७. " नियम ३ मध्ये नमूद केलेल्या पदावर नामनिर्देशाने नियुक्त केलेल्या उमेदवाराचा परिविक्षाधीन कालावधी ३ वर्षांचा असेल. पदावर नियुक्त उमेदवाराने, केंद्र शासनाने मान्यता दिलेल्या वनशास्त्र प्रशिक्षण महाविद्यालयातील दीड वर्ष कालावधीचे प्रशिक्षण तसेच प्रधान मुख्य वनसंरक्षक किंवा मुख्य वनसंरक्षक यांनी विहित केलेले दीड वर्षांचे क्षेत्रिय प्रशिक्षण यशस्वीरित्या पूर्ण करणे तसेच विहित विभागीय परीक्षा उत्तीर्ण करणे आणि परिविक्षाधीन कालावधी समाधानकारकरित्या पूर्ण करमे आवश्यक राहील. विहित प्रशिक्षण यशस्वीरित्या पूर्ण न केल्यास किंवा विहित विभागीय परीक्षा उत्तीर्ण न केल्यास किंवा परिविक्षाधीन कालावधी समाधानकारकरित्या पूर्ण न केल्यास किंवा उमेदवार सदर पदासाठी योग्य नसल्याचे आढळून आल्यास, तो/ती सेवा समाप्त करण्यास पात्र राहील.

८. " नियम ३ मध्ये नमूद केलेल्या पदावर नामनिर्देशनाने नियुक्त उमेदवारांनी त्यांचा प्रशिक्षण व परिविक्षाधीन कालावधी यशस्वीरित्या पूर्ण केल्यानंतर त्यांचा प्रशिक्षण कालावधी हा सेवा कालावधी म्हणून गणण्यात येईल.

९. नामनिर्देशनाने नेमणूक केलेल्या वनक्षेत्रपालांच्या नियुक्तीची परस्पर जेष्ठता आयोगाने घेतलेल्या परीक्षेत गुणवत्तेच्या आधारे उमेदवाराने मिळवलेले गुण व प्रशिक्षण पाठ्यक्रमाच्या शेवटी घेण्यात येणाऱ्या अंतिम परीक्षेत उमेदवाराने मिळविलेले गुण एकत्रित करून निर्धारित केली जाईल.

१०. नियम ३ मध्ये नमूद केलेल्या पदावर नामनिर्देशनाने नियुक्त व्यक्तीने, " तो/ती पदावर नियुक्तीनंतर विहित प्रशिक्षण यशस्वीरित्या पूर्ण करेल. तसेच प्रशिक्षण पूर्ण केल्यावर, या पदावर किमान ७ वर्षे सेवा पूर्ण करेल. विहित प्रशिक्षण पूर्ण न केल्यास किंवा विहित किमान ७ वर्षे कालावधीची सेवा पूर्ण न केल्यास, प्रशिक्षणावरील खर्चासाठी शासनाकडून वेळोवेळी निश्चित करण्यात येईल इतक्या रकमेची प्रतिपूर्ती करेल. " याबाबतची संबंधित बंधपत्रे उमेदवारास नियुक्तीच्या वेळी सादर करणे आवश्यक राहतील.

११. नियम ३ मध्ये नमूद पदावर नेमणूक झालेल्या व्यक्तीने हिंदी व मराठी भाषा परीक्षा आधीच उत्तीर्ण केली नसल्यास किंवा परीक्षा उत्तीर्ण होण्यापासून त्याला/तिला सूट मिळालेली नसल्यास, त्यासंबंधात विहित केलेल्या नियमानुसार त्याला/तिला उक्त परीक्षा उत्तीर्ण होणे बंधनकारक राहील.

१२. " नियम ३ मध्ये नमूद पदावर नेमणूक झालेल्या व्यक्तीने महाराष्ट्र शासनाच्या माहिती व तंत्रज्ञान संचालनालयाने वेळोवेळी विहित केलेले संगणक हाताळणीचे प्रमाणपत्र धारण करणे आवश्यक राहील.

१३. " नियम ३ मध्ये नमूद पदावर नेमणूक झालेल्या व्यक्ती, महाराष्ट्रात कोठेही बदली होण्यास पात्र राहतील.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

द. ल. थोरात,
सहसचिव (वने),
महसूल व वन विभाग.

REVENUE AND FORESTS DEPARTMENT

Madam Cama Marg, Hutatma Rajguru Chowk, Mantralaya,
Mumbai 400 032, dated the 5th February 2015.

NOTIFICATION

CONSTITUTION OF INDIA.

No. FST-03/14/C.R.221/F-4.—In exercise of the powers conferred by the proviso to article 309 of Constitution of India and in supersession of the Range Forest Officer in the Maharashtra Forest Service, Group-B (Recruitment) Rules, 1997, the Governor of Maharashtra is hereby pleased to make the following rules regulating recruitment to the post of Range Forest Officer in the Maharashtra Forest Service, Group 'B' (Gazetted) under the Revenue and Forests Department of Government of Maharashtra, namely :—

1. These rules may be called the Range Forest Officer in the Maharashtra Forest Service, Group 'B' (Gazetted) (Recruitment) Rules, 2014.

2. In these rules, unless the context requires otherwise,—

(*a*) "Commission" means the Maharashtra Public Service Commission;

(*b*) "Degree" means a degree of a Statutory University;

(*c*) "Department" means the Revenue & Forest Department of the Government of Maharashtra;

(*d*) "Government" means the Government of Maharashtra;

(*e*) "Higher Secondary School Certificate Examination" means the Higher Secondary School Certificate examination conducted by the Divisional Board under the Maharashtra Secondary and Higher Secondary Education Boards Act, 1965 (Mah.XLI of 1965) and it includes any other examination declared by the Government to be equivalent thereto,

(*f*) "Secondary School Certificate Examination" means the Secondary School Certificate examination conducted by the Divisional Board under the Maharashtra Secondary and Higher Secondary Education Boards Act, 1965 (Mah.XLI of 1965) and it includes any other examination declared by the Government to be equivalent thereto.

3. Appointment to the post of Range Forest Officer shall be made either,—

(*a*) by promotion of a suitable person on the basis of seniority subject to fitness from amongst the persons holding the post of Forester, having minimum 3 years regular service in that post and have passed Secondary School Certificate Examination;

OR

(*b*) by selection of a suitable person holding the post of Forester, on the basis of common merit list prepared by the Commission on the basis of Limited Competitive Examination held by the Commission in accordance with the orders issued by Government in consultation with the Commission in that behalf, from time to time;

OR

(*c*) by nomination on the basis of Limited Competitive Examination to be held by the Commission.

4. In case of appointment by selection, in order to be eligible for admission to the Limited Competitive Examination held by the Commission the candidate shall,—

(*1*) (*a*) have completed a minimum five years of continuous regular service as Forester in the Forest Department;

(*b*) not be less than twenty-one years and not more than forty-two years of age;

(*c*) (*i*) possess Bachelor's degree in Science with at least one of the subjects of Botany, Chemistry, Forestry, Geology, Mathematics, Physics, Statistics, Zoology, Horticulture, Agriculture, Computer Application or Computer Science or degree in Engineering in the faculty of Agriculture or Chemical or Civil or Computer or Electrical or Electronic or Mechanical or Environmental Science or Veterinary Science;

OR

(*ii*) Possess a Bachelor's degree with mathematics other than science faculty;

Provided that, if candidates are not available for appointment by selection through Limited Competitive Examination, then the vacant posts from the selection quota, shall be filled in by promotion.

(*2*) For appearing the Limited Competitive Examination, the candidates shall have maximum three chances; however, the candidates belonging to the backward classes shall have maximum five chances.

(*3*) Out of last five years, annual confidential reports, the candidates should have three "Excellent" remarks and remaining two remarks should be "Good".

(*4*) The candidates belonging to the backward classes shall have to submit their Caste Validity Certificate to the concerned authority.

5. In. case of appointment by nomination, in order to be eligible for admission to the Limited Competitive Examination held by the Commission the candidate shall,—

(*a*) not be less than twenty-one years and not more than thirty-three years of age ;

(*b*) (*i*) possess a Bachelor's degree in Science with any one of the subjects of Botany, Chemistry, Forestry, Geology, Mathematics, Physics, Statistics, Zoology, Horticulture, Agriculture, Computer Application or Computer Science or degree in Engineering in the faculty of Agriculture or Chemical or Civil or Computer or Electrical or Electronic or Mechanical or Environmental Science or Veterinary Science;

OR

(*ii*) possesses a Bachelor's degree with Mathematics other than Science faculty;

Provided that, the candidates should have passed the Higher Secondary Certificate Examination in Science faculty.

(*c*) fulfill following physical qualifications : —

		Female	*Male*
(1)	Height	Shall not be less than 150 centimeters.	Shall not be less than 163 centimeters.
(2)	Chest	—	Shall not be less than 79 centimeters deflated and the difference between deflated chest and expanded chest shall not be less than 5 centimeters.
	the candidates belonging to the Scheduled Tribe category fulfill following physical qualifications :—		
(1)	Height	Shall not be less than 145 centimeters.	Shall not be less than 152.5 centimeters.
(2)	Chest	—	Shall not be less than 79 centimeters deflated and the difference between deflated chest and expanded chest shall not be less than 5 centimeters.

(*d*) *Eye sight*.—have visual acuity 6/6 each eye with + 4.00 D after correction. There should be no infective condition of external eye or squint and the candidate shall possess high degree of colour vision.

(*e*) male and female candidate should have physical capacity of walking 25 K.m. & 16 K.m. respectively, in 4 hours.

6. Appointment to the post mentioned in rule 3 shall be made by promotion, selection through Limited Competitive Examination and nomination in the ratio of 25:25:50, respectively:

Provided that, five per cent posts from nomination quota shall be filled in from amongst the candidates possessing "Forestry" degree:

Provided futher that, if candidates are not avilable from such five per cent (5 %) post from nomination quota, then those post shall be filled in from amongst the candidates possessing educational qualification mentioned in rule 5 (b);

7. A person appointed to the post mentioned in rule 3 by nomination shall be on probation for a period of three years. Person appointed shall be required to complete successfully the prescribed training for a period of one and half year at Forest Science Training College recognized by the Government of India for this purpose and the field training prescribed by the Principal Chief Conservator of Forest or Chief Conservator of Forest for a period of one and half year. The person appointed to the said post by nomination shall also be required to pass the prescribed Departmental Examination within the probation period so also to complete the probation period satisfactorily. If he/she does not complete successfully the prescribed training within the probation period or does not pass the prescribed Departmental Examination or does not complete the probation period satisfactorily or is not found suitable for the post during probation period, he/she shall be liable to be terminated from the service.

8. After completing the prescribed training and probation period successfully, the training period shall be treated as service period.

9. The interse-seniority of the Range Forest Officer appointed by nomination shall be determined by adding the marks obtained by the candidate on the basis of merit in the Limited Competitive Examination held by the Commission and the marks obtained by the candidates in the final examination held at the training course.

10. A person appointed to the post mentioned in rule 3 by nomination shall be required to execute a bond that, "he shall complete the prescribed training successfully and after completion of the prescribed training, he shall serve in that post for a minimum period of seven years. In case of failure for completion of the prescribed training or serving for such minimum period of Seven years, he shall reimburse the expenses expended on his training as may be determined by the Government, from time to time."

11. A person appointed to the post mentioned in rule 3 shall be required to pass examination in Hindi and Marathi languages according to the rules made in that behalf, unless he has already passed or has been exempted from passing those examinations.

12. A person appointed to the post mentioned in rule 3 should possess a Certificate in Computer Operation prescribed by the Directorate of Information & Technology, Government of Maharashtra, from time to time.

13. A person appointed to the post mentioned in rule 3 shall be liable to transfer anywhere in the State of Maharashtra.

By order and in the name of the Governor of Maharashtra,

D. L. THORAT,
Joint Secretary (Forests)
Revenue and Forest Department.

ON BEHALF OF GOVERNMENT PRINTING, STATIONERY AND PUBLICATION, PRINTED AND PUBLISHED BY SHRI PARSHURAM JAGANNATH GOSAVI, PRINTED AT GOVERNMENT CENTRAL PRESS, 21-A, NETAJI SUBHASH ROAD, CHARNI ROAD, MUMBAI 400 004 AND PUBLISHED AT DIRECTORATE OF GOVERNMENT PRINTING, STATIONERY AND PUBLICATION, 21-A, NETAJI SUBHASH ROAD, CHARNI ROAD, MUMBAI 400 004, EDITOR : SHRI PARSHURAM JAGANNATH GOSAVI.

ANNEXURE 6.05

शासकीय सेवेचा राजीनामा स्वीकारण्यासंबंधातील सर्वसाधारण मार्गदर्शक सूचना.

महाराष्ट्र शासन

सामान्य प्रशासन विभाग,

शासन निर्णय क्रमांक एसआरव्ही–1092/1033/प्र.क्र.33/92/8.

मंत्रालय, मुंबई 400 032, दिनांक 2 डिसेंबर 1997.

वाचा :– (1) शासन परिपत्रक, सामान्य प्रशासन विभाग क्रमांक एसआरव्ही–1077/12, दिनांक 20 मे 1977.

(2) शासन परिपत्रक, सामान्य प्रशासन विभाग क्रमांक एसआरव्ही–1180/1029/सीएन–77/80/8, दिनांक 11 जून 1980.

शासन निर्णय :– शासकीय अधिका–याचा/कर्मचा–याचा शासकीय सेवेच्या राजीनाम्याचा अर्ज सक्षम प्राधिका–याकडे प्राप्त झाल्यानंतर तो स्वीकारण्याच्या शर्ती व अवलंबावयाची कार्यपध्दती या संदर्भात शासनाने वेळोवेळी आदेश निर्गमित केलेले आहेत. तरी देखील काही शासकीय कार्यालयांकडून राजीनामा स्वीकृतीच्या विहित शर्ती व अवलंबावयाच्या कार्यपध्दतीचे अनुपालन योग्य रितीने होत नसल्याचे व परिणामत: राजीनामा स्वीकृतीचे त्रुटीपूर्ण/सदोष आदेश निर्गमित केले जात असल्याचे शासनाच्या निदर्शनास आले आहे. संबंधितांकडून राजीनामा प्राप्त झाल्यानंतर सक्षम प्राधिका–याने विहित मुदतीत राजीनामा स्वीकारल्याचे आदेश त्यास लेखी स्वरुपात न कळविल्यामुळे संबंधित शासकीय अधिका–याने/कर्मचा–याने दीर्घ कालावधीनंतरही राजीनामा मागे घेण्याची विनंती केल्यास, त्याची विनंती मान्य करावी किंवा कसे असा प्रश्न सक्षम प्राधिका–यापुढे उपस्थित होतो. तेव्हा राजीनामा स्वीकारण्याची कार्यपध्दती निर्दोष असावी म्हणून याबाबत सध्या अस्तित्वात असलेल्या सर्व आदेशांचे अधिक्रमण करुन शासन आता पुढीलप्रमाणे सुधारित आदेश देत आहे.

2. (अ) **शासकीय अधिका–याचा/कर्मचा–याचा राजीनामा स्वीकारण्यासंदर्भातील सर्वसाधारण सूचना** –

(1) शासकीय अधिका–याने/कर्मचा–याने आपल्या पदाचा राजीनामा सक्षम प्राधिका–याला उद्देशून योग्य मार्गाने सादर करावा व तो दिल्याची पोच पावती घ्यावी.

(2) राजीनामा अर्ज स्पष्ट व बिनाशर्त असावा. त्यात कुठल्याही अटी, शर्तींचा समावेश असल्यास, त्या दुर्लक्षित समजण्यात येतील.

(3) सक्षम प्राधिका–याने राजीनाम्याच्या अर्जामध्ये संबंधित अधिका–याचा/कर्मचा–याचा राजीनामा देण्याचा हेतू स्पष्ट झाला आहे, याची खातरजमा करुन घ्यावी.

(4) राजीनामा स्वीकारण्यास सक्षम असणा–या प्राधिका–याने राजीनामा अर्जावर प्राधान्याने कार्यवाही करुन राजीनामा स्वीकृती/अस्वीकृती बाबतचा अंतिम निर्णय संबंधित शासकीय अधिका–याला/कर्मचा–याला, त्याने राजीनामा सादर केल्याच्या दिनांकापासून एक महिन्याचा अवधी पूर्ण होण्याच्या आत कळवावा. सदरहू कालमर्यादेचे काटेकोरपणे पालन करण्याची जबाबदारी, राजीनामा स्वीकारण्यास सक्षम प्राधिका–यांची राहील.

राजीनामा स्वीकारण्यास सक्षम असणा–या प्राधिका–याने राजीनामा स्वीकृती/अस्वीकृतीबाबतच्या अंतिम निर्णयासंबंधात, संबंधित शासकीय अधिका–याला/कर्मचा–याला, त्याचा राजीनाम्याबाबतचा अर्ज प्राप्त झाल्याच्या दिनांकापासून एक महिन्याच्या आत काहीही कळविले नसेल, तर अशा प्रकरणी उपरोल्लेखित एक महिन्याचा कालावधी पूर्ण झाल्यानंतर संबंधित शासकीय अधिकारी/कर्मचारी यांचा राजीनामा सक्षम प्राधिका–याने स्वीकारला आहे असे समजण्यात येईल.

(5) स्थायी/अस्थायी शासकीय अधिका–यास/कर्मचा–यास त्याच्या पदाचा राजीनामा देण्यासंबंधी एक

महिन्याची पूर्वसूचना देण्याबाबतची किंवा पूर्वसूचनेऐवजी त्यांचेकडून एक महिन्याचे वेतन वसूल करण्यासंबंधी अट नियुक्ती आदेशातच घालण्यात यावी. तथापि, हा कालावधी 30 दिवसांपेक्षा कमी करावयाचा असल्यास, तशी कार्यवाही का करण्यात येत आहे, याबाबतच्या कारणांचा अंतर्भाव सक्षम नियुक्ती प्राधिका–यांनी राजीनामा स्वीकृतीच्या आदेशात करणे आवश्यक राहील.

(6) बंधपत्र किंवा शपथ पत्रांप्रमाणे जेथे विशिष्ट कालावधीची पूर्वसूचना देणे अपेक्षित आहे, ती प्रकरणे वगळता, एक महिन्याच्या पूर्वसूचनेऐवजी जे वेतन वसूल करणे आवश्यक आहे, ते वेतन म्हणजे संबंधित शासकीय अधिकारी/कर्मचारी यांचे मूळ वेतन असेल.

(7) राजीनामा स्वीकारण्यापूर्वी, कराराच्या किंवा बंधपत्राच्या अटी विचारात घेण्यात याव्यात, तसेच करारानुसार राजीनामा स्वीकृती संदर्भात पूर्वसूचना देण्यासाठी विहित करण्यात आलेला कालावधी 1 महिन्यापेक्षा जास्त असेल, तर सदरहू कालावधी समाप्त होईपर्यन्त राजीनामा स्वीकारण्याचा निर्णय रोखून ठेवण्यात यावा व तसे संबंधित अधिका–याला/कर्मचा–याला एक महिन्याची मुदत संपण्यापूर्वी कळविण्यात यावे.

(8) अनधिकृतरित्या गैरहजर असलेल्या शासकीय अधिका–याने/कर्मचा–याने राजीनामा दिल्यास, अनधिकृत गैरहजेरीच्या दिनांकापासून ते राजीनामा स्वीकृतीच्या दिनांकापर्यन्तचा कालावधी सक्षम प्राधिकारी "अनधिकृत गैरहजेरी" म्हणून ठरवू शकेल, किंवा अनधिकृत गैरहजेरी संबंधात शिस्तभंगाची कारवाई करु शकेल.

(9) शासकीय अधिका–याचा/कर्मचा–याचा राजीनामा प्राप्त झाल्यानंतर, त्याच्याविरुध्द विभागीय चौकशी प्रस्तावित अथवा प्रलंबित असल्यास, तसेच त्याच्याकडून शासनास काही येणे असल्यास, तत्संबंधीचा सविस्तर तपशील संबंधित कार्यालयाच्या आस्थापना अधिका–याने राजीनामा पत्र स्वीकृतीसाठी सक्षम प्राधिका–याकडे पाठवितांना द्यावा. अशा अधिका–याच्या/कर्मचा–याच्या राजीनामा पत्रावर विचार करण्यात येत असून त्यावर निर्णय होण्यास 1 महिन्यापेक्षा जास्त अवधी लागणार असल्यास, राजीनामा देणा–या अधिका–यास/कर्मचा–यास तसे लेखी स्वरुपात कळविण्यात यावे आणि तसे कळवितांना, "त्यांच्या राजीनामा स्वीकृती संदर्भातील निर्णय शासनाकडून प्राप्त होईपर्यन्त आपण शासन सेवेत असल्याची नोंद "घेण्याबाबतही" त्यांना कळविण्यात यावे, अन्यथा तत्संबंधात भविष्यात उद्भवणा–या परिणामांची जबाबदारी संबंधित आस्थापना अधिका–याची राहील.

(10) शासकीय अधिकारी/कर्मचारी निलंबनाधीन असताना किंवा त्याच्याविरुध्द विभागीय चौकशी प्रलंबित/प्रस्तावित असताना त्याने दिलेला राजीनामा स्वीकारण्यात येऊ नये. अशा प्रकरणी, विभागीय चौकशी नियम पुस्तिका, चौथी आवृत्ती, 1991 मधील प्रकरण 2 च्या परिच्छेद 2, 4 व प्रकरण 3 च्या परिच्छेद 3.22 मधील तरतुदीनुसार कार्यवाही करण्यात यावी.

वरीलप्रमाणे जरी परिस्थिती असली तरी देखील विभागीय चौकशीची कार्यवाही पूर्ण होण्यास फारच विलंब लागणार असेल आणि दोषारोपांचे स्वरुप, पुरावे, इत्यादी लक्षात घेऊन विभागीय चौकशी चालू ठेवल्यास, विभागीय चौकशीच्या निर्णयाअंती संबंधित शासकीय अधिका–यास/कर्मचा–यास "बडतर्फी", "सेवेतून काढून टाकणे", इत्यादी अशी जबर शिक्षा होणार नाही आणि त्यामुळे संबंधित शासकीय अधिका–याविरुध्द/कर्मचा–याविरुध्द विभागीय चौकशीची कारवाई करण्याऐवजी त्याचा राजीनामा स्वीकारणे अधिक सोयीस्कर ठरेल अशी सक्षम प्राधिका–याची खात्री पटल्यास, अशा प्रकरणी संबंधित शासकीय अधिका–याचा/कर्मचा–याचा राजीनामा स्वीकारण्यात यावा. तसे करताना "प्रस्तुत प्रकरणी संबंधित शासकीय अधिकारी/कर्मचा–याविरुध्द विभागीय चौकशीची कारवाई करण्याऐवजी त्याचा राजीनामा स्वीकारणे अधिक उचित होईल. याबाबत सक्षम प्राधिका–याची खात्री असल्याचा" स्पष्ट उल्लेख राजीनामा स्वीकृतीच्या प्रस्तावात करावा.

(11) सक्षम प्राधिका–याला शासकीय अधिका–याचे/कर्मचा–याचे राजीनामा पत्र प्राप्त होताच, त्यांनी त्याबाबतची कार्यवाही प्राधान्याने सुरु करावी आणि राजीनामा स्वीकारण्याच्या प्रकरणी विहित अटींची पूर्तता होत असल्यास, सदरहू राजीनामा स्वीकृतीचे आदेश योग्य त्या स्तरावर तात्काळ निर्गमित करण्यात यावेत.

एच–437(1,000–7–02)–1अ.

(अ) शासकीय अधिका–याकडून/कर्मचा–याकडून शासनास कोणत्याही प्रकारचे येणे नसेल,

(ब) त्यास निलंबित करण्यात आले नसेल,

(क) त्याच्याविरुध्द कोणतीही विभागीय चौकशी प्रलंबित/प्रस्तावित नसेल,

(ड) त्याने एक महिन्याची पूर्वसूचना देऊन राजीनामा दिला असेल किंवा पूर्वसूचनेऐवजी एक महिन्याच्या मूळ वेतनाची रक्कम शासनाकडे जमा केली असेल.

उपरोक्त (अ) ते (क) येथील अटींची पूर्तता होत असेल परंतु संबंधिताने राजीनामा पत्र देण्याबाबतची एक महिन्याची पूर्वसूचना दिलेली नसेल तर पूर्वसूचनेसाठी जेवढा कालावधी कमी पडत असेल त्या कालावधीच्या प्रमाणात वेतनाची रक्कम जमा करण्याबाबत शासकीय अधिका–याला/कर्मचा–याला सांगण्यात यावे व आवश्यक ती रक्कम जमा केल्यानंतर राजीनामा तात्काळ स्वीकारण्यात यावा.

ज्या प्रकरणी पूर्वसूचनेऐवजी एक महिन्याच्या वेतनाची रक्कम जमा करण्यात आली नसेल, अशा प्रकरणी पूर्वसूचनेचा एक महिन्याचा कालावधी पूर्ण झाल्यानंतर राजीनामा तात्काळ स्वीकारण्यात यावा.

2. (ब) **राजीनामा देण्याची/स्वीकारण्याची केव्हा आवश्यकता नाही –**

(1) या राज्य शासनाच्या सेवेत असणा–या शासकीय अधिका–याने/कर्मचा–याने याच राज्य शासनाच्या सेवेतील किंवा केंद्र शासनाच्या सेवेतील अन्य पदावरील नियुक्तीकरिता विहित कार्यपध्दतीचा अवलंब करुन अर्ज केला असेल, तर नवीन पदावरील नियुक्तीकरिता निवड झाल्यावर त्याने पूर्वीच्या पदाचा राजीनामा देण्याची आवश्यकता असणार नाही अशा अधिका–याला/कर्मचा–याला नवीन पदाचा कार्यभार घेण्यासाठी कार्यमुक्त करण्यात यावे.

(2) शासकीय अधिका–याने/कर्मचा–याने शासकीय सेवेत रुजू होण्यापूर्वी याच राज्य शासनाच्या सेवेतील अन्य पदावरील नियुक्तीसाठी अर्ज केला असेल तर पुढील अटींची पूर्तता होत असल्यास, त्या कर्मचा–यास कार्यमुक्त करण्यात यावे.

(एक) शासकीय अधिका–याने/कर्मचा–याने, शासकीय सेवेत रुजू होण्यापूर्वी ज्या पदाकरिता अर्ज पाठविला होता, त्या पदावरील नियुक्ती स्वीकारण्यासाठी सध्याच्या पदाचा राजीनामा तांत्रिक बाब/औपचारिक म्हणून स्वीकारण्यात यावा अशी विनंती अर्जामध्ये केलेली असेल.

2. (क) **या राज्य शासनाखेरीज किंवा केंद्र शासनाखेरीज अन्य शासनातील पदावरील किंवा महामंडळावरील नियुक्तीसंदर्भात –**

शासकीय अधिका–याची/कर्मचा–याची या राज्य शासनाखेरीज किंवा केंद्र शासनाखेरीज अन्य शासनांतील पदावरील किंवा शासन अनुदानित संस्था/उपक्रम किंवा शासनांतर्गत असलेल्या मंडळे/महामंडळांत नियुक्तीकरिता निवड झाली असल्यास, त्याने त्या नियुक्तीकरिता विहित मार्गाने अर्ज केलेला असेल अथवा विहित कार्यपध्दतीचा अवलंब केला असेल तर "राजीनाम्यासंबंधी एक महिन्याची पूर्वसूचना देण्याच्या" अटीतून त्याला सूट देण्यात यावी.

मात्र सदरहू नवीन नियुक्ती स्वीकारण्यापूर्वी, संबंधित अधिका–याने/कर्मचा–याने या राज्य शासन सेवेतील त्याच्या पदाचा राजीनामा देणे आवश्यक राहील.

2. (ड) **राजीनामा कोणत्या दिनांकापासून परिणामकारक ठरेल –**

(1) राजीनामा स्वीकृतीचे लेखी आदेश सक्षम प्राधिकारी ज्या दिनांकास निर्गमित करेल, त्या दिनांकापासून राजीनामा परिणामकारक ठरेल. राजीनामा पूर्वलक्षी प्रभावाने अथवा भावी प्रभावाने स्वीकारण्यात येऊ नये.

(2) सक्षम प्राधिका–याने राजीनामा स्वीकृत करण्याचे आदेश निर्गमित करण्यापूर्वी संबंधित शासकीय अधिका–याने/कर्मचा–याने राजीनामा मागे घेण्याची विनंती केली असेल तर, त्या विनंतीबाबत विचार करण्यात यावा. मात्र राजीनामा देण्याची व मागे घेण्याची धरसोड प्रवृत्ती असलेल्या अधिका–याला/कर्मचा–याला राजीनामा मागे

घेण्यास परवानगी देण्यात येऊ नये. राजीनामा मागे घेण्याची विनंती मान्य करताना, आदेशात तत्संबंधीची कारणे नमूद करण्यात यावीत.

(3) शासकीय अधिका–याने/कर्मचा–याने शासकीय सेवेचा दिलेला राजीनामा अंमलात येण्याच्या तारखेपासून त्याचा शासकीय सेवेवरील हक्क संपावला जातो. त्यामुळे राजीनामा स्वीकृत करुन त्याला कार्यमुक्त करण्यात आल्यानंतर त्याची सेवेत पुन्हा घेण्याची विनंती मान्य करण्यात येऊ नये. तथापि, अशा अधिका–याची/कर्मचा–याची सेवेत पुन्हा घेण्याची विनंती, केवळ लोकहितास्तव महाराष्ट्र नागरी सेवा (निवृत्ती वेतन) नियम, 1982 च्या नियम 46 मधील शर्तींच्या अधीन राहून विचारात घेण्यात यावी. परंतु अशा त–हेने पुन्हा सेवेत घेण्यात आलेल्या अधिका–याने/कर्मचा–याने राजीनामा देताना एका महिन्याच्या नोटिशीऐवजी एक महिन्याचे वेतन शासनाकडे भरणा केले असल्यास, त्यावर एक महिन्याच्या वेतनाची रक्कम पुन्हा देय ठरणार नाही.

2. (इ) **राजीनामा स्वीकारण्यास सक्षम प्राधिकारी –**

वरील परिच्छेदात नमूद केलेल्या अटींच्या अधिनस्त राजीनामा स्वीकारण्याचे अधिकार खाली दिल्याप्रमाणे आहेत :–

(1) गट "अ" मधील राजपत्रित अधिका–याचे राजीनामा स्वीकारण्याचे अधिकार मंत्रालयाच्या संबंधित प्रशासकीय विभागाला आहेत. त्यासाठी सामान्य प्रशासन विभाग व वित्त विभाग यांच्याशी विचारविनिमय करण्याची आवश्यकता नाही.

(2) गट "ब" मधील राजपत्रित अधिका–याचा राजीनामा स्वीकारण्याचे पूर्ण अधिकार विभाग प्रमुखांना राहतील.

(3) गट "क" व गट "ड" मधील कर्मचा–यांचा राजीनामा स्वीकारण्याचे पूर्ण अधिकार संबंधित नियुक्ती प्राधिका–यांना राहतील.

2. (ई) **सर्वसाधारणपणे सोबत जोडलेल्या विहित नमुन्यात (प्रपत्र "ब") राजीनामा अर्ज स्वीकारण्यात यावा व तत्संदर्भातील पोचपावती देण्यात यावी.**

3. यापूर्वी निकालात काढण्यात आलेल्या प्रकरणांचा फेरविचार करण्याची आवश्यकता नाही.

4. सदरहू आदेश वित्त विभागाच्या अनौपचारिक संदर्भ क्रमांक 730/95/सेवा–9, दिनांक 30 मे 1995 अन्वये त्या विभागाच्या सहमतीने निर्गमित करण्यात येत आहेत.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

य.मा.जोशी,
सह सचिव, महाराष्ट्र शासन.

प्रति

राज्यपालांचे सचिव, राजभवन, मलबार हिल, मुंबई,
मुख्य मंत्री यांचे सचिव,
सर्व मंत्री यांचे खाजगी सचिव,
सर्व राज्यमंत्री यांची स्वीय सहाय्यक,
* प्रबंधक, मूळ न्याय शाखा, उच्च न्यायालय, मुंबई,
* प्रबंधक, अपील शाखा, उच्च न्यायालय, मुंबई,
* प्रबंधक, लोकआयुक्त व उप लोकआयुक्त यांचे कार्यालय, मुंबई,
* सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई (10 जादा प्रतींसह),
* सचिव, महाराष्ट्र विधानसभा सचिवालय, मुंबई,
* सचिव, महाराष्ट्र विधानपरिषद सचिवालय, मुंबई,

महालेखापाल, महाराष्ट्र–1 (लेखा व अनुज्ञेयता), मुंबई,
महालेखापाल, महाराष्ट्र–1 (लेखा परीक्षा), मुंबई,
महालेखापाल, महाराष्ट्र–2 (लेखा व अनुज्ञेयता), नागपूर,
महालेखापाल, महाराष्ट्र–2 (लेखा परीक्षा), नागपूर,
अधिदान व लेखा अधिकारी, मुंबई,
निवासी लेखा परीक्षा अधिकारी, मुंबई,
मुख्य लेखा परिक्षक (निवासी लेखे), कोकण भवन, नवी मुंबई,
सर्व विभागीय आयुक्त,
सर्व जिल्हाधिकारी,
सर्व मंत्रालयीन विभाग (सामान्य प्रशासन विभाग धरुन),
निरनिराळ्या मंत्रालयीन विभागांच्या नियंत्रणाखालील सर्व विभाग प्रमुख व कार्यालय प्रमुख,
निवड नस्ती.

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* पत्राने.

प्रपत्र – "ब"

राजीनामा देणा–या अधिका–याचे/कर्मचा–याचे संपूर्ण नाव व पदनाम, घरचा/कार्यालयाचा संपूर्ण पत्ता.

दिनांक :–

प्रति

राजीनामा स्वीकारणा–या अधिका–याचे
पदनाम व कार्यालयाचा संपूर्ण पत्ता.

विषय :– राजीनामा स्वीकृतीबाबत.

महोदय,

मी, श्री./श्रीमती/कु. ———————————————————————————
दिनांक ———————— पासून ———————————————————————————
या कारणास्तव माझ्या ———————————————— पदाचा राजीनामा देत आहे. कृपया माझा राजीनामा स्वीकृत करुन मला दिनांक ———————————— (म.नं.) पासून शासन सेवेतून कार्यमुक्त करण्यात यावे, ही विनंती.

शासन निर्णय, सामान्य प्रशासन विभाग क्रमांक एसआरव्ही–1092/1033/प्र.क्र.33/92/आठ, दिनांक 2 डिसेंबर 1997 मधील तरतुदी मी वाचल्या असून, सदरहू तरतुदी मला मान्य व बंधनकारक आहेत.

आपला/आपली विश्वासू,

( )
राजीनामा देणा–या अधिका–याचे/कर्मचा–याचे नाव व स्वाक्षरी.

आपला दिनांक ———————————— रोजीचा राजीनामा अर्ज प्राप्त झाल्याची या अन्वये पोच देण्यात येत आहे.

(राजीनामा अर्ज स्वीकारणा–या अधिका–याचे नाव, पदनाम व स्वाक्षरी–दिनांकासह)

प्रति

संबंधित अधिकारी / कर्मचारी.

एच–437(1,000–7–02)–3–अ.

ANNEXURE 7.01

Departmental Examination
for Gazetted officers,
Indian Forest Service, Officers
and Range Forest Officers,
recruited directly.
Rules and Syllabus for the....

Government of Maharashtra,
Revenue & Forests Department.
Resolution No.FTR 1068/308318-Z
Sachivalaya, Bombay-32

28th June 1971

READ

i) Government Resolution, Agriculture & Forests Department, No.FTR 1062/6347-IV-J, dated 28th April 1962.

ii) Government Corrigendum, Revenue & Forests Department, No.FTR 1068/32822-Z dated 25th November 1968.

iii) Government Corrigendum, Revenue & Forests Department No.FTR 1068/32822-Z dated 27th December 1968.

iv) Letter No.GC-9, dated 15th March 1971, from the Maharashtra Public Service Commission, Bombay.

RESOLUTION

Government is pleased to prescribe the accompanying Rules for the Departmental Examination of Gazetted Forest Officers, Indian Forest Services, Officers on probation and Range Forest Officers recruited directly in the Forests Department. The Rules should come into force from the date of issue of this Government Resolution.

3. The General Administration Department, should be requested to take the Rules into consideration at the time of revision of the Manual of Departmental and Language Examination Rules.

By order and in the name of the Governor of Maharashtra

12 JUL 1971

Under Secretary to Government of Maharashtra,
Revenue & Forests Department.

All Conservators.

All Divisional Forest Officers, and Sub Divisional Forest Officers, in charge of independent sub Divisions.

The Accountant General, Maharashtra , Bombay

The Accountant General, Nagpur Branch, Nagpur.

The General Administration Department (C,N and J Branches)

The Secretary, Maharashtra Public Service Commission, Bombay

The Secretary to the Government of India, Cabinet Secretariat

Department of Personnel, Ministry of Food, Agriculture Community Development & Cooperation (Department of Agricu[illegible] New Delhi, with compl[illegible]

The Select file of 'Z' Branch.

FOREST DEPARTMENT

Rules for the Examination of Gazetted Forest Officers and Range Forest Officers recruited directly.

1. Forest Officers of the grade of Assistant Conservator of Forests and the directly recruited Indian Forest Service Officers shall be required to pass examination in the following subjects :

a) Language viz. Marathi and Hindi according to the Government Officers Regional Language Examination Rules and Hindi Examination Rules.

b) Land Revenue and Criminal Law:-

c) Forest Law:-

d) Procedure and Accounts.

The test in Land Revenue and Criminal Law, Forest Law and Procedure and Accounts will be as per the prescribed syllabus (vide appendix A to the Rules).

2. Every Officer appointed direct as Assistant Conservator of Forests and Indian Forest Service Officer on probation shall appear for the examination in subjects (b)(c)and(d) mentioned in Rule 1 at the latest at the first examination held by the Public Service Commission after the expiration of the first year of his probation. Should such officers fail to pass the examination they will neither be confirmed in Class I and II nor be given promotion and they will further render themselves liable to have their increments withheld until they pass the examination or Government may at its discretion dispense with their services, or may deal with them in such manner as may deem fit.

NOTE 1 : Entries regarding passing of or failure to pass the examination shall be made in the confidential

NOTE 1 : The officers allocated from Ex.Madhya Pradesh State, Ex-Hyderabad State and old Bombay State to the Bombay State on reorganisation of states on 1st November 1956 and also those recruited by the Bombay State thereafter and now in the Service of the Forest Department need not pass the examination according to these rules provided they have passed the departmental examination prescribed by the former States. Such of the officers as have not passed the examination shall have to pass the examination prescribed by these rules within two years from the date these rules come in force.

3. Range Forest Officers promoted as Assistant Conservator of Forests (Class II) shall be required to pass at the first examination held after the expiration of the first year of his appointment as Assistant Conservator of Forests the prescribed departmental examination in subjects (b)(c) and (d) mentioned in Rule I. Should he fail to pass the examination he shall neither be confirmed in Class II nor given promotion and render himself liable to have his increments withheld until he passes the examination. He may even be reverted as Range Forest Officer if considered necessary.

Provided that a Range Forest Officer appointed as Assistant Conservator of Forests who has already passed the Departmental Examination for Rangers prescribed in rule 4 shall be exempted from passing the examination under this rule.

NOTE 1 : Notes 1 and 2 below Rule 2 are applicable to the Range Forest Officers promoted as Assistant Conservator of Forests.

NOTE 2 : The persons directly recruited as Range Forest Officers on or to 26th January 1950 by old Bombay State are exempted from the operation of this rule.

Forest Officer shall appear for the examination in subjects (b) (c) and (d) mentioned in Rule 1 at the latest at the examination held by the Public Service Commission before the expiration of the period of five years from the date of his appointment should such Range Forest Officer fail to pass the examination he shall render himself liable to have his increments withheld until he passes the examination or the Chief Conservator of Forests may at his discretion dispense with his services or may deal with him in such manner as he may deem fit.

NOTE 1:- Notes 1 and 2 below Rule 2 are applicable in the case of Range Forest Officers.

NOTE 2 :- The Range Forest Officers recruited after 23/1/1943 will not be considered eligible for promotion until they pass the Departmental examination for Gazetted Forest Officers and Range Forest Officers.

NOTE 3 :- When the increments are stopped under this rule and also rules 2 and 3 above they shall be withheld only until the officer passes the necessary examination. The increments earned in his subsequent career shall not be deferred by a period equal to the delay which occurred beyond the period prescribed for passing the examination.

(7)

--APPENDIX - A--

Syllabus for the Departmental Examination of the Gazetted Forest Officers and Range Forest Officers recruited directly

1) Land Revenue & Criminal Law	Marks
The Maharashtra Land Revenue Code, 1966 (Maharashtra Act No.XLI of 1966) Chapters I & II, Chapter III, Sections 20,21,22,23,24,25,26, 27,28 and 31 Chapter IX Maharashtra Land Revenue (Boundaries and Boundary Marks) Rules,1969, as published under Government Notification No.UNF. 2167-R, dated 13th August 1969. The Maharashtra Land Revenue (Regulation of Right to trees etc.) Rules, 1967, published as per Government Notification No.UNF. 1567(b)-R, dated 1/9/67 and further amended as per Government Notification No.UNF.1567-(b)-R,dated 4/7/1968, Maharashtra Land Revenue (Disposal of Government Trees, Produce of trees, grazing and other natural products) Rules, 1969 as published under Government Notification No.UNF.1567(F)-R, dated 3/4/1969. The Indian Penal Code (Act XLV of 1860) as amended upto date chapters II, IV, V, IX, X, XVI, Section 319 to 358, XVII Sections 378 to 389, 403 to 420, 441 and 447, XVIII, Sections 478 to 489 and XXIII, the criminal procedure code (Act V of 1898) as amended upto date, chapter I Sections 4 and 5, with schedule II so far as it relates to the chapters and sections of the Indian Penal Code above mentioned and to offences against other laws, Chapter II Sections 9 to 18, Chapter III Sections 31 to 33,	150

26 and 37 with schedules III & IV,
Chapters IV, V, Sections 54 and 59 Chapters XVI, XVII,
XX, XXI and XXXIX, The Indian Evidence Act
(1) of 1872 Chapters II VII, IX and X

(11) Forest Law

(X) The Indian Forest Act (XVI of 1927) as modified uptodate with all the rules and orders published and in force at the time being under that Act. (The Bombay Wild Animals and Wild Birds Protection Act, 1951 (XXIV of 1951) and Rules thereunder.)

Wild Life (Protection) Act 1972"

(111) Procedure and Accounts 15

Not more than 12 questions from :-

a) The Bombay Forest Manual, Volumes I and III

b) Bombay Forest Manual, Volume II (in so far as it is not covered by the examination in Forest Law

c) Rules which have been published under the Sea Custom Act (VII) of 1878), ARMS ACT 1959 (54 of 1959), The Prohibition Act (XXV of 1949) and are in force at the time being and apply to the Forest Officers in the Forest Department of the State.

d) An introduction to Indian Govt. Accounts and Audit IIIrd Edition 1963 (Chapters 1, 7, 8, 12, 13, 14, 16, 20 [illegible], and 22)

e) Bombay Financial Rules 1959

Department and Chapters I, II, III, VI, VIII, IX, X, XI and XII and paragraphs 57, 58, 59, 60, 61, 62, 63(b) of Chapter IV and 74 and 77 of Chapter V of the Bombay Budget Manual, Financial Publication X(Second Edition)

f) The Bombay Civil Services Rules Manual (Financial Publication V) Chapters I to V, VIII to XII, XIV, XV and XVII and Appendices I, V, VII and XLIV-A to the Bombay Civil Services Rules,

g) The financial Publication No.VII (Manual of Financial Powers) only such portion which applies to the Forest Officers)

h) Financial Publication No.VIII (The Bombay Civil Services, conduct, Discipline and Appeal Rules)

NOTE 1(a) Fifty percent in each paper will be required to pass the examination.

Provided that a candidate who appears in all papers at one and the same examination but fails to obtain the required minimum for passing in one paper alone shall be entitled to have his deficiency condoned provided he has xxx secured at least forty five percent of the marks obtainable in that paper.

b) A candidate who obtains atleast 75 percent of the

[illegible] with credit provided that a candidate who has secured an exemption or exemptions under Note 2 below

shall not be declared to have passed with credit.

Note 2 :- An unsuccessful candidate who has obtained sixty percent or more of the marks obtainable in a paper will be exempted from appearing again in that paper.

Note 3 :- No books will be allowed to be used in the examination in the subject (ii) but for the examination in subjects (i)and (ii, the use of books will be allowed.

18.6.

ANNEXURE 7.02

असा. क्र. १२१ रजिस्टर्ड नं. एमएच/वाय-साऊथ/२०

महाराष्ट्र शासन राजपत्र

असाधारण

प्राधिकृत प्रकाशन

शुक्रवार, डिसेंबर ५, १९८०/अग्रहायण १४, शके १९०२

स्वतंत्र संकलन म्हणून फाईल करण्यासाठी या भागाला वेगळे पृष्ठ क्रमांक दिले आहेत

भाग चार-ब

महाराष्ट्र शासनाने केंद्रीय अधिनियमान्वये तयार केलेले (भाग एक, एक-अ आणि एक-ब यांमध्ये प्रसिद्ध केलेले नियम व आदेश यांव्यतिरिक्त) नियम व आदेश

REVENUE AND FORESTS DEPARTMENT

Mantralaya, Bombay 400 032, dated the 5th December 1980

CONSTITUTION OF INDIA.

No. DLE. 1070/30803/F-4.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of of all existing rules and orders issued in this behalf and in force in the State or any part thereof, the Governor of Maharashtra is hereby pleased to make the following rules for the post-recruitment training examination for the clerks and accountants in the Forest Department, namely :—

1. *Short title and commencement.*—(1) These rules may be called the Post-recruitment Training Examination (for clerks and accountants in the Forest Department) Rules, 1980.

(2) They shall come into force from the date of their publication in the *Official Gazette.*

2. *Definitions.*—In these rules unless the context otherwise requires.—

(*a*) "accountant" means a person promoted or directly appointed to the post of an accountant in the Forest Department including Junior or Senior Accountant ; —

(*b*) "Appendix" means an Appendix to these rules ;

(*c*) "appointed date" means the date of coming into force of these rules ;

(*d*) "clerk" means a person appointed directly to the post of a clerk or typist in the Department and in the offices under its control after his selection by the Selection Board or from amongst candidates through Employment Exchange, as the case may be, and includes—

a person absorbed as a clerk on the 1st November 1956 under the Allocated Government Servants' (Absorption, Seniority, Pay and Allowances) Rules, 1957, or a person promoted as a clerk or typist or clerk-typist from class IV employees in the Department :

but does not include a typist or a clerk-typist who has opted for doing the typing work only and has given in writing that he does not want himself to be considered for promotion to a higher post in the clerical cadre in the Department in accordance with the orders contained in Government Resolution, Finance Department, No. PCR. 1278/CR-165/SER-10, dated the 1st July 1978 ;

(*e*) "Chief Conservator of Forests" means the Chief Conservator of Forests, Maharashtra State, Pune ;

(*f*) "Department" means the Forest Department of the Government of Maharashtra :

(*g*) "Examination" means the examination prescribed under these rules :

(*h*) "existing rules" means the rules and orders for post-recruitment trading examination for clerks or accountants in the Department in force immediately before the appointed date :

(*i*) "Government" means the Government of Maharashtra ;

(*j*) "Selection Board" means the State Selection Board constituted under section 3 of the Maharashtra Public Service (Subordinate) Selection Board Act, 1973 (Mah. XXI of 1973).

3. *Necessity of passing the Examination.*—Subject to the provisions of these rules, every clerk or accountant, whether appointed before or after the appointed date, shall be required to pass the Examination according to the provisions of these rules.

Explanation.—The provisions of this rule shall also apply to a clerk or accountant who is officiating in any higher post in the Department.

4. *Period and number of chances for passing Examination.*—(1) Every clerk or accountant appointed after the appointed date shall be required to pass the Examination within three chances and within four years from the date of his appointment.

(2) Every clerk or accountant appointed before the appointed date and who has to his credit service of less than three years as such clerk or

Accountant shall be required to pass the Examination before he completes service of five years in that post (including in a higher post in which he has officiated or is officiating).

(3) Notwithstanding anything contained in sub-rule (1) or (2),—

(*a*) Any chance availed of by any clerk or accountant to whom any of the foregoing provisions in this rule apply, in an examination held under the existing rules shall be counted towards computation of total number of chances laid down in these rules.

(*b*) If for any reasons, an Examination is not held in a particular year, that year shall be excluded in computing the total period of years mentioned in sub-rules (1) and (2).

(*c*) The Chief Conservator of Forests may, in exceptional circumstances at his discretion, allow one extra chance to a clerk or accountant to appear for the Examination and may, where necessary, correspondingly extend the period of four years mentioned in sub-rule (1) to that of five years.

(*d*) The Government may, in exceptional circumstances and on merit, either extend the period of years or number of chances more than the period or chances as are laid down in the foregoing provisions of this rule for passing the Examination by a clerk or accountant or condone his failure.

(4) Subject to the foregoing provisions of this rule and the provisions of rule 6, a clerk or accountant may avail himself of any number of chances to pass the Examination.

5. *Consequences of failure to pass Examination.*—(1) A clerk or accountant who fails to pass the Examination within the period and chances allowed in accordance with the provisions of rule 4,—

(*a*) shall not, until he passes the Examination, or is exempt from passing the Examination under rule 6, or his failure is condoned under clause (*d*) of sub-rule (3) of rule 4,—

(*i*) be confirmed in the post of clerk or accountant ;

(*ii*) be allowed to draw his next increment in the scale of the post of clerk or accountant ;

(*b*) shall lose his seniority to all those clerks or accountants who pass the Examination before he passes the Examination subsequently.

(2) Where a clerk or accountant fails in all the three chances and is allowed a fourth chance or subsequent chances under clauses (*c*) and (*d*) of sub-rule (3) or under sub-rule (4) of rule 4, he shall not be allowed to draw increments after his failure in the third attempt until he passes the Examination in the fourth attempt, or any subsequent attempt or attempts so allowed or is exempt from passing the Examination under sub-rule (2) of rule 6, or his failure is condoned under clause (*d*) of sub-rule (3) of rule 4 ;

(3) Increments so withheld under paragraph (*ii*) of clause (*a*) of sub-rule (1) or sub-rule (2) shall become payable to a clerk or accountant with effect from the date on which he passes the Examination or is exempt from passing the Examination under sub-rule (2) of rule 6, or his failure has been condoned under clause (*d*) of sub-rule (3) of rule 4 and all the increments shall accrue to him as if no increment is withheld but he shall not be entitled to draw any arrears of pay on that account for the period during which increment was so withheld.

(4) Where a clerk or accountant who is officiating in any higher post and fails to pass the Examination within the period and chances admissible under sub-rule (1) or (2) of rule 4, he shall be liable to be reverted to the post of clerk or accountant and shall take his place in that post according to his rank alongwith other clerks or accountants who have not passed the Examination.

Explanation.—Failure in the Examination in the first and second attempt shall not result in stoppage of increment or loss of seniority under this rule.

6. *Exemptions.*—(1) A clerk or accountant appointed before the appointed date shall be exempted from passing the Examination, if—

(*i*) he is an allocated Government servant and who has been absorbed as such on 1st November 1956, under the allocated Government Servants' (Absorption, Seniority and Pay and Allowances) Rules, 1957;

(*ii*) he has completed continuous service of five years in the post of clerk or accountant (including in any higher post in which he has officiated or is officiating) on the appointed date ; or

(*iii*) he is already confirmed as a clerk or accountant on or before the appointed date ; or

(*iv*) he has already passed departmental examination or has been exempted from passing such examination before the appointed date in accordance with the existing rules.

(2) A clerk or accountant whether appointed before or after the appointed date, shall be exempted from passing the Examination, if he has attained the age of forty-five years on the 1st day of November 1977 or attains that age on any date thereafter :

Provided that, the seniority lost by him in accordance with the provisions of clause (*b*) of sub-rule (1) of rule 5, shall not be restored to him on account of such exemption.

(3) A person who is appointed as an Accountant by promotion and who has already passed the Examination while officiating in the post of clerk shall not be required to appear for the Examination again.

7. *Examination when to be held.*—The Examination shall ordinarily be held either in Marathi or in English or in both the languages by the Chief Conservator of Forests, once in a year in the month of June every year. If the Chief Conservator of Forests considers it to be so necessary for some special reasons, the Examination may be held twice in the same year with

such intervals as he may determine or no Examination may at all be held in a particular year.

8. *Syllabus, etc.*—The Examination shall consist of four written papers, each being of 100 marks and of three hours duration. Two papers shall be without books and two papers shall be with books. A person appearing for the Examination shall have an option to write the answers in the papers either in Marathi or English language. The syllabus for the Examination shall be such as mentioned in the Appendix 'A' or as Government may, by order, from time to time direct.

9. *Percentage of passing, etc.*—(1) The percentage of passing in the Examination shall be 35 per cent, in each paper and 40 per cent in the aggregate.

(2) Grace marks may be allowed upto one per cent of the total marks, to be distributed as may be most beneficial to a clerk or accountant, if he is thereby able to pass the Examination.

(3) Where a clerk or accountant who fails in the Examination but secures 50 per cent marks in any paper shall be entitled to exemption in that paper if he claims in writing in the application in the Form in Appendix 'B' an exemption from appearing for that paper in his subsequent attempt or attempts in the Examination, and thereupon he shall be so exempted.

(4) A clerk or accountant who secures 50 per cent of the aggregate marks but fails in any one of the papers shall not be required to appear for the entire Examination again but he shall be required to appear only for that paper in which he has failed. For the purposes of rule 4, such clerk or accountant shall be deemed to have passed the Examination but he shall not be confirmed or promoted unless he passes in such paper.

10. *Credit.*—In case of a clerk or accountant who passes the Examination at the first attempt and secures 70 per cent or more marks in any paper, an entry regarding his performance in that paper shall be recorded in his confidential record.

APPENDIX 'A'

(See rule 8)

Syllabus for Post-recruitment Training Examination for clerks or accountants in the Forest Department

Paper Number	Subject	Books prescribed
1	2	3
	PART I—GENERAL SUBJECTS	
1. (without books)	(*a*) Method of conducting official correspondence in English and keeping the records.	
	(*b*) Precis writing and drafting.	

1	2	3
2. (with books) ..	Rules and Manuals of general application.	(1) The Bombay Civil Services Rules, Volumes I and II. (2) The Bombay Coutin... ...penditure Rules (Financial Publication No. V). Chapters 1 to 5, 8 to 12, 13, 15 and 17 as applicable to Forest Department.

PART II—DEPARTMENTAL SUBJECTS

Paper Number	Subject	Books prescribed
1	2	3
3. (without books).	Accounts and Procedure ..	The Bombay Forest Manual, Volumes I, II and III (Third Revised Edition) (excluding the Indian Forest Act, 1927 and rules thereunder).
4. (with books) ..	Acts, Rules and Regulations.	(1) Indian Forest Act, 1927 and Rules thereunder. (2) The Maharashtra Felling of Trees (Regulation) Act, 1964 (XXXIV of 1964). (3) The Maharashtra Sale of Trees by Occupants belonging to Scheduled Tribes (Regulation) Act, 1969 (XXIII of 1969). (4) The Maharashtra Minor Forest Produce (Regulation of Trade) Act, 1969 (LVII of 1969). (5) The Wildlife (Protection) Act, 1972 (53 of 1972). (6) The Maharashtra Private Forest (Acquisition) Act, 1975 (XXIX of 1975). (7) (*a*) The Maharashtra Felling of Trees (Regulation) Rules, 1964. (*b*) The Maharashtra Sale of Trees by Occupants belonging to Scheduled Tribes (Regulation) Rules, 1969. (*c*) The Maharashtra Minor Forest Produce (Regulation of Trade in Tendu Leaves) Rules, 1969. (*d*) The Maharashtra Minor Forest Produce (Regulation of Trade in Apta Leaves) Rules, 1971. (*e*) Wild Life (Protection) (Maharashtra) Rules, 1975. (*f*) The Maharashtra Private Forests (Acquisiton) Rules, 1975.

APPENDIX 'B'

[*See* rule 9(*3*)]

Form of application for claiming exemption in any paper in the Examination.

PART—I

1. Name of the applicant (In block capitals beginning with surname)
2. Name of the Office . .
3. Date of appointment as a clerk or accountant.
4. Year during which the applicant desires to appear for Examination.
5. Number of attempt and the year(s) during which appeared for the Examination in the past.
6. Does the applicant desire to claim exemption in any paper or has the applicant secured 50 per cent of the aggregate marks but has failed in only one paper and desires to appear for that paper ? If the answer in either case is in the affirmative, then furnish the following particulars, namely :—
   (*a*) Year(s) in which appeared for Examination.
   (*b*) Roll number in each Examination.
   (*c*) Paper in which 50 percent marks are secured and the applicant claims exemption.
   (*d*) Percentage of marks obtained in each paper and in the aggregate.
   (*e*) The one paper in which the applicant desires to appear for having secured 50

per cent marks in the aggregate) in the Examination.

7. The language (either English or Marathi) in which the applicant desires to write answers in the papers.

PART II

(To be filled in only when the applicant desires to avail himself of the post-recruitment training facility, if any, arranged by the Department).

1. I desire to avail of the post-recruitment training facility.

2. I declare that I have not availed myself of such training facility any time in the past.

Place :

Date :

Signature of the applicant.

PART—III

(For use by the office of the Chief Conservator of Forests)

Particulars furnished by the applicant at items 3, 5 and 6 in Part I and item 2 in Part II have been verified and found to be correct.

2. The applicant is eligible for admission to the Examination.

Signature

(Designation of the Officer).

By order and in the name of the Governor of Maharashtra,

V. V. KHOT,
Deputy Secretary to Government.

शासकीय मध्यवर्ती मुद्रणालय, मुंबई

ANNEXURE 7.02 A

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महाराष्ट्र शासन

क्र.एफएसटी-०७/१७/प्र.क्र.३७८/फ-४
महसूल व वन विभाग
मंत्रालय,मुंबई -४०० ०३२.
दि. १७ नोव्हेबर २०१७.

प्रति,
मा.सचिव
महाराष्ट्र लोकसेवा आयोग
बँक ऑफ इंडिया बिल्डिंग
३ रा मजला, हुतात्मा चौक
मुंबई - ४०० ००१.

विषय - वन अधिकारी विभागीय परिक्षा अभ्यासक्रमामध्ये सुधारणा करण्याबाबत.

संदर्भ - आपल्या कार्यालयाचे पत्र क्र.पी.१(२)(५)/एक, दि.२८/०९/२०१७

महोदय,

उपरोक्त विषयाचे आपले संदर्भाधीन दि.२८/०९/२०१७ चे पत्र कृपया पहावे.

वन विभागातंर्गत नव्याने मंजूर करण्यात आलेले अधिनियम / कायदे याचा समावेश करून वन अधिकारी विभागीय परिक्षेसाठीच्या अभ्यासक्रमध्ये सुधारणा करण्यात आली असून त्याअनुषंगाने सुधारीत अभ्यासक्रमाची प्रत सोबत जोडली आहे.

महाराष्ट्र वन सेवेतंर्गत वनक्षेत्रपाल, सहाय्यक वनसंरक्षक तसेच भारतीय वन सेवेतंर्गत सरळसेवेने नियुक्त होणाऱ्या वन अधिकाऱ्यांसाठी निश्चित केलेल्या परिक्षा नियमानुसार या अधिकाऱ्यांनी सेवेत प्रवेश केल्यानंतर पाच वर्षामध्ये तीन संधीमध्ये विभागीय परिक्षा उत्तीर्ण होणे आवश्यक आहे. वन विभागातंर्गत सरळसेवेने नियुक्त होणाऱ्या अधिकाऱ्यांकरीता विभागीय परिक्षा वर्षातून दोन वेळा जानेवारी व जुलै या महिण्यामध्ये घेण्यात येते. तथापि यापूर्वी वन अधिकारी विभागीय परिक्षा (जानेवारी २०१४) ही दि.१४ व १५ आक्टोबर २०१५ रोजी घेण्यात आली आहे. त्यानंतर अद्यापपर्यंत सदरहू परिक्षा आयोजित करण्यात आलेली नाही.

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वनक्षेत्रपाल गट -ब तसेच सहाय्यक वन संरक्षक गट - अ (कनिष्ठ) या पदांच्या सेवा प्रवेश नियमानुसार संबंधित अधिकारी विभागीय परिक्षा उत्तिर्ण झाल्याशिवाय त्यांचा परिविक्षाधीन कालावधी समाप्त करता येत नाही. तसेच परिविक्षाधीन कालावधी समाप्त न झाल्यास वरिष्ठस्तरावर पदोन्नतीसाठी पात्र ठरविण्यात येत नाही. त्यामुळे बहुतांशी अधिकाऱ्यांचा परिविक्षाधीन कालावधी समाप्त झालेला नाही तसेच ते जेष्ठतेनुसार पदोन्नतीसाठी पात्र ठरत असतानाही त्यांना पदोन्नती देताना तांत्रिक अडचणी निर्माण होत आहेत.

तरी कृपया सोबतच्या विवरणपत्रामध्ये नमुद केलेल्या सुधारीत अभ्यासक्रमानुसार वन अधिकाऱ्यांकरिता विभागीय परिक्षा माहे जानेवारी २०१८ मध्ये आयोजित करण्याच्या अनुषंगाने कृपया कार्यवाही करावी ही विनंती.

आपला विश्वासू

(अतुल कोदे)
सह सचिव (वने)
महसूल व वन विभाग

Syllabus for Departmental Examination for the Forest Officers.

Paper	Revised Syllabus
Paper- I (with books) Duration- 3 hours Total Marks- 150	**Land Revenue and Criminal Law** (1) Maharashtra Land Revenue Code, 1966, (Maharashtra Act No. **46 of 1966) Chapters I, II, III sections 20 to 28 and 31 Chapter IX,** Maharashtra Land Revenue (Boundaries and Boundry Marks), rules 1969 as published under Government Notification No. UNF- 2167-B, dated 13th August 1969, Maharashtra Land Revenue (Regulation, Revenue and Forest Department No. UNF- 1567 (b), dated 1st Septemper, 1967 as amended by Government Notification, Revenue and Forest Department No. UNF- 1567 (b)- R, dated 4th July 1968, Maharashtra Land Revenue (Disposal of Government trees, produce of Trees, Grazing and other natural products) Rules 1969, as published under Government Notification No. UNF-1567 (F)-R, dated 3rd April, 1969. (2) The Indian Penal Code:- (Act XLV of 1860), as amended up-to-date, Chapters II, IV,V, IX, X, XVI sections 319 to 358, XVII, sections 370 to 389, 403 to 420, 441 and 447 XVIII sections 478 to 489 and XXIII. (3) The Criminal Procedure Code (Act V or 1898) as amended upto date, Chapter I, Sections 4 and 5 with Schedule II so far as it relates to the Chapters and Sections of the Indian Penal Code above mentioned and to Offences against other Laws, Chapter II, Sections 9 to 17 Chapter III, Section 31 to 33, 36 and 37 with schedules III and IV, V Sections 54 and 59 Chapters XVI, XVII, XX, XXI and XXXIX. (4) The Indian Evidence Act (I of 1872) Chapters II, VII, IX and X.
Paper- II (without books) Duration- 3 hours Total Marks- 150	**Forests Laws** i) Indian Forests Act (XVI of 1927) as modified upto date and all the Rules Orders Published and in force of the time being under that Act. **Maharashtra Forest Rules, 2014.** ii) Maharashtra Felling of Trees (Regulation) Act, 1964 and Rules thereunder. iii) Maharashtra Minor Forest Produce (Regulations of Trade) Act, 1969 and Rules thereunder. iv) Maharashtra Sale of Trees by Occupants belonging to Scheduled Tribes (Regulation) Act, 1969 and Rules thereunder. v) Wild Life (Protection) Act, 1972./ **Maharashtra Wildlife (Protection) Rules, 2014.** vi) **Forest (Conservation) Act, 1980./ Forest (Conservation)** Rules, 2003. vii) Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 & Rules, 2008 (Amenmend 2012). viii) **The Maharashtra Private Forests (Acquisition) Act, 1975.**

	ix) Panchayats (Extension to Scheduled Areas) Act 1996. x) Maharashtra Transfer of Owenership of Minor Forest Produce in the Scheduled Areas and the Maharashtra Minor Forest Produce (Regulation of Trade) (Amendment) Act 1997. xi) Biodiversity Act, 2002 and Rules made there under.
Paper- III (with books) Duration- 3 hours Total Marks- 150	**Procedure and Accounts** **Not more than twelve questions from-** (i) The *Maharashtra* Forest Manual, Volumes I and III (j) The *Maharashtra* Forests Manual, Volume II in so far as it is not covered by the examination in Forest Law. (k) Rules which have been published under the Sea Customs Act, (VIII of 1878), the Arms Act 1959 (LIV of 1959) the Prohibition Act (XXV/ of 1949) and are in force at the time being and apply to the Forest Officers in the Forest Department of the State. (l) An Introduction to Indian Government Accounts and Audit. Third Edition 1963 (Chapters 1,7,8,12,14,16,20.24,26.27 and 28) (m) The Bombay Financial Rules 1959 such portions of Chapters 2,4 to 6,9,11 and 12 as apply to the Forest Department and Chapters I, II, III, VI, VIII, IX, X, XI and XII and paragraphs 57 to 62, 63(b) of Chapter IV and 74 and 77 of chapter V of the Bombay Budget, Manual. Financial Publication No. X. (Second Edition) (n) The Bombay Civil Services Rules Manual (Financial Publication No. V) Chapter I toV, VII and XLIV-A to Bombay Civil Services Rules. (o) Financial Publication No. VII (Manual of Financial Power) only such portion which applied to Forest Officers. (p) Financial Publication No. VIII (Bombay Civil Services Conduct, Discipline and Rules)

ANNEXURE 7.03

विभागीय परीक्षांचे आयोजन प्रशासकीय विभागांनी करण्याबाबत ....

महाराष्ट्र शासन

सामान्य प्रशासन विभाग

शासन परिपत्रक क्रमांकः विपधो २६२०/प्र.क्र.१९/का.१७

मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय, मुंबई - ४०० ३२
तारीख : २२ सप्टेंबर, २०२०

संदर्भ :- महाराष्ट्र लोकसेवा आयोगाचे क्र.विपसन २०२०/(१)/(२)/एक, दि. १२ /०२/२०२० चे पत्र.

शासन परिपत्रक

प्रशासकीय विभागांच्या विभागीय परीक्षा नियमानुसार खालील प्रयोजनांसाठी विभागीय परीक्षांचे आयोजन करण्यात येते

- नियुक्ती देण्यात आलेल्या पदावर कायम करणे,
- परिवीक्षा कालावधी नियमित करणे,
- वरिष्ठ पदावरील पदोन्नतीकरीता अर्हता तपासणे

२. काही प्रशासकीय विभागांच्या "विभागीय परीक्षा" संबंधित प्रशासकीय विभागामार्फत आयोजित करण्यात येतात. तर काही प्रशासकीय विभागांच्या "विभागीय परीक्षा" महाराष्ट्र लोकसेवा आयोगामार्फत आयोजित करण्यात येतात. तथापि, संदर्भाधीन पत्राद्वारे महाराष्ट्र लोकसेवा आयोगाने असे कळविले आहे की, "सन २०२१ पासून आयोगामार्फत कोणत्याही विभागीय परीक्षा घेतल्या जाणार नाहीत". ही बाब विचारात घेऊन सर्व प्रशासकीय विभागांना सदर परिपत्रकाद्वारे खालीलप्रमाणे सूचना देण्यात येत आहे.

I. ज्या प्रशासकीय विभागांच्या, विभागीय परीक्षांचे आयोजन महाराष्ट्र लोकसेवा आयोगामार्फत करण्यात येत होते त्या सर्व प्रशासकीय विभागांनी सन २०२१ पासून त्यांच्या विभागीय परीक्षांचे आयोजन त्यांच्या स्तरावर करावे.

II. ज्या प्रशासकीय विभागांच्या सन २०२० मधील महाराष्ट्र लोकसेवा आयोमार्फत आयोजित होणाऱ्या विभागीय परीक्षांचे आयोजन अद्याप झालेले नाही, अशा प्रशासकीय विभागांनी तात्काळ एक महिन्याच्या आत त्यांच्या विभागीय परीक्षा नियमांनुसार महाराष्ट्र लोकसेवा आयोगाने परीक्षा आयोजित करण्यासाठी आयोगाकडे मागणीपत्रासह परिपूर्ण प्रस्ताव सादर करण्याची दक्षता घ्यावी. प्रसंगत: असे नमूद करण्यात येते की, विभागांकडून अपूर्ण प्रस्ताव प्राप्त झाल्यास सन २०२० मध्ये देखील आयोगामार्फत विभागीय परीक्षांचे आयोजन करण्याची कार्यवाही केली जाणार नाही, असे संदर्भाधीन पत्राद्वारे महाराष्ट्र लोकसेवा आयोगाने कळविले असल्यामुळे, त्वरीत एक महिन्यात परिपूर्ण प्रस्ताव आयोगास पाठविण्याची दक्षता घेण्यात यावी.

III. तसेच ज्या प्रशासकीय विभागांच्या "विभागीय परीक्षा" नियमात, सदर परीक्षांचे आयोजन महाराष्ट्र लोकसेवा आयोगामार्फत करण्यात येईल, अशी तरतूद नमूद केली असल्यास, सदर तरतूद वगळून परीक्षेचे आयोजन प्रशासकीय विभागामार्फत करण्यात येईल अशी

तरतूद समाविष्ट करण्यासाठी, संबंधित विभागीय परीक्षा नियमामध्ये योग्य ती सुधारणा करावी.

IV. त्याप्रमाणे सन २०२१ पासून विभागाच्या स्तरावर परीक्षेचे आयोजन करावयाचे असल्याने, सदर परीक्षेचे आयोजन वेळेवर होण्याच्या दृष्टीकोनातून, प्रशासकीय विभाग किंवा आयुक्तालय अथवा संचालनालय यांच्या स्तरावर उपलब्ध अधिकारी/कर्मचारी यांच्यामधून परीक्षा आयोजनासाठी एक स्वतंत्र कक्ष स्थापना करण्यात यावा.

V. महाराष्ट्र लोकसेवा आयोगामार्फत सन २०२१ पासून विभागीय परीक्षांचे आयोजन करण्यात येणार नसल्यामुळे, संबंधित प्रशासकीय विभागांच्या "विभागीय परीक्षा" नियमात वरीप्रमाणे (मुद्दा क्र.III नुसार) सुधारणा होईपर्यंत, सन २०२१ पासून आयोजित होणाऱ्या विभागीय परीक्षांच्या आयोजनास विलंब होऊ नये यास्तव, सदर परिपत्रकात देण्यात आलेल्या सूचनांनुसार संबंधित प्रशासकीय विभागांनी त्यांच्या स्तरावरुन विनाविलंब परीक्षांचे आयोजन करण्याची दक्षता घ्यावी.

३. तथापि, ज्या विभागांच्या सेवा प्रवेश नियमात, नामनिर्देशन व पदोन्नती या दोन नियुक्तीच्या मार्गांव्यतिरिक्त मर्यादित विभागीय परीक्षेद्वारे नियुक्तीचा तिसरा मार्ग नमूद करण्यात आला आहे. अशाप्रकरणी स्पर्धा परीक्षेद्वारे निवडीने नियुक्ती देण्याच्या अनुषंगाने महाराष्ट्र लोकसेवा आयोगामार्फत ज्या मर्यादित विभागीय परीक्षा घेण्यात येतात, त्या मर्यादित विभागीय परीक्षा यापुढेही महाराष्ट्र लोकसेवा आयोगामार्फतच घेण्यात येणार आहेत.

४. सदर शासन परिपत्रक महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आले असून त्याचा संकेताक २०२००९२२१५३५५४३९०७ असा आहे. हे परिपत्रक डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

Geeta Rahul Kulkarni

Digitally signed by Geeta Rahul Kulkarni
DN: c=IN, o=Government Of Maharashtra, ou=General Administration Department, postalCode=400032, st=Maharashtra, 2.5.4.20=67e2e317e6d97844...
Date: 2020.09.22 15:38:12 +05'30'

(गीता रा. कुलकर्णी)
उप सचिव,सामान्य प्रशासन विभाग

प्रत,

१. मुख्य सचिव, महाराष्ट्र राज्य, मंत्रालय, मुंबई - ४०० ०३२,
२. अपर मुख्य सचिव/प्रधान सचिव/सचिव, सर्व मंत्रालयीन प्रशासकीय विभाग,
३. सचिव, महाराष्ट्र लोकसेवा आयोग (पत्राने),
४. निवड नस्ती.

ANNEXURE 9.01

मुंबई वित्तीय नियम 1959 अंतर्गत वन विभागातील अधिका-यांना विभाग प्रमुख, प्रादेशिक कार्यालय प्रमुख व कार्यालय प्रमुख म्हणून घोषित करण्याबाबत.

महाराष्ट्र शासन,
महसूल व वन विभाग,
शासन निर्णय क्रमांक :एमएससी-2011/प्र.क्र.177/फ-5,
मंत्रालय, मुंबई -400 032,
दिनांक 11, ऑगस्ट, 2011.

वाचा : 1. शासन निर्णय, महसूल व वन विभाग क्र.एमएससी-1091/2663/प्र.क्र.73/फ-5, दिनांक 20/12/1991.
2. शासन निर्णय, महसूल व वन विभाग क्र.एमएससी-1091/2663/प्र.क्र.73/फ-5, दिनांक 29/12/1992.
3. शासन निर्णय, महसूल व वन विभाग क्र.एफडीसी-2004/प्र.क्र.22/फ-5, दिनांक 17/02/2004.

प्रस्तावना :

संदर्भीय शासन निर्णयान्वये वन विभागातील वनसंरक्षक व सह संचालक यांना विभाग प्रमुख, उपवनसंरक्षक व उप संचालक (सामाजिक वनिकरण विभाग) यांना प्रादेशिक कार्यालय प्रमुख व वनक्षेत्रपाल यांना कार्यालय प्रमुख म्हणून घोषित करण्यांत आलेले आहे. वन विभागात विविध पदांची श्रेणीवाढ झाल्यामुळे पदनामात देखील बदल झालेला आहे. प्रादेशिक व वन्यजिव वृत्त स्तरावर सध्या मुख्य वनसंरक्षक व अपर मुख्य वनसरक्षक या दर्जाचे अधिकारी कार्यरत आहेत व अन्य कार्यात्मक पदांवर सुध्दा श्रेणीवाढ होवून पदनामात बदल झाल्यामुळे सद्यःस्थितीत वरिष्ट दर्जाचे अधिकारी कार्यरत आहेत. हे बदल लक्षात घेवून वन विभागातील कामे अधिक प्रभाविपणे पार पाडण्यासाठी वन व सामाजिक वनीकरण विभागातील अधिका-यांना नव्याने विभाग प्रमुख, प्रादेशिक कार्यालय प्रमुख व कार्यालय प्रमुख म्हणून घोषित करण्याबाबतचा प्रस्ताव शासनाच्या विचाराधीन होता.

शासन निर्णय :

वरील परिस्थितीचा विचार करुन शासन निर्णय वित्त विभाग क्रमांक विअप्र-10.08/प्र.क्र.70/2008/विनियम, दिनांक 15/5/2009 सोबत जोडलेल्या परिशिष्टांमधील वित्तीय अधिकार नियम पुस्तिका 1978 भाग पहिला उप विभाग-एक मधील अनुक्रमांक 1,2 व 3 च्या नियम क्रमांक 2 मधील नमूद अटींच्या अधीन राहून व या विभागास असलेल्या अधिकारांचा वापर करुन खालीलप्रमाणे विभाग प्रमुख, प्रादेशिक कार्यालय प्रमुख व कार्यालय प्रमुख घोषित करण्यांत येत आहेत.

1. विभाग प्रमुख	..	प्रधान मुख्य वनसंरक्षक / अपर प्रधान मुख्य वनसंरक्षक / मुख्य वनसंरक्षक व वनसंरक्षक.

2. प्रादेशिक कार्यालय प्रमुख .. उपवनसंरक्षक / विभागीय वन अधिकारी /
उप संचालक (सामाजिक वनीकरण)
व स्वतंत्र उप विभागाचे उप विभागीय वन अधिकारी /
वन अभियंता

3. कार्यालय प्रमुख .. वनक्षेत्रपाल (प्रादेशिक) /
लागवड अधिकारी (सामाजिक वनीकरण)

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावांने.

(संजय पवार)
कक्ष अधिकारी,
महसूल व वन विभाग

प्रति,

मा. राज्यपालांचे
मा. मुख्यमंत्र्यांचे ,,
मा. मंत्री (वने) यांचे खाजगी सचिव,
महालेखापाल-1 (लेखा परिक्षा/लेखा व अनुज्ञेयता), महाराष्ट्र राज्य, मुंबई
महालेखापाल-2 (लेखा परिक्षा/लेखा व अनुज्ञेयता), महाराष्ट्र राज्य, नागपूर
प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख), महाराष्ट्र राज्य, नागपूर
प्रधान मुख्य वनसंरक्षक व महासंचालक, सामाजिक वनीकरण, महाराष्ट्र राज्य, पुणे
प्रधान मुख्य वनसंरक्षक (वन्यजीव), महाराष्ट्र राज्य, नागपूर
सर्व अपर प्रधान मुख्य वनसंरक्षक
सर्व मुख्य वनसंरक्षक
सर्व वनसंरक्षक
सर्व उपवनसंरक्षक
सर्व वनक्षेत्रपाल
कार्यासन अधिकारी, वित्त विभाग (विनिमय), मंत्रालय, मुंबई-32
कार्यासन अधिकारी, सामान्य प्रशासन विभाग, मंत्रालय, मुंबई-32
वन विभागातील सर्व कार्यासने
निवड नसती, फ-5 कार्यासन, महसूल व वन विभाग, मुंबई-400 032.

ANNEXURE 9.02

महसूल विभागाच्या धर्तीवर वनविभागात उपवनविभाग तसेच त्यांचे कार्यक्षेत्र व मुख्यालय निश्चित करण्याबाबत व सहाय्यक वनसंरक्षक यांना "कार्यालय प्रमुख" म्हणून घोषित करण्याबाबत.

महाराष्ट्र शासन
महसूल व वन विभाग
शासन निर्णय क्रमांकः एफडीएम २०१३/प्र.क्र.१८२/फ-२
मादाम कामा रोड, हुतात्मा राजगुरु चौक,
मंत्रालय,मुंबई-४०० ०३२,
तारीख: ०३ सप्टेंबर, २०१४

वाचा :-

१) शासन निर्णय क्रमांकः महसूल व वन विभाग, एमएफएस-२००९/१०३८/प्र.क्र.१३९/फ-८, दि. १७ ऑगस्ट, २०११.
२) शासन निर्णय क्रमांकः महसूल व वन विभाग, एमएफएस-१२१२/२४७/प्र.क्र.३०/फ-८, दि. २५ एप्रिल, २०१२.
३) प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), महाराष्ट्र राज्य, नागपूर यांचे पत्र क्र.कक्ष-९/मवसे / प्र.क्र.८/५६२/१३-१४, दि.०३.०६.२०१३

प्रस्तावना :-

वन विभागात प्रादेशिक विभाग स्तरावर तसेच वन्यजीव विभाग स्तरावर भारतीय वन सेवेचे/ महाराष्ट्र वन सेवेचे अधिकारी उप वनसंरक्षक म्हणून कार्यरत आहेत. त्यांचे अधिनस्त महाराष्ट्र वनसेवेचे सहाय्यक वनसंरक्षक कार्यरत आहेत. सहाय्यक वनसंरक्षक हे वन विभागातील वर्ग-१ चे उपविभागस्तरीय अधिकारी आहेत. इतर विभागाशी समन्वय साधण्यासाठी आणि उपवनसंरक्षक दर्जाच्या अधिकाऱ्यास तांत्रिक व धोरणात्मक कामकाजाकरीता वेळ मिळावा या दृष्टीकोनातून वन विभागात उपविभाग हा घटक निर्माण करणे आवश्यक आहे. महाराष्ट्र वनसंहिता खंड-१ मधील प्रकरण-१ मध्ये वन विभागाच्या रचनेबाबत नमुद केलेले असून त्यामध्ये विभाग, परिक्षेत्र, परिमंडळ आणि नियतक्षेत्र या घटकांबद्दल स्पष्ट करण्यात आलेले आहे. त्याचप्रमाणे महाराष्ट्र वनसंहिता खंड-१,

(२०११ नविन आवृत्ती) मधील प्रकरण २ च्या अनुच्छेद क्र. २.०५.०२ मध्ये देखील सहाय्यक वनसंरक्षकांच्या कार्याबाबत तरतूद केलेली असून यामध्ये सहाय्यक वनसंरक्षक पदाकरिता असलेल्या विविध जबाबदाऱ्या नमूद करण्यात आलेल्या आहेत. वन विभागासमोरील वाढती आव्हाने आणि कार्यबाहूल्य विचारात घेता व क्षेत्रिय कामाच्या प्रभावी अंमलबजावणीकरिता वन विभागात देखील या घटकाचे अस्तित्व सुस्पष्ट होणे आवश्यक आहे. याशिवाय संदर्भ क्र. १ वरील आदेशान्वये वन विभागातील वनपरिक्षेत्र अधिकारी, गट-ब (राजपत्रित) संवर्गातील १४३ पदांची सहाय्यक वनसंरक्षक, गट-अ (कनिष्ठ श्रेणी) संवर्गातील श्रेणीवाढ करण्याबाबतचा निर्णय घेण्यात आलेला आहे. त्याचबरोबर संदर्भ क्र.२ वरील आदेशान्वये वन विभागातील सहाय्यक वनसंरक्षक, गट-अ (कनिष्ठ श्रेणी) संवर्गातील पदांच्या कामाचे फेरवाटप व पदनामामध्ये सुधारणा करण्याबाबत निर्णय घेण्यात आलेला आहे. या अनुषंगाने वन विभागातील प्रादेशिक आणि वन्यजीव शाखेत क्षेत्रिय स्तरावर काम करणाऱ्या सहाय्यक वनसंरक्षकांना त्याचे कार्यक्षेत्र, मुख्यालय व त्यांच्याकडे असलेले कार्यक्षेत्र / वन परिक्षेत्र निश्चित करण्याची बाब शासनाच्या विचाराधिन होती.

याशिवाय, सहाय्यक वनसंरक्षक हे वन विभागातील गट-अ चे उप विभागस्तरीय अधिकारी असून वनांच्या संरक्षण, संवर्धन व व्यवस्थापनाची जबाबदारी प्रमुख्याने सहाय्यक वनसंरक्षक यांच्यावर असते. यासाठी त्यांच्याकडे स्वतंत्र कर्मचारीवृंद कार्यरत असतो. तथापी, त्यांना "कार्यालय प्रमुख" म्हणुन दर्जा नसल्याने सहाय्यक वनसंरक्षक यांना त्यांचे कर्तव्य अधिक प्रभावीपणे पार पाडण्यासाठी अडचणी निर्माण होत होत्या. याकरीता सहाय्यक वनसंरक्षक यांना "कार्यालय प्रमुख" म्हणून दर्जा देण्याचा प्रस्ताव शासनाच्या विचाराधिन होता.

<u>शासन निर्णय</u> :-

वरील प्रस्तावनेत स्पष्ट केल्यानुसार सहाय्यक वनसंरक्षकांची कर्तव्ये आणि कार्य त्यांनी अधिक कार्यक्षमपणे पार पाडण्याकरीता व क्षेत्रिय स्तरावरील सहाय्यक वनसंरक्षकांच्या अधिपत्याखालील अधिकारी / कर्मचाऱ्यांवर संनियंत्रण ठेवणे व त्यांच्याकडून वनांच्या संरक्षण, संवर्धन व व्यवस्थापनाच्या कामांची अंमलबजावणी करुन घेणे सुलभ व्हावे या दृष्टीने महाराष्ट्र वनसंहिता खंड-१ मधिल तरतूदी

विचारात घेऊन या शासन निर्णयान्वये वन विभागातील प्रादेशिक आणि वन्यजीव शाखेत क्षेत्रिय स्तरावर काम करणाऱ्या सहाय्यक वनसंरक्षकांचे मुख्यालय व त्यांच्याकडे असलेले कार्यक्षेत्र / वन परिक्षेत्र सोबतच्या परिशिष्ट - १ (Annexure - 1) प्रमाणे निश्चित करण्यात येत आहे.

सहाय्यक वनसंरक्षक यांना त्यांचे कर्तव्य अधिक प्रभावीपणे पार पाडण्यासाठी शासन निर्णय, वित्त विभाग, क्र. विअप्र १०.०८/प्रक्र.७०/२००८/विनियम, दिनांक १५ मे, २००९ सोबत जोडलेल्या वित्तीय अधिकार नियम पुस्तीका १९७८, भाग पहिला, उप विभाग-१ मधील अनुक्रमांक (३) नियम क्र.२ अन्वये सदर नियमातील अटीच्या अधिन राहून प्रशासकिय विभागास असलेल्या अधिकारानुसार सर्व सहाय्यक वनसंरक्षक यांना "कार्यालय प्रमुख" म्हणून या शासन निर्णयान्वये घोषित करण्यात येत आहे.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेताक २०१४०९१०१७४२५०६८१९ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांचे आदेशानुसार व नांवाने,

(नं.मा.शिलवंत)
उप सचिव, महसूल व वन विभाग

सोबत :- Annexure - 1

प्रति,

१) प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), महाराष्ट्र राज्य, नागपूर.

२) प्रधान मुख्य वनसंरक्षक (वन्यजीव), महाराष्ट्र राज्य, नागपूर.

३) प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन), महाराष्ट्र राज्य, नागपूर.

४ व्यवस्थापकीय संचालक, महाराष्ट्र वन विकास महामंडळ, नागपूर.

५) प्रधान मुख्य वनसंरक्षक तथा महासंचालक, सामाजिक वनीकरण संचालनालय, महाराष्ट्र राज्य, पुणे.

६) अपर प्रधान मुख्य वनसंरक्षक (अर्थसंकल्प, नियोजन व विकास), महाराष्ट्र राज्य, नागपूर.

७) सर्व अपर प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर.

८) सर्व मुख्य वनसंरक्षक / वनसंरक्षक

९) सर्व उपवनसंरक्षक / विभागीय वन अधिकारी (प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), महाराष्ट्र राज्य, नागपूर.यांच्या मार्फत)

१०) सर्व सह सचिव / उपसचिव वन उपविभाग, महसूल व वन विभाग, मुंबई - ३२

११) महालेखापाल १/२, (लेखा व अनुज्ञेयता) / (लेखा परीक्षा) महाराष्ट्र, मुंबई/ नागपूर

१२) मा. मंत्री (वने) / मा. राज्यमंत्री (वने) यांचे खाजगी सचिव

१३) प्रधान सचिव (वने) यांचे स्वीय सहाय्यक

१४) वित्त विभाग, व्यय-१०/विनिमय, मंत्रालय, मुंबई-३२

१५) सर्व कार्यासन अधिकारी, महसूल व वन विभाग (वनकक्ष)

१६) निवड नस्ती (कार्यासन फ-२), महसूल व वन विभाग, मंत्रालय, मुंबई.

Annexure - 1

List of Assistant Conservator of Forests			
Sr. No.	**Post**	**Head Quarter**	**Jurisdiction/ Ranges**
List of Assitt. Conservator of Forests Nagpur Circle Nagpur			
B	**Nagpur Division**		
1	Assitt. Conservator of Forests (Tendu & CAMPA) Nagpur	Nagpur	Seminary Hills, Khapa, & Hingna
2	Assitt. Conservator of Forests (FLCS, Protection & Encroachment Removel) I	Ramtek	Ramtek, Paoni, Deolapar, Parsheoni
3	Assitt. Conservator of Forests, Nagpur	Katol	Narkhed, Katol, Kalmeshwar.Kondhali, Hingna
4	Assitt. Conservator of Forests (Protection & Encroachment Removel) (Mobile Squad)	Nagpur	Seminary Hills, Hingna South Umrer, North Umrer, Buttibori
5	Assitt. Conservator of Forests (Court Case)	Nagpur	Division Office
6	Assitt. Conservator of Forests, (FLCS, Protection & Encroachment Removel) II,Nagpur	Umrer	South Umrer, North Umrer, Buttibori,
C	**Gondia Division**		
7	Assitt. Conservator of Forests (Tendu & CAMPA) Gondia	Gondia	Goregaon, Gondia, Tiroda
8	Assitt. Conservator of Forests (Protection)1 (Mobile Squad-1)	Gondia	Goregaon, Gondia, Tiroda Sadak Arjuni, Salekasa, Amgaon
9	Assitt. Conservator of Forests (Protection)II (Mobile Squad-II)	Nawegaon bandh	Morgaon Arjuni, Gothangaon, Nawegaon bandh & North Deori Chichgarh & South Deori
10	Logging Officer, (Protection & Encroachment) Nawegaon	Nawegaon	Morgaon Arjuni, Gothangaon, Nawegaon bandh & Nawegaon bandh depot
11	Assitt. Conservator of Forests, (EGS & Wildlife) Gondia	Gondia	Salekasa,, Sadak Arjuni , Amgaon
12	Assitt. Conservator of Forests, (FLCS & Wildlife) Deori	Deori	Chichgarh, South deori, North Deori
D	**Bhandara Division**		
13	Logging Officer Bhandara (CAMPA) Gadegaon	Gadegaon	Tumsar, Jamkandri, LendeZari, Nakadongri & Gadegaon depot
14	Assitt. Conservator of Forests (EGS, Protection & Encrochment removel) Sakoli	Sakoli	Sakoli, Lakhani,Lakhandur,
15	Assitt. Conservator of Forests (Protection & Encroachment-1) (Mobile Squad)Bhandara	Bhandara	Tumsar, Jamkandri, LendeZari &Nakadongri
16	Assitt. Conservator of Forests (Court Case) Bhandara	Bhandara	Whole Division
17	Assitt. Conservator of Forests (EGS & Wildlife) Bhandara	Bhandara	Bhandara,Pouni & Adyad
18	Assitt. Conservator of Forests (Protection & Encroachment) (Mobile Squad -II)Sakoli	Sakoli	Sakoli, Lakhani,Lakhandur, Bhandara, Pouni & Adyad
E	**Wardha Division**		

Sr. No.	Post	Head Quarter	Jurisdiction/ Ranges
19	Assitt. Conservator of Forests (Tendu & Wildlife) Wardha	Wardha	Wardha, Samudrapur, Highni
20	Assitt. Conservator of Forests (Affor, Protection & Encroachment)-1 Wardha	Karanja	Ashti, Karnja, Talegaon
21	Assitt. Conservator of Forests (Protection & Encroachment Removal)(Mobile Squad) Wardha	Wardha	For all ranges in Division
22	Assitt. Conservator of Forests (Court Case)	Wardha	Division
23	Assitt. Conservator of Forests (Territorial & CAMPA) Wardha	Wardha	Arvi, Kharangna
List of Assitt. Conservator of Forests Chandrapur Circle			
	Chandrapur Circle		
A	**Chandrapur Division**		
24	Assitt. Conservator of Forests (Tendu) Chandrapur	Chandrapur	Bhadrawati, Warora, Sawli.
25	Assitt. Conservator of Forests (Protection & Encroachment removel)	Chandrapur	Division
26	Attach Officer & ACF (Wildlife) Chandrapur	Chandrapur	Chandrapur, Chichpalli Chichpalli Depot
B	**Central Chanda Division, Chandrapur**		
27	Assitt. Conservator of Forests (Tendu) Chandrapur	Chandrapur	Kothari, Dhaba
28	Assitt. Conservator of Forests (Protection & Encroachment removel)	Rajura	Rajura, Virur, Vansadi, Jiwati range
29	Assitt. Conservator of Forests (Protection & Encroachment removel) Ballarshah	Ballarshah	Ballarshah, Khothari, Dhaba range
30	Assitt. Conservator of Forests (Affor & Wildlife)	Chandrapur	Ballarshah,Jiwati, Vansadi
31	Sub. D.F.O. Rajura	Rajura	Rajura, Virur
C	**Brahmapuri Division**		
32	Assitt. Conservator of Forests (Protection & Encroachment Removel) Bramhapuri	Brahmapuri	Protection of North Brahmapuri, South Brahmapuri, Nagbhid Ranges
33	Assitt. Conservator of Forests (Protection & Encroachment Removel) Khadsingi, Chimur	Sindewahi	Protection of Sindewahi,Chimur & Talodhi Ranges
34	Assitt. Conservator of Forests (Land & CAMPA) Brahmapuri	Chimur	Sindewahi, & Talodhi
35	Assitt. Conservator of Forests (Terr & WL) Brahmapuri	Brahmapuri	North Brahmapuri, South Brahmapuri,
36	Assitt. Conservator of Forests (Tendu & Campa) Brahmapuri	Brahmapuri	Naghbhid & Chimur
List of Assitt. Conservator of Forests Gadchiroli Circle			
A	**Gadchiroli Circle**		
B	**Gadchiroli Division**		
37	Assitt. Conservator of Forests (Tendu)	Dhanora	East Murumgaon, West Murumgaon, North Dhanora
38	Assitt. Conservator of Forests (FLCS & WL)	Gadchiroli	Division R/ACF

Sr. No.	Post	Head Quarter	Jurisdiction/ Ranges
39	Assitt. Conservator of Forests (Protection & Encroachment Removel) Chatgaon	Gadchiroli	Division
40	Assitt. Conservator of Forests (FLCS)	Dhanora	South Dhanora, Pendhari, Chatgaon
41	Assitt. Conservator of Forests (EGS)	Gadchiroli	Gadchiroli, Kunghada, Potegaon
C	**Wadsa Division**		
42	Assitt. Conservator of Forests (Tendu)	*Armori*	Armori & Porla
43	Assitt. Conservator of Forests (Protection & Encroachment Removel)	Wadsa	Division
44	Assitt. Conservator of Forests (Wildlife) Wadsa	Wadsa	R/ACF, Division
45	Assitt. Conservator of Forests Wadsa	Kurkheda	Kurkheda, Delanwadi
46	Sub. D.F.O. Kurkheda	Kurkheda	Purada, Malewada, Bedgaon
D	**Allapalli Division**		
47	Assitt. Conservator of Forests (Tendu)	Ghot	Ghot, Markhanda, Chamorshi
48	Assitt. Conservator of Forests (Protection & Encroachment removal)	Allapalli	Division
49	Assitt. Conservator of Forests (Protection & Encroachment removal)	Allapalli	R/ACF ,Division
50	Sub. D.F.O. Allapalli	Allapalli	Allapalli, Aheri
51	Logging Officer, Allapalli	Allapalli	Pirmili, Pendigundam
E	**Bhamragad Division At Allapalli**		
52	Assitt. Conservator of Forests (Tendu) At Allapalli	Allapalli	Tadgaon
53	Assitt. Conservator of Forests (Protection & Encroachment Revomal)	Allapalli	Division
54	Assitt. Conservator of Forests (Protection & Encroachment Revomal)	Allapalli	Division
55	Assitt. Conservator of Forests (FU & ELC) At Allapalli	Etapalli	Kasansur, Etapalli
56	Assitt. Conservator of Forests, Bhamragad	Bhamragad	Gatta & Bhamragad
F	**Sironcha Division**		
57	Assitt. Conservator of Forests (Tendu)	Sironcha	Sironcha, Asaralli, Zinganur
58	Assitt. Conservator of Forests (Protection & Encroachment Removel)	Sironcha	Division
59	Sub. D.F.O. Sironcha	Jimalgatta	Jimalgatta, Dechali, Bamni
60	Sub. D.F.O. Aheri At Allapalli	Kamlapur	Pranhita, Kamlapur,
	Transport & Marketing Division Ballarshah		
61	Logging Offier T & M Ballarshah	Ballarshah	Depot
List of Assitt. Conservator of Forests , Amravati Circle			
A	**Amravati Division**		
62	Assitt. Conservator of Forests (EGS & Encroachment) Amravati	Amravati	Wadali, Chandur railway & Paratwada
63	Assitt. Conservator of Forests (Protection & Encroachment)	Amravati	Division
64	Assitt. Conservator of Forests, (CAMPA & Wildlife) Amravati	Morshi	Morshi, Warud

Sr. No.	Post	Head Quarter	Jurisdiction/ Ranges
B	**East Melghat Division**		
65	Assitt. Conservator of Forests, East Melghat (CAMPA & Wildlife) Chikhaldara	Chikhaldara	Chikhaldara, Jarida
66	Assitt. Conservator of Forests (Protection) Paratwada	Paratwada	Division
67	Assitt. Conservator of Forests (Territorial & Encroachment) Paratwada	Paratwada	Ghatang, Aanjangaon, Govt Depot Paratwada, Logging Unit Paratwada
C	**West Melghat Division**		
68	Assitt. Conservator of Forests (CAMPA & Wildlife) Paratwada	Paratwada	R/ACF
69	Assitt. Conservator of Forests (Encroachment Removel) Dharni	Dharni	Division
70	Assitt. Conservator of Forests (CAMPA & Wildlife) Akot	Akot	Akot, Dhulghat
71	Assitt. Conservator of Forests, Dharni	Dharni	Dharni, Dhakna
D	**Buldhana Division**		
72	Assitt. Conservator of Forests, (Territorial & CAMPA) Buldhana	Buldana	Buldhana, Deulgaon Raja
73	Assitt. Conservator of Forests (Protection) Buldhana	Buldana	Division
74	Assitt. Conservator of Forests (Protection & Wildlife) Khamgaon	Khamgaon	Khamgaon, Jalgaon Jamod, Motala
75	Assitt. Conservator of Forests (EGS & Wildlife) Mehakar, Buldhana	Mehkar	Mehakar, Ghatbori, Lonar Sanctuary
List of Assitt. Conservator of Forests , Yavatmal Circle			
B	**Yavatmal Division**		
76	Assitt. Conservator of Forests (FLCS & CAMPA)	Yavatmal	Hiwari, Yavatmal
77	Assitt. Conservator of Forests (Protection & Encroachment removel)	Yavatmal	Division
78	Assitt. Conservator of Forests (FLCS) Konzari	Yavatmal	Arni North & Arni Southi
79	Sub. D.F.O. Darwha	Darwha	Darwha ,Ner
80	Assitt. Conservator of Forests (EGS & Wildlife) Yavatmal	Yavatmal	Jodmoha & Jodmoha Depot Wadgaon Bh.
C	**Pusad Division**		
81	Assitt. Conservator of Forests (Territorial & Wildlife) Pusad	Pusad	Pusad, Digras
82	Assitt. Conservator of Forests (Protection & Encroachment Removel)	Pusad	Division
83	Sub. D.F.O. Umarkhed	Umarkhed	Umarkhed, Shembalpimpri
84	Logging Oficer, Umarkhed	Pusad	Mahagaon (T) & Singad depot & Nagapur Depot
85	Assitt. Conservator of Forests (FLCS & CAMPA)	Pusad	Kali, Doulatkhan, Marwadi
D	**Pandharkawada Division**		
86	Assitt. Conservator of Forests (Tendu) Wani	Wani	Wani, Mukutban

Sr. No.	Post	Head Quarter	Jurisdiction/ Ranges
87	Assitt. Conservator of Forests (Protection & Encroachment Removel)	Pandharkawda	Division
88	Assitt. Conservator of Forests (FLCS & CAMPA)	Pandharkawad a	Maregaon
89	Assitt. Conservator of Forests (Territorial & Wildlife) Pandharkawada	Pandharkawad a	Parwa & Ghatanji
90	Logging Officer, Wani at Pandharkawada	Pandharkawad a	Pandhrkawada & Umari Depot
91	Assitt. Conservator of Forests (EGS) Pandharkawada	Pandharkawad a	Zari, Jamni
E	**Akola Division**		
92	Assitt. Conservator of Forests (Tendu) Washim	Washim	Washim, Karanja & Manora
93	Assitt. Conservator of Forests (Protection) Akola	Akola	Area pertains to washim District of Akola Division
94	Assitt. Conservator of Forests (Protection) Mangrulpir	Mangrulpir	Area pertains to washim District of Akola Division
95	Assitt. Conservator of Forests (Affor) Akola	Akola	Paturm Manegaon
96	Assitt. Conservator of Forests Akola	Akola	Akola, Alegaon Barshitakli
List of Assitt. Conservator of Forests , Aurangabad Circle			
	Aurangabad Circle		
A	**Aurangabad Division**		
97	Assitt. Conservator of Forests (Protection & Encroachment Removal)	Aurangabad	Aurangabad, Khultabad Sillod, Ajintha
98	Assitt. Conservator of Forests (EGS & CAMPA) Kannad	Kannad	Kannad, Vaijapur, Nagad, Soygaon
99	Assitt. Conservator of Forests (EGS & Wildlife) Jalna	Jalna	South Jalna, North Jalna,
B	**Nanded Division**		
100	Assitt. Conservator of Forests (FLCS & CAMPA) Kinwat	Kinwat	Kinwat, Mahur, Mandvi
101	Assitt. Conservator of Forests (Encroachment Removel) Nanded	Nanded	Nanded, Mukhed, Deglur,
102	Assitt. Conservator of Forests (Encroachment Removel) Kinwat	Kinwat	Kinwat, Mahur, Mandvi
103	Assitt. Conservator of Forests (Tendu & CAMPA) Nanded	Nanded	Nanded, Mukhed, Deglur, Himayatnagar, Hadgaon
104	Assitt. Conservator of Forests (EGS & Wildlife) Nanded	Nanded	Islapur, Apparaopeth, Bodhadi, Bhokar,
C	**Parbhani Division**		
105	Assitt. Conservator of Forests (Encroachment)	Parbhani	Parbhani
106	Assitt. Conservator of Forests (EGS & CAMPA) Parbhani	Parbhani	MAP Jintur, Sol.Duty Parbhani
List of Assitt. Conservator of Forests , Dhule Circle			
A	**Dhule Division**		
107	Assitt. Conservator of Forests (Territorial & Wildlife) Shirpur	Shirpur	Shirpur, Sangvi, Boradi
108	Assitt. Conservator of Forests (FLCS & CAMPA) Dhule	Dhule	Dhule, Shindkheda

Sr. No.	Post	Head Quarter	Jurisdiction/ Ranges
109	Assitt. Conservator of Forests (EGS) Dhule	Sakri	Sakri, Pipalner, Kondaibari
110	Assitt. Conservator of Forests (Encroachment Removel) Dhule	Dhule	Division
B	**Nandurbar Division at Shahada**		
111	Assitt. Conservator of Forests (Protection & Encroachment Removel)	Shahada	Division
112	Assitt. Conservator of Forests (Territorial & Wildlife) Nandurbar	Nandurbar	Nandurbar, Chinchpada, Navapur, Nandurbar (EGS)
113	Assitt. Conservator of Forests (FLCS & CAMPA) Nandurbar	Shahada	Shahada, Toranmal
114	Assitt. Conservator of Forests (EGS) Dhadgaon	Dhadgaon	Bilgaon, Akrani (T), Kakrda, Akrani (EGS)
C	**Mewasi Division at Taloda**		
115	Assitt. Conservator of Forests (Territorial & Wildlife) Mewasi	Molgi	Molgi, Kathi, Vadphali,
116	Assitt. Conservator of Forests (FLCS & CAMPA) Mewasi	Taloda	Taloda, Akkalkuva, Khapar
D	**Jalgaon Division**		
117	Assitt. Conservator of Forests (Soil Conservation & CAMPA) Jalgaon	Jalgaon	Jalgaon, Jamner, Vadoda, Muktainagar,
118	Assitt. Conservator of Forests (Protection & Encroachment Removel)	Jalgaon	Division
119	Assitt. Conservator of Forests (EGS & Wildlife) Jalgaon	Pachora	Parola, Pachora, Chalisgaon, Erandol
E	**Yawal Division**		
120	Assitt. Conservator of Forests (Territorial & Wildlife) Yawal	Chopada	Chopada, Karjana, Deoziri, Waijapur
121	Assitt. Conservator of Forests (Protection & Encroachment Removel)	Yawal	Division
122	Assitt. Conservator of Forests (Affor & Wildlife) Chopda	Jalgaon	Yawal East, Yawal West, Raver
List of Assitt. Conservator of Forests , Nashik Circle			
A	**Nashik Circle**		
B	**East Nashik Division**		
123	Assitt. Conservator of Forests (FLCS & CAMPA)	Nashik	Dindori,Deola,Kalwan
124	Assitt. Conservator of Forests (Protection & Encroachment Removel) Wani	Nashik	Mobile squad works in ranges Dindori, Deola, Kalwan, Nandgaon, Yeola,Chandwad and ranges Malegaon, taharabad, satana of malegaon Sub Division
125	Assitt. Conservator of Forests (Protection & Encroachment Removel) Surgana	Surgana	Mobile squad work in Umberthan, Surgana & Kanashi
126	Assitt. Conservator of Forests (Affor, Protection & Wildlife)	Chandwad	Nandgaon, Yewla, Chandwad ranges

Sr. No.	Post	Head Quarter	Jurisdiction/ Ranges
127	Assitt. Conservator of Forests (EGS & Wildlife Protection) Surgana	Surgana	Umbarthan, Surgana, Kanashi
C	**West Nashik Division**		
128	Assitt. Conservator of Forests (EGS & Wildlife Protection)	Nashik	Sinner, Igatpuri
129	Assitt. Conservator of Forests (FLCS)-1 Nasik	Nashik	Bare,Nanashi
130	Assitt. Conservator of Forests (FLCS & CAMPA)	Peth	,Harsul Peth
131	Assitt. Conservator of Forests West Nashik	Nashik	Trambak, Nashik & Resi.ACF
D	**Ahemadnagar Division**		
132	Assitt. Conservator of Forests (EGS & CAMPA) Ahemadnagar	Ahemadnagar	Parner, Nagar,Pathardi
133	Assitt. Conservator of Forests (Protection & Encroachment Removel)	Ahemadnagar	Ahemadnagar Division & Sangamner Sub Division
134	Assitt. Conservator of Forests (EGS & Encroachment) Shrigonda	Shrigonda	Shrigonda, Karjat , Tisgaon & Mirajgaon
135	Assitt. Conservator of Forests (Affor & Wildlife) Rahuri	Rahuri	Rahuri, Kopargaon Takli (Dokeshwar)
E	**Malegaon Sub division**		
136	Sub D.F.O. Malegaon	Malegaon	Sub- Division (Indep.ACF)
G	**Sangamner Sub division**		
137	Sub D.F.O. Sangamner	Sangamner	Sub- Division (Indep.ACF)
List of Assitt. Conservator of Forests , Thane Circle			
A	**Thane Circle**		
B	**Thane Division**		
138	Assitt. Conservator of Forests (FLCS & CAMPA) Thane	Thane	RACF Division
139	Assitt. Conservator of Forests (Protection & Encroachment Removel) Murbad& Thane	Thane	North& South Tokawada, Murbad East&West, Badlapur
140	Assitt. Conservator of Forests (Protection & Encroachment Removel) Saywan at Thane	Thane	Thane Division
141	Assitt. Conservator of Forests (Protection & Encroachment Removel) Kalyan at Thane	Thane	Division
142	Assitt. Conservator of Forests (LRP& Wildlife) Thane	Thane	Mumbai, Thane Kalyan
143	Assitt. Conservator of Forests Mandvi	Thane	Bhiwandi, Padgha, Mandvi
C	**Shahapur Division**		
144	Assitt. Conservator of Forests (FLCS & CAMPA) Shahapur	Shahapur	Shahapur, Khardi, vihigaon
145	Assitt. Conservator of Forests (Protection & Encroachment Removel)	Shapur	Division
146	Assitt. Conservator of Forests (Affor & Wildlife) Shahpur	Shapur	Dhasai, Dholkhamb, Vashala
D	**Dahanu Division**		
147	Assitt. Conservator of Forests (Protection & Encroachment Removel) Dahisar	Dahisar	Division

Sr. No.	Post	Head Quarter	Jurisdiction/ Ranges
148	Assitt. Conservator of Forests (Protection & Encroachment Removel) Charoti	Dahanu	Division
149	Assitt. Conservator of Forests (Territorial & CAMPA) Palghar	Palghar	Palghar, Safala, Dahisar, Bhatana, Bhoisar
150	Sub D.F.O. (Wildlife) Kasa	Kasa	Kasa, Udhawa, Dahanu, Bordi, Manor
E	**Jawhar Division**		
151	Assitt. Conservator of Forests (EGS & CAMPA) Jawhar	Jawhar	South Jawhar, North Jawhar, Sawa, Saywan, Khodala, Mokhada
152	Assitt. Conservator of Forests (Protection & Encroachment Removel) Jawhar	Jawhar	Division
153	Assitt. Conservator of Forests (Protection & Encroachment Removel) Wada	Wada	Division
154	Assitt. Conservator of Forests (Affor & Wildlife) Wada	Wada	East Wada , West Wada, kanchad, Vikaramgarh
F	**Alibag Division**		
155	Assitt. Conservator of Forests (FLCS & CAMPA) Raigad at Alibag	Alibag	Alibag, Vadkhal, Nagothana, Pali, Pen
156	Assitt. Conservator of Forests (Protection & Encroachment Removel) Alibag	Alibag	Division
157	Assitt. Conservator of Forests (Protection & Encroachment Removel) Panwel	Panvel	Matheran, Karjat East, Karjat West, Khalapur Uram
158	Assitt. Conservator of Forests (Territorial & Wildlife) Panvel	Panvel	Division
G	**Roha Division**		
159	Assitt. Conservator of Forests (Protection & Encroachment Removel) Roha	Roha	Division
160	Assitt. Conservator of Forests (FLCS & CAMPA)	Roha	Roha, Mangaon, Mahad, Mhasala Shriwardhan, Murud
List of Assitt. Conservator of Forests , Pune Circle			
A	**Pune Circle**		
A	**Pune Division**		
161	Assitt. Conservator of Forests (Affor, CAMPA & Eco-turism)	Pune	Pune, Baramati, Indapur, Dound,
162	Assitt. Conservator of Forests (Affor, Wildlife & Protection)	Pune	Bhamburda,Paud,Tamini, Shirota Wadgaon
B	**Junnar Division**		
163	Assitt. Conservator of Forests (Affor, CAMPA & JFM)	Junnar	Manchar, Dhodegaon, Rajgurunagar, Chakan
164	Assitt. Conservator of Forests (Wildlife, Protection & Encroachment Removel) Junnar	Jurrar	Junnar, Otur, Shirur
C	**Solapur Division**		
165	Assitt. Conservator of Forests (CAMPA, Wildlife Protection & Encroachment) Solapur	Solapur	Malshiras, Sangola, Pandharpur
166	Assitt. Conservator of Forests (EGS, Wildlife, CAMPA & JFM)	Solapur	Barshi, Mohol, Solapur

Sr. No.	Post	Head Quarter	Jurisdiction/ Ranges
D	**Bhor Sub-Division**		
167	Sub D.F.O. Bhor	Bhor	Bhor, Nasrapur, Saswad Welhe
List of Assitt. Conservator of Forests , Kolhapur Circle			
A	**Kolhapur Circle**		
A	**Kolhapur Division**		
168	Assitt. Conservator of Forests (Affor & CAMPA) Kolhapur	Kolhapur	Karvir, Malkapur, Panhala, Pendakhale, Gagan Bawda
169	Assitt. Conservator of Forests (Protection & Encroachment Removel)	Kolhapur	Division
170	Assitt. Conservator of Forests (Exploitation by Govt. Agency & Wildlife)	Kolhapur	Radhanagari, Gargoti, Kadugaon, Chandagad, Ajra, Patane
B	**Satara Division**		
171	Assitt. Conservator of Forests (Protection & Encrochment Removel) Mahabaleshwar	Mahabaleshwar	R/ ACF Chiplun
172	Assitt. Conservator of Forests (Protection & Encrochment Removel) Satara	Satara	Division
173	Assitt. Conservator of Forests (Affor & CAMPA) Satara	Karad	Karad, Patan, Dhabewadi,
174	Assitt. Conservator of Forests (EGS & Wildlife) Dahiwandi	Saatara	Faltan, Dahivadi, Vajur, Koregaon, Khandala
175	Assitt. Conservator of Forests Western Ghat Mahabaleshwar	Satara	Wai, Satara, Mendha, Mahabaleshwar
C	**Sawantwadi Division**		
176	Assitt. Conservator of Forests (Exploitation by Govt. Agency & Wildlife)	Sawantwadi	Kudal, Kadaval, Kankavali
177	Assitt. Conservator of Forests (Protection & Encroachment Removel)	Sawantwadi	Division
178	Assitt. Conservator of Forests (Territorial & CAMPA) Sawantwadi	Sawantwadi	Sawantwadi, Dodamarg, Amboli
D	**Sangli Sub Division**		
179	Assitt. Conservator of Forests (Protection & Encroachment Removel) Sangli	Sangli	Shirala, Walva, Palus, Kadegaon, Khanapur (vita), Aatpadi, Tasgaon, Miraj, Kavathemahakral, Jat
List of Assitt. Conservator of Forests, Wildlife Wing			
E (a)	**Chief Conservator of Forests & Field Director, Pench Tiger Reserve**		
180	Assitt. Conservator of Forests Seloo (Bor)	Nagpur	BorSanc., New Bor Sanc, &Umrer Karandala Wildlife Sanctuaries.
181	Assitt. Conservator of Forests Anti Poaching Unit	Nagpur	Pench Tiger Reserve, Bor, New Bor & Umrer Karandala Wildlife Sanctuary
182	Assitt. Conservator of Forests Mansinghdeo (Wildlife)	Pipariya	Pench Tiger Reserve,

Sr. No.	Post	Head Quarter	Jurisdiction/ Ranges
183	Assitt. Conservator of Forests (EGS& WildLife) Nagpur	Nagpur	Mansingdeo Sanc.& Pench NP
E(b)	**Conservator of Forests (Wildlife) Gondia**		
184	Assitt. Conservator of Forests (Wildlife) Nagzira	Sakoli	Nagzira
185	Assitt. Conservator of Forests (Wildlife) Nawegaon	Nawegaon	Nawegaon, R.F.O. Reception
186	Assitt. Conservator of Forests (Wildlife) New Nagzira WLS	Sakoli	Pitezari, Umarzari, Goregaon
187	Assitt. Conservator of Forests (Wildlife), Nawegaon WLS	Navegaon	Dongargaon, Bonde
E(c)	**A. C.F. Wildlife Division Allapalli**		
188	Sub. D.F.O. (Wildlife) Allapalli	Allapalli	Chaprala, Bhamragarh
E(d)	**Chief Conservator of Forests & Field Director, Tadoba-Andhari Tiger Reserve**		
189	Assitt. Conservator of Forests (Wildlife Protection Unit)Core TATR	Chandrapur	Protection & Ecotourism & Kolsa Range
190	Assitt. Conservator of Forests (Wildlife) Core TATR	Chandrapur	Tadoba,Moharli,Kolsa
191	Assitt. Conservator of Forests (EGS, Land& CAMPA) Core TATR	Chandrapur	
192	Assitt. Conservator of Forests (EGS, Land& CAMPA) Buffer TATR	Chandrapur	Chandrapur, Moharli, Mul
193	Assitt. Conservator of Forests(Protection and Encroachment Removal) Buffer TATR	Chimur	Khadsangi, Palasgaon, Shioni
194	Assitt. Conservator of Forests (EGS,) Buffer TATR	Chandrapur	Division
C	**Additional Principal Chief Conservator of Forests (Wildlife) Nashik**		
H(a)	**Chief Conservator of Forests Wildlife Nashik**		
195	Assitt. Conservator of Forests (WL) Nashik	Nashik	HQ
196	Assitt. Conservator of Forests (WL) Nifad, Nasik	Nashik	Nandur-Madhmeshwar W.L.S.
197	Assitt. Conservator of Forests Kalsubai Harish. Sanctuary, Nasik	Nashik	Kalsubai Harishchandra Gad .WLS
198	Assitt. Conservator of Forests Yawal Sanctuary, Yawal	Pal	Yawal &Aner Dam W.L.S.
(c)	**D.C.F. Wildlife Division, Aurangabad**		
199	Assitt. Conservator of Forests (WL) Aurangabad	Aurangabad	HQ
200	Assitt. Conservator of Forests Gaotala Sanctuary Aurangabad	Kunnad	Gautala Autramghat Wildlife Sanctuary
201	Assitt. Conservator of Forests Paithan	Aurangabad	Jaikwadi, Naigaon, Mayur Yedshi, Ramlingghat W.L.S.
F	**Additional Principal Chief Conservator of Forests (Wildlife) Mumbai**		
G(a)	**Chief Conservator of Forests Borivali N.P. (SGNP)**		
202	Assitt. Conservator of Forests (Protection)	Yeur	Tungareshwar, Yeur
203	Assitt. Conservator of Forests (Protection)	Boriwali	Krishnagiri Upvan
204	Assitt. Conservator of Forests (Protection Wildlife)	Boriwali	Tulsi

Sr. No.	Post	Head Quarter	Jurisdiction/ Ranges
205	Assitt. Conservator of Forests (Wildlife) 2 Borivali	Boriwali	Lion Safari Park
(b)	**Wildlife Division, Thane**		
206	Assitt. Conservator of Forests (Protection) Wada	Wada	Parali, Waitarna
207	Assitt. Conservator of Forests (FLCS) Shahapur	Shahapur	Tansa, Khardi
208	Assitt. Conservator of Forests Phansad	Phansad	Phansad, Karnala
(c)	**Wildlife Division, Pune**		
209	Assitt. Conservator of Forests Great Indian Bustard Sanctuary, Ahmadnagar	Solapur	Nanaj, Karandla, New GIB, Deulgao -Rehekuri -Black buck sanctuary
210	Assitt. Conservator of Forests Bhimashankar Sanctuary Manchar	Manchar	Bhimashankar I & II Mayureshwar supe
(d)	**Wildlife Division Kolhapur**		
211	Assitt. Conservator of Forests (WL) Kolhapur	Kolhapur	Sagareshwar & HQ
212	Assitt. Conservator of Forests (WL) Chandoli N.P. Islampur	Islampur	Chandoli
213	Assitt. Conservator of Forests (WL) Radhanagari Sanctuary Radhabagari	Radhanagari	Radhabagari, Dajipur
214	Assitt. Conservator of Forests (WL) Koyna	Karad	Koyna, Bamnoli
D	**Chief Conservator of Forests & Field Director, Melghat Tiger Reserve**		
I(a)	**Wildlife Division Akot**		
215	Assitt. Conservator of Forests (WL) Akot	Akot	Ambabarwa, Wan Wildlife Sanctuary
216	Assitt. Conservator of Forests (Protection)	Akot	
217	Assitt. Conservator of Forests (Tech) Akot	Akot	Narmala Sanctuary
218	Assitt. Conservator of Forests (WL) Akot	Akot	Dhargad, Somthana
(b)	**Wildlife Melghat Tiger Reserve-2 Gugamal Division**		
219	Assitt. Conservator of Forests (Protection)	Paratwada	
220	Assitt. Conservator of Forests (Tech)	Paratwada	Chikalthana
221	Assitt. Conservator of Forests (WL) 2 Paratwada	Paratwada	Dhakna, Harisal
(c)	**Wildlife Melghat Tiger Reserve-1 Sipna Division**		
222	Assitt. Conservator of Forests (Protection)	**Paratwada**	
223	Assitt. Conservator of Forests (WL) 1 Paratwada	Paratwada	Jarida, Hatru, Chourakund
224	Assitt. Conservator of Forests (Tech) Amraoti	Paratwada	Raipur, Semadoh,
(d)	**Wildlife, Akola**		
225	Assitt. Conservator of Forests (WL) Akola	Akola	Katepurna, Dyanganga W.L.S. & H.Q.
226	Assitt. Conservator of Forests (WL) Kinwat, Umarkhed	Umarkhed Or Kinwat	Painganga Wildlife Sanctuary

अनुकंपा तत्वावर शासन सेवेत नियुक्ती देण्यासंदर्भात निर्गमित करण्यात आलेल्या शासन निर्णय/परिपत्रक यांचे एकत्रिकरण

महाराष्ट्र शासन
सामान्य प्रशासन विभाग
शासन निर्णय क्रमांक : अकंपा १२१७/प्र.क्र.१०२/आठ
हुतात्मा राजगुरु चौक, मादाम कामा रोड,
मंत्रालय, मुंबई ४०० ०३२.
दिनांक : २१ सप्टेंबर, २०१७.

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२. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१०९५/प्र.क्र. ३४-अ/आठ, दिनांक २३.०८.१९९६
३. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१०९५/प्र.क्र. ३४-अ/आठ, दिनांक ११.०९.१९९६
४. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१०९६/प्र.क्र.६७/९६/आठ, दिनांक २०.१२.१९९६
५. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१०९३/२३३५/प्र.क्र.९०/९३/आठ, दिनांक १२.०३.१९९७
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८. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१०९७/प्र.क्र.५०/९७/आठ, दिनांक ०४.१०.१९९७
९. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१०९३/२३३५/ प्र.क्र.९०/९३/आठ, दिनांक २१.११.१९९७
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११. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१०००/ प्र.क्र.२०/२०००/आठ, दिनांक २८.०३.२००१
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१३. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१०००/प्र.क्र.५९/२०००/आठ, दिनांक २४.०९.२००१
१४. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१००१/प्र.क्र.५/२००२/आठ, दिनांक ३०.०७.२००२
१५. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१०००/प्र.क्र.५९/२०००/आठ, दिनांक २१.११.२००२

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१८. शासन परिपत्रक, सामान्य प्रशासन विभाग, क्र.अकंपा-१००३/प्र.क्र.५१/२००३/आठ, दिनांक २९.१०.२००३
१९. शासन परिपत्रक, सामान्य प्रशासन विभाग, क्र.अकंपा-१००३/प्र.क्र.५९/२००३/आठ, दिनांक ३०.०१.२००४
२०. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१००४/प्र.क्र.५१/२००४/आठ, दिनांक २२.०८.२००५
२१. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१००६/प्र.क्र.१७४/०६/आठ, दिनांक १७.०७.२००७
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२३. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१००८/अनौ.१७/०८/प्र.क्र. ३५/०८/आठ, दिनांक ३१.०३.२००८
२४. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१००७/१२९५/प्र.क्र.१८१/०७/आठ, दिनांक २३.०४.२००८
२५. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१००८/प्र.क्र.८७/०८/आठ, दिनांक ०६.११.२००८
२६. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१००८/प्र.क्र.२४८/०८/आठ, दिनांक २०.०१.२००९
२७. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१००८/११४२/प्र.क्र.१६६/०८/आठ, दिनांक १०.०७.२००९
२८. शासन निर्णय, सामान्य प्रशासन विभाग, क्र.अकंपा-१००८/प्र.क्र.२४८/०८/आठ, दिनांक १३.११.२००९
२९. शासन परिपत्रक, सामान्य प्रशासन विभाग, क्र.अकंपा-१००९/८२२६/प्र.क्र.२०१/०९/आठ, दिनांक ०५.०२.२०१०
३०. शासन परिपत्रक, सामान्य प्रशासन विभाग, क्र.अकंपा-१०१०/६७/प्र.क्र.४१/१०/आठ, दिनांक १५.०५.२०१०
३१. शासन परिपत्रक, सामान्य प्रशासन विभाग, क्र.अकंपा-१०१०/प्र.क्र. २४४/आठ, दिनांक- १३.१०.२०१०
३२. शासन निर्णय,सामान्य प्रशासन विभाग, क्र.अकंपा-१०१०/प्र.क्र.३०८/आठ, दिनांक ०६.१२.२०१०
३३. शासन परिपत्रक, सामान्य प्रशासन विभाग, क्र.अकंपा-१००९/५८२/प्र.क्र.७६/२००९/आठ, दिनांक ०५.०३.२०११

पृष्ठ २८ पैकी २

३४. शासन निर्णय,सामान्य प्रशासन विभाग, क्र.अकंपा-१०१२/प्र.क्र.२०४/आठ, दिनांक १७.०९.२०१२
३५. शासन निर्णय,सामान्य प्रशासन विभाग, क्र.अकंपा-१०१३/प्र.क्र.८/आठ, दिनांक २६.०२.२०१३
३६. शासन निर्णय,सामान्य प्रशासन विभाग, क्र.अकंपा-१०१४/प्र.क्र.३४/आठ, दिनांक ०१.०३.२०१४
३७. शासन पूरक पत्र,सामान्य प्रशासन विभाग, क्र.अकंपा-१०१४/प्र.क्र.३४/आठ, दिनांक ०२.०५.२०१४
३८. शासन निर्णय,सामान्य प्रशासन विभाग, क्र.अकंपा-१०१४/प्र.क्र.१६४/आठ, दिनांक २०.०५.२०१५
३९. शासन निर्णय,सामान्य प्रशासन विभाग, क्र.अकंपा-१२१५/प्र.क्र.४७/आठ, दिनांक २८.१०.२०१५
४०. शासन निर्णय,सामान्य प्रशासन विभाग, क्र.अकंपा-१०१४/प्र.क्र.१५५/आठ, दिनांक १७.११.२०१६
४१. शासन निर्णय,सामान्य प्रशासन विभाग, क्र.अकंपा-१२१७/प्र.क्र.४६/आठ, दिनांक ०३.०५.२०१७

प्रस्तावना :

शासकीय सेवेत असताना कर्मचारी/अधिकारी दिवंगत झाल्यास किंवा गंभीर आजार, अपघात यामुळे शासकीय सेवा करण्यास वैद्यकीय दृष्टया कायमचा असमर्थ ठरल्यामुळे रुग्णता सेवा निवृत्त झाल्यास त्याच्या कुटुंबावर ओढावण्या-या आर्थिक आपत्तीत कुटुंबियांना तातडीने मदत मिळण्याच्या उद्देशाने सन १९७६ साली प्रथमत: अनुकंपा नियुक्तीची योजना लागू केली. या योजनेमध्ये शासन निर्णय, दि. २६.१०.१९९४ अन्वये अनुकंपा तत्वावर नियुक्तीबाबतची सुधारित नियमावली विहीत करण्यात आली व त्यामध्ये वेळोवेळी संदर्भाधीन शासन निर्णय/परिपत्रकांन्वये दुरुस्त्या करण्यात आल्या व नवीन तरतुदी समाविष्ट करण्यात आल्या. सदर तरतुदी एकत्रित स्वरुपात नसल्यामुळे अनुकंपा तत्वावर नियुक्तीबाबतची कार्यवाही करताना नियुक्ती प्राधिकारी यांना अडचणी निर्माण होतात तसेच प्रकरणपरत्वे निर्णय घेताना विसंगती निर्माण होण्याची शक्यता असते. सदर बाब विचारात घेता संदर्भाधीन शासन निर्णय व शासन परिपत्रकांमधील सर्व महत्वाच्या तरतूदी एकत्रित करुन त्या एकाच आदेशात नमूद केल्या तर कार्यवाही करताना सुलभ जाईल. त्यामुळे प्रशासकीय सोयीच्या दृष्टीने सर्व शासन निर्णय/शासन परिपत्रकामधील एकत्रित तरतुदी उपलब्ध होण्याच्या दृष्टीने त्यांचे संकलन करण्याची बाब शासनाच्या विचाराधीन होती. यानुसार अनुकंपा नियुक्ती योजनेसंबंधी शासन निर्णय, सा.प्र.वि., दि. २६.१०.१९९४ व त्यानंतर वेळोवेळी निर्गमित करण्यात आलेल्या संदर्भाधीन सर्व शासन निर्णय/शासन परिपत्रकांचे एकत्रीकरण करुन सर्वसमावेशक आदेश पुढीलप्रमाणे देण्यात येत आहेत:-

शासन निर्णय :

१. राज्य शासकीय कर्मचा-यांच्या पात्र वारसदारांना लागू असलेल्या अनुकंपा नियुक्ती योजनेसंबंधी निर्गमित करण्यात आलेल्या सर्व आदेशांचे अधिक्रमण करुन सुधारित आदेश दि. २६.१०.१९९४ रोजी निर्गमित केले आहेत. अनुकंपा नियुक्ती योजनेसंबंधी शासन निर्णय, सा.प्र.वि., दि. २६.१०.१९९४ व त्यानंतर वेळोवेळी निर्गमित करण्यात आलेल्या संदर्भाधीन सर्व निर्गमित झालेले शासन निर्णय/परिपत्रके यामधील महत्वाच्या एकत्रित तरतुदी सोबतच्या परिशिष्ट 'अ' नुसार असतील. संदर्भाधिन शासन निर्णय व परिपत्रकांमधील आदेशांचे एकत्रिकरण करतांना मूळ तरतूदी जश्याच्या तश्या घेण्यात आलेल्या आहेत. त्यामुळे अनुकंपा नियुक्ती देतांना काही अडचणी उदभवल्यास उपरोक्त संदर्भाधीन मूळ शासन निर्णय व परिपत्रकांचे अवलोकन करावे.

२. दिवंगत शासकीय कर्मचा-याच्या कुटुंबियाने करावयाचा अर्ज व तत्संबंधीची माहिती सोबतच्या परिशिष्ट 'ब' नुसार असेल.

३. शासन निर्णय, सामान्य प्रशासन विभाग, दि. २०.१२.१९९६ मध्ये नमूद केलेली अनुकंपा नियुक्तीसाठी गट-क मधील कार्यकारी पदांची यादी सोबतच्या परिशिष्ट 'क' नुसार असेल.

४. अनुकंपा नियुक्तीसाठी नियुक्ती प्राधिकारी यांनी ठेवावयाच्या प्रतीक्षासूचीचे प्रारुप परिशिष्ट 'ड' नुसार असेल.

५. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०१७०९२११५०८४८५२०७ असा आहे. हा आदेश डिजीटल स्वाक्षरीने सांक्षाकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

Mukesh Khullar

Digitally signed by Mukesh Khullar
DN: c=IN, o=Government Of Maharashtra, ou=GAD, postalCode=400032, st=Maharashtra, 2.5.4.20=6481e097db88eaae8b058013044ebced12d1340cea24fcd0132235fb0c544a8, cn=Mukesh Khullar
Date: 2017.09.21 14:58:35 +05'30'

(मुकेश खुल्लर)
अपर मुख्य सचिव (सेवा), महाराष्ट्र शासन

प्रत,

१. मा. राज्यपालांचे सचिव, मलबार हिल मुंबई,
२. मा. मुख्यमंत्री यांचे प्रधान सचिव,
३. मा. मंत्री/राज्यमंत्री यांचे खाजगी सचिव,
४. मा. विरोधी पक्षनेता, विधानपरिषद/विधानसभा, विधान भवन, मुंबई,
५. सर्व सन्माननीय संसद सदस्य,
६. विधान सभा सदस्य/विधान परिषद सदस्य.
७. मा. मुख्य सचिव,
८. सर्व मंत्रालयीन विभागांचे अपर मुख्य सचिव/प्रधान सचिव/सचिव,
९. सर्व मंत्रालयीन विभाग,

पृष्ठ २८ पैकी ४

१०.प्रबंधक मूळ शाखा, उच्च न्यायालय, मुंबई,
११.प्रबंधक अपिल शाखा, उच्च न्यायालय, मुंबई,
१२.प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई,
१३.सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई (पत्राने),
१४.प्रधान सचिव, महाराष्ट्र विधान मंडळ सचिवालय (विधानसभा) मुंबई,
१५.सचिव, महाराष्ट्र विधान मंडळ सचिवालय, (विधान परिषद), मुंबई,
१६.सचिव, राज्य निवडणूक आयोग, नवीन प्रशासन भवन, मुंबई,
१७.महालेखापाल (लेखा व अनुज्ञेयता)-१, महाराष्ट्र, मुंबई,
१८.महालेखापाल (लेखा व अनुज्ञेयता)-२, महाराष्ट्र, मुंबई,
१९. महालेखापाल (लेखा परीक्षा)-१, महाराष्ट्र, मुंबई,
२०. महालेखापाल (लेखा परीक्षा)-२, महाराष्ट्र, मुंबई,
२१.अधिदान व लेखा अधिकारी, मुंबई,
२२.निवासी लेखा परीक्षा अधिकारी, मुंबई,
२३.मुख्य लेखा परीक्षक (निवासी लेखे), कोकण भवन, नवी मुंबई,
२४. महासंचालक, माहिती व जनसंपर्क संचालनालय, मुंबई, (२ प्रती प्रसिध्दीकरिता)
२५. सर्व विभागीय आयुक्त/सर्व जिल्हाधिकारी,
२६.सर्व जिल्हा कोषागार अधिकारी,
२७.निरनिराळया मंत्रालयीन विभागांच्या नियंत्रणाखालील सर्व विभाग प्रमुख व कार्यालय प्रमुख,
२८.सामान्य प्रशासन विभागातील सर्व कार्यासने,
२९.सामान्य प्रशासन विभाग/का.३९,(महाराष्ट्र शासनाच्या संकेतस्थळावर प्रसिध्दीकरिता)
३०. निवडनस्ती. (कार्यासन-८).

परिशिष्ट- 'अ'

(शासन निर्णय क्रमांक : अकंपा १२१७/प्र.क्र.१०२/आठ, दिनांक २१ सप्टेंबर, २०१७.)

(शासन निर्णय, सामान्य प्रशासन विभाग, दि. २६.१०.१९९४ व त्यानंतर वेळोवेळी निर्गमित केलेल्या शासन निर्णय/शासन परिपत्रकान्वये विहीत केलेली अनुकंपा कारणास्तव शासकीय सेवेत नोकरी देण्याबाबतची एकत्रित नियमावली)

१. महाराष्ट्र राज्य शासनाच्या सर्व कार्यालयात अनुकंपा कारणास्तव करावयाच्या नेमणूकांना हे नियम लागू राहतील.

२. अनुकंपा नियुक्ती योजनेसंदर्भातील तरतुदी ह्या केवळ शासकीय कर्मचा-यांपूरत्याच सीमीत आहेत. सदर तरतुदी ह्या जिल्हा परिषदा/ नगरपालिका / महानगरपालिका / महामंडळे / प्राधिकरणे / व्यापारी उपक्रम व इतर तत्सम आस्थापनावरील कर्मचा-यांना थेट लागू होणार नाहीत. त्यासाठी संबंधित प्रशासकीय विभागाने स्वतंत्रपणे निर्णय घेणे आवश्यक राहील.

३. अनुकंपा तत्वावर नियुक्तीबाबतच्या तरतूदी खालीलप्रमाणे आहेत:-

(१) अनुकंपा नियुक्ती योजनेचा लाभ खालील शासकीय कर्मचा-यांच्या पात्र कुटुंबियांना अनुज्ञेय राहील:-

(अ) शासकीय कर्मचाऱ्यांना (रुपांतरीत स्थायी व अस्थायी आस्थापनेवरील शासकीय कर्मचारी धरून) (शासन, निर्णय, दि. २६.१०.१९९४)

(आ) सेवा नियमित केलेल्या परंतु अधिसंख्य पदावर कार्यरत असलेले कर्मचारी. (शासन निर्णय, दि. १०.७.२००९)

(२) शासकीय अधिकारी/कर्मचारी यांच्या पात्र नातेवाईकांना खालील नमूद परिस्थितीत अनुकंपा तत्वावर नियुक्ती लागू राहील:-

(अ) शासकीय सेवेत असताना दिवंगत झालेल्या गट-क व गट-ड संवर्गातील कर्मचा-यांच्या पात्र कुटुंबियांनाच अनुकंपा तत्वावर नियुक्ती अनुज्ञेय राहील. (शासन निर्णय, दि. २२.०८.२००५)

(आ) गट अ/ब/क/ड मधील शासकीय अधिकारी अथवा कर्मचा-यास नक्षलवादी/ आतंकवादी/ दरोडेखोर/समाज विघातक यांच्या हल्यात/कारवाईत मृत्यू आल्यास अथवा शासन सेवेत कार्यरत असतांना स्वत:चा जीव धोक्यात घालून प्रत्यक्ष कर्तव्य बजावत असताना मृत्युमुखी पडल्यास अशा अधिका-यांच्या व कर्मचा-यांच्या कुटुंबियातील पात्र व्यक्तीस, अनुकंपा तत्वावर नियुक्ती देताना, त्यांचे नाव अनुकंपाधारकांच्या सामान्य प्रतीक्षासूचीमध्ये न घेता, त्यांची वेगळी यादी करुन पद उपलब्ध असल्यास, रिक्त पदांच्या ५ टक्के मर्यादेची (१० टक्के- शासन निर्णय दि. १ मार्च, २०१४) अट शिथील करुन त्यांना सर्व प्राथम्याने अनुकंपा नियुक्ती देण्यात यावी. (शासन शुध्दीपत्रक दि. १७.०९.२०१२)

(इ) गट अ/ब/क/ड मधील जे शासकीय अधिकारी अथवा कर्मचारी नक्षलवादी/ आतंकवादी/ दरोडेखोर/समाजविघातक यांच्या हल्यात/कारवाईमध्ये कायमस्वरुपी जायबंदी झाले आहेत व त्यांनी स्वत:हून शासकीय सेवा सोडून देण्याची लेखी अनुमती दिली आहे अशा अधिकारी/कर्मचा-

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यांच्या पात्र कुटुंबियातील एका व्यक्तीस अनुकंपा नियुक्तीसाठी विहीत केलेल्या ५ टक्के (१० टक्के- शासन निर्णय दि. १ मार्च, २०१४) मर्यादेमध्ये प्राधान्याने नियुक्ती देण्यात यावी. (शासन निर्णय, दिनांक १७.७.२००७)

(३) खालील दर्जाच्या पदावर अनुकंपा नियुक्ती देय राहील :-

(अ) राज्य शासनांतर्गत कोणत्याही गट-क आणि गट-ड मधील सरळ सेवेच्या पदांवर त्या पदाच्या सेवाप्रवेश नियमातील विहीत शैक्षणीक अर्हता असल्यास अशी नियुक्ती देता यईल. (शासन निर्णय, दि. २६.१०.१९९४ व दि. २८.०३.२००१)

(आ) ह्या नियमानुसार नियुक्ती मिळण्यासाठी महाराष्ट्र लोकसेवा आयोगाच्या स्पर्धा परीक्षेस बसण्याची आवश्यकता नाही तसेच सदर पदावर अनुकंपा नियुक्ती करण्यासाठी महाराष्ट्र लोकसेवा आयोगाचा सल्ला घेण्याची आवश्यकता असणार नाही. मात्र लोकसेवा आयोगाच्या कक्षेतील पोलीस उपनिरीक्षक, विक्रीकर निरीक्षक, मोटार वाहन उप निरीक्षक, रेंज वन अधिकारी, कनिष्ठ अभियंता, सहायक वैद्यकीय अधिकारी, इ. गट-'क' मधील कार्यकारी (एक्झिक्युटीव) पदावर तसेच मंत्रालयातील सहायक पदावर नियुक्ती देता येणार नाही. तसेच निवडमंडळाचा सल्ला घेणे आवश्यक नाही. (शासन निर्णय, दि. २६.१०.१९९४ व दि. २१.११.१९९७)

(इ) लोकसेवा आयोगाच्या कक्षेतील पदाखेरीज अन्य गट-'क' मधील कार्यकारी पदांवर नियुक्ती देण्यात यावी मात्र अशी नियुक्ती ही त्या पदांसाठी सेवा प्रवेश नियमानुसार सरळ सेवा भरतीची तरतुद आहे अशाच पदांवर देण्यात यावी. (उदाहरणादाखल काही कार्यकारी पदांची यादी- परिशिष्ट क) (शासन निर्णय, दि. २०.१२.१९९६)

(४) अनुकंपा नियुक्तीसाठी पात्र कुटुंबिय:-

(अ) अनुकंपा तत्वावरील नियुक्तीसाठी खालील नमूद केलेले नातेवाईक पात्र राहतील व त्यापैकी एका पात्र नातेवाईकास नियुक्ती अनुज्ञेय राहील.

(१) पती/पत्नी,

(२) मुलगा/मुलगी (अविवाहीत/विवाहीत), मृत्यूपूर्वी कायदेशीररित्या दत्तक घेतलेला मुलगा/मुलगी (अविवाहीत/विवाहीत)

(३) दिवंगत शासकीय कर्मचा-याचा मुलगा हयात नसेल किंवा तो नियुक्तीसाठी पात्र नसेल तर त्याची सून

(४) घटस्फोटित मुलगी किंवा बहीण, परित्यक्ता मुलगी किंवा बहीण, विधवा मुलगी किंवा बहीण,

(५) केवळ दिवंगत अविवाहीत शासकीय कर्मचा-यांच्या बाबतीत त्याच्यावर सर्वस्वी अवलंबून असणारा भाऊ किंवा बहीण (शासन निर्णय, दि. २६.१०.१९९४ व दि. १७.११.२०१६)

(आ) मृत अधिकारी/कर्मचा-यांच्या पति/पत्नी ने कोणाची अनुकंपा तत्वावर नियुक्ती करावी याबाबत नामांकन देणे आवश्यक राहील. मृत अधिकारी/कर्मचा-यांचे पती/पत्नी हयात नसल्यास त्याच्या/तिच्या सर्व पात्र कुटुंबियांनी एकत्रित येऊन कोणाची नियुक्ती करावी याबाबत नामांकन करावे. (शासन निर्णय, दि. १७.०७.२००७)

(५) कुटुंबाची हलाखीची परिस्थिती

(अ) अनुकंपा तत्वावर नियुक्तीकरिता मासिक उत्पन्नाची तसेच ठोक रकमेची मर्यादा यापुढे राहणार नाही. (शासन निर्णय, दि. २६.१०.१९९४)

(आ) अनुकंपा तत्वावर नियुक्ती देताना असे प्रस्ताव शासन सेवेतील रोजगारावर असलेली मर्यादा, या योजनेच्या मागील भूमिका लक्षात घेऊन जो कर्मचारी मृत झाला आहे त्याच्या कुटुंबियांना तात्काळ उदभवणा-या आर्थिक पेचप्रसंगावर मात करण्याच्या उद्देशाने विचारात घ्यावेत. (शासन निर्णय, दि. २६.१०.१९९४)

(इ) दिवंगत शासकीय कर्मचा-याचा नातेवाईक पूर्वीच सेवेत असेल तथापि तो त्याच्या कुटुंबातील अन्य सदस्यांना आधार देत नसेल तर अशा प्रकरणात त्या कुटुंबाची आर्थिक परिस्थिती हलाकीची आहे किंवा कसे हे ठरविताना नियुक्ती प्राधिका-यांनी अत्याधिक दक्षता घ्यावी, जेणेकरुन सेवेत असलेला सदस्य कुटुंबाचा उदरनिर्वाह करीत नाही या नांवाखाली अनुकंपा तत्वावरील नियुक्तीचा दुरुपयोग केला जाणार नाही.

यासंदर्भात नियुक्ती प्राधिका-याने मिळणा-या निवृतीवेतनाची रक्कम, कुटुंबातील व्यक्तींची संख्या, त्याची मालमत्ता/दायित्व, गंभीर आजारामुळे अथवा अपघातामुळे मृत झाला असल्यास त्यासाठी करण्यात आलेला वैद्यकीय खर्च, कुटुंबातील मिळवत्या व्यक्ती इत्यादी बाबी विचारात घेणे अपेक्षित आहे. (शासन निर्णय, दि. २६.१०.१९९४)

(६) लहान कुटुंबांचे प्रमाणपत्र :-

दिनांक ३१ डिसेंबर २००१ नंतर तिसरे अपत्य झालेल्या कर्मचा-यांच्या कुटुंबियास अनुकंपा तत्वावरील नियुक्तीसाठी पात्र समजले जाणार नाही. (शासन निर्णय, दि. २८/३/२००१)

(७) योजनेची माहिती देण्याची जबाबदारी :-

(अ) आस्थापना अधिका-याने अनुकंपा तत्वावर नियुक्तीच्या योजनेची माहिती (योजनेचा उद्देश, पात्र नातेवाईक, अर्ज करण्याची मुदत, शैक्षणिक अर्हता, टंकलेखन प्रमाणपत्र सादर करण्यास मुदत, अर्ज विहीत नमून्यात भरणे इ. माहिती) शासकीय कर्मचा-याच्या मृत्यूनंतर १५ दिवसानंतर किंवा कुटुंबनिवृत्तीवेतनाची कागदपत्रे पाठविताना शासकीय कर्मचा-यांच्या कुटुंबियांना त्वरीत उपलब्ध करुन देणे आवश्यक आहे.तसेच सदर माहिती मिळाल्याबाबत कुटुंबाकडून पोच घेणे आवश्यक आहे. (शासन निर्णय, दि. २३.०८.१९९६ व शासन परिपत्रक दि.५.२.२०१०)

(ब) दिवंगत शासकीय कर्मचा-याचा पात्र वारसदार सज्ञान नसेल तर तो सज्ञान झाल्यानंतर एक वर्षाच्या आत अनुकंपा तत्वावर नियुक्तीसाठी अर्ज करु शकेल मात्र तो सज्ञान झाल्यावर त्याने असा अर्ज करणे अपेक्षित आहे हे देखील कुटुंबनिवृत्तीवेतन धारकाला कुटुंब निवृत्तीवेतनविषयक कागदपत्रांची पूर्तता करतेवेळी लेखी कळविणे संबंधित आस्थापना अधिका-यावर बंधनकारक राहील. (शासन निर्णय, दि. २०.०५.२०१५)

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(८) कुटुंबातील अन्य सदस्यांचा सांभाळ करण्याबाबतचे प्रतिज्ञापत्रः-

(अ) अनुकंपा तत्वावर नियुक्ती देण्यापूवी संबंधितांकडून कुटुंबातील अन्य व्यक्तींचा सांभाळ करण्याबाबत प्रतिज्ञापत्र घेण्यात यावे. (शासन निर्णय, दि. २३.०८.१९९६)

आ) अनुकंपा तत्वावर नियुक्ती देण्यापूर्वी संबंधिताकडून दिवंगत कर्मचा-यावर अवलंबून असलेल्या कुटुंबातील अन्य व्यक्तींचा सांभाळ करण्याबाबत प्रतिज्ञापत्र घेण्यात यावे. भविष्यामध्ये सदर प्रतिज्ञापत्राचे उल्लंघन झाल्याबाबतची तक्रार संबंधित कुटुंबातील सदस्यांनी केल्यास सदर तक्रारीची चौकशी संबंधित नियुक्ती प्राधिकारी/शिस्तभंगविषयक प्राधिका-याने करावी. चौकशीअंती अनुकंपा नियुक्तीधारकाने प्रतिज्ञापत्राचे उल्लंघन केल्याचे निष्पन्न झाल्यास त्याला सेवेतून काढून टाकण्याची देखील शिक्षा देता येईल. (शासन निर्णय, दि. १७.११.२०१६)

(९) कुटुंबातील इतर सदस्यांचे संमतीपत्रः-

अ) अनुकंपा तत्वावर नियुक्ती ही कुटुंबातील एकाच पात्र नातेवाईकास अनुज्ञेय असल्याने (शासन, निर्णय, दि. २६.१०.१९९४) कुटुंबातील इतर सदस्यांचे ना हरकत प्रमाणपत्र सादर करणे आवश्यक आहे.

आ) ज्या शासकीय कर्मचा-यांना वैयक्तिक कायद्यानुसार एकापेक्षा जास्त लग्न करण्यास प्रतिबंध नसेल अशा कर्मचा-याच्या एकापेक्षा जास्त पत्नी हयात असल्यास, ज्या पत्नीला किंवा तिच्या मुलाला/मुलीला अनुकंपा तत्वावर नियुक्ती द्यायची आहे त्या व्यतिरिक्त अन्य पत्नीचे देखील ना हरकत प्रमाणपत्र घेणे आवश्यक आहे. (शासन निर्णय, दि. २३.०८.१९९६)

(१०) अर्ज करण्यासाठी मुदतः-

(अ)अनुकंपा नियुक्तीसाठी दिवंगत शासकीय कर्मचाऱ्यांच्या कुटुंबातील पात्र नातेवाईकाने शासकीय अधिकारी/कर्मचारी दिवंगत झाल्याच्या दिनांकापासून **एक वर्षाच्या** मुदतीत संबंधित नियुक्ती प्राधिका-याकडे विहीत नमून्यात परिपूर्ण अर्ज सादर करणे आवश्यक आहे. (शासन निर्णय, २२/८/२००५ व शासन परिपत्रक, दि. ०५.०२.२०१०)

(आ) सेवेत असताना दिवंगत झालेल्या कर्मचा-यांच्या कुटुंबातील अज्ञान वारसदाराच्या बाबतीत एकाने सज्ञान म्हणजे १८ वर्षाचा झाल्यावर एक वर्षाच्या आत अनुकंपा नियुक्तीसाठी परिपूर्ण अर्ज सादर करणे आवश्यक आहे. (शासन निर्णय, दि. ११/९/१९९६ व शासन परिपत्रक, दि. ०५.०२.२०१०)

(इ) पात्र वारसदारास विहीत १ वर्षाच्या मुदतीनंतर २ वर्ष इतक्या कालावधिपर्यंत (मृत्यूच्या दिनांकापासून ३ वर्षापर्यंत) तसेच दिवंगत शासकीय कर्मचा-यांच्या अज्ञान वारसदाराच्या बाबतीत तो उमेदवार सज्ञान झाल्यानंतर विहीत १ वर्षाच्या मुदतीनंतर २ वर्षापर्यंत (सज्ञान झाल्यानंतर ३ वर्षापर्यंत) अर्ज सादर करण्यास विलंब झाल्यास असा विलंब क्षमापित करण्याचे अधिकार संबंधित मंत्रालयीन प्रशासकीय विभागाच्या विभाग प्रमुखांना देण्यात येत आहेत.

अनुकंपा नियुक्ती धोरणातील याशिवाय अन्य कोणत्याही अटी व शर्ती शिथील करण्याचे अधिकार संबंधित मंत्रालयीन प्रशासकीय विभागप्रमुखांना राहणार नाहीत. (शासन निर्णय, दि. २०.०५.२०१५)

(ई) जोपर्यंत अनुकंपा नियुक्तीकरीता आवश्यक असलेली सर्व कागदपत्रे उमेदवारांकडून प्राप्त होत नाहीत तोपर्यंत त्यांचे नांव प्रतीक्षासूचीमध्ये समाविष्ट करता येणार नाही. ज्यादिवशी संपूर्ण कागदपत्रे प्राप्त होतील त्यादिवशीच त्यांचे नाव प्रतिक्षासूचीमध्ये समाविष्ट करावे. (शासन परिपत्रक, दि. ५/२/२०१०)

(११) **अनुकंपा नियुक्तीसाठी वयोमर्यादा:-**

(अ) **किमान वयोमर्यादा-** १८ वर्ष (शासन निर्णय, दि. ११.०९.१९९६)

(आ) **कमाल वयोमर्यादा-** वयाच्या ४५ वर्षापर्यंतच्याच उमेदवारांना अनुकंपा नियुक्ती अनुज्ञेय असेल. त्यामुळे प्रतिक्षा सूचीतील उमेदवारांना वयाच्या ४५ वर्षांपर्यंत नियुक्ती न मिळाल्यास त्यांची नावे वयाची ४५ वर्ष पूर्ण होताच आवश्यक ती नोंद घेऊन प्रतीक्षासूचीतून काढून टाकण्यात यावीत. (शासन निर्णय, २२.०८.२००५ व दि. ६.१२.२०१०)

(१२) **अनुकंपा नियुक्तीसाठी शैक्षणिक अर्हता:-**

(अ) पात्र नातेवाईकाची शैक्षणिक अर्हता व निम्न वयोमर्यादेनुसार त्याला गट-क किंवा गट-ड मधील पदावर अनुकंपा नियुक्ती अनुज्ञेय राहील. (शासन निर्णय,दि. २६/१०/१९९४)

(आ) संबंधीत पदांसाठी विहीत शैक्षणिक पात्रता आणि निम्न वयोमर्यादा याबाबतच्या अटी या नेमणूकांसाठी कटाक्षाने पाळण्यात येतील. (शासन निर्णय,दि. २६/१०/१९९४)

(इ) तथापि, दिवंगत शासकीय कर्मचाऱ्याची पत्नी शैक्षणिक पात्रतेव्यतिरिक्त इतर अटी पूर्ण करीत असल्यास तिच्या बाबतीत गट-ड मध्ये नेमणूकीसाठी शैक्षणिक अर्हतेची अट शिथील करण्याचे अधिकार संबंधित नियुक्ती प्राधिकाऱ्याला असतील. (शासन निर्णय,दि. २६/१०/१९९४)

(१३) **गट-क मधील लिपीक-टंकलेखक पदावर अनुकंपा नियुक्तीसाठी टंकलेखन प्रमाणपत्र सादर करण्यास मुदत:-**

(अ) अनुकंपा तत्वावर लिपीक-टंकलेखक पदावर नियुक्त झालेल्या उमेदवारांना विहीत वेगमर्यादेचे टंकलेखन अर्हता प्रमाणपत्र सादर करण्यासाठी शासन निर्णय, दि. ०६.१२.२०१० अन्वये ६ महिने असलेली मुदत वाढवून ती २ वर्ष इतकी करण्यात येत आहे.

अनुकंपा तत्वावर लिपीक-टंकलेखक पदावर नियुक्ती दिलेल्या व शासन निर्णयाच्या दिनांकापर्यंत नियुक्तीपासून २ वर्ष पूर्ण न झालेल्या उमेदवारांनाही सदर प्रमाणपत्र सादर करण्यासाठी उमेदवारांच्या नियुक्तीपासून २ वर्ष इतकी मुदत देण्यात येत आहे.

६ महिन्याच्या कालावधित सदर प्रमाणपत्र सादर न केल्याने ज्या उमेदवारांच्या लिपीक-टंकलेखक पदावरील सेवा समाप्त करण्यात आल्या आहेत त्यांनाही लिपीक-टंकलेखक पदावरील नियुक्तीच्या दिनांकापासून २ वर्षात सदर प्रमाणपत्र सादर करण्याची मुभा द्यावी. अशा उमेदवारांनी सदर प्रमाणपत्र सादर केल्यानंतर लिपीक-टंकलेखक पदावरील अनुपस्थित कालावधिचे कोणतेही वेतनविषयक लाभ न देता सेवा सातत्यासह लिपीक-टंकलेखक पदावर पुन:स्थापित करण्यात यावे. (शासन निर्णय, दि. २०.०५.२०१५)

(आ) कोणत्याही कारणास्तव दोन वर्षापेक्षा अधिक मुदतवाढ अनुज्ञेय असणार नाही. हा कालावधी संपताच नियुक्ती संपृष्टात आणावी. (शासन निर्णय,दि. २३/०८/१९९६)

(१४) अनुकंपा तत्वावर गट-क मधील लिपीक-टंकलेखक पदावर नियुक्ती मिळाल्यानंतर विहीत मुदतीत टंकलेखन प्रमाणपत्र सादर न केल्यास अनुसरावयाची कार्यपध्दती:-

अनुकंपा तत्वावर गट-क मधील लिपीक-टंकलेखक पदावर नियुक्ती मिळाल्यानंतर टंकलेखनाची विहीत वेगमर्यादेची परीक्षा पास होऊ शकले नाहीत म्हणून त्यांच्या सेवा संपृष्टात आणल्या आहेत, अशा उमेदवारांचा गट-ड मधील नियुक्तीसाठी पदांची उपलब्धता विचारात घेऊन नव्याने नियुक्ती देण्याबाबत विचार करण्यात यावा. मात्र अशा रीतीने गट-ड मधील पदावर नियुक्ती स्विकारल्यानंतर कुठल्याही परिस्थितीत गट-क मधील पदासाठी त्याचा विचार करता येणार नाही, ही बाब त्यांना नियुक्तीपूर्वी स्पष्ट करावी.

(शासन निर्णय, दि. ०८.०९.१९९७)

(१५) गट-क मधील लिपीक-टंकलेखक पदावर अनुकंपा नियुक्तीसाठी संगणक अर्हता प्रमाणपत्र सादर करणे :-

माहिती तंत्रज्ञान संचालनालय, महाराष्ट्र शासन यांच्याकडून शासन सेवेतील गट-क मधील (वाहन चालक वगळून) संबंधित पदाकरीता महाराष्ट्र नागरी सेवा (संगणक हाताळणी/व वापराबाबतचे ज्ञान आवश्यक ठरविण्याबाबत) नियम, १९९९ च्या नियम ३ अन्वये आवश्यक अर्हता म्हणून अनुकंपा तत्वावर नियुक्तीसाठी उमेदवारांनी खालील 'अ' किंवा 'ब' प्रमाणे प्रमाणपत्र सादर करणे आवश्यक राहील.

अ) D.O.E.A.C.C. सोसायटीच्या अधिकृत 'C.C.C.' किंवा 'O' स्तर किंवा 'A' किंवा 'B' किंवा 'C' स्तर पैकी कोणतेही एक परीक्षा उत्तीर्ण झाल्याचे प्रमाणपत्र किंवा,

ब) महाराष्ट्र राज्य उच्च व तंत्र शिक्षण मंडळ, मुंबई यांच्याकडील अधिकृत MS-CIT परीक्षा उत्तीर्ण झाल्याचे प्रमाणपत्र

संगणक ज्ञानाची वरील किमान अर्हता अनुकंपा तत्वावरील नियुक्तीच्या वेळी धारण करीत नसलेल्या उमेदवारांना सदर अर्हता गट-क मधील पदावर (वाहन चालक वगळून) अनुकंपा तत्वावर नियुक्ती झाल्याच्या दिनांकापासून दोन वर्षाच्या आत प्राप्त करणे आवश्यक राहील. या दोन वर्षाच्या कालावधित संबंधितांनी विहीत संगणक अर्हता प्राप्त केल्याचे प्रमाणपत्र नियुक्ती अधिका-यांना सादर

करावे, अन्यथा हा कालावधि संपताच उमेदवारांची अनुकंपा तत्वावरील नियुक्ती आपोआप संपृष्टात येईल, अशी स्पष्ट तरतूद उमेदवारांच्या नियुक्तीच्या आदेशात नियुक्ती प्राधिका-यांनी नमूद करावी. (शासन निर्णय, दि. २४.०९.२००१)

(१६) पद उपलब्धते अभावी गट-क मधील पदाऐवजी गट-ड मधील पदावर नियुक्ती देताना अनुसरावयाची कार्यपध्दती:-

गट-क मधील पदांवर अनुकंपा तत्वावर नियुक्तीसाठी पात्र असणा-या कर्मचा-याला पदाच्या उपलब्धतेअभावी गट-ड मधील पदांवर नियुक्ती दिल्यास पद उपलब्ध होताच गट- क मधील पदावर त्याला प्राधान्याने नियुक्ती देण्यात यावी. अशी नियुक्ती सरळसेवा नियुक्तीने भरण्यात येणा-या पदांवरील समजण्यात यावी. मात्र गट-ड मधील पदावर अनुकंपा योजनेन्वये नियुक्ती देण्याच्या आदेशात तसा स्पष्ट उल्लेख करण्यात यावा, तसे करण्यात आले तरच गट-क मधील पदावर नियुक्ती देता येईल. (शासन निर्णय, दि. २३.०८.१९९६)

(१७) अनुकंपा तत्वावर प्रतिक्षासूची ठेवण्याबाबतची कार्यवाही:-

(अ) अनुकंपा नियुक्तीसाठी जिल्हाधिकारी कार्यालय/सा.प्र.वि.१४-अ यांच्याकडील सामायिक प्रतीक्षासूचीबरोबरच संबंधित नियुक्ती प्राधिका-यांनी त्यांच्या कार्यक्षेत्राकरिता गट-क व गट-ड करीता प्रतिक्षासूची ठेवण्याची दुहेरी प्रतीक्षासूचीची कार्यपध्दती अंमलात आणावी. (शासन निर्णय, २२.०८.२००५)

(आ) गट-क व गट-ड मधील पदांवरील नियुक्तीसाठी सक्षम नियुक्ती प्राधिकारी (कार्यालय किंवा विभाग प्रमुख इत्यादी) त्यांच्या कार्यक्षेत्रातील उपलब्ध गट-क व गट-ड च्या रिक्त पदांवर पदांसाठी विहीत अटी व शर्ती पूर्ण करणा-या उमेदवारांना त्यांच्याकडील प्रतीक्षासूचीतील क्रमानुसार नियुक्ती करु शकतील. मात्र उमेदवारांच्या नियुक्त्या केल्यानंतर त्या उमेदवारांची नावे जिल्हाधिकारी कार्यालयांकडील सामायिक प्रतीक्षासूचीतून वगळण्यासाठी संबंधित जिल्हाधिकारी कार्यालयांना लगेच कळवावीत. बृहन्मुंबईतील गट-क मधील नियुक्ती प्राधिकारी यांनी त्यांच्याकडील नियुक्त्यांबाबतची माहिती सा.प्र.वि./१४अ ला कळवावी. (शासन निर्णय, २२.०८.२००५ व शासन परिपत्रक दि. ५.२.२०१०)

(इ) अनुकंपाची प्रकरणे ज्या कार्यालयात/विभागात होतील त्या प्रकरणांच्या छाननीनंतर पात्र उमेदवारांची नावे संबंधित नियुक्ती अधिका-याकडील गट-क व गट-ड च्या प्रतीक्षासूचीत समाविष्ट करण्यात यावीत. त्याचप्रमाणे ज्या तारखेस अशी नावे कार्यालयाच्या प्रतीक्षासूचीवर घेण्यात येतील त्याच तारखेपासून त्यांची नावे संबंधित जिल्हाधिका-याकडील सामायिक प्रतीक्षासूचीत समाविष्ट करण्यासाठी जिल्हाधिका-यांकडे पाठवावीत. बृहन्मुंबईतील नियुक्ती प्राधिकारी यांनी त्यांच्याकडील गट-क च्या प्रतीक्षासूची/नियुक्त्यांबाबत सामान्य प्रशासन विभाग कार्यासन १४-अ यांना कळवावे. (शासन निर्णय, २२.०८.२००५)

(ई) जिल्हाधिका-यांकडे/सामान्य प्रशासन विभागाकडे समन्वयाच्या कामासाठी ठेवलेल्या सामायिक प्रतीक्षासूचीत जिल्हातील विविध कार्यालयांकडून येणारी नवीन नावे मूळ कार्यालयांच्या प्रतीक्षासूचीत समाविष्ट केलेल्या दिनांकानुसार गट-क व गट-ड च्या सामायिक प्रतीक्षासूचीत समाविष्ट करावीत. (शासन निर्णय, २२.०८.२००५)

(उ) ज्या कार्यालयात अनुकंपाधारक नियुक्तीच्या प्रतीक्षेत नाहीत, परंतु गट-क किंवा गट-ड मध्ये रिक्त पदे उपलब्ध आहेत. त्यांनी त्यांच्याकडे वर्षात रिक्त झालेल्या/होणा-या गट-क व गट-ड मधील पदांपैकी विहीत केलेल्या ५ टक्के पदे (१० टक्के- शासन निर्णय दि. १.३.२०१४) अनुकंपा धारकांनी भरण्यासाठी जिल्हाधिकारी कार्यालयाकडे मागणीपत्र पाठवावे. अशी मागणीपत्रे पाठविताना संबंधित कार्यालयाने त्यांच्याकडे संबंधित पदांवर नियुक्ती देण्यासाठी अनुकंपाधारक त्या कार्यालयास उपलब्ध नाहीत असे प्रमाणित करावे. (शासन निर्णय, २२.०८.२००५)

(ऊ) सर्व जिल्हाधिकारी तसेच सामान्य प्रशासन विभाग (कार्यासन-१४अ) यांनी प्रत्येक ६ महिन्यांनी जानेवारी आणि जुलै मध्ये त्यांच्याकडील सामायिक प्रतीक्षासूचीचा आढावा घेऊन दरम्यानच्या कालावधित नियुक्त्या मिळालेल्या उमेदवारांची नावे वगळून त्यांच्याकडील सामायिक प्रतीक्षासूची अद्ययावत करतील. यासाठी त्यांच्या कार्यक्षेत्रातील सर्व कार्यालयातील प्रतीक्षासूच्यांचा आढावा घेऊन समन्वयाचे काम करतील. (शासन निर्णय, २२.०८.२००५)

(ए) जिल्हाधिकारी कार्यालयांनी जिल्ह्यातील सर्व कार्यालयात उपलब्ध होणाऱ्या पदांवर नियुक्ती प्राधिकाऱ्यांच्या मागणीनुसार सामायिक प्रतिक्षासूचीतील अनुकंपा धारकांची नियुक्तीसाठी शिफारस करावी. तसेच शिफारस प्राप्त झाल्यानंतर नियुक्ती करण्याची जबाबदारी संबंधित नियुक्ती प्राधिकाऱ्याची राहिल. (शासन परिपत्रक दि.०५.०२.२०१०)

(ऐ) शासन निर्णय, दि. २२.०८.२००५ नुसार प्रतिवर्षी रिक्त होणा-या पदांच्या ५ टक्के (१० टक्के- शासन निर्णय दि. १.३.२०१४) पदे अनुकंपा नियुक्तीने भरावयाची आहेत. नियुक्ती प्राधिका-यांकडे असलेल्या विभागाच्या/कार्यालयाच्या प्रतीक्षासूचीवरील उमेदवारांसाठी अनुकंपा तत्वावर नियुक्तीसाठी रिक्त जागा उपलब्ध असल्यास त्यानुसार नियुक्ती करावी. तसेच रिक्त पदांची माहिती वेळोवेळी संबंधित जिल्ह्याधिका-यांकडे सादर करावी.(शासन परिपत्रक दि.०५.०२.२०१०)

(ओ) ज्या ठिकाणी विभागप्रमुख हा नियुक्ती प्राधिकारी असेल व त्याचे कार्यक्षेत्र एकापेक्षा अनेक जिल्हयांमध्ये असेल तर विभाग प्रमुखाने नियुक्ती प्राधिकारी या नात्याने त्याच्या अधिकार क्षेत्रातील जिल्हयातील कार्यालयांसाठी एकत्रित प्रतीक्षासूची ठेवावी. तसेच दिवंगत कर्मचारी ज्या जिल्हयातील कार्यालयामध्ये असेल त्या जिल्हयाच्या जिल्हाधिकाऱ्यांकडे सामाईक प्रतीक्षासूचीवर घेण्यास त्या दिवंगत कर्मचाऱ्याच्या वारसाचे नाव पाठविण्यात यावे.

उदा. एखाद्या प्रशासकीय विभागाचे नियंत्रणाखालील विभागप्रमुखाचे कार्यालय, अमरावती

येथे आहे. विभागप्रमुख हा गट क साठी नियुक्ती प्राधिकारी असून त्याचे अमरावती, अकोला, वाशिम, यवतमाळ, बुलढाणा या जिल्हयात कार्यक्षेत्र आहे. अशावेळी अनुकंपा नियुक्तीकरिता गट क साठी मूळ प्रतिक्षासूची नियुक्ती प्राधिकारी म्हणून अमरावती येथील विभाग प्रमुखांच्या कार्यालयात ठेवण्यात यावी व या प्रतीक्षासूचील सदर उमेदवारांची नावे सरसकट जिल्हाधिकारी अमरावती यांच्याकडे न पाठविता दिवंगत कर्मचारी हा ज्या जिल्हयातंर्गत कार्यालयातील असेल त्या जिल्हाधिकारी कार्यालयाकडे संबंधित उमेदवाराचे नाव त्याच्या सामायिक प्रतीक्षासूचीत दाखल करण्यासाठी पाठविण्यात यावे व अशा प्रतीक्षासूचीवरील उमेदवारास नियुक्ती दिल्यानंतर त्याचे नाव दोन्ही प्रतिक्षासूचीतून वगळण्यात यावे.

गट ड करीता नियुक्ती प्राधिकाऱ्याचे कार्यक्षेत्र एकापेक्षा अनेक जिल्हयात असल्यास वरीलप्रमाणेच कार्यपध्दती अनुसरण्यात यावी. (शासन परिपत्रक दि.०५.०२.२०१०)

(औ) सैनिक कल्याण विभाग, पुणे व सैनिकी सेवापूर्व शिक्षण संस्था, औरंगाबाद या कार्यालयातील पदे ही त्या पदांच्या सेवाप्रवेश नियमानुसार तसेच केंद्र शासनाच्या मार्गदर्शक सूचनांनुसार केवळ माजी सैनिकांमधून भरण्याची तरतुद जाणीवपूर्वक करण्यात आली आहे. त्यामुळे दिवंगत शासकीय कर्मचाऱ्यांच्या पात्र कुटूंबियांना अनुकंपा तत्वावर नियुक्ती देण्यासाठी दि.२२.८.२००५ च्या शासन निर्णयान्वये अस्तित्वात आलेल्या योजनेमध्ये सदर दोन्ही कार्यालयातील आस्थापनांचा अपवाद करण्यात या शासन निर्णयान्वये मंजुरी देण्यात येत आहे. त्या कार्यालयातील दिवंगत कर्मचाऱ्यांच्या पात्र कुटुंबियांना अनुकंपा नियुक्ती देण्याची कार्यवाही दि.२२.८.२००५ च्या शासन निर्णयातील तरतुदीनुसार न करता, ही कार्यवाही यापूर्वी अस्तितत्वात असलेल्या शासन निर्णयामधील (शासन निर्णय दि.१२ मार्च, १९९७) तरतुदीनुसार संबंधित जिल्हाधिकारी यांच्याकडूनच करण्यात यावी.

सैनिक कल्याण विभाग, पुणे व त्यांच्या अधिपत्याखालील जिल्हा सैनिक कल्याण कार्यालये तसेच सैनिकी सेवापूर्व शिक्षण संस्था, औरंगाबाद या कार्यालयातील गट-क व गट-ड मधील दिवंगत कर्मचाऱ्यांच्या कुटूंबियांना अनुकंपा तत्वावरील नियुक्तीबाबतचा अर्ज स्विकृत करणे, अर्जाची छाननी करणे व नियमांची पूर्तता होत असलेला अर्ज प्रतीक्षासूचीत समाविष्ट करण्याकरीता जिल्हाधिकारी कार्यालयास पाठविण्याबाबतची प्राथमिक कार्यवाही ही संबंधित कार्यालयांमार्फत करण्यात यावी. त्यानंतर सदर अर्जदाराचे नाव संबंधित जिल्हाधिकाऱ्यांनी त्यांच्याकडे ठेवण्यात आलेल्या सामायिक प्रतिक्षासूचीमध्ये योग्य ठिकाणी समाविष्ट करावे व या सामायिक प्रतीक्षासूचीनुसार ज्येष्ठतेने त्यांचा क्रम अनुकंपा तत्वावर नियुक्ती देण्यासाठी आल्यास त्यांच्या जिल्हयातील कोणत्याही क्षेत्रीय कार्यालयात (अनुकंपा तत्वावर नियुक्ती देण्यासाठी रिक्त पदे असल्यास) नियुक्ती देण्यासंदर्भातील कार्यवाही जिल्हाधिकारी कार्यालयामार्फतच करण्यात यावी. (शासन निर्णय दि.३१.३.२००८)

(१८) अनुकंपा नियुक्तीकरिता ठेवण्यात येणारी प्रतीक्षासूची वेबसाईटवर (संकेतस्थळावर) प्रसिध्द करण्याबाबत:-

सर्व जिल्हाधिकारी/नियुक्ती प्राधिकारी व सामान्य प्रशासन विभाग, का. १४अ, यांनी त्यांच्या कार्यालयातील अनुकंपा नियुक्तीसाठी प्रतीक्षासूचीवर (सामायिक/स्वतंत्र) असलेल्या उमेदवारांची नावे व इतर माहिती सोबत जोडलेल्या **प्रपत्र 'ड' मधील नमून्यात** कार्यालयाच्या वेबसाईटवर प्रसिध्द करावी व सदर माहिती ही प्रत्येक महिन्यास अद्ययावत करावी. (शासन परिपत्रक, दि. १५.०५.२०१०)

सर्व जिल्हाधिकारी व नियुक्ती प्राधिकारी व सामान्य प्रशासन विभाग, का. १४अ, यांनी प्रतीक्षासूचीतील उमेदवारांना महिन्याभरात अनुकंपा नियुक्ती दिलेल्या उमेदवारांची नावे व माहिती प्रत्येक महिन्याच्या अखेरीस कार्यालयाच्या वेबसाईटवर प्रसिध्द करावी व त्याची प्रत शासनास सामान्य प्रशासन विभाग, का. ८ कडे सादर करावी. (शासन परिपत्रक, दि. १५.०५.२०१०)

सर्व जिल्हाधिकारी व नियुक्ती प्राधिकारी व सामान्य प्रशासन विभाग, का. १४अ, यांनी अनुकंपा नियुक्तीबाबतची माहिती महिन्याच्या शेवटच्या दिवशी अद्यावत केली जाईल याची दक्षता घ्यावी. सर्व मंत्रालयीन प्रशासकीय विभागांनी त्यांच्या अखत्यारातील मंत्रालय खुद्द व क्षेत्रीय नियुक्ती प्राधिका-यांकडून सदर सूचनांची अंमलबजावणी केली जाईल याची दक्षता घ्यावी. तसेच त्यांच्या अखत्यारातील नियुक्ती प्राधिका-यांच्या वेबसाईटचे पत्ते व दूरध्वनी क्रमांक कार्यासन क्र. ८, सामान्य प्रशासन विभाग यांच्याकडे पाठवावीत. (शासन परिपत्रक, दि. १५.०५.२०१०)

(१९) अनुकंपा नियुक्तीसाठी विहीत पदांची मर्यादा:-

(अ) शासन निर्णय दि. २२.०८.२००५ अन्वये विहीत करण्यात आलेल्या अनुकंपा नियुक्तीसाठी गट-क आणि गट-ड मध्ये प्रती वर्षी रिक्त होणा-या ५% मर्यादेमध्ये वाढ करुन ती गट-क व गट-ड मधील प्रती वर्षी रिक्त होणा-या पदांच्या १०% इतकी करण्यात आली आहे. (शासन निर्णय, दि. ०१.०३.२०१४)

(आ) अनुकंपा तत्वावरील पदे सन २०१२ या भरती वर्षापासून गट-क आणि गट-ड मधील प्रती वर्षी रिक्त होणा-या पदांच्या १०% मर्यादेत भरण्याची कार्यवाही सर्व नियुक्ती प्राधिकारी यांनी तात्काळ करावी. (शासन पूरक पत्र, दि. ०२.०५.२०१४)

(इ) शासन निर्णय, दि. ०१.०३.२०१४ अन्वये अनुकंपा नियुक्तीसाठी प्रतीवर्षी रिक्त होणा-या पदांच्या १०% ची असलेली मर्यादा दि. ०१.०३.२०१५ पासून पुढे २ वर्ष (दिनांक २८.०२.२०१७ पर्यंत) चालू होती.सदर १०% च्या मर्यादेस दि. ०१.०३.२०१७ पासून पुढे दोन वर्ष (दि. २८.०२.२०१९ पर्यंत) मुदतवाढ देण्यात आली आहे.

तथापि शासन निर्णय, वित्त विभाग दि. ०२.०६.२०१५ व दि. २३.०९.२०१५ अन्वये पदभरतीवर असलेले निर्बंध विचारात घेता, प्रस्तुत निर्बंध असेपर्यंत गट-क व गट-ड संवर्गातील एका वर्षात भरण्यास मान्यता असलेल्या रिक्त पदांच्या १०% पदे ही अनुकंपा नियुक्तीने भरण्यात यावीत. (शासन निर्णय, दि. २८.१०.२०१५ व दि. ०३.०५.२०१७)

(ई) निवासी आयुक्त, महाराष्ट्र सदन, नवी दिल्ली, ह्या कार्यालयात शासन सेवेत असताना दिवंगत झालेल्या गट-क व गट-ड मधील कर्मचाऱ्यांच्या कुटुंबियांना अनुकंपा तत्वावर नियुक्ती देण्याबाबत.

निवासी आयुक्त, महाराष्ट्र सदन, नवी दिल्ली हे कार्यालय नवी दिल्ली येथे असून त्या कार्यालयातील गट-क व गट-ड मधील एकूण पदांची ८९ ही संख्या लक्षात घेता त्या कार्यालयात प्रतिवर्षी १-२ पदेच रिक्त होतात. शासन निर्णय, दि.२२.८.२००५ नुसार अनुकंपा नियुक्तीसाठी विहित केलेल्या ५% मर्यादेमुळे (१०% - शासन निर्णय दि. ०१.०३.२०१४) या कार्यालयात कधीच अनुकंपा नियुक्तीसाठी पद उपलब्ध होणार नाही व अनुकंपा नियुक्ती या कार्यालयात करणेही शक्य होणार नाही. ही बाब विचारात घेता निवासी आयुक्त, महाराष्ट्र सदन, नवी दिल्ली या आस्थापनेचा, अपवाद करुन त्या कार्यालयातील दिवंगत कर्मचाऱ्यांच्या पात्र कुटुंबियांना अनुकंपा नियुक्ती देण्याची कार्यवाही दि.२२.८.२००५ च्या शासन निर्णयातील परिच्छेद १ (ओ) मध्ये विहित केलेली रिक्त पदांची ५% ची (१०% - शासन निर्णय दि. ०१.०३.२०१४) मर्यादा शिथिल करुन त्या कार्यालयातच उपलब्ध होणाऱ्या गट-क किंवा गट-ड च्या पदावर निवासी आयुक्त यांचेकडूनच करण्यास या शासन निर्णयाद्वारे खास बाब म्हणून मान्यता देण्यात येत आहे. (शासन निर्णय, दि.६.११.२००८)

(उ) कार्यालयामध्ये रिक्त पदांची संख्या १० पेक्षा कमी असल्यास नियुक्ती प्राधिकारी यांनी अनुसरावयाची कार्यपध्दती:-

नियुक्ती प्राधिका-यांकडे त्याच्या नियंत्रणाखालील कार्यालयात गट-क व गट-ड मध्ये प्रतिवर्षी २० किंवा त्या पटीत किंवा त्यापेक्षा अधिक पदे रिक्त होत असतील, तर त्यांनी प्रचलित नियमाप्रमाणे ५% (१०% - शासन निर्णय, ०१.०३.२०१४) नुसार पदे अनुकंपा नियुक्तीने भरावीत. मात्र ज्या नियुक्ती प्राधिका-याकडे वर्षात १० पेक्षा कमी रिक्तपदे उपलब्ध होणार असतील, तर त्यांनी त्यावर्षी उपलब्ध होणा-या सदर रिक्त पदांची संख्या संबंधित जिल्हाधिकारी यांना/बृहन्मुंबईच्या बाबतीत सामान्य प्रशासन विभाग (कार्यासन १४-अ) यांना कळवावी. तसेच रिक्त पदे उपलब्ध होणार नसल्यासही कळविण्याची कार्यवाही करावी. संबंधित जिल्हाधिकारी यांनी त्यांच्या जिल्ह्यातील (गट-क व गट-ड) व सामान्य प्रशासन विभाग (कार्यासन १४-अ) यांनी (फक्त गट-क) बृहन्मुंबईतील अशा नियुक्ती प्राधिका-यांकडून प्राप्त झालेल्या रिक्त पदांची संख्या एकत्रित करुन त्या एकूण रिक्त पदांच्या ५% (सध्या १०%, शासन निर्णय, ०१.०३.२०१४) पदांची परिगणना करुन, त्यानुसार ती पदे अनुकंपा नियुक्तीने भरण्यासाठी जिल्हाधिकारी-यांनी/ सामान्य प्रशासन विभागाने (कार्यासन १४-अ) त्यांच्याकडील सामायिक प्रतीक्षासूचीतील उमेदवारांच्या नावांची शिफारस जेष्ठतेनुसार नियुक्ती प्राधिका-यांना करण्याची कार्यवाही करावी. या नव्याने समाविष्ट केलेल्या तरतुदींचे पालन करण्याची जबाबदारी संबंधित जिल्हाधिकारी-यांची तसेच बृहन्मुंबईसाठी सामान्य प्रशासन विभाग (कार्यासन १४-अ) ची राहील.

सदर तरतुदींची अंमलबजावणी करताना कॅलेंडर वर्षात (जानेवारी ते डिसेंबर) रिक्त झालेली पदे विचारात घ्यावीत व त्यानुसार सामान्य प्रशासन विभाग (कार्यासन १४-अ)/ जिल्हाधिकारी यांच्याकडून अनुकंपा तत्वावर नियुक्तीसाठी विभाग/ कार्यालयात उपलब्ध असलेल्या पदांवर अनुकंपा नियुक्तीसाठीच्या उमेदवारांची शिफारस प्राप्त झाल्यावर सात दिवसांच्या आत नियुक्ती करण्याची जबाबदारी संबंधित नियुक्ती प्राधिकाऱ्याची राहील. नियुक्ती केल्यानंतर तसे केल्याचे सामान्य प्रशासन विभाग (कार्यासन १४-अ)/ जिल्हाधिकारी यांना संबंधित नियुक्ती प्राधिकाऱ्याने विनाविलंब कळविणे बंधनकारक आहे.

त्याखेरीज बृहन्मुंबईतील गट-ड वर्गाच्या अनुकंपा नियुक्तीसाठी पद उपलब्ध नसेल तर अशा आस्थापनांच्या नियुक्ती प्राधिकाऱ्यांनी अनुकंपा नियुक्ती योजनेखाली प्राप्त झालेली नावे वरनमुद केल्याप्रमाणे रिक्त पदांची माहिती जिल्हाधिकारी, मुंबई शहर, ओल्ड कस्टम हाऊस, मुंबई यांच्याकडे पाठवावीत. जिल्हाधिकारी, मुंबई शहर यांनी गट-ड करीता स्वतंत्र सामायिक प्रतीक्षासूची ठेऊन त्यामधून ज्येष्ठतेनुसार उमेदवारांच्या नावांची शिफारस ज्या ठिकाणी अनुकंपा नियुक्तीसाठी पद उपलब्ध आहे अशा आस्थापनांच्या नियुक्ती प्राधिकाऱ्यांना करावी. (शासन निर्णय, दि. ०१.०१.२००८)

(ऊ) अनुकंपा तत्वावर नियुक्तीसाठी दिनांक २२.०८.२००५ पूर्वी प्रतिक्षासूचीत असलेल्या पात्र उमेदवारांना शासन सेवेत नियुक्ती देण्यासंदर्भात शासनाने खालीलप्रमाणे निर्णय घेतला आहे:-

१. शासकीय कार्यालयातील आस्थापनेवर गट-क व गट-ड मध्ये अनुकंपा तत्वावर नियुक्तीकरिता तयार करण्यात आलेल्या प्रतीक्षासूचीमधील, दि.२२.८.२००५ पूर्वीच्या उमेदवारांना दि. २२.०८.२००५ च्या शासन निर्णयान्वये विहित केलेली रिक्त पदांच्या ५% ची मर्यादा (१०% - शासन निर्णय, ०१.०३.२०१४) लागू राहाणार नाही.

२. प्रतीक्षासूचीवर असलेल्या दि. २२.०८.२००५ पूर्वीच्या उमेदवारांना शासकीय कार्यालयात रिक्त असलेल्या/होणाऱ्या पदांवर अनुकंपा तत्वावर नियुक्ती, आदेशाच्या दिनांकापासून तीन वर्षात टप्प्याटप्प्याने देण्यात यावी. तीन वर्षात टप्प्या-टप्प्याने नियुक्ती करताना दि. २२.०८.२००५ पूर्वीच्या प्रतीक्षायादीतील उमेदवारांपैकी ५० % उमेदवारांची नियुक्ती पहिल्यावर्षी, २५% उमेदवारांची नियुक्ती दुसऱ्या वर्षी व उर्वरित २५% उमेदवारांची नियुक्ती तिसऱ्या वर्षी करण्यात यावी.

३. अनुकंपा तत्वावर नियुक्तीसाठी उपरोक्त (अनुक्रमांक (ऊ) (१) व (२) मधील) आदेशाची अंमलबजावणी करताना दि. २२.०८.२००५ पूर्वीच्या उमेदवारांना तीन वर्षात टप्या-टप्याने नियुक्ती देण्याकरिता नियुक्ती प्राधिकाऱ्यांकडे तितकी पदे उपलब्ध नसल्यास, त्यांनी अशा उमेदवारांना, सामायिक प्रतीक्षासूचीतून अन्य कार्यालयात नियुक्ती देण्याची विनंती संबंधित जिल्हाधिकाऱ्यांकडे करावी. बृहन्मुंबईतील गट-क च्या पदावरील नियुक्तीसंदर्भात अशी कार्यवाही बृहन्मुंबईतील नियुक्ती प्राधिकाऱ्यांनी, सामान्य प्रशासन विभाग (का.क्र.१४-अ)

यांच्याकडे करावी व बृहन्मुंबईतील, गट ड च्या बाबतीत अशी कार्यवाही बृहन्मुंबईतील नियुक्ती प्राधिकाऱ्यांनी जिल्हाधिकारी, मुंबई शहर यांच्याकडे करावी. जिल्हाधिकारी/सामान्य प्रशासन विभाग (का.१४-अ) यांना रिक्त पदावर अनुकंपा नियुक्तीकरिता शिफारस करणे शक्य व्हावे म्हणून सर्व नियुक्ती प्राधिकाऱ्यांनी त्यांच्या कार्यक्षेत्रातील गट-क व गट-ड मधील रिक्त पदांची संख्या त्यांना कळवावी. ही प्रक्रिया संपूर्णपणे सुयोग्यरित्या पार पाडण्याची जबाबदारी संबंधित जिल्हाधिकारी/सामान्य प्रशासन विभाग, का.१४-अ यांची राहील. त्यांनी ह्या संदर्भात वेळोवेळी आढावा घेऊन अनुकंपा तत्वावरील नियुक्ती योग्य रित्या होते, याची खात्री करावी. (शासन निर्णय, दि. २३.०४.२००८)

(ए) दि. २२.०८.२००५ पूर्वी प्रतीक्षासूचीवर असलेल्या उमेदवारांपैकी ५०% उमेदवारांना पहिल्या वर्षी, २५% उमेदवारांना दुसऱ्या वर्षी व उर्वरीत २५% उमेदवारांना तिसऱ्या वर्षी शासन सेवेत अनुकंपा तत्वावर सामावून घ्यायचे आहे. ही कार्यवाही करताना प्रतीक्षासूची मध्ये उमेदवार आहेत, परंतू नियुक्ती प्राधिकाऱ्यांकडे नियुक्ती देण्यासाठी गट-क व गट- ड मध्ये सरळसेवेची पदे रिक्त नाहीत तसेच ज्या नियुक्ती प्राधिकाऱ्याकडे रिक्त पदे आहेत, परंतु अनुकंपा तत्वावर नियुक्ती देण्यासाठी दि २२.०८.२००५ पूर्वीचे उमेदवार प्रतीक्षासूचीवर नाहीत, अशी परिस्थिती केव्हा केव्हा उदभवते. परिणामी अशा वेळी अनुकंपा तत्वावर नियुक्ती देणे शक्य होत नाही. त्याचप्रमाणे जिल्हाधिकारी कार्यालयाकडून सामायिक प्रतीक्षासूचीतून अनुकंपा तत्वावर नियुक्ती देण्यासाठी जिल्ह्यांतील अन्य कार्यालयांकडे शिफारशी केल्यानंतरही त्या उमेदवारांना संबंधित कार्यालयात पद रिक्त असूनही नियुक्ती दिली जात नाही, असे काही जिल्हाधिकाऱ्यांनी शासनाच्या निदर्शनास आणले आहे. अनुकंपा नियुक्ती संदर्भात शासनाने जो धोरणात्मक निर्णय दि.२३.४.२००८ च्या आदेशान्वये घेतला आहे, त्याची काटेकोर अंमलबजावणी करणे बंधनकारक असल्याने ज्या नियुक्ती प्राधिकाऱ्यांकडे/ज्यांच्या नियंत्रणाखालील कार्यालयामध्ये गट-क व गट-ड ची सरळसेवेची पदे रिक्त आहेत, त्यांनी जिल्हाधिकारी कार्यालयाकडून अनुकंपा तत्वावर नियुक्तीसाठी प्राप्त झालेल्या शिफारशीच्या अनुषंगाने विहीत अटी व शर्ती पूर्ण करणाऱ्या व पूर्ण कागदपत्रे असणाऱ्या उमेदवारांना अनुकंपा तत्वावर नियुक्ती देण्याची कार्यवाही विनाविलंब पूर्ण करावी. त्याचप्रमाणे या आदेशांची प्रभावीपणे अंमलबजावणी करण्याकरिता नियुक्ती प्राधिकाऱ्यांनी त्यांच्या नियंत्रणाखालील कार्यालयांमध्ये सरळसेवेच्या गट-क व गट-ड च्या रिक्त पदांची माहिती संबंधित जिल्हाधिकाऱ्यांना न चुकता वेळोवेळी कळवावी. तसेच, सरळसेवेने गट-क व गट-ड ची रिक्त पदे भरण्यासंदर्भात जाहिरात देण्यापूर्वी दि.१.१.२००८ व दि.२३.४.२००८ च्या शासन निर्णयाची अंमलबजावणी करण्याकरिता अनुकंपा तत्वावर नियुक्ती देण्यात आल्याची खात्री करुन उर्वरीत पदांकरीता जाहिरात देण्यापूर्वी संबंधित जिल्हाधिकारी यांची संमती मिळवणे आवश्यक राहील.

जाहिरातीसाठी संमती मिळविण्याचा प्रस्ताव जिल्हाधिकाऱ्यांकडे पाठविताना नियुक्ती प्राधिकाऱ्यांनी त्याच्या अखत्यारीतील कोणत्या जिल्हयात कोणत्या संवर्गाची किती पदे रिक्त आहेत याची माहिती त्या त्या जिल्हाधिकाऱ्यांना कळविणे आवश्यक राहील. जाहिरात देण्याकरीता प्रस्ताव जिल्हाधिकाऱ्यांकडे प्राप्त झाल्यावर दि. २२.०८.२००५, दि.१.१.२००८ व दि.२३.४.२००८ च्या शासन निर्णयातील तरतुदींची पूर्तता करण्यासाठी आवश्यक असलेल्या उमेदवारांना अनुकंपा नियुक्तीकरीता त्यांच्या जिल्ह्यात रिक्त असलेली पदे भरण्याकरीता जिल्हाधिकारी शिफारस करतील व अशा शिफारशीनुसार अनुकंपा नियुक्ती देणे संबंधित विभाग प्रमुख/कार्यालय प्रमुखांना बंधनकारक राहील. अनुकंपा नियुक्ती करिता जिल्हाधिकाऱ्यांच्या शिफारशीनुसार नियुक्ती केल्यानंतर/दिल्यानंतर जी रिक्त पदे उरतील ती पदे जाहिरातीद्वारे विहीत मार्गाने व विहित कार्यपध्दतीने भरण्यासाठी, जिल्हाधिकारी संबंधित नियुक्ती प्राधिकाऱ्यांना परवानगी/ ना हरकत प्रमाणपत्र देतील. (शासन परिपत्रक, ०५.०२.२०१०)

(२०) मागासवर्गीयांसाठी आरक्षित ठेवलेल्या पदांवर अनुकंपा तत्वावर नियुक्ती देताना करावयाच्या कार्यवाहीबाबत:-

अनुकंपा नियुक्ती देण्यासाठी वर्षभरात रिक्त होणाऱ्या पदांच्या ५ % (१०% - शासन निर्णय, ०१.०३.२०१४) पदे अनुज्ञेय असून, शासनाच्या दि. १३.०६.२००३ च्या शासन निर्णयान्वये अनुकंपा नियुक्ती करतांना मागासवर्ग/अमागासवर्ग अशा भेदाभेद न करता प्रतिक्षासूचीवरील ज्येष्ठतेनूसार नियुक्ती देण्याचे निदेश देण्यात आले आहेत. सामान्य प्रशासन विभागाच्या दि. २३.०४.२००८ च्या शासन निर्णयान्वये दि. २२.०८.२००५ पूर्वीच्या प्रतिक्षासूचीवरील उमेदवारांना अनुकंपा नियुक्ती देण्यासाठी ५% (१०% - शासन निर्णय, ०१.०३.२०१४) अट नसल्याने, रिक्त पदांची माहिती पाठविणाऱ्या कार्यालयास, जिल्हाधिकाऱ्यांकडून प्रतीक्षासूचीवर उमेदवार उपलब्ध असल्यास रिक्त पदांइतक्याच उमेदवारांची शिफारस केली जाते. नियुक्ती प्राधिकाऱ्याकडून उपलब्ध सर्व रिक्त पदांची संख्या कळविली जात असल्याने त्यामध्ये काही पदे मागासवर्गीय प्रवर्गासाठी आरक्षित असण्याची शक्यता असते व अशा पदांसाठी जिल्हाधिकाऱ्यांकडून खुल्या प्रवर्गातील उमेदवारांची शिफारस केली गेल्यास नियुक्ती प्राधिकाऱ्यांपुढे आरक्षित पदावर खुल्या प्रवर्गातील उमेदवारांची नियुक्ती करणे नियमानुकूल होईल किंवा कसे, असा प्रश्न उद्भवत असल्याचे शासनाच्या निदर्शनास आले आहे. यासंदर्भात महाराष्ट्र राज्य लोकसेवा {अनुसूचित-जाती/अनुसूचित जमाती, निरधिसूचित जमाती (विमुक्त जाती), भटक्या जमाती, विशेष मागास प्रवर्ग आणि इतर मागासवर्गीयांसाठी आरक्षण अधिनियम, २००१ मधील कलम ४(१) मध्ये "अनुसूचित जाती/अनुसूचित जमाती, निरधिसूचित जमाती (विमुक्त जाती), भटक्या जमाती, विशेष मागास प्रवर्ग आणि इतर मागासवर्ग यांच्यासाठी राखून ठेवलेल्या जागा अशा जातीतील, जमातीतील, प्रवर्गातील किंवा वर्गातील नसलेल्या उमेदवारांद्वारे भरण्यात येणार नाहीत" अशी स्पष्ट तरतूद करण्यात आली आहे.

त्यामुळे वरील अधिनियमातील तरतूद तसेच अनुकंपा नियुक्ती देताना ती प्रतीक्षासूचीवरील जेष्ठताक्रमानुसारच देण्याची प्रचलित कार्यपध्दती इ. सर्व बाबींचा साकल्याने विचार करुन आता अनुकंपा नियुक्तीसाठी असलेल्या प्रतीक्षासूचीवरील अनुकंपा तत्वावर नियुक्ती देण्यासाठी उमेदवारांची शिफारस करताना जिल्हाधिकाऱ्यांनी तसेच नियुक्ती प्राधिकाऱ्यांनी खालीलप्रमाणे कार्यवाही करावी, असे सूचित करण्यात येत आहे :-

अ) मागासवर्गीयांसाठी आरक्षित असलेल्या पदावर खुल्या प्रवर्गाच्या उमेदवाराची नियुक्ती करता येत नसल्याने, जिल्हाधिकाऱ्यांनी त्यांच्या अधिकार क्षेत्रातील नियुक्ती प्राधिकाऱ्याकडून रिक्त पदांची माहिती घेताना प्रत्येक रिक्त पद कोणत्या प्रवर्गासाठी आरक्षित आहे/अनारक्षित आहे याचीही माहिती घ्यावी. तद्नंतर संबंधित जिल्हाधिकाऱ्यांनी/शिफारस करणाऱ्या सक्षम प्राधिकाऱ्यांनी अशा पदावर अनुकंपा उमेदवारांची शिफारस करतांना मागासवर्गीयांसाठी आरक्षित असलेल्या रिक्त पदावर खुल्या प्रवर्गाच्या उमेदवाराची शिफारस केली जाणार नाही, याची दक्षता घ्यावी व असे आरक्षित पद आरक्षित प्रवर्गाचा उमेदवार उपलब्ध होईपर्यंन्त रिक्त ठेवावे.

ब) प्रतीक्षासूचीत कनिष्ठ क्रमांकावर मागास प्रवर्गाचा उमेदवार असला तरी त्यास जेष्ठता क्रम डावलून खुल्या प्रवर्गाच्या जेष्ठ उमेदवारांना नियुक्ती देण्यापूर्वी आरक्षित पदावर नियुक्ती देता येणार नाही. खुल्या प्रवर्गाच्या उमेदवारांना नियुक्ती दिल्यानंतर जेव्हा आरक्षित प्रवर्गाच्या उमेदवाराचा प्रतीक्षासूचीतील जेष्ठतेनुसार नियुक्तीसाठी क्रम येईल तेव्हाच त्याची नियुक्ती आरक्षित पदावर करणे आवश्यक आहे. तथापि, मागासवर्गीय उमेदवारास प्रतीक्षासूचीवरील जेष्ठताक्रमानुसार अनुकंपा नियुक्ती देण्याच्यावेळी त्या उमेदवारांच्या मागासवर्ग प्रवर्गाचे पद उपलब्ध नसले तरी त्यांना खुल्या प्रवर्गाच्या उपलब्ध पदावर नियुक्ती देण्यात यावी.

क) सर्व नियुक्ती प्राधिकाऱ्यांनी त्यांच्या आस्थापनेवरील रिक्त पदांची माहिती जिल्हाधिकाऱ्यांना कळविताना त्यामधील आरक्षित पदे किती आहेत व ती कोणत्या प्रवर्गासाठी आरक्षित आहेत, याचा स्पष्ट उल्लेख करावा. त्याचप्रमाणे जिल्हाधिकाऱ्यांकडे त्यांच्या प्रतीक्षासूचीवर दाखल करण्यासाठी अनुकंपा उमेदवारांची नावे पाठविताना त्यांचा प्रवर्ग न चुकता नमूद करावा. (शासन परिपत्रक दि. १३.१०.२०१०)

(२१) अनुकंपा तत्वावरील प्रतीक्षासूचीवरील उमेदवाराचे निधन झाल्यास त्याऐवजी कुटुंबातील अन्य पात्र वारसदाराचा समावेश अनुकंपा नियुक्तीच्या प्रतीक्षासूचीत करणे:-

कर्मचा-याच्या मृत्यूनंतर त्याच्या पात्र कुटुंबियांचे नांव अनुकंपाधारकांच्या प्रतीक्षासूचीमध्ये घेतल्यानंतर त्याच्याऐवजी अन्य पात्र वारसदाराचे नाव प्रतीक्षासूचीमध्ये घेतले जात नाही. म्हणजेच प्रतीक्षासूचीमधील नाव बदलण्याची तरतूद सध्याच्या धोरणात नाही. परंतु प्रतीक्षासूचीवरील उमेदवाराचेच निधन झाल्यास प्रतीक्षासूचीतील उमेदवाराऐवजी त्याच्या कुटुंबातील अन्य पात्र वारसदाराचे नाव अनुकंपाधारकांच्या प्रतीक्षासूचीमध्ये मूळ उमेदवाराच्या प्रतीक्षासूचीतील दिनांकाला

घेतले जाईल. मात्र नव्या उमेदवाराचे वय सदर दिनांकाला १८ वर्षापेक्षा जास्त असावे. जर नव्या उमेदवाराचे वय मूळ उमेदवाराच्या प्रतीक्षासूचीतील दिनांकास १८ वर्षापेक्षा कमी असेल तर, नव्या उमेदवाराचे नाव त्याला ज्या दिवशी १८ वर्ष पूर्ण होतील त्या दिनांकास घेण्यात यावे. (शासन निर्णय दि. २०.०५.२०१५)

(२२) दि. २६.११.२००८ ते दि. २९.११.२००८ या कालावधित मुंबई येथे आतंकवाद्यांच्या हल्ल्यांत शहीद झालेल्या पोलीस सेवेतील व्यक्तींच्या कुटुंबियांपैकी एकास गट-ब किंवा गट-अ मधील पदावर खास बाब म्हणून शासन सेवेत सामावून घेण्याबाबत:-

(अ) प्रचलित अनुकंपा नियुक्ती योजनेतील अटी व शर्ती तसेच पात्रतेचे निकष शिथील करुन एक खास बाब म्हणून दि. २६.११.२००८ ते २९.११.२००८ या कालावधित शहीद झालेल्या पोलीस अधिकारी/कर्मचा-यांच्या पात्र कुटुंबियांपैकी एकाच व्यक्तीस त्यांची शैक्षणिक पात्रता विचारात घेऊन गट-क व गट-ड प्रमाणेच शासन सेवेतील गट-ब किंवा गट-अ मधील सरळसेवेच्या कोट्यातील प्रथम टप्प्यावरील पदांवर नियुक्ती देण्यास शासन मान्यता देत आहे. प्रचलित अनुकंपा योजनेतील अटी व शर्ती शिथील करुन वरील पोलीस कर्मचा-यांच्या कुटुंबियांना अनुकंपा तत्वावर नियुक्ती देण्यास दिलेली मान्यता ही तत्कालीन विशिष्ट परिस्थितीचे गांभीर्य लक्षात घेवून देण्यात आली आहे. त्यामुळे या प्रकरणी घेतलेला निर्णय पूर्वोदाहरण म्हणून धरता येणार नाही. (शासन निर्णय, दि. २०.०१.२००९)

(आ) अनुकंपा तत्वावरील नियुक्ती संदर्भातील इतर तरतूदी कायम राहतील. त्यामुळे शहीद झालेल्या अधिकारी/कर्मचाऱ्यांच्या कुटुंबातील पात्र व्यक्ती सज्ञान असल्यास त्यांनी पोलीस अधिकारी/कर्मचारी शहीद झाल्याच्या दिनांकापासून एका वर्षात अर्ज करणे आवश्यक राहील. तसेच त्यांच्या पात्र कुटुंबियांपैकी कोणीही व्यक्ती सज्ञान नसल्यास त्या कुटुंबियांमधील पात्र व्यक्तीने सज्ञान झाल्यानंतर एका वर्षाच्या आत अर्ज करणे आवश्यक राहील. तथापि, पात्र कुटुंबियांतील ज्यांना गट-ब किंवा गट-अ पदावरील नियुक्तीकरिता अर्ज करावयाचा आहे, त्यांच्याबाबतीत अर्ज करण्यासाठी वयोमर्यादा २५ वर्षापर्यंत राहील. (शासन निर्णय, दि. २०.०१.२००९ व दि. १३.११.२००९)

प्रस्तुत प्रकरणी अनुकंपातत्वावर प्राधान्याने नियुक्ती द्यावयाची असल्याने शासन निर्णय दि. २२ ऑगस्ट, २००५ मधील तरतूदीनुसार नियुक्ती करीता रिक्त होणाऱ्या पदांच्या ५% ची मर्यादा या प्रकरणी शिथील करण्यात येत आहे. त्यामुळे अनुकंपा नियुक्तीसाठी अर्ज प्राप्त झाल्यानंतर विहित सर्व बाबींची पूर्तता झाल्यानंतर संबंधितांना प्राधान्याने नियुक्ती देण्यात यावी. तथापि, आयोगाच्या कक्षेतील गट-ब किंवा गट-अ पदावर नियुक्ती देण्यापूर्वी अशा प्रकरणी महाराष्ट्र लोकसेवा आयोगाची पूर्वमान्यता घेणे आवश्यक राहील. अनुकंपा तत्वावर नियुक्ती देण्यासंदर्भातील संपूर्ण कार्यवाहीवर म्हणजेच अर्ज स्वीकृतीपासून ते नियुक्ती देईपर्यंतच्या कार्यवाहीवर नियंत्रण गृह विभागाचे राहील. (शासन निर्णय दि. २०.०१.२००९)

(२३) सामान्य प्रशासन विभागाच्या अधिकार क्षेत्रातील अनुकंपा नियुक्ती योजनेशी संबंधित कोणताही धोरणात्मक निर्णय प्रशासकीय विभागांनी परस्पर न घेण्याबाबत:-

शासन सेवेत कार्यरत असताना दिवंगत झालेल्या गट-क व गट-ड मधील शासकीय कर्मचाऱ्यांच्या पाल्यास त्यांच्या शैक्षणिक अर्हतेनुसार गट-क अथवा गट-ड पदावर अनुकंपा नियुक्ती देण्याची योजना व त्या योजनेत वेळोवेळी आवश्यक ते बदल करण्यासाठी धोरणात्मक निर्णय घेणे ही बाब सामान्य प्रशासन विभागाच्या अधिकार कक्षेतील आहे. या योजनेतील प्रचलित तरतूदींपेक्षा वेगळा अथवा त्या तरतूदींना अपवाद करणारा असा कोणताही निर्णय प्रशासकीय विभागांनी स्वतंत्रपणे घेणे अपेक्षित नाही. तथापि दि.२६ नोव्हेंबर, २००८ रोजी झालेल्या अतिरेकी हल्ल्यात शहीद झालेल्या पोलीस अधिकारी/कर्मचाऱ्यांचे वारसांना अनुकंपा नियुक्तीचा विशेष लाभ देण्याचा निर्णय घेताना त्याचप्रमाणे नक्षलवादी क्षेत्रात कार्यरत असतांना नक्षलवाद्यांच्या हल्ल्यात शहीद झालेल्या पोलीस अधिकारी/कर्मचाऱ्यांच्या वारसांना अनुकंपा नियुक्ती विषयक विशेष लाभ देण्याचा निर्णय घेताना महसूल व वन विभागाने व गृह विभागाने सामान्य प्रशासन विभागाशी सल्लामसलत न करता अथवा प्रस्ताव या विभागास न दाखविता परस्पर मंत्रिमंडळापुढे प्रस्ताव सादर करुन स्वतंत्रपणे निर्णय घेतल्याचे आढळून आले आहे व अशातऱ्हेने प्रशासकीय विभागांनी परस्पर प्रस्ताव सादर केल्यामुळे प्रस्तावाची सर्वांगीण बाजू मंत्रिमंडळासमोर/शासनासमोर विभागांकडून मांडली जात नाही ही वस्तुस्थिती आहे.

वस्तुत: कोणतीही नियुक्ती ही सेवाविषयक बाब असल्याने, अनुकंपा नियुक्तीसंदर्भात निर्णय घेताना सर्वंकष विचार होणे आवश्यक असते व त्यासाठी सेवाविषयक नियम/तरतूदी, वेळोवेळी पारित झालेले न्याय निर्णय तसेच घेतलेल्या निर्णयाचा राज्य स्तरावरील सर्व सेवांवर होणारा परिणाम विचारात घेऊन निर्णय घ्यावा लागतो.

वर नमूद केल्यानुसार प्रशासकीय विभागांनी सामान्य प्रशासन विभागाशी सल्ला मसलत न करताच परस्पर शासनास प्रस्ताव सादर करताना वरील कोणत्याही बाबींचा विचार केलेला दिसून येत नाही. तसेच त्यामुळे प्रचलित कार्यपध्दतीचा व संकेतांचा भंग होऊन संबंधीत प्रशासकीय विभागाकडून त्यांचे कार्यकक्षांचे उल्लंघन होत आहे ही बाबही त्या विभागांनी विचारात घेतलेली नाही. त्यामुळे विहित कार्यपध्दती अनुसरुन व सामान्य प्रशासन विभागाशी सल्ला मसलत न करता परस्पर घेतल्या गेलेल्या निर्णयामुळे त्यामध्ये काही त्रुटी राहून भविष्यात न्यायालयीन प्रकरणे उद्भवून त्यामुळे शासनाची अडचणीची परिस्थिती निर्माण होऊ शकते.

वरील सर्व परिस्थिती विचारात घेऊन, सर्व प्रशासकीय विभागांना असे निदेश देण्यात येत आहेत की, सामान्य प्रशासन विभागाच्या कार्यकक्षेतील "अनुकंपा नियुक्ती" या विषयाशी संबंधीत कोणताही प्रस्ताव मंत्रिमंडळापुढे आणण्यापूर्वी तो सामान्य प्रशासन विभागाला दाखविणे व अशा कोणत्याही प्रस्तावामध्ये सामान्य प्रशासन विभागाच्या अभिप्रायांचा समावेश मंत्रिमंडळ टिप्पणीमध्ये

करणे सर्व प्रशासकीय विभागांना याद्वारे बंधनकारक करण्यात येत आहे.(शासन परिपत्रक, दि. ०५.०३.२०११)

(२४) अनुकंपा नियुक्ती हा कर्मचाऱ्याच्या कुटुंबाचा "वारसा हक्क" नाही-

मा. सर्वोच्च न्यायालयाने दिलेल्या विविध निर्णयानूसार अनुकंपा तत्वावरील नियुक्ती हा कर्मचाऱ्याच्या कुटुंबाचा "वारसा हक्क" होत नाही. तसेच विशिष्ट कालावधी उलटून गेल्यावर अनुकंपा नियुक्ती अनुज्ञेय राहत नाही. (शासन निर्णय, दि. २२.०८.२००५)

(२५) अनुकंपा नियुक्तीबाबतच्या अटी व शर्ती शिथील करण्याबाबत:-

शासन निर्णय, दि. २६.१०.१९९४ अन्वये अनुकंपा नियुक्तीसाठी दिवंगत शासकीय कर्मचा-यांच्या विधवांना केवळ गट-ड मधील पदावर नियुक्ती करावयाची असल्यास शैक्षणिक अर्हता शिथील करण्याबाबतची तरतुद आहे. याव्यतिरिक्त अन्य कोणतीही अट शिथील करण्यास शासन सक्षम नाही असा स्पष्ट उल्लेख शासन निर्णय, दि. २६.१०.१९९४ मध्ये करण्यात आला आहे.

अनुकंपा नियुक्तीबाबच्या तरतुदी सुस्पष्ट असताना देखील ब-याच विभागांकडून कर्मचा-यांच्या कुटुंबियांना अनुकंपा नियुक्तीकरिता अटी शिथील करण्याकरिता सातत्याने प्रस्ताव प्राप्त होत असतात. अटी व शर्ती शिथील करण्याचे अधिकार शासनाला नसताना देखील अशा स्वरुपाचे प्रस्ताव विचारात घेण्यामुळे शासनाच्या आदेशांचे उल्लंघन होते आणि अनुकंपाच्या अटी शिथीलक्षम आहेत असा गैरसमज पसरतो. परंतु या अटी व शर्ती शिथीलक्षम नसल्याने ही सर्व प्रकरणे सामान्य प्रशासन विभागात अमान्य केली जातात. यास्तव नियमांना धरुन नसलेली प्रकरणे/ शासन सक्षम नसलेली प्रकरणे विभागांनी सामान्य प्रशासन विभागाकडे सादर करुन नयेत. केवळ गट-ड मधील नियुक्तीसाठी कर्मचा-यांच्या विधवांना शैक्षणिक अर्हतेत जी शिथीलता दिली जाते ती वगळता अन्य कोणत्याही अटी व शर्ती शिथिल करण्याचे प्रस्ताव विभागांनी विचारात घेऊ नयेत.

अनुकंपा नियुक्तीबाबतचे प्रस्ताव विभाग/कार्यालयास प्राप्त झाल्यानंतर त्यांची संपूर्ण शहानिशा संबंधित कार्यालयांनी करुन जर अटी व शर्तींची पूर्तता होत असेल तरच ते प्रस्ताव विचारात घ्यावेत अन्यथा ते प्रस्ताव त्यांच्या स्तरावर उचित उत्तर देऊन निकालात काढावेत. त्याकरीता प्रस्ताव सामान्य प्रशासन विभाग/शासनास सादर करण्याची आवश्यकता नाही. सर्व नियुक्ती अधिकारी/विभाग/कार्यालयांनी या सूचनांचे काटेकोरपणे पालन करावे.

(शासन परिपत्रक, दि. २९.१०.२००३)

(२६) अटी शिथील करण्याचे अधिकार-

उपरोक्त अनुक्रमांक ३. (१२) (इ) मध्ये नमूद केलेल्या अटी व्यतिरिक्त कोणत्याही अटी शिथील करण्याची शक्ती शासनाकडे राहणार नाही.

परिशिष्ट 'ब'

(शासन निर्णय क्रमांक : अकंपा १२१७/प्र.क्र.१०२/आठ, दिनांक २१ सप्टेंबर, २०१७.)

शासकीय सेवेत असताना दिवंगत झालेल्या शासकीय कर्मचा-यांच्या नातेवाईकांस अनुकंपा तत्वावर नेमणूक देतेवेळी भरावयाचे प्रपत्र. (शासन निर्णय, दि. २६.१०.१९९४)

भाग-१

१. (अ) दिवंगत अधिकारी/कर्मचा-याचे नांव:-
(ब) कर्मचा-याचे पदनाम:-
(क) जन्म दिनांक:-
(ड) मृत्यूचा दिनांक/कायमस्वरुपी जायबंदी झाल्याचा दिनांक:-
(इ) नियत वयोमानानुसार सेवानिवृत्तीचा दिनांक:-

२. (अ) ज्या व्यक्तीस नियुक्ती द्यावयाची आहे
त्या व्यक्तीचे नांव:-
(ब) त्याचे/तिचे कर्मचा-याशी नाते:-
(क) जन्म दिनांक:-
(ड) शैक्षणिक अर्हता:-
(इ) कुटुंबियांपैकी दुस-या कोणा कुटुंबियाला अनुकंपा तत्वावर नियुक्ती दिली आहे काय ?:-

३. स्थावर मालमत्तेच्या उत्पन्नासह पुढील योजनांनुसार मिळालेली एकूण रक्कम:-
(अ) कुटुंब निवृत्तीवेतन-
(ब) स्थावर मालमत्तेपासूनचे वा इतर मासिक उत्पन्न-
(क) मृत्यू-नि-सेवानिवृत्ती उपदान-
(ड) भविष्यनिर्वाह निधीतील बचत-
(इ) ठेव संलग्न विमा योजना-
(फ) गट विमा योजना-
(ग) आयुर्विम्याची रक्कम-

एकूण रक्कम-

४. शासकीय कर्मचा-याच्या कुटुंबातील सर्व व्यक्तींचा तपशील (त्यापैकी कोणी नोकरी/व्यवसाय करीत असल्यास त्याचे मासिक उत्पन याबाबतची माहिती)

अ.क्र. (१)	नांव (२)	शासकीय कर्मचा-याशी नाते व वय (३)	नोकरी /व्यवसाय करीत असल्यास त्याचे मासिक उत्पन्न (४)
१			
२			
३			
४			

प्रतिज्ञापत्र

मी याद्वारे असे घोषित करतो/करते की, वर नमूद केलेल्या बाबी माझ्या समजुतीप्रमाणे ख-या आहेत. वरील बाबींपैकी एक बाब जरी भविष्यात खोटी किंवा चुकीची आढळली तर माझी नियुक्ती समाप्त करण्यात यावी.

दिनांक- उमेदवाराची सही.

श्री./श्रीमती ..... हे माझ्या परिचयाचे असून त्यांनी नमूद केलेल्या बाबी ख-या आहेत.

दिनांक:- स्थायी शासकीय कर्मचा-याची सही व पत्ता

भाग-२

१ (अ) ज्याला नियुक्ती द्यावयाची आहे त्या उमेदवाराचे नांव:-

(ब) त्याचे/तिचे शासकीय अधिकारी/कर्मचा-याशी नाते:-

(क) शैक्षणिक अर्हता, वय (जन्मतारीख), अनुभव (काही असल्यास):-

(ड) ज्या पदावर नियुक्ती द्यावयाची आहे ते पद व कार्यालयाचे नांव:-

२. उमेदवाराने अर्ज केल्याचा दिनांक:-

३. विभाग प्रमुख/विभागाची शिफारस:-

४. उमेदवाराचे प्रकरण सादर करण्यास उशीर झाला असल्यास त्यांचा खुलासा:-

मी उमेदवाराने नमूद केलेल्या भाग-१ मधील बाबी तपासल्या आहेत.

दिनांक-
ठिकाण-

आस्थापना अधिका-यांची सही,
नांव व पत्ता

परिशिष्ट - 'क'

(शासन निर्णय क्रमांक : अकंपा १२१७/प्र.क्र.१०२/आठ, दिनांक २१ सप्टेंबर, २०१७.)

(शासन निर्णय, क्र.अकंपा-१०९६/प्र.क्र.६७/९६/आठ, दि. २०.१२.१९९६ अन्वये निवड मंडळाच्या कक्षेतील रु. १२००/- व त्याहून अधिक वेतनश्रेणी असलेले संवर्ग कार्यकारी पदे) (वेतनश्रेणी- ५ व्या वेतन आयोगानुसार)

१. वरिष्ठ लिपीक	रु. १२००-२०४०
२. वरिष्ठ सहायक	रु. १४००-२३००
३.अल्पबचत अधिकारी	रु. १६४०-२०००
४. वरिष्ठ समाजकल्याण निरीक्षक	रु. १६४०-२९००
५. रचना सहायक	रु. १४००-२३००
६. कनिष्ठ अभियंता	रु. १६४०-२९००
७. सांखिकी सहायक	रु. १२००-२०००
८. दुय्यम निबंधक	रु. १२००-२०४०
९. लेखापाल	रु. १६४०-२९००
१०. सहकार अधिकारी	रु. १६४०-२९००
११. विस्तार अधिकारी(कृषि)	रु. १६००-२६६०
१२.लेखा परिक्षक	रु. १६४०-२९००
१३. विस्तार अधिकारी (पंचायत)	रु. १४००-२३००
१४. विस्तार अधिकारी (शिक्षण)	रु. १६४०-२९००

परिशिष्ट - 'ड'

(शासन निर्णय, क्र. अकंपा-१२१७/प्र.क्र.१०२/आठ, दि. २१ सप्टेंबर, २०१७)

अनुकंपा नियुक्तीसाठी जिल्हाधिकारी/सा.प्र.वि.-१४-अ आणि नियुक्ती प्राधिकारी यांनी ठेवावयाच्या प्रतीक्षासूचीचा नमूना

(शासन परिपत्रक, दि. १५.०५.२०१०)

अ.क्र.	प्रतीक्षासूची मधील उमेदवाराचे नाव व पत्ता	उमेदवाराशी संबंधित मूळ कार्यालयाचा पत्ता	प्रतीक्षासूची मधील क्रमांक	प्रतीक्षासूची मध्ये नाव दाखल झाल्याचा दिनांक	जन्मतारीख	शैक्षणिक अर्हता	मागासवर्गीय प्रवर्गाचे नावखुला/	नियुक्तीसाठी शिफारस केल्याचा दिनांक व क्रमांक	नियुक्तीसाठी शिफारस कोणत्या कार्यालयात केली
१	२	३	४	५	६	७	८	९	१०

अनुकंपा तत्वावर शासन सेवेत नियुक्ती देण्यासंदर्भात निर्गमित करण्यात आलेल्या शासन निर्णय/परिपत्रक यांचे एकत्रिकरण.

महाराष्ट्र शासन

सामान्य प्रशासन विभाग

शासन परिपत्रक क्र :अकंपा १२१७/प्र.क्र.१०२/आठ

हुतात्मा राजगुरु चौक, मादाम कामा रोड,
मंत्रालय, मुंबई ४०० ०३२.
दिनांक: ०४ ऑगस्ट, २०१८

वाचा

१) शासन निर्णय क्रमांकः सामान्य प्रशासन विभाग, अकंपा-१२१७/प्र.क्र.१०२/आठ दिनांक २१.०९.२०१७.

शासन शुध्दीपत्रक :-

संदर्भाधीन शासन निर्णयातील परिच्छेद क्र.३ वगळण्यात येत आहे. तसेच परिशिष्ट "अ" अनुक्रमांक ३ (३) (इ) मधील "(उदाहरणादाखल काही कार्यकारी पदांची यादी -परिशिष्ट क)" हे शब्द व सोबतचे परिशिष्ट "क "वगळण्यात यावे.

२. सदर शासन परिपत्रक महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेताक २०१८०८०४१५१७३४०४०७ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

Geeta Rahul Kulkarni

Digitally signed by Geeta Rahul Kulkarni
DN: c=IN, o=Government of Maharashtra, ou=General Administration Department, postalCode=400032, st=Maharashtra, 2.5.4.20=87e2e317e0d878442ac0b599d6a0abd738e717ee52994443a8509075101cc93, serialNumber=62d474843b8427202dd1a10946d5fc3348b0485bf867605a47d177207c9bd384, cn=Geeta Rahul Kulkarni
Date: 2018.08.09 12:52:12 +05'30'

(गीता कुलकर्णी)
उप सचिव, महाराष्ट्र शासन

प्रत,

१. मा. राज्यपालांचे सचिव, मलबार हिल मुंबई,
२. मा. मुख्यमंत्री यांचे प्रधान सचिव,
३. मा. मंत्री/राज्यमंत्री यांचे खाजगी सचिव,
४. मा. विरोधी पक्षनेता, विधानपरिषद/विधानसभा, विधान भवन, मुंबई,
५. सर्व सन्माननीय संसद सदस्य,

६. विधान सभा सदस्य/विधान परिषद सदस्य.
७. मा. मुख्य सचिव,
८. सर्व मंत्रालयीन विभागांचे अपर मुख्य सचिव/प्रधान सचिव/सचिव,
९. सर्व मंत्रालयीन विभाग,
१०.प्रबंधक मूळ शाखा, उच्च न्यायालय, मुंबई,
११.प्रबंधक अपिल शाखा, उच्च न्यायालय, मुंबई,
१२.प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई,
१३.सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई (पत्राने),
१४.प्रधान सचिव, महाराष्ट्र विधान मंडळ सचिवालय (विधानसभा) मुंबई,
१५.सचिव, महाराष्ट्र विधान मंडळ सचिवालय, (विधान परिषद), मुंबई,
१६.सचिव, राज्य निवडणूक आयोग, नवीन प्रशासन भवन, मुंबई,
१७.महालेखापाल (लेखा व अनुज्ञेयता)-१, महाराष्ट्र, मुंबई,
१८.महालेखापाल (लेखा व अनुज्ञेयता)-२, महाराष्ट्र, मुंबई,
१९. महालेखापाल (लेखा परीक्षा)-१, महाराष्ट्र, मुंबई,
२०. महालेखापाल (लेखा परीक्षा)-२, महाराष्ट्र, मुंबई,
२१.अधिदान व लेखा अधिकारी, मुंबई,
२२.निवासी लेखा परीक्षा अधिकारी, मुंबई,
२३.मुख्य लेखा परीक्षक (निवासी लेखे), कोकण भवन, नवी मुंबई,
२४. महासंचालक, माहिती व जनसंपर्क संचालनालय, मुंबई, (२ प्रती प्रसिध्दीकरिता)
२५. सर्व विभागीय आयुक्त/सर्व जिल्हाधिकारी,
२६.सर्व जिल्हा कोषागार अधिकारी,
२७.निरनिराळया मंत्रालयीन विभागांच्या नियंत्रणाखालील सर्व विभाग प्रमुख व कार्यालय प्रमुख,
२८.सामान्य प्रशासन विभागातील सर्व कार्यासने,
२९.सामान्य प्रशासन विभाग/का.३९,(महाराष्ट्र शासनाच्या संकेतस्थळावर प्रसिध्दीकरिता)
३०. निवडनस्ती. (कार्यासन-८).

ANNEXURE 19.01

वन विभागातील वनीकरण, कार्यआयोजना मधील तांत्रिक व प्रशासकिय अधिकाराबाबतच्या वित्तीय शक्ती प्रदान करणेबाबत

महाराष्ट्र शासन
महसूल व वन विभाग
शासन निर्णय क्रमांक-एमएससी-२०११/प्र.क्र.१७५/फ-५
मंत्रालय, मुंबई-४०० ०३२
दिनांक - ३० सप्टेंबर, २०११

पहा :-

१) पहा:- शासन निर्णय, वित्त विभाग क्रमांक-वेिअप्रं-१०.०८/प्र.क्र.७०/२००८/विनियम, दिनांक -१५ मे, २००९
२) प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर यांचे पत्र क्र. कक्ष/आस्था/एक/प्र.क्र./९६ दि.८.८.२०११

प्रस्तावना : -

वन विभागातील क्षेत्रीय अधिका-यांना वनीकरण व कार्याआयोजने संबंधी तांत्रिक व प्रशासकीय वित्तीय शक्ती प्रदान करण्याबाबत वित्तीय अधिकार नियम पुस्तिका १९७८ भाग पहिला-सर्व विभागांना समान असलेले अधिकार यामध्ये त्यांचा समावेश नाही. वन विभागातील क्षेत्रियस्तरावरील कामे अधिक प्रभाविपणे पार पाडण्यासाठी प्रशासकीय तसेच तांत्रिक मान्यतेच्या बाबीची आवश्यकता लक्षात घेता वित्तीय अधिकार नियम पुस्तिका १९७८ भाग -२ मध्ये सदर बाबीचा समावेश करण्याचे शासनाच्या विचाराधीन होते.

शासन निर्णय : -

वित्तीय अधिकार नियम पुस्तिका, १९७८ भाग पहिला-सर्व विभागांना समान असलेले अधिकार यामध्ये वन विभागातील वनीकरण व कार्याआयोजने संबंधी तांत्रिक व प्रशासकीय वित्तीय शक्ती यांचा समावेश नसल्याने याबाबतची वन विभागातील क्षेत्रियस्तरावरील कामे अधिक प्रभाविपणे पाडण्यासाठी तसेच प्रशासकीय व तांत्रिक मान्यतेच्या बाबीची आवश्यकता लक्षात घेता वित्तीय अधिकार नियम पुस्तिका भाग-२ मध्ये सदर बाबीचा समावेश करण्याबाबत प्रस्ताव वित्त विभागाच्या मान्यतेसाठी सादर करण्यात आला होता. वित्त विभागाने याबाबत त्यांच्या अनौपचारीक संदर्भ क्रमांक ४१३/११/विनियम, दिनांक २४.८.२०११ च्या संमत्तीने याबाबत वित्तीय अधिकार प्रदान समितीच्या मान्यतेने हे अधिकार प्रदान करण्याबाबत मान्यता दिली आहे.त्यानुसार सोबत जोडलेल्या परिशिष्ट - एक नुसार वित्तीय अधिकार प्रदान करण्यात येत आहेत. तथापि परिशिष्ट-एक मध्ये विहित केलेल्या मर्यादेपेक्षा जास्त खर्च

अपेक्षित असल्यास अथवा विहित अटी किंवा त्यातील एखादी अट पूर्ण होत नसेल तर अशा प्रस्तावास वित्त विभागाची वित्तीय अथवा प्रशासकीय मंजूरी आवश्यक आहे.

२. सदर आदेश तात्काळ अंमलात येतील.

३. संदर्भ क्रमांक-१ येथील शासन निर्णयासोबत सहपत्र - ३ म्हणून सहपत्रित परिपत्रक सामान्य प्रशासन विभाग क्र. डीसीएन-१०७५/र.य का., दिनांक-९ एप्रिल, १९७५ मधील सूचना वित्तीय अधिकार प्रदान केलेल्या सर्व अधिकाऱ-यांना तंतोतंत लागू राहतील, याची सर्व संबंधितांनी नोंद घ्यावी.

४. सदर शासन निर्णय महाराष्ट्र शासनाच्या वेबसाईटवर प्रसिध्द करण्यात आला असून त्याचा संगणक सांकेतांक क्र. २०११०९३०१७१०४५००९ असा आहे.

महाराष्ट्राचे राज्यपाल यांचे आदेशानुसार व नावांने,

(भा. रा. खैरे)
सह सचिव (वने),
महसूल व वन विभाग.

सोबत-परिशिष्ट-एक

प्रती,
मा. राज्यपालांचे सचिव,
मा. मुख्यमंत्र्यांचे सचिव
मा. उप मंत्री यांचे खाजगी सचिव
मा. मुख्य सचिव, यांचे वरीष्ठ स्वीय सहायक
मा. मंत्री (वने) यांचे खाजगी सचिव,
मा. प्रधान सचिव (वित्त विभाग) मंत्रालय, मुंबई-३२
सचिव व्यय (वित्त विभाग
सचिव, ले. व को. वित्त विभाग,
महालेखापाल-१ (लेखा परिक्षा), महाराष्ट्र राज्य मुंबई
महालेखापाल-२ (लेखा परिक्षा), महाराष्ट्र राज्य, नागपूर
महालेखापाल-१ (लेखा अनुज्ञेयता), महाराष्ट्र राज्य, मुंबई
महालेखापाल-२ (लेखा अनुज्ञेयता), महाराष्ट्र राज्य, नागपूर
प्रधान-मुख्य वनसंरक्षक (वन बल प्रमुख), महाराष्ट्र राज्य, नागपूर
प्रधान मुख्य वनसंरक्षक (वन्यजीव), महाराष्ट्र राज्य, नागपूर
प्रधान मुख्य वनसंरक्षक तथा महासंचालक, सामाजिक वनिकरण, महाराष्ट्र राज्य, पुणे
प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन) महाराष्ट्र राज्य, नागपूर
व्यवस्थापकीय संचालक, महाराष्ट्र वन विकास महामंडळ, नागपूर
सर्व अपर प्रधान मुख्य वनसंरक्षक
संचालक, लेखा व कोषागारे, मुंबई
अधिदान व लेखा अधिकारी, मुंबई
उप संचालक, लेखा व कोषागारे, सर्व मुंबई/पुणे/नागपूर/औरंगाबाद/नाशिक/अमरावती
सर्व जिल्हा कोषागार अधिकारी
सर्व मुख्य वनसंरक्षक
सर्व वनसंरक्षक
सर्व उप वनसंरक्षक
सर्व वनक्षेत्रपाल
कार्यासन अधिकारी, वित्त विभाग (विनियम),अर्थ-६,व्यय-१०, मंत्रालय, मुंबई-३२
कार्यासन अधिकारी, सामान्य प्रशासन विभाग, मंत्रालय, मुंबई-३२
कार्यासन अधिकारी, ग्राम विकास व जलसंधारण विभाग, मंत्रालय, मुंबई-३२
वन विभागातील सर्व कार्यासन
निवड नस्ती क-

एवं-२०४६-१३।

परिशिष्ट - एक

(शासन निर्णय महसूल व वन विभाग क्रमांक-एमएससी-२०११/प्र.क्र.१७५/फ-५ दिनांक - ३० सप्टेंबर, २०११ चे परिशिष्ट)

वन विभागातील वनीकरण, कार्यआयोजना मधील तांत्रिक व प्रशासकिय अधिकाराबाबतच्या वित्तीय शक्ती प्रदान करणेबाबत

अ.क्र.	नवीन वित्तीय शक्तीचे वर्णन	शक्तीचा वापर करण्यास सक्षम अधिकारी / प्राधिकारी	प्रचलित मर्यादा	या शासन निर्णयान्वये मंजूर मर्यादा	अटी व शर्ती
१.	२.	३.	४.	५.	६.
१.	वनीकरण, रोपवाटीका आणि तत्सम कामांना तांत्रीक मंजुरी प्रदान करण्याची शक्ती	प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख) अप्पर प्रधान मुख्य वनसंरक्षक/ मुख्य वनसंरक्षक वनसंरक्षक (सर्व)/उपवनसंरक्षक (सर्व)/ उपविभागीय वन अधिकारी(स्वतंत्र कार्यभार) (सर्व) (वन विभागाचे नियंत्रक अधिकारी) सहाय्यक वनसंरक्षक(सर्व)/ सहाय्यक संचालक (सर्व) वन परिक्षेत्र अधिकारी(सर्व)	-पूर्ण अधिकार, मुंबई वन खंड भाग-१ मधील परिच्छेद २८१ नुसार वापरणेत येत होते व ही पध्दत प्रचलीत आहे.	पूर्ण अधिकार रु ५.०० कोटी रु.१.०० कोटी रु.५०.०० लाख रु.१०.०० लाख	१)अपर प्रधान मुख्य वनसंरक्षक (अर्थसंकल्प, नियोजन व विकास) यांचे अध्यक्षतेखाली समितीचे शिफारशीचे अनुषंगाने प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख) यांनी बदल करण्याची आवश्यकता असेल तर मंजूर केलेले मनुष्य दिवस व मापदंडाप्रमाणे २) हे अधिकार पुरेश्या अर्थसंकल्पीय तरतुदीच्या उपलब्धतेवर अवलंबून राहतील.
२.	वनीकरण, रोपवाटीका आणि तत्सम कामांना प्रशासकीय मान्यता मंजूर करण्याची शक्ती (जे से.ह.यो./ म.गां.रा.ग्रा.से.) (यो. अंतर्गत येते त्या व्यतिरिक्त)	प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख) अप्पर प्रधान मुख्य वनसंरक्षक (सर्व)/ मुख्य वनसंरक्षक(सर्व)/ (वनवृत्ताचे नियंत्रक अधिकारी) वनसंरक्षक (सर्व)/ उपवनसंरक्षक (सर्व)/ (वन विभागाचे नियंत्रक अधिकारी) उपविभागीय वन अधिकारी (स्वतंत्र कार्यभार) (सर्व) सहाय्यक वन संरक्षक (सर्व)	पूर्ण अधिकार, मुंबई वन खंड भाग-१ मधील परिच्छेद २८१ नुसार वापरणेत येत होते व ही पध्दत प्रचलीत आहे.	पूर्ण अधिकार रु. २.०० कोटी रु.५०.०० लाख रु.१०.०० लाख	१) अपर प्रधान मुख्य वनसंरक्षक (अर्थसंकल्प, नियोजन व विकास) यांचे अध्यक्षतेखाली समितीचे शिफारशीचे अनुषंगाने प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख) यांनी बदल करण्याची आवश्यकता असेल तर मंजूर केलेले मनुष्य दिवस व मापदंडाप्रमाणे २) हे अधिकार पुरेश्या अर्थसंकल्पीय तरतुदीच्या उपलब्धतेवर अवलंबून राहतील.

२.	खार आयोजनेमध्ये समाविष्ट नैसर्गिक पुनर्निर्मितीची कामे उदा. सीपीझेा फट बॅफल ऑपरेशन, ट्रेंचिंग, फलाईंपर फर्टीग, पिरलीकरण इ. वनव्यवस्थाची निगडीत इतर कामे यास तांत्रिक मंजुरी प्रदान करणे.	वनसंरक्षक (सर्व)/ उपवनसंरक्षक (सर्व)/ उपविभागीय वन अधिकारी (स्वतंत्र कार्यभार) (सर्व) सहाय्यक वन संरक्षक (सर्व) वन परिक्षेत्र अधिकारी (सर्व)	पूर्ण अधिकार, मुंबई वन खंड भाग-१ मधील परिच्छेद २८१ नुसार यापरणेत येत होते ते ही पध्दत प्रचलीत आहे.	पूर्ण अधिकार रु.१०.०० लाख रु.५.०० लाख	१) प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन) यांचे अध्यक्षतेखाली समितीचे शिफारशीचे अनुषंगाने प्रधान मुख्य वनसंरक्षक /वन बल प्रमुख) यांनी बदल कराव्यासी आवश्यकता असेल तर मंजूर केलेले मनुष्य दिवस व मापदंडाप्रमाणे २) हे अधिकार पुरेशा अर्थसंकल्पीय तरतुदीच्या उपलब्धतेवर अवलंबून राहतील.
४.	खार आयोजनेमध्ये समाविष्ट नैसर्गिक पुनर्निर्मितीची कामे उदा. सीपीझेा फट बॅफल ऑपरेशन, ट्रेंचिंग, फलाईंपर फर्टीग, पिरलीकरण इ. वनव्यवस्थाची निगडीत इतर कामे यास प्रशासकीय मंजुरी प्रदान करणे.	मुख्य वनसंरक्षक (सर्व)(वनसुधारचे नियंत्रक अधिकारी) उपवनसंरक्षक (सर्व)/ (वन विभागाचे नियंत्रक अधिकारी)/ उपविभागीय वन अधिकारी(स्वतंत्र कार्यभार) (सर्व) सहाय्यक वन संरक्षक (सर्व)	पूर्ण अधिकार, मुंबई वन खंड भाग-१ मधील परिच्छेद २८१ नुसार यापरणेत येत होते ते ही पध्दत प्रचलीत आहे.	पूर्ण अधिकार रु.१०.०० लाख रु.५.०० लाख	१) प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन) यांचे अध्यक्षतेखाली समितीचे शिफारशीचे अनुषंगाने प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख) यांनी बदल कराव्यासी आवश्यकता असेल तर मंजूर केलेले मनुष्य दिवस व मापदंडाप्रमाणे २) हे अधिकार पुरेशा अर्थसंकल्पीय तरतुदीच्या उपलब्धतेवर अवलंबून राहतील.
५.	जल-मृद संधारण कामे जसे सलग सम पातळी चर, जल शोषक चर, दगडी नाला बांध, गॅबियन बंधारे इ. यांस तांत्रिक मंजूरी देणे.	आपर प्रधान मुख्य वनसंरक्षक/ मुख्य वनसंरक्षक वनसंरक्षक (सर्व)/ उपवनसंरक्षक (सर्व) (वन विभागाचे नियंत्रक अधिकारी)/ उपविभागीय वन अधिकारी (स्वतंत्र कार्यभार) (सर्व)	पूर्ण अधिकार, मुंबई वन खंड भाग-१ मधील परिच्छेद २८१ नुसार यापरणेत येत होते ते ही पध्दत प्रचलीत आहे.	रु.२.०० कोटी रु.१.०० कोटी	१) शासन पुरक पत्र ग्रामविकास व जलसंधारण विभाग क्र.एसएलएक-१४९३/ प्र.क्र.६८/जल-१४, दि.६/६/९४ मध्ये निर्धारित केलेल्या मापदंड आधारभूत मानून अंदाजपत्रक राहील. २) हे अधिकार पुरेशा अर्थसंकल्पीय तरतुदीच्या उपलब्धतेवर अवलंबून राहतील.

		सहाय्यक वन संरक्षक (सर्व) वन परिक्षेत्र अधिकारी (सर्व)		रु.२५.००/- लाख रु.१०.०० लाख	
६.	जल-मृद संधारण कामे जसे उतार जल पातळी चर, जल शोषक चर, दगडी नाला बांध, गॅबियन बंधारे इ. यांस प्रशासकीय मंजुरी देणे.	प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख) अप्पर प्रधान मुख्य वनसंरक्षक (सर्व)/ मुख्य वनसंरक्षक(सर्व)/ (वनवृत्ताचे नियंत्रक अधिकारी) वनसंरक्षक (सर्व)/ उपवनसंरक्षक (सर्व)/ (वन विभागाचे नियंत्रक अधिकारी) उपविभागीय वन अधिकारी (स्वतंत्र कार्यभार) (सर्व) सहाय्यक वन संरक्षक (सर्व)	पूर्ण अधिकार, मुंबई वन खंड भाग-१ मधील कलम २८१ नुसार वापरणेत येत होते व ही पध्दत प्रचलीत आहे.	रु.२.०० कोटी रु.१.००/- कोटी रु.२५.००/- लाख रु.१०.०० लाख	१) शासन पुरक पत्र ग्रामविकास व जलसंधारण विभाग क्र.एसएलएफ-१४९३/ प्र.क्र.६८/जल-१४, दि.६/६/९४ मध्ये निर्धारित केलेल्या मापदंड आधारभूत मानून अंदाजपत्रक राहील. २) हे अधिकार पुरेशा अर्थसंकल्पीय तरतुदीच्या उपलब्धतेवर अवलंबून राहतील.

ANNEXURE 19.02

क्षेत्रीय स्तरावरील वन अधिका-यांना प्रदान करावयाचे वित्तीय अधिकार-वन उपज अपेक्षित किमंती ठरविणे,वन उपज विक्री करणे, महसूल व परतावा प्रकरणे इ. संदर्भातील वित्तीय शक्तीमध्ये सुधारणा करणे.

महाराष्ट्र शासन
महसूल व वन विभाग
शासन निर्णय क्रमांक-एमएससी-२०११/प्र.क्र.१७६/फ-५
मंत्रालय, मुंबई-४०० ०३२
दिनांक- ३० सप्टेंबर, २०११

पहा-

१) शासन निर्णय, वित्त विभाग क्रमांक-विअप्र-१०.०८/प्र.क्र.७०/२००८/विनियम, दिनांक -१५ मे, २००९
२) प्रधान मुख्य वनसंरक्षक, नागपूर यांचे पत्र क्र. का-१०(२)/आस्था(१)/प्र.क्र.९५/२०११-१२ दि.६.८.२०११

प्रस्तावना : -

वन विभागातील क्षेत्रीय अधिका-यांना वित्तीय शक्ती प्रदान करण्याबाबत यापूर्वी वेगवेगळया शक्ती प्रदान करण्यात आलेल्या आहेत. तथापि बांधकाम साहित्यातील दरवाढ, मजूरीतील वाढ तसेच विभाग प्रमुख, प्रादेशिक विभाग प्रमुख यांच्या पदनामातील बदल यामुळे यापूर्वी प्रदान करण्यात आलेल्या वित्तीय शक्ती क्षेत्रीय स्तरावरील कामे करताना कमी पडतात त्यामुळे वन विभागातील क्षेत्रीय स्तरावरील कामे प्रभावीपणे पार पाडणे शक्य व्हावे व प्रशासकीय गतीमानता साधावी म्हणून वित्तीय अधिकार नियम पुस्तिका भाग-दोन मध्ये वन विभागातील अधिका-यांच्या वित्तीय शक्तीमध्ये वाढ करण्याचे शासनाच्या विचाराधीन होते.

शासन निर्णय : -

वित्तीय अधिकारी नियम पुस्तिका १९७८ भाग-पहिला यामध्ये समाविष्ट असलेल्या वनउपज विक्री संबंधि वित्तीय अधिकारातील सुधारणा व नवीन शक्ती वन विभागातील अधिका-यांना प्रदान करण्याबाबत प्रधान मुख्य वनसंरक्षक, यांचेकडून शासनास प्रस्ताव सादर झाला होता. सदरहू प्रस्ताव वित्त विभागाच्या मान्यतेसाठी सादर करण्यात आला होता. वित्त विभागाने याबाबत त्यांच्या अनौपचारीक संदर्भ क्रमांक ४२७/११/विनियम, दिनांक ३.९.२०११ च्या संमतीने याबाबत वित्तीय अधिकार प्रदान समितीच्या मान्यतेने हे अधिकार प्रदान करण्याबाबत मान्यता देणे आहे.त्यानुसार सोबत जोडलेल्या परिशिष्ट - एक नुसार वित्तीय अधिकार प्रदान करण्यात येत आहेत. तथापि परिशिष्ट एक मध्ये विहित

केलेल्या मर्यादेपेक्षा जास्त खर्च अपेक्षित असल्यास अथवा विहित अटी किंवा त्यातील एखादी अट पूर्ण होत नसेल तर अशा प्रस्तावास वित्त विभागाची वित्तीय अथवा प्रशासकीस मंजूरी आवश्यक आहे.

२: सदर आदेश तात्काळ अंमलात येतील.

३. संदर्भ क्रमांक-१ येथील शासन निर्णयासोबत सहपत्र - ३ म्हणून सहपत्रित परिपत्रक सामान्य प्रशासन विभाग क्र. डीसीएन-१०७५/र.व का.दिनांक-९ एप्रिल, १९७५ मधील सूचना वित्तीय अधिकार प्रदान केलेल्या सर्व अधिका-यांना तंतोतंत लागू राहतील, याची सर्व संबंधितांनी नोंद घ्यावी.

४. सदर शासन निर्णय महाराष्ट्र शासनाच्या वेबसाईटवर प्रसिध्द करण्यात आला असून त्याचा संगणक सांकेतांक क्र. २०११०९३०१७१४३७००१ असा आहे.

महाराष्ट्राचे राज्यपाल यांचे आदेशानुसार व नावांने,

(भा. रा. खैरे)
सह सचिव (वने),
महसूल व वन विभाग.

सोबत-परिशिष्ट-एक

प्रती,
मा. राज्यपालांचे सचिव,
मा. मुख्यमंत्र्यांचे सचिव
मा. उप मंत्री यांचे खाजगी सचिव
मा. मुख्य सचिव, यांचे वरीष्ठ स्वीय सहाय्यक
मा. मंत्री (वने) यांचे खाजगी सचिव,
मा. प्रधान सचिव (वित्त विभाग) मंत्रालय, मुंबई-३२
सचिव व्यय (वित्त विभाग
सचिव, ले. व को. वित्त विभाग,
महालेखापाल-१ (लेखा परिक्षा), महाराष्ट्र राज्य मुंबई
महालेखापाल-२ (लेखा परिक्षा), महाराष्ट्र राज्य, नागपूर
महालेखापाल-१ (लेखा अनुज्ञेयता), महाराष्ट्र राज्य, मुंबई
महालेखापाल-२ (लेखा अनुज्ञेयता), महाराष्ट्र राज्य, नागपूर
प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख), महाराष्ट्र राज्य, नागपूर
प्रधान मुख्य वनसंरक्षक (वन्यजीव), महाराष्ट्र राज्य, नागपूर
प्रधान मुख्य वनसंरक्षक तथा महासंचालक, सामाजिक वनिकरण, महाराष्ट्र राज्य, पुणे
प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन) महाराष्ट्र राज्य, नागपूर,
व्यवस्थापकीय संचालक, महाराष्ट्र वन विकास महामंडळ, नागपूर
सर्व अन्य प्रधान मुख्य वनसंरक्षक
संचालक, लेखा व कोषागारे, मुंबई.
अधिदान व लेखा अधिकारी, मुंबई.
उप संचालक, लेखा व कोषागारे, नवी मुंबई/पुणे/नागपूर/औरंगाबाद/नाशिक/अमरावती
सर्व जिल्हा कोषागार अधिकारी
सर्व मुख्य वनसंरक्षक
सर्व वनसंरक्षक
सर्व उप वनसंरक्षक
सर्व वनक्षेत्रपाल
कार्यासन अधिकारी, वित्त विभाग (विनियम),अर्थ-६,व्यय-१०, मंत्रालय, मुंबई-३२
कार्यासन अधिकारी, सामान्य प्रशासन विभाग, मंत्रालय, मुंबई-३२
कार्यासन अधिकारी, ग्राम विकास व जलसंधारण विभाग, मंत्रालय, मुंबई-३२
वन विभागातील सर्व कार्यासने
निवड नस्ती फ-५

परिशिष्ट - एक

(शासन निर्णय महसूल व वन विभाग क्रमांक-एमएससी-२०११/प्र.क्र.१७६/फ-५ दिनांक - ३० सप्टेंबर, २०११ चे परिशिष्ट)

क्षेत्रीय स्तरावरील वन अधिका-यांना प्रदान करावयाचे वित्तीय अधिकार-वन उपज अपेक्षित किंमती ठरविणे, वनउपज विक्री करणे महसूल व परतावा प्रकरणे

अ.क	नवीन शक्तीचे वर्णन (प्रचलीत शक्ती असल्यास आदेश क्रमांक व दिनांक दर्शवून आदेशाची प्रत जोडावी 'नवीन शक्ती' असल्यास 'नवीन शक्ती'असा उल्लेख करावा)	अधिकाराचा वापर करण्यास सक्षम प्राधिकारी	प्रचलीत मर्यादा	या शासन निर्णयान्वये मंजूर अधिकाराचा वापर करण्यास सक्षम प्राधिकारी	या शासन निर्णयान्वये मंजूर प्राधिकारी यांच्या मर्यादा	अटी व शर्ती
१	२	३	४	५	६.	७.
१	प्रचलित शक्ती. महसूलादी परतफेड करण्याची शक्ती (आणि शासकीय महसूलावर आकारलेले व्याज) Sr. No.14, Rule No.107, G.L.No. 3930/J, dtd 23/7/51 and G.R. R. & F.D. No. DEP.1058/I.F-4, Dtd.. 27/1/1959, AND G.R., R.& F.D. NO. MFS.1075 /134748-F-3, Dtd .19.2.1976. (Item No. 7)	मुख्य वनसंरक्षक वनसंरक्षक विभागीय वन अधिकारी (उप वनसंरक्षक) व उपविभागाचा स्वतंत्र कार्यभार असलेले उप विभागीय वन अधिकारी	प्रत्येक प्रकरणी रू.१५०००/-पर्यंत मर्यादित प्रत्येक प्रकरणी रू.१००००/-पर्यंत मर्यादित प्रत्येक प्रकरणी रू.२०००/- पर्यंत मर्यादित	प्रधान मुख्य वनसंरक्षक /अपर प्रधान मुख्य वनसंरक्षक (संबंधीत) मुख्य वनसंरक्षक / वनसंरक्षक विभागीय वन अधिकारी (उप वनसंरक्षक) व उपविभागाचा स्वतंत्र कार्यभार असलेले उप विभागीय वन अधिकारी	प्रत्येक प्रकरणी रू.५ लाख पर्यंत प्रत्येक प्रकरणी रू.२ लाख पर्यंत प्रत्येक प्रकरणी रू.१ लाख पर्यंत	शक्तीची अंमलबजावणी आवश्यक कार्य प्रणालीचे कठोर पालन करुन व वेळोवेळी शासनाने दिलेल्या सूचना व आदेशाच्या आधारे करण्यात यावी.
२	प्रचलीत शक्ती सर्व प्रकारचा वसुल न होणारा राज्य महसूल निर्लेखित करणेची शक्ती Sr. No.52, G.R.R& F.D. No.DFP-1058/I F-4 OF 27/1/1959 and G.R. R & F.D. No. MFS-1075/134748-F-3, Dtd. 19/2/1976. (ITEM No. 24)	प्रधान मुख्य वनसंरक्षक /मुख्य वनसंरक्षक वनसंरक्षक विभागीय वन अधिकारी (उप वन संरक्षक) व उपविभागाचा स्वतंत्र कार्यभार असलेले उप विभागीय वन अधिकारी	रु. ३०००/- पर्यंत रु. २०००/- पर्यंत रु. ५००/- पर्यंत	प्रधान मुख्य वनसंरक्षक /अपर प्रधान मुख्य वनसंरक्षक मुख्य वनसंरक्षक./ वनसंरक्षक उपवनसंरक्षक व उपविभागाचा स्वतंत्र कार्यभार असलेले उप विभागीय वन अधिकारी	रु. २५०००/- पर्यंत प्रत्येक प्रकरणी रु. १००००/- पर्यंत प्रत्येक प्रकरणी रु. ५०००/- पर्यंत प्रत्येक प्रकरणी	मात्र वसूली करण्याचे सर्व कायदेशिर उपाय संपल्यावर.

३ (अ)	<u>प्रचलित शक्ती</u> विक्री संबंधी शक्ती S.No. 62(11) G.R.-R & F.D. No. DFP-1058-I.F-4, Dtd. 27/1/1959 and G.R. R.& F.D. No. MFS-1075/134748-F-3, dtd. 19/2/76. (ITEM NO. 26)	प्रशासकीय विभाग मुख्य वनसंरक्षक वनसंरक्षक उपवनसंरक्षक/सहा.वनसंरक्षक (स्वतंत्र विभाग) वनक्षेत्रपाल	-- रु. १५ लाख रु. १० लाख रू.१ लाख रु.५०० /-	प्रशासकीय विभाग प्रधान मुख्य वनसंरक्षक ./ अपर प्रधान मुख्य वनसंरक्षक मख्य वनसंरक्षक ./ वनसंरक्षक उपवनसंरक्षक / सहा वनसंरक्षक (स्वतंत्र विभाग) वनक्षेत्रपाल	पूर्ण अधिकार रु. ५० लाख पर्यंत प्रत्येक प्रकरणी रु. २५ लाख पर्यंत प्रत्येक प्रकरणी रुपये ५ लाख प्रत्येक प्रकरणी रुपये ५०००/- प्रत्येक प्रकरणी	
३ (ब)	<u>प्रचलित शक्ती :-</u> दि.महाराष्ट्र मायनर फॉरेस्ट प्रोडयूस (रेग्युलेशन ऑफ ट्रेड) ॲक्ट १९६९ चे अंतर्गत येणा-या बाबी व्यतिरिक्त वनोत्पादनाच्या विक्री संबंधी अपेक्षित किंमत मंजूर करण्याची शक्ती. इमारत व जलाऊ लाकूड / वनउपज यांची अपेक्षित किमत मंजूर करण्याचे अधिकार.महसूल व वनविभाग, शा.परिपत्रक क्र.एमएफएस-१०७६/२५४३/फ-३, दि.२३/४/१९७६ भाग-१ अ.क्र.२६ याब क्र.३२ व भाग-२ मधील अनुसूची ८	प्रधान मुख्य वनसंरक्षक / अपर प्रधान मुख्य वनसंरक्षक. मुख्य वनसंरक्षक वनसंरक्षक विभागीय वन अधिकारी (उप वनसंरक्षक) व उपविभागाचा स्वतंत्र कार्यभार असलेले उप विभागीय वन अधिकारी	-- १५ लाख १० लाख रू.५००० /-	प्रधान मुख्य वनसंरक्षक / अपर प्रधान मुख्य वनसंरक्षक. मुख्य वनसंरक्षक / वनसंरक्षक उपवनसंरक्षक व उपविभागाचा स्वतंत्र कार्यभार असलेले उप विभागीय वन अधिकारी	पूर्ण अधिकार रु.२५ लाख रू.२.५ लाख.	वन उत्पादनाची अपेक्षित किंमत अ) अनुसूचित दराच्या आधारे ब) मार्गील ३ वित्तीय वर्षांची सरासरी विक्री किंमतीच्या आधारे निश्चित केली पाहिजे.
४	<u>नवीन शक्ती</u> जेव्हा मंजूर अपेक्षित किंमतीपेक्षा देवू केलेली किंमत कमी असेल तेव्हा विक्री कायम/मंजूर करणेची शक्ती.	--	--	प्रशासकीय विभाग प्रधान मुख्य वनसंरक्षक/ अपर प्रधान मुख्य वनसंरक्षक मुख्य वनसंक्षक / वनसंरक्षक	पूर्ण अधिकार. रुपये ५० लाख प्रत्येक प्रकरणी. रुपये २५ लाख प्रत्येक प्रकरणी.	१) हे अधिकार जर त्यांनी स्वत: अपेक्षित किंमत मंजूर केली असेल किंवा खाली खालील प्राधिकार-यांने मंजूर केली असेल तेव्हाच संबंधित अधिका-यांने वापरावेत. २) मंजूर किंमती पेक्षा कमी किंमतीची असलेली बोली का स्विकारली जात आहे याची कारणे लेखी नमूद करून समर्थन करावे.

५	नवीन शक्ती :- निरूपयोगी / निकामी (जडवस्तु / उपभोग्य) वस्तुच्या संबधित अपेक्षित किंमत मंजूर करण्याची शक्ती.	--	--	प्रधान मुख्य वनसंरक्षक/ अपर प्रधान मुख्य वनसंरक्षक मुख्य वनसंरक्षक /वनसंरक्षक उप वनसंरक्षक व उप वनविभागाचा स्वंतंत्र कार्यभार असलेले उप.विभागीय वन अधिकारी	रू.१० लाख पर्यंत प्रत्येक प्रकरणी रू.५ लाख पर्यंत प्रत्येक प्रकरणी रू.१ लाख पर्यंत प्रत्येक प्रकरणी	१) वस्तु निकामी ठरविणे हे शासनाच्या प्रचलित कायदेशीर प्रमाणे असावे. २) अपेक्षित किंमत निश्चित करण्यापूर्वी संबंधित तांत्रिक प्राधिकरणाकडून सल्ला प्राप्त करून तो दप्तरी ठेवण्यात यावा.
६	प्रचलित शक्ती तेंदू घटकाची अपेक्षित किंमत निश्चित करण्याची शक्ती आर. अॅन्ड.एफ.डी. नं.एम.एफ.एस. २१९३/सी.आर.-२०८/एफ-१, दि.२४/१/१९९४ (टिप:-प्रस्तावित शक्तीचे वर्णन खालीलप्रमाणे दर्शवावे. तेंदू घटक/आपटा घटक यांची अपेक्षित किंमत निश्चित करण्याची शक्ती)	मुख्य वनसंरक्षक (मुल्यांकन व राष्ट्रीयकरण)	पूर्ण अधिकार	अपर प्रधान मुख्य वनसंरक्षक (अकाष्ट वनोउपज सनियंत्रण व मुल्याकंन.) पुर्ण अधिकार	पूर्ण अधिकार	
७	प्रचलित शक्ती तेंदू (टेमूर्णी) पाने खरेदी करण्याकरीता निविदा मागविणेसाठी निविदा सूचना देणेची शक्ती जी.आर.आर.अॅन्ड एफ.डी.नं. एम.एफ.पी.२१७०/४२२६१-यु. दि.२४/४/७०	मुख्य वनसंरक्षक (मुल्यांकन व राष्ट्रीयकरण)	पूर्ण अधिकार	अपर प्रधान मुख्य वनसंरक्षक (अकाष्ट वनोउपज सनियंत्रण व मुल्याकंन.) पुर्ण अधिकार	पूर्ण अधिकार	निविदा सूचना निविदा प्रपत्र निविदेची मुदत व अटी मकत्याची मुदत व अटी आणि खरेदिदाचांचे करार यासाठी शासनाची पूर्व मान्यता प्राप्त करण्यास येईल. (सदरहू अट पूर्वी प्रमाणेच लागू राहील.)
८	प्रचलित शक्ती महाराष्ट्र मायनर फॉरेस्ट प्रोडयूस (रेग्युलेशन ऑफ ट्रेड) अॅक्ट १९६९ अंतर्गत तेंदू/आपटा पानासंबधी कोणतीही निविदा किंमत स्विकारणे किंवा नाकारणेची शक्ती जी. आर.- आर. अॅन्ड एफ.डी.नं. एम.एफ.पी.२१९२/ सी.आर.१३६/ एफ-१. दि.६/२/९३.	प्रशासकिय विभाग प्रधान मुख्य वनसंरक्षक यांचे अध्यक्षतेखाली गठीत समिती	ज्यावेळी बोली किंमत ही मंजूर अपेक्षित किंमतीपेक्षा ४०% पेक्षाही कमी आहे. जेंव्हा बोली किंमत ही मंजूर अपेक्षित किंमती पेक्षा २०% से ४० %	प्रशासकिय विभाग प्रधान मुख्य वनसंरक्षक यांचे अध्यक्षतेखाली गठीत समिती	ज्या वेळी बोली किंमत हि मंजूर अपेक्षित किंमतीपेक्षा ४०% पेक्षाही कमी आहे. जेंव्हा बोली किंमत ही मंजूर अपेक्षित किंमतीपेक्षा २०%	—

			दरम्यान कमी आहे		ते ४०% दरम्यान कमी आहे.	
		मुख्य वनसंरक्षक (मुल्यांकन व राष्ट्रीयकरण)	जेंव्हा बोली किंमत ही मंजूर अपेक्षित किंमतीपेक्षा १०% ते २०% दरम्यान कमी आहे.	मुख्य वनसंरक्षक (मुल्यांकन व राष्ट्रीयकरण)	अपर प्रधान मुख्य वनसंरक्षक (अकाष्ट वनोउपज सनियंत्रण व मुल्याकंन.) जेंव्हा बोली किंमत ही मंजूर अपेक्षित किंमतीपेक्षा १०% ते २०% दरम्यान कमी आहे.	
		मुख्यवनसंरक्षक / वनसंरक्षक (प्रादेशिक) संबंधीत	जेंव्हा मंजूर अंदाजे किकंमतीपेक्षा जास्त किंवा मंजूर अपेक्षितीच्या खाली १०% पर्यन्त बोली आहे. अशा प्रकरणात पूर्ण अधिकार आहेत..	मुख्यवनसंरक्षक / वनसंरक्षक (प्रादेशिक) संबंधीत	मुख्य वनसंरक्षक (प्रादेशिक.) जेंव्हा मंजूर अंदाजे किंमतीच्या पेक्षा जास्त किंवा मंजूर अपेक्षित किंमतीच्या खाली १० % पर्यन्त बोली आहे. अश प्रकरणात पूर्ण अधिकार आहेत.	
९	प्रचलीत शक्ती :- महसूल कामावरील खर्च मंजूर करण्यास शक्ती महसूली कामावरील खर्च करावयास मंजूरी देणे.(वनीकरण व तत्सम कामे वगळून) S.NO. 66, G.R. R. & F.D. No. DFP.1058/I F-4 of 27 /1/59 and Art. 107 of B.F.M. Volume I and G.R., R.& F.D. NO. MFS-1075/134748-F-3, Dtd. 19/2/1976.	मुख्य वनसंरक्षक / वनसंरक्षक	पूर्ण अधिकार	प्रधान मुख्य वनसंरक्षक. / अपर प्रधान मुख्य वनसंरक्षक / मुख्य वनसंरक्षक. / वनसंरक्षक पूर्ण अधिकार.	पूर्ण अधिकार	—
		विभागीय वन अधिकारी / उप वनसरक्षक / स्वतंत्र उप विभागाचे उप विभागीय वन अधिकारी	रुपये १००००/-	विभागीय वन अधिकारी / उप वनसरक्षक / स्वतंत्र उप विभागाचे उप विभागीय वन अधिकारी	रुपये २,५०,०००/-	

ANNEXURE 19.03

वन विभागातील स्थापत्य कामासाठी प्रशासकीय तसेच तांत्रिक मान्यता मंजूर करण्याबाबतचे वित्तीय अधिकार प्रदान करण्याबाबत.

महाराष्ट्र शासन
महसूल व वन विभाग
शासन निर्णय क्रमांक-एमएससी-२०११/प्र.क्र.१७८/फ-५
मंत्रालय, मुंबई-४०० ०३२
दिनांक - ३० सप्टेंबर, २०११

पहा :-

१) शासन निर्णय, वित्त विभाग क्रमांक-विअप्र-१०.०८/प्र.क्र.७०/२००८/विनियम, दिनांक -१५ मे, २००९

२) प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर यांचे पत्र क्र. कक्ष-२४/वअ/प्रशा-४/३१७/ २०११-१२ दिनांक-८.८.२०११

<u>प्रस्तावना</u> : -

वन विभागातील क्षेत्रीय अधिका-यांना वित्तीय शक्ती प्रदान करण्याबाबत यापूर्वी वेगवेगळया शक्ती प्रदान करण्यात आलेल्या आहेत. तथापि बांधकाम साहित्यातील दरवाढ, मजूरीतील वाढ तसेच विभाग प्रमुख, प्रादेशिक विभाग प्रमुख यांच्या पदनामातील बदल यामुळे यापूर्वी प्रदान करण्यात आलेल्या वित्तीय शक्ती क्षेत्रीय स्तरावरील कामे करताना कमी पडतात त्यामुळे वन विभागातील क्षेत्रीय स्तरावरील कामे प्रभावीपणे पार पाडणे शक्य व्हावे व प्रशासकीय गतीमानता साधावी म्हणून वित्तीय अधिकार नियम पुस्तिका भाग-२ मध्ये वन विभागातील अधिका-यांचा समावेश करण्याची बाब शासनाच्या विचाराधिन होती.

<u>शासन निर्णय : -</u>

वन विभागातील क्षेत्रीय अधिका-यांना दि. २३.४.१९७६ च्या परिपत्रकान्वये तांत्रिक व प्रशासकीय मंजूरी बाबत अधिकार प्रदान करण्यात आले होते. तथापि ब-याच वर्षांपासून या शक्ती मध्ये सुधारणा झालेली नसल्याने व बांधकाम साहित्यातील दरवाढ, मजूरीतील वाढ कालनिहाय प्रमाणे यामध्ये सुधारणा करणे आवश्यक असल्याने याबाबतचा प्रस्ताव वित्त विभागाच्या मान्यतेसाठी सादर करण्यात आला होता. वित्त विभागाने याबाबत त्यांच्या अनौपचारीक संदर्भ क्रमांक ४१२/११/विनियम, दिनांक २३.८.२०११ च्या संमतीने याबाबत वित्तीय अधिकार प्रदान समितीच्या मान्यतेने हे अधिकार प्रदान करण्याबाबत मान्यता दिली आहे.त्यानुसार सोबत जोडलेल्या परिशिष्ट - एक नुसार वित्तीय अधिकार प्रदान करण्यात येत आहेत. तथापि परिशिष्ट एक मध्ये विहित केलेल्या मर्यादेपेक्षा जास्त खर्च अपेक्षित

असल्यास अथवा विहित अटी किंवा त्यातील एखादी अट पूर्ण होत नसेल तर अशा प्रस्तावास वित्त विभागाची वित्तीय अथवा प्रशासकीय मंजूरी आवश्यक आहे.

२. सदर आदेश तात्काळ अंमलात येतील.

३. संदर्भ क्रमांक-१ येथील शासन निर्णयासोबत सहपत्र - ३ म्हणून सहपत्रित परिपत्रक सामान्य प्रशासन विभाग क्र. डीसीएन-१०७५/र.व का., दिनांक-९ एप्रिल, १९७५ मधील सूचना वित्तीय अधिकार प्रदान केलेल्या सर्व अधिका-यांना तंतोतंत लागू राहतील, याची सर्व संबंधितांनी नोंद घ्यावी.

४. सदर शासन निर्णय महाराष्ट्र शासनाच्या वेबसाईटवर प्रसिध्द करण्यात आला असून त्याचा संगणक सांकेतांक क्र. २०११०९३०१७१५४८००१ असा आहे.

महाराष्ट्राचे राज्यपाल यांचे आदेशानुसार व नावांने,

(भा. रा. खैरे)
सह सचिव (वने),
महसूल व वन विभाग.

सोबत-परिशिष्ट-एक

प्रती,
मा. राज्यपालांचे सचिव,
मा. मुख्यमंत्र्यांचे सचिव
मा. उप मंत्री यांचे खाजगी सचिव
मा. मुख्य सचिव, यांचे वरीष्ठ स्वीय सहाय्यक
मा. मंत्री (वने) यांचे खाजगी सचिव,
मा. प्रधान सचिव (वित्त विभाग) मंत्रालय, मुंबई-३२
सचिव व्यय (वित्त विभाग
सचिव, ले. व को. वित्त विभाग,
महालेखापाल-१ (लेखा परिक्षा), महाराष्ट्र राज्य मुंबई
महालेखापाल-२ (लेखा परिक्षा), महाराष्ट्र राज्य, नागपूर
महालेखापाल-१ (लेखा अनुज्ञेयता), महाराष्ट्र राज्य, मुंबई
महालेखापाल-२ (लेखा अनुज्ञेयता), महाराष्ट्र राज्य, नागपूर
प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख), महाराष्ट्र राज्य, नागपूर
प्रधान मुख्य वनसंरक्षक (वन्यजीव), महाराष्ट्र राज्य, नागपूर
प्रधान मुख्य वनसंरक्षक तथा महासंचालक, सामाजिक वनिकरण, महाराष्ट्र राज्य, पुणे
प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन) महाराष्ट्र राज्य, नागपूर,
व्यवस्थापकीय संचालक, महाराष्ट्र वन विकास महामंडळ, नागपूर
सर्व अप्पर प्रधान मुख्य वनसंरक्षक
संचालक, लेखा व कोषागारे, मुंबई.
अधिदान व लेखा अधिकारी, मुंबई.
उप संचालक, लेखा व कोषागारे, नवी मुंबई/पुणे/नागपूर/औरंगाबाद/नाशिक/अमरावती
सर्व जिल्हा कोषागार अधिकारी
सर्व मुख्य वनसंरक्षक
सर्व वनसंरक्षक
सर्व उप वनसंरक्षक
सर्व वनक्षेत्रपाल
कार्यासन अधिकारी, वित्त विभाग (विनियम),अर्थ-६,व्यय-१०, मंत्रालय, मुंबई-३२
कार्यासन अधिकारी, सामान्य प्रशासन विभाग, मंत्रालय, मुंबई-३२
कार्यासन अधिकारी, ग्राम विकास व जलसंधारण विभाग, मंत्रालय, मुंबई-३२
वन विभागातील सर्व कार्यासने
निवड नस्ती फ-५

परिशिष्ट - एक

(शासन निर्णय महसूल व वन विभाग क्रमांक-एमएससी-२०११/प्र.क्र.१७८/फ-५ दिनांक - ३० सप्टेंबर, २०११ चे परिशिष्ट)

वन विभागातील स्थापत्य कामासाठी प्रशासकीय तसेच तांत्रिक मान्यता मंजूर करण्याबाबतचे वित्तीय अधिकार प्रदान करण्याबबत.

(तांत्रिक अधिकार)

अ.क्र.	प्रचलित शक्ती/नविन शक्तीचे वर्णन असल्यास आदेश क्रमांक व दिनांक दर्शवून आदेशाची प्रत जोडावी नवीन शक्ती असल्यास नवीन शक्ती असा उल्लेख करावा	अधिकारा चा वापर करण्यास सक्षम अधिकारी.	प्रचलीत मर्यादा	प्रचलीत शक्तीच्या अटी	या शासन निर्णयान्वये अधिकाराचा वापर करण्यास सक्षम अधिकारी / प्राधिकारी	या शासन निर्णयान्वये मंजूर मर्यादा	या शासन निर्णयान्वये अटी व शर्ती
१.	२.	३.	४.	५	६.	७.	८.
	तांत्रीक मंजूरी प्रदान करण्याची शक्ती (वनातील स्थापत्य कामे जसे रस्ते, पुल इमारती, किरकोळ व विशेष दुरुस्तीसह इ.) शासन परिपत्रक क्र.एम.एफ. एस. /१०७६/२५४३-क-३, रुचियालय मुंबई -३२ दि.२६ एप्रिल, १९७६ व आर.एन्ड.डी.आर.८ एन.एफएस.१०८०/१७१०/सी आर.-३५/एफ-९, दि.२८/३/१९८५	१) वन अभियंता २) उप वन अभियंता ३) उप वनसंरक्षक/ विभागीय वन अधिकारी आणि उप विभागीय वन अधिकारी (स्वतंत्र उपविभाग)	रु.१० लाख अंदाजपत्रकीय रकमे प्रमाणे प्रत्येक कामाच्या बाबीसाठी (दि.२८/३/८५ चे शासन निर्णयानुसार) रु.२५,०००/- अ) रस्ते (पुला व्यतिरिक्त) रु.३०,०००/- (प्रति कि.मी. दर रु.१०,०००/- पेक्षा जास्त नको) ब) इमारती (i) शासन मान्य नमुना नकाशानुसार वनरक्षक व वनपाल यांच्या निवास स्थानाच्या बांधकाम खर्चाच्या किंमती पर्यंत (ii) नमुना नकाशानुसार नसलेले काम रु.२५००/-	प्रस्तावित बांधकामे हे आर.सी.सी. डिजाईन किंवा बहूमजली इमारतीचे बांधकाम असल्यास आर.सी.सी. डिझाईन सार्वजनिक बांधकाम विभागाकडून मान्य करुन घ्यावे.	१) वन अभियंता २) उप वनअभियंता ३) उप वनसंरक्षक/ विभागीय वन अधिकारी आणि उप विभागीय वन अधिकारी (स्वतंत्र उपविभाग)	१) स्थापत्य विषयक कामासाठी वनअभियंता यांना रु. २५.०० लाख अंदाजपत्रकीय रकमे प्रमाणे प्रत्येक कामाच्या बाबीसाठी . २) सर्वसाधारण दुरुस्त्या - विभागाच्या अर्थसंकल्पीय तरतूदीच्या मर्यादेत पूर्ण अधिकार रु.५०,०००/- अ) रस्ते (पुला व्यतिरिक्त) रु.६०,०००/- (प्रति कि.मी. दर रु.३३,०००/- पेक्षा जास्त नको) ब) इमारती (i) शासन मान्य नमुना नकाशानुसार वनरक्षक व वनपाल यांच्या निवास स्थानाच्या बांधकान खर्चाच्या किंमती पर्यंत (ii) नमुना नकाशानुसार नसलेले काम रु.५० (iii) विहिरी, पंप व त्यांचे साहित्य /	मूळ कामे टिप १- मोठया पुलाच्या बाबतीत वनअभियंता संकल्पचित्र(डिझाईन) मंडळ यांची मान्यता मिळवली पाहिजे. टिप २ - स्तंभ ५ मध्ये निर्दिष्ट केलेल्या अभियांत्रीकी कामामध्ये पाण्याच्या टाक्या, कमी लांबीचे नळमार्ग, लहान उपरे टाक्या, नक्षीदार पिलर्स, तारचे कुंपन, उपहार गृह इ.साठी लहान बांधकामे मान्य टाईपच्या व संकल्पचित्र(डिझाईन) स्थापत्यविषयक कामाचा समावेश होतो. इतर कामाच्याबाबतीत संबंधित काम ज्यांच्या अधिकारीतेत असेल असा वनविभागाचा सक्षम अधिकारी सार्वजनिक बांधकाम विभागाच्या सक्षम अधिकाऱ्यांची मंजूरी मिळविण्यास प्राधिकारी असेल. टिप ३- जर भविष्यात सार्वजनिक बांधकाम विभागातील कार्यकारी अभियंता व उप अभियंता यांच्या तांत्रिक मंजूरीच्या अधिकारात वाढ करण्यात आली तर तेच अधिकार वन विभागातील

						ड) विहिरी पाण्याच्या टाक्या इ. रु.३.०० लाख	

टिप - विवरणपत्रातील वित्तीय शक्तीच्या मर्यादा महागाई निर्देशांकाच्या वाढी नुसार दरवर्षी ५% ने वाढविण्यात येतील.

(प्रशासकीय अधिकार)

अ.क्र.	प्रचलित शक्ती/नविन शक्तीचे वर्णन असल्यास आदेश क्रमांक व दिनांक दर्शवून आदेशाची प्रत जोडावी नवीन शक्ती असल्यास नवीन शक्ती असा उल्लेख करावा	अधिकाराचा वापर करण्यास सक्षम अधिकारी.	प्रचलीत मर्यादा	प्रचलीत शक्तीच्या अटी	या शासन निर्णयान्वये अधिकाराचा वापर करण्यास सक्षम अधिकारी / प्राधिकारी	या शासन निर्णयान्वये मंजूर मर्यादा	या शासन निर्णयान्वये अटी व शर्ती
१.	२.	३.	४.	५	६.	७.	८
	प्रशासकिय मान्यता प्रदान करणे. रस्ते व इमारती (i) राज्य स्थापत्य कामे व वनातील कामे शासन परिपत्रक क्र.एम.एक. एस. /१०५६ / २१४३-फ-२. सचिवालय मुंबई -३२ दि.२३ एप्रिल, १९५६	1)मुख्य वनसंरक्षक	अ) योजने अंतर्गतच्या बांधकामा-करिता १) नमुना नकाशा वापरुन करण्यात येणारे बांधकाम.- पुर्ण अधिकार २) रस्ते (पुल वगळून) पुर्ण अधिकार ३) पुल -रु. ३०,०००/- ४) नमुना नकाशा नसलेले काम जसे विहिरी, पाण्याची टाकी इ.रु. ३०,०००/- ब) योजनेतर १) रस्ते-रु. १.०० लाख २) पुल- रु.१५,०००/- ३) बिल्डींग-रु.५०,०००/- ४) विहिर, पाण्याची टाकी, पंपासह,ॲनिकट रु.२५,०००/- ५) फेंनसिंग रु. १.०० लाख ६) सॅनिटरी फिटींग रु.२५,०००/- ७) इलेक्ट्रीक इन्स्टॉलेशन * रु. ७,५००/-	अंदाज पत्रकास सक्षम अभियंत्याकडून तांत्रीक पडताळणी / मंजूरी घेली असली पाहीजे.	१) किरकोळ नागरी (स्थापत्य-civil) बांधकामांना प्रशासकीय मान्यता देणे. अ) विभाग प्रमुख (मुख्य वनसंरक्षक तसेच अपर प्रधान मुख्य वनसंरक्षक) ब) प्रादेशिक कार्यालय प्रमुख - (वनसंरक्षक व उप वनसंरक्षक/ विभागीय वन अधिकारी) २) नमुना नकाशा वापरुन करण्यात येणारे बांधकाम. अ) मुख्य वनसंरक्षक तसेच अपर प्रधान मुख्य वनसंरक्षक ब) वनसंरक्षक व उप वनसंरक्षक/ विभागीय वन अधिकारी /उप विभागीय वन अधिकारी (स्वतंत्र उपविभाग)- ३) इलेक्ट्रीक इन्स्टॉलेशन अ) मुख्य वनसंरक्षक तसेच अपर प्रधान मुख्य वनसंरक्षक- ब) वनसंरक्षक क) उप वनसंरक्षक/ विभागीय वन अधिकारी	रु. २५.०० लाख रु.१५.०० लाख -- पुर्ण अधिकार शासन मान्य नमुना नकाशानुसार वनरक्षक व वनपाल यांच्या निवास स्थानाच्या बांधकाम खर्चाच्या किमती पर्यंत - रु. २.०० लाख रु. १.०० लाख रु.१०,०००/-	अंदाज पत्रकास सक्षम अभियंत्याकडून तांत्रीक पडताळणी / मंजूरी घेली असली पाहीजे.

			* रु. ५,५००/-		ख) वनसंरक्षक क) उप वनसंरक्षक/ विभागीय वन अधिकारी	रु. १.०० लाख रु. १०,०००/-	

			पर्यंत (iii) विहिरी, पंप व त्यांचे साहित्य / सुटे भागासह रु.२०,०००/- (iv) ॲनिकट रु.२०,०००/-			सुटे भागासह रु.१.०० लाख (iv) ॲनिकट रु.१.०० लाख	त्यांचे समकक्ष असलेले अनुक्रमे वनअभियंता व उप वनअभियंता यांना लागू राहिल. टिप ४ - प्रस्तावित बांधकामे हे आर.सी.सी.डिझाईन किंवा बहुमजली इमारतीचे बांधकाम असल्यास आर.सी.सी.डिझाइन सार्वजनिक बांधकाम विभागाकडून / शासकीय अभियांत्रिकी महाविद्यालयाकडून तयार करुन व मान्य करुन घ्यावे.
		४) वनसंरक्षक	अ) रस्ते (पुला व्यतिरिक्त) रु. २.०० लाख पर्यंत (प्रती कि.मी. दर रु.१०,०००/- पेक्षा वाढणार नाही) ब) पुल रु. १५०००/- क) इमारती शासनाने मान्य केलेला नमुना नकाशा किंवा मान्य न केलेला नमुना नकाशा रु.३०,०००/- ड) विहिर, पंप सुटे भागासह रु. २५,०००/- इ) ॲनिकट रु. २५,०००/-		४) वनसंरक्षक	अ) रस्ते (पुला व्यतिरिक्त)- रु. १०.०० लाख पर्यंत (प्रती कि.मी. दर रु. ४०,०००/- पेक्षा वाढणार नाही) ब) पुल / रु.२.०० लाख पर्यंत क)इमारती (i) शासनाकडून मान्य असलेला किंवा मान्य नसलेला नमुना नकाशा रु. १.०० लाख ड) विहिरी, पंप सुटे भागासह रु. २.०० लाख. इ) ॲनिकट रु. २.५० लाख	
		५) मुख्य वनसंरक्षक	अ) रस्ते (पुला व्यतिरिक्त)-पुर्ण अधिकार ब) पुल रु.३००००/- पर्यंत क) (i) शासनाकडून मान्य असलेल्या नमुना नकाशा नुसार इमारती- पुर्ण अधिकार (ii) नमुना नकाशा नसलेल्या - रु.७५,०००/- ड) विहिरी पाण्याच्या टाक्या इ. रु.३०,०००/-		५) मुख्यवनसंरक्षक	अ) रस्ते (पुला व्यतिरिक्त)-पुर्ण अधिकार ब) पुल / रु.५.०० लाख पर्यंत क) (i) शासनाकडून मान्य असलेल्या नमुना नकाशा नुसार इमारती- पुर्ण अधिकार (ii) नमुना नकाशा नसलेल्या - रु.२.२० लाख ड) विहिरी पाण्याच्या टाक्या इ. रु.१.५० लाख	
		६) अपर प्रधान मुख्य वनसंरक्षक (पदाची श्रेणीयाद्द करुन नवीन पदनाम झालेले आहे.	—		६) अपर प्रधान मुख्य वनसंरक्षक (पदाची श्रेणीयाद्द करुन नवीन पदनाम)	अ) रस्ते (पुला व्यतिरिक्त)-पुर्ण अधिकार ब) पुल / रु.१०.०० लाख पर्यंत क) (i) शासनाकडून मान्य असलेल्या नमुना नकाशा नुसार इमारती- पुर्ण अधिकार (ii) नमुना नकाशा नसलेल्या - रु.५.०० लाख	

		२) वनसंरक्षक	नमुना नकाशा नसलेले १) रस्ते- रु. ५०,०००/- २) पुल- रु. ५,०००/- ३) इमारत -रु. २०,०००/- ४) विहिर, पंपसह, आक्षा, ऑनिकट, रु.२०,०००/-) ५)फेन्सिंग- रु. ५,०००/- ६) सॅनिटरी फिटिंग- रु. १०,०००/- ७) इलेक्ट्रीक फिटींग रु. ५,०००/-				
		३)उप वनसंरक्षक / विभागीय वन अधिकारी	नमुना नकाशा नसलेले १) रस्ते- रु. १५,०००/- २) पुल- रु. १,०००/- ३) इमारत रु. २,०००/-				

ANNEXURE 19.04

महाराष्ट्र सार्वजनिक बांधकाम नियम पुस्तिका १९८४ मधील परिशिष्ट ४२ खालील वित्तीय अधिकारांमध्ये सुधारणा करण्याबाबत ...

महाराष्ट्र शासन
सार्वजनिक बांधकाम विभाग,
शासन निर्णय क्र. विअसु-२०१५/प्र.क्र.२१८/इमारती-२
मंत्रालय, मुंबई ४०० ०३२
दिनांक :- १६ डिसेंबर, २०१५

वाचा :- १) शासन निर्णय क्र. डीपीडब्ल्यू ११८९/(५७)/लेखापरीक्षा दिनांक १८ नोव्हेंबर १९९६

शासन निर्णय

सार्वजनिक बांधकाम विभाग व पाटबंधारे विभागाकडे सोपविलेली कामे सुलभ रितीने पार पाडणे शक्य व्हावे याकरिता या विभागांच्या अधिपत्याखालील क्षेत्रिय अधिका-यांना सार्वजनिक बांधकाम नियमावलीच्या परिशिष्ट-४२ मध्ये दर्शविल्याप्रमाणे विविध वित्तीय अधिकार प्रदान करण्यात आलेले आहेत. परिशिष्ट ४२ मध्ये अंतर्भूत केलेले अधिकार हे दिनांक ३१ मार्च, १९८४ पर्यंत वाढविण्यात आलेले अधिकार विचारात घेतले होते. यापैकी काही अधिकारांमध्ये सन १९८९ पर्यंत आवश्यकतेनुसार सुधारित करण्यात आलेले आहेत. संदर्भाधीन वित्तीय अधिकार दिनांक १८ नोव्हेंबर १९९६ च्या शासन निर्णयाद्वारे सुधारित करण्यात आले आहेत. तदनंतर सर्वसाधारणपणे बाजारभावात विशेषत: बांधकाम साहित्यांच्या किमतीत व मजुरीत मोठया प्रमाणावर वाढ झालेली असल्याने हे अधिकार सुधारित करण्याचा प्रश्न शासनाच्या विचाराधीन होता.

२. याबाबत शासन आता असे आदेश देत आहे की, सन १९९६ ते २०१५ या कालावधीत भाववाढ निर्देशांकात मोठया प्रमाणात वाढ झालेली असल्याने वित्तीय अधिकार प्रदान समितीने शिफारस केल्याप्रमाणे सोबतच्या परिशिष्ट 'अ' मध्ये नमूद केल्यानुसार वित्तीय अधिकारात सुधारणा करण्यास या शासन निर्णयान्वये मंजूरी देण्यात येत आहे. सार्वजनिक बांधकाम नियमावली परिशिष्ट ४२ व दिनांक १८ नोव्हेंबर १९९६ च्या शासन निर्णयामध्ये पूर्वी असलेल्या परंतु सोबतच्या परिशिष्ट 'अ' मध्ये नमूद न केलेल्या अधिकारात काही बदल झालेला नाही असे समजावे. हे आदेश या शासन निर्णयाच्या निर्गमनाच्या तारखेपासून अंमलात येतील.

३. हा शासन निर्णय वित्त विभागाच्या अनौपचारिक संदर्भ क्र. ४२९/१५/विनियम दिनांक १९/९/२०१५ अन्वये दिलेल्या सहमतीनुसार निर्गमित करण्यात येत आहे.

४. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संगणक संकेतांक २०१५१२१६१७००४३३९१८ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सहपत्र :- परिशिष्ट 'अ'

Bhaskar Digambar Nemade

Digitally signed by Bhaskar Digambar Nemade
DN: c=IN, o=Government Of Maharashtra, ou=DEPUTY ENGINEER AND DESK OFFICER, postalCode=400032, st=Maharashtra, 2.5.4.20=6d970bcb4d45f23b0605ad9a4bb2fd6b db014feb71c7b5678120e0a4e2ff5f69, cn=Bhaskar Digambar Nemade
Date: 2015.12.16 17:23:34 +05'30'

(भा.दि.नेमाडे)
कार्यासन अधिकारी

प्रत,

१) मा. मुख्यमंत्र्याचे सचिव
२) सर्व मंत्री व राज्यमंत्री यांचे स्वीय सहायक
३) महालेखापाल (लेखा व अनुज्ञेयता), महाराष्ट्र राज्य, मुंबई
४) महालेखापाल (लेखा व अनुज्ञेयता), महाराष्ट्र राज्य, नागपूर
५) महालेखापाल (लेखापरीक्षा), महाराष्ट्र राज्य, मुंबई/नागपूर
६) अप्पर मुख्य सचिव, (सा.बां) / सचिव (रस्ते)/ सचिव (बांधकामे) मंत्रालय मुंबई, यांचे स्वीय सहायक
७) अधिदान व लेखाधिकारी, मुंबई
८) निवासी लेखा अधिकारी, मुंबई
९) सामान्य प्रशासन विभाग/जलसंपदा विभाग, मंत्रालय
१०) मंत्रालयातील इतर सर्व विभाग
११) सर्व मुख्य अभियंते, सा.बां.प्रा.विभाग व (विद्युत) विभाग
१२) मुख्य वास्तुशास्त्रज्ञ, महाराष्ट्र, राज्य, मुंबई
१३) सर्व अधीक्षक अभियंते, सा.बां.मंडळ व (विद्युत) मंडळ
१४) सर्व कार्यकारी अभियंते,सा.बां.विभाग व (विद्युत) विभाग
१५) संचालक, उपवने व उद्याने, मुंबई
१६) सर्व अधिकारी व कार्यासन अधिकारी, सा.बां.विभाग, मंत्रालय
१७) वित्त विभाग,कार्य-विनियम, मंत्रालय, मुंबई
१८) कार्यासन अधिकारी (लेखापरिक्षा),सा.बां.विभाग, मंत्रालय (संदर्भ नस्ती क्र. अेजीआर २००७/ प्र.क्र.४०/लेखापरिक्षा च्या अनुषंगाने)
१९) निवडनस्ती (इमारती-२ कार्यासन)

ANNEXURE 19.05

Unified Depot Sale Conditions for sale of timber, charcoal, bamboos and firewood (in Depots and in-situ) modfication of.

GOVERNMENT OF MAHARASHTRA,
Revenue and Forests Department,
Resolution No. TMR 1680/117241-CR 937-III/F9,
Mantralaya, Bombay-400 032,
Dated : 29th April, 1986.

Read.: (i) Government Resolution, Revenue and Forests Department No. TMR-1677/128178/F5, dated 24th September 1980.
(ii) Government Resolution, Revenue and Forests Department No. TMR 1680/117241-III-F5, dated 5th October, 1981.
(iii) Chief Conservator of Forests letter No.D-9/TMR/C/841 76-77/9055 dated 9th January, 1981 and 10493 dated 27th February, 1981.

RESOLUTION : With a view to ensuring smooth conduct of sales at the forests depots and to remove financial hardship and inconvenience caused to the timber and fuelwood traders, Government was for sometime past considering as to whether further modifications be made to certain conditions in the Unified Depot Sale Conditions (for sale of timber, fuelwood charcoal & bamboos) sanctioned by Government in their aforesaid Revenue and Forests Department Resolution dated 24th September 1980 modfied by their aforesaid Resolution dated 5th October, 1981. After careful consideration and also taking into consideration certain other points Government is pleased to further modify the Unified Depot Sale conditions (Typed as Annexure 'B') for sale of timber, fuelwood, charcoal and bamboos in Depots and in-situ with effect from 1st October, 1986.

2. These orders issue with the concurrence of the Law and Judiciary Department (vide un-official reference No. 11148/E, dated 28th June, 1985 and Finance Department (Vide its un-official reference No. CR-113/EXP-10, dated 6th February, 1986.

By order and in the name of the Governor of Maharashtra.

Sd/-(M.R.PANDE)
Desk Officer,
Revenue & Forest Department.

Accompaiment:- Annexure 'B'

No. Rev-II/61-1
Nagpur, dt. 2-6-86

Copy forwarded to Range Forest Officers, (all) and Sub-Divisional Forest Officers (all) for information and further necessary action.

(G.S.Kandey)
Divisional Forest Officer,
Nagpur Division,Nagpur.

Copy to F.L.C.S. Section, R.A.-I, Tendu Acctt, C.C.U. for information and necessary action.

Copy to Depot officer Umred, Sironcha, Ambagad, Bramhmpuri, Paoni, Sar information and necessary action

FMW/29/5

CC to:-

વિભાગ

સહાયક સંચાલક
નાગપુર વિ.

પ્રતિ વિભાગીય અધિકારી (સાર્થ), વન-અ વનસંરક્ષક, સામાજીક વનીકરણ નાગપુર વિભાગ કામઠી રોડ, દોષાર ભવન નાગપુર સાથે પાઠવેલ ઠરાવની કાર્યવાહી કરવા અનુરોધ છે.

વિ.વ.ઠ.અ. નાગપુર

ANNEXURE 'B'

Accompaniment to Government Resolution, Revenue and Forests Department No.TMR 1680/117241-II-FO, dated 29th April, 1986.

Unified Depot Sale Conditions

TERMSAND CONDITIONS OF SALE BY PUBLIC AUCTION OF TIMBER, FIREWOOD, CHARCOAL ETC. (IN DEPOTS AND IN-SITU)

PERIOD OF AUCTION :-

Timber/firewood/charcoal etc. in lots as described in the schedule hereunder written will be sold by public auction for and on behalf of the Government of Maharashtra by the Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division at _____ on the _____ day of _____ at _____ hrs on the following terms and conditions namely;

TERMS AND CNDITIONS OF SALE :

1. The act of bidding shall be deemed to be complete and unreserved acceptance of these sale conditions. The intending bidders are also required to sign the sale condition in token of their agreement

2. The details of the quantities and specifications of the material put up for auction are as laid down in the schedule hereunder written and are correct to the best knowledge of the undersigned but are NOT guaranteed to any extent. The intending bidders should inspect the lots on the spots and satisfy themselves about the correctness thereof.

EARNEST-MONEY DEPOSIT :

3(a). No person shall be allowed to bid unless he has prior thereto deposited with the undersigned in the manner hereinafter mentined (an amount) as and by way of earnest mney deposit, the t calculated at the rate of 10 per cent of the amount upto which bidder desires to bid.

Provided, However that the amount of earnest money so be deposited shall in no case be less than Rs. 500/- (Rupees F hundred only)

The amount of earnest money deposit shall NOT carr interest.

(b) The earnest money shall be paid either:

(i) by a duly receipted challan of any Governmen treasury in the State of Maharashtra or

(ii) by a demand draft or a deposit at call in the Divisional Forest Officer/Sub-Divisior concerned drawn by State Bank of India or Scheduled Bank on its branch here of sit Head Quarters of the Treasury Sub-Treas

(Note : * The name of the Treasury/Sub-Treasury shall be prescribed by he concerned Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division.)

Provided, However, the earnest money deposit may in cash at the diseretion of the Officer holding the sale in exceptional circumstances be permited to be accepted.

(c) The receipted treasury challan, bank draft or receipt of deposit at call shall be produced by the bidder before bidding, before the Divisional Forest Officer/ Sub-Divisional Forest Officer of Independent Sub-Division or any person authorised by him in this behalf. The cash payments towards Earnest Mney Deposit shall be made if permited as aforesaid at the special counter provided at the place of auction/sale, (subject to the condition stipulated in the proviso to condition No.3(b) above).

(d) The earnest money deposited by the unsuccessful bidders shall if NOT forefeited prior thereto be refunded to them without interest as soon as practicable after the completion of the auction.

(e) In case of bidders who are successful, the amount of earnest money if NOT forefeited prior thereto shall be adjusted towards the amount of consideration payable by them therefor.

(f) No interest shall be payable in any case on the amount of Earnest Money.

PARTICULARS OF BIDDER :

4. At the time of paying the earnest money deposit the intending bidders shall furnish in writing the complete postal address to which any communication intended for them may be sent. Any change of address shall be promptly communicated by them to the Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division. Any communication sent at that address under certificate of posting shall be deemed to have duly reached the intending purchaser.

5. Person or persons desiring to bid at the auction shall state in what capacity heis/they are bidding for the auction e.g. as sole proprietor or partner of a firm or as a Secretary/Manager/Director etc. of a limited Company. In case of partnership firm the names of all partners should be disclosed and these condition shall be signed by all the partners or their duly constituted attorney, having authority to bind all the partners in all maters pertaining to the auction. An attested copy of the "Partnership Deed" should be produced before the Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division. In the case of limited companies these conditions shall be signed by a person empowered to do so by the Company.. A copy of the Memorandum and Articles of Associations of the Company shall be atached to these conditions. In case of Hindu undivided family the names of the family members should be disclosed and the Karta/who can bind the firm should sign these conditions and indicate his status below his signature.

6. Following person/s shall NOT be eligible to bid at the auction viz :-

Person/s who is/are convicted by a Court of Law for offence involving moral turpitude or who have been adjudged insolvent or who have failed to pay Government dues or who are Minors or persons of unsound mind.

7. If during the course of auction or at any time thereafter it is found that the person/s who had bid at the auction and whose bid was accepted is/are person/s NOT qualified hereunder to bid, the amount of earnest money deposited by him/them shall be forthwith forfeited to the Government and his/their bid/s which was/were accepted shall be liable to be cancelled. And in that event he/they shall NOT be entitled for any compansation whatsoever on account of such cancellation.

SALE PROCEDURE :

8. The Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division may in his discretion.

(a) Prohibit any one from bidding at any stage of the auction.

(b) reject the highest or any bid.

(c) accept the highest or any bid.

(d) withdraw or alter any lot or lots from the action at any stage notwithstanding the readiness of the purchasers to purchase the same and notwithstanding that it was/they were put up for auction.

(e) take up lot(s) for auction in any manner, irrespective of its serial number on the list of lots.

(f) put up lots for sale either in single or in groups.

(g) put up additional lots NOT published in the sale notice.

9. The Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division may fix the minimum amount of each advance on the previous bid and may from time to time in the course of the bidding after the amount so fixed. In the event of any dispute arising about the bid given, the bidding shall be immediately reopened at the last undisputed bid. 10(a) At the close of the bidding of a particular lot or lots as the case may be, the person whose bid is (knocked down and) accepted (hereinafter referred to as "the Auction Purchaser") shall sign the bid sheet (along with at least two withnesses) in token of his having given the bid and his signature shall be attested by at least two witnesses. The bids which are within the competence of the Divisional Forest Officer/Sub-Divisinal Forest Officer of independent Sub-Division to accept shall be accepted by him by putting his signature on the bid-sheets at an appropriate place. In case of bids which are beynd the powers of the Divisional Forest Officer/ Sub-Divisional Forest Officer of Independent Sub-Division to accept and are therefore kept ever for acceptaree it shall be so stated in the bid sheet by the competent authority viz. [illegible]

the Conservator of Forests. In each such case the bidder shall remain bound by his bid until final orders are passed by the competent authority, within a period of thirty days from the date of auction. The competent authority may, however, accept or reject such bids. The bid sheet duly signed by the Auction Purchaser along with at least two witnesses and the Divisional Forest Officer/Sub-Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division or competent authority shall be conclusive proof of the contract.

(b) The result of the bids kept over for acceptance by the Conservator of Forests shall after such acceptance be published on the notice board of the office of the Divisional Forest Officer/ Sub-Divisional Forest Officer of Independent Sub-Division or at the concerned depot and also separately intimated to the concerned successful bidder by the Divisional Forest Officer/Sub-Divisional Forest Officer in charge of independent Sub-Division.

11. Once the bid is accepted, the timber the concerned forest produce shall lie in the depot entirely at the risk of the Auction Purchaser and the Government shall NOT be liable for deterioration and/or loss of timber or the concerned forest produce of such lots or any part thereof by any cause such as fire, flood, theft, misappropriation etc.

PAYMENTS:

12. The Auction Purchaser shall pay the amount of this bid which has been accepted (hereinafter referred to as "the sale price") as follows :-

(a) 1/4th of the sale price alongwith the proportionate amount of the Forest Development Tax as per Maharashtra Forest Development (Tax on sale of forest produce by Government or Forest Development Corporation)(Continuance) Act, 1983 within seven days from the date of auction/date of communication of acceptance by the competent authority as the case may be. Provided, however, that if the Auction Purchaser makes payment of the said 1/4th sale price along with the proportionate amount of the Forest Development Tax at any time thereafter but before the expiry of further twenty three days then he shall have to pay therewith interest thereon at the rate of 18 per cent per annum from the date of auction/ date of communication of acceptance by the Competent Authority as the case may be till payment is realised. plus the entire amount of Sales Tax in accordance with the provisions of Bombay Sales Tax Act 1959 (LX of 1959) as amended and in force for the time being alongwith the proportionate amount of the Forest Development Tax and all other taxes, rates and duties as are leviable thereon within sixty days from the date of auction/date of communication of acceptance by the Competent Authority as the case may be. Provided, however, that if the Auction Purchaser makes payment of the said 3/4th the sale price plus Sales Tax, Forest Development Tax and all other taxes, rates and duties at any time thereafter but before the expiry of further thirty days then he shall have to pay interest thereon at the rate of 18 per cent for annum ~~%~~ from the date of auction/date of communication of acceptance by the Competent Authority as the case may be till payment is realised.

13(a) In the event of the Auction Purchaser failing or neglecting to make payment of 1/4th of the sale price and/or 3/4th of the Sale price plus Sales Tax, Forest Development Tax. and all other taxes, rates and duties without or with interest or any part thereof as provided in condition 12 above or in the event of the Auction Purchaser committing a breach of any of the terms and conditions hereof the Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division may, without prejudice to any other rights remedies and powers of the Government, cancel such sale which has been accepted whereupon without prejudice to any other rights, remedies and powers of the Government, the amount deposited by the Auction Purchaser as Earnest Money and the said amount of 1/4th Sale price and interest, if paid, shall forthwith stand forefeited to the Government. On cancellation of such sale the Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division shall in his absolute distriction if he so thinks fit, be entitled to -

forthwith and without any further notice resell either by public auction or by private contract on account and at the risk of the Auction Purchaser the lot/s for which the bid of the Auction Purchaser was accepted and cancelled as aforesaid.

Provided, however that if before the actual resale of the material at the risk and cost of the auction Purchaser, the Auction Purchaser pays under intimation tothe Divisional Forest Officer/Sub-Divisional Forest Officer of independent Sub-Division the sale price or three fourths of the sale price as the case may be (defaulted amount) in full along with interest Sales Tax, Forest Development Tax and all other taxes, rates and duties as aforesaid and also penalty at the rate of 10% of the price offered by him the Divisional Forest Officer/Sub-Divisional Forest Officer of independent Sub-Division shall set a side the cancellation of the sale and permit the Auction Purchaser to remove the material sold to him as hereinafter provided in clause 14 here of.

The Auction Purchaser shall be liable to pay to the Government in the event of resale the amount of the loss, if any, sustained by the Government as a result of such resale, but he shall not be entitled to any profit arising as a result thereof. The Auction Purchaser shall forthwith on demand by the Divisional Forest Officer/Sub-Divisional Forest Officer of independent Sub-Division pay to the Government the amount of such loss. The amount of such loss shall be deemed to be arrears of land revenue and without prejudice to any other rights, remedies and powers of the Government the Government shall be entitled to recover the same from the Auction Purchaser as arrears of land revenue.

14. The amount of consideration shall be paid into Maharashtra Government Treasury. For payment of consideration the Auction Purchaser or the Purchaser on resale under clause 13 hereof as the case may be shall obtain the necessary challan from the Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division. The receipted challan shall be produced before the Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division/ Depot Officer in proof of payment of consideration. The sale price can also be paid by a demand draft in favour of the Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division concerned drawn on the State Bank of India or any other scheduled Bank on its branch situated at the Head Quarters of the Treasury/Sub-Treasury..... *

* Note : The name of H.Qr. of Treasury/Sub-Treasury shall be prescribed by the concerned Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division.

DELIVERY OF MATERIAL :

15. After making full payment of the sale price, Sales Tax, Forest Development Tax and other taxes, rates and duties as are leviable thereon and interest, if any, as provided in condition 12 hereof the Auction Purchaser of the purchaser or the purchaser on resale as the case may be shall remove the material within 90 days from the date of auction/date of communication of acceptance by the competent authority as the case may be. The auction Purchaser or the pruchaser on resale as the case may be shall make his own arrangements for loading and removal of the material, PROVIDED, however, that if the Auction Purchaser or the Purchaser on resale as the case may be fails or neglects to remove the material as aforesaid within the said period of 90 days the Auction Purchaser or the Purchaser on resale as the case may be shall thereafter not be entitled to remove the said material without obtaining the prior permission in writing of the Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division for which permission the Auction Purchaser or the Purchaser on resale as the case may be shall apply to a week before the expiry of the said period of 90 days. The Auction Purchaser or the Purchaser on resale as the case may be shall remove the said material before the expiry of the date specified in such permission after paying in cash the ground rent calculated at the rate of Rs. per day per lot for such entire further period.

Provided, further that if the Auction Purchaser or the Purchaser on resale as the case may be fails or neglects to remove the said material before the date specified in such permission the Auction Purchaser or the Purchaser on resale as the case may be shall NOT thereafter be entitled to do so without obtaining the prior permission in writing of the Conservator of Forests, who may be in his absolute discretion refuse or grant such permission on such conditions as he thinks fit including payment of an additional sum by way of penal ground rent which shall NOT exceed 10% of the value of the said material. The decision of the Conservator of Forests shall be final and binding on the Auction Purchaser as resale as the case may be.

16. If the sale is held at the beginning of the rainy season and the Auction Purchaser requests Government for grant of extension of time for removal due to various reasons, the period of rainy season which will be determind by the Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division may be excluded for the prupose of calculating the extension period.

17. No lot or part of a lot shall be allowed to be removed unless full payment in respect of that lot has been made and a Forest Pass for transportation of material is issued by a person duly authorised by of the depot.

18. The removal shall be restricted to hours of day light and shall be allowed through the gate of the depot set apart for the purpose where the timber or the concerned forest produce shall be presented for examination and in case of timber branding the same with an exit hammer mark.

19. The material shall be deemed to have been delivered once the timber or the concerned forest produce is taken possession of by the Auction Purchaser or his authorised agent and his signature in token of receipt of the material [illegible] is obtained.

ACTION FOR BREACH OF CONDITIONS :

20. Notwithstanding the condition of resale, the Auction Purchaser shall be liable to make good the loss sustained by the Government on account of his failure to discharge his obligations.

The amount of loss will be determined by the Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division as under :-

a) the amount outstanding against the purchaser 'X' (i.e. the sale price)

b) the amount realised, if any, on resale of the 'Y' material.

c) The amount paid by the Auction Purchaser towards 'Z' EMD/Security Deposit/Advance on account of consideration.

The amount of loss will thus be:-'X'-('Y'+'Z')

The amount of loss shall be deemed to be arrears of land revenue and without prejudices any other rights remedies and powers of the Government the same may be redovered as arrears of land revenue in accordance with the provisions of the Indian Forest Act, 1927.

21. Unless the Auction Purchaser has secured extension of period for removal of material beyond 90 days from the date of auction date of communication of acceptance by the competent authority as the case may be on expiry of 90 days or such extended periods as the case may be the material shall revert to Government. The Auction Purchaser will have No right over the left ever material whatsoever after the said period and the Government will be entitled to dispose it of as it thinks proper. Even if full amount is paid for the material in question the Auction Purchaser will NOT be entitled to any refund on account of value of the said material.

22. Any moneys due to the Government on account of sale held under these conditions shall be deemed to be arrears of land revenue and may without prejudice to any other rights remedies and powers of Government be recovered by the Government as arrears of land revenue, in accordance with the provisions of the Maharashtra Land Revenue Code, 1966 as amended from time to time.

GENERAL :

23. The sales of all forest produce which are covered by the aforesaid conditions will also be subject to any other condition/s that may be prescribed from time to time by Divisional Forest Officer/Sub-Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division (after prior approval of the concerned Conservator of Forests and the same will be notified on the notice board of the Divisional Forest Officer/ Sub-Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub-Division 7 days before the date of sale and the same will also be binding on the bidders.

24. Notwithstanding anything contained in the aforesaid conditions, the Principal Chief Conservator of Forests/Chief Conservator of Forests (Production)/Chief Conservator of Forests (Conservation)/Additional Chief Conservator of Forests/Concerned Conservator of Forests may without assigning any reason with hold/ cancel any sale advertised, if it is so required in Government interest.

DISPUTES AND DIFFERENCES:

25. In the event of any dispute or difference whatsoever arising between the parties hereto as to the interpretation of the terms and conditions mentioned above or as to the rights duties and obligations of all the parties hereunder or as to any other matter whatsoever arising out of it or in relation thereto or concerning the sale, the decision thereon of the Conservator of Forests, _____ Circle shall be final and binding on all the parties concerned.

***

rmw/29/5/

इमारती लाकुड, कोळसा, बांबू, जळाऊ लाकुड, (आगारा मध्ये व मूळ जागी असलेले) यांच्या विक्रीबाबतच्या एकीकृत आगार विक्री शर्ती मध्ये सुधारणा बाबत.

महाराष्ट्र शासन

महसूल व वन विभाग,

शासन निर्णय क्र.एमएफपी-२०१२/प्र.क्र.०१/फ-१

मादाम कामा रोड, हुतात्मा राजगुरु चौक,

मंत्रालय, मुंबई ४०० ०३२

दिनांक :- १५ जानेवारी, २०२०

वाचा :-

१) शासन निर्णय, महसूल व वन विभाग, क्र. टएमआर १६८०/११७२४१/सीआर-९३७/तीन/फ-१, दिनांक २९.४.१९८६.

२) प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), महाराष्ट्र राज्य, नागपूर यांचे पत्र क्र. कक्ष-१६/प्र.क्र. ५३/२०१४-१५/नस्ती-३/टी.सी./जी-८७/२०१७-१८,दिनांक ६.९.२०१७.

३) प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), महाराष्ट्र राज्य, नागपूर यांचे पत्र क्र. कक्ष-१६/प्र.क्र. ई-अक्शन/प्रक्र. ५३(२०१४-१५)/नस्ती-३/जी-३८८/२०१८-१९, दिनांक १९ जून २०१८

शासन निर्णय :-

वन आगारामधील विक्रीचे काम सुरळीत होण्यासाठी संदर्भाधीन शासन निर्णय दिनांक २९.४.१९८६ अन्वये इमारती लाकुड, कोळसा, बांबू, जळाऊ लाकुड, (आगारा मध्ये व मूळ जागी असलेले) यांच्या विक्रीबाबतच्या एकीकृत आगार विक्री अटी शर्ती विहीत करण्यात आलेल्या आहेत. दरम्यानच्या कालात दळणवळणाची अद्यावत सुविधा, उपलब्ध वाहतूकीची साधने, मुद्रांचे शासन प्रदानाची व्यवस्था इत्यादी संदर्भात व्यापक बदल झालेले असून नव नविन तंत्रज्ञान विकसीत झालेले आहे, तसेच वस्तू व सेवा अधिनियम दिनांक १.७.२०१७ पासून लागू करण्यात आलेला आहे, यामुळे एकीकृत आगार विक्री अटी व शर्ती मध्ये सुधारणा करणे आवश्यक व अनिवार्य झालेले आहे, त्या दृष्टिने इमारती लाकुड, कोळसा, बांबू, जळाऊ लाकुड, (आगारा मध्ये व मूळ जागी असलेले) यांच्या विक्रीबाबतच्या एकीकृत आगार विक्री अटी व शर्ती खालील जोडलेल्या नुसार विहीत करण्यात येत आहेत.

हे आदेश वित्त विभागाच्या सहमतीने व अनौपचारिक संदर्भ क्रमांक ४६७/व्यय-१०/२०१९, दिनांक १३.४.२०१९ अन्वये निर्गमीत करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सहपत्र:- जोडपत्र अ

(सुजय दोडल)
सह सचिव (वने)
महसूल व वन विभाग.

प्रति,

१. प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख) महाराष्ट्र राज्य, नागपूर.
२. प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन), महाराष्ट्र राज्य, नागपूर.
३. प्रधान मुख्य वनसंरक्षक (वन्यजीव) महाराष्ट्र राज्य, नागपूर.
४. व्यवस्थापकीय संचालक वनविकास महामंडळ, नागपूर.
५. अपर प्रधान वनसंरक्षक (संधारण) महाराष्ट्र राज्य, नागपूर.
६. मुख्य वनसंरक्षक (सर्व प्रादेशिक)
७. सर्व प्रादेशिक / विभागीय व्यवस्थापक, वनविकास महामंडळ
८. सर्व उपवनसंरक्षक व विभागीय वन अधिकारी, महाराष्ट्र राज्य.
९. महालेखापाल-१/२ (लेखा परिक्षा/लेखा व अनुज्ञेयता), महाराष्ट्र राज्य, मुंबई/नागपूर.
१०. वित्त विभाग, व्यय-१०/वित्तिय सुधारणा- १ कार्यासन, मंत्रालय, मुंबई-४०० ०३२.
११. कार्यासन अधिकारी फ-२ कार्यासन, महसूल व वन विभाग, मंत्रालय, मुंबई-४००३२.
१२. कार्यासन फ-९, महसूल व वन विभाग, मंत्रालय, मुंबई – ४०० ०३२ (निवडनस्ती)

जोडपत्र "अ"

शासन निर्णय, महसूल व वन विभाग क्रमांक : एमएफपी-२०१२/प्र.क्र.०१/फ-९.
दिनांक १५ जानेवारी, २०२० चे सहपत्र.

एकीकृत आगार विक्री शर्ती

इमारती लाकूड, जळाऊ लाकूड, कोळसा इत्यादींची (आगारांमध्ये व मूळ जागी असलेले) जाहीर लिलावाद्वारे विक्री करण्यासंबंधीच्या अटी शर्ती.

लिलावाची मुदत :-

उपवनसंरक्षक/विभागीय वन अधिकारी/स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी, हे महाराष्ट्र शासनासाठी व त्यांच्या वतीने, खाली दर्शविण्यात आलेल्या अनुसूचीमध्ये केलेल्या वर्णनानुसार थप्पीत असलेले इमारती लाकूड/जळाऊ लाकूड/कोळसा इत्यादींची जाहीर लिलावाद्वारे विक्री करतील. ही विक्री ..... येथे दिनांक .....२० ..... रोजी ..... वाजेपासून पुढील अटींवर व शर्तींवर करण्यात येईल.

विक्रीच्या अटी व शर्ती :-

१. बोली बोलणे म्हणजे विक्रीच्या या शर्तींना पूर्णपणे व अनिर्बंध संमती देणे असे मानण्यात येईल. इच्छुक बोलीदारांनी विक्रीच्या शर्तींवर त्यांची संमतीदर्शक सही करणे आवश्यक आहे.

२. लिलावात ठेवण्यात आलेल्या वनोपजाचे परिमाण व तपशील या बाबी खाली दर्शविलेल्या अनुसूचीमध्ये नमूद केल्याप्रमाणे असून त्या खाली सही करणाऱ्या अधिकाऱ्यांच्या माहितीनुसार बरोबर आहेत परंतु त्यांची कोणत्याही प्रमाणात हमी देण्यात येत नाही. इच्छुक बोलीदारांनी सदर थप्प्यांची जागेवरच तपासणी करुन ते बरोबर असल्याबद्दल स्वत:ची खात्री करुन घ्यावी.

इसाऱ्याची रक्कम :-

३.(अ) **ईच्छुक बोलीदारांनी बोली बोलण्यापूर्वी त्याची ज्या रकमेपर्यंतची बोली बोलण्याची इच्छा असेल त्या रकमेच्या १० टक्के रक्कम इसा-याची रक्कम म्हणून लिलावाच्या सुरुवातीला उल्लेखित रितीने जमा केल्याखेरीज त्या बोलीदाराला बोली बोलण्याची परवानगी देण्यात येणार नाही. परंतु अशा रितीने जमा करावयाची इसा-याची रक्कम ही कोणत्याही बाबतीत १००० रुपयापेक्षा (रुपये एक हजार फक्त) कमी असणार नाही.**

[illegible]

(प्र) हे सक्षम राहतील. **जमा केलेल्या इसाऱ्याच्या रकमेवर कोणतेही व्याज मिळणार नाही.**

३.(ब) इसाऱ्याची रक्कम खालील निर्दिष्टीत कोणत्याही प्रकारे भरता येईल.

(एक) महाराष्ट्र राज्यातील कोणत्याही शासकीय कोषागाराच्या यथोचित प्राप्तपत्राने चलनाद्वारे, किंवा

(दोन) भारतीय स्टेट बँकेने किंवा कोणत्याही अनुसूचित बँकेने उपवनसंरक्षक/विभागीय वन अधिकारी/स्वतंत्र उप विभागाचे उपविभागीय वन अधिकारी यांचे नांवे ..... येथील कोषागाराच्या/ उप कोषागारच्या मुख्यालयाच्या ठिकाणी असलेल्या त्यांच्या शाखेवर काढलेल्या दर्शनी धनाकर्षाद्वारे किंवा दर्शनी निक्षेपाद्वारे.

(टिप:- कोषागाराचे/उप कोषागाराचे नांव संबंधित उपवनसंरक्षक/विभागीय वन अधिकारी/स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी विहित करतील.) परंतु अपवादात्मक परिस्थितीमध्ये, विक्री करणाऱ्या अधिकाऱ्यांच्या स्वेच्छा निर्णयानुसार इसाऱ्याची रक्कम रोख स्वरुपात जमा करता येईल व असा अधिकारी तो रक्कम स्विकारण्यास परवानगी देऊ शकेल.

(क) यशस्वी बोली बोलण्यापूर्वी उपवनसंरक्षक/विभागीय वन अधिकारी/स्वतंत्र उपविभागाचे उप विभागीय वन अधिकारी यांचेकडे किंवा त्याने या संबंधात प्राधिकृत केलेल्या कोणत्याही अधिकाऱ्याकडे प्राप्तपोच कोषागार चलान, बँक धनाकर्ष किंवा दर्शनी निक्षेप पावती सादर करील. इसाऱ्याच्या रकमेपोटी रोख प्रदान करण्यास पूर्वोक्तप्रमाणे परवानगी दिलेली असेल तर ती प्रदाने (वरील शर्त क्र.३(व) च्या परंतुकामध्ये नमुद केलेल्या शर्तीच्या अधीन राहून) लिलाव विक्रीच्या ठिकाणी ठेवलेल्या विशेष काऊंटरवर करण्यात येतील.

(ड) अयशस्वी बोलीदारांनी जमा केलेली इसाऱ्याची रक्कम लिलाव पूर्ण होण्या अगोदर सरकार जमा झालेली नसेल तर लिलाव पूर्ण झाल्यानंतर, व्यवहार्य असेल तितक्या लवकर, ती कोणतेही व्याज न देता परत करण्यात येईल.

(ई) यशस्वी बोलीदारांच्या बाबतीत, इसाऱ्याची रक्कम लिलाव पूर्ण होण्यापूर्वी सरकारजमा झालेली नसेल तर ती रक्कम बोलीदारांकडून प्रदेय असलेल्या मोबदल्याच्या रकमेसाठी समायोजित करण्यात येईल.

(फ) कोणत्याही बाबतीत इसाऱ्याच्या रकमेवर कोणतेही व्याज प्रदेय असणार नाही.

बोलीदाराचा तपशील :

४. इच्छुक बोलीदार, त्यांच्यासाठी असलेली कोणतीही पत्रे ज्या पत्त्यावर पाठवता येतील तो टपालाचा संपूर्ण लेखी पत्ता इसाऱ्याची रक्कम भरण्याच्या वेळी देतील. पत्त्यामध्ये झालेला कोणताही बदल बोलीदार तत्परतेने उपवनसंरक्षक/विभागीय वन अधिकारी/स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी यांस लेखी कळवतील. टपाल दाखला घेऊन त्या पत्त्यावर पाठविलेले कोणतेही पत्र इच्छुक बोलीदारांकडे यथोचितरित्या पोचले असल्याचे मानण्यात येईल.

५. लिलावाच्या वेळी बोली बोलण्याची इच्छा असलेली किंवा असलेल्या व्यक्ती कोणत्या नात्याने लिलावासाठी बोली बोलू इच्छिते/इच्छितात ते, ती किंवा त्या व्यक्ती नमूद करील/करतील, उदा.व्यवसाय संस्थेचा एकमेव मालक किंवा भागीदार म्हणून अथवा मर्यादित कंपनीचा सचिव/व्यवस्थापक/संचालक इत्यादी म्हणून व्यवसाय संस्थेच्या बाबतीत, सर्व भागीदारांची नांवे प्रकट करण्यात येतील व सर्व भागीदार किंवा लिलावाशी संबंधित सर्व बाबींमध्ये सर्व भागीदारांवर बंधन घालण्याचा प्राधिकार असलेला, रीतसर नेमलेला त्यांचा न्यायप्रतिनिधी हे या शर्तींवर सही करतील. "भागीदारी विलेखा" ची एक अनुप्रमाणित प्रत उपवनसंरक्षकांकडे/ विभागीय वन अधिकाऱ्यांकडे/स्वतंत्र उपविभागाचे उपविभागीय वन अधिकाऱ्यांकडे सादर करण्यात यावी. मर्यादित कंपनीच्या बाबतीत, कंपनीने या सर्व शर्तींवर सही करण्यास प्राधिकृत केली व्यक्ती अशी सही करील, कंपनीचे संस्थापन समयलेख व नियमावली यांची एक प्रत या शर्तींना जोडण्यात येईल. हिंदू अविभक्त कुटुंबाच्या बाबतीत, कुटुंबातील व्यक्तींची नावे प्रकट करण्यात यावीत व कर्त्याने/कुटुंबावर बंधन चालवू शकणाऱ्या व्यक्तीने या शर्तींवर सही करावी व सही खाली आपला दर्जा दर्शवावा.

६. पुढील व्यक्ती लिलावाच्या वेळी बोली बोलण्यास पात्र असणार नाही/नाहीत, त्या व्यक्ती म्हणजे :- न्यायालयाने नैतिक अध:पात अंतर्भूत असलेल्या अपराधाबद्दल सिध्दापराध ठरलेली ती/त्या व्यक्ती किंवा नादार म्हणून न्यायनिर्णीत केलेली/केलेल्या किंवा शासनाची देणी देण्याबाबत जिने करार फसवा असेल अशी व्यक्ती किंवा अज्ञान असलेली/असलेल्या व्यक्ती किंवा विकृत मनाची/मनाच्या व्यक्ती.

७. जी व्यक्ती/ज्या व्यक्ती लिलावात बोली बोलला असेल/बोलले असतील आणि जिची/ज्यांची बोली मान्य करण्यात आली असेल ती/त्या व्यक्ती या शर्तीनुसार बोली बोलण्यास अर्हताप्राप्त

व्यक्तो नाही/नाहोत असे लिलाव चालु असतांना किंवा त्यानंतर कोणत्याही वेळी आढळुन आले तर तिने/त्यांनी जमा केलेली इसाऱ्याची रक्कम ताबडतोब सरकारजमा करण्यात येईल व तिची/त्यांच्या नावे मान्य करण्यात आलेली/आलेल्या बोली रद्द केली/केल्या जाण्यास पात्र ठरेल/ठरतील आणि त्या प्रसंगी तो/त्या व्यक्ती अशा बोली रद्द करण्याबद्दल कोणतोही भरपाई मिळण्यास हक्कदार असणार नाही / नाहीत.

विक्रीची कार्यपध्दती :-

८. उपवनसंरक्षकास/विभागीय वन अधिकाऱ्यास/स्वतंत्र उपविभागाचे उप विभागीय वन अधिकाऱ्यांस त्यांच्या स्वेच्छा निर्णयानुसार पुढील गोष्टी करता येतील :-

(अ) लिलावाच्या कोणत्याही टप्प्यामध्ये कोणालाही बोली बोलण्यास मनाई करणे.

(ब) सर्वाधिक किंवा कोणतीही बोली नाकारणे,

(क) सर्वाधिक किंवा कोणतीही बोली मान्य करणे,

(ड) खरेदीदार कोणतीही किंवा कोणत्याही थप्पी/थप्प्या खरेदी करण्यास तयार असेल व ती/त्या थप्पी/थप्प्या लिलावात मांडलेली/मांडलेल्या असेल/असतील तरी लिलावाच्या कोणत्याही टप्प्यामध्ये ती/त्या थप्पी/थप्प्या काढून घेणे किंवा त्यात बदल करणे.

(इ) थप्पीच्या यादीनुसार असलेला थप्पीचा (थप्प्यांचा) अनुक्रमांक विचारात न घेता कोणत्याही रितीने त्या थप्पीचा (थप्प्यांचा) लिलाव करणे.

(फ) एकेक थप्पी किंवा थप्प्यांचे गट विक्रीस काढणे,

(ग) विक्री नोटिशीमध्ये प्रसिध्द न केलेल्या जादा थप्पी लिलावात ठेवणे.

९. उपवनसंरक्षकास/विभागीय वन अधिकाऱ्यांस/स्वतंत्र उपविभागाच्या उप विभागीय वन अधिकाऱ्यास, आधीच्या बोलीवर बोलायची अशी किमान जादा रक्कम निश्चित करता येईल व अशी निश्चित केलेली रक्कम बोली चालू असतांना वेळोवेळी बदलता येईल. दिलेल्या बोली बद्दल कोणताही वाद निर्माण झाल्यास बोली ताबडतोब शेवटच्या निर्विवाद बोलीपासून पुन्हा सुरु करण्यात येईल.

१०.(अ) एखाद्या विशिष्ट थप्पीचा किंवा यथास्थिती थप्प्यांचा बोलीच्या अखेरीस त्या व्यक्तीची बोली (स्विकारण्यात आली असेल व) मान्य करण्यात आली असेल ती व्यक्ती (जिचा यात यापुढे "लिलाव खरेदीदार" असा उल्लेख केलेला आहे.) तिने ती बोली दिल्याचे दर्शक म्हणून (किमान दोन साक्षीदारांसह) बोली पत्रकावर सही करील व त्या व्यक्तीची सही किमान दोन साक्षीदार साक्षांकित करतील. ज्या बोली मान्य करणे उपवनसंरक्षकांच्या/विभागीय वन अधिकाऱ्यांच्या/स्वतंत्र उपविभागाचे उपविभागीय वन अधिकाऱ्यांच्या अधिकारात असते त्या बोली तो अधिकारी बोली पत्रकावर योग्य त्या ठिकाणी त्याची सही करुन मान्य करील. ज्या बोली मान्य करणे उपवनसंरक्षकांच्या / विभागीय वन अधिकाऱ्यांच्या / स्वतंत्र उपविभागाचे उपविभागीय वन अधिकाऱ्यांच्या अधिकाराबाहेर असेल आणि म्हणून त्या सक्षम प्राधिकाऱ्याने मंजूर करण्यासाठी राखुन ठेवण्यात आल्या असतील त्या बाबतीत तसे बोली परिपत्रकावर नमुद करण्यात येईल अशा प्रत्येक प्रकरणामध्ये सक्षम प्राधिकारी लिलावाच्या दिनांकापासून तीस दिवसांच्या कालावधीत अंतिम आदेश देई पर्यंत बोलीदार त्यांच्या बोलीस बांधील राहील. तथापि, सक्षम प्राधिकाऱ्यास अशा बोली मान्य वा अमान्य करता येतील. किमान दोन साक्षीदारासह लिलाव खरेदीदाराने आणि उपवनसंरक्षकाने/विभागीय वन अधिकाऱ्याने/स्वतंत्र उपविभागाचे उपविभागीय वन अधिकाऱ्याने किंवा सक्षम प्राधिकाऱ्याने यथोचितरित्या सही केलेली बोली पत्रके संविदेचा निर्णायक पुरावा राहील.

१०.(ब) मुख्य वनसंरक्षकांच्या/ वनसंरक्षकांच्या मान्यतेसाठी राखुन ठेवण्यात आलेल्या बोलीचा निकाल त्या मान्य झाल्यानंतर उपवनसंरक्षक / विभागीय वन अधिकारी/स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी, यांच्या कार्यालयाच्या किंवा संबंधित आगारातील सूचना फलकावर प्रसिध्द करण्यात येईल व उपवनसंरक्षक / विभागीय वन अधिकारी / स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी तो निकाल स्वतंत्रपणे देखील संबंधित यशस्वी बोलीदारांना कळविल.

११. बोली एकदा मान्य झाल्यानंतर इमारती लाकूड/संबंधित वनोपज/वनउत्पादन संपूर्णतया लिलाव खरेदीदाराच्या जोखीमेवर आगारात पडून राहील आणि आग, पूर, चोरी, अफरातफर इत्यादी सारख्या कोणत्याही कारणामुळे अशा थप्पी/थप्प्यामधील किंवा त्यांच्या कोणत्याही भागामधील इमारती लाकूड किंवा संबंधित वनोपज/वन उत्पादन खराब झाल्यास आणि/किंवा त्याची हानी झाल्यास त्याबद्दल शासन जबाबदार असणार नाही.

प्रदाने :

१२. लिलाव खरेदीदार त्याच्या मान्य झालेल्या बोलीच्या रकमेचे (यात यापूढे जिचा "विक्री मुल्य" असा उल्लेख केला आहे.) प्रदान पुढील प्रमाणे करील :-

१२ (अ) यथास्थिती, लिलावाच्या दिनांकापासून किंवा प्राधिकाऱ्याने बोली मान्य केल्याचे कळविल्याच्या दिनांकापासून **सात** दिवसांच्या आत विक्री मुल्याची १/४ रक्कम **वस्तू व सेवा कर अधिनीयम २०१७ नूसार GST च्या संपूर्ण रक्कमेसह आणि आयकर अधिनीयम १९६१ नूसार टॅक्स कलेक्टेड ॲट सोर्स (TCS) च्या रक्कमेसह** प्रमाणनुसारी रक्कम भरावी लागेल. तथापि, लिलाव खरेदीदाराने विक्री मुल्याची उक्त १/४ रक्कम **वस्तू व सेवा कर कायदा २०१७ नूसार GST च्या संपूर्ण रक्कमेसह आणि आयकर अधिनीयम १९६१ नूसार टॅक्स कलेक्टेड ॲट सोर्स (TCS) च्या रक्कमेसह त्यानंतर कोणत्याही वेळी परंतु २३ दिवसापुर्वी भरली तर त्यासोबत त्याला विलंबीत प्रदानाबद्दल दरसाल १८ टक्के दराने व्याज GST च्या रक्कमेसह** द्यावे लागेल.

१२ (ब) यथास्थिती लिलावाच्या दिनांकापासून किंवा सक्षम प्राधिकाऱ्याने बोली मान्य केल्याचे कळविल्याच्या दिनांकापासून ४५ दिवसाच्या आत उर्वरीत ३/४ विक्री मुल्य आणि इतर सर्व कर पट्ट्या व शुल्के यांची संपूर्ण रक्कम भरावी लागेल. तथापि, लिलाव खरेदीदाराने, विक्री मुल्याची उक्त ३/४ रक्कम व इतर सर्व कर, पट्ट्या व शुल्के ही त्यानंतर कोणत्याही वेळी परंतु आणखी ३० दिवसापुर्वी भरली तर त्यासोबत त्याला विलंबीत प्रदानाबद्दल दरसाल दरशेकडा १८ टक्के या दराने व्याज द्यावे लागेल.

१३ (अ) वरील शर्त १२ मध्ये तरतुद केल्याप्रमाणे विक्री मुल्याचो १/४ रक्कम आणि/ किंवा विक्री मुल्याची ३/४ रक्कम अधिक **वस्तू व सेवा कर अधिनीयम २०१७ नूसार GST च्या संपूर्ण रक्कमेसह आणि आयकर अधिनीयम १९६१ नूसार टॅक्स कलेक्टेड ॲट सोर्स (TCS) च्या रक्कमेसह,** इतर सर्व पट्ट्या, व शुल्के त्या रकमेवरील व्याजाविना किंवा व्याजासह अथवा त्या रकमेचा कोणताही भाग भरण्यात लिलाव खरेदीदार कसूर किंवा हयगय करील त्या प्रसंगी अथवा लिलाव खरेदीदार या अटी शर्ती पैकी कोणत्याही अटी शर्तींचा भंग करील त्या प्रसंगी उपवनसंरक्षक/विभागीय वन अधिकारी/स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी शासनाचे इतर कोणतेही अधिकार, उपाय योजना व शक्ती यांना बाध न येता, अशी मान्य केलेली विक्री रद्द करील आणि त्यानंतर लिलाव खरेदीदारानी जमा केलेली इसाऱ्याची रक्कम आणि त्याने विक्री मुल्याची १/४ रक्कम, व्याज व ती सर्व रक्कम

शासनाचे इतर कोणतेही अधिकार, उपाययोजना व शक्ती यांना बाध न येता शासन तावडतोब जप्त करील. अशी विक्री रद्द झाल्यानंतर उपवनसंरक्षक / विभागीय वन अधिकारी / स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी त्यास योग्य वाटल्यास स्वेच्छा निर्णयाद्वारे तावडतोब आणि ज्या थप्पी/थप्प्यासाठी लिलाव खरेदीदाराची बोली मान्य करण्यात व पूर्वोक्तप्रमाणे रद्द करण्यात आली होती त्या थप्पीची/ थप्प्यांची आणखी कोणतीही नोटीस न देता लिलाव खरेदीदाराच्या खर्चाने आणि त्याच्या जोखीमेवर जाहीर लिलाव करुन किंवा खाजगी संविदेद्वारे पुन्हा विक्री करील.

तथापि, लिलाव खरेदीदाराच्या जोखीमेवर व त्याच्या खर्चाने सदर वनोपजाची प्रत्यक्ष विक्री होण्यापुर्वी लिलाव खरेदीदाराने पूर्वोक्त व्याज, **GST आणि TCS** च्या रक्कमेसह व इतर सर्व कर, पट्ट्या व शुल्के आणि त्याने देऊ केलेल्या मुल्याच्या १० टक्के या दराने दंड यासह संपूर्ण विक्री मुल्य किंवा यथास्थिती विक्रीमुल्याची ३/४ रक्कम (न भरलेली रक्कम) भरली व तसे उपवनसंरक्षकांस/विभागीय वन अधिकाऱ्यास / स्वतंत्र उपविभागाचे उपविभागीय वन अधिकाऱ्यास कळविले तर, उपवनसंरक्षक / विभागीय वन अधिकारी/स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी सदर विक्री न करता आणि लिलाव खरेदीदाराला, यानंतर या अटी शर्तीच्या खंड १४ मध्ये केलेल्या तरतुदीनुसार त्याला विकलेले वनोपज हलविण्याची परवानगी देईल.

१३ (ब) फेरविक्री करण्यात येईल त्या प्रसंगी अशा फेरविक्रीमुळे शासनाला कोणताही तोटा सोसावा लागल्यास अशा तोट्याची रक्कम शासनाला देण्यास लिलाव खरेदीदार जबाबदार राहील. मात्र अशा विक्रीच्या परिणामी होणाऱ्या कोणत्याही नफ्यास तो हक्कदार असणार नाही. उपवनसंरक्षकाने / विभागीय वन अधिकाऱ्याने / स्वतंत्र उपविभागाचे उपविभागीय वन अधिकाऱ्याने मागणी केल्यावर लिलाव खरेदीदार तावडतोब अशा तोट्याची रक्कम शासनाला देईल. अशा तोट्याची रक्कम जमीन महसूलाची थकबाकी असल्याचे मानण्यात येईल आणि शासनाचे इतर कोणतेही अधिकार, उपाय आणि शक्ती यांना बाध न येता ती रक्कम जमिन महसूलाची थकबाकी म्हणून लिलाव खरेदीदाराकडून वसूल करण्यास शासन हक्कदार असेल.

१४. मोबदल्याची रक्कम महाराष्ट्र शासनाच्या कोषागारात भरण्यात येईल. लिलाव खरेदीदार किंवा या अटी शर्तीमधील खंड १३ अन्वयेच्या फेरविक्रीनंतरचा खरेदीदार मोबदल्याची रक्कम भरण्यासाठी उपवनसंरक्षक / विभागीय वन अधिकारी / स्वतंत्र उपविभागाचे प्रभारी अधिकारी यांचेकडून आवश्यक ते चलान मिळविल. मोबदल्याचे प्रदान केल्याच्या पुराव्यादाखल प्राप्त पोच चलान उपवनसंरक्षक / विभागीय वन अधिकारी / स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी/आगार अधिकारी यांचेकडे सादर करण्यात येईल. उपवनसंरक्षक/विभागीय वन अधिकारी/स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी यांचे नांवे ** ..... भारतीय स्टेट बँक किंवा अन्य कोणत्याही अनुसूचीत बँकेच्या / कोषागारातल्या / उपकोषागाराच्या मुख्यालयाच्या ठिकाणी असलेल्या शाखेवर काढलेल्या दर्शनी धनाकर्षाद्वारे देखील विक्री मुल्य देता येईल.

**टीप :- कोषागाराच्या/उपकोषागाराच्या मुख्यालयाचे नांव संबंधित उपवनसंरक्षक / विभागीय वन अधिकारी / स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी विहित करतील.

वनोपजाचा बटवडा :-

१५. या शर्तीमधील शर्त १२ मध्ये तरतुद केल्याप्रमाणे विक्री मुल्य, **जीएसटी व टिसीएस च्या संपूर्ण रक्कमेसह** आणि इतर कर, पट्टया व शुल्के आणि कोणतेही व्याज असल्यास ते व्याज यांचे संपूर्ण प्रदान केल्यानंतर यथास्थिती, लिलावाच्या दिनांकापासून किंवा सक्षम प्राधिकाऱ्याने लिलाव मंजूर झाल्याचे दिनांकापासून **७५** दिवसाच्या आत ते वनोपज हलविल. यथास्थिती लिलाव खरेदीदार किंवा फेर विक्री नंतरचा खरेदीदार वनोपज भरण्यासाठी व हलविण्यासाठी स्वत:ची व्यवस्था करील. तथापि, यथास्थिती लिलाव खरेदीदाराने किंवा फेरविक्रीनंतरच्या खरेदीदाराने **७५ दिवसाच्या** उक्त कालावधीत पूर्वोक्तप्रमाणे वनोपज हलविण्यात कसूर किंवा हयगय केली तर त्यानंतर उपवनसंरक्षकाची/विभागीय वन अधिकाऱ्यांची/स्वतंत्र उपविभागाचे उपविभागीय वन अधिकाऱ्यांची लेखी पूर्व परवानगी मिळविल्याखेरीज सदर वनोपज हलविण्यास यथास्थिती लिलाव खरेदीदार किंवा फेरविक्रीनंतरचा खरेदीदार हक्कदार असणार नाही. यथास्थिती लिलाव खरेदीदाराला किंवा फेरविक्रीनंतरच्या खरेदीदाराला उक्त ७५ दिवसांचा कालावधी समाप्त होण्याच्या एक आठवडा अगोदर अशा परवानगीसाठी अर्ज करता येईल. यथास्थिती लिलाव खरेदीदार किंवा फेरविक्रीनंतरचा खरेदीदार, अशा परवानगी मध्ये विनिर्दिष्ट केलेला दिनांक उलटून जाण्यापुर्वी, अशा संपूर्ण अधिक कालावधीसाठी खाली दिलेल्या दराने परिगणना केलेले जमीन भाडे भरल्यानंतर उक्त वनोपज हलविल.

अ.क्र.	बाब	जमीन भाड्याचा दर

परंतु आणखी असे की, यथास्थिती, लिलाव खरेदीदाराने किंवा फेरविक्री नंतरच्या खरेदीदाराने, अशा परवानगीमध्ये विनिर्दिष्ट करण्यात आलेल्या दिनांकापूर्वी उक्त वनोपज हलविण्यात कसूर किंवा हयगय केली तर त्यानंतर, मुख्य वनसंरक्षक/ वनसंरक्षकाची लेखी पूर्व परवानगी मिळविल्या खेरीज उक्त वनोपज मिळवण्यात हक्कदार असणार नाही. मुख्य वनसंरक्षक/वनसंरक्षक त्यांच्या संपूर्ण स्वेच्छा निर्णयानुसार अशी परवानगी नाकारु शकेल किंवा शिक्षार्थ जमीन भाडे म्हणून अशा वनोपजाच्या मुल्याच्या १० टक्क्यांपेक्षा अधिक असणार नाही इतकी जादा रक्कम भरण्यांच्या शर्तीसह, त्यांस योग्य वाटतील अशा शर्तीवर अशी परवानगी देऊ शकेल. **मुख्य वनसंरक्षक/ वनसंरक्षकाचा निर्णय** अंतिम व यथास्थिती, लिलाव खरेदीदार आणि फेरविक्रीनंतरचा खरेदीदार यांच्यावर बंधनकारक राहील.

१६. विक्री, पावसाळ्याच्या सुरुवातीला करण्यात आली आणि लिलाव खरेदीदाराने वनोपज हलविण्याची मुदत विविध कारणांमुळे वाढवून मिळण्याची शासनाला विनंती केली तर उपवनसंरक्षकाकडून / विभागीय वन अधिकाऱ्यांकडून / स्वतंत्र उपविभागाचे उपविभागीय वन अधिकाऱ्यांकडून ठरविण्यात येईल असा पावसाळ्याचा कालावधी वाढीव मुदतीची परिगणना करण्याच्या प्रयोजनार्थ वगळता येईल.

१७. एखाद्या थप्पीच्या संबंधात संपूर्ण रक्कम प्रदान करण्यात आलेली नसेल आणि आगाराच्या वनक्षेत्रपालाने, रितसर प्राधिकृत केलेल्या व्यक्तीने वाहून नेण्यासाठी लागणारा वाहतूक परवाना दिलेला नसेल तर ती थप्पी किंवा तिचा कोणताही भाग हलविण्याची परवानगी देण्यात येणार नाही.

१८. वनोपज हलविण्याचे काम सूर्यप्रकाश असेपर्यंत मर्यादित राहील आणि ते आगाराच्या मुद्दाम राखून ठेवलेल्या फाटकातून बाहेर नेण्यास परवानगी असेल. इमारती लाकूड किंवा संबंधित

वनोपज तपासणीसाठी या फाटकाजवळ हजर करण्यात येईल आणि इमारती लाकडावर हातोड्याने " निर्गमित" चिन्ह उमटवण्यात येईल.

१९. लिलाव खरेदीदाराने किंवा त्याच्या प्राधिकृत एजंटाने एकदा इमारती लाकडाचा किंवा संबंधित वनोपजाचा ताबा घेतला आणि वनोपज मिळाल्याचे दर्शक म्हणून त्याची सही घेण्यात आली की, वनोपज स्वाधीन करण्यात आल्याचे मानण्यात येईल.

शर्तीचा भंग झाल्याबद्दल करावयाची कार्यवाही :

२०. फेरविक्रीची शर्त असली तरी लिलाव खरेदीदार हा त्याने त्याची दायित्वे पार न पाडल्यामुळे शासनाला सोसावा लागलेला तोटा भरुन देण्यास जबाबदार राहील.

उपवनसंरक्षक/विभागीय वन अधिकारी/स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी तोट्याची रक्कम पुढील पध्दतीने निश्चित करील :-

(अ) खरेदीदार यांचेकडून येणे असलेली रक्कम -- "क्ष"(म्हणजेच विक्री + जीएसटी)

(ब) वनोपजाच्या फेरविक्री नंतर कोणतीही रक्कम वसूल झालेली असल्यास, ती रक्कम -- "य"

(क) लिलाव खरेदीदाराने इसाऱ्याची रक्कम म्हणून/प्रतिभूती ठेवी म्हणून/मोबदल्यापोटी आगाऊ रक्कम म्हणून दिलेली रक्कम -- "ज्ञ"

अशा रितीने तोट्याची रक्कम पुढील प्रमाणे राहील :- "क्ष" — ("य"+"ज्ञ")

तोट्याची रक्कम ही जमीन महसूलाची थकबाकी असल्याचे मानण्यात येईल आणि शासनाचे कोणतेही इतर अधिकार, उपाय व शक्ती यांना बाध न येता ती भारतीय वन अधिनियम, १९२७ च्या तरतुदीनुसार जमीन महसूलाची थकबाकी म्हणून वसूल करता येईल.

२१. लिलाव खरेदीदाराने वनोपज हलविण्यासाठी, यथास्थिती लिलावाच्या दिनांकापासून किंवा सक्षम प्राधिकाऱ्याने बोली मान्य केल्याचे कळविल्याच्या दिनांकापासून ७५ दिवसाच्या कालावधीनंतरचा कालावधी वाढवून घेतलेला नसेल तर यथास्थित ७५दिवसाचा किंवा असा वाढवलेला/ले कालावधी समाप्त झाल्यानंतर वनोपजाची मालकी परत शासनाकडे येईल. उक्त कालावधीनंतर, उरलेल्या कोणत्याही वनोपजावर लिलाव खरेदीदाराचा कोणताही अधिकार असणार नाही आणि शासन, त्यास योग्य वाटेल त्याप्रमाणे ते वनोपज निकालात काढण्यास हक्कदार असेल. प्रस्तुत वनोपजाची संपूर्ण रक्कम चुकती करण्यात आलेली असली तरी लिलाव खरेदीदार उक्त वनोपजाच्या मुल्यादाखल कोणताही परतावा मिळण्यास हक्कदार असणार नाही.

२२. या शर्तीवर करण्यात आलेल्या विक्रीमुळे शासनाला देय असलेला कोणताही पैसा जमीन महसूलाची थकबाकी असल्याचे मानण्यात येईल आणि तो पैसा शासनास, शासनाचे इतर कोणतेही अधिकारी, उपाय व शक्ती यांस बाध न येता, वेळोवेळी सुधारणा केलेला महाराष्ट्र जमीन महसूल अधिनियम, १९६६ च्या तरतुदीनुसार जमीन महसूलाची थकबाकी म्हणून वसूल करता येईल.

सर्वसाधारण :-

२३. पूर्वोक्त शर्ती लागू असतील अशा, सर्व वनोपजाच्या विक्री या, उपवनसंरक्षक / विभागीय वन अधिकारी / उपविभागीय वन अधिकारी / स्वतंत्र उपविभागाचे उपविभागीय वन अधिकारी (संबंधित वनसंरक्षकाची पूर्व मान्यता घेऊन) वेळोवेळी विहीत करील अशा कोणत्याही इतर शर्तींनाही अधिन असतील आणि या शर्ती विक्रीच्या दिनांकाच्या सात दिवस अगोदर उपवनसंरक्षकाच्या / विभागीय वन अधिकाऱ्यांच्या / उपविभागीय वन अधिकाऱ्यांच्या / स्वतंत्र उपविभागाचे उपविभागीय वन अधिकाऱ्यांच्या सूचना फलकावर अधिसुचित करण्यात येतील व त्या बोलीदारावर देखील बंधनकारक असतील.

२४. पूर्वोक्त शर्तीमध्ये काहीही अंतर्भूत असले तरी, जाहिरात केलेली कोणतीही विक्री शासनाच्या हिताच्या दृष्टीने थांबवून ठेवणे किंवा रद्द करणे आवश्यक असेल तर, प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख)/प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन) संबंधित मुख्य वनसंरक्षक/वनसंरक्षक यांस कोणतेही कारण न देता अशी विक्री थांबवून ठेवता किंवा रद्द करता येईल.

विवाद आणि मतभेद :-

२५. वर नमूद केलेल्या अटी शर्तींचा अर्थ लावणे किंवा या अटी शर्तींशी संबंधित असलेल्या सर्व व्यक्तींचे अधिकार, कर्तव्ये व दायित्वे किंवा त्यामधुन उद्भवणारी वा त्याच्या संबंधातील किंवा विक्रीशी संबंधित इतर कोणतीही बाब याबद्दल संबंधित व्यक्तीमध्ये कोणताही विवाद किंवा मतभेद निर्माण झाल्यास त्या प्रसंगी, मुख्य वनसंरक्षक/वनसंरक्षक (प्रादेशिक) वनवृत्त यांचा त्यावरील निर्णय अंतिम व सर्व संबंधितांवर बंधनकारक राहील.

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ANNEXURE 19.06

जंगल कामगार सहकारी संस्थांना झाडतोडीची कामे देण्याच्या पध्दती निश्चित करण्याबाबत.

महाराष्ट्र शासन,
महसूल व वन विभाग,
शासन निर्णय क्र. एफस्लती १०९२/प्र.क्र. ९९/फ-९
मंत्रालय, मुंबई-४०००३२.
दिनांक : २० नोव्हेंबर, १९९३

वाचा:- १. कृषि व वन विभाग, शासन निर्णय क्र. एफस्लती १०५८/१११२३/ई [दोन], दिनांक ३ डिसेंबर, १९५९.

२. महसूल व वन विभाग, शासन निर्णय क्र. एफस्लती १०६७/२०७२५/एफ दिनांक २६.१२.१९८०

३. महसूल व वन विभाग, शासन निर्णय क्र. एफस्लती १४६९/८२४८/वाय दिनांक २९.३.१९७१.

४. महसूल व वन विभाग, शासन निर्णय क्र. एफस्लती १०८७/प्र.क्र.४९१/फ-९, दिनांक २० मार्च, १९८७.

५. महसूल व वन विभाग, शासन शुध्दीपत्रक क्र. एफस्लती १०८७/प्र.क्र.४९१/फ-९ दिनांक २ एप्रिल, १९८७.

शासन निर्णय:-

महाराष्ट्र राज्यात वनक्षेत्रामध्ये कार्य आयोजनेप्रमाणे काम करीत असताना जे कूपस तोडण्यासाठी घेतले जातात त्यामधील वरेचसे कूप जंगल कामगार सहकारी संस्थांना दिले जातात. या संस्थांना कूप तोडीची कामे देण्याच्या पध्दतीमध्ये सुधारणा करण्यासाठी शासन निर्णय क्र. एफस्लती १०८७/प्र.क्र. ४९१/फ-९, दिनांक २० मार्च १९८७ आणि शासन शुध्दिपत्रक क्र. एफस्लती १०८७/प्र.क्र.४९१/फ-९, दिनांक २ एप्रिल १९८७ अन्वये सहकारी संस्थांना ब्लॉक लॉटिंग सूत्र पध्दतीप्रमाणे कूप तोडीची कामे देण्याची पध्दती निश्चित करण्यात आली होती. सदर आदेशास जंगल कामगार सहकारी संस्थांनी विरोध दर्शवून आधीच्याच पध्दतीप्रमाणे कूप तोडीची कामे देण्यात यावी यासाठी वारंवार शासनाकडे निवेदने सादर केली होती. अशा प्रकारे लॉटिंग सूत्र पध्दती प्रमाणे कूप तोडीची कामे करण्यासाठी जंगल कामगार सहकारी संस्थाकडून मुळीच प्रतिसाद मिळाला नाही. म्हणून सहकारी संस्थांची बाजू विचारात घेऊन कूप तोडीची कामे देण्याच्या पध्दती निश्चित होईपर्यंत मध्यंतरीच्या काळात

प्रत्येक वर्षी आदेश निर्गमित करून कूपतोडीची कामे "अ व "ब" ऑडिट वर्ग मिळालेल्या जंगल कामगार सहकारी संस्थांना सुधारित सूत्र पध्दतीने आणि "क" व "ड" ऑडिट वर्ग मिळालेल्या जंगल कामगार सहकारी संस्थांना लॉगिंग सूत्र पध्दतीने कूप तोडीची कामे देण्यात येत होती. दरवर्षी आदेश काढून कूपतोडीची कामे देण्याच्या पध्दती ठरविण्यापेक्षा त्यासाठी ~~धोरणात्मक~~ निर्णय घेऊन जंगल कामगार सहकारी संस्थांना कूप तोडीची कामे देण्याच्या पध्दती निश्चित करण्याची बाब शासनाच्या विचाराधीन होती.

आता जंगल कामगार सहकारी संस्थांना कूप तोडीची कामे देण्याबाबत (१) सुधारित सूत्र पध्दती व (२) लॉगिंग सूत्र पध्दती अशा दोन्ही पध्दती चालू ठेवण्यासाठी शासनाने खालीलप्रमाणे निर्णय घेतलेला आहे:-

१) "अ" व "ब" ऑडिट वर्ग मिळालेल्या संस्थांना सध्या प्रचलित असलेल्या सुधारित सूत्र पध्दतीप्रमाणे कूप तोडीची कामे देण्यात यावीत.

२) "क" व "ड" ऑडिट वर्ग मिळालेल्या जंगल कामगार सहकारी संस्थांना कूप तोडीची कामे प्रचलित लॉगिंग सूत्र पध्दतीच्या ऐवजी आदेशानुसार खालील सुधारणा विचारात घेऊन देण्यात यावीत.

अ) जंगल कामगार सहकारी संस्थांच्या सभासदांनी पुरवात केलेल्या कामाच्या प्रादिनाच्या मजुरीची जी रक्कम असेल त्या रकमेच्या ३५% एवढी रक्कम संस्थेस अनुदान म्हणून देण्यात यावी.

ब) ज्या संस्थेने कूपाचे काम कार्यक्षमपणे केले त्या संस्थेला प्रोत्साहनात्मक अनुदान म्हणून सभासदांनी केलेल्या कामाच्या प्रादिनाची जी मजुरी असेल त्या रकमेच्या १०% एवढी जादा रक्कम सभासदांच्या कल्याणकारी कामासाठी देण्यात यावी. त्यात संस्थेने खालील अटींचे पालन करणे आवश्यक राहील.

[एक] कूपाच्या कामावरदल दिलेल्या वेळापत्रकाचे पालन करून कूपाचे काम वेळेवर केली पाहिजेत.

[दोन] कूप कामाबाबत ज्या नोंदवह्या ठेवावयाच्या आहेत त्या वेळेवर व योग्यपणे भरलेल्या पाहिजेत.

[तीन] कूपतोडीची कामे काटकसरीने केलेली असावीत व प्रकाष्ठ निष्कासनाचे काम शास्त्रशुध्द पध्दतीने केले असावे व टिंडी योग्य माल कूपात राहता कामा नये.

[चार] सहकारी संस्थेच्या सभासदांसाठी करावयाची कल्याणकारी कामे संस्थेच्या मजुरांसाठीच केलेली असावीत.

[क] संस्थेला देण्यात आलेल्या कूपाबाबत करारपत्र न करता संस्थेला फक्त कामाबाबत वर्क ऑर्डर देण्यात यावी

इ] सहकारी संस्थेने खरेदी केलेल्या मालातून निघालेले वनोपज एकत्र जमा करून शासनाच्या आगारामध्ये ठेवावे. अशा वनोपजाची विक्री शासकीय आगारातच संबंधित उप वनसंरक्षक/ विभागीय वन अधिकारी यांच्यामार्फत करावी.

३. हा शासन निर्णय वित्त विभागाच्या अनौपचारिकसंदर्भ क्रमांक प्र. क्र. ८ १८/९३/व्यय १० दिनांक १७ नोव्हेंबर १९९३ ला अनुलक्षून निर्गमित करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

गो.डो.तायडे

[गो. डो. तायडे]
कार्यासन अधिकारी,
महसूल व वन विभाग.

प्रति,

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर,
व्यवस्थापकीय संचालक, महाराष्ट्र वनविकास महामंडळ, ६- ए नेवाव ले आउट टिळक नगर नागपूर ४४० ०१०,
मुख्य वनसंरक्षक [उत्पादन], महाराष्ट्र राज्य, नागपूर.
मुख्य वनसंरक्षक [संधारण], महाराष्ट्र राज्य, नागपूर,
सर्व वनसंरक्षक,
सर्व प्रादेशिक व्यवस्थापक, महाराष्ट्र वनविकास महामंडळ,
सर्व विभागीय वन अधिकारी,
सर्व विभागीय व उप विभागीय व्यवस्थापक, महाराष्ट्र वनविकास महामंडळ,
सहकार आयुक्त व निबंधक सहकारी संस्था, महाराष्ट्र राज्य पुणे
विशेष वन अधिकारी, सहकारी संस्था, महाराष्ट्र राज्य, पुणे.
कृषि व सहकार विभाग, मंत्रालय, मुंबई ४०० ०३२.
समाजकल्याण, सांस्कृतिक कार्य, क्रिडा व पर्यटन विभाग, मंत्रालय, मुंबई
आदिवासी विकास विभाग, मंत्रालय, मुंबई
वित्त विभाग, मंत्रालय, मुंबई
महालेखापाल-२, महाराष्ट्र राज्य, नागपूर
खाजगी सचिव मंत्री [वने]
खाजगी सचिव राज्यमंत्री [वने]
खाजगी सचिव मंत्री [आदिवासी विकास विभाग]
खाजगी सचिव मंत्री [सहकार]
सर्व कार्यासन अधिकारी, वन विभाग, मंत्रालय मुंबई

ANNEXURE 19.07

जंगल कामगार सहकारी संस्थांना कुपतोडीची कामे देण्याबाबत.

महाराष्ट्र शासन
महसूल व वन विभाग,
शासन परिपत्रक, क्रमांक: एफएलसी 1093/प्र.क्र.260/फ-9,
मंत्रालय, मुंबई 400 032, दिनांक 24 डिसेंबर, 1993.

संदर्भ :- 1) शासन परिपत्रक, महसूल व वन विभाग, क्रमांक: एफएलसी 1087/प्र.क्र.491/फ-9, दिनांक 10 फेब्रुवारी, 1987.

2) शासन निर्णय, महसूल व वन विभाग, क्रमांक: एफएलसी 1092/प्र.क्र.99/भाग-2/फ-9, दिनांक 8 एप्रिल, 1993.

3) मुख्य वनसंरक्षक (संधारण), महाराष्ट्र राज्य, नागपूर यांचे पत्र क्रमांक: कक्ष-11/जंकास/प्र.क्र.98/(93-94)/374/सन 1993-94, दिनांक 10 नोव्हेंबर, 1993.

4) शासन निर्णय, महसूल व वन विभाग, क्रमांक: एफएलसी 1092/प्र.क्र.99/फ-9, दिनांक 20 नोव्हेंबर, 1993.

5) मुख्य वनसंरक्षक (संधारण), महाराष्ट्र राज्य, नागपूर यांचे पत्र क्रमांक: कक्ष-11/जंकास/प्र.क्र.98/93-94/409/1993-94, दिनांक 26 नोव्हेंबर, 1993.

प रि प त्र क

जंगल कामगार सहकारी संस्थांना कुपतोडीची कामे देण्याबाबत (1) सुधारीत सुत्र पध्दती व (2) लॉगिंग सुत्र पध्दती याबाबत सन 1993-94 पासूनच्या कुप वाटप पासून प्रचलित पध्दतीप्रमाणेच लागू करण्यात आलेल्या आहेत. त्याबाबत शासन निर्णय, क्रमांक एफएलसी 1092/प्र.क्र.99/फ-9, दिनांक 20 नोव्हेंबर, 1993 अन्वये आदेश निर्गमित केलेले आहेत. त्यानुसार "अ" किंवा "ब" ऑडीट वर्ग प्राप्त झालेल्या संस्थांना सुधारीत सुत्र पध्दती प्रमाणे आणि "क" किंवा "ड" ऑडीट वर्ग प्राप्त झालेल्या संस्थांना लॉगिंग सुत्र पध्दती प्रमाणे कुप वाटप करावयाचे आहे.

2. वनीकरणाची कामे रोजगार हमी योजनेखाली संस्थांना देवून ती विभागामार्फत करुन घ्यावी लागतात. तसेच हवेच संस्थांना 75 हेक्टरवर वनीकरणाची कामे देणे/करणे शक्य होत नाही. त्यामुळे त्यांना कुप तोडीच्या कामापासून वंचित व्हावे लागते व वनीकरणाचे कामाची कुपतोडीच्या कामाशी सांगड घातल्याने अडचणी निर्माण होतात. म्हणून कुपतोडीची कामे देण्याबाबत दि.20.11.1993 अन्वये निर्गमित करण्यात आलेली अट शिथील करण्याची बाब शासनाच्या विचाराधीन होती. आता जंगल कामगार सहकारी संस्थांना कुपाचे वाटप करताना खालील सूचना विचारात घेण्यांत याव्यात.

(1) ज्या जंगल कामगार सहकारी संस्थांनी कुप वाटपाच्या आधीच्या वर्षात वनीकरणाचे कामात सहभागी होऊन जास्तीत जास्त अंदाजीत वन विभागास उपलब्ध करुन दिलेले आहेत, त्या संस्थांना प्राधान्याने कुप वाटप करावे. प्रत्येक जंगल कामगार सहकारी संस्थांनी 100 हेक्टर क्षेत्रावर वनीकरण करावे असे मार्गदर्शक तत्व ठरविण्यांत येत असून संस्थांनी वनीकरणाचे कामात जास्तीत जास्त सहभागी व्हावे अशी अपेक्षा आहे. तथापि वनीकरणाचे कामात संस्थांनी सहभाग घेतला नाही किंवा कमी प्रमाणात वनीकरणाचे काम केले असेल तर कुप वाटप करण्यासाठी वनीकरणाच्या कामाचे बंधन असू नये.

(2) थकबाकी असलेल्या संस्थांना कुपाचे वाटप करण्यात येणार नाही ही बाब संस्थांच्या निदर्शनास आणून द्यावी.

(कृ.मा.प.)

2. उपरोक्त सूचना विचारात घेऊन कृपाचे वाटप दिनांक 20 नोव्हेंबर, 1993 च्या शासन निर्णयाप्रमाणे करण्यात यावे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

गो. डो. तायडे,
कार्यासन अधिकारी,
महसूल व वन विभाग.

प्रत,

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर,
व्यवस्थापकीय संचालक, महाराष्ट्र वनविकास महामंडळ, 6-अे, नवाब ले आऊट, टिळक नगर,नागपूर-440 010,
मुख्य वनसंरक्षक (उत्पादन), महाराष्ट्र राज्य, नागपूर,
मुख्य वनसंरक्षक (संधारण), महाराष्ट्र राज्य, नागपूर,
सर्व वनसंरक्षक,
सर्व प्रादेशिक व्यवस्थापक, महाराष्ट्र वनविकास महामंडळ,
सर्व विभागीय वन अधिकारी,
सर्व विभागीय व उप विभागीय व्यवस्थापक, महाराष्ट्र वनविकास महामंडळ,
सहकार आयुक्त व निबंधक, सहकारी संस्था, महाराष्ट्र राज्य, पुणे,
कृषि व सहकार विभाग, मंत्रालय, मुंबई-400 032,
विशेष वन अधिकारी, सहकारी संस्था, महाराष्ट्र राज्य, पुणे,
समाजकल्याण, सांस्कृतिक कार्य, क्रिडा व पर्यटन विभाग, मंत्रालय, मुंबई-400 032,
आदिवासी विकास विभाग, मंत्रालय, मुंबई,
वित्त विभाग, मंत्रालय, मुंबई,
महालेखापाल-2, महाराष्ट्र राज्य, नागपूर,
खाजगी सचिव, मंत्री(वने),
खाजगी सचिव, राज्यमंत्री(वने),
खाजगी सचिव, मंत्री (आदिवासी विकास विभाग),
खाजगी सचिव, मंत्री (सहकार),
सर्व कार्यासन अधिकारी, वन विभाग, मंत्रालय, मुंबई,
निवड नस्ती, फ-9, कार्यासन, महसूल व वन विभाग.

ANNEXURE 19.08

NO.FLS/D-II/Regn./of 1986
Office of the
Commissioner for Co-operation and
Registrar,Co-operative Societies,
Maharashtra State
Pune-1 the 23rd September 1986

C I R C U L A R :-

It has come to the notice of undersigned that some of the District Deputy Registrars/Registering Authority have registered the Forest Labourers Co-operative Societies without obtaining 'No Objection' Certificate from the Forest Department regarding availiability of felling series which are to be given as area of operation to the Societies. This is absolutely irregular on the part of registering authority. They should therefore bear in mind that 'No objection' Certificate from Forest Department is must for a registering Forest Labourers Co-operative Societies.

You should also ensure that in future Forest Labourers Co-operative Societies do not alter or add any felling series to the existing area of operation of the societies without obtaining certificate regarding availability of felling series from the Forest Department.

O.C. approved by Addl. Regr.

For Additional Registrar(ADM)
Co-operative Societies,
Maharashtra State,Pune-1

Copies to:-

1) All District Deputy Registrar,Co-operative Societies
2) All Divisional Joint Registrar,Co-operative Societies
3) All Assistant Registrar,Co-operative Societies.

Copy forwarded to the Chief Conservator of Forests,Maharashtra State,Pune with reference to his letter No.D11/F.L.C.S./226 dated 29th August 1986 for information.

ANNEXURE 19.09

विषय :- नविन निर्माण होणा-या जंगल कामगार सहकारी संस्थाना ना हरकत प्रमाणपत्र देणेबाबत.

ज्ञापन :

क्रमांक-कक्ष/११/जंकास/ ३२८ सन १९८५-८६.
पुणे-क्र० १ दिनांक- २८ ऑगष्ट १९८५.

सन १९८५-८६ च्या जंगल कामगार सहकारी संस्थाच्या हंगाम पातळीच्या ८ सभेच्या वेळी असे नजरेस आले की काही नविन संस्थाना विभागीय वन अधिकारी, यांनी ना हरकत प्रमाणपत्र दिलेले आहे. या संस्था कार्यान्वित होऊन १-२ वर्ष झाली नाहीत तोच संस्थाना देण्यात आलेल्या कार्यक्षेत्रात काम करण्यास वृक्ष उपलब्ध नसल्याचे काही संस्थांचे बाबतीत नजरेस आले. अशा संस्थांनी कार्यक्षेत्राबाहेरील वृक्षांची मागणी केलेली आहे. याचा अर्थ असा की संस्था पंजीबध्द होण्यासाठी पातनश्रेणी उपलब्ध असल्याबध्दल जे ना हरकत प्रमाणपत्र देण्यात आले ते सर्वांगीण विचार करून देण्यात आलेले नव्हते; असे खेदाने नमुद करावे लागते.

२. जंगल कामगार सहकारी संस्थ्या कामाचा विचार करता असे प्रर्कषाने नजरेस आले आहे की, काही अस्तित्वात असलेल्या जून्या संस्थाना कामासाठी वृक्ष उपलब्ध होत नाहीत, यामुळे संस्था दुस-या संस्थेच्या कार्यक्षेत्रातील किंवा खात्यामार्फत काम करण्यांसाठी राखून ठेवलेल्या आलेल्या वृक्षांची मागणी करतात. संस्थेस पुरेसे काम नाही म्हणून वारंवार तक्रारी केल्या जातात. काम नसल्यामुळे काही संस्था बंद पडण्याचा मार्गावर आहेत. गेल्या काही वर्षापासून अशी परिस्थती उद्भवली आहे याची जाणीव असूनसुध्दा नविन संस्थाना ना हरकत प्रमाणात्र देण्याची प्रकरणे सादर आहेत. हे योग्य नाही.

३. कोणत्याही नविन जंगल कामगार सहकारी संस्थाना ना हरकत प्रमाणपत्र देण्यापूर्वी ही संस्था आर्थिक दृष्टया सातत्याने कार्यशील राहू शकेल अशी पातनश्रेणी संस्थेस कार्यक्षेत्र उपलब्ध आहे किंवा नाही याची चिकित्सक पाहणी करणे आवश्यक आहे. त्याप्रमाणे ज्या पातनश्रेणी खात्यामार्फत काम करण्यासाठी राखून ठेवण्यात आलेल्या आहेत त्याच्यावर अतिक्रमण होत नाही याचीही खात्री करणे आवश्यक आहे.

४. यादृष्टीने वनसंरक्षक, प्रादेशिक [सर्व] यांना कळविण्यात येते की, यापुढे मुख्य वनसंरक्षक, [उत्पादन] यांची अनुमती घेतल्याशिवाय विभागीय वन अधिकारी यांनी अथवा वनसंरक्षकांनी ना हरकत प्रमाणपत्र कोणत्याही संस्थेस देऊ नये.

[व० के० प्रभु]
मुख्य वनसंरक्षक, [उत्पादन]
महाराष्ट्र राज्य, पुणे.

प्रति,
वनसंरक्षक प्रादेशिक [सर्व].

ANNEXURE 19.10

जंगल कामगार सहकारी संस्थांना वेगवेगळ्या विभागांतील कूपांमध्ये काम देण्याबाबत.

महाराष्ट्र शासन,
महसूल व वन विभाग,
शासन परिपत्रक क्र. : एफएलपी १०८७/प्र. क्र. ४९१/फ-९,
मंत्रालय मुंबई-४०० ०३२,
दिनांक १० फेब्रुवारी, १९८७.

वाचा :- शासन निर्णय क्र. एफएलपी १०७८/१९६१९४/फ-९,
दिनांक २३ ऑगस्ट, १९८५.

परिपत्रक :-

जंगल कामगार सहकारी संस्थांना वेगवेगळ्या कूपांमध्ये विभागांतील कूपांमध्ये काम देण्याबाबत त्यांच्यावर नियंत्रण व देखरेख ठेवण्याबाबत सूचना देण्यात येत आहेत. :-

१) जंगल कामगार सहकारी सोसायटी या नावाने स्थापन झालेल्या जंगल कामगार सहकारी सोसायट्या काम करारात दर्शविल्याप्रमाणे यापुढे "मजूर सहकारी संस्था" म्हणून संबोधाव्यात. वन मजूर सहकारी संस्थांना वन विभागाचा काही हिस्सा त्या सहकारी संस्थांचे कार्यक्षेत्र, सभासद संख्या, आर्थिक परिस्थिती, यांचा सखोल विचार करण्यात यावा. अशा संस्था ज्या क्षेत्रामध्ये असतील त्या क्षेत्रात कूप उपलब्ध असतील तो कूप अशा संस्थांच्या कार्यक्षेत्रामध्ये असल्याची खात्री करण्यात यावी.

२) या कूपांमध्ये जितके रोजगार निर्माण होण्याचा अंदाज व्यक्त केला आहे यावी खात्री करून घ्यावी.

३) " ज्या क्षेत्रामध्ये वन मजूर सहकारी संस्था कूपाचे काम करण्यास उपलब्ध नसतील किंवा ते काम करण्यास पात्र नसतील त्याठिकाणी आवश्यक कूपांचे काम सामान्यतः वनविभागामार्फत करून घेण्यात येते. तथापि, वनविभागामार्फत काम करून घेण्याचा निर्णयाधिकारी त्याच क्षेत्रामध्ये ज्या ठिकाणी अधिकारी सहकारी संस्था काम करित असतील व त्या संस्था जर कूपांचे काम करण्यास तयार असतील अशा आदिवासी सहकारी संस्थांना कूपाचे काम देण्याबाबत करावा. जेथे वन मजूर सहकारी संस्था या दोन्ही उपलब्ध नसतील तर तेथे वन विकास महामंडळाच्या कूपाचे काम करण्यात यावे व जेथे या तीनही संस्थामार्फत काम करण्यास संस्था नसतील तेथे विभागामार्फत काम करण्यात यावे."

४) कोणत्याही सहकारी संस्थेने दिलेले सोपविलेले काम वेळेत होणार नाही याची खात्री कटेकोरपणे करून घ्यावी. दुर्दैवाने तसे झाल्यास म्हणजे संस्थेने ज्यांना दिलेल्या कूपात काम करण्यास संस्थेने संस्थेचे सभासद

वैधरित्या, जी सहकारी संस्था असे बंधन पाळणार नाही त्यांना सौम्य नोटीस देवून सात दिवसांचे आंत सभासद नोंदणीची पूर्तता करुन घेण्यास सांगावे. संस्थेने तसे न केल्यास संस्थेचे काम काढून घ्यावे व उरलेले काम विभागामार्फत पूर्ण करावे.

५) काही संस्थांचे पदाधिकारी गैरप्रकार करतात व त्यांनी केलेले गैर प्रकार हे वैयक्तिक की व्यक्तिगत स्वरुपाचे आहेत किंवा कसे याबाबत संदिग्ध निर्णय होतो. गैरप्रकार जर स्वतंत्र व्यक्तिचा असेल तर त्यापर्यंत संहितेप्रमाणे कार्यवाही करावी. जेथे आवश्यक असेल तेथे फौजदारी खटला भरण्यास कुचराई करु नये. याशिवाय जे संस्थेचे पदाधिकारी असतील अशांचे बाबत लेखा तक्रार संबंधित जिल्हा सहकार उपनिबंधक यांचेकडे यावी व त्याची संकलित माहिती मुख्य कार्यालय (उपलब्ध) यांचेकडे पाठवावी.

६) या मंजूर सहकारी संस्थेच्या प्रत्येक सभासदाला ओळखपत्र देणेत यावे. हे ओळखपत्र संबंधित संस्थेच्या अध्यक्ष किंवा सचिव यांचे सहीचे असावे. ते त्या संस्थेच्या कार्यक्षेत्रातील जिल्हा सहकारी उपनिबंधक किंवा त्यांनी नेमलेल्या अधिकाऱ्यांनी प्रतिस्वाक्षरीत केलेले असावे.

७) कामजूर सहकारी संस्थेच्या वृक्ष लोडीचे काम करित असतांनाच त्या कामावरोबर त्यांनी त्यांच्या कार्यक्षेत्रामध्ये किंवा कार्यक्षेत्राजवळपास जी पडीत जमीन उपलब्ध असेल अशा पडीत वन जमीनीत वृक्ष रोपणाचे काम देण्यात यावे. हे जे काम तत्वतः संस्थेला दिलेल्या कूपाचे जे क्षेत्र असेल अशा ~~पडीत वन जमीनीत~~ त्यापेक्षा दिलेल्या कुपपट क्षेत्राचे असावे. प्रत्येक कूपामागे किमान दरवर्षी वृक्ष लागवडी साठी साधारण वनी १०० हेक्टर क्षेत्र असावे. ज्या सहकारी संस्था कूपाचे वृक्ष रोपणाचे काम करणार नाहीत त्या सहकारी संस्थांना कूपाचे काम देण्यात येवू नये. कूपाचे काम व वृक्ष रोपणाचे काम यांच्या प्रत्येक कामाची सांगड संबंधित विभागीय वन अधिकाऱ्यांना घालावी व असे करतांना याची खात्री करुन घ्यावी की, कूपाचे काम पूर्ण होण्याआधी दरवर्षी १०० हेक्टर क्षेत्रावर वृक्षारोपणाचे त्या त्या अनुषंगिक कामांचे ... पूर्ण झालेले असेल.

८) वृक्ष लागवडीचे काम सहकारी संस्था करतील त्यासाठी आवश्यक असणारा निधी ... या विकास महामंडळ ज्या पध्दतीने पडीत वन जमीनीच्या वृक्ष लागवडीचे काम करणार आहेत, त्याच पध्दतीने त्यांना उपलब्ध देण्यात येईल.

...3...

या संस्थांना पेव्हर व पोच रस्त्यांने पूर्वी लागवडीसाठी निधी उपलब्ध देण्याची जबाबदारी ही वन विकास महामंडळाची असेल.

महाराष्ट्र शासनाने सर्वसाधारण मान्यता आदेशानुसार व जारीने.

स्वा/-
[ज. रा. जाधव]
शासनाचे अवर सचिव
महसूल व वन विभाग.

प्रतिलिपी माहितीसाठी व आवश्यक कार्यवाहिसाठी रवाना.

सर्व विभागीय वन अधिकारी.

ANNEXURE 19.11

जंगल कामगार सहकारी संस्थांना
कुशाचे वाटप कल्याणकारी प्रोत्साहनात्मक
अंशदान यापरावावतच्या पध्दतीबाबत

महाराष्ट्र शासन
महसूल व वन विभाग
निर्णय क्र. एफएलसी १०७८/१९६१९४/ क्र- ९

मंत्रालय, मुंबई-४०००३२

दिनांक २३ ऑगस्ट, १९८५.

वाचा:- १]शासन निर्णय कृ. व. स वि.क्र. एफएलसी १०५८/१११२३३[दोन]
दि. ३/१२/१९५९

२] शा. नि. कृ.व स. वि.क्र. एफएलसी १०५९/३०८३१/ई[सह]
दि. ७/९/१९६०

३] शा. नि. कृ व स. वि.क्र. एफएलसी १०५९/३०८३१/इ सहा
दि. ११/१०/१९६३

४] शा. नि. म. व. व. वि.क्र. एफएलसी १०६७/२०७२५/वाय
दि. २६/१०/१९७०

५] शा. नि. म. व. व. वि क्र. एफएलसी १०६७/२०७२५/वाय
दि. ६/४/१९७३

६] शा. नि. म. व. व. वि क्र. एफएलसी १०६७/११४६६५/वाय
दि. १६/११/६७

७] शा. नि. म. व. व. वि. क्र. एफएलसी १०६७/३३७५१/ वाय
दि. २५-६-१९७४

८] शा. नि. म. व. व वि. क्र. एफएलसी १०७३/८७००५/क्र-६
दि. ५/५/१९७८

९] शा. नि. म. व. व. वि.क्र. एफएलसी १०७८/८७००५/क्र-६
दि ४/६/१९८०

निर्णय :-

जंगल कामगार सहकारी संस्थांची कामकाजा वार्षिक तत्वावर
कामकाजा
करावयाच्या कुप कामाच्या बाबत भारताचे नियंत्रक व महालेखापरीक्षक यांनी
त्यांच्या १९७६-७८ च्याअहवालामध्ये असे निदर्शनास आणले आहे की जंगल कामगार
सहकारी संस्थांनामिळणाऱ्या सहाय्य अनुदानाच्या विनियोगाबाबतच्या ठरवलेल्या
ही
कार्य पध्दतीच्या पुर्णपणे अवलंब होत नाही आणि त्यामुळे असमाधानकारक
ण
परिस्थिती नियंत्रणात आणण्यासाठी या प्रकरणात लक्ष घालणे आवश्यक आहे.

कृ. मा. प.

२. हया प्रकरणातील सर्व बाबींचा अभ्यास करण्यासाठी त्यावरील दोस प्रतिबंधात्मक उपाय सुचविण्यासाठी व व्यवहार्य उत्तरासाठी अतिरिक्त मुख्य वनसंरक्षक महाराष्ट्र राज्य पुणे[समितीचे निमंत्रक] व सह निबंधक ,सहकारी संस्था, पुणे अशी विद्वत्सदस्य समिती. नेमण्यात आली. जंगल कामगार सहकारी संस्थांना त्यांनी वन कूपामध्येकेलेल्या कामाच्या वार्षिक उत्पन्नामधून देण्यांत येणारी सहायक अनुदानाची रक्कम भाविष्य कालामध्ये उपलब्ध करुन देण्यासंबंधी व त्यानी त्याचा विनीयोग कसा करावा यासंबंधीच्या कार्यपध्दतीची शिफारस सदर समितीने त्यांच्याअहवालात केली आहे.

३. गतकाळातल्या सहाय्यक अनुदनाच्या वाटपासंबंधी [सन १९५९पासून] समितीने या संबंधीची माहिती उपलब्ध नसल्याचे निदर्शनास आणले आहे.

४. वरील समीतीच्याअहवालावर विचार करुन शासन असे आदेश देत आहे कि जंगल कामगार सहकारी संस्थांना सुधारीत सुत्रा तत्वावर वार्षिक जंगल कुप काम करुन आलेल्या निव्वळ उत्पन्नाच्या रक्कमेच्या २०टक्के रक्कमेपैकी अर्धी रक्कम नका म्हणून सदर संस्थाना त्यांच्या वैयक्तिक उपयोगासाठी वापरण्यास देण्यात यावी व शिल्लक रक्कम सहाय्यक अनुदानाऐवजी "कल्याणकारी प्रोत्साहनात्मक अधिदान " म्हणून समजण्यात यावी कारण सदर रक्कम संबंधीत संस्थाना कल्याण कारी प्रोत्साहनात्मक अधिदानाच्या परिशिष्ट "अ" मध्ये नमुद केलेल्या कल्याणकारी कामाअंतर्गत येणा-या बाबींवर खर्च करावयाची आहे. कल्याणकारी प्रोत्साहनात्मक अधिदानाच्या योग्य आणि वक्तशीर वापरा संबंधीची काळजी खाली दिलेल्या जिल्हा जंगल कामगार सहकारी कल्याण समितीने घ्यावी.

५. सर्व जिल्हयासाठी प्रत्येकी एक जिल्हा जंगल कामगार सहकारी संस्था कल्याण समिती स्थापन करण्यात यावी व त्यामध्ये खालील व्यक्तींचा सदस्य म्हणून समावेश करण्यात यावा.

१] जिल्हा उप-निबंधक सहकारी संस्था . . अध्यक्ष

२] जिल्हा जंगल कामगार सहकारी संस्थाच्या महासंघाचे अध्यक्ष सभासद

३] संबंधित वन विभागीय अधिकारी -"-

४] जिल्हा समाजकल्याण किंवा आदिवासी कल्याण अधिकारी[जिल्हयातील आदिवासीच्या प्राबल्यावर अवलबून] सभासद

५] जिल्हा जंगल कामगार सहकारी संस्थाच्या [illegible] सभासद सचिव महासंघाचे सचिव

पु मा. प.

कार्य करण्यासंबंधी निधी पुरविणे या व इत्यादी बाबींवर-

६. सदर समिती परिशिष्ट अमध्ये नमुद केलेल्या नियमानुसार कार्य करील जंगल कामगार सहकारी संस्थांना वक्तशीर निधी वाटप करणे व मान्यता प्राप्त कल्याण कारी बाबींवर विचार करण्यासाठी सदर समितीची बैठक दोन महिन्यातुन किमान एकदा घेण्यात येईल. मान्यता प्राप्त कल्याण कारी कार्यक्रमातील योजना अथवा प्रकल्प यांस स्वीकृतता याबाबतचे समितीचे निर्णय अंतिम व सर्वांसाठी बंधनकारक रहातील. वरील बाबींवर कामकरण्यासाठी सदर समितीस कामकाजाचा एक भाग म्हणून जंगल कामगार सहकारी संस्थाच्या अध्यक्षांना बैठकीसाठी आमंत्रित करता येईल.

निधि पुरविण्यासाठी विचार विनिमय करण्यासाठी

७. कल्याण कारी प्रोत्साहनात्मक अधिदानाच्या वापरासंबंधी सर्व संबंधितानी परिशिष्ट "अ" च्या दृष्टीकोनातून खाली दिलेल्या कार्यपद्धतीचा कोटेकोरपणे अंवलंबन करावा:-

अ] वार्षिक जंगल कुप कामाचे हिशोब अंतिमरित्या पूर्ण झाल्यानंतर जंगल कामगार सहकारी संस्थास देय असलेल्या निव्वळ रक्कमेच्या २० टक्के भागापैकी अर्धी रक्कम "कल्याणकारी प्रोत्साहनात्मक अधिदान" म्हणून संस्थेच्या खास बॅक बचत खात्यात जमा करण्यात येईल व शिल्लक असलेली रक्कम सदर जंगल कामगार सहकारी संस्था तीचा नफा म्हणून वैयक्तीक कारणासाठी वापरण्यास मुक्त राहील

ब] ~~सचव=खचचे~~ खासबचत खाते सदर जंगल कामगार सहकारी संस्थेच्या नावे सहकारी बँकेत उघडले जाईल.

क] कल्याणकारी प्रोत्साहनात्मक अधिदानाचा विनियोग जंगल कामगार सहकारी संस्थाच्या समंत कल्याणकारी कार्यक्रमावर वर नमुद केलेल्या जिल्हा जंगल कामगार सहकारी संस्था कल्याण समिती च्या नियंत्रणाखाली करण्यात यावा. योजना अथवा प्रकल्प यांच्या स्विकृती वा इतर बाबतचे सदर समितीचे निर्णय अंतिम रहातील.

ड] वरील परिच्छेद ७[क] च्या अधीन राहून कल्याणकारी प्रोत्साहनात्मक अधिदानाच्या ५० टक्के रक्कम जंगल कामगार सहकारी संस्थातिच्या कार्यक्षेत्रातील सभासदांच्याकल्याणासाठी विनिर्दीष्ट बाबींवर खर्च करु शकेल. व शिल्लक ५० टक्के रक्कम जिल्हा जंगल कामगार सहकारी संस्थाकल्याण समितीच्या अनुमतीने संबंधित जंगल कामगार सहकारी संस्था संस्थेच्या कार्यक्षेत्र अथवा कार्यक्षेत्राबाहेरी सभासदाच्या कल्याणासाठीच्या बाबींवर अथवा सुखासीची पुरविण्यावर खर्च करु शकेल.

इ] या संबंधात अध्यक्ष जिल्हा जंगल कामगार सहकारी संस्था कल्याण समिती यांनी दिलेल्या प्राधिकार पत्रानुसार आवश्यक असलेली रक्कम जंगल कामगार सहकारी संस्थेचे अध्यक्ष सेक्रेटरी खास बॅक बचत खात्यातून धनादेशाद्वारे काढतील.

फ] जिल्हा जंगल कामगार सहकारी संस्थाकल्याण समिती तीच्याजंगल कामगार सहकारी संस्थाच्याकल्याणकारी कामाच्या प्रगतीचा आढावा घेण्यासाठी, व जंगल कामगार सहकारी संस्थाना आवश्यक असलेला निधि पुरविण्यासाठी होणाऱ्या नियतकालीन बैठकीत सदर रक्कम काढण्याचीकृती प्राधिकृत करेल.

ग] जंगल कामगार सहकारी संस्थाच्यामहासंघाचे सचिव[जिल्हाजंगल कामगार सहकारी संस्थामहासंघ यांनी नामनिर्देशित करावयाचे] सदर समितीचे सभासद, सचिव म्हणुन काम पहातील ते सर्वप्रथम जंगल कामगार सहकारी संस्था -च्या कार्यक्षेत्रकाळात राबविल्या जाणाऱ्या प्रकल्पाच्या बाबत मत निश्चिती करतील व त्यासंबंधिचा संपूर्ण अहवाल समितीपुढे विचारार्थ मांडतील.

खाजगी जंगल कामगार सहकारी संस्थाच्या कल्याणकारी प्रोत्साहनात्मक अधिदानाचे विनिमय तुकर करण्यासाठी जंगल कामगार सहकारी संस्थेने वार्षिक जंगल कुपकाम करुन आलेल्या निव्वळ उत्पन्नाच्या१५ टक्के रक्कम नफ्याचे प्राथमिक अधिदा म्हणून ७.५ टक्के व कल्याणकारी प्रोत्साहनात्मक अधिदान म्हणून ७.५ टक्के हया स्वरुपात प्रत्येक वर्षी वनखात्याने जंगल कामगार सहकारी संस्थेस संस्थेच्या कुपकामाच्या प्राथमिक हिशोबाच्या शेवटावर पुरवावी हे नफ्याचे प्राथमिक अधिदान व कल्याणकारी प्रोत्साहनात्मक अधिदानाची रक्कम संस्थेतीकेलेल्या जंगल वार्षिक कुपकामाच्या हिशोब अंतिमीकरणाच्या वेळी तफावतीत करण्यात येईल.

८] सदर आदेश वनवर्ष [जुलै ते जुन] १९८५-८६ पासूनअमलात येतील.

९] सदर आदेश समाज कल्याण सांस्कृतिक कार्य , क्रिडा आणि पर्यटन विभाग कृषि व सहकार विभाग आणि वित्त विभाग यांच्या सहमतीने निर्गमित करण्यात येत आहेत[त्यांच्या अनौपचारिक संदर्भ क्र. ६५२/ व्यय -१०/ ८३ दि. २२-६-१९८३ व्दारा]

महाराष्ट्राचे राज्यपाल याचे आदेशावरुन व नांवाने

[रो. र. ताम्हणे]

कार्यासन अधिकारी, महसूल व वनविभाग.

सहपत्रे:- परिशिष्ट "अ"

प्रति,

१] प्रधान मुख्य वनसंरक्षक , महाराष्ट्र राज्य
पुणे ४११००१[३ प्रती]

२] मुख्य वनसंरक्षक[उ.]महाराष्ट्र राज्य पुणे ४११००१[३ प्रती]

३] मुख्य वनसंरक्षक[तंदारण्य] महाराष्ट्र राज्य पुणे ४११००१[३ प्रती]

४] सहकार आयुक्त आणि निबंधक सहकारी संस्था महाराष्ट्र राज्य पुणे ४११००१
[३ प्रती]

५] सर्व वनसंरक्षक

६] सर्व विभागीय वन अधिकारी आणि उपवनविभागीय अधिकारी [स्वतंत्रा]

७] जंगल कामगार सहकारी संस्थासाठी विशेष वन अधिकारी, सहकार, ~~सुक्त~~ आयुक्त व सहकारी संस्था याचे कार्यालय महाराष्ट्र राज्य पुणे ४११००१

८] कृषि व सहकार विभाग

९] समाज कल्याण व सांस्कृतिक कार्य, क्रिडा व पर्यटन विभाग

१०] महालेखापाल[२] महाराष्ट्र राज्य नागपूर

११] वित्त विभाग

१२] कार्यासन अधिकारी क-१ महसूल व वन विभाग

१३] कार्यासन अधिकारी क-१ , क-२ क-३ क-५ क-६ महसूल व वन विभाग.

१४] क-९ कार्यासन महसूल व वन विभाग[निवड नस्ती]

परिशिष्ट "अ"

[शा. नि. महसूल व वन विभाग क्र. एफएलसी १०७८/१९६१९४]फ-१

दि. ८५ च्या सोबतचे सहपत्र]

कल्याणकारी प्रोत्साहनात्मक अधिदानाचा जंगल कामगार सहकारी संस्थात संवितरण व त्याचा योग्य व वक्तशीर वापरासंबंधी व पुढील प्रमाणे नियम विहित केले आहेत:-

१. कल्याणकारी प्रोत्साहनात्मक अधिदानाची रक्कम जंगल कामगार सहकारी संस्थास देणे शक्य व्हावे म्हणून त्यास ७.५ टक्के नफ्याचे प्राथमिक अधिदान व ७.५ टक्के कल्याणकारी प्रोत्साहनात्मक अधिदान भरी एकूण उत्पन्नाच्या१५ टक्के रक्कम जंगल कामगार सहकारी संस्थास त्यानी वार्षिक तत्वावर केलेल्या कुप कामाच्या प्राथमिक हिशोबाच्या आधारावर देण्यात येईल. प्राथमिक स्वरूपाचे नफा अधिदान व कल्याणकारी प्रोत्साहनात्मक अधिदानाची सदर रक्कम हिशोब अंतिमिकरणाच्या वेळेस समायोजित करण्यात येईल.

२. शिल्लक असल्यास बाकी रक्कम संस्थेस, वनविभागाने अंतिम हिशोब संमत केल्यानंतरच देण्यात येईल.

३. खालील सदस्यांची जिल्हा जंगल कामगार सहकारी संस्थाकल्याण समिती प्रत्येक जिल्ह्यामध्ये नेमण्यात येईल:-

१. जिल्हा क्षेत्रिय उपनिबंधक, सहकारी संस्था=- अध्यक्ष

२. जिल्हा जंगल कामगार सहकारी संस्था

महासंघा चाचे अध्यक्ष सभासद

३. संबंधित वनविभागीय अधिकारी सभासद

४. जिल्हा समाजकल्याणकिंवा आदिवासी सभासद

कल्याण अधिकारी [जिल्ह्यातील आदिवासी

च्या प्रमाणावर अवलंबून]

५. जिल्हा जंगल कामगार सहकारी संस्था सभासद सचिव

महासंघा चाचे सचिव

४. जिल्हा जंगल कामगार सहकारी संस्थाँ कल्याण समितीची बैठक दोन महिन्यातून किमान एकदा होण्यात येईल. जंगल कामगार सहकारी संस्थेचा निकालीच्या वर्षेच्या वेळेस संबंधित संस्थेच्या अध्यक्षास आमंत्रित करण्यास सादर समिती सक्षम असेल.

५. समितीच्या अध्यक्षांच्या सुचनेवरुन समितीचे सभासद सचिव जिल्हा जंगल कामगार सहकारी संस्थाकल्याण समितीची बैठक आयोजित करतील.

कु. गा. प.

६. समितीचे अध्यक्ष समितीच्या होणा-या सभेचे अध्यक्ष असतील. व त्यांच्या अनुपस्थितीमध्ये विभागीय वनाधिकारी सभेच्या अध्यक्ष स्थानी रहातील.

७. वन विभागाकडून देण्यात येणा-या कल्याणकारी प्रोत्साहनात्मक अधिदानाच्या रकमा खात बँक बचत खात्यामध्ये जमा करण्यात येतील.

८. प्रत्येक जंगल कामगार सहकारी संस्थेस वनविभागाकडून मिळणा-या कल्याणकारी प्रोत्साहनात्मक अधिदान रकमेचा स्विकार करण्यासाठी जिल्हा मध्यवर्ती सहकारी बँकेत खास विशेष बचत खाते उघडावे लागेल.

९. संबंधित जंगल कामगार सहकारी संस्थेचे अध्यक्षा जिल्हा जंगल कामगार सहकारी संस्था कल्याण समितीने रक्कम काढण्यास प्राधिकार पत्र दिल्यानंतर बचत बँक खाते चालू करतील संबंधित जंगल कामगार सहकारी संस्थेचे अध्यक्ष कल्याणकारी कार्यक्रमाअंतर्गत कामावर कार्य करण्यासाठी आवश्यक असलेला निधी उपलब्ध करुन घेण्यासाठी जिल्हा जंगल कामगार सहकारी संस्थाकल्याण समितीस तसेच्या तंत्रालक मंडळाने मंजुर केलेल्या ठरावा सह अर्ज करतील अर्ज मिळाल्यानंतर जिल्हा जंगल कामगार सहकारी संस्थाकल्याण समितीचे सचिव सभासद त्याबाबतची शहानिशा करुन घेतील व नंतर त्यावर विचार करण्यासाठी जिल्हाजंगल कामगार सहकारी संस्था कल्याण समितीस सादर करतील.

१०] जिल्हा जंगल कामगार सहकारी संस्थाकल्याण समितीचे सभासद सचिव वेळोवेळी मिळालेल्या व खर्च केलेल्या रकमेचे हिशोब ठेवतील प्रत्येक जंगल कामगार सहकारी संस्थेच्या नावे एक खातेवही ठेवण्यात येईल व तीत संस्थेस मिळालेल्या व खर्च करण्यात आलेल्या कल्याणकारी प्रोत्साहनात्मक अधिदानाच्या रकमेचा हिशोब ठेवला जाईल सामाजिक कल्याणकारी कार्यक्रमावर व सुखासोयीवर खर्च करण्यात आलेल्या रकमेचा हिशोब दर्शविण्यासाठी एक स्वतंत्र खातेवही ठेवण्यात येईल.

११. कल्याणकारी प्रोत्साहनात्मक ~~अधिकक्ष~~ अधिदानाच्या ५० टक्के रकम संबंधित संस्थेच्या सभासदांच्याकल्याणावर मान्यताप्राप्त कामावर खर्च करता येईल व शिल्लक ५०टक्के अधिदानाची रकम सामाईक सुखासोयी , सवलती, आदिवासी सभासदाच्या कल्याणासाठी विकास कार्यक्रमावर संबंधीत संस्थेच्या कार्यक्षेत्रात अथवा बाहेर खात्या निधीत जमा केलेल्या कामावर खर्च करता येईल.

कु. मा. प.

१२. जंगल कामगार सहकारी संस्थाना सभासदांच्या कल्याणाकरिता कल्याणकारी प्रोत्साहनात्मक अधिदानाची ५० टक्के रक्कम खालील बाबींवर खर्च करता येईल:-

१] सभासदांना लोकरी रग[कांबळी/ ब्लॅंकेट] पुरवण्या करता

२] गरजू सभासदांच्यासुलांस मोफत पुस्तके, कपडे [युनिफार्म] व शैक्षणिक मुद्दत पुरवण्याकरिता

३] खेळ सामुग्री उदा कॅरम संच, लेझीम संच, फुटबॉलसंच, बुध्दीबळसंच विकत घेण्याकरिता तसेच इतर स्पर्धा भरविण्याकरिता मार्फत खर्च करण्याकरता

४] सांस्कृतिक कार्यक्रमा करता

५] जिल्हा जंगल कामगार सहकारी संस्था कल्याण समितीच्या ~~xxxxx~~ आगाऊ संगतीने इतर बाबी

१३. कल्याणकारी प्रोत्साहनात्मक अधिदानाची शिल्लक ५०टक्के रक्कम संस्थेच्या कार्यक्षेमध्ये अथवा बाहेर आदिवासी सभासदाच्या कल्याणा साठीविकास कार्यक्रमावर व सामाईक सोयी, सवलती पुरवण्याकरिता खालील बाबींवर खर्च करता येईल:-

अ] गट विमा

ब] वैद्यकिय सवलती

१] कामगार व त्यांच्याकुटुंबातील सदस्यांना नियमित वैद्यकीय मदत देणे

२] विशेष वैद्यकिय मदत आली. मुले, आजारी वृध्द, गरोदर स्त्रिया यास पौष्टिक अन्न व कामगाराच्याकुटुंबियाना नर्सिंग पुरविण्याबाबत ~~xxxxx~~ कामगारांच्याकुटुंबियामधील मुले, आजारी वृध्द गरोदर स्त्रीया यांस विशेष वैद्यकीय मदत व पौष्टीक अन्न पुरविणे.

३] जंगल कामगार सहकारी संस्थेच्या प्रत्येक कामगाराच्याकुटुंबियाना हाफकीन जीव औषध शास्त्र संस्थेने तयारकेलेली जीवनतत्व पाकीटे पुरविणे.

क] बालवाडी / शिशुगृह बांधणे.

ड] जंगल कामगार सहकारी संस्थेच्या कामगारांच्या शाळेत जाणा-या मुलांसाठी मोफत पाटी, पेन्सील पुरविणे

ढ] जंगल कामगार सहकारी संस्थांच्या कामगारांच्या शाळेत जाणा-या मुलांस त्याकरितासाठी युनिफॉर्मचे दोन संच मोफत देणे.

फ] जंगल कामगार सहकारी संस्थेच्या कामगाराच्या १५ वर्षाखालील सर्व मुलास कपडयाचे २ संच मोफत पुरविणे.

ग] आदिवासीच्या शैक्षणिक सुखासोयीकरता उदा शिक्षणकाम

एच]आदिवासी मुलाच्या वसतिगृहाच्या सुखासोयीकरता

आय] शिष्यवृत्ती व अनुदान

जे] समाज सभागृह बांधणे , समाजकल्याण मनोरंजन केंद्रासाठी संस्थेच्या आदिवासी सभासदाना दारे बांधून देणे.

के] आदिवासी विभागामध्ये गौण वनोत्पादनाचे अथवा इतर औद्योगिक बाबी बाबत प्रक्रीया उद्योगाचे संघाटन करणे हया साठी समिती प्रस्तावित औद्योगिक प्रक्रिया सहकारी संस्था स्थापण्यात लागणारे भाग भांडवल उभे करण्यास सक्षम असेल.

एल] कामगार वस्तीमध्ये पिण्याचे पाणी पुरविणे

एम] अल्प मुदतीच्या मनोरंजनासाठी कामगारांच्या ; सहली आयोजित करून त्यांना बाहेरच्या जगाची तोड ओळख करुन देणे.

एन] प्रत्येक गळ्या विकासावर कार्यक्रमावर आधारित शैक्षणिक चित्रपट दाखवून प्रगती आणि विकासाकडे पाहण्याची विधायक जागृती करणे

ओ] सहकार आयुक्त आणि निबंधक , सहकारी संस्था, महाराष्ट्र राज्य पुणे यांच्या आगाऊ संमतीने इतर बाबी

१४] हया निर्देशितकेलेल्या नियमांतर्गत कल्याणकारी प्रोत्साहनात्मक अधिदानाचे योग्य हप्ते पुरविण्याबाबत समिती सक्षम असेल संस्थेने दिलेले विनियोग प्रमाणपत्रा व संस्थेने दाखविलेल्या प्रगतिच्यानिरीक्षणाच्या आधारावर समिती दुसरा व त्यापुढील अधिदानाचे हप्ते पुरवेल.

१५] सदर कल्याणकारी प्रोत्साहनात्मक अधिदानाच्या विनियोगाचे सहकार खात्याचे लेखापरीक्षक लेखापरीक्षण करतील व दरवर्षी प्रमाणित करतील.

ANNEXURE 19.12

जंगल कामगार सहकारी संस्थांना कूप तोडीची कामे देण्याबाबत.

महाराष्ट्र शासन,
महसूल व वन विभाग,
शासन परिपत्रक क्रमांक एफएलसी १०९३/प्र.क्र. २६०/फ-९
मंत्रालय, मुंबई-४०००३२.
दिनांक: २९ जुलै, १९९४.

पहा:- १. महसूल व वन विभाग, शासन निर्णय क्र. एफएलसी १०६७/२०७२५/वाय, दिनांक १४ ऑगस्ट, १९७२.
२. महसूल व वन विभाग, शासन निर्णय क्र. एफएलसी १०६७/२९७२५/वाय, दिनांक ६ एप्रिल, १९७३.
३. महसूल व वन विभाग, शासन निर्णय क्र. एफएलसी १०७८/१९६१९४/फ-९, दिनांक २३ ऑगस्ट, १९८५.
४. महसूल व वन विभाग, शासन निर्णय क्र. एफएलसी १०९३/प्र.क्र. ९९/फ-९, दिनांक २०, नोव्हेंबर, १९९३.
५. महसूल व वन विभाग, शासन परिपत्रक क्र. एफएलसी १०९३/प्र.क्र.२६०/फ-९, दिनांक २४ डिसेंबर, १९९३.

शासन परिपत्रक:-

जंगल कामगार सहकारी संस्थांना कूप तोडीची कामे देण्याबाबत [१] सुधारीत सूत्र पध्दती व [२] लॉगिंग सूत्र पध्दती अशा दोन्ही पध्दती सन १९९३-९४ पासूनच्या कूप वाटपापासून लागू करण्यात आलेल्या आहेत.

२. शासन निर्णय क्र. एफएलसी १०६७/२९७२५/वाय, दिनांक १४ ऑगस्ट, १९७२ व शासन निर्णय क्र. एफएलसी १०६७ /२०७२५/वाय, दिनांक ६ एप्रिल, १९७३ अन्वये कल्याणकारी प्रोत्साहनात्मक अधिदानाची रक्कम कूपाचा अंतिम हिशोब झाल्यापासून एक वर्षाच्या कालावधीत खर्च करण्याचे बंधन संस्थांवर आहे. संस्थांनी कल्याणकारी प्रोत्साहनात्मक अधिदानाची रक्कम संस्थेच्या सभासदांच्या कल्याणकारी कामांसाठी महसूल व वन विभाग, शासन निर्णय क्र. एफएलसी १०७८/१९६१९४/फ-९, दिनांक २३ ऑगस्ट, १९८५ अन्वये ठरवून देण्यात आलेल्या पध्दती प्रमाणे खर्च करावयाची आहे. तरी संस्थांनी सन १९९३-९४ या वर्षापासून यापुढे कूपाचा अंतिम हिशोब झाल्यापासून एक वर्षाच्या कालावधीत ही रक्कम खर्च करावी अन्यथा ही रक्कम संस्थाकडून वसूल करण्यात यावी.

..२..

३. सुधारीत सूत्र पध्दतीनुसार कूप वाटप करण्यासाठी संस्थाची पूर्वीच्या प्रचलीत पध्दतीनुसार ज्याप्रमाणे करारनामा करण्यात येत होता त्याचप्रमाणे आता सुध्दा करारनामा करण्यात यावा.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

[उ. मु. टेंभरे]
कार्यासन अधिकारी,
महसूल व वन विभाग.

प्रति,

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर
व्यवस्थापकीय संचालक, महाराष्ट्र वनविकास महामंडळ मर्यादित,
६ –ओ नवाब ले आउट टिळक नगर, नागपूर ४४० १०,
मुख्य वनसंरक्षक [उत्पादन], महाराष्ट्र राज्य, नागपूर
मुख्य वनसंरक्षक [संधारण], महाराष्ट्र राज्य, नागपूर.
सर्व वनसंरक्षक,
सर्व प्रादेशिक व्यवस्थापक, महाराष्ट्र वनविकास महामंडळ
सर्व विभागीय वन अधिकारी,
सर्व विभागीय व उप विभागीय व्यवस्थापक, महाराष्ट्र वनविकास महामंडळ,
सहकारी आयुक्त व निबंधक सहकारी संस्था, महाराष्ट्र राज्य, पुणे,
कृषि व सहकार विभाग, मंत्रालय, मुंबई.
विशेष वन अधिकारी, सहकारी संस्था, महाराष्ट्र राज्य, पुणे.
समाजकल्याण, सांस्कृतिक कार्य, क्रिडा व पर्यटन विभाग, मंत्रालय, मुंब –
आदिवासी विकास विभाग, मंत्रालय, मुंबई.
वित्त विभाग, मंत्रालय, मुंबई,
महालेखापाल–२, महाराष्ट्र राज्य, नागपूर
खाजगी सचिव, मंत्री [वने] /राज्यमंत्री [वने] मंत्री [आदिवासी विकास]/ मंत्री [सहकार]
सर्व कार्यासन अधिकारी, वन विभाग, निवड नस्ती, फ–९ कार्यासन, महसूल व वन विभाग.

ANNEXURE 19.13

Annexure XIX(9)
(Vide Article-19.06.03)

Subject:- Forest Labourers' Cooperative Societies Employees - Pay scales - Revision of -

GOVERNMENT OF MAHARASHTRA
Revenue and Forests Department,
Resolution No.FLC-1082/98998/F9,
Mantralaya, Bombay-400 032,
Dated the 16th August, 1983.

READ: - 1) Government Resolution, Revenue and Forests Department No.FLC-1460/5667-II-Y, dated 18th June, 1964,

2) Government Resolution, Revenue and Forests Department No.FLC-1079/81693/F6, dated 3rd March, 1980,

3) Government Resolution, Revenue and Forests Department No.FLC-1080/106415/F6, dated 31st October, 1980 and

4) Government Resolution, Revenue and Forests Department No.FLC-1080/106415/F6, dated 27th March, 1981.

RESOLUTION : The pay scales of the employees of the Forest Labourers' Cooperative Societies (FLCS) and "fixed pay," in the case of some of the posts, were determined by Government for the first time, in 1964. They were revised with effect from 1st April 1979. As the employees of the Forest Labourers' Cooperative Societies, were not content with the same and were continuously agitating for higher emoluments, Government sanctioned ad interim relief to them, with effect from 1st October, 1980 and appointed a Committee, to examine in depth the question regarding revision of the employees of the Forest Labourers' Cooperative Societies and their other demands and to submit a detailed report thereon.

2. The Committee submitted its report accordingly, along with its recommendations in July 1982.

3. After considering carefully the recommendations of this Committee, Government is pleased to sanction the revised pay scales, dearness allowance as on 1st January, 1982 and other benefits as follows :-

4 Pay Scales & Allowances.

Sl.No.	Category of Post. (1)	Pay Scale and Dearness Allowance. (2)
(i)	Coupe Agent	Rs. 200-5-250-7-285-10-305-EB-10-335 plus Dearness Allowance admissible.
(ii)	Mukadam	Rs. 100-5-120-7-155-EB-9-200 plus Dearness Allowance admissible.
(iii)	Watchman	Rs. 75-3-90-5-115-EB-7-150- plus Dearness Allowance admissible.
(iv)	Depot/Office Clerk (a) Untrained	Rs. 210-5-280-10-350-EB-15-380 plus Dearness Allowance admissible.

(b) Trained	Initial start at Rs.265/- p.m. in the same payscale plus Dearness Allowance admissible.
(v) Secretary-cum-Accountant.	
(a) Untrained	Rs.280-7-350-10-440-EB-20-460 plus Dearness Allowance admissible.
(b) Trained.	Initial start at Rs.315/- p.m. in the same pay scale plus Dearness Allowance admissible.
(vi) Group Supervisor	Rs.330-10-370-15-460-EB-25-535 plus Dearness Allowance admissible.

4. In the case of part-time employees, regardless of their tenure, they shall be eligible for drawal of increment in the appropriate pay scale, on re-employment, provided the total broken period of duty is not less than a year.

5. At the time of revision of the payscales with effect from 1st April, 1979 in accordance with the recommendations of the Dandekar Committee, the payscales were fixed on "point-to-point" basis in the revised scale. The same pay fixation formula shall be adopted for pay fixation in this case. However in the case of employees on "fixed pay", their pay would automatically be get fixed at the minimum of the revised payscale and dearness allowance as on 1st January, 1982.

6. The interim relief sanctioned at Rs.60/- per month with effect from 1st October, 1980 to the regular employees and Rs.25/- per month to the employees on "fixed pay", shall be treated as withdrawn from the month of issue of these orders, sanctioning the revised payscales.

7. The arrears on account of pay-fixation in the revised payscales with effect from 1st October, 1982 excluding the amount of interim relief already paid, shall be worked out and paid in cash to the employees.

8. Leave

8. Leave facilities as admissible to the State Government employees shall be applicable to the employees of the Forest Labourers' Cooperative Societies. In the case of part-time employees, the total broken period of duty shall be taken into account for the purpose. The expenditure on account of leave of employees of the Forest Labourers' Cooperative Societies, shall also be treated as an admissible item of cost of working by coupes allotted to the Forest Labourers' Cooperative Societies annually.

9. Contributory Provident Fund.

9. The Maharashtra Cooperative Societies Act 1979 already provides under section 71(1), that any Society may establish for its employees a Provident Fund into which shall be paid the contributions made by its employees and by the Society. The scheme of Contributory Provident Fund shall be made applicable to the Forest Labourers' Cooperative Societies and be obligatory

on them. The scheme shall be made applicable from the date of issue of these orders.

10. The above revised pay scales are inclusive of the ad interim relief sanctioned by Government with effect from 1st October, 1980.

11. The expenditure on Pay and Dearness Allowance of the above staff shall be admissible against Item No.25 of the operational expenditure incurred by the Forest Labourers' Cooperative Societies in regard to the Forest coupes allotted to them annually vide the Schedule accompanying Government Resolution, Agriculture and Cooperation Department No.FLC-1058/111123-E (ii) dated 3rd December 1959.

12. These orders shall take effect from 1st October, 1982.

13. This Resolution issues with the concurrence of the Agriculture and Cooperation and Finance Departments (vide its official reference No.CR-748/83/EXP-10, dated 15th July, 1983).

By order and in the name of the Governor of Maharashtra,

M.D. Gokhale

(M.D. GOKHALE)
Desk Officer,
Revenue and Forests Department.

To

The Chief Conservator of Forests, Maharashtra State, Pune-411001 (3 copies)
The Chief Conservator of Forests (Special), Maharashtra State, Pune-411001 (3 copies),
The Additional Chief Conservator of Forests, Maharashtra State, Pune-411001 (3 copies),
All Conservator of Forests (Territorial),
All Divisional Forest Officers and Sub-Divisional Forest Officers in charge of Independent Forest Sub-Divisions,
The Special Forest Officer, Forest Labourers' Cooperative Societies Office of the Commissioner for Cooperative and Registrar of Cooperative Societies, Maharashtra State, Pune,
The Accountant General, Maharashtra-II, Nagpur,
The Agriculture and Cooperation Department (9-C),
The Finance Department (EXP-10),
The Desks F-1, F-2, F-4, F-5, F-6, & B-1 of Revenue and Forests Department,
The Desk F-9 (Select File).

...

ANNEXURE 19.14

जंगल कामगार सहकारी संस्थाच्या
कर्मचाऱ्याच्या वेतनश्रेणीत सुधारणा
करणेबाबत तसेच जंगल कामगार
सहकारी संस्थांना कूप वाटपाबाबत ..

महाराष्ट्र शासन
महसूल व वन विभाग
शासन निर्णय क्र. एफएलसी २००८/प्र.क्र.६/फ-९
मंत्रालय, मुंबई ४०० ०३२
दिनांक :- २७ सप्टेंबर ,२०१२

वाचा :- १) शासन निर्णय क्र. एफएलसी १०८२/९८९९८/फ-९, दिनांक १६/८/१९८३
२ शासन निर्णय कृषी आणि वन विभाग निर्णय क्रमांक एफएलसी- १०५८/
१११२३-ड(II) दि.३/१२/१९५९
३.शासन निर्णय क्रमांक एफएलसी - १०७८/ ८०८८०/ फ-६ दि.६/३/१९७८
४ शासन निर्णय क्रमांक एफएलसी - १०७८/ ८८७८०/ फ-६ दि.३/११/१९७८
५. शासन निर्णय क्रमांक एफएलसी - १०७८/ ८२७११/ फ-६ दि.२६/१०/१९८३

प्रस्तावना :-

जंगल कामगार सहकारी संस्थांच्या कर्मचा-यांना १ जानेवारी, १९८२ पासून सुधारीत वेतनश्रेणामध्ये वेतन देण्याचा निर्णय शासनाने घेतलेला होता. त्यानंतर त्याचे वेतनात कोणताही बदल करण्यात आलेला नव्हता. परंतु महाराष्ट्र राज्य जंगल कामगार सहकारी संघ याचेद्वारे निर्गमित दिनांक २६/२/२००४ च्या पत्राचे आधारे बहुतांश संस्थाच्या कर्मचा-यांना सुधारीत वेतनश्रेणी मध्ये वेतन दिले जात आहे. हे सुधारीत वेतन महाराष्ट्रातील सर्व जंगल कामगार सहकारी संस्था कर्मचा-यांना देण्यात येत नसल्याने जंगल कामगार सहकारी संघ, यवतमाळ यांनी या बाबीकडे दिनांक १४/१०/२००७ च निवेदनाचे आधारे शासनाचे लक्ष वेधले होते.

तसेच कुपाचे निष्कासन कंत्राटदारांकडुन करण्याची पध्दत शासनाने बंद करून सहकारी संस्थामार्फत करावयाचे ठरविल्यानंतर कुपातील वेगवेगळया बाबींवर खर्चाची मर्यादा घातली होती.यांमध्ये १) कुपात माडव घालणे, २) लेखन सामुग्री खरेदी करणे, ३) जंगल कामगार सहकारी कर्मचा-यांना द्यावयाचा प्रवास खर्च यावर मदभे क्रमांक २, ३ व ४ मध्ये नमूद शासन निर्णयाअन्वये मर्यादा घातली होती. याबाबतही दि. १४.१०.२००७ च्या निवेदनाद्वारे लक्ष वेधले

या निवेदनाला अनुलक्षून शासनाने मा.मंत्री (वन) याच्या अध्यक्षतेखाली समिती नेमण्यात आली या समितीने शासनास केलेल्या शिफारशीचे आधारे खालील शासन निर्णय निर्गमित करण्यात येत आहे

शासन निर्णय :-

समितीने केलेल्या शिफारशीस अनुसरून जंगल कामगार सहकारी संस्थाच्या कर्मचा-यांना सुधारित वेतनश्रेणी, महागाई भत्ता व इतर लाभ देण्यास शासन १ जानेवारी २००० पासून मान्यता देण्यात येत आहे. याबाबत जंगल कामगार सहकारी संस्थाच्या कर्मचा-यांवरील वेतनवाढीचा खर्च

हा संस्थेला मिळणा-या कुपाचे खर्चातून भागविण्यात येतो . त्यामुळे कोणताही आर्थिक भार शासनाकडून दिला जाणार नाही.

वेतनश्रेणी आणि भत्ते

अ.क्र.	पदांचा संवर्ग	वेतनश्रेणी आणि महागाई भत्ता
१	२	३
१.	पर्यवेक्षक	रु. ५२००-२५०-८०००/-
२.	सचिव-नि-लेखापाल	रू.४५००-१२५-७००/-
३.	लिपीक	रू ३०५०-७५-३९५०/-
४.	मुकादम	रू २७५०-७०-३८००/-
५.	पहारेकरी/ चौकीदार/शिपाई	रू ५०००-१५०-८०००/-

२. वन विभागात कार्यरत लिपीक व लेखापाल या समकक्ष जंगल कामगार सहकारी संस्थाचे लिपीक/ डेपो लिपीक,पर्यवेक्षक, मुकादम, शिपाई/पाहारेकरी/, सचिव इ. पदासाठी नवीन भरती करताना आवश्यक शैक्षणिक पात्रता वन विभागातील कर्मचा-यांच्या आवश्यक शैक्षणिक पात्रतेनुसार राहिल.

३. रजा / अंशदायी भविष्य निर्वाह निधी - शासन महसुल व वन विभाग क्र.एफएलसी- १०८२/ ९८९९८/ फ-९ दिनांक १६ ऑगस्ट १९८३ च्या शासन निर्णयानुसार देय राहिल.

४. पुर्वलक्षी प्रभावाने परिगणना करतांना कोणत्याही परिस्थितीत कुपावरील वेतनासह खर्च कुपाच्या एकुण उत्पन्नाच्या ८०% पेक्षा जास्त होणार नाही यांची दक्षता घ्यावी.

५. तसेच संमतीने शासनास सादर केलेल्या अहवालात कुपात मांडव घालणे, लेखन सामुग्री खरेदी करणे व प्रवास खर्चात वाढ करण्याचा शासनाने निर्णय घेतलेला आहे याबाबत , लेखन सामुग्री खरेदी करणे व प्रवास खर्चात वाढ करण्याचा या तिन्ही बाबींच्या खर्चाची कमाल मर्यादा या पुढे प्रत्येक वर्षी वृत्त स्तरावर निश्चित करणेत येतील.या बाबतचे अधिकार वृत्त स्तरीय वेतन मंडळास या शासन निर्णय याद्वारे देण्यात येत आहेत. याबाबत या पूर्वीचे संदर्भ क्रमांक, ३, ४ आणि ५ अन्वये शासन निर्णयातील अटींचा आशय या पुढेही लागू राहील.

हा शासन निर्णय वित्त विभागाच्या सहमतीने व त्यांच्या अनौपचारिक संदर्भ क्रमांक ५२/ सेवा-९ दिनांक २०.३.२०१२ प्रमाणे कळविल्याने निर्गमित करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांचे आदेशावरून व नावाने,

(विवेक खांडेकर)
सहसचिव (वने)
महसूल व वन विभाग

प्रति,

१) प्रधान मुख्य वनसरक्षक, महाराष्ट्र राज्य, नागपूर

२) अप्पर प्रधान मुख्य वनसरक्षक (मानव संसाधन, व्यवस्थापन व प्रशासन), महाराष्ट्र राज्य, नागपूर

३) अप्पर प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन), महाराष्ट्र राज्य, नागपूर
४) महालेखापाल १ (लेखा परिक्षा/लेखा व अनुज्ञेयता), महाराष्ट्र राज्य, मुंबई
५) महालेखापाल २ (लेखा परिक्षा/लेखा व अनुज्ञेयता), महाराष्ट्र राज्य, नागपूर
६) मुख्य वनसंरक्षक (प्रादेशिक) (सर्व)
७) वनसंरक्षक (प्रादेशिक) (सर्व)
८) सामान्य प्रशासन विभाग, मंत्रालय, मुंबई ३२
९) वित्त विभाग, मंत्रालय, मुंबई ३२.
१०) सहकार व वस्त्रोद्योग विभाग, मंत्रालय, मुंबई ३२.
११) उद्योग, ऊर्जा व कामगार विभाग, मंत्रालय, मुंबई ३२
१२) कृषी, पशुसवर्धन, दुग्ध व्यवसाय विकास व मत्स्यव्यवसाय विभाग, मंत्रालय, मुंबई ३२
१३) ग्रामविकास व जलसंधारण विभाग, मंत्रालय, मुंबई ३२.
१४) ब-१ कार्यासन, महसूल व वन विभाग, मंत्रालय, मुंबई ३२.
१५) फ-९ कार्यासन, महसूल व वन विभाग, मंत्रालय, मुंबई ३२. (निवडनस्ती)

ANNEXURE 19.15

Demand of Forests Labourers' Cooperative Societies -Grant of Expenditure for Welfare Activities.

GOVERNMENT OF MAHARASHTRA,
Revenue and Forests Department,
Sachivalaya, Bombay-32.
Resolution No.FLC.1068/95152-Y,
Sachivalaya, Bombay-32,
Dated : 29th September 1969.

Read : Government Resolution, Agriculture and Forest Department No.FLC.1058/111123-E-II, dated 3rd December, 1959;

Government Resolution, Revenue and Forests Department No.FLC.1068/95152-Y, dated 12th March 1969;

Chief Conservator of Forests's letter No.FLS/A-433 of 1969-70 dated 23rd April, 1969.

Resolution:- In modification of the orders issued in para 1(1) of Government Resolution, Revenue and Forests Department No.FLC.1068/95152-Y, dated the 12th March 1969, Government is pleased to direct that the expenditure admissible to Forests Labourers' Cooperative Societies for welfare activities should be the actual expenditure incurred by the societies on this item, subject to a ceiling of 2% of the wages and transport charges paid.

2. Government is also pleased to direct that the item 33 of the statement accompanying Government Resolution, Agriculture and Food Department No.FLC.1058/111123-XII, dated 3rd December, 1959, should read as follows:-

"33 Welfare activities such as water supply, medical aid construction of huts to the labourers etc."

This should be the actual expenditure incurred by the societies subject to a ceiling of 2% of the wages and transport charges paid. However, the societies which do not fulfil the following conditions should be paid only 1% of the wages and transport charges paid or the actual expenditure, whichever is less :-

(1) At least 90% of the total number of members of the society should have worked in the coupes allotted to the society during the year.

(2) The society should have received during the past year either 'A' or 'B' Class in the Audit.

(3) The coupe works should have commenced and completed in time.

(4) Due economy should have been observed in carrying out the various coupe works.

Cont..2.

(5) Coupe material should have been removed to the sale depot early in the season and sold without delay.

(6) The data required for provisional settlement of accounts of coupes should be submitted punctually by the society.

(7) The expenditure incurred during the extension period should not be considered for working out the amounts towards welfare expenditure.

3. If the medicines and water requirements are not kept by any society in a coupe, the whole amount spent under this item should be disallowed to the society."

4

4. Government is also pleased to direct that the foregoing orders and the orders contained in Government Resolution, Revenue and Forests Department No.FIC.1068/95152-Y, dated 12th March 1968, should be made applicable from the year 1968-69 i.e. in respect of coupes allotted to the Forests Labourers' Cooperative Societies during the year 1968-69 and onwards.

5. This Resolution issued with the concurrence of the Finance Department vide its un-official reference No.14552/2436-III, ted the 20th August, 1969.

By order and in the name of the Governor of Maharashtra.

Sd/-
Under Secretary to Government.

****

No.FLS/-
East Yeotmal, the_____Mpril.70.

Copy forwarded to all R.F.Os and Sub-D.F.Os East Yeotmal Division for information and necessary action. They are requested to report the work of societies on above points raised i the circular.

18/4/70.
Divisional Forest Officer,
EAST Yeotmal Division.

@@@

ASK/31.3.
15 Copies.

ANNEXURE 19.16

GOVERNMENT OF MAHARASHTRA,
Revenue and Forests Department,
Resolution No. GRP 1065/118981-4,
Mantralaya, Bombay-32; Dated : 8th November 1971.

READ : Government Resolution, Agriculture and Cooperation Department No. GRL, dated 22nd January 1962.

Government Resolution, Agriculture and Cooperation Department No. FCT 1458/32103-E, dated 17th November 1958.

RESOLUTION :

Though grass kurans of the Forest Department are allotted annually to Village Panchayats, Dairy Societies etc. as per orders issued by Government from time to time in the past, there is no uniformity in regard to poiorities and procedures. With a view to having uniformity in respect of allotment of grass kurans, viz. priority in allotment, fixation of upset price, recovery of upset price and procedure for sale etc., the Government is pleased to direct as follows:

(A) Priority for allotment :

Grass kurans shall be allotted to Institutions and public bodies according to the following order of priorities:

i) Village Panchayats.
ii) Public bodies including Dairy Societies.
and iii) Forest Labourers' Cooperative Societies.

Kurans not allotted to any of the above bodies may be sold by open auction.

(B) Upset price of the grass kurans :

The grass kuran shall be allotted to the public bodies etc. referred to in (A) above on the upset price. The upset price of the kurans shall be fixed according to the following formula :-

'U' = 'M' - 'C'.

P.T.O.

where 'U' is the upset price,

'M' is the market price of fodder in the locality

and 'C' is the cost of cultivation.

(C) Query of the amount of upset price :-

The amount of upset price should be recovered in full within a month from the allotment of kuran and the arrears, if not paid, should be recovered as arrears of land revenue.

(D) Procedure for sale of Kuran :

i) The Divisional Forest Officer shall notify the list of kurans available for disposal six months in advance of the commencement of the period of allotment to all the Village Panchayats, Co-operative Societies or other bodies in the locality. These bodies should submit to the Divisional Forest Officer their applications for allotment with a 'No objection Certificate' from the Co-operation Department and the Dairy Development Department, four months in advance of the date of commencement of allotment with an undertaking of acceptance of the upset price which will be fixed by the Divisional Forest Officer.

ii) The Divisional Forest Officer should then decide the claims to the respective kurans within one month. If the aggrieved parties are not satisfied, they may appeal to the Conservator of Forests within seven days of the receipt of communication from the Divisional Forest Officer. The orders of the Conservator of Forests in the matter shall be final.

iii) The amount of upset price shall be paid in full within a month from the date of decision of the

case./ Arrears, if n paid, will be recovered as, arrears of Land Revenue.

iv) the party will execute the contract in the prescribed form.

v) The allotment of kuran during the year does not imply a continued privilage of allotment in subsequent years.

vi) The Forest/ Department will be at liberty to cancel the allotment so asto take up departmental extraction of grass because of security conditions, or other reasons.

2. Government is also pleased to direct that sufficient care should be taken to ensure that the concession of allot-ment of grass kurans to the Village Panchayats and other public bodies at fixed prices are not misused by the purchasing bodies and for this purpose suitable conditions such as forbidding sale of grass to other bodies or individuals shall be incorted in the terms of contract.

3. This Resolution issues with the concurrence of the Finance Department vide its un-official reference No.2809/ /4676-III, dated 19th February 1971.

By order and in the name of the Governor of Maharashtra

(A. N. HIRDE)
Under Secretary to Government.

To

The Chief Conservator of Forests, Maharashtra, Nagpur.
All Conservators of Forests.
All Divisional Forest Officers and Sub-Divisional Forest Officers in charge of Independent Sub-Divisions.
The Legislature and Cooperation Department.
The Finance Department. (Branch 'III')
'A', 'B', 'C' Branches, 'G-I' & 'G-II' Sections of Revenue and Forests Department.
'VI' Branch (select file).

ANNEXURE 19.17

Allotment of Grass Kurans.
Framing of rules for the ....

GOVERNMENT OF MAHARASHTRA,
Revenue & Forests Department,
Resolution No. MFP 1665/118931-(6)-F-2,
Sachivalaya, Bombay - 400 032.
Dated : 29th October, 1976.

READ : Government Resolution, Revenue and Forests Department No. MFP 1665/118931-I, dt. 8th Nov., 1971.

RESOLUTION :

In partial modification of the orders issued in the Government Resolution, mentioned above, the Government is pleased to direct that grass kurans of the Forests Department should be allotted, annually, to Military Farms/State Govts. Cattle Breeding Farms, on upset price, in the following order of priorities :-

i) Village Panchayats (except grass kurans which are traditionally being allotted to the existing Military Farms/State Govt. Cattle Breeding Farms).

ii) Military Farms/State Govt. Cattle Breeding Farms.

iii) Public bodies including Dairy Societies, and

iv) Forest Labourers' Co-operative Societies.

Kurans not allotted to any of the above bodies or farms should be sold by open auction.

2. The D.F.O. or the Sub-D.F.O. concerned should notify the list of all kurans available for disposal, to Military Farms/State Govt. Cattle Breeding Farms alongwith other public bodies to which kurans are allotted on upset price and invite applications from them in the same manner as authorised in that behalf. It is, however, not necessary for the Military Farms/ State Govt. Cattle Breeding Farms to furnish a 'No Objection Certificate' from the co-operation Department or the Dairy Development Department with the application. If the amount of upset price is not paid by the Farms within the time limit stipulated for the purpose, the allotment of grass kurans should be cancelled and the default should be taken into account while making allotment of grass kurans in the following year. Subject to these modifications, the orders issued in the Govt. Resolution mentioned above should be made applicable to the Military Farms/State Govt. Farms in the matter of allotment of grass kurans to them.

3. These orders issue with the concurrence of the Finance Deptt. (vide its un-official Reference No. 453/EXP-10, dt. 22-9-1976.

By order and in the name of the Governor of Maharashtra,
Sd/-xxxx
(J.S.GAWKAR)
Addl. Desk Officer,
Revenue & Forests Department.

To
The Chief Conservator of Forests, M.S., Pune and other concerned officers of important Departments.

Copy/MFP2176

ANNEXURE 19.18

विषय:-वन जमिनीवरील गवत कुरणाचे लिलावाबाबत.

महाराष्ट्र शासन
महसूल व वन विभाग
शासन परिपत्रक क्रमांक टिएजी १०८९/प्र.क्र. २१६१/म-११
मंत्रालय, मुंबई : ४०० ०३२
दिनांक २० ऑक्टोबर १९८९.

शासन परिपत्रक

राज्यात काही जिल्ह्यांत चारा टंचाई निर्माण होण्याची शक्यता विचारात घेवून शासनाने चारा निर्मितीसाठी जे विविध उपाय योजिले आहेत त्यामध्ये वन जमिनीवरील गवत टंचाई ग्रस्त भागातील क्षेतक-यांना पुरविणे ही एक योजना आहे आणि हे गवत उपलब्ध व्हावे म्हणून शासनाने घेतलेल्या निर्णयानुसार वन विभागाच्या व इतर विभागाच्या गवत कुरणांचे लिलाव संबंधित जिल्हाधिका-यांशी विचार विनिमय करून करण्यात यावे, अशा प्रकारचे आदेश सर्व संबंधित वन संरक्षक यांना देण्यात आलेले आहेत.

२. तथापि टंचाई संदृश्य परिस्थिती निर्माण होण्यापूर्वी जिल्हाधिकारी हे वन जमिनीतील कुरणांचा लिलाव करण्यास वेळीच परवानगी देत नाहीत. त्यामुळे वनकुरणांच्या लिलाव खरेदीस कोणी येत नाही आणि पर्यायाने शासनास महसूलास मुकावे लागते.

३. वरील प्रश्न हा शासनाचे विचाराधीन होता, विचाराअंती या प्रश्नावर खालील प्रमाणे आदेश देण्यात येत आहेत.

राज्यात सर्वसाधारण माहे जून मध्ये पावसाला सुरुवात होते. जून व जुलै या दोन महिन्यात सरासरीच्या निम्मा पाऊस पडतो. अशा परिस्थितीत वनकुरणांचा लिलाव करण्यास "नाहरकत प्रमाणपत्र" देण्यास हरकत असू शकत नाही. परंतु जिल्हाधिकारी वेळेवर प्रमाणपत्र देत नाहीत म्हणून आता असे आदेश देण्यात येत आहेत की, जून-जुलै मध्ये पडलेल्या पावसाचा अंदाज घेऊन आणि पीक परिस्थितीचा विचार करून विभागीय आयुक्त यांनी त्यांच्या विभागातील सर्व जिल्ह्यांबाबत वन विभागाकडील कुरणांचा लिलाव करावयाचा अगर कुरणे राखून ठेवायची याबाबत "नाहरकत प्रमाणपत्र" जुलै महिन्याच्या अखेरीस संबंधित वनसंरक्षक यांना द्यावेत. तसेच वनसंरक्षक यांनी लिलावाचे शर्तीत अशी एक अट घालावी की, या-याची टंचाई निवारण झाल्यास प्रत्येक ठेकेदाराने ठरावीक टक्केवारीनुसार किंवा ५० टक्केचारा शासनास चारा टंचाई निवारणासाठी शासनाने मंजूर केलेल्या दराने किंवा ठेकेदारास लिलावात झालेल्या खर्चाचा विचार करून वनसंरक्षक यांनी ठरविलेल्या दराने द्यावा.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

स्वा/-

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर यांचे कार्यालय

क्रमांक:-कक्ष-११/~~गतत~~ /२५/८७-८८/१२०९/८९-९० दिनांक :-२९-११-८९
नागपूर-४४० ००१,

प्रतिलिपी :-

१. वनसंरक्षक (सर्व)

२. विभागीय वन अधिकारी (सर्व)

यांना माहिती व जरूरी त्या कार्यवाहीसाठी रवाना.

विशेष कार्य अधिकारी,
प्रधान मुख्य वनसंरक्षक,
महाराष्ट्र राज्य,
नागपूर.

...

संघदे२८११८९

ANNEXURE 19.19

कार्यालय
अ.प्र.मु.व.सं. (अ.व.सं.वं मू.)
आवक. क्र- 72
दिनांक- 19/10/13

वन विभागात वनोपजाची विक्री
ई ऑक्शन द्वारे करण्याबाबत....

(ITFP, M.& E.)
Nagpur.

महाराष्ट्र शासन
महसूल व वन विभाग
शासन निर्णय क्र. एमएफपी-२०१२/प्र.क्र. १/फ-९
मंत्रालय मुंबई ४०० ०३२
दिनांक :- ७ ऑक्टोंबर, २०१३

वाचा :- महसूल व वन विभाग, शासन निर्णय क्र. एमएफपी-२०१२/प्र.क्र. १/फ-९, दिनांक १४.३.२०१३

प्रस्तावना:-

महाराष्ट्र राज्यात प्रचलित धोरणानुसार शासनाच्या दैनंदिन कामात संगणकीकरणाचा अधिकाधिक वापर करुन प्रशासनाला प्रशासनात गतिमानता, व्यापकता, पारदर्शकता आणावयाचे अपेक्षित आहे. तसेच महाराष्ट्र शासनाने सामान्य जनतेस शासनाची सेवा अधिकाधिक सुलभरित्या उपलब्ध व्हाव्यात या दृष्टीने ई गर्व्हनरनेस सारख्या प्रणाली अधिकाधिक वापरात आणण्याबाबत धोरण अंगिकृत केले आहे. शासनाच्या विविध विभागांनी त्यांच्याकडून होणाऱ्या निविदा विक्री इत्यादी संबंधी आर्थिक व्यवहार इंटरनेटवरुन ई-ऑक्शन, ई टेंडरिंग करण्याचेही ठरविले आहे. वनविभागाकडून विविध वनोपज उदा. तेंदु, इमारती, लाकूड बांबु इत्यादींची विक्री करण्यात येत असून या वनोपजांची विक्री ई-ऑक्शनद्वारे करण्याची बाब विचाराधीन होती.

शासन निर्णय:-

वनविभागाकडून विविध वनोपज उदा. तेंदु, इमारती, लाकूड, बांबु इत्यादींची विक्री करण्यात येत असून या वनोपजांची विक्री ई-ऑक्शनद्वारे करण्याकरिता खालील समिती गठीत करण्यात येत आहे :-

१. प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन), म.रा. नागपूर - अध्यक्ष
२. अपर प्रधान मुख्य वनसंरक्षक (अकाष्ट वनोपज, सनियंत्रण व मुल्यांकन), म.रा. नागपूर - सदस्य
३. अपर प्रधान मुख्य वनसंरक्षक (माहिती व तंत्रज्ञान), म.रा. नागपूर - सदस्य
४. संचालक, माहिती व तंत्रज्ञान किंवा त्यांचे प्रतिनिधी - सदस्य
५. मुख्य वनसंरक्षक (प्रा.), गडचिरोली. - सदस्य
६. जनरल मॅनेजर (प्लानिंग), एफडीसीएम, नागपूर - सदस्य
७. उपवनसंरक्षक, गोंदिया - सदस्य

८. तांत्रिक संचालक, NIC, नागपूर. - सदस्य
९. तांत्रिक संचालक, NIC, गडचिरोली. - सदस्य
१०. विभागीय वन अधिकारी, नागपूर. - सदस्य सचिव
(प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन), म.रा. नागपूर कार्यालय)

वरील समितीला १) ई-ऑक्शन करण्याची पूर्ण कार्यपध्दती ठरविणे, २) ई-ऑक्शनकरिता एजन्सी पारदर्शक पध्दतीने निवडणे व ३) ई-ऑक्शनकरिता अटी व शर्ती ठरविण्याचे अधिकार असतील.

वरील गठीत केलेली समिती वनोपजाच्या बाबतीत ई-ऑक्शनची प्रक्रिया राबविल. याबाबत ई-ऑक्शनकरिता लागणाऱ्या अटी व शर्ती बाबत बदल किंवा कसे? याबाबतची मान्यता प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), महाराष्ट्र राज्य, नागपूर यांजकडून प्राप्त करून घेईल. याबाबतची माहिती शासनास कळविल.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नांवाने

(डॉ.एम.यु.फारुखी)
सह सचिव (वने)
महसूल व वन विभाग

प्रति
प्रधान सचिव (वने), महसूल व वन विभाग, मंत्रालय, मुंबई.
प्रधान सचिव (माहिती व तंत्रज्ञान), मंत्रालय, मुंबई.
प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर
अपर प्रधान मुख्य वनसंरक्षक (अकाष्ट, वनोपज, सनियंत्रण व मुल्यांकन म.रा. नागपूर
अपर प्रधान मुख्य वनसंरक्षक (माहिती व तंत्रज्ञान), म.रा. नागपूर
संचालक, माहिती व तंत्रज्ञान, मुंबई
व्यवस्थापकीय संचालक, एफडीसीएम.
सर्व विभागीय आयुक्त.
सर्व जिल्हाधिकारी (प्र.मु.व.सं.कार्यालयामार्फत)
मुख्य वनसंरक्षक (सर्व)
उपवनसंरक्षक (प्रादेशिक), सर्व (प्र.मु.व.सं.कार्यालयामार्फत)
सर्व संबंधित अधिकारी.
निवडनस्ती फ-९ कार्यासन, महसूल व वन विभाग, मंत्रालय, मुंबई

ANNEXURE 19.20

तारीख :- क्रमांक टिएमबार१०८६/प्र.क्र.४१/फ-९
मत्स्य व वन विभाग,
मंत्रालय, मुंबई-३२
दिनांक १२ फेब्रुवारी १९८७.

प्रति,
मुख्य वन संरक्षक (उत्पादन)
महाराष्ट्र राज्य, पुणे.

व्यवस्थापकीय संचालक
वन विकास महामंडळ म.रा. नवाब ले आउट, टिव्हलनगर, नागपूर.

विषय :- सन १९८५-८६ मध्ये बकाबू विटाच्या ठेकेदारांना मंजूर झाल्यामुळे कुपात पडलेल्या झाडांबाबत.

संदर्भ :- आपले उपरोक्त विषयावरचे दिनांक २८ डिसेंबर १९८६ चे अ.शा.पत्र क्र.कक-९/एमएसी/सी/३८३/८५-८६/२००/८६-८७ पहावे.

संदर्भ पत्रानुसार व यापूर्वीच्या विक्रीत बकाबू लाकूड आणि कोळसा व्यापारी संघ यांचे पदाधिकारी व समाजसेवी संस्थांनी लाकूड कोळसा (बनविण्यासाठी बकाबू लाकूड विक्री झालेली लाकूड यांना मागणी-या संस्थांना वापरू शकत नाहीत. लाकडापासून कोळसा निर्मितीमध्ये ४-५ महिन्यांचा काल लागतो व पैसा हातचा पडतो त्यामुळे या कामासाठी मोठ्या रकमेची गरज असते अशी मागणी केली होती, सदर मागणीवर शासनाने सखोल विचार करून पुढील अटी निश्चित केल्या आहेत :-

अ) लिलाव झालेल्या तारखेपासून ७ दिवसांचे आत किंवा मुदतवाढ घेतल्यास ३० दिवसांचे आत विक्रीची ५० टक्के रक्कम भरावी. मुदतवाढीच्या कालावधीत १८ टक्के (अठरा टक्के) व्याज भरावयाच्या रकमेवर भरावे लागेल.

ब) उरलेली १/४ रक्कम ही लिलावाच्या तारखेपासून ९० दिवसांचे आत भरावी.

क) उरलेली १/४ रक्कम लिलावाच्या तारखेपासून १२० (एकशेवीस) दिवसांचे आत भरावी.

पैसे भरण्याच्या वरवेळी उशीर झाल्यास विक्रीची उरलेली सर्व रक्कम व भरावयाच्या रकमेवर १८ टक्के व्याज आणि दिलेल्या विक्रीच्या किंमतीच्या १० टक्के दंड आकारले जातील आणि पैसे दिलेल्या तारखेस न भरल्यास सदर लिलावाची कार्यवाही केली जावी. लिलाव रकमेच्या ५० टक्के रक्कम भरल्यानंतरच पूर्ण विक्रीचा माल कोळसा बनविण्यासाठी वाटण्यात यावा.

२. कोळसा भट्टी लावण्यापूर्वी पुढील सूचनांचे काटेकोरपणे पालन करावे.

१) कोळसा भट्टीची जागा ही जमिनी पासून दूर असावी व जमिनीस खड्डा पडलेला असू नये.

२) कोळसा भट्टीत वापरली जाणारी लाकडे ही रितीने ठेवलेली असावीत व तयापासून पाडण्यासाठी भट्टीत लाकडे टाकण्याआधी त्याचे वितळका पाडावा लागेल [ ] या कार्यालयाच्या अधिकाऱ्यांनी दिल्या शिवाय भट्टी लावू नये. पोरटी तोड केलेली लाकडे कोळसा भट्टीत वापरीत जात नाहीत यावर नियंत्रण ठेवणे आवश्यक आहे.

३. उपरोक्त तुमचा अभिप्रायासाठी पेश्यात यावेत व त्यावरो पुन्हा शासनाला पाठवावी.

स्वाक्षरी/-
[ग.रा.पाटे]
महसूल व वन विभाग

प्रतिलिपी,

१) जनसंपर्क, दक्षिण पश्चिम अमरावती, संभाजीनगर.

२. जनसंपर्क, उत्तर पश्चिम अमरावती, संभाजीनगर.

//पत्र.स्वाक्षरी.८४/२

ANNEXURE 19.21

OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS, M.S.PUNE

No.D-9/TMR-C/123/C-1 of 1986-87
Pune 411 001, Dated 22nd September, 1986.

CIRCULAR

Subject: Unified Depot SaleConditions-Charging of Ground Rent.

...

Government in Revenue and ForestsDepartment vide their Resolution No. TMR/1680/117241-CR 937-III/F-9 dated 29th April, 1986 have modified the Unified Depot Sale Conditions for sale of timber, fuelwood, charcoal and bamboos (in Depots and in-situ) with a view to ensuring smooth conduct of sales to remove financial hardship and inconvenience caused to the timber and fuelwood traders,

2.0 EXTENSION FOR REMOVAL OF MATERIAL

2.1 According to condition 15 of the Unified Depot Sale Conditions, the Auction Purchaser or the Purchaser on resale, as the case may be, is required to remove the material within 90 days from the date of auction/date of communication of acceptance by the Competent Authority, as the case may be, after making full payment of the sale price, Sales Tax, Forest Development Tax and other taxes, rates and duties as are leviable thereon and interest if any. However, if the Auction Purchaser or the Purchaser on resale, as the case may be, fails or neglects to remove the material within 90 days, he is NOT entitled to remove the material without obtaining the prior permission in writing from the Divisional Forest Officer/Sub-Divisional Forest Officer of Independent Sub Division for which he should apply a week before the expiry of 90 days. The Auction Purchaser or the Purchaser on resale, asthe case may be, can remove the matterial before the expiry of the date specified in such permission by paying in cash the prescribed ground rent. In case of failure on part of the Auction Purchaser or the Purchaser on resale, as the case may be to remove material within the extended period he has to obtain prior permission from the Conservator of Forests who may grant permission by charging an additional sum by way of penal ground rent which shall NOT exceed 10 percent of the value of the said material or refuse.

2.2 In the condition 15 the period upto which the extension for removal of material, for which full payment has been made, has NOT been indicated. In the previous Unified Depot Sale Condition prescribed by the Government in Revenue and Forests Department vide their Resolution No. TMR 1677/128178-F-5 dated 24th September, 1980, this period was from 90 days to 180 days as per condition No.16 and thereafter the permission of the Conservator of Forests was required to be obtained. It is therefore, necessary that this period of granting extention by the Divisional Forest Officer/Sub-Divisional Forest Officers of Independent Sub-Division is to be decided.

2.3 This issue was discussed during the Senior Forest Officers Conference held at Nagpur 22nd September, 1986 and it was decided that the period upto which the Divisional Forest Officer/Sub Divisional Forest Officer of Independent Sub-Division can grant permission for which full payment has been made to remove material after 90 days should be from 91 days to 180 days. Thereafter permission of the Conservator of Forests would be required.

3.0 GROUND RENT

3.1 In order to bring uniformity in charging of ground rent in all the Circles orders were issued vide this office No.D-9/TMR/C/618/80-81/10272 dated 1st March, 1982 prescribing rates to be charged for timber, firewood, charcoal and bamboos, However, they created some difficulty in proper interpretation specially in case of firewood and also in view of changed circumstances they were required to be given a fresh look. Hence this issue was discussed during the senior Forest Officers Conference held at Nagpur on 22nd September, 1986 and it was decided as under.

3.2 The Auction Purchaser or the Purchaser on resale, as the case may be, who has made full payment of the sale price, Sales Tax, Forest Development Tax and other taxes, rates and duties as are leviable thereon and interest, if

and had applied a week before the expiry of 90 days can remove the material before the expiry of the date specified in such permission which shall be restricted upto 180 days after paying in cash the ground rent calculated as follows -

Sr.No	Item		Rate of Ground Rent
i)	Timber	-	Rs. 15.00 Per cu.m. or fraction of it per month.
ii)	Fuelwood	-	Rs. 5.00 per cu.m.stacked or fraction of it per month.
iii)	Bamboos	-	Rs. 5.00 Per 100 numbers or fraction of it per month.
iv)	Charcoal	-	At the rate of Rs. 250.00 per heetare Minimum area should be 0.2 ha. for charging the rent or part of it per month.

NOTE : a) The ground rent should be recovered on the balance quantity lying in the depot.

b) Any quantity less than 1 cu.m. should be reckoned as 1 cu.m, for the purpose of ground of ground rent.

c) The ground rent should be recovered for a minimum period of one month. The period less than 30 days should be reckoned as one month.

4.0 The Conservator of Forests are therefore requested to ensure that the above rates of ground rent along with the NOTE a, b & c are included in the sale condition No. 15 at the end of first paragraph after the words "after paying in cash the ground rent caulated at the rate of-". In view of this further words viz. "Rs. per day per lot for such entire further period" needs to be deleted.

5.0 These rates will come into force from 1st October, 1986 onwards.

(V.K. KRABHU)
Chief Conservator of Forests (Production),
Maharashtra State, Pune.

To,

The Conservator of Forests (ALL).
Copy to the Divisional Forest Officers/Sub-Divisional

Forest Officers of the Independent Sub-Division (ALL).

Copy forwarded with compliments for necessary action to

1) The Managing Director, Forest Development Corporation of Maharashtra Ltd., Nagpur.

2) The Regional Manager, Forest Development Corporation of Maharashtra Ltd., (ALL).

3) The Divisional Managers, Forest Development Corporation of Maharashtra Ltd., (ALL).

Copy submitted to the Secretary (Forests), Revenue and Forests Department, Mantralaya, Bombay-400 032 for information.

(V.K. PRABHU)
Chief Conservator of Forests (Production),
Maharashtra State, Pune.

ANNEXURE 19.22

OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS,
MAHARASHTRA STATE, NAGPUR.

CIRCULAR

Sub:- Unified Depot Sales Condition .....
Charging of ground rent.

No.Desk-16/Sale/A-2/[illegible]/90-91.
Nagpur-440 001, Dated [illegible].9.1990.

Vide this office Circular No.D-9/T&R-C/123/3-1 of 1986-87 dated 22nd Sept. 1986, the rate of ground rent to be charged on timber, fuelwood, long bamboo and charcoal, in case of grant of extension in time for removal of material beyond the period of 90 days, computed from the date of auction/date of communication of acceptance by the competent authority, but limited to a maximum of 180 days, were prescribed.

2.0 It has come to the notice of this office that in absence of the prescribed rate of ground rent to be charged for bamboo bundles, different rates of ground rent are being levied in different Forest Circles. To bring uniformity in this respect, it is directed that the ground rent for bamboo bundles should be calculated at the following rates:-

Sr.No.	Item	Rate of ground rent
1.	Bamboo bundles	Rs.33/- per 100 bamboo bundles, each bamboo bundle containing 20 pieces of 2 mtrs length each, i.e. for 2 Notional Tons per month.
2.	Bamboo bundles	Rs.16.50 per 100 bamboo bundles, each bamboo bundle containing 20 pieces of 1 mtr.length each, i.e. for 1 Notional Ton per month.

Note :- (A) The ground rent should be recovered on the balance quantity lying in the depot.

(B) Quantity less than 100 bamboo bundles should be reckoned as 100 bamboo bundles for the purpose of recovery of ground rent.

(C) The ground rent should be recovered for a minimum period of 1 month. The period less than 30/31 days should be reckoned as 1 month.

3.0 These rates will come into force with immediate effect.

(M.G.Sardar)
Chief Conservator of Forests(Production)
Maharashtra State, Nagpur.

To, The Conservator of Forests(all)

Copy to Divisional Forest Officers (all), All Sub-Divisional Officers of the Respondant Divisions, for necessary action.

ANNEXURE 19.23

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर यांचे कार्यालय

परिपत्रक

क्रमांक: कक्ष-१६/विक्री/ए-२/४०/३६१/९१-९२.
नागपूर-४४० ००१, दिनांक ९ जुलै. १९९१.

विषय:- आगारावरील लिलांव रकमेच्या वसुली बाबत.....

संदर्भ:- वनसंरक्षक, ठाणे यांचे पत्र क्रमांक कक्ष-६[१]/विक्री/का.वि.१३१२/९१-९२, दिनांक ८.३.९१.

उपरोक्त संदर्भिय पत्राद्वारे आगारावरील लिलांव रकमेच्या भरणा संबधात मार्गदर्शन मागीतले आहे. या संबधात कळविण्यात येते की कंत्राटदारांनी जरी ड्राप्ट लिलांव शर्तीप्रमाणे मुदतीचे आत काढले असले तरी ज्या दिवशी सदर ड्राप्ट संबधित वनअधिका-याकडे हजर करण्यात आले, त्याच दिवशी लिलांवाची विक्री रक्कम भरली असे गृहीत धरण्यात यावे.

२.० लिलांव रकमेचा भरणा करण्यास चालान तयार करून देण्यास हरकत नाही तथापी चालान उशिरा प्राप्त झाले म्हणुन भरणा करण्यास उशिर झाला ही सबब मान्य करण्या। येऊ नये. चालान तात्काळ देण्याबाबत आवश्यक तजवीजपण ठेवावी.

मो.६२५५२
९।७।९१

मुख्य वनसंरक्षक [उत्पादन]
महाराष्ट्र राज्य, नागपूर.

प्रति,

वनसंरक्षक [सर्व]
उपवनसंरक्षक [सर्व]
व्यवस्थापकीय संचालक, एफ.डी.सी.एम. लि. नागपूर.
प्रादेशिक व्यवस्थापक, एफ.डी.सी.एम. लि. [सर्व]
विभागीय व्यवस्थापक, एफ.डी.सी.एम. लि. [सर्व]

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ANNEXURE 19.24

Sub.: Acceptance of offers below the sanctioned upset prices.

No.TMR/C/15/72-73/ 8120 of 74-75;
Pune-1, dated the 29th July, 1974.

M E M O.

In the Senior Forest Officer's Conference held from 4th to 8th September, 1972, the subject (No.30) acceptance of offers below the sanctioned upset price was discussed. In this respect the following executive orders are issued for guidance :-

In cases of sales of Forest produce, if the offer received, either in open auction or in tender, as is less than the sanctioned upset price and if in the opinion of the Divisional Forest Officer, there is no likelyhood of getting any more price in future, the D.F.O. concerned may accept the offer on "2 War" taking into account the merits of the case. The D.F.O. will then refer the matter to the C.F. concerned, giving full justification for recommending the acceptance of sale at the price less than the sanctioned up set price. The Conservator of Forests concerned will then issue necessary orders within the stipulated period about the acceptance or otherwise of the offer. This may kindly be brought to the notice of all the D.F.O.

Sd/-
Chief Conservator of Forests,
Maharashtra State, Pune.

To

The Conservator of Forests,
All (Territorial).

D-18-10-copy(4)

ANNEXURE 19.25

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर यांचे कार्यालय.

क्र:कक्ष-१६/विक्री/ए-२/ ९०१३ /९०-९१,
नागपूर-४४० ००१, दिनांक: २५.२.१९९१.

परिपत्रक:-

इमारती लाकूड, कोळसा, बांबू, जळाऊ लाकूड (आगारामध्ये व मुळ जागी असलेले) यांच्या विक्री बाबतच्या एकीकृत आगार विक्री शर्ती, शासन निर्णय टिएमबार १६८०/११७२४१/सीआर-९३७/तीन/फ-१, दिनांक:२१.४.१९८६ अन्वये मंजुर करण्यात आलेल्या आहेत.

२.० उपरोक्त शासन मंजुर लिलाव अटी व शर्तीतील अट क्रमांक:१२ अ व १२ ब मध्ये विक्री मुल्याची एकीत रक्कम खरेदीदाराने खात्याकडे कशा प्रकारे प्रदान करावी याबाबत निर्देश दिलेले आहेत. सदर अटीनुसार लिलाव मंजुरीची दिनांक व व्याजाची आकारणीबाबत वन विभागानुसार मतभिन्नता आढळून आल्याचे निदर्शनास आल्यामुळे लिलाव मंजुरीची दिनांक व व्याजाची आकारणी बाबत खालील प्रमाणे सुस्पष्ट खुलासा करण्यात येत आहे.

३.० लिलावांची प्रक्रिया जर लिलावाच्या दिवशीच संपत असेल तर तोच दिवस लिलाव मंजुर दिवस समजण्यात यावा, परंतु लिलावाची प्रक्रिया जर एका सलग दिवसापेक्षा जास्त दिवस चालत असेल तर लिलावाचा शेवटचा दिवस लिलाव मंजुर दिवस समजण्यात यावा व त्यानुसार विक्री मुल्याची १/४ व ३/४ रक्कम लिलाव शर्ती क्रमांक:१२ अ व १२ ब प्रमाणे वसुल करण्यात यावी. जे लिलाव दोन वार राखुन ठेवलेले असतील त्याबाबत तक्षम अधिकाऱ्याने सदर लिलाव मंजुरीचे कळविल्याचे दिनांक लिलाव मंजुरीचा दिनांक समजण्यात यावी.

४.० अट क्रमांक:१२ अ व १२ ब प्रमाणे विक्री मुल्याच्या विलंबीत प्रदाना बाबत व्याज आकारतांना फक्त विलंबित विक्री मुल्या इतक्या रकमेवरच व्याजाची आकारणी करावी. त्यात वन विकास कर व विक्री कर यावा समावेश करण्यात येऊ नये. सदर आदेश परिपत्रक निर्गमित झाल्याचे तारखेपासुन अंमलात येतील.

मुख्य वनसंरक्षक (उत्पादन),
महाराष्ट्र राज्य, नागपूर.

प्रति:-

वनसंरक्षक (सर्व-प्रादेशिक).
उपवनसंरक्षक (सर्व).
व्यवस्थापकीय संचालक, एफ.डी.सी.एम. लि., नागपूर.
प्रादेशिक व्यवस्थापक, एफ.डी.सी.एम. लि. (सर्व).
विभागीय व्यवस्थापक, एफ.डी.सी.एम. लि. (सर्व).
कक्ष अधिकारी-६, यांना त्यांचे पत्र क्र:कक्ष-६/लेप/स/९२०, दिनांक: १.१.१९९० चे अनुक्रमाने माहितीस अग्रेषित.

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र रा. पत्र कार्यालय.

परिपत्रक

क्रमांक:कक्ष-१६/विक्री/ए-२/८८९/९४-९५
नागपूर -४४० ००१, दिनांक : २२ सप्टेंबर ९४

विषय:-दोन वार वर ठेवलेल्या लिलावाच्या मंजुरीचे दिनांकाबाबत.

संदर्भ :-या कार्यालयाचे परिपत्रक क्र.कक्ष-१६/विक्री/ए-२/१०१३ दिनांक २५.२.१९९१.

...

दोन वारवर ठेवलेल्या लिलावाचे मंजुरीस काही प्रकरणी उशीर झाल्याने अडचणी निर्माण झाल्याचे आढळून आले आहे. या संदर्भात परिपत्रक क्र.कक्ष-१६/विक्री/ए-२/१०१३, दिनांक २५.२.९१ अन्वये लिलाव मंजुरीचा दिनांक व व्यापारी आकारणीबाबत सूचना देण्यात आलेल्या आहेत. जे लिलाव दोन वारवर राखून ठेवलेले असतील अशा लिलाव मंजुरीच्या दिनांकाबाबत खालीलप्रमाणे सूचना देण्यात येत आहेत.

[१] लिलाव करणारे उपवनसंरक्षक यांनी दोनवार वर ठेवलेल्या लिलाव प्रकरणे, आवश्यक माहिती व शिफारशीसह सक्षम अधिकाऱ्याकडे मंजुरीकरिता लिलावाच्या शेवटच्या दिवसानंतर पाच दिवसाचे आंत सादर करावीत.

[२] सक्षम अधिकारी यांनी प्रकरणे प्राप्त झाल्यावर पाच दिवसाचे आंत दोन वारवर ठेवलेल्या लिलावा बाबत निर्णय घेऊन संबंधित उपवनसंरक्षक यांना परत करावीत.

[३] उपवनसंरक्षक यांनी सक्षम अधिकारी यांचेकडून दोनवार वर ठेवलेल्या लिलावा संबंधी निर्णय दिल्याचे तारखेपासून तीन दिवसाचे आंत लिलाव आहेर करून सूचना फलकावर लावावेत.

[४] उपवनसंरक्षक यांनी लिलाव आहेर केल्याचा दिनांक ही लिलाव मंजुरीची तारीख समजण्यात यावी.

२.० वर सूचित केलेली कालमर्यादा ही अधिकतम मर्यादा आहे. सर्व संबंधितांनी व्यावहारिकतेत दक्षता ठेवून लिलाव प्रकरणे लवकरात लवकर निकाली काढावीत.

३.० एकीकृत आगार विक्री शर्तीनुसार लिलाव अथवा विक्री करतांना १/४ रक्कम किंवा ३/४ रक्कम भरण्यासाठीच्या मुदतीमधील शेवटचा दिवस जर सरकारी बँकांचा सुट्टीचा दिवस असेल अथवा राज्य शासनाची कार्यालये बंद असतील तर सदर शेवटच्या दिवसानंतर लगतचा बँक/कार्यालय सुरु असेल तो १ दिवस, हा संबंधित मुदतीतील अखेरचा दिवस समजण्यात यावा.

मुख्य वनसंरक्षक [उत्पादन]
महाराष्ट्र राज्य, नागपूर.

प्रति,
वनसंरक्षक[सर्व]
उपवनसंरक्षक[सर्व]

प्रतिलिपी:-प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य नागपूर यांस माहितीस्तव सादर.
प्रतिलिपी:-मुख्य वनसंरक्षक[सर्व] यांना माहिती व आवश्यक कारवाईस्तव सस्नेह अग्रेषित.

ANNEXURE 19.26

पत्र

तत्काळ

क्र.एफसोटी-१५८१/९३५४४-फ-१.
महसूल व वन विभाग, मंत्रालय, मुंबई-३२.
दिनांक ४ मे १९८१.

प्रति,

मुख्य वनसंरक्षक,
महाराष्ट्र राज्य, पुणे.

विषय :- जंगल तोडीची कंत्राटी पध्दत बंद करणे.

दिनांक २५-३-१९८१ रोजी अंदाजपत्रकामधील वन विभागाच्या मागण्यांवरील चर्चेला उत्तर देताना माननीय वन मंत्र्यांनी विधानसभागृहात अशी घोषणा केली की जुलै १९८१ पासून जंगल तोडाईची कंत्राटी पध्दत बंद करण्यात येईल व जंगल तोडाईची सर्व कामे वन विभागातर्फे [अथवा जंगल कामगार सहकारी संस्था मार्फत] करण्यात येतील. वरील आश्वासनाची पूर्ती करण्याच्या हेतूने जुलै १९८१ पासून अपवादात्मक प्रकरणे वगळता जंगल तुपांची विक्री थांबविण्यात यावी व जेव्हा "अपवादात्मक प्रकरण" म्हणून जंगल तुपांची विक्री करावयाचे असेल तेव्हा शासनाची पूर्व परवानगी घेण्यात यावी. त्याचप्रमाणे जुलै १९८१ पासून जंगल तोडीची सर्व कामे जंगल कामगार सहकारी संस्था अर्थात वन विभागा-मार्फत करण्याच्या दृष्टीने आवश्यक कार्यवाही करावी.

महाराष्ट्र राज्यपाल यांच्या आदेशानुसार व नावाने,

सही/-
[ग.गं.पंदारकर]
उप सचिव, महाराष्ट्र शासन, महसूल व वन वि.

प्रतिलिपी रवाना :-

कार्यकारी संचालक, महाराष्ट्र वन विकास महामंडळ मर्यादित, नागपूर
सर्व वनसंरक्षक,
महाराष्ट्र वन विकास महामंडळाचे सर्व प्रादेशिक व्यवस्थापक,
सर्व विभागीय वन अधिकारी व स्वतंत्र उप विभागांचे
उपविभागीय वन अधिकारी.
वित्त विभाग [इश्वरापी १०]
कार्यासन फ-२/फ-३/फ-५/फ-६ महसूल व वन विभाग.
फ-१ कार्यासन, महसूल व वन विभाग [सिलेक्ट फाईल]

ANNEXURE 19.27

महाराष्ट्र जमीन महसूल संहिता, 1966
च्या कलम 44 अन्वये कोळसा भट्टया
लावण्यासाठी बिनशेती वापराच्या
परवानगी बाबत.

महाराष्ट्र शासन,
महसूल व वन विभाग,
शासन निर्णय क्र.एनएपी 1087/16203/सीआर 1128/ल–2
मंत्रलय, मुंबई 400 032.
दिनांक 19 फेब्रुवारी, 1992.

वाचा :– शासन निर्णय आदेश क्र. सम दिनांक 11 मे, 1987.

शासन निर्णय :–

शासन निर्णय, महसूल व वन विभाग क्र.एनएपी 1087/16203/सीआर 1128/ल–2, दिनांक 11 मे 1987 च्या आदेशानुसार अवैध वृक्षतोडीला आवर घालण्यासाठी कोणत्याही परिस्थितीत कोळसा भट्टयासाठी जमिनीचा तात्पुरता अकृषिक वापर करण्यासाठी महाराष्ट्र जमीन महसूल संहिता 1966 खालील परवानगी देण्यात येवू नये असे आदे देण्यात आले होते.

2. उपरोक्त आदेशाचे पुनरिक्षण करुन समक्रमांकाचे दिनांक 11 मे 1987 चे आदे आता रद्द करण्यात येत असून त्याऐवजी पुढील सुधारित आदेश शासन देत आहे. कोळसा भट्टयांसाठी अकृषिक परवनगी, महाराष्ट्र जमीन महसूल संहिती 1966 च्या कलम 44 व महाराष्ट्र जमीन महसूल (जमिनीच्या वापरात बदल व अकृषिक आकारणी) नियम, 1969 च्या तरतूदींना अधिन राहून खालील अटींवर देण्यात यावा.

1. कोळसा भट्टयांसाठी वनखात्याचे '' ना हरकत प्रमाणपत्रा' घेण्यात यावे.

2. कोळसा भट्टयांची जागा संरक्षित वा राखीव वनाच्या हद्दीपासून किमान 10 कि.मी. अंतरावर असावी.

3. कोळशाची वाहतुक पावसाळयात करण्यात येवू नये.

4. अकृषिक परवान्याचा काळ एक वर्षासाठी मर्यादित ठेवावा.

5. आरागिरण्यांप्रमाणेच कोळसा भट्टयांसाठी वन विभागाचा परवाना घेण्यात यावा.

6. जमीन मालकांनी जितकी झाडे तोडण्यात आली असतील त्याच्या दुप्पट झाडे लावली पाहिजेत.

7. कोळसा भट्टयांची जागा पर्यावरणाच्या दृष्टीने जो परिसर संवेदनशील वा अतिसंवेदनशील असेल अशा ठिकाणापासून किमान 25 कि.मी. अंतरावर असणे आवश्यक आहे.

अकृषिक परवानगी देताना जंगलावर अनिष्ट परिणाम होणार नाही याची वनसंरक्षक / जिल्हाधिकारी यांनी वनखात्याच्या सल्ल्याने उचित कार्यवाही करावी.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

स्वा/–
(भा.सु.तायडे)
अतिरिक्त कार्यासन अधिकारी.
महसूल व वन विभाग.

ANNEXURE 19.28

THE MAHARASHTRA LAND REVENUE (REGULATION OF RIGHT TO TREES ETC.,) RULES, 1967*

1. Short title - These rules may be called "The Maharashtra Land Revenue (Regulation of Right to Trees etc.) Rules, 1967",

A. Regulation of cutting of trees for prevention of erosion of soil.

2. Cutting of trees prohibited in certain cases- (1) No tree within thirty metres of the extreme edge of the bank of any water-course, spring or a tank shall be cut, except with the previous permission of the Collector.

(2) In any case not falling under sub-rule (1), no tree in any holding or part of a holding containing uncultivable land in which economic cultivation of field crop is not possible shall be cut without the previous permission of the Collector, if the tree growth in that holding or part of holding is less in proportion than twenty trees per acre.

(3) Any person committing a breach of this rule shall, in addition to any other consequences that would ensue from such breach, be punishable with such fine not exceeding one thousand rupees as the Collector may, after giving such person an opportunity to be heard deem fit to impose.

Explanation 1- For the purposes of this rule, a water-course includes all streams, rivers, rivulets and nallas in which water is collected during the monsoon or otherwise and which usually retains water upto the end of December, but does not include small temporary channels formed by the run off of water during the monsoon.

Explanation 2- If any question arises, whether any tree is within thirty metres of the extreme edge of the bank of any water-course, spring or tank, or whether any holding or part thereof contains any unculturable land or land in which economic cultivation of field crop is not possible, the question shall be referred to the Collector.

3. When cutting of such trees may be permitted - The Collector may, on an application made by the holder in that behalf, permit the cutting of trees referred to in Rule 2, if-

(i) the trees or parts thereof are likely to cause any harm or damage to life or property or that there is likelihood of pollution of drinking water; or

(ii) the trees are dead or dying; or

(iii) the removal of trees is in the best interest of the holder for the production of food crops which may be getting a setback by the shade of such trees on culturable land under regular food crops.

B. Procedure for purchase of Trees in Occupancy

4. Application to purchase right in trees- Where an occupant desires to purchase the right in trees in his holding and to fix the value of such right under sub-section (2) of Section 25, he shall make an application to the Collector specifying the number and species of trees, and the name of the person in whom the right in trees vests. It shall be accompained by a copy of the field book (Khasra) pertaining to the holding or a copy of an extract of any other document which purport to show the existing rights in the trees.

---

* Government Notification No. UNF. 1567 (b)-R, dated 1-9-1967 (M.G., Pt. IV-B, p.2145) as amended by Government Notification No. UNF. 1567 (b)-R, dated 4-8-1968 (M.G.,Pt.IV-B, p.729).

5. Procedure on receipt of application- (1) On receipt of an application the Collector shall cause a notice to be served on all persons in whom the right in trees vests; and a proclamation to be issued in Form A appended to these rules, calling upon the person interested to lodge their objections, if any, against the purchase of such right.

(2) The notice shall be served in accordance with the provisions of Section 230 and proclamation shall be issued in accordance with the provisions of sub-section (2) of Section 192.

6. Enquiry into application- (1) On the date fixed for the hearing or any other date to which the hearing may be adjourned, the Collector shall after examining the parties and hearing any evidence that may be produced, record an order specifying therein-

(i) the number and description of the trees;

(ii) the value of the rights; and

(iii) the period, not being less than thirty days, within which the value so fixed shall be paid and the person to whom it shall be paid by the occupant.

(2) If the occupant fails to pay the amount or to produce the receipt for such payment on the date fixed, it shall be presumed that he does not intend to purchase such rights; whereupon, the Collector shall assess the cost incurred for issue of notice and proclamation under Rule 5 and conduct the enquiry and the cost so assessed shall be payable by the occupant.

7. Copy of order to be sent to Talathi- On production of the receipt of payment of the value of trees by the occupant, the Collector shall send a copy of the order passed under Rule 6 to the Talathi for making necessary entries in the records.

Form 'A'

[*See* Rule 5]

Proclamation

Whereas ..... son of ..... of village ..... Taluka ..... has made an application under [sub-section (2) of Section 25 of the Maharashtra Land Revenue Code, 1966 (Mah. XLI of 1966), for the purchase of rights in trees in his holding described in schedule below :-

All persons interested are hereby informed that the undersigned will examine the application in his Office at ..... O' clock on the ..... Any person who has any claim to make or objection to lodge should do so at that time.

SCHEDULE

Serial No.	Name of Village with Taluka	Survey No. / Plot No.	Area	No. and species of trees	Names of persons in whom the right in trees vest
1	2	3	4	5	6

Given under my hand and seal.

Dated, the ..... 19 .....

Collector.

Seal of the Collector.

REVENUE AND FORESTS DEPARTMENT

Madam Cama Marg, Hutatma Rajguru Chowk, Mantralaya,
Mumbai 400 032, dated 1st August 2017

NOTIFICATION

MAHARASHTRA LAND REVENUE CODE, 1966.

No. MIS. 10/0417/C.R.243/Kh.—In exercise of the powers conferred by clause (*vi*) and (Lxiii) of sub-section (*2*) of section 328 of the Maharashtra Land Revenue Code, 1966, (Mah.XLI of 1966), and of all other powers enabling it in that behalf, the Government of Maharashtra is hereby pleased to make the following rules further to amend the Maharashtra Land Revenue (Regulation of Right to Trees etc.) Rules, 1967, the same having been previously published as required by sub-section (*1*) of section 329 of the said Code, namely :—

1. These rules may be called the Maharashtra Land Revenue (Regulation of Right to Trees etc.) (Amendment) Rules, 2017.

2. In the rule 2 of the Maharashtra Land Revenue (Regulation of Right to Trees etc.) Rules, 1967 (hereinafter referred to as "the principal Rules"),—

(*a*) in sub-rule (1), for the word "Collector" the words "Tree Officer " shall be substituted ;

(*b*) in sub-rule (2), for the word "Collector" the words "Tree Officer " shall be substituted ;

(*c*) in sub-rule (3), for the word "Collector" the words "Tree Officer " shall be substituted ;

(*d*) after Explanation 2, the following Explanation shall be inserted, namely :—

"*Explanation* 3.—For the purpose of this rule and rule 3, " Tree Officer" means a Forest Officer not below the rank of a 'Range Forest Officer' as defined under clause (*ff*) of section 2 of the Maharashtra Felling of Trees (Regulation) Act, 1964 (Mah.XXIV of 1964), and the forest officer means a Forest Officer as defined in the Indian Forests Act, 1927 (16 of 1927), in its application to the State of Maharashtra.".

3. In rule 3 of the principal Rules, for the word "Collector" the words "Tree Officer " shall be substituted.

By order and in the name of the Governor of Maharashtra,

RAJENDRA KSHIRSAGAR,
Deputy Secretary to Government.

ON BEHALF OF GOVERNMENT PRINTING, STATIONERY AND PUBLICATION, PRINTED AND PUBLISHED BY SHRI PARSHURAM JAGANNATH GOSAVI, PRINTED AT GOVERNMENT CENTRAL PRESS, 21-A, NETAJI SUBHASH ROAD, CHARNI ROAD, MUMBAI 400 004 AND PUBLISHED AT DIRECTORATE OF GOVERNMENT PRINTING, STATIONERY AND PUBLICATION, 21-A, NETAJI SUBHASH ROAD, CHARNI ROAD, MUMBAI 400 004, EDITOR : SHRI PARSHURAM JAGANNATH GOSAVI.

ANNEXURE 19.29

THE MAHARASHTRA LAND REVENUE (DISPOSAL OF GOVERNMENT TREES, PRODUCE OF TREES, GRAZING AND OTHER NATURAL PRODUCTS) RULES, 1969*

In exercise of the powers conferred by clause (vii) of sub-section (2) of Section 328 of the Maharashtra Land Revenue Code, 1966 (Mah. XLI of 1966), and in supersession of all previous rules made in this behalf, and continued in force by virtue of the proviso to Section 336 of the said Code the Government of Maharashtra hereby makes the following rules, the same having been previously published as required by sub-section (1) of Section 329 of the said Code, namely:-

1. Short title- These rules may be called the Maharashtra Land Revenue (Disposal of Government Trees, Produce of Trees, Grazing and other Natural Products) Rules, 1969.

2. Definitions- In these Rules -
(a) *"Code"* means the Maharashtra Land Revenue Code, 1966.
(b) *"Section"* means a section of the Code.

3. Disposal of trees, etc., belonging to Government- (1) Where any trees belonging to the State Government are sold under Section 26, the sale shall be by public auction or otherwise as the Collector may, in consultation with the Conservator of Forest, direct.

(2) Brush-wood, jungle or other natural product such as lac, honey, gum, resin, catacha and the like, growing on land belonging to the State Government may be sold under Section 26 by the Collector by public auction either for a period of one year or for any term not exceeding five years.

4. Disposal of grazing:- The grazing of unoccupied land vesting in the State Government (whether a survey settlement extends to such land or not, and whether the same is assessed or not) and in all lands specially reserved for grass or for grazing (except land assigned under Section 22 or included in the Nistar-Patrak prepared under Section 161, may be disposed off by public auction by way of lease or otherwise year to year, or for any term not exceeding five years, to any person as the Collector deems fit either by field or in tracks, and at such time as the Collector may determine on the conditions that-

(i) the land shall not be brought under cultivation;
(ii) such person shall be entitled to charge such grazing fees as he may, with the previous sanction of the Collector, fix;
(iii) every resident or cultivator of the village shall be permitted to graze cattle on such land on payment of fees fixed under clause(ii).

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* Government Notification No. UNF. 1567 (F)-R, dated 3rd April, 1969 (M.G.,Pt.IV-B, p.512).

(v) Such person shall have no right in trees and forest products standing on such land.

5. Cancellation of right - (1) The right conferred on any person under Rule 4 may be cancelled-

(i) if such person commits any breach of the conditions mentioned in Rule 4 or fails to pay the lease money on the due date; or

(ii) if a majority of the persons grazing cattle on the land desire it.

(2) The order of cancellation shall take effect from the 1st of June following the date of such order.

6. Procedure to be followed when there is no offer for lease of grazing- If no one offers to take the land under Rule 4 or if a majority of the people in the village concerned declare that the land is not required for grazing, the Tahsildar shall direct the land to be recorded as land available for cultivation.

7. Delegation - The Collector may delegate the powers conferred upon him under these rules to the Sub-Divisional Officers and Tahsildars in the district.

ANNEXURE 19.30

Timber and Hardwood..supply of from Government Forest Depots.

Government of Maharashtra
Revenue and Forests Department
Resolution No.TMR-1380/98056-F-5,
Mantralaya, Bombay-32, dated the 11th Nov. 1980.

READ : G.R. R.& F.D.No.TMR-1374/43250-F-5,dt.17-3-77.

The C.C.F.letter No.D-16/Sch/rates/A-212 of 80-81, dated 18-8-1980.

RESOLUTION : In partial modification of para 3 of the G.R., quoted above,Govt.is pleased to direct that the schedule of rates shall be deemed to be the rates fixed by the C.F. concerned (and not by the C.C.F.) from time to time, representing approximately the price which would have been realised if the material would have been sold by auction/tender. Forthis purpose the C.F. should fix the scheduled rates for each species and grade for each depot in their respective circles and ensure that the rates are revised at least once in a year. If the C.F./D.F.O. feels that the prices of any type of timber have increased substantially i.e. by about 20% within a short period, the C.F./D.F.O. should revisethe price without waiting for a period of one year to elapse. A copy of the schedule of rates fixed by C.F. should be invariably forwarded to the C.C.F. In case, the C.F. has not fixed the schedule rates in respect of any item or for the specification desired or for any area or the period for which the same having been fixed, is over the D.F.O./Ind.D.F.O. shall be competent to determine the scheduled rates for the teak/hardwood desired on the basis indicated above.

This Resolution issues with the concurrence of the Finance Deptt.(vide its un official reference No. 885/80/EXP-10, dated 14-10-1980).

By order and in the name of the Governor of Maharashtra,

Sd/- M.D.Gokhale,
Desk Officer,
Revenue and Forests Department.

Copy to Chief Conservator of Forests, M.S.Pune.

D-2-4-copy

ANNEXURE 19.31

Sub:-Grading rules for classification of timber logs-

No.D-16/Grading Rules/ 280
Pune-1 Camp Nagpur 23rd Sept. 1978.

MEMO:

The proposed grading rules were circulated to the Conservator of Forests vide this office No.D-16/104/ Grading Rules/1508 dated 4-5-1978. This subject was discussed in meeting held at Nagpur on 24-8-78 and 23-9-78,

It is now decided that the revised Grading Rules and clasification should be adopted for the grading of logs from 1-10-1978. The grading qualities rules for teak and non-teak species will be the same and the classification rules may be adopted suitably for non-teak species only. The grading rules are enclosed for information and compliance.

Encl:-statement 2.

Sd/-
Chief Conservator of Forests,
M.S.Pune.

To
The D.F.Os.(all) territorial Divisions/I.Us.
for information and necessary action.

Copy to Conservator of Forests(all) for information and necessary action.

Copy f.w.cs. to the Managing Director, FDCM Ltd. Nagpur with a request to issue suitable instructions to the R.Ms. and D.Ms. for implementation (with rO spare copies).

copymdb/17584 ooOoo

GRADING RULES FOR TIMBER LOGS-ANNEXURE-I.

Sl.No.	Particulars about the specification or defect.	Permissible extent for the quality classes				T-II#	Remarks
		P-I	P-II	P-III	T-I		
1	ii	iii	iv	v	vi	vii	viii
1.	Length	2 M & over	1.5 & over.	1-5 M & over	1.5 M over	1.5 M & over	
2.	Girth	120 cm & over	90 cm & over.	90 cms &over	60 cms & over	60 cms & over.	
3.	Bends i)No.of bends in every 3 M of length	1	1	1	1	1	
	ii)Extent of bend 10 cms in every M.of length (Deviation from the straight line drawn between the two ends of logs).		10 cms	10 cms	15 cms	20 cms.	
4.	Buttresses and flutes not exceeding 10 cms in depth after fashioning.	Nil 2.5 cms deep permissible up to 1/2 length fof log.	1	2	1	2	
5.	Surface crack	1 cm. deeps crasks upto 1/3 length and not to exceed 6 in No.	1 cm. deep crack no defect.	1 cm.deep crack in defect.	1 cm deep crack no defect.2.5 cms deep crack upto 1/3 length of log not to exceed 6 in No.	1 cm deep crack no defect.2.5 cms deep crack upto 1/3 length of log not to exceed 6 in No.	
6.	Split & shake	13 cms.per 3 M.of length on both end.	10% of total length of log.	10% of total length of log.	10% of total length of log.	25% of total length of log.	

contd. 2/-

i	ii	iii	iv	v	vi	vii	viii
7.	Cup shake	Visible on both ends of log upto 3 cm. from the centre heart.	Visible on both ends of logs upto 10 cms. from the centre heart.	Not to exceed 1/4 of thd dia meter of the log.	Not to exceed 1/4 of dia meter of the log.	Not to exceed 1/4 of dia meter of the log.	
8.	Twist in degrees per 3 M length of log.	Not allowed.	5°	5°	30°	45°	
9.	Knots per 3M length log (Dead and live)	5 cm. dia and 2 in number (Dead & live).	5 cm dia and 3 in number.	10 cm dia and 3 in number.	10 cm dia and 3 in number.	15 cms dia and 3 in number.	
10.	[illegible]	[illegible] dia if the log is without knots.	[illegible]	[illegible] cm dia	[illegible] cm dia	10 cm dia.	
11.	Wounds in diameter per 3 m length of log.	2.5 cm deep over 75 cm length.	2.5 cm deep over 1 m. length.	2.5 cm deep over 1 M. of length.	5 cm deep upto 1 m length.	10 cm deep upto 1 M leggth.	
12.	Taper per 30 cm dia per 3 M of length	2.5 cm	5 cms	10 cms	5 cms	10 cms	

Note:- The grading rates for qualities below Trade II will be as per the existing practice untill further orders.

Sd/-Chief Conservator of Forests,
M.S.Pune.1.

ANNEXURE II

PROPOSED GIRTH AND LENGTH CLASSIFICATIONS

Girth class(cms):	Length class in metres					
	Under 2	2U3	3U4	4U5	5U6	6U8	8 & up
1	2	3	4	5	6	7	8
15U30							
30U45							
45U60							
60U75							
75U90							
90U105							
105U120							
120U135							
135U150							
150U180							
180U210							
210U240							
240 & up							

Note:- The length and girth classes given above would be adopted without change in all large depots like Ballarshah, Paratwada, Kasa, Shirsad, Nasik etc. It may be necessary to reduce the number of categories in the depots where the turn-over is small. In such places a few of the length and girth classes may be combined in the same quality.

Sd/-Chief Conservator of Forests,
Maharashtra State, Pune.1.

Sub:-Finalisation of grading rules
for timber logs....

No.D-16/IU/GR/4(77-78)/230-1 of 78-79
Pune-1 Dated the 6th October 1978.

:C I R C U L A R :

Under this office No.D-16/Grading Rules/230 dated 23rd September,78, the new Grading Rules for round timber to be adopted throughout the State have been circulated. It may be noted that what is stipulated under Annexure I is the quality specifications for various grades and what is stipulated under Annexure II are the dimensional specifications. These two sets of specifications thus constitute the new Grading Rules. These specifications have been evolved after considerable thinking and are ensure uniformity. Thus in future there will be no divergence of qualities in respect of given grades of timber as between one depot and another. The recognised grades are almost identical to the ISI specifications. However, the specifications are now expressed in such simple and easily recognisable terms as can be easily understood and applied in practice by the field staff. It is expected that with a little practice, it should be easy for the subordinate staff in the field to correctly make use of these for actually sorting out the timber into various grades.

It may be noted that the grades P-I, P-II and P-III stand for 3 sub-classes of Plywood quality timbers. It is expected that extra care will be taken by the staff to grade the timbers into the 3 plywood sub-classes. The terms T-I and T-II stand for Trade I and Trade-II qualities. In the note below quality specification chart (Annexure-I) it is stated that Grading Rules for qualities below Trade II will be as per the existing practice, until further orders. This is to clarify that all timber logs which do not fall under the categories of P-I,P-II,P-III and T-I and T-II will be classified further in each depot according to local convenience and taking into account the present practice followed locally. Thus in some depots there will only be one specification grade for such remaining logs, viz. Trade-III(T-III). In smaller depots, depending upon the local practice, it may be necessary to recognise further grades as T-III, T-IV and T-V. This matter should be regulated by suitable orders by the respective Conservator of Forests who should also lay down the quality specifications for the logs if grades- T-IV and/ or T-V are to be recognised.

As regards the dimensional classification, it is henceforth obligatory to follow the length and girth classes, as stipulated. At times even in bigger depots, occasions may arise for the Divisional Forest Officers to combine materials belonging to more than one dimensional classes for purpose of sales. In such exceptional cases the deviation may be made. However, initially the logs must be graded conforming to the given classes. In no case, however, material belonging to different quality

contd...2..

grades is to be combined into one lot for disposal except with the prior approval of the Conservator of Forests.

It has already been ordered that the revised Grading Rules be adopted from 1-10-1978. However, where the material is to be supplied to Industries on the basis of agreement reached with them by the Government, the material to be supplied to them will have to be expressed in terms of the specifications incorporated in their agreements/letters of unddrstanding. Separately the matter is being discussed with the representatives of Industries so as to see if we can eliminate this and take up supplies to the Industries also on the basis of the revised grading rules.

(G.B.Dashputre)
Chief Conservator of Forests,
Maharashtra State, Pune.1.

To

The Divisional Forest Officers (All).

Copy forwarded to the Conservators of Forests(All).

Copy forwarded with compliments to the Managing Director, Forest Development Corporation of Maharashtra Ltd. Nagpur for information(with 30 copies).

Copy to the Regional Managers,(All), Forest Development Corporation of Maharashtra Ltd.

mdb/61078

ooOoo

ANNEXURE 19.32

विषय : एकसूत्री प्रतवारी नियमात जादा (35
लांबी गटाचा समावेश.

क्रमांक : कक्ष-१६/9200 /ग्रेडींग रुल्स/

पुणे-४११ ००१, दि. 3 मार्च, १९८४.

संदर्भ या कार्यालयाचा पत्र क्र. कक्ष-१६/ग्रेडींग रुल्स/२३० ता. २३-१-७८ चा.

वरील संदर्भाच्या अनुषंगाने एकसूत्री व्यापारी प्रतवारीचे नियम कळविण्यात आलेले आहेत. त्यांची अमलबजावणी काटेकोरपणे होणे आवश्यक आहे. लांबी/वेढी गटांत पुढीलप्रमाणे काही जादा गटांची वाढ करावी असे या कार्यालयाचे प्रस्ताव आहेत.

२.०० साग-घिर-कोमी[सॉ.लॉग] :-

२.०१ सागी लांबी गट १ मी. चे आत, वेढीगट ६० ते ७५ सें. मी. ७५ ते ९० सें. मी., ९० ते १०५ , १०५ ते १२०, १२० ते १३५, १३५ ते १५० १५० ते १८० आणि १८० चे वर सेमी. सर्व मापे सालीवरुन मध्यवेढी मात्र या गटातील सागी तुकडे रचित गंजांच्या स्वरुपात करुन समुपयोजित करावे. विक्रीसुध्दा रचित गंजीच्या स्वरुपातच करावी.

२.०२ सागी लांबी गट १ ते १.५ मी. चे आत , ~~वरीलप्रमाणे~~ वेढी गट , परिच्छेद २.०१ प्रमाणे समुपयोजन रचित गंजीच्या स्वरुपात .

२.०३ सागी लांबी गट १.५ ते २ मी. आत, वेढी गट, परिच्छेद २.०१ प्रमाणे ✓ मात्र साल काढून मध्य-वेढी आणि समुपयोजन नगाप्रमाणे.

२.०४ सागी लांबी गट २ ते ३ वगैरे, वेढी गट, ४५ ते ६०, ६० ते ७५, वगैरे वर संदर्भित पत्राप्रमाणे पूर्वीपासून निश्चित केल्याप्रमाणे मध्य-वेढी माप साल काढून नगाप्रमाणे

३.०० प्रजाती घिरकामी [सॉ-लॉग]:

३.०१ प्रजाती लांबी गट १.२ मी ते १.५ : सालीवरुन मध्यवेढी गट, ६० ते ७५ , ७५ ते ९०, ९० ते १०५ , १०५ ते १२०, १२० चे पुढे सें. मी. सदर सॉ. लॉग रचित गंजीप्रमाणे समुपयोजन करावे. आणि विक्री करावी. नागपूर/ चंद्रपूर उत्तर व दक्षिण वृत्त या क्षेत्रात या मोजमापाच्या तुकड्यांना चॉप-टिंबर

2/—

म्हणून विशिष्ट बाजारपेठ उपलब्ध आहे. यांत कठीण प्रजातीचा बिजा ऐन, हकंद, धावडा, क्रळंब, विण, तेंदू , शिसम, तिवस, गराळो, सिना, मोखा, सु-या यांचाच समावेश राहील.

३. ०२ प्रजाती लांबी गट १.५ ते ३ मीटर :

साल काढून मध्य वेढी गट वरील परिच्छेद ३.०१ प्रमाणे समुपयोजन नगाप्रमाणे

३.०३ प्रजाती ३ ते ४ , ४ ते ५ वगैरे मीटर /लांबी गट आणि वेढी गट , वर/ संदर्भित पत्रातील पत्रापमाणे, समुपयोजन.

३.०४ वरीलप्रमाणे ज्या गटांची संख्या वाढ करणे हितावह, प्राकृतिक स्वीकार्य आहेत किंवा कसे याबाबत वनसरक्षकांनी आपले स्वयंस्पष्ट अभिप्राय आणि अहवाल त्वरित उलट टपाली पाठवावेत ही विनंती.

मु. ल. कार.

मुख्य वनसंरक्षक [उत्पादन],
महाराष्ट्र राज्य, पुणे-१.

प्रति,

वनसंरक्षक [सर्व].
प्रादेशिक व्यवस्थापक [सर्व]

एसएच/१-३-८४

श्री. व्ही. के. सरोटे
प्रादेशिक व्यवस्थापक
वनविकास महामंडळ
नागपूर

ANNEXURE 19.33

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर यांचे कार्यालय

अत्यंत तातडीचे

क्र.:कक्ष-१६/विक्री/२०४/०३-०४
नागपूर-४४० ००६ दिनांक ३ जुलै २००३

प्रति :

मुख्य वनसंरक्षक (प्रादेशिक) (सर्व) नागपूर
वनसंरक्षक (प्रादेशिक) (सर्व)

विषय : विक्री आगारावर विक्री करण्यात येणा-या वनोपजाच्या पध्दतीबाबत

विक्री आगारावरुन विक्री करण्यात येणारे सागवान तथा आडजात इमारती लाकुड, जळाऊ व इतर वनोपजाची विक्री करताना व वनोपजाची निर्धारित किंमत ठरविताना प्रत्येक वनवृत्तात वेगवेगळया पध्दतीचा वापर करुन तसेच चुकीची विक्री तथा निर्धारित किमती लावण्यात येत असल्याचे निदर्शनास आले आहे व अशा पध्दतीमुळे काही वनवृत्तात अनियमीतताही आढळून आली आहे त्यामुळे शासकीय विक्री आगारावरुन विक्री करताना प्रचलित विक्रीचे धोरण व नियम याबाबत सर्व वनवृत्तात सुसुत्रता असणे आवश्यक आहे. वन विभागामार्फत विक्री आगारावरुन विक्री करण्यात येणा-या वनोपजाची निर्धारित किंमत लावताना व मालाची प्रतवारी निश्चित करताना एकसुत्रता असावी, यासाठी खालील सूचना देण्यात येत आहेत.

१ मुख्य वनसंरक्षक, महाराष्ट्र राज्य, पुणे यांचेकडील आदेश क्र.कक्ष-१६/संकीर्ण/ अक्ष २३० दिनांक २३ सप्टेंबर १९९८ अन्वये विक्री करण्यात येणा-या इमारती लाकडाची प्रतवारी व त्यानुसार निर्धारित करण्याचे प्लास-I, प्लास- II तसेच III, IV, V ट्रेड- II मध्ये समाविष्ट करण्यात आले आहे. मुख्य वनसंरक्षक, महाराष्ट्र राज्य, पुणे यांचे परिपत्रक क्र.सं/१०१, आयइयु/जीआर/४(७७.७८)/२३०-१/९८-९९, दिनांक ६/१०/१९७८ अन्वये ट्रेड- II पेक्षा कमी दर्जाचे इमारती मालाकरिता सर्वसाधारण वनसंरक्षक यांना आवश्यकता भासल्यास ट्रेड- III, ट्रेड- IV, ट्रेड- V इत्यादि नवीन वर्गीकरण करण्याबाबतचे नियम ते करु शकतात. अशा स्पष्ट सूचना व कार्यपध्दती प्रचलीत असताना प्रत्यक्षात वनोपजाची आगारावरुन विक्री करताना इमारती मालाचे ट्रेड- I ते ट्रेड- IV मध्ये वर्गीकरण करण्यात येऊन ट्रेड- IV पेक्षा कमी दर्जा असलेला इमारती लाकडास, इमारती लाकडाचा दर्जा कमी न करता

ट्रेड- IV पेक्षा खालील प्रतीच्या मालास ट्रेड- IV मध्येच ठेवून त्यास ट्रेड- IV साठी अस्तित्वात असलेल्या अनुसूचित दराच्या १० ते ५० टक्के दर कमी करुन विक्री करण्यात येणा-या गटांची निर्धारित किंमत निश्चित करण्यात येते. परंतु ही न केवळ गंभीर बाब आहे परंतु वनोपजाच्या विक्रीबाबत तसेच त्यास लावण्यात येणा-या निर्धारित किंमतीच्या पध्दतीचे उल्लंघन करणारी आहे. विक्री करण्यात येणा-या इमारती मालाच्या प्रतवारीनुसार ट्रेड- IV पेक्षा कमी प्रतीच्या मालास ट्रेड- V व ट्रेड- VI मध्ये वर्गीकरण करुन त्यास त्या प्रतीच्या मालाची मागील तीन लिलावात प्राप्त सरासरी किंमत लावून निर्धारित किंमत निश्चित करणे आवश्यक आहे.

२. मुख्य वनसंरक्षक (प्रादेशिक)/वनसंरक्षक (प्रादेशिक), सर्व यांना सूचित करण्यात येते की, मुख्य वनसंरक्षक, महाराष्ट्र राज्य, पुणे यांचे उपरोक्त संदर्भीत दिनांक ६/१०/१९७८ च्या परिपत्रकात दिलेल्या सुचनेनुसार इमारती लाकडाचे ट्रेड- V व ट्रेड- VI मध्ये वर्गीकरण करण्याबाबत व त्यास त्या प्रतीच्या मालास मागील लिलावात प्राप्त झालेली सरासरी किंमत लावुन निर्धारित किंमत लावण्याबाबतच्या सूचना त्वरित निर्गमीत कराव्यात. या सुचनांचे पालन न केले गेल्यास त्याची गंभीर दखल घेण्यात येईल, याबाबतही उ.व.वनसंरक्षकांना आपले स्तराहरुन सूचीत करण्यात यावे.

३. इमारती मालाची विक्री आगारावर निविदा करताना बहुतांशी वनवृत्तात इमारती गटाची अपेक्षीत किंमत ठरविताना अनुसूचित दराप्रमाणे निर्धारित किंमत लावण्याची प्रथा आहे. ही प्रथा त्वरीत बंद करण्यात यावी. यासदर्भात मुख्य वनसंरक्षक, महाराष्ट्र राज्य, पुणे यांचे दिनांक ३० सप्टेंबर १९७१ चे स्थायी आदेश क्र.४६ चे अवलोकन करावे. या स्थायी आदेशानुसार इमारती मालाची अपेक्षीत किंमत, मालाची वर्गवारी, मागील लिलावात त्याच प्रकारचे मालाकरित प्राप्त सरासरी किंमत व बाजाराचा कल पाहून निर्धारित किंमत लावण्याबाबत आदेश निर्गमीत करण्यात आले आहेत. असे असताना विक्री करण्यात येणा-या इमारती मालास अनुसूचित दर लावून निर्धारित किंमत निश्चित करणे नियमबाहय ठरते.

४. वनवृत्तातील विविध आगारावरुन विक्री करण्यात येणा-या इमारती, सागवान व इतर किसम लाकडाचे लिलाव करताना मुख्य वनसंरक्षक (उत्पादन), महाराष्ट्र राज्य, नागपूर यांचे परिपत्रक क्र.कक्ष-१६/विक्री/ए-२/८८९, दिनांक २९/९/१९९४ अन्वये जे लिलाव उपवनसंरक्षक यांनी दोनवारावर मंजूरीसाठी मुख्य वनसंरक्षक (प्रा.)/वनसंरक्षक (प्रा.) यांजकडे सादर करावयाचे असतील, अशा प्रकरणात लिलावाच्या शेवटच्या दिवसानंतर ५ दिवसांचे आत उपवनसंरक्षक यांनी लिलाव प्रकरणे आवश्यक माहिती व शिफारशींसह संबंधीत मुख्य वनसंरक्षक/वनसंरक्षकांकडे अंतीम मंजुरीकरिता सादर करावयाचे आहेत. मुख्य वनसंरक्षक/वनसंरक्षक यांनी अशा प्रकारची प्रकरणे त्यांचे कार्यालयात प्राप्त झाल्यानंतर ५ दिवसांचे आत दोनवारावर शिफारस केलेल्या प्रकरणात योग्य तो निर्णय घेऊन संबंधीत उपवनसंरक्षक यांस परत करावयाची आहेत. अशा प्रकारची दोनवारावर ठेवण्यात आलेल्या लिलावास अंतीम मंजूरी देताना कालमर्यादा निश्चित करण्यात आली आहे. परंतु याबाबत असे आढळून आले आहे की, मुख्य वनसंरक्षक/वनसंरक्षक (प्रादेशिक) यांचेकडून दोनवारावर ठेवण्यात आलेल्या लिलावास मंजूरी देताना १ ते २ महिन्यांचा किंबहुना काही प्रकरणात त्यापेक्षाही अधिक कालावधी लागला आहे. तसेच उपवनसंरक्षक यांजकडूनही विहित मुदतीत दोनवाराची प्रकरणे मंजूरीसाठी संबंधीत मुख्य वनसंरक्षक/वनसंरक्षक यांजकडे सादर करताना या मर्यादेचे बंधन ठेवण्यात आले नाही. दोनवारावर विक्रीसाठी ठेवण्यात आलेल्या इमारती मालावर निर्णय घेण्यास बराच कालावधी लागल्याने काही तक्रारी प्राप्त झाल्या आहेत. अशा प्रसंगी या नियमांचे उल्लंघन केले गेल्यास संबंधित संबंधित अधिका-यावर नियमानुसार कारवाई करणेही भाग पडते. त्यामुळे दोनवारावर ठेवण्यात आलेल्या वनोपजाचे विक्रीबाबत मुख्य वनसंरक्षक, महाराष्ट्र राज्य, पुणे यांनी संदर्भीत दिनाक २९/९/१९९४ अन्वये निर्गमीत केलेल्या परिपत्रकातील सुचनांचे काटेकोरपणे पालन करण हे बंधनकारक आहे. याबाबतच्या सूचना सर्व संबंधित उपवनसरक्षकाना आपले स्तरावरुन त्वरित देण्यात याव्यात.

२.० विक्री आगारावरील वनोपजाची विक्री करताना यापुढे वेळोवेळी देण्यात आलेले आदेश/सूचना/नियम यांचे यापुढे उल्लंघन होणार नाही याबाबत मुख्य वनसंरक्षक/वनसंरक्षक (प्रादेशिक)(सर्व) यांनी दक्षता घ्यावी व त्यांचे वनवृत्तात वनोपजाची विक्री करताना नियमांचे काटेकोरपणे पालन होत आहे याबद्दल योग्य ती काळजी घ्यावी. आवश्यकता भासल्यास सर्व संबंधितांना फेर आदेशाव्दारे या प्रकरणात दक्ष राहण्याबाबत कळविण्यात यावे.

३.० मुख्य वनसंरक्षक/वनसंरक्षक (प्रादेशिक) यांना दोनधारावर मंजुरीसाठी प्राप्त झालेल्या प्रकरणात नियमानुसार ५ दिवसांचे आत त्यावर निर्णय घेणे त्यांस बंधनकारक आहे. परंतु दोनधारावर वरील प्रकरणे नामंजूर करताना त्याबाबत सबळ कारणे देऊन नामंजूर करण्यात यावी

४.० या प्रकरणात असेही आढळून आले आहे की, विक्री आगारावर ब-याच कालावधीसाठी इमारती तथा जळाऊ माल अविक्रीत राहिला असल्याने त्याची प्रत दिवसेंदिवस खालावत आहे. आदिवासी मालकी प्रकरणातील अविक्रीत राहिलेल्या मालाबाबत तत्परतेने विक्री करणे अत्यंत आवश्यक आहे. विक्री आगारावर ब-याच कालावधीसाठी पडून असलेल्या मालाची विक्री करण्याबाबतही मुख्य वनसंरक्षक/वनसंरक्षक (प्रादेशिक) यांनी संबंधीतांना योग्य त्या सूचना देवून जुन्या मालाची विक्री करण्याबाबत योग्य ती कार्यवाही करावी.

५.० वन विभागातील प्रत्येक विक्री आगारास सक्षम अधिकारी यांची मान्यता घेण्या मान्यताप्राप्त विक्री आगारावरुन वनोपजाच्या मालाची विक्री करण्याचेही बंधन उपवनसंरक्षकांवर आहे याचीही समज उपवनसंरक्षकांना देण्यात यावी.

६.० केलेल्या कार्यवाहीबाबत या कार्यालयास अवगत करण्यात यावे.

अपर प्रधान मुख्य वनसंरक्षक
(उत्पादन व व्यवस्थापन)
महाराष्ट्र राज्य, नागपूर

ANNEXURE 19.34

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य यांचे कार्यालय.

परिपत्रक:

क्रमांक-कव-१८/आर-३/ग्रेडींग रूल्स/३[१/८५-८६/ ७५६
पुणे क्रमांक:४११ ००१ दिनांक ऑक्टोबर.३०-१९८६.

विषय:- तुकडयांचे/खांडयांचे उत्पादनाच्या तपशीलाच्या एकसूत्र नियमावली व प्रमाणीकरण.

झाडांची तोड करून त्याचे तुकडे पाडल्यानंतर उरलेल्या शाखा विस्तार, पोट वराब्यामुळे वगळण्यात आलेले बोड तसेच खुरांडीतील वराब्यामुळे शिल्लक राहिलेले तुकडे यापासून रचित खांडाच्या गंज्या, थप्पया, भारे किंवा फिटा इत्यादि तयार करण्यात येत असत. या तपशीलाच्या प्रकारात राज्यात एकसूत्रता आणण्यासाठी तसेच या मालाची योग्य रितीने उपयोगीता होण्याकरिता या कार्यालयाचे ज्ञापन क्रमांक -कव-१८/ग्रेडींग/आर-३/३१०/९४५ जे, दिनांक १-१०-१९८४ अन्वये तुकडयांचे/खांडयांचे[रचित] उत्पादनाच्या तपशीलाबाबतच्या सूचना सर्व संबंधितांकडे पाठविण्यात आली होती. तदर सूचनांची अंमलबजावणी करित असतांना असे अनुभवात आले की यातील रचित इमारती मालाच्या विक्रीस विक्री कर लागू करण्यात आल्याने उ-तर व दक्षिण चंद्रपूर वन वृ-तातील सर्व वन विभागात व वन प्रकल्प विभागात, ठाणे वन वृ-तातील ठाणे, डहाणू व शहापूर वन विभागात व ठाणे, डहाणू वन प्रकल्प विभागात तसेच यवतमाळ वन वृ-तातील विभागांत खरेदीदारांकडून/खरेदीदारांचे संघटनांकडून आक्षेप घेण्यात आलेले तसेच वर नमूद केलेल्या विभागांतील जादी लिलावांवर बहिष्कार टाकण्यात आला होता. तदर सूचनांची प्रत्यक्षात अंमलबजावणी करित असतांना व-याच अडचणी येत असल्याचे सुध्दा व-याच अधिका-यांनी कथन केलेले आहे. अशा परिस्थितीत संदर्भित नियमावली व प्रमाणीकरणाबाबत फेरविचार करणे आवश्यक वाटल्यावरून त्याकरिता श्री व. डु. तरवटे, अपर मुख्य वनसंरक्षक, मुल्यांकन व राष्ट्रीयीकरण, नागपूर यांचे अध्यक्षतेखाली चार सदस्यीय समीती या कार्यालयाचे पत्र क्रमांके कव-१८/ग्रेडींग रूल्स/आर-३/१/ ८५-८६/२२६, दिनांक २७-५-१९८६ अन्वये गठीत करण्यात आली. समीतीने प्रस्तुत विषयाचा सर्वांगीण विचार करून आपला अहवाल अपर मुख्य वनसंरक्षक, मुल्यांकन व राष्ट्रीयीकरण, नागपूर यांचे पत्र

M. Study the re-fund with the original file and put up a note/ discuss the discontinuation of transportation of firewood for sale in departmental firewood sale depots. (CF(RV))

-[पान दोन वर]-

क्रमांक-मु व रा/नि ५/मुल्य/१६१/८६-८५, दिनांक २२-७-१९८६ अन्वये या कार्यालयास सादर केला. समीतीच्या अहवालाचा सर्वकष विचार करून खालील प्रमाणे आदेश देण्यात येत आहेत.

२.०.० आदेश

या कार्यालयाचे पत्र क्रमांक क्र-१६/ग्रेडींग आर-३/३१०/९४५ दि दिनांक १-१०-१९८४ अन्वये तुकडयाचे /खांडांचे[रचित] उत्पादनाच्या समुपयोजनेसाठी एकसूत्र नियमावली व प्रमाणीकरणा बाबतच्या दिले-ल्या सुचना रद्द समजण्यात याव्यात. त्याऐवजी खाली नमुद केलेली नियमावली त्वरित अंमलात आणावी.

३.०.० झाडांची तोड करून त्यापासून इमारती मग काढल्यानंतर उरलेल्या झाडा चिस्तार, पोट खराब्यामुळे वगळण्यात आलेले खोड व खुंटाकडील खराब्यामुळे शिल्लक राहिलेले तुकडे यापासून रचित खांडांच्या गंज्या, थप्पया, भर किंवा फिटा इत्यादी तयार करण्यात याव्यात आणि त्यांस खालील प्रमाणे संबोधण्यात यावे.

- नागवान [इमारती]
- प्रजाती [इमारती] - मऊ प्रजाती
  - कठिण प्रजाती.
- प्रजाती [जलाऊ].

३.१.० वरील उत्पादनापैकी फक्त प्रजाती[जलाऊ] या वर्गीकृत मालाची विक्री "रचित" अवस्थेमध्ये करावी आणि इतर मालाची विक्री घनमिटर प्रमाणे म्हणजे घनफळानुसार करावी.

४.०.० नागवान [इमारती] बाबत.

१५ सें. मी. ते ६० सें. मी. या वेडीवर्गातील मालाचे समुपयोजन करावे. ६० सें. मी. चे वरील माल प्रत्यक्ष घनफळ काढून विकण्यात यावा.

४.१.० छापणी

सर्व छापणीयोग्य नागवान झाडांची प्रतधारी "इमारत" म्हणूनच छापणीचे वेळी करावी.

-[पान ३ वी वर]-

४.३.० बेठीवर्ग :

सागवान [इमारती] या मालासाठी १५ सें. मी. ते ३० सें. मी. चे आंत ३० सें. मी. ते ४५ सें. मी. चे आंत आणि ४५ सें. मी. ते ६० सें. मी. चे आंत असे तिन बेठीवर्ग वापरावे.

४.३.० लांबीवर्ग

नगाची कमीत कमी लांबी ०.५ मिटर आणि जास्तीत जास्त लांबी १.२ मिटर असावी.

४.४.० प्रतवारी:

३० सें. मि. ते ४५ सें. मी. चे आंत तसेच ४५ सें. मी. ते ६० सें. मी. चे आंत या बेठीवर्गातील तुकडयांची प्रतवारी खालील प्रमाण करावी.

प्रत-१ :- सरळ, मरीयल व कमी गाठाळ तुकडें.

प्रत-२ :- बाकी राहिलेले [प्रत-१ सोडून] तुकडें.

४.५.० मोजमापाची पध्दत :

४.५.१ १५ सें. मी. ते ३० सें. मी. चे आंत या बेठीवर्गातील उत्पादन "रचित घनफळ" या त-ध्यानुसार काढण्यात यावे.

४.५.२ ३० सें. मी. ते ४५ सें. मी. चे आंत आणि ४५ सें. मी. ते ६० सें. मी. चे आंत. या बेठीवर्गातील मालासाठी प्रत्र-१ मध्ये दर्शविल्याप्रमाणे लांबी व गोलाई यांचेसाठी कोड क्रमांक देण्यात आलेले असून व त्या कोड क्रमांकाचे घनफळ तुल्यता दर्शविण्यात आलेले आहे. सदर घनफळ तुल्यतायी साल मध्यभागी काढून त्यानुसार घेतलेल्या मोजमापावरून काढण्यात आलेले आहे. तथापि प्रत्यक्षात विक्रीचे वेळी मध्यभागाची साल काढू नये. सदर कोड क्रमांकावरून गंजी, थप्पी, भर आंत असलेल्या नगांची संख्या व तक्त्यामधिल सरासरी घनफळ काढावे. सदर मोजमापाची पध्दत जंगलातील सनुपयोजनेचे वेळी तसेच विक्रीसाठी वापरण्यात यावी. सनुपयोजनेच्या वेळी तुकडयावर फक्त कोड नंबरचा शिक्का छापावा.

४.६.० विक्रीची पध्दत:-

४.६.१: १५ सें. मी. ते ३० सें. मी. चे आंत या बेठीवर्गातील माल बाजारात मागणी नसल्यास अपवाद म्हणून "रचित इमारती" म्हणून विकावा.

४.६.२ ३० सें. मी. ते ४५ सें. मी. चे आंत आणि ४५ सें. मी. ते ६० सें. मी. चे आंत.

-[पान ४ वर]-

या बैठीवर्गातील माल कोड क्रमांकाचे आधारे घनफळ काढून विकण्यात यावा. घनफळ कोड क्रमांकाचे आधारे काढलेले असल्याची माहिती खरेदीदारांना द्यावी.

४.६.३ भागवान [इमारती] या प्रतीचे सर्व उत्पादन मोठ्या विक्री आगारावर आणून विक्री करावी.

४.७.० सर्व भागवान [इमारती] व मालाचेविक्रीकर नियमानुसार विक्रीकर तसेच वन विकास कर विक्री किंमतीचे व्यतिरीक्त घेण्यात यावा.

५.०.० : प्रजाती [इमारती] बाबत.

५.१.०: ज्या ठिकाणी योग्य प्रजाती झाडांपासून १ ते १.२ मि. लांबीचा चिरकामास योग्य असलेला कमीत कमी एक नग निघु शकत असल्यास अशा झाडांची ठाकणी प्रजाती [इमारती] या वर्गात करावी. ठाकणी केलेल्या झाडांची तोड झाल्यानंतर मऊ प्रजाती [इमारती] व कठिण प्रजाती[इमारती] अशी वर्गवारी करावी.

५.२.० = मऊ प्रजाती[इमारती]:

५.२.१. या वर्गामध्ये ६० सें.मी. बैठीवरील आणि १ किंवा १.२ मि. लांबीचे सावर[सेमल], सलाई, मोचई, आकड, कलई, काटेरेन, करई, पारड व कांगरा या जातीच्या मालाचे तुकडे राहतील.

५.२.२. सदर प्रकारात फक्त चिरकामास योग्य असलेल्या तुकड्यांचाच समावेश असावा.

५.२.३ : मोजमापाची पध्दत :

प्रत्यक्ष मोजमापाचे आधारे प्रत्येक तुकड्याचे घनफळ काढण्यात यावे.

५.२.४ विक्रीची पध्दत :

सर्व मऊ प्रजाती [इमारती] माल एकत्रफळ अथवा मागणी असल्यास जातवार विकावा. विक्री आगारावर मालाची विक्री करण्यात यावी.

५.३.०. कठीण प्रजाती[इमारती]

५.३.१ या वर्गामध्ये ४५ सें.मी. बैठीवरील आणि १ किंवा १.२ मिटर

-[पान ५ वर]-

लांबीचे वेर, शिवण, शिसम, किजा, कळम, साजा/ऐन, हलदु, धावडा, तिवस, तुर्रा, मोहा, मोखा, रोहन, भिरा, वेहडा, चिचवा, गराडी इत्यादी जातीच्या मालाचे तुकडे राहतील.

५.३.२. सदर प्रजातीत कमी चिरकामाचे योग्य असलेल्या तुकड्यांचा समावेश असावा.

५.३.३. मोजमापाची पध्दत:

प्रपत्र -१ मधील माहितीचे आधारे थप्पीमध्ये असलेल्या नगांच्या संख्येच्या आधारे घन फुटाकानुसार घनफळ काढावे.

५.३.४. विक्रीची पध्दत :

मालाचे वेळीवर्गानुसार आणि जातवार गट करून विक्री आगारावर विक्री करण्यात यावी.

५.४.० : या मालाचे विक्रीवर नियमानुसार विक्रीकर व वन विकासकर विक्री किंमतीचे व्यतिरिक्त घेण्यात यावेत.

६.०.० प्रजाती [जळाऊ]

ज्या छापणीयोग्य झाडांपासून १ किंवा १.२ मिटर लांबीचा चिरकामास योग्य असा एकही तुकडा निघणार नाही म्हणजेच जी झाडे केवळ सरपण [जळाऊ] म्हणूनच उपयोगात येऊ शकतात अशी झाडे प्रजाती[जळाऊ] अशी वर्गवारी देवून छापावीत. झाडांची तोड झाल्यानंतर खोडे मऊ प्रजाती [जळाऊ] व कठिण प्रजाती [जळाऊ] याप्रमाणे वेगळी दर्शविल्याप्रमाणे रचावीत.

६.१.० नरम प्रजाती [जळाऊ]

या वर्गामध्ये १ किंवा १.२ मिटर लांबीचे सावर[तेम्बल], सलाई, धोकई, काकड, जमई, कोशिम, करई, चारड व गोंगरा या जातीच्या मालाचे तुकडे राहतील.

६.२.० कठिण प्रजाती [जळाऊ]

या वर्गामध्ये १ किंवा १.२ मिटर लांबीचे वेर, शिसम, किजा, हलदु, कळम, शिवण, साजा/ऐन, धावडा, तिवस, तुर्रा, मोहा, मोखा, रोहन, भिरा, वेहडा, चिचवा, गराडी या जातीच्या मालाचे तुकडे राहतील.

-[पान ८ वर]-

६.३.१ : प्रतवारी :

कठिण प्रजाती [जहाज] या मालाची प्रतवारी खालील प्रमाणे करावी.

प्रत - १ : भरीव व कमी गाठाच तुकडे.

प्रत - २ : पोकळ तुकडे.

६.३.० वेठीवर्ग :

प्रजाती [जहाज] मधिल मऊ व कठिण या दोन्ही प्रकारच्या माला-साठी खालील प्रमाणे वेठीवर्ग करावेत.

१५ सें. मी. ते ३० सें. मी. चे आंत.

३० से. मी. ते ६० सें. मी. आंत.

६० सें. मी. ते ९० सें. मी. चे आंत.

९० सें. मी. चे वर.

६.४.० मोजमापाची पध्दत :

प्रजाती [जहाज] : मधिल मऊ व कठिण या दोन्ही प्रकारच्या मालासाठी "रचित घनफळ" ही मोजमापाची पध्दत वापरावी.

६.५.० पिंड्रीची पध्दत :

६.५.१ १५ सें. मी. ते ३० सें. मी. चे आंत. मधिल मऊ व कठिण प्रजाती [जहाज] या दोन्ही प्रकारचा माल विभागातर्फे हुरू करण्यात आलेल्या जहाज लाकडाचे पिंड्री केंद्रावर "ना नफा ना तोटा" या धर्तीवर पिंड्री-साठी किंवा स्थानिक रहिवाश्यांचे विशेष अधिकार चिंचक गरजा भागविण्याकरिता उपयोगात आणाव्यात. वरील गरजा भागूनही उत्पादन शिल्लक राहिल्यास मालाची पिंड्री "रचित घनफळ" या तत्वावर आणि दोन्ही तथा पिंड्री आगारावर करण्यात यावी.

६.५.२ ३० सें. मी. ते ६० सें. मी. चे आंत, ६० सें. मी. ते ९० सें. मी. चे आंत आणि ९० सें. मी. चे वर या वेठीवर्गामध्ये मऊ व कठिण प्रजाती [जहाज] म्हणून वेगवेगळ्या रित्या तसेच मालाची अतल्यात जातवार गट लावून "मध्यवर्ती जहाज आगारावर" मालाची पिंड्री "रचित घनफळ" या तत्वावर पिंड्री करण्यात यावी. असे मध्यवर्ती जहाज आगार इमारती मालाचे आगारापासून पूर्णपणे स्वतंत्र असावेत.

-[पान ७ वर]-

आगारातील प्रमाण गंजीचा आकार २ मीटर किंवा

६.५.३ मध्यवर्ती जलाऊ ४ मिटर रुंद दोन मिटर उंच आणि १० मिटर लांब असावा. अशा प्रमाणे गंजीच्या चारही बाजूस १.५ मिटर रुंदीची मोकळी जागा असावी.

६.५.४ मध्यवर्ती जलाऊ आगाराचे चारही बाजुने नियमानुसार जाळ रेखा घेण्यात यावी.

७.०.० वरील आदेश झाडांची तोड करून त्यापासून इमारती लग काढल्यानंतर उरलेल्या शाखा विस्तार, पोट खराब्यामुळे वगळण्यात आलेले खोड तसेच ' ' बुंटाकडील खराब्यामुळे शिल्लक राहिलेले तुकडें यापासून तयार करावयाच्या रचित खांडाच्या मालालाघतये आहेत. तथापि इमारती लगाचे प्रतवारी करण्यासंबंधीचे दा कार्यालयाचे पत्र क्रमांक क.ब-१६/ग्रेडींग रूल्स/२३०, दिनांक २३-२-१९७८ तसेच पत्र क्रमांक क.ब-१६/१२००, दिनांक ३-३-१९८५ अन्वये आदेश कायम राहतील याची कृपया नोंद घ्यावी.

[व. के. प्रभु]
मुख्य वनसंरक्षक [उत्पादन],
म. रा. पुणे.

संदर्भ: क्रमांक-१

प्रति,
वनसंरक्षक [प्रादेशिक] सर्व
प्रादेशीक व्यवस्थापक[प्रादेशीक] सर्व

प्रतिलिपी तदनंतरच्या व्यवस्थापकीय संचालक, कॉरेस्ट डेव्हलपमेंट कारपोरेशन ऑफ महाराष्ट्र लिमीटेड, ६ ड नवाब लेआउट, नाना माहीती करिता व योग्य कारवाईकरिता सस्नेह अग्रेषित. टिळक नगर, नागपूर ४४० ०१०.

[व. के. प्रभु]
मुख्य वनसंरक्षक [उत्पादन],
म. रा. पुणे.

मुक्त
२८-१०-८६.

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य यांचे परिपत्रक क्रमांक [illegible] कक्ष-१६/आर-३/ग्रेडींग रूल्स/३.१९/[८५-८६], दिनांक [illegible] ऑक्टोबर [illegible] चे सहपत्र.

तुकडे / बोंड/बाश्याचे सरासरी घनफळ व कोड क्रमांक दाखविणारा तक्ता.

वेढी गट साली वर-सें. मी. मध्ये → लांबी गट मिटर मध्ये ↓	कोड क्रमांक / सरासरी घनफळ		
	१५/३० आंत	३०/४५ चे आंत	४५/६० चे आंत
०.५० ते १.२० चे आंत	१ ०.००२२६५	९ ०.००७१४०	१७ ०.०१४७५०
१.२० मिटर	२ ०.००३२४०	१० ०.०१००८०	१८ ०.०२०४००
१.२० चे वर ते २ मि. चे आंत	३ ०.००४३२०	११ ०.०१३४४०	१९ ०.२७२००
१ मि. ते ३ मि. चेआंत	४ ०.००६७५०	१२ ०.०२१०००	२० ०.०४५०००
३ मि. ते ४ मि. चे आंत	५ ०.००९४५०	१३ ०.०२९४००	२१ ०.०५९५००
४ मि. ते ५ मि. चे आंत	६ ०.०१२१५०	१४ ०.०३७८००	२२ ०.०७६५००
५ मि. ते ६ मि. चे आंत	७ ०.०१४८५०	१५ ०.०४६२००	२३ ०.०९३५००
६ मि. चे वर.	८ ०.०००२७	१६ ०.०००८४	२४ ०.००१७०
	× प्रत्यक्ष लांबी सें. मी. मध्ये	× प्रत्यक्ष लांबी ते मि. मध्ये	× प्रत्यक्ष लांबी ते मि. मध्ये.

टिप :- [१] कोड क्रमांकाखालील घनफळ हे प्रत्येक तुकड्याचे सालीं खालील मध्य वेढी माप घेतल्याप्रमाणे आहे.

[२] कोड क्रमांक-१ ते ४ चे "प्रजाती इमारत" म्हणून वर्ग करू नये.

[३] लागवान जातीसाठी कोड क्रमांक-१७ ते २४ करिता प्रत्यक्ष मोजणी करुन घनफळ काढावे.

धुरस
३०१०८६.

ANNEXURE 19.35

Nistar Facilities Extension of to Western Maharashtra and Marathwada regions....

No.32/C/II/237/63-64/20054 of 68-69.
Poona No.1 dated 4th January, 1969

MEMORANDUM :

Pursuant to the orders contained in Government Resolution No.FCT/1564/2230-Y, dated 15/1/1968, the nistar facilities in vogue in Vidarbha region are extended to Western Maharashtra and Marathwada region. The work of distribution of nistar material is entrusted to the respective Zilla Parishad, Panchayat Smities concerned according to Government, Revenue and Forests Department, Resolution No.TRN/1168/144695-Z, dated 20/9/1968. An outline of the procedure to be followed in this respect is enclosed for guidance.

Encl: As above.

Sd/-
(S.S.Buit)
Chief Conservator of Forests
Maharashtra State, Poona.

To,

The Chief Conservator of Forests

The Divisional Forest Officers and Independent Sub-Divisional Forests Officers all from Poona, Thana, Nashik and Aurangabad Circle.

Copy to "FLS" Section

Copy forwarded with compliments to the Chief Executive Officer, Zilla Parishad (All)

AN OUTLINE OF THE PROCEDURE REGRADING DISTRIBUTION OF NISTAR MATERIAL

In accordance with the instructions contained in Government Revenue and Forest Department Resolution No.FCT/1564/2230-Y, dated 15/1/1968 nistar facilities in vogue in Vidarbha region are now extended to the Western Maharashtra and Mrathwada regions. The terms and conditions of supply of nistar are detailed in the appendix to the said Government Resolutuon However, in order to facilitate smooth implementation of this scheme in Western Maharashtra and Marathwada regions, where it is being tried for the first time, the following instructions are issued for guidance and necessary compliance :

1) The coupes to be earmarked for nistar should be selected with due regard to the demand. These coupes are selected in consultation with the respective Zilla Parishads and Panchayat Smities. For this purpose a list of coupes due for working is sent to the concerned Zilla Parishads and Panchayat Smities with a request to indicate the coupes to which the nistar condition is to be made applicable. The nistar coupes should be finally selected after such consultation, also taking into account, the disposal of material from the coupes of the previous year to which nistar condition was applied.

   (Note :- The latter part would apply in future, this being in year of initiation of the scheme).

2) According to the terms and conditions of nistar prescribed in the above Government Resolution the Contractors/Forest Labourer's Co-operative Societies or the Forest Department who are in charge of the working of the coupes are required to keep the produce meant for nistar distribution ready, in the coupe depots within the time prescribed in the Sale Conditions. The nistar material when ready is to be disposed of as advised by the respective Zilla Parishads and Gram Panchayats. Passes are issued by the concerned Panchyat Samities of Gram Panchayats for distribution of the nistar material.

3) The material meant for nistar is denoted by a special mark at the time of marking of the coupe and the same as entered to hammer impressions at breast height. The contractors/Forest Labourer's Co-operative Societies are to collect themselves the material specified for nistar.

4) The time-schedule for selection of the nistar coupes by the Zilla Parishads, the collection of nistar material , its final disposal etc. as adhered to in Vidarbha region is as under, as

finalized by the Revenue Commissioner in consultation with the Conservator to Forests and the Collector of the Districts :

Particulars		Last date prescribed
(i)	Advance Jahirnama indicating the coupes to be worked Cut etc, to be placed before the concerned Zilla Parishads & Panchayat Samities.	31st March
(ii)	Panchayat Samiti to consider the Jahirnama and communicate to the Divisional Forest Officer the list of coupes required to be sold for nistar.	30th April
(iii)	Details of the material of each category estimated to be extracted from the coupe and made available for nistar to be communicated by the Divisional Forest Officer to the respective Zilla Parishad, Panchayat Smiti.	31st May
(iv)	Finalization of the selection of nistar coupes to be Communicated by the concerned Zilla Parishad, Panchayat Samiti to the Divisional Forest Officer.	30th June.
(v)	Contractors of Forest Labourers Co-operative Society to work the coupes and stock the nistar material at the pointed places.	31st January.

5) The Contractor/Forests Labourer's Co-operative Societies are informed about the quanity of nistar (poles and fire wood) they have to supply from the coupe. They then arrange to stack the nistar quota of poles and firewood in the coupe in each section at suitable places. A leaflet furnishing the details of nistar material available in each coupe is given wide publicity by the Divisional Forest Officer concerned. The needy villages then obtain their requirement of nistar material on the strength of the certificate issued to them by the concerned Panchayat Samitis. The period for the distribution of nistar material generally extends from 1st January to 15 January to 15th April every year. Nistar is distributed on the principal of "first come first served". The nistar material is sold at 50% of the prevailing market rates as fixed by the Divisional Forest Officers in consultation with the Collector of the District.

6) A maximum of 10 poles and 2 cart-load of firewood is admissible for a family;

7) It is generally the experience that it is not practicable to adhere to the time-schedule strictly in respect of final disposal of the material and that the last date for the disposal of the material has to be suitably extended by the Panchayat Samiti. All possible efforts, however, should be made to conform to the time –schedule as strictly as possible.

8) If the nistar material in any coupe earmarked for nistar is not lifted by the nistaries in due time, it is either taken over by the Department of payment of nistar value thereof to the Contractor, or released to the contractors by recovering the similar value from of Contractor. Discretion in this respect rests with the Divisional Forest Officer concerned.

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ANNEXURE 19.36

नागपूर - ४४००१०.

विदर्भातील बुरड व वांडू व्य
कुटुंबांना शेळ्या पुरवठा निरंतर
दरावर करण्याबाबत...

महाराष्ट्र शासन
मदतूल व वन विभाग,
शासन निर्णय क्रमांक: आरबीपु-१०९५/प्र. क्र. १२८/फ-९.
मंत्रालय, मुंबई-४०० ०३२.
दिनांक: ३० मे, १९९७

पहा:

१] मुख्य वनसंरक्षक (उत्पादन) म. रा. नागपूर यांचे पत्र क्र. जमा-१८/आर-३/बुरडवा/४९३२/९६-९७, दिनांक १२ जुलै, १९९६

२] मुख्य वनसंरक्षक (उत्पादन) म. रा. नागपूर यांचे पत्र क्र. कक्ष १८/आर-३/बांबू/ [illegible] १८/९६-९७, दिनांक २०. १०. १९९६

३] प्रधान मुख्य वनसंरक्षक, म. रा. नागपूर यांचे पत्र [illegible] मुंबई/१/९६-९७, दिनांक १७. १. १९९७.

शासन निर्णय :-

विदर्भात तथ्या नोंदणीकृत बुरडांची संख्या सुमारे ८,८०० आहे. बुरड/वांडू व्यवसाय करणाऱ्या [illegible] बांबू [illegible] प्रशिक्षण संस्थांना बांबू मिश्रणासाठी उपलब्ध होत नसल्याने बांबू पुरवठा करण्याची मागणी स्थानिक संस्थांनी शासनास केली आहे. त्यांची मागणी लक्षात घेता दरवर्षी सुमारे २५ हजार मेट्रिक टन बांबू सिलीपर द्वारे पुरवठा करण्यात शासन सकारी पडत आहे.

२. - नोंदणीकृत बुरड व वांडू व्यवसाय करणाऱ्या कुटुंबांना स्वयं रोजगार उपलब्धाकरिता विदर्भातील सर्व जिल्ह्यात दरवर्षी प्रति कुटुंब २,५०० बांबूचा पुरवठा निरंतर दरावर केला जावा. त्या कुटुंबांनी/वांडू व्यवसाय करणाऱ्यांनी त्यांच्या नोंदणी केलेल्या वसतीत स्थानी ठरावीक पध्दतीप्रमाणे नोंदणी करावी.

विगर नोंदणी [illegible] बुरड/वांडू व्यवसाय करणाऱ्या कुटुंबांच्या नोंदणीसाठी परिक्षेत्रस्तरावर एक [illegible] करण्यात यावी. नोंदणी [illegible] साध्या कागदावर संबंधित वन परिक्षेत्र अधिकारी यांचेकडे करण्यात यावेत. त्या अनुषंगे योग्य [illegible] व्यवसायी संपूर्ण माहिती, तसेच बुरड/वांडू व्यवसाय करतात आहेत आणि किती बांबूची आवश्यकता आहे याबाबतची माहितीसह सोबत प्रपत्रितेत जोडली नमूद केल्याप्रमाणे [illegible] जोडणे आवश्यक आहे.

अ) तसेच नोंदणी अर्ज नोंदणीत वन परिक्षेत्र अधिकारी यांनी सदर अर्जात बुरड असल्या बद्दल खात्री [illegible] आहे. खात्री [illegible] शासन निर्णय सहायकरण्यास, तांत्रिकीक कार्य व [illegible] विशेष क्रमांक नोंदणी-१९९३/प्र. क्र. २१७/आरक-५, दिनांक

१. ११. १९९५ मधील शासन निर्णय समाजकल्याण, सांस्कृतिक कार्य, क्रीडा व पर्यटन विभाग क्र. सीबीसी-१०७७/५०८७६/कार्यासन-५, दिनांक २१ मार्च, १९७९ नुसार फेरपात पाहे.

ब] बांबू व्यवसाय करणारे असल्यास त्यांनी ते बांबूपासून विविध वस्तू तयार करीत आहेत याबाबत संबंधित ग्रामपंचायतीचे सरपंच/नगरपालिकेचे मुख्य अधिकारी तहसिलदार यांचे प्रमाणपत्र जोडणे आवश्यक आहे.

क] नोंदणी अर्ज वरीलप्रमाणे भरून आवश्यक प्रमाणपत्र जोडून ते अर्ज वनपरिक्षेत्र अधिकारी यांच्या कार्यालयात प्राप्त झाल्यावर, वनपरिक्षेत्र अधिकारी ते अर्ज संबंधित उपवनसंरक्षक यांचेकडे पाठवतील. उपवनसंरक्षकांना त्यांची खात्री पटल्यास ते संबंधितांना वहया देण्याबाबत वनपरिक्षेत्र अधिकारी यांना सूचना देतील.

२. [illegible] नियंत्रण दराबर बांबू मंडप उभारण्यासाठी किंवा मेंट्रींगच्या उपयोगासाठी किंवा इतर कामासाठी, जिथे सरळ बांबू [illegible] केला जातो किंवा बांबू व्यापारासाठी बांबूचा उपयोग करणाऱ्या कामगारांना बांबूचा पुरवठा करण्यात येणार नाही.

३. बांबूपासून विविध वस्तू तयार करण्याबाबतचे प्रशिक्षण संस्थांनी त्यांच्या गरजेनुसार संबंधित उपवनसंरक्षकांकडे सविस्तर अर्ज [प्रशिक्षणार्थी किती, कोणकोणत्या वस्तू तयार करतात, प्रशिक्षणाचा कालावधी त्याची माहिती] केल्यानंतर त्यांची खात्री पटल्यास, अशा प्रशिक्षण संस्थांनाही नियंत्रण दराबर बांबूचा पुरवठा करण्यात यावा.

४. विहमर्यादेत तसेच अस्तित्वात असलेल्या [illegible] आवश्यकतेनुसार बांबूचा पुरवठा वनविभागामार्फत करण्यात यावा. तसेच इतर उपक्षण्याची आवश्यकता भासल्यास, त्याबाबत त्यांनी प्रस्ताव सह वनसंरक्षक [उत्पादन] यांचेमार्फत शासनास सादर करण्यात यावा.

५. कुशल किंवा बांबू व्यवसाय करणाऱ्या सहकारी संस्था स्थापन केल्यास, मुख्यवनसंरक्षक [उत्पादन] हे त्यांच्या सदस्यांना बांबूचे वाटप कशा प्रकारे करण्यात येईल याबाबतचे आदेश स्वतंत्रपणे निर्गमित करतील.

६. बांबूचा गैरवापर होणार नाही या [illegible] पाळण्यासाठी मुख्य वनसंरक्षक [उत्पादन] यांनी त्यांच्या सदस्यांवर नियमानुसार आवश्यक त्या कारवाई निश्चित कराव्यात.

७. नियंत्रण दराबर बांबू देण्याचे दर वेळोवेळी ठरविण्याबाबत मुख्यवनसंरक्षक [उत्पादन] यांनी संबंधित वनसंरक्षकांना सूचना द्याव्यात.

सदर शासन निर्णय, वित्त विभागाच्या सहमतीने त्या विभागाच्या अनौपचारिक संदर्भ क्रमांक: प्र. क्र. ३३६/९७/व्यय-१०, दिनांक . ५. १९९७ ला अनुलक्षून निर्गमित करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

[उ. मु. टेंभरे]
कार्यासन अधिकारी,
महसूल व वन विभाग.

प्रति,
मुख्य वनसंरक्षक (उत्पादन) महाराष्ट्र राज्य, नागपूर.

प्रतिलिपी :-
सर्व वनसंरक्षक/... क्षेत्र अधिकारी
महालेखाकार [लेखा व अनुज्ञेयता] महाराष्ट्र-१, मुंबई
महालेखाकार [लेखा परीक्षा] महाराष्ट्र-१, मुंबई
महालेखाकार [लेखा व अनुज्ञेयता] महाराष्ट्र-२, नागपूर
महालेखाकार [लेखा परीक्षा] महाराष्ट्र-२, नागपूर
वित्त विभाग/व्यय-१०, मंत्रालय, मुंबई-४०० ०३२.
व-१ कार्यासन, महसूल व वन विभाग, मंत्रालय, मुंबई.
सर्व कार्यासन अधिकारी, महसूल व वन विभाग, मंत्रालय, मुंबई.
व-९ कार्यासन महसूल व वन विभाग, मंत्रालय, मुंबई [निवडनस्ती].

अमर/३०५९७

ANNEXURE 19.37

नवीन बुरुडांना वन विभागाकडे नोंदणी करण्यास मान्यता व बुरुड समाजातील बांबू कारागिरांना पुरवठा करण्यात येणाऱ्या बांबूवरील स्वामित्व शुल्कात सुट देण्याबाबत..

महाराष्ट्र शासन
महसूल व वन विभाग
शासन निर्णय क्र. संकीर्ण-२०१२/प्र.क्र.३४९/फ-१
मंत्रालय, मुंबई-४०० ०३२
दिनांक : ५ डिसेंबर, २०१४

वाचा :- १. महसूल व वन विभाग, शासन निर्णय क्रमांक अबांपू-१०९५/प्र.क्र.१२८/फ-९, दिनांक ३०.५.१९९७
२. प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), महाराष्ट्र राज्य, नागपूर यांचे क्र.कक्ष-१६/ आर-१/बुरुड बांबू/४११/९७-९८, दिनांक ३.७.१९९७ चे पत्र.
३. प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), महाराष्ट्र राज्य, नागपूर यांचे क्र.कक्ष-१६/ आर-३/प्र.क्र. ५३ (०६-०७)/ भाग-१/जी-२३/१३-१४, दिनांक ३.७.२०१३ चे पत्र.
४. महसूल व वन विभाग, अधिसूचना दिनांक ३०.१०.२०१४

प्रस्तावना :-

महाराष्ट्र राज्यात बांबूवर आधारीत उद्योगास चालना देण्यासाठी, व्यापक प्रमाणात बांबूची लागवड करण्यासाठी तसेच नैसर्गिक व खाजगी क्षेत्रात बांबू लागवड व योग्य व्यवस्थापन करून बांबूच्या उत्पादनामध्ये तसेच बांबूवर आधारीत उद्योजकांना चालना देणे व बांबूचा मुल्यवर्धीत उपयोग वाढवणेकरीता, नवीन बांबू धोरण जाहीर करण्यात आले आहे.

महाराष्ट्र राज्यातील सर्व बुरुडांना पुरवण्यात येणाऱ्या बांबूवरील वन विकास करातून सूट देण्याच्या निर्णयाची अधिसूचना दिनांक ३०.१०.२०१४ अन्वये निर्गमित करण्यात आलेली आहे. शासन निर्णय महसूल व वन विभाग क्र.अबांपु-१०९५/प्र.क्र.१२८/फ-९, दिनांक ३० मे, १९९७ अन्वये नोंदणीकृत बुरुड व बांबू व्यवसाय करणा-या कुटुंबांना स्वयंरोजगार मिळण्याकरिता विदर्भातील ९ जिल्हयात दरवर्षी प्रति कुटुंब १५०० बांबूचा पुरवठा निस्तार दरावर करण्याचा निर्णय घेण्यात आला होता. सदर शासन निर्णयानुसार बिगर नोंदणीकृत बुरुड / बांबू व्यवसाय करणाऱ्या कुटुंबाच्या नोंदणीसाठी प्रधान मुख्य वनसंरक्षक यांचे पत्र क्र. क-१६/आर-१/बुरुड बांबू /४११/९७-९८, दिनांक ३.७.१९९७ अन्वये बुरुड / बांबू व्यवसाय करणा-या कुटुंबाच्या नोंदणीसाठी ३० ऑगष्ट, १९९७ अशी तारीख निश्चित करण्यात आली होती. सद्यःस्थितीत राज्यात एकूण नोंदणीकृत बुरुडांची संख्या ७,९०० इतकी आहे. दिनांक ३० ऑगष्ट, १९९७ नंतर नवीन बुरुडांची नोंदणी करण्यात आलेली नाही. नवीन बुरुड / बांबू व्यवसाय करणाऱ्या कुटुंबाची नोंदणी करणे, तसेच बुरुड कामगारांना स्वयंरोजगारासाठी प्रोत्साहनासाठी "स्वामित्व शुल्क" न आकारता बांबूचा पुरवठा करणेबाबतही वारंवार शासनास मागणी होत असते. त्या अनुषंगाने

नवीन बुरुड कामगारांना वन विभागाकडे नोंदणी करणे, तसेच बुरुडांना बांबूवरील स्वामित्व शुल्कात (Royalty) सूट देण्याबाबतचा प्रस्ताव शासनाच्या विचाराधीन होता.

शासन निर्णय :-

सद्यःस्थितीत राज्यात एकूण नोंदणीकृत बुरुडांची संख्या ७,९०० इतकी आहे. दिनांक ३० ऑगष्ट, १९९७ नंतर नवीन बुरुडांची नोंदणी करण्यात आलेली नाही. यामुळे नोंदणी झालेल्या ७९०० बुरुड कुटूंबा व्यतिरिक्त ज्या बुरुड कुटुंबाची वन विभागाकडे नोंदणी करण्यात आली नाही, त्यांची नोंदणी करण्यास मान्यता देण्यात येत आहे. ज्या बुरडांनी / बांबू व्यवसाय करणाऱ्यांनी नोंदणी केली नाही, त्यांनी खालील पध्दतीप्रमाणे नोंदणी करावी :-

बिगर नोंदणीकृत बुरुड बांबू व्यवसाय करणाऱ्या कुटूंबाच्या नोंदणीसाठी अर्ज संबंधित वनपरिक्षेत्र अधिकारी यांचेकडे करण्यात यावेत. नोंदणीसाठी अर्ज वनपरिक्षेत्रस्तरावर स्विकारण्यात यावेत. याबाबत वनपरिक्षेत्रातील सर्व गावांमध्ये विस्तृत प्रसिध्दी देण्यात यावी. त्या अर्जामध्ये मागणी करणाऱ्या व्यक्तिचे संपूर्ण नाव, पत्ता, बुरुड / बांबू व्यवसाय करणारे आहेत आणि किती बांबूची आवश्यता आहे, याबाबतची माहिती तसेच अर्जासोबत खाली नमूद केल्याप्रमाणे प्रमाणपत्र जोडणे आवश्यक आहे :-

अ) सदर नोंदणी अर्ज संबंधित वनपरिक्षेत्र अधिकारी यांच्याकडे भरून द्यावा. अर्जासोबत बुरुड असल्याबाबत जातीचे नियमाप्रमाणे प्रमाणपत्र जोडणे आवश्यक आहे. जातीचे प्रमाणपत्र शासन निर्णय समाज कल्याण, सांस्कृतिक कार्य व क्रिडा विभाग क्रमांक सीबीसी-१४९३/ प्र.क्र.२१०/मावक, दिनांक ९.११.१९९५ मधील शासन निर्णय समाज कल्याण, सांस्कृतिक कार्य, क्रिडा व पर्यटन विभाग क्रमांक सीबीसी-१०७७/५०८७६/कार्यासन-५, दिनांक २१.३.१९७९ नुसार घेण्यात यावे.

ब) बांबू व्यवसाय करणारे असल्यास त्यांची बांबूपासून विविध वस्तू तयार करीत आहोत, याबाबत संबंधित ग्रामपंचायतीचे सरपंच / नगरपरिषदेचे मुख्य अधिकारी, तहसिलदार यांचे प्रमाणपत्र जोडणे आवश्यक आहे.

क) नोंदणी अर्ज वरीलप्रमाणे भरून आवश्यक प्रमाणपत्र जोडून ते अर्ज वनपरिक्षेत्र अधिकारी यांच्या कार्यालयात प्राप्त झाल्यावर, वनपरिक्षेत्र अधिकारी हे अर्ज संबंधित उपवनसंरक्षक यांच्याकडे पाठवतील. उपवनसंरक्षक यांना त्यांची खात्री पटल्यास ते संबंधितांना बुरूड नोंद वहया देण्यासंबंधी वनपरिक्षेत्र अधिकारी यांना सूचना देतील.

ड) निस्तार दरावर बांबू मंडप उभारण्यासाठी किंवा सेंटरींगच्या उपयोगासाठी किंवा इतर कामासाठी जिथे सरळ बांबूचा वापर केला जातो. तसेच, बुरुड व्यवसाय सोडून इतर व्यापारासाठी बांबूचा उपयोग करणाऱ्या कामगारांना बांबूचा पुरवठा करण्यात येणार नाही.

शासनाच्या प्रचलित धोरणानुसार निस्तार दर ठरवायचे असल्याने लिलावात प्राप्त झालेली किंमत वजा निष्कासन खर्च = स्वामित्व शुल्क याप्रमाणे प्रथम स्वामित्व शुल्क निश्चित करण्यात येते. त्यानंतर निस्तार दर = ५०% स्वामित्व शुल्क + निष्कासन खर्च या सूत्रानुसार निस्तार दर

ठरविण्यात येतो. बांबू धोरणाच्या अनुषंगाने बुरुड समाजातील बांबू कारागिरांना पुरवठा करण्यात येणाऱ्या बांबूवरील स्वामित्व शुल्कात सूट प्रदान करण्यास मान्यता देण्यात येत आहे. अशी सवलत प्रति कुटूंब प्रतिवर्षी १५०० बांबू इतक्या मर्यादेत देण्यात येईल.

सदर शासन निर्णय वित्त विभागाच्या सहमतीने व त्या विभागाच्या अनौपचारीक संदर्भ क्रमांक ३०८/ २०१४, दिनांक १७.११.२०१४ अन्वये निर्गमित करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

(वि.वा.पाटील)
कार्यासन अधिकारी
महसूल व वन विभाग

प्रति,

१. प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), महाराष्ट्र राज्य, नागपूर.
२. प्रधान मुख्य वनसंरक्षक (वन्यजीव), महाराष्ट्र राज्य, नागपूर
३. प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन), महाराष्ट्र राज्य, नागपूर
४. प्रधान मुख्य वनसंरक्षक (संशोधन, शिक्षण व प्रशिक्षण), महाराष्ट्र राज्य, नागपूर
५. प्रधान मुख्य वनसंरक्षक, तथा महासंचालक, सामाजिक वनीकरण महाराष्ट्र राज्य, पुणे.
६. अपर प्रधान मुख्य वनसंरक्षक (अर्थसंकल्प, नियोजन व विकास), महाराष्ट्र राज्य, नागपूर
७. अपर प्रधान मुख्य वनसंरक्षक (संसाधन उपयोग),महाराष्ट्र राज्य, नागपूर
८. सर्व विभागीय आयुक्त.
९. सर्व जिल्हाधिकारी.
१०. सर्व मुख्य वनसंरक्षक.
११. सर्व उपवनसंरक्षक.
१२. सर्व वनपरिक्षेत्र अधिकारी
१३. महालेखापाल (लेखा व अनुज्ञेयता), १/२, मुंबई / नागपूर.
१४. महालेखापाल (लेखा परिक्षा), १/२, मुंबई / नागपूर.
१५. वित्त विभाग (व्यय-१०), मंत्रालय, मुंबई-३२.
१६. सर्व कार्यासन अधिकारी, महसूल व वन विभाग, मंत्रालय, मुंबई.
१७. निवड नस्ती, फ-९ कार्यासन, महसूल व वन विभाग, मंत्रालय, मुंबई-३२

ANNEXURE 19.38

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर यांचे कार्यालय.

क्रमांक कक्ष-१६/आर-१/बुरड बांबू/ ६११ /१७-१८
नागपूर-४४० ००१, दिनांक :- २/७/२०१८

प्रति,

वनसंरक्षक,
उत्तर चंद्रपूर/दक्षिण चंद्रपूर,
नागपूर, अमरावती, यवतमाळ वनवृत्त.

विषय :- विदर्भातील बुरड व बांबू व्यवसाय करणा-या कुटुंबांना बांबूचा पुरवठा निस्तार दरावर करण्याबाबत.

संदर्भ :- शासन निर्णय क्र.आबापु-१०९५/प्र.क्र.१२८/फ-१ दि.३० ऐ १९९७

विदर्भातील बुरड व बांबू व्यवसाय करणा-या कुटुंबांना/बांबू पासून विविध वस्तू तयार करण्यासंबंधीच्या प्रशिक्षण संस्था, यांची बांबू पुरवठ्याबाबत शासनाकडे केलेली वारंवार मागणी लक्षात घेता, दरवर्षी सुमारे २५००० [पंचवीस हजार] मेट्रिक टन जादा बांबू निस्तार दराने पुरवठा करण्यास संदर्भिय शासन निर्णयानुसार शासनाने मंजूरी दिली आहे. [तुलभ संदर्भाकिरिता प्रत सोबत जोडली आहे].

२-१. संदर्भिय शासन निर्णयान्वये नोंदणीकृत बुरड व बांबू व्यवसाय करणा-या कुटुंबांना स्वयंरोजगार मिळण्याकरिता 'विदर्भातील नऊ जिल्ह्यात दरवर्षी प्रति कुटुंब १५०० बांबूचा पुरवठा निस्तार दरावर केला जाईल. तर्व नोंदणीकृत बुरड व बांबू व्यवसाय करणा-या कुटुंबाचे, वाचरामध्ये असलेल्या बुरड कारागिर खाली नमूद केलेल्या पध्दतीप्रमाणे नवीनीकरण करण्यात यावे. तसेच सदर नवीनीकरण करतेवेळी योग्य पडताळणी करण्यात यावी. नविनीकरण करणेकरिता वनक्षेत्र-स्तरावर एक तारीख निश्चित करण्यात यावी व नवीनीकरणाची प्रक्रिया १५ ऑगस्टपर्यंत पूर्ण झाली पाहिजे याबाबत दक्षता घ्यावी. बुरड मंडीचा कालावधी १ ऑक्टोबर ते ३० सप्टेंबर राहील.

२-२ जिगर नोंदणीकृत बुरड बांबू व्यवसाय करणा-या कुटुंबाच्या नोंदणीसाठी अर्ज [अर्जाचा नमुना सोबत जोडलेला आहे] संबंधीत वनपरिक्षेत्र अधिकारी यांचेकडे करण्यात यावेत. नोंदणीसाठी अर्ज स्विकारण्याची एक तारीख, वनपरिक्षेत्रस्तरावर निश्चित करण्यात यावी व याबाबत वनपरिक्षेत्रातील सर्व गावांमध्ये भरपूर प्रसिध्दी देण्यात यावी. त्या अर्जासोबत खाली नमूद केल्याप्रमाणे प्रमाणपत्र जोडणे आवश्यक आहे.

अ] राशनकार्डाची सत्यप्रत/द्वारांकित प्रत.

ब] बुरड असला, तर जातीचे नियमाप्रमाणे प्रमाणपत्र, जातीचे प्रमाणपत्र शासन निर्णय समाज कल्याण, सांस्कृतिक कार्य व क्रिडा विभाग क्रमांक तीबीती-१४९३/प्र.क्र.२१७/भावक/ दिनांक ९.११.१९९५ मधील शासन निर्णय समाज कल्याण सांस्कृतिक कार्य, क्रिडा व पर्यटन विभाग, क्रं.तीबीती/१०७५/५७८७६/कासंतिन-५ दिनांक २१.३.१९७९ नुसार घेण्यात यावे.

क] बांबू व्यवसाय करणारे असल्यास त्यांनी बांबूपासून विविध वस्तू तयार करीत आहेत, याबाबत संबंधित ग्रामपंचायतीचे सरपंच/नगरपालिकेचे मुख्य अधिकारी, तहसिलदार यांचे प्रमाणपत्र जोडणे आवश्यक आहे.

ड] नोंदणी अर्जावरील प्रमाणे सर्व आवश्यक प्रमाणपत्रे जोडून ते अर्ज वनपरिक्षेत्र अधिकारी यांच्या कार्यालयात प्राप्त झाल्यावर वनपरिक्षेत्राधिकारी ते अर्ज संबंधित उपवनसंरक्षक यांचेकडे पाठवतील.

उपवनसंरक्षक यांना त्यांची यात्री पटल्यात ते संबंधितांना बुरड वहया देण्यासंबंधी वनपरिक्षेत्र-अधिकारी यांना सुचना देतील.

६] बुरड वहयाची नोंदणी, विभागीय स्तरावर रजिस्टरवर नोंद घेवून करण्यात यावी व विभाग स्तरावर बुरड वही क्रमांक देण्यात यावा. अस्तित्वात असलेले बुरड कार्ड नवीनीकरण झाल्यानंतरच नवीन बुरड कार्डची नोंदणी करण्यात यावी.

वरील नोंदणी बाबत ची संपूर्ण प्रक्रिया २० ऑगस्ट १९९७ पे आंत पूर्ण झाले पाहिजे, याबाबत दक्षता घ्यावी.

२.० मंडप उभारण्यासाठी किंवा मेंढ्रींगच्या उपयोगासाठी किंवा इतर कामासाठी जिथे तरव बांबूचा वापर केला जातो, किंवा बांबू व्यवसायासाठी बांबूचा उपयोग करणाऱ्या कामगारांनाही निस्तार दरावर बांबूचा पुरवठा करण्यात येणार नाही.

३.० बांबूपासून विविध वस्तू तयार करण्यासंबंधीच्या प्रशिक्षण संस्थांनी त्यांच्या गरजेनुसार संबंधित उपवनसंरक्षकांकडे सविस्तर अर्ज [प्रशिक्षणार्थी किती व कोणकोणत्या वस्तू तयार करतात. यासाचा कालावधी इतिहासप्रशिक्षणार्थी बांबूची मागणी, एका वर्षात किती स्त्रा, केंद्र शासन/राज्य शासनाकडून मान्यता प्राप्त आहे किंवा कसे, व्यापार व वाणिज्य विभागाकडून बांबूच्या मात्रा ठरवून पुरवठाकरिता शिफारस/संमतीपत्र] आवश्यक दस्तावेज सोबत जोडून सादर केल्यानंतर उपवनसंरक्षक असे सर्व अर्ज संबंधीत वनसंरक्षक यांचेकडे पाठवतील. वनसंरक्षक यांनी यात्री पटल्यात ते संबंधीत प्रशिक्षण संस्थाकरिता, एका तज्ञाकरिता निस्तार दरावर बांबूचा पुरवठाकरिता आदेश जारी करतील. पुढील तज्ञाकरिता उपवनसंरक्षक यांनी, पुरवठा केलेल्या बांबूचे उपयोगाबाबत खात्री करून बांबूचा पुरवठा करतील व त्याबाबतचा अहवाल वनसंरक्षक यांना सादर करतील.

४.०० विदर्भातील तथ्या अस्तित्वात असलेल्या वन आगारातून आवश्यकतेनुसार बांबूचा पुरवठा संबंधित वनविभागाद्वारे करण्यात यावा. नविन डेपोउघडण्याची आवश्यकता भासल्यास त्याबाबत स्वतंत्रपणे प्रस्ताव शासन मंजुरी प्राप्त करण्याकरिता या कार्यालयात पाठवावा.

५.०० बुरडांनी किंवा बांबू व्यवसाय करणाऱ्यांनी सहकारी संस्था स्थापन केल्यास त्यांना बांबूचे वाटप कशाप्रकारे करण्यात येईल याबाबतचे आदेश स्वतंत्रपणे निर्गमित करण्यात येतील.

६.०० बांबूचा पुरवठा निस्तार दराने करण्याबाबतच्या प्रकरणांत निगडीत असलेल्या डीडक्शनचे सर्वसाधारण होऊन तफावत निराकरण करण्याचे दृष्टीने वनसंरक्षक, नागपूर यांचे अध्यक्षतेखाली एक समिती नेमण्यात येत आहे. सदर समितीमध्ये वनसंरक्षक, उत्तर चंद्रपूर, दक्षिण चंद्रपूर, अमरावती व यवतमाळ हे सदस्य राहतील. सदर समितीसमोरील विषयी चर्चा करून आपली शिफारस या कार्यालयात सादर करतील, जेणेकरून पुढील सुचना या कार्यालयातून जारी करणे शक्य होईल.

७] निस्तार दर करण्याबाबत.

७.१ सुरुवात
निरनिराळ्या जिल्ह्यातील निस्तार दरामध्ये जास्त तफावत राहू नये याची खातरजमा होण्याचे दृष्टीने समितीची बैठक प्रतिवर्षी ऑगस्टमध्ये घेवून प्रत्येक जिल्ह्याचे दर ठरविण्यासाठी समिती प्रस्तावित करीत व हे दर जिल्हाधिकारी यांचे तत्सामतलतीने संबंधित वनसंरक्षक जाहीर करतील.

सदर निस्तार दर, स्थानिक मुल्याच्या ५०% + [अधिक] निष्कासन व वाहतूक दर असे/असतील प्रत्यक्ष दर झाले असावे.

२] समितीने बांबुच्या भेसावर होणार नाही यावर आळा घालण्याताठी आवश्यक उपाययोजना केल्याचे दृष्टीने करावी. तसे बंधपत्र बाबत शिफारस तादर करावी.

तरीही

३] समितीची बैठक बोलाविण्यापूर्वीच आपआपल्या वनक्षेत्रात किती बांबुचे उत्पादन प्राप्त होते, त्यातून भरट लिलावाद्वारे विक्री करण्याकरिता राखून ठेवल्यानंतर निस्तार दराने पुरवठा करण्याताठी बांबुची उपलब्धता किती आहे, तसेच निस्तार दराने पुरवठा बाबत किती बांबु लागणार आहे याबाबत आढावा घ्यावा.

४] मे. मिल्ट कडुन प्राप्त करारनाम्याच्या अटी व शर्तीनुसार वनविभागाकरिता निस्तार पुरवठ्याकरिता ३५००० [मेट्रीक टन लांब बांबुची मागणी करण्याची तरतुद आहे. मे. मिल्ट कडुन बांबुची मागणी [किती, केव्हा व कोठे] बाबतही चर्चा करुन आराखडा तादर करावा. यासाठी मे. मिल्ट यांना मागणीनुसार पुरवठा केलेल्या बांबुच्या मात्रेवर मंजुर अनुज्ञप्ति दराने निष्कासन कार्य वितरीत करावयाचा आहे.

५] ज्या जिल्हयात बांबुचे उत्पादन पुरेसे होत नाही, त्या जिल्हयात निस्तार दराने बांबु पुरविण्याकरिता किती बांबुची मागणी आहे. व ते कोठून पुरवठा करता येईल, मागणी केव्हा तादर करावी इत्यादि बाबत कार्यपध्दती बाबाबत चर्चा करुन आराखडा तयार करुन आपली शिफारस समितीने या कार्यालयात तादर करावी.

६] वुरुडांना निस्तार दराने बांबुचा पुरवठा या योजनेअंतर्गत परिक्षेत्रतरावर, विभागीय तरावर, वृत्त तरावर ठेवण्यात येणारे अभिलेख तसेच प्रधान मुख्य वनसंरक्षक/शासनास पाठविण्याकरिता अहवाल/अभिलेखा करिता एकसमयपध्दतीचा अवलंब करण्यासंबंधी सुरेखा समितीने निश्चित करावी.

सदरचे - वरीलप्रमाणे

प्रधान मुख्य वनसंरक्षक [उत्पादन]
महाराष्ट्र राज्य, नागपूर.

प्रतिलिपी सचिव वनसंरक्षक सर्व [विदर्भातील].

प्रतिलिपी मा. अधिकारी प्र-१ महसुल व वनविभाग, मंत्रालय, मुंबई.

प्रतिलिपी प्रधान सचिव [वने], महसुल व वनविभाग, मंत्रालय, मुंबई यांना संदर्भिय शासन निर्णयाचे अनुक्रमांने माहितीस्तव तादर.

नोंदणी अर्ज नमुना

[नूतनीकरणासाठी हेच नमुना अर्ज वापरावे]

प्रति,

उपवनसंरक्षक,

मार्फत : वनपरिक्षेत्र अधिकारी.

विषय :- बुरड व बांबू व्यवसाय करणा-या कुटुंबास स्वयंरोजगार करण्याकरिता बुरड वही/बुरड कामगार वही जारी करण्याबाबत.

बुरड/बांबू कामगार कुटुंबाची नोंदणी करण्याबाबत.

महोदय,

मी अर्जदार श्री---वय---------

वर्ष..... रा. ---------------------------तह---------------------जिल्हा---------

आपले---------- ---------------------वनविभाग---------------------यांचेमध्ये

माझ्या कुटुंबाची बुरड/बांबू कामगार कुटुंब म्हणून नोंदणी करण्यासाठी व बुरड वही/ बांबू कामगार वही जारी करण्याबाबत आवश्यक माहिती व प्रतिज्ञा पत्र खालीलप्रमाणे सादर करीत आहे.

माझे कुटुंबातील इतर व्यक्तींची नावे आज दिनांक----------------ला खालीलप्रमाणे आहेत.

कुटुंबातील व्यक्तीची नावे	वय	कुटुंब प्रमुखाशी नाते.
१]		
२]		
३]		
४]		
५]		
६]		

मी वरील सही/अंगठा करणार नामे श्री---------- ----------

रा----------तह----------जि---------- ---------- या गावाचा रहीवाशी आहे. मी जातीने बुरड/आहे/माझा बांबूपासून विविध वस्तू तयार करण्याचा व्यवसाय आहे. सोबत तहसिलदार---------- यांचे जातीचे प्रमाणपत्र जोडले आहे. तसेच माझा बांबूपासून वस्तू तयार करण्याचा व्यवसाय असल्याबाबत सरपंच----------ग्रामपंचायत/मुख्य अधिकारी ---------- नगरपालिका यांचे प्रमाणपत्र सोबत जोडले आहे. सोबत राशन कार्डाची साक्षांकित प्रत जोडली आहे.

माझी सुनेबाबी सुशा/चांदू वगवार मजुर स्वर्गीयबाबारावाडी
विचार करणे बाबु किन्याबाबी हजार मिळेपावत नौंदणी करण्यात यावी
व मला सुशा बाई/चांदू वगवार यांचे बारसे करण्यात यावे ही विनंती.
सोबत प्रतिज्ञा पत्र जोडले आहे.

दिनांक :-

ठिकाण :-

स्वाक्षरी

पूर्ण पत्ता :

प्रतिज्ञा पत्र

मी माझे ——————————————————————————————————

वि.——————————————प्रतिज्ञा पत्र लादर करीत आहे की, शासनाकडून स्वयंरोजगारासाठी माझ्या कुटुंबास उपलब्ध झाल शिलाई मशिन, त्याचाकुन दिलेल वस्तु तयार करण्याकरिता उपयोग करीत या मशिनचा दुसऱ्या व्यवसाया व्यतिरिक्त इतर कामासाठी उपयोग केल्यास, मी प्रेस मशिनकडुन वस्तु तयार करीत असलेले शिलाईचा व्यवसाय माझी मोंडणी रद्द करण्याचे मंजुर व माझ्या केल्यास असेली दुसऱ्या मशिन/मशिनचा कामासाठी वापरली तुम्ही रद्द करण्याचे मंजुर, शिलाई दराचे किंमत-या मशिनच्या. शासनाचे सामानाचे मी वापर राहणार नाही. मी दुसऱ्या सहकारी संस्थाचे सदस्य नाही/आहे व त्यांचेचे नाव——————————

——————————असुन माझे मोंडणी क्रमांक ——————————आहे.

ठिकाण :

दिनांक :

1082

लाभार्थी

सही :

महाराष्ट्र शासन

_____ यांस लिहावे.

_____ परिशिष्ट.

मुलाचा फ्रमांक _____

मुलाच्या आई वडीलांचा फ्रमांक _____ तारीख _____

लिव्हर बायोप्सीचे प्रयोजन _____

संदर्भाचे नांव _____ वय _____

व्यवसाय _____ ग्रामपंचायतीचे नांव _____

तालुका _____ जिल्हा _____

मुलाच्या आईचे संमतीपत्र नांव _____ वय _____ मुलाचे फ्रमांक नांव.

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१)

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३)

४)

५)

६)

ठिकाण :-

दिनांक :-

डॉक्टरांची/शिक्षकाची

स्वाक्षरी

_____ यांस लिहावे.

मुल्यांकन.

१) उपरोक्त मुद्दा वहीचे ——— पासून ——— पर्यंत
मुल्यांकन करण्याचे येत आहे.

ठिकाण :
दिनांक :

(शिक्का)

स्वाक्षरी/ शिक्का
उपव्यवस्थापक,
——— प्रभाग.

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२) उपरोक्त मुद्दा वहीचे ——— पासून ——— पर्यंत.
मुल्यांकन करण्याचे येत आहे.

ठिकाण :
दिनांक :

(शिक्का)

स्वाक्षरी/ शिक्का
उपव्यवस्थापक,
——— प्रभाग.

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३) उपरोक्त मुद्दा वहीचे ——— पासून ——— पर्यंत.
मुल्यांकन करण्याचे येत आहे.

ठिकाण :
दिनांक :

(शिक्का)

स्वाक्षरी/ शिक्का.
उपव्यवस्थापक
——— प्रभाग.

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४) उपरोक्त मुद्दा वहीचे ——— पासून ——— पर्यंत.
मुल्यांकन करण्याचे येत आहे.

ठिकाण :
दिनांक :

(शिक्का)

स्वाक्षरी/ शिक्का
उपव्यवस्थापक
——— प्रभाग.

| जिल्हा | केलेली अटकेची संख्या | दोषसिद्धी | | |

बुरड वही.

अटी/शर्ती [नियम]

१] बुरड/बांबू कामगार सहकारी सोसायटी असणे आवश्यक [मंजूर करण्याचे निकषानुसार].

२] बुरड वही प्रत्येक कुटुंबास स्वतंत्र किंवा व त्यावर बुरड वही अवलंबित्व राहील.

३] उपलब्धतेनुसार वार्षिक पुरवठा १५०० बांबू/प्रती कुटुंब/प्रती वर्ष करण्यात येईल.

४] मुख्य तारा केल्या व पिकी केल्या मालावा तपासित फरक झाली अधिकाऱ्याकडे सांगितल्याशिवाय दुसरा बांबू मिळणार नाही.

५] तयार केलेल्या वस्तुविक्रीसाठी मेसर्स आदिवासी औद्योगिक विकास महामंडळ राहतील.

६] विक्रीकर वही मेसर्स सहकारी [बुरडाची] असावयास पाहिजे व वीजबीचे वेगळे उपलब्ध असावयास पाहिजे.

७] संस्थेच्या सचिवांकडून विक्रीकर दराने पुरवठा केलेल्या बांबूचा वापर बुरडी कामाव्यतिरिक्त इतर कामाकरिता म्हणजे मंडप डेकोरेशन इत्यादि साठी केल्यास वा बांबू जमीन तसा इतर कारणास विक्री केल्यास प्रतिनग इतर ठिकाणावरील केल्यास तसेच बुरड/बांबू कामगारांचे नोंदणी क्रमांक व बुरड वही तुच्छता रद्द करण्यात येईल व ते आदिवासी सहकारी संस्था राजुरा यांची.

८] प्रत्येकावर बांबू उपलब्ध करून दिल्यानंतरही कार्ड धारकांनी सात ६ महिने कालावधी पर्यंत बांबूची मागणी केल्यास बांबू उचलला नाही तर, कार्ड धारकास बांबूची आवश्यकता नाही असे गृहित धरून कार्ड धारकाची नोंदणी व बुरड/बांबू कामगार वही रद्द करण्यात येईल.

९] वर उल्लेखित कोणत्याही अटीचे उल्लंघन झाल्यास किंवा निकषात बसणारे दुसऱ्याकडील कोणतीही चालती वेळेत बांधकामाच्या वस्तू तयार करीत असल्याचे निदर्शनास आल्यास विक्रीकर रद्द करण्यात येईल.

१०] बुरड वही ये १ ऑक्टोबर ते पुढील वर्षाचिया ३० सप्टेंबर या कालावधीसाठी नुतनीकरण करावी. १ ऑगस्ट ते ३० सप्टेंबर या कालावधीत करण्यात येईल.

११] उपरोक्त कालावधीत बुरड वही चे नुतनीकरण न केल्यास पुढील वर्षी बांबूचा पुरवठा केल्या जाणार नाही.

उपसंचालक

———————सहकारी.

ANNEXURE 19.39

प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर यांचे कार्यालय

क्र.कक्ष-१६/आर-१/बुरडबांबू/संस्था/८१४/९७-९८
नागपूर-४४०००१, दिनांक २९ सप्टेंबर/१९९७

प्रति,

वनसंरक्षक,
उत्तर चंद्रपूर/दक्षिण चंद्रपूर/नागपूर
अमरावती/यवतमाळ वनवृत्त

विषय:- विदर्भातील बुरड व बांबू व्यवसाय करणा-या कुटुंबांना बांबूचा पुरवठा निस्तार दरावर करण्याबाब
बांबू सहकारी संस्थांनी नोंदणीकृत करण्याबाबत
संदर्भ:- शासन निर्णय क्रमांक-आबांपू-१०९५/प्र.क्र.१२८/फ-९, मुंबई, दिनांक ३० मे १९९७

बुरडांनी किंवा बांबू व्यवसाय कारणा-यांनी सहकारी संस्था स्थापन केल्यात त्यांना बांबूचे वाटप कशाप्रकारे करण्यात यावे याबाबत संदर्भीय शासन निर्णयांच्या परिच्छेद-६ अन्वये मुख्य वनसंरक्षक (उत्पादन) म.रा.नागपूर यांनी प्राधिकृत केले आहे. त्या अनुषंगाने बांबू सहकारी संस्थांनी नोंदणी करण्याबाबत खालीलप्रमाणे सूचना देण्यात येत आहेत.

२-० "महाराष्ट्र कोऑपरेटिव्ह ॲक्ट" खाली नोंदणीकृत झाल्याशिवाय कोणत्याही सहकारी संस्थेला बांबूचे वाटप करण्यात येणार नाही असे अस्तित्वात असलेल्या सर्व बांबू सहकारी संस्थांना संबंधित वनसंरक्षक यांना कळवावे व पोचपावती प्राप्त करावी.

३-१ महाराष्ट्र कोऑपरेटिव्ह सोसायटी ॲक्टनूसार नोंदणीकृत (Registered) ज्या सहकारी संस्थांमध्ये सर्व सभासद बांबू पासून निरनिराळया वस्तु बनविणारे बांबू कारागिर आहेत त्या सहकारी संस्थांना निस्तार दरावर बांबू पुरवठा करण्यात येईल. सर्व सभासद नोंदणीकृत सक्रीय बूरड बांबू कामगार असावे हे संस्थेच्या नोंदणी करिता मुळभूंतत्त्व आहे.

०-२ "महाराष्ट्र कोऑपरेटिव्ह ॲक्ट" खाली बांबू सहकारी संस्थांनी नोंदणीकृत करण्याआधी मुख्य वनसंरक्षक (उत्पादन) म.रा.नागपूर यांचेकडून "ना हकरत प्रमाणपत्र" क्रमप्राप्त राहील.

०-३ "ना हकरत प्रमाणपत्र" प्राप्त करणे करिता संबंधित संस्थांनी होत करु संस्थांनी त्यांचे कार्यक्षेत्रातील संबंधित उपवनसंरक्षक यांचे कार्यालयात महाराष्ट्र कोऑपरेटिव्ह ॲक्टच्या विहीत प्रपत्रात अर्ज सादर करावा. उपवनसंरक्षक यांनी सदर संस्थेबाबत ज्या विहीत नियामाप्रमाणे जंगल कामगार सहकारी संस्थांच्या नोंदणी करिता अर्जाची चाचणी करण्यात येते. त्याचप्रमाणे संपुर्ण चौकशी करावी. तसेच सदर संस्थेचे सर्व सभासद

प्रत्यक्ष सक्रिय बांबू कामगार आहेत व त्यांना बुरड कार्ड देण्यात आले आहेत व खरोखर सदर संस्थांना सक्रिय बांबू कामगारांची संस्था असून बांबू पासून निरनिराळया वस्तु बनविण्याचे व विक्रीचे काम करीत आहे याबाबत जातीने खात्री केल्या नंतरच पुढील कार्यवाही करिता संबंधित वनसंरक्षक मार्फत या कार्यालयास पाठवावा.

०-४ सहकारी संस्थांना आवश्यक असलेल्या बांबूच्या मागणीसाठी अर्ज संबंधित वनसंरक्षक यांचेकडे करतील.

१) मागणीसाठी अर्ज प्राप्त झाल्यानंतर, वनसंरक्षक, बांबूच्या उपलब्धते नुसार कोणत्या वनविभागातून / डेपोतून बांबू पुरवठा करण्यात येणार आहे याबाबत संस्थेला व संबंधित वनविभागाचा आदेश निर्गमित करतील. सहकारी संस्थांना प्रती सदस्य / नोंदणीकृत बुरड / बांबू कामगार / प्रती वर्ष १५०० बांबू संस्थेच्या बुरड वहयावर नोंदणी घेवून उपलब्धतेनुसार निस्तार दरावर संस्थेच्या अधिकृत प्रतिनिधी मार्फत बांबू पुरवठा करण्यात येईल.

२) याकरिता संस्थेला त्यांचेकडे असलेले सर्व सभासद यांचे बुरड वही परिक्षेत्र कार्यालयात जमा केल्यानंतर संस्थेकरिता बुरड वही जारी करण्यात येईल. सहकारी संस्थेमार्फत बुरड /बांबू कामगार वहीवर बांबू पुरवठा सुरु केल्यानंतर त्या बुरड वहीवर बुरड / बांबू कामगारांना वैयक्तिक रित्या निस्तार दरावर बांबू पुरवठा केल्या जाणार नाही.

०-५ सहकारी संस्थांना ज्या डेपो मध्ये बांबू उपलब्ध असतील त्याच डेपो मध्ये बांबू उपलब्ध असतील त्याच डेपो मधून बांबू उचलणी बंधनकारक राहील.

०-६ सहकारी संस्थांना निस्तार दर ----- विक्री कर----- वनविकास कर या दराने बांबू पुरवठा करण्यात येईल.

०-७ बांबू पुरवठयाच्या आदेशाचे तारखेपासून १५ दिवसाचे आंत सहकारी संस्था संबंधित उपवनसंरक्षक यांचेकडे पुर्व मालाची रक्कम भरना करुन मालाचा ताबा घेतील.

०-८ सहकारी संस्थांना निस्तार दरावर पुरवठा केलेल्या बांबूच्या उपयोग फक्त बुरडाकडून तयार करण्यात येणा-या विविध वस्तु (Artecles) टोपली, चटई इत्यादी साठी उपयोगात आणतील.

०-९ सहकारी संस्थांना निस्तार दरावर बांबू पुरवठा करण्यात आलेल्या बांबू कुठल्याही परिस्थितीत विक्री करता येणार नाही. तसेच सदर बांबूचा वापर बुरडी कामा व्यतिरिक्त इतर कामाकरिता म्हणजे सेंटरींग, मंडप इत्यादीसाठी केल्यास, बांबूचा पुरवठा बंद करण्यात येईल. व सदर संस्था शासनाचे सवलतीस पात्र राहणार नाही. व सदर संस्थेच्या नोंदणी रद्द करण्याबाबत आवश्यक कार्यवाही करण्यात येईल.

१०-० सहकारी संस्थांना पुरवठा केलेल्या बांबू पासून तयार केलेल्या व विक्री केलेल्या मालाचा तपशील संबंधित परिक्षेत्र अधिकारी यांना सादर करणे बंधनकारक राहील. व सदर तपशील सादर केल्यानंतरच पुढील बांबु पुरवठा करण्यात येईल. तसेच सहकारी संस्थेच्या कामकाज तपासणी करण्याचा अधिकार संबंधित वन अधिकारी यांना राहतील.

११-० विविध वस्तु तयार करण्याकरीता निरुपयोगी / बुरड कामाकरिता निरुपयोगी असलेल्या बांबूची सहकारी संस्था संबंधित उपवनसंरक्षक यांची परवानगी घेतल्यानंतरच विल्हेवाट लावतील.

१२-० सहकारी संस्थांना निस्तार दरावर पुरवठा करण्यात आलेल्या बांबूवर लेखा (संग्रह पुस्तक - Stock Book) ठेवावा लागेल. तसेच उपयोगात आणलेल्या बांबू पासून तयार मालाचे तपशील देखील (Stock Book) वर घ्यावा लागेल. व त्या बाबतचे माहावारी त्रैमासीक अहवाल संबंधित वनपरिक्षेत्र कार्यालय मार्फत उपवनअधिकारी यांना सादर करणे बंधनकारक राहील. संबंधित वनअधिकारी यांना वेळोवेळी सहाकारी संस्थांना पुरवठा करण्यात आलेल्या बांबू बाबत (Stock Verification) संग्रह पडताळणी करण्याबाबतचे अधिकार राहतील.

स्वा/-

मुख्य वनसंरक्षक (उत्पादन)

महाराष्ट्र राज्य, नागपूर

प्रतिलीपी:- उपवनसंरक्षक सर्व (विदर्भातील)

प्रतिलीपी:- कक्ष अधिकारी फ-९ महसूल व वन विभाग मंत्रालय, मुंबई यांना.

प्रतिलीपी:- सचिव (वने) महसूल व वनविभाग, मंत्रालय मुंबई यांना संदर्भीय शासन निर्णयाचे अनुषंगाने सस्नेह अग्रेषित.

ANNEXURE 19.40

प्रधान मुख्य वनसंरक्षक (वन बल प्रमुख) महाराष्ट्र राज्य, नागपूर यांचे कार्यालय
"वन भवन" रामगिरी रोड, सिव्हील लाईन, नागपूर ४४० ००१
Email:- apccfru_ngp@rediffmail.com Ph. No. ०७१२-२५५६९३६, २५३०१६२

क्रमांक कक्ष-१६/ए-२/ई-ऑक्शन/प्रक्र53(२०१४-१५)/नस्ती-३/१२०५/२०१७-१८
नागपूर ४४० ००१, दिनांक - ११, जानेवारी २०१८

विषय :- वनविभागात वनोपजाची विक्री ई-ऑक्शनद्वारे करण्यासाठी सूधारीत Unified Depot Sale Conditions लागू करणे बाबत.

संदर्भ :- या कार्यालयाचे पत्र क्रमांक कक्ष-१६/ए-२/प्रक्र53(२०१४-१५)/नस्ती-३/६८५ दि. १ सप्टें २०१७

विषयांकीत प्रकरणी ई- ऑक्शनसाठी Sale Depot च्या अटी व शर्तो यामध्ये आवश्यक त्या सुधारणा करुन या कार्यालयाचे संदर्भिय पत्रान्वये सुधारीत अटी व शर्ती पुढील कार्यवाहीसाठी आपणाकडे पाठविण्यात आल्या होत्या.

सदरच्या ई- ऑक्शनसाठी Sale Depot च्या अटी व शर्ती मध्ये या कार्यालयाचे पत्र क्रमांक कक्ष-१६/ए-२/ई-ऑक्शन/प्रक्र53(२०१४-१५)/नस्ती-३/११९५ दिनांक ११/०१/२०१८ अन्वये सूधारणा करुन सुधारीत अटी व शर्ती यासोबत पाठविण्यात येत आहे. सदरच्या ई-ऑक्शनच्या Sale Depot च्या सुधारीत अटी व शर्ती **दिनांक १ फेब्रुवारी २०१८ पासून** लागू करण्यात येत आहे. त्याप्रमाणे यापुढे सर्वांनी आवश्यक ती कार्यवाही करावी. तसेच e-Auction notices प्रसिध्द करतांना सुधारीत अटी शर्तीतील बदल इच्छुक खरेदीदारांच्या नजरेस Portal द्वारे आणुन द्यावेत.

सहपत्र – वरिल प्रमाणे (ई-मेलद्वारे)

प्रधान मुख्य वनसंरक्षक
(उत्पादन व व्यवस्थापन)
महाराष्ट्र राज्य, नागपूर

प्रति,

1. स्पर्श टेक्नॉलॉजी, पुणे
2. Indusind Bank Limited, Nagpur
3. मुख्य वनसंरक्षक (प्रा) सर्व
4. वनसंरक्षक वाहतूक व विपणन, बल्हारशाह

Updated Terms & Conditions

Government of Maharashtra

OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS (HoFF)

MAHARASHTRA STATE, NAGPUR.

Unified Depot Sale Conditions for e-Auction as approved on Jan 2018

Circular:- No. PCCF (P&M)/D-16/e-Auction/C.R.53/F.No.03/ 1195 Dated: 11 /01/2018

TERMS AND CONDITIONS FOR SALE OF TIMBER, FIREWOOD, CHARCOAL ETC. (IN DEPOTS AND IN-SITU) BY E-AUCTION METHOD

The sale of timber, firewood, charcoal etc. is governed by the conditions contained in Government of Maharashtra, Revenue & Forest Department, G.R. No. TMR/1680/ 117241/ C.R.937-III/F-9 dated 29th April,1986. These conditions were modified for the purpose of e-Auction mode for sale of forest produce as per direction given by the Government of Maharashtra, Revenue & Forest Department vide G.R. No.MFP-2012/C.R.1/F-9 dated 7th October, 2013. In the light of the Portal developed for e-Auction, appropriate amendments, were made in G.R. dated 29th April,1986, vide circular No. PCCF(P&M)/D-16/C.R.53/e-Auction/76/2015-16, Dated 15/09/2015. After implementing e-auction portal for six months further amendments were required for smooth working of e-auction portal. However as per the instruction of Government of India, the Maharashtra Goods and Services Tax Act, 2017 passed on 22nd May 2017 is applicable in Maharashtra State from 1st July 2017. Hence updated terms and condition for e-auction are now as follows

TERMS AND CONDITIONS OF SALE :-

1.0 Payment for use of Portal as Participatory Charges.

i) Successful bidders/ purchasers will have to pay approved participatory charge as percentage of accepted Bid value to ASP.

ii) Unsuccessful bidders will not be required to pay for making use of the Portal.

2.0 Bidder's Eligibility

Following person/s shall not be eligible to bid at the auction viz:-

i) Person/s who is /are convicted by a Court of Law for offence involving moral turpitude

ii) Who have been adjudged insolvent

iii) Who have failed to pay dues of Forest Department

iv) Who is blacklisted by any Government Department.

v) Who are Minors

vi) Who is of unsound mind.

3.0 Bidder's Registration

i) Bidder's registration is mandatory to participate in e-Auction. Registration for firm and individuals will be different as follows:

ii) Following documents are required for registration of firm:

a) Power of Attorney of the person authorized by the firm.

b) Digital Signature of authorized person.

c) Mobile number of authorized person with supportive documents from service provider showing ownership of mobile number.

d) Bank Account number of firm with a cancelled cheque.

e) PAN Card of firm.

f) E-mail ID of authorized person.

g) Affidavit regarding eligibility as per Condition Number 2.

h) Partnership deed/ Memorandum and Articles of association/ Names of the family members (HUF).

i) GST Registration Certificate if available.

j) ID proof of authorized person. (PAN/ADHAR/Voter-ID/ Driving license /Bank passbook,/ I-Card of firm)

k) Address proof of firm with contact details and fax number.

l) Any other document as per change in the policy of the Government from time to time.

iii) Following documents are required for registration of an individual:

a) Mobile number.

b) Address Proof (any of the following)

(i) Passport

(ii) Electricity bill/ Landline Telephone bill not older than three months.

(iii) ADHAR Card.

(iv) Bank passbook

c) ID proof of an individual (PAN/ADHAR/Voter-ID/ Driving license Passport/Bank passbook/ I-Card of Govt. Org. or firm)

d) Bank Account number with a cancelled cheque.

e) E-mail ID.

f) GST Registration Certificate if available.

4.0 Acceptance of Terms and Conditions.

i) Mere participation of bidder in e-auction will be treated as an acceptance of the sale conditions of e-auction.

ii) In e-auction the intending bidder should inspect the lots on the spots and verify the information about them given in website and satisfy themselves about the correctness thereof. The Department will not guarantee about this.

5.0 EARNEST MONEY DEPOSIT :

i) No person shall be allowed to bid unless he/ she has prior thereto made the payment of the EMD, the amount of which will be made available by the system. The amount of EMD will be calculated by the system at the rate of 10.0 percent of the estimated amount of purchaser. However, EMD shall not be less than Rs. 10,000/- .

ii) **The bidders desirous of participating in e-auction shall deposit online the amount of Earnest Money Deposit (EMD) in the Pooling Account of the Forest Department. The mode of payment will be as follows:**

a) One day before auction, Payment of EMD may be done either through Payment Gateway (Net Banking) or NEFT/ RTGS. No Payment through Credit Card and Debit Card will be allowed.

However, in case of payment through NEFT/RTGS, a challan in this respect will have to get generated by the bidder from the system and fund will have to be transferred by the bidder's Bank into virtual account given in the challan.

b) During auction days, fund can be transferred against EMD only through Payment Gateway (Net Banking).

iii) However, if there is failure of the Payment Gateway and same is referred to ASP, the system will give another option for payment of the Earnest Money Deposit, which will be published on the Portal itself.

iv) If the E.M.D. deposited becomes less during the auction, the bidder will be allowed to continue bidding only for the auction of the running batch. However, after conclusion of the auction of the batch, it is mandatory for the bidder to make the payment of sufficient amount of E.M.D. to continue in further auction. Otherwise the system will not allow the bidder to participate in e-Auction.

v) EMD of the unsuccessful bidder participating in e-auction shall be refunded electronically within 3 days in the registered accounts of the said unsuccessful bidder by the Bank through Instruction Execution Process. Any amount due will not be paid in cash to any unsuccessful bidder. If the bidder wants to keep his EMD in the bank (under valet) for making use of it in next e-auction, he/she can choose such option given in the Portal.

vi) In case of bidders, who are successful, the amount of Earnest Money if NOT forfeited prior thereto shall be adjusted towards the amount of consideration payable by them therefore. This means the balance 1/4th amount will be calculated by deducting paid EMD money any from $1/4^{th}$ amount.

vii) No interest shall be payable in any case on the amount of Earnest Money.

6.0 SALE PROCEDURE:-

i) The Depot admin (Forest Officer incharge of the Depot) may in the interest of Government

a) Prohibit anyone from bidding at any stage of e-auction.

b) Accept/ Reject any bid as per Section 7.0.

c) Withdraw or alter any lot or lots from the published lot list for e-auction 24 hrs. before the starting of e-auction in the interest of the Government.

d) Total lots to be kept for e-auction will be divided into groups of lots for convenience of purchaser. Such groups are called Batches. The number of lots in each batch is normally kept the same.

e) The batch formation can be done by selecting any lot irrespective of its serial number in the lot list. This can be changed 48 hrs. before the starting of the e-auction. However, clubbing of lots cannot be done.

f) Batch size will be the discretion of depot admin (Forest Officer incharge of the Depot).

g) Additional lots, NOT published in the sale notice can be added 48 hrs. before the starting of the e-auction.

ii) **If during the course of auction and any time thereafter, it is found that person/s who had bid at the auction and whose bid was accepted, is/are NOT qualified hereunder to bid, the amount of Earnest Money deposited by her/him/them shall be forthwith forfeited to the Government and his/her/their bid/s which was/were accepted shall be liable to be cancelled by Depot Admin (Forest Officer incharge of the Depot) and the same lot will be kept in next e-auction. In that event he/she/they shall NOT be entitled for any compensation whatsoever on account of such cancellation.**

iii) **In any depot, any lot can be reserved for e-auctioning and for that all powers shall be vested with concerned Depot Admin (Forest Officer incharge of the Depot) and at least for three times, the reserved lots shall be kept for e-auction before they are sold on two-war through e-auction.**

iv) **In Ballarsha, Partwada & Jodmoha Forest Depots forest produce will be sold through e-auction portal only. However, open auction will be conducted with prior sanction of P.C.C.F. (P.& M.) M.S. Nagpur. Open auction & e-auction will be kept on different dates.**

v) **The result of bid will be intimated to the successful bidder through SMS on his/ her registered mobile after completion of auction of the batch and detailed sale result will be sent to the purchaser on his/ her registered e-mail and shall also be published on portal.**

vi) Once the bid is accepted, the forest produce shall lie in the depot entirely at the risk of the Purchaser and the Government shall NOT be liable for deterioration and/or loss of the forest produce of such lots or any part thereof by any cause such as fire, flood, theft, misappropriation etc.

vii) Once bid is submitted and accepted by the system the same will have to be accepted by the bidders and it will be binding on him/her.

7.0 Evaluation of bids

In e-Auction in order to ensure healthy competition, the evaluation of the bids by the system will be done based on the following criteria:

a) For new (fresh lots) material, to approve sale of the lot, following conditions shall be met:

i) H1 bid must be more than the upset price

ii) EMD required must be paid.

Otherwise sale of lot will be rejected. The rejected lots will be kept in next auction.

b) If following conditions are fulfilled, the sale of lots under withdrawn material shall be approved on two war:

i) Lots have already been withdrawn for 3 times in earlier auctions.

ii) EMD required must be paid.

Otherwise sale of lot will be rejected. The rejected lots will be kept in next auction.

c) If following conditions are fulfilled, the sale of lots under resale shall be approved:

i) EMD required must be paid.

Otherwise sale of lot will be rejected. The rejected lots will be kept in next auction.

d) If following conditions are fulfilled, the sale of lots taken by individual shall be approved:

i) **Conditions from i to ii of (a) above**

Otherwise lot will be rejected. The rejected lots will kept in next auction.

8.0 PAYMENTS:

i) **The mode of Payment of sale price after auction will be as follows:**

In post auction period, Payment of sale price along with taxes & fines, if any, may be made either through Payment Gateway (Net Banking) or

NEFT/RTGS. No Payment through Credit Card and Debit Card will be allowed.

However, in case of Payment through NEFT/RTGS, a challan in this respect will have to get generated by the purchaser from the system and fund will have to be transferred by the purchaser's Bank into virtual account given in the challan.

ii) Purchaser will make the payment of Portal use charge within seven (7) days after the end of e-auction.

iii) Payment received from purchaser shall be classified into Government revenue and ASP Portal charge and accordingly the same shall be posted in Government/ ASP accounts.

iv) **Government Revenue collected in Pooling Account from Monday to Saturday will have to be transferred in designated depot account on Saturday itself by the Bank (Indusind) & within 2 to 3 days the amount received in designated depot account will have to be remitted in different revenue heads by the Bank (Indusind) online with the help of Depot Admin & ASP.**

v) The Purchaser shall pay the amount of this bid which has been accepted (hereinafter referred to as "the sale price") as follows:

a) **1/4th of the sale price along with the entire amount of the GST, as per the Goods and service tax act 2017 and tax collected at source (TCS) as per section 206(c) of the income tax act 1961 within seven (7) days from the date of publication of sale result. Provided, however, that if the Purchaser makes payment of the said 1/4th sale price along with entire amount of the GST plus TCS at any time thereafter but before the expiry of further twenty three days then he shall have to pay therewith interest thereon at the rate of eighteen (18) percent per annum plus GST on it. The e-auction purchaser shall pay the above amount of his bid along with above mentioned taxes in the accounts of Government through Payment Gateway (Net Banking) or NEFT/ RTGS. No Payment through Credit Card and Debit Card will be allowed. This condition shall be binding to the Purchaser.**

b) **Balance 3/4th of the sale price shall be payable within sixty (60) days from the date of publication of sale result. Provided, however, that if the Purchaser makes payment of the said 3/4th the sale price at any time thereafter but before the expiry of further thirty days then he shall have to pay interest thereon for late payment at the rate of 18 per cent per annum plus GST on it till payment is released. The e-auction purchaser shall pay the above amount in the account of Government through either Payment Gateway (Net Banking) or NEFT/ RTGS. No Payment through Credit Card and Debit Card will be allowed. This condition shall be binding to the Purchaser. In such a manner amount deposited in Government account the purchaser shall take printout of the receipt of deposited amount from the website for future use, if necessary.**

vi) In the event of the Purchaser failing or neglecting to make payment of 1/4th of the sale price, GST & TCS as provided in condition 8.0 (v) above or in the event of the Purchaser committing a breach of any of the terms and conditions hereof the Depot Admin (Forest Officer incharge of the Depot) without prejudice to any other rights, remedies and powers of the Government, cancel such sale which has been accepted whereupon without prejudice to any other rights, remedies and powers of the Government, the amount deposited by the Purchaser as Earnest Money and the said amount of 1/4th sale price, interest, GST and TCS, if paid, shall forthwith stand forfeited to the Government. On cancellation of such sale the concerned lot/s will be sold in subsequent e-Auction as material under risk & cost.

Provided, however, that if before 24 hrs of e-Auction, the purchaser makes the full Payment including penalty @ the rate of 10% of the price plus GST offered by him/ her under intimation to the concerned authority, the resale of the material will be cancelled and the same will be allowed to be lifted by the purchaser.

vii) **The Purchaser shall be liable to pay to the Government in the event of resale the amount of the loss, if any, sustained by the government as a result of such resale, however, he shall not be entitled to any profit arising**

as a result thereof. The Purchaser shall forthwith on demand by the Depot Admin will pay to the Government the amount of such loss. The amount of such loss shall be deemed to be arrears of land revenue and without prejudice to any other rights, remedies and powers of the Government shall be entitled to recover the same from the Purchaser as arrears of land revenue.

The amount of consideration shall be paid in the accounts of Government of Maharashtra through challan issued by the system and this condition is binding to Purchaser. The amount of consideration shall be transferred to the Maharashtra Government Treasury by the Bank electronically under Revenue Heads provided by Depot Admin.

9.0 DELIVERY OF MATERIAL:-

i) In order to lift lots purchased, the purchaser shall have to submit delivery challan, issued by the system, at Depot.

ii) After making full payment of the sale price, GST, TCS and interest, if any, as provided in condition 8.0 (v) hereof the Purchaser shall remove the material within 90 days from the date of publication of sale result. The purchaser shall make his own arrangements for loading and removal of the material. PROVIDED, however, that if the Purchaser fails or neglects to remove the material as aforesaid within the said period of 90 days the Purchaser shall thereafter not be entitled to remove the said material without obtaining the prior permission in writing of the Depot Admin (Forest Officer incharge of the Depot). The request for the same by the purchaser shall have to be made a week before the expiry of the said period of 90 days. The Purchaser shall remove the said material before the expiry of the date specified in such permission after paying in cash the ground rent calculated at the approved rate for such entire further period.

Provided, further that if the Purchaser fails or neglects to remove the said material before the date specified in such permission the Purchaser shall NOT thereafter be entitled to do so without obtaining the prior permission in writing of the Chief Conservator of Forests, who may in his/ her absolute discretion refuse or grant such permission on such conditions as he/ she thinks fit including payment of an additional sum by way of penal ground rent which shall NOT

exceed 10 % of the value of the said material. The decision of the Chief Conservator of Forests shall be final and binding on the Purchaser.

If the sale is held at the beginning of the rainy season and the Purchaser requests Government for grant of extension of time for removal due to various reasons, the period of rainy season which will be determined by the Depot Admin (Forest Officer incharge of the Depot) be excluded for the purpose of calculating the extension period.

iii) No lot or part of a lot shall be allowed to be removed unless full payment in respect of that lot has been made and a Transit Pass for transportation of material is issued by a person duly authorized by of the Department.

iv) The removal shall be restricted to hours of day light and shall be allowed through the gate of the depot set apart for the purpose where the timber or the concerned forest produce shall be presented for examination and in case of timber branding the same with an exit hammer mark.

v) The material shall be deemed to have been delivered once the timber or the concerned forest produce is taken possession of by the Purchaser or his/ her authorized agent and his/ her signature in token of receipt of the material is obtained.

vi) If any purchaser has purchased more than one lot and wishes to take delivery of any one or more of them he/ she can do so if due amounts for all lots and full amount for the desired lots is paid. Without doing so material cannot be delivered.

10.0 ACTION FOR BREACH OF CONDITIONS:

i) Notwithstanding the condition of resale, the Purchaser shall be liable to make good the loss sustained by the Government on account of his/ her failure to discharge his obligations.

ii) The amount of loss will be determined by the Depot Admin (Forest Officer incharge of the Depot) as under:-

a) the amount outstanding against the purchaser 'X' (i.e. the sale price)

b) the amount realised, if any, on resale of the 'Y' material.

c) the amount paid by the first Purchaser towards 'Z' EMD/Security Deposit/Advance on account of consideration.

The amount of loss will thus be:- 'X'- ('Y' + 'Z')

The amount of loss shall be deemed to be arrears of land revenue and without prejudices any other rights remedies and powers of the Government the same may be recovered as arrears of land revenue in accordance with the provisions of the Land Revenue Code.

iii) Unless the Purchaser has secured extension of period for removal of material beyond 90 days from the date of publication of sale result on expiry of 90 days or such extended period/s as the case may be the material shall revert to Government. The Purchaser will have NO right over the left over material whatsoever after the said period and the Government will be authorized to dispose it off. Even if full amount is paid for the material in question the Purchaser will NOT be entitled to any refund on account of value of the said material.

iv) Any amount due to the Government on account of sale held under these conditions shall be deemed to be arrears of land revenue and may without prejudice to any other rights remedies and powers of Government be recovered by the Government as arrears of land revenue, in accordance with the provisions of the Maharashtra Land Revenue Code, 1966 as amended from time to time.

11.0 GENERAL

i) The sales of all forest produce which are covered by the aforesaid conditions will also be subject to any other condition/s that may be prescribed from time to time by the Depot Admin (Forest Officer incharge of the Depot) after prior approval of the concerned Chief Conservator of Forests and the same will be notified on the Portal seven (7) days before the date of e-Auction sale and the same will also be binding on the bidders. The information regarding the lots reserved for e-auction will be published on the website.

ii) Notwithstanding anything contained in the aforesaid conditions, the Principal Chief Conservator of Forests (Production & Management) / concerned Addl. Principal Chief Conservator of Forests/ Concerned Chief Conservator of Forests (Territorial)/ Depot Admin (Forest Officer incharge of the Depot) may without assigning any reason withhold /cancel any sale advertised and sale of any lot or even the whole sale, if it is so required, in the Public / Government interest.

12.0 DISPUTES AND DIFFERENCES:

i) In the event of any dispute or difference whatsoever arising between the parties hereto as to the interpretation of the terms and conditions mentioned above or as to the rights duties and obligations of all the parties hereunder or as to any other matter whatsoever arising out of it or in relation thereto or concerning the sale, the decision thereon of the concerned Addl. Principal Chief Conservator of Forests/ concerned Chief Conservator of Forests (Territorial) shall be final and binding on all the parties concerned.

O/c approved by PCCF (Hoff)M.S.Nagpur

for Principal Chief Conservator of Forests
(Head of Forest Force)
Maharashtra State, Nagpur.

detailed drawings and estimates, necessary for the purpose of technical sanction of projects which they consider likely to cost a sum greater than that which can be administratively approved by the local head of the department concerned, or those, however small their probable cost, in the necessity for which they do not concur. Officers of this department should assist other departments in the matter of evolving cheap designs as far as possible, so as to suit the amount available for the works.

139. The Executive Engineer must in each case exercise his judgement on the demand made, giving all proper weight to the opinions of the officers of the departments concerned ; but it is his duty to oppose any application for the funds at his disposal to works the real necessity of which he is not satisfied and in each case in which he thinks that he cannot recommend the execution of a work called for by a duly constituted authority, he should explain his objections to the officer concerned, and if he fails to convince him, should refer the matter for the orders of the Superintending Engineer.

140. The actual execution of works, asked for by civil officers, will, in every case, depend on the availability of funds.

F.—Preparation of Projects

(a) General

141. (1) The papers to be submitted with the project for a work will consist of a report, a specification, a detailed statement of measurements, quantities and rates, with an abstract showing the total estimated cost of each item. These documents together form what is called the "estimate". In the case of a project consisting of several components the report may be a single document for all the components and likewise the specification ; but details of measurements and abstracts may, conveniently, be prepared for each subcomponent and accompanied by a general abstract bringing the whole together. In the case of estimate for "repairs" or "maintenance", only the specifications and the detailed statement of measurements and quantities with the abstracts will do. The report should state in clear terms the object to be gained by the execution of the work estimated for, and explain any peculiarities which require elucidation, including where necessary the reasons for the adoption of the estimated project or design in preference to others. Necessary drawing showing the proposals should accompany the "estimate" and should be in sufficient detail to enable the entries in the estimate to be followed.

The officers submitting the projects should sign fully their names with the date, month and year on the plans and estimates.

(2) Estimates should always be prepared in sufficient detail to ensure that the responsible officer has given proper consideration to the requirements of the work, and is in possession of as much information as it is possible to

obtain before hand. The estimate also puts results on record for the guidance of subordinates and the successor, and for effective check over unauthorised outlay by a comparison of the work executed with outlay incurred. Lump-sum provisions should be made in estimates only when it is impossible to give details to arrive at these figures. Even then the basis for the lump-sum provision made should be indicated. Minute calculations with decimals running through to the abstract should be avoided. It will be unnecessary, for instance, to calculate the quantities of earth work, masonry and such other items in decimals, but items such as woodwork and reinforced cement concrete where the unit is small or the rate is high should be so calculated. In the abstract, however, no decimals are required, the nearest whole numbers in cost and quantities being sufficient. Calculations should be made and checked with cheap labour (computors, calculators, etc.), but a rough check to avoid serious errors in tens, hundreds or thousands (which occur occasionally) should be made by the officers and subordinates concerned. Detailed estimate for the construction of a building should further show the rates (*i*) per square metre of plinth area and (*ii*) per cubic metre of cubic contents.

(3) Before detailed plans and estimates are prepared the administrative approval of Government or the head of the department concerned or other officer competent to accord such approval should be obtained. For this purpose only general drawings on a small scale are required to indicate roughly what the proposals are. In the case of buildings a plinth area or cubic rate calculation to arrive at the approximate cost of the project is all that need be placed before the approving authority. Administrative approval by authorities other than Government should not be accorded unless it is probable that funds can be provided within a reasonable time. Before preparing detailed plans and estimates the countersignature of the head of the administrative department concerned should be obtained on the rough pencil drawings. The fair copies of the detailed plans and estimates when prepared should similarly be countersigned by these officers before they are technically sanctioned. Heads of departments must understand that before signing such plans and elevations, it is their important duty to satisfy themselves that the work so constructed will be, in all respects, suited to the purposes for which it is required, and that they will be held responsible for any shortcoming or lapse in this behalf. Superintending Engineers and Executive Engineers should personally explain and discuss the plans and elevations with the heads of departments concerned whenever special features are involved and it is possible to do so, as much time and correspondence will be saved thereby and this will help materially to lessen the possibility of this department being called upon to effect alterations later on, the necessity of which could have clearly been foreseen at the time of examining the drawings. The department should not be required to undertake such alterations.

(4) The plans and estimates should be prepared most expeditiously in the case of works (a) which are included in the budget, or (b) for which administrative approval has been accorded. Preparation of detailed plans and estimates in other cases should not be undertaken.

(5) In the case of every estimate for buildings, whether the estimate be an approximate one accompanying a block plan for the purpose of obtaining administrative approval or a detailed estimate submitted for technical sanction, information in the following form should be furnished as an accompaniment to the general description of the estimate :—

	Name of work	
I.	Accommodation provided.—	
	(1) In main building	
	(2) In out building	
II.	Whether provision is made for the following (if so, nature of provision made) :—	Main building / Out building
	(1) Water-supply (piped supply, stand pipes or wells).	
	(2) Sanitary arrangements	
	(3) Electric lighting and fans	
	(4) Fittings (cupboards, shelves and other such fixtures).	
	(5) Bathing places	
	(6) Cooking places	
	(7) Motor sheds	
	(8) Stables	
	(9) Compound walls	
	(10) Gates	
	(11) Service roads	
	(12) Dhobi ghats	
	(13) Howds	
	(14)	
	(15)	
	(16)	
	Cost of land, Rs.	
III.	Provision has still to be made for the following items which are special to the project.—	
	(1)	
	(2)	
	(3)	

Executive Engineer,
Division.

(6) The designs for all public buildings costing above Rs. 5 lakhs should be prepared in consultation with the Architect to Government. The cost limit for total cost of the buildings project should be taken into account and not for the individual buildings included in the project.

The plans for the following buildings should be prepared by the Architect to Government irrespective of their cost :—

(*a*) Monumental structures or buildings built to commemorate the memory of high dignitaries;

(*b*) Buildings which require architectural treatment in view of their special importance or significance; and

(*c*) Buildings for Assembly Halls, theatres, etc., which require designing and planning from the point of acoustics or peculier features.

(7) Rough plans for Government and aided educational works should be submitted to the sanitary authorities concerned for approval from the sanitary and hygienic points of view.

(8) Superintending Engineers and Executive Engineers should consult the Architect to Government before detailed plans of important public buildings requiring architectural treatment are prepared. See paragraph 146.

(9) The department does not undertake the supply of furniture which should be purchased by the departments requiring it. Furniture for new offices may, however, be supplied by the Executive Engineer provided the cost of such furniture is included in the estimates of those offices.

(10) The electrical branch should be consulted before provision for electric installation is made in building estimates. The Executive Engineer, Electrical Division, should be communicated with direct and building plans and site plans should be sent to him in good time to enable him to ascertain the probable requirements in connection with electric installations, and furnish an estimate for incorporation of the amount in the main estimate.

(11) Proper co-ordination should exist between various branches of the department and officers of other departments in respect of preparation of plans and estimates and execution of works. The following points should also be borne in mind :—

(*i*) Estimates should be prepared and submitted in a complete form so that it may not be necessary to prepare supplementary estimates for such items as kitchens, out-houses, drainage, water-supply and electiric installations.

(*ii*) Minor structural additions or alterations in connection with an electrical work, such as making holes for wires or fixing bed plates, etc., in walls might be carried out by the electrical branch instead of by the staff of this department in charge of the building, provided this can be done without causing any risk or damage to the building and due intimation is given to the Executive Engineer in charge of the building.

(*iii*) All plans and estimates for sanitary, electrical and special fitting or fixtures should be prepared and the approval of competent authorities obtained before the construction of a building is commenced, and during construction officers of the electrical branch should visit the building and satisfy themselves that all holes, plugs, etc., necessary for the work with which they are concerned are being provided for in their proper places.

(*iv*) Officers of other services, e.g., Medical and Educational should examine as closely as possible, plans and estimates for buildings sent to them for approval with regard to the provision made for, and the position of sanitary and electric fittings and other fixtures so that unnecessary changes and work may be avoided.

(12) Before detailed estimates for bridges are prepared, trial pits or boring ould be taken for each pier and abutment. It is necessary to make a careful eliminary investigation of the subsoil in order to ascertain the exact nature the strata and determine accurately the suitability of sites for bridges, large ildings etc., and the depths to which foundations should be taken.

(13) While framing the plans and estimate it should be ensured that the pography, and other aspects of the site are also taken into account and that mention to that effect be made in the general description of the estimate.

142. The rates entered in the estimate shall generally agree with those in e schedule of rates maintained in each division as per paragraph 187, but substantial variations are necessary, the circumstances demanding them may explained in the body of the report or the general description of the project.

The estimate for a work should allow for variables such as lead, etc., and r other special local conditions such as difficult approach, tidal conditions, n-availability of water which should be clearly stated so that any excess the estimated rates over the schedule rates is properly accounted for. In ct a full para shall be devoted in the general description for discussion of e rates adopted in the estimates.

In view of the above provision any plea for revising an estimate on the ound that leads, lifts and special circumstances were not taken into accoun iginally will have an adverse reflection on the officer preparing the origina timate.

In respect of estimates for works which are taken up in emergencies such danger of breach in canals etc., provision shall be made for contingen ms such as (i) recruitment of labour (ii) transport charges and (iii) providin aterial for hutments etc., on the basis of actual expenses incurred during th ergency without reference to the schedule of rates.

143. The abstract of the estimate will show the total cost, in rupees only o ch kind of work, the only exception to this rule being the case of miscellaneou tty works which may be entered in the abstract without measurement: estimated cost being alone given.

(c) Lapse of sanction :

262. The administrative approval to a work or the technical sanction to an estimate for such work will ordinarily cease to operate after a period of five years from the date upon which such approval or sanction was accorded, but the acceptance by competent authority of budget estimate, which includes specific provision for expenditure upon a work which is in progress, may be regarded as reviving for the year, in which the provision is made, such approval or sanction.

(d) Alteration in design during construction :

263. No material alteration in sanctioned, still less in standard, designs may be made by an Executive Engineer in carrying out any work without the approval of the original sanctioning authority. Should any alteration of importance, involving any additional expense, be considered necessary, a revised or supplementary estimate should be submitted for sanction. In urgent cases, where the delay thus caused would be inconvenient, an immediate report of the circumstances must be made to the superior authority and dealt with as the case may require.

Note 1.—Revised administrative approval is necessary in the cases indicated in paragraph 134.

Note 2.—For powers of the departmental officers to sanction deviation from sanctioned working plans not amounting to a material alteration of the prescribed scheme of management see serial No. 25 in appendix 42.

264. In the case of works, the estimates for which have been sanctioned by a competent authority, no additions or alterations, likely to cause an excess which will not fall within the powers of sanction of that authority, should be permitted without the previous approval of a higher authority.

265. Where important structural alterations are contemplated, though not necessarily involving an increased outlay, the orders of the original sanctioning authority should be obtained.

266. Subject to the provisions of paragraphs 263 to 265 above, the Central Designs Organisation may modify, without approaching the Chief Engineer (Irrigation Projects), technically sanctioned plans of Irrigation projects in respect of minor deviations such as slight reduction or increase in dam length or training wall, consequent upon preparation of detailed designs of outlets, piers, etc., details of components involving precise thickness and details of reinforcement for reinforced cement concrete members and details of thickness, blockouts, joints, drainage and grouting arrangements, and other corrections due to incorrect or inconsistent dimensions and levels. Major modifications such as radical change in earth and masonry dam junction, spillway apron design, etc., should however, be referred to the Chief Engineer (Irrigation Projects) for approval.

267. The responsibility for bringing material deviations or modifications to the notice of the competent authority rests primarily with the executive and not with audit.

(e) Miscellaneous rules for the execution of works

268. In the execution of works, every care should be taken that the safety and convenience of the public are easured and that all operations are carried on in such a manner as to interfere, as little as possible, with the traffic or ordinary pursuits of the people. Temporary roads and bridges should, when necessary, be provided; and the occupation of land, when practicable, be so timed as not to lead to the destruction of standing crops. Brick and lime-kilns should not be erected so close to the inhabited part of any town or cantonment as to be a nuisance.

269. No religious edifice should be destroyed or injured in execution of works without the full and free consent of the persons interested in it, nor without the concurrence of the principal civil or political authority on the spot, unless under the orders of Government. See also paragraph 374.

270. When excavation of foundations, etc., for any work disclose anything likely to be of archaeological interest, e.g., tools, utensils etc., of ancient civilizations, the Executive Engineer should immediately inform the Archaeological Department and the local University having jurisdiction over the site.

271. The programme of works should be so arranged as to bring them to a safe stage before monsoon and not to allow any damage to be caused to any part of the work during monsoon.

272. All interruptions of large works in progress should be immediately reported to the Superintending Engineer, the causes and probable duration of such interruptions being duly explained.

273. All unusual losses in the manufacture of materials must on their occurrence, be reported to the Superintending Engineer.

274. Private money should not be utilised to induce work people to take up Government work or to meet any other Government expenditure.

275. In carrying out public works departmentally, local labour should, as far as possible, be utilized for the purposes of unskilled work. When such works are to be carried out through the agency of contractors, the employment of such labour of unskilled work should be insisted upon by making provision in the contract.

276. In localities where competition for labour between two departments of Government leads to demands by labour for advances, co-operation on the part of the Executive Engineer with the local head of the other department should secure all available labour on equal terms.

ANNEXURE 20.03

G.P.K.-Std. (3) T 9-50,000-12.70
G.R., P.W.D., 88/36, dated 5-10-42.]

FORM A-1

P.W.D./I.D./ Forest Department

PIECE WORK (PERCENTAGE RATE)

TENDER AND CONDITIONS

NOTES

This form is to be used for piece work as defined in P.W.D. Manual Paragraph 188 quoted below :-

Piece work is that for which only a rate is agreed upon, without reference to the total quanity of work to be done or the quantity to be done within a given period.

[Exempted from Stamp Duty, vide G.R., No. 368-A-1732 of 9th October 1889.]

P.W.D./I.D.101 e & m

नमुना अ-1

सा.बा. / पा.ब. / वन विभाग

ठकते काम (टक्केवारी दर)

निविदा आणि शर्ती

टीपा

हा नमुना पुढे दिलेल्या सा.बा. नियमावलीमधील १८८ व्या परिच्छेदात व्याख्या केल्याप्रमाणेच्या ठकत्या कामाकरिता उपयोगात आणावयाचा आहे. सदरहू व्याख्या येणेंप्रमाणें :-

"ठकते काम म्हणजे ज्यात करावयाच्या एकंदर कामाच्या किंवा दिलेल्या मुदतीत करावयाच्या कामाच्या मापाचा संबंध न राखता त्यामाचा फक्त दरच ठरविला जातो ते काम होय."

[या लेखास स्टँप ड्यूटी माफ आहे. तारीख ९ माहे ऑक्टोबर सन १८८९ चा शासकीय निर्णय नं. ३६८-अ-१७३२ पहा.]

FORM A-1

P.W.D. / I. D./ Forest Department

No. _____ of 199

TENDER FOR PIECE WORK

(PERCENTAGE RATE)

( ) do hereby tender to execute the under mentioned description of work by piece work and in accordance with the condititons noted below in consideration of payment being made for the quantity of work executed, at _____ percent below / above the amounts worked out at the rates entered in the memorandum of rates in Schedule B hereto. When any materials for the work are provided by Government such materials and the rates to be paid for them shall be as provided in Schedule A hereto.

The rules and orders regarding blasting operations have been read and explained to me, and I agree to carry out blasting in full conformity with the rules and orders and to hold myself responsible for their proper observance.

Signature of Contractor before submission of tender.

Contractor -

Address -

Dated the day of ..... 199 .

Signature of witness to contractor's signature.

Witness -

Address -

Occupation -

The above tender is hereby accepted by me on behalf of the Government of Maharashtra.

Signature of the officer by whom accepted.

Dy. C.F./ Forest Engineer _____ Division

(or his duly authorised Assistant).

Dated the day of 199 .

नमुना अ-१

सा.बा. / पा.बं. / वन विभाग

सन १९९ चा क्रमांक

उक्त्या कामाबद्दल निविदा

(टक्केवारी दर)

( ) या लेखाने कळवितो की, खाली दिलेल्या शर्ती अन्वये यासोबत जोडलेल्या व परिशिष्ट ब मध्ये नमूद केलेल्या दराप्रमाणे हिशेब करुन येणा-या रकमेपेक्षा शेकडा _____ ने कमी / जास्त रकमेप्रमाणे पैसा घेऊन खाली वर्णन केलेले काम उक्ते कामाने पूर्ण करुन देण्याचे कबूल करतो. जेव्हां सदरहू कामाकरिता कोणतेही सामान सरकारने पुरविले असेल तेव्हा असे सामान व ज्या दराने ते द्यावयाचे ते दर हे यासोबतच्या अ परिशिष्टात ठरविल्याप्रमाणे असतील.

सुरुंग लावण्याच्या कामासंबंधीचे नियम व आदेश मला वाचून दाखवून व समजावून सांगण्यात आले आहेत, आणि सदरहू नियम व आदेश यांबरहुकूम सुरुंग लावण्याचे काम पुरे करण्याचे व सदरहू नियम व आदेश योग्य रीतीने पाळले जाण्याबद्दल स्वतः जबाबदार राहण्याचे मी कबूल करतो.

निविदा दाखल करण्यापूर्वी कंत्राटदाराने करावयाची सही.

कंत्राटदार -

पत्ता -

तारीख माहे सन १९९

कंत्राटदाराच्या सहीस साक्षीदार असणा-याची सही.

साक्षीदार -

पत्ता -

सही -

वरील निविदा मी यावरुन महाराष्ट्र सरकारच्यावतीने स्वीकारली आहे.

निविदा स्वीकारणाऱ्या अधिकाऱ्याची सही.

उपवन संरक्षक / वन अभियंता

- - - - विभाग - - - - -

(किंवा त्याने योग्य रीतीने अधिकार दिलेला सहाय्यक)

तारीख माहे सन १९९ .

CONDITIONS

The work is to be carried out with due diligence, and all work executed is to be done in a workman-like manner. The material used, when supplied by the person / persons submitting the tender, shall be of the best quality out of the several kinds procurable, and in all cases shall be subject to the approval of the Dy. C.F./Forest Engineer for the time being, whose decision as to the rate of progress and the quality of work or material shall be final.

1-A If, for any reason it is found necessary to supply any materials required for the work from the P.W.D. / I. D./Forest Store or by the Engineer-in-charge under Schedule A, the value of the materials so supplied shall be recovered in cash in advance before handing over the materials unless any sum then due to the piece worker under the agreement is sufficient to cover the cost of the materials so supplied to him in which case, the cost may, at the discretion of the Engineer-in-charge, be deducted from such sum then due. All the materials supplied to the piece worker shall, however, remain the absolute property of Government, and shall, on no account, be removed from the site of the work till their cost is fully recovered from the piece worker.

2. The quantity of work executed shall be measured and payments made at least once a month, whenever this is practicable, a percentage of the value of work done being withheld at the Dy. C.F./Forest Engineer's discretion, but subject to a minimum of 3 per cent and a maximum of 10 per cent as a safeguard against over payment or bad work. On the completion of the work or the termination of this agreement final measurements will be recorded and the accounts adjusted accordingly, the amount withheld being refunded after deducting the amount, if any, due on account of over payment or bad work as provided in condition.

3. On satisfactory completion of the work the contractor shall be furnished with a certificate by the Dy.C.F./Forest Engineer of such completion but no such certificate shall be given nor shall the work be considered to be completed until the contractor shall have removed from the premises on which the work shall have been executed all scaffolding, surplus materials and rubbish, and shall have cleaned off the dirt from all wood work, doors, windows, walls, floors, or other parts of any building, in or upon which the work has been executed, or of which he may have had possession for the purpose of executing the work, nor until the work shall have been measured by the Dy. C.F./Forest Engineer or where the measurements have been taken by bis subordinate until they have received the approval of the

शर्ती

सदरहू काम योग्य तत्परतेने केले पाहिजे, व केलेले सर्व काम कुशलतेने केलेले असले पाहिजे. वापरावयाचे सामान निविदा पाठविणाऱ्या इसमाने/इसमांनी पुरवावयाचे असल्यास ते निरनिराळ्या प्रकारांपैकी उत्तम प्रकारचे असले पाहिजे आणि सर्व बाबतीत ते तत्कालीन उप वन संरक्षक / वन अभियंता यांचे पसंतीस पात्र राहील व काम कसे काय चालते आहे व ते काम अगर सामान कोणत्या प्रतीचे आहे अशाविषयी ते जो निर्णय देतील तो अखेरचा समजला जाईल.

१-अ. जर, कोणत्याहि कारणासाठी, कामाकरिता पाहिजे असलेले कोणतेहि सामान, परिशिष्ट अ अन्वये सा.बा / पा.वि./वन खात्याच्या स्टोअरमधून अगर प्रभारी अभियंता याजकडून देणे अत्यावश्यक असल्याचे आढळून येईल तर, अशा रीतीने दिलेल्या सामानाची किंमत, सामान देण्यापूर्वी रोखीने अगोदर वसूल केली पाहिजे, मात्र जर उक्ते काम करणाराकडे [पीस वर्करला] कबुलायती अन्वये त्यावेळी द्यावयाची कोणतीहि रक्कम त्यास अशा रीतीने दिलेल्या सामानाची किंमत भरून निघण्यास पुरेशी असेल तर किंमत रोखीने अगोदर वसूल करू नये व अशा बाबतीत ती किंमत प्रभारी अभियंता यांच्या मर्जीप्रमाणे त्यावेळी देणे असलेल्या अशा रकमेतून वजा करण्याचा अधिकार आहे. तथापि उक्ते काम करणाराकडे [पीस वर्करला] दिलेले सर्व सामान सर्वस्वी सरकारची मिळकत राहील व त्याची किंमत उक्ते काम करणाराकडून [पीस वर्करकडून] पूर्णपणे वसूल करण्यात येईपर्यंत ते कोणत्याहि कारणावरून कामाच्या जागेवरून हलविता कामा नये

२. शक्य असेल तेव्हा तेव्हा महिन्यातून निदान एक वेळ तरी, झालेल्या कामाचे मोजमाप घेऊन त्याबद्दलचा पैसा दिला पाहिजे. मात्र उप वन संरक्षक/वन अभियंता यांचे मर्जीनुरुप, परत कमीत कमी शेंकडा ३ टक्के व जास्तीत जास्त शेंकडा १० टक्के या मर्यादेस पात्र राहून केलेल्या कामाच्या किंमतीची शेकडा रक्कम, जास्त पैसा दिला गेल्यास किंवा काम वाईट झाल्यास त्याविरुद्ध संरक्षक तजवीज म्हणून थोपवून धरण्याचा अधिकार आहे. सर्वकाम पुरे झाल्यानंतर अगर हा करार पुरा झाल्यानंतर अखेरचे मोजमाप घेऊन त्याप्रमाणे हिशेब चुकता केला पाहिजे. तिसऱ्या शर्तीत ठराव केला आहे. त्याप्रमाणे जास्त पैसा दिला गेल्याबद्दल अगर काम वाईट झाल्याबद्दल येणे असलेली रक्कम, कोणतीहि असल्यास, ती वजा करून थोपवून धरलेली रक्कम परत केली पाहिजे.

३. काम समाधानकारक रीतीने पूर्ण झाल्यानंतर कंत्राटदारास उप वन संरक्षक / वन अभियंता यांचेकडून काम पुरे झाल्याबद्दलचा एक दाखला (सर्टिफिकेट) देण्यात आला पाहिजे. मात्र कंत्राटदाराकडून ज्या जागेवर काम पुरे झाले असेल त्यावरील सर्व मचान सामान (स्कॅफोल्डिंग) शिल्लक राहिलेले सामान व केरकचरा काढून नेला जाईतोपर्यंत, व ज्या इमारतीत किंवा ज्या इमारतीवर काम पुरे झाले असेल किंवा काम पुरे करण्याच्या कारणासाठी जी इमारत त्याच्या ताब्यात असेल अशा कोणत्याहि इमारतीचे सर्व लाकडी काम, दारे, खिडक्या, भिंती, जमिनी किंवा इतर भाग, यावरील घाण साफ केली जाई तोपर्यंत तसेच उ.व. सं. / व. अ. कडून सदर कामाचे मोजमाप घेतले जाई तोपर्यंत किंवा सदरहू मोजमापे त्याच्या हाताखालच्या अधिकाऱ्याने घेतली असल्यास त्या बाबतीत उप वन संरक्षक / वन अभियंता यांची त्यास

Dy.C.F. / Forest Engineer, the said measurements being binding and conclusive against the contractor.

4. The Dy C.F. / Forest Engineer may put an end to this agreement at his option at any time, and in the case of bad work or material, the Dy C.F. / Forest Engineer may remove the same and have it replaced, deducting the value of the work rejected or material removed, or the cost of replacing the same, as he may think proper, from any amount due, or that may become due to the person / persons making this tender.

5. All quarry fees, royalites, octroi duties and ground rents for the stacking of materials, if any, shall be paid by the piece worker who will, however, be entitled to a refund of such of the charges as are permissible under the rules on obtaining a certificate from the Dy. / C.F. Forest Engineer that the materials were required for use on Government work.

6. The piece worker shall be responsible for and shall pay any compensation, to his workmen payable under the Workmen's Compe sation Act, 1923 (VIII of 1923) (hereinafter called the said Act) for injuries caused to the workmen. If such compensation is paid by Government as principal under sub-section (1) of section 12 of the said Act on befall of the piece worker, it shall be recoverable by Goverament from the piece worker under sub-section (2) of the said section. Such compensation may be deducted without prejudice to any other remedy, from any amount due or that may become due to the person / person making this tender.

6-A. The contractor shall be responsible for and shall pay the expenses of providing medical aid to any workman who may suffer a bodily injury as a result of an accident. If such expenses are incurred by Government the same shall be recoverable from the contractor forthwith and be deducted without prejudice to any other remedy of Government from any amount due or that may become due to the contractor.

7. Under no circumstances whatsoever shall the piece worker be entitled to any compensation from Government on any account, unless the piece worker shall have submitted a claim in writing to the Dy C.F. / Forest Engineer within one month of the cause of such claim arising, i.e. from the date of measurements, classification or order as to the change in the design etc.

मंजूरी मिळेतोपर्यंत - सदरहू योजनापे कंत्राटदारावर बंधनकारक असून त्याविरुद्ध निर्णायक म्हणून समजली पाहिजेत. अशा प्रकारचा कोणताही दाखला देता कामा नये किंवा सदरहू काम पुरे झाले असे समजता कामा नये.

४. हा करार कोणत्याहि वेळी रद्द करण्याचे उप वन संरक्षक / वन अधिपंता यांचे मर्जीवर आहे, आणि काम वाईट झाले असल्यास अगर सामान वाईट वापरले असल्यास, ते काढवून दुसरे घालविण्याचा त्यास अधिकार आहे, आणि त्याम योग्य वाटेल त्याप्रमाणे नापसंत केलेल्या कामाची किंमत अगर काढून टाकविलेल्या सामानाची किंमत अगर पुन्हा नवे सामान घालविल्याबद्दलचा खर्च ही निविदा देणाऱ्या इसमास / इसमास जी कोणतीही रक्कम देणे असेल अगर होईल त्यातून कापून घेण्यास त्यास अधिकार आहे.

५. खाणीसंबंधीच्या सर्व फी, रॉयल्टीज (सरकारी स्वामित्वाबद्दल पैसे), आयात मालावरील जकात (ऑक्ट्राय) आणि सामान रचून ठेवण्यासाठी लागणाऱ्या जमिनीचे कोणतेहि भाडे, ही कोणतीहि असल्यास, ती उक्ते काम करणाराने दिली पाहिजेत. मात्र, सदरहू खर्चापैकी जो खर्च नियमानुसार मिळण्यासारखा असेल तो, सदरहू सामान सरकारी कामांत उपयोगात आणण्यासाठी आवश्यक होते अशा अर्थाचा उप वन संरक्षक / वन अधिपंता यांचा दाखला मिळविल्या वर परत मिळण्याचा त्याला हक्क असेल.

६. उक्ते काम करणाऱ्या कोणाहि मजुरास काम चालू असतांना काहीं दुखापत वगैरे झाल्यास त्या दुखापती संबंधाने त्यास कामगार भरपाई अधिनियम १९२३ (१९२३ चा आठ) यात पुढें उक्त अधिनियम असे म्हटले आहे) या अन्वये द्यावयाच्या कोणत्याहि नुकसान भरपाईच्या रकमेची जबाबदारी उक्ते काम करणाराचर आहे. व तशी रक्कम त्याने दिली पाहिजे, जर अशी रक्कम सदरहू अधिनियमच्या १२ व्या कलमांतील पोट-कलम (१) अन्वये उक्ते काम करणाऱ्याच्यावतीने सरकारने "मुख्य" या नात्याने दुखापत झालेल्या इसमास दिली तर सदरहू दिलेली रक्कम उक्ते काम कारणाराकडून सदरहू कलमाच्या (२)च्या पोट-कलमाअन्वये वसूल करण्याचा हक्क शासनास आहे. अशी नुकसान भरपाईची रक्कम (कंपिन्सेशन) इतर कोणत्याहि इलाजास बाध न येता, ही निविदा देणाऱ्या इसमास / इसमास देणें असलेल्या किंवा देणें होणाऱ्या कोणत्याहि रकमेमधून कापून घेण्याचा अधिकार आहे.

६-अ. कोणत्याहि कामगारास एखाद्या अपघातामुळें जर शारीरिक इजा झाली तर त्याच्या वैद्यकीय उपचाराकरिता लागणाऱ्या खर्चाची तरतूद करण्यास कंत्राटदार जबाबदार राहील, व तो खर्च त्याने दिला पाहिजे. सदरहू खर्च शासनाने केल्यास त्या खर्चाइतकी रक्कम कंत्राटदाराकडून ताबडतोब वसूल केली जाण्यास पात्र ठरेल व ती रक्कम, शासनाने योजलेल्या इतर कोणत्याहि इलाजास बाध न येता, कंत्राटदारास देणें असलेल्या किंवा देणे होणाऱ्या कोणत्याहि रकमेतून कापून घेतली जाईल.

७. उक्ते काम करणाराने उप वन संरक्षक / वन अधिपंता यांजकडे मागणीचे (क्लेमचे) कारण घडल्यापासून म्हणजे मोजमापे घेतल्याच्या, वर्गवारी केल्याच्या किंवा संकल्प चित्रामध्ये वगैरे फरक करण्याबद्दल केलेल्या आदेशाचे तारखेपासून एक महिन्याच्या आत त्याबद्दल लेखी मागणी सादर केलेली असल्याशिवाय कोणत्याहि परिस्थितीत उक्ते काम करणारास शासनाकडून कोणत्याहि कारणासाठी कोणतीहि नुकसान भरपाई (कंपिन्सेशन) मागण्याचा हक्क असणार नाही.

8. The percentage referred to in the agreement will be deducted from / added to the gross amount of the bill before deducting the value of materils supplied.

9. The rates for several items of works agreed to within, will be valid only when the item concerned is accepted as having beer completed fully in accordance with the sanctioned specifications. In cases where the items of work are not acepted as so completed, the Dy. / C.F. Forest Engineer may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on account bills.

10. (i) The piece worker shall not employ any person who is under the age of 12 years.

(ii) The piece worker shall not employ donkeys or other animals with breeching of string or thin rope. The breeching must be at least three inches wide and should be of tape (Nawar).

(iii) No animal suffering from sores, lameness or emaciation or which is immature shall be employed on the work.

(iv) The Dy. C.F./ Forest Engineer or his agent is authorized to remove from the work any person or animal found working which does not satisfy these conditions and no responsibility will be accepted by Government for any delay caused in the completion of the work by such removal.

(v) The piece worker shall pay fair and reasonable wages to the workmen employed by him in the piece work undertaken by him. In the event of any dispute arising between the piece worker and his workmen on the grounds that the wages paid are not fair and reasonable, the dispute shall be referred without delay to the Dy. C.F./ Forest Engineer, who shall decide the same. The decision of the Dy. C.F./ Forest Engineer, shall be conclusive and binding on the piece worker, but such decision shall not in any way affect the conditions in the contract regarding the payment to be made by Government at the sanctioned tender rates.

11. Payment to piece workers shall be made by cheques drawn on any treasury within the Division convenient to them, provided the amount exceeds Rs. 10/- Amounts not exceeding Rs. 10/- will be paid in cash.

८. करारांत उल्लेखिलेली शेकडेवारी रक्कम पुरविलेली सामानाची किंमत बिलाच्या ठोक रकमेतून वजा करण्यापूर्वी बिलाच्या रकमेमधून वजा केली/ रकमेंत मिळविली जाईल.

९. कामाच्या निरनिराळ्या बाबींचे यात कबूल करण्यात आलेले दर, संबंध असलेली बाब मंजूर केलेल्या तपशिलास अनुसरुन पूर्णपणे पार पाडण्यात आली असल्याबद्दलचे स्वीकारण्यात येईल तेव्हाच कायदेशीर समजले जातील. ज्या बाबतींत कामाच्या बाबी अशारीतीनें पूर्णपणे पार पाडण्यात आल्याचे स्वीकारण्यात येणार नाही त्या बाबतींत अखेरची बिले किंवा "ऑन अकौंट" बिले तयार करतांना सदरहू बाबीबद्दलउप वन संरक्षक / वन अधिपति, त्यास वाजवी वाटेल अशा कमी दरानें पैसा देण्याचा अधिकार आहे.

१०. (१) उक्ते काम करणारानें १२ वर्षापेक्षा कमी वयाच्या कोणत्याहि इसमास कामावर लावता कामा नये.

(२) उक्ते काम करणारानें जी गाढवें व इतर जनावरें कामावर लावावयाची त्यांचा शेपटीच्या खालील पट्टा (ब्रीचिंग) दोरीचा अगर जाड्याभरड्या सुंताचा असता कामा नये. सदरहू पट्टा निदान तीन इंच रुंद असला पाहिजे व तो नवारीचा असला पाहिजे.

(३) जखम असलेले, लंगडे किंवा अशक्त असलेले किंवा अपुऱ्या बाढीचे कोणतेहि जनावर कामावर लावता कामा नये.

(४) उप वन संरक्षक / वन अधिपति किंवा त्यांचा एजंट यास सदरहू शर्तीस अनुसरुन नसलेले कोणतेहि मनुष्य किंवा जनावर काम करीत असल्याचे आढळून आल्यास त्याला कामावरुन काढून टाकण्याचा अधिकार आहे. आणि अशा रीतीनें त्यास काढून टाकल्यामुळे सदरहू काम पुरे होण्यास कोणताहि विलंब घडून आल्यास त्याबद्दल सरकार कोणत्याहि प्रकाराने जबाबदार राहणार नाही.

(५) उक्ते काम करणाराने आपण हाती घेतलेल्या उक्त्याकामात त्याने कामावर लाविलेल्या कामगारांना न्याय व वाजवी वेतने दिली पाहिजेत. उक्ते काम करणारांत व त्यांच्या कामगारांत, दिलेली वेतने न्याय व वाजवी नाहीत अशा मुद्यावर कोणताहि तंटा उपस्थित झाल्यास सदरहू तंटा विलंब न लावता उप वन संरक्षक / वन अधिपति याजकडे लिहून पाठविला पाहिजे. आणि सदरहू उप वन संरक्षक / वन अधिपति यानी त्या तंटयाचा निर्णय केला पाहिजे. उप वन संरक्षक / वन अधिपति यांचा निर्णय अखेरचा व उक्ते काम करणारांवर बंधनकारक असेल, परंतु अशा निर्णयामुळे शासनाने मंजूर केलेल्या निविदादराने करावयाच्या पंदानासंबंधीच्या करारातील अटींवर कोणताही परिणाम होणार नाही.

११. उक्ते काम करणारांना द्यावयाची रक्कम त्यांस सोईस्कर असेल अशा विभागातील कोणत्याहि कोषागारात काढलेल्या धनादेशाद्वारे (चेक) दिली पाहिजे. मात्र सदरहू रक्कम १० रुपयांपेक्षा ज्यास्त असली पाहिजे. १० रुपयांपेक्षा ज्यास्त नसलेली रक्कम रोख दिली जाईल.

12. Any piece worker not accepting these conditions will not be allowed to tender for works and his name will be removed from the list of contractors.

१२. या शर्ती मान्य न करणाऱ्या कोणत्याहि ठक्ते काम करणाऱ्याला कामासाठी निविदा देण्याची परवानगी मिळणार नाही व त्याचे नांव कंत्राटदारांच्या यादीतून काढून टाकण्यांत येईल.

13. Employment of scarcity labour.- If Government declares a state of scarcity or famine to exist in any village situated within 10 miles of the work, the piece worker Contractor shall employ upon such parts of the work, as are suitable for unskilled labour, any person certified to him by the Dy. C.F. / Forest Engineer, or by any person to whom the Dy. C.F. / Forest Engineer may have delegated this duty in writing, to be in need of relief and shall be bound to pay to such persons wages not below the minumum which Government may have fixed in this behalf. Any dispute which may arise in connection with the implementation of this clause shall be decide by the Dy. C.F. / Forest Engineer whose decision shall be final and binding on the piece worker/Contractor.

१३. मजुरांना दुष्काळी कामावर लावणे :- सदरहू कामापासून १० मैलांच्या आंत असलेल्या कोणत्याहि गांवात अवर्षणाची किंवा दुष्काळी परिस्थिती असल्याचे शासनाने जाहीर केल्यास ठक्ते काम करणारानें / कंत्राटदारानें मदतीची जरुरी आहे, अशी उप वन संरक्षक / वन अभियंता यांनी किंवा उपवनसंरक्षक / वन अभियंता यांनी हे काम ज्याकडे लेखी सोपविले असेल अशा कोणत्याहि इसमाने दाखला दिलेल्या कोणत्याहि इसमाला, अकुशल मजुरास योग्य असतील अशा सदरहू कामाच्या कामावर लाविले पाहिजे आणि अशा इसमास, शासनाने याबाबत ठरविली असतील अशा किमान वेतनांहून कमी नसलेली वेतने देण्यास तो बांधलेला असेल. ही शर्त पुरी करण्यासंबंधी उपस्थित होईल अशा कोणत्याहि तंटयाचा निकाल उप वन संरक्षक / वन अभियंत्या कडून करण्यांत येईल व त्याचा निकाल अखेरचा समजण्यांत येईल व तो ठक्ते काम करणारावर/ कंत्राटदारावर बंधनकारक असेल.

14. The Contractor should as far as possible obtain his requirement of labour, skilled and unskilled from the nearest Employment Exchange.

१४. कंत्राटदारानें त्याच्या गरजेनुसार त्यास लागतील तेवढे कुशल व अकुशल मजूर शक्यतोंवर नजिकच्याच सेवायोजन कार्यालयामार्फत मिळविले पाहिजेत.

SCHEDULE-A परिशिष्ट-अ

Schedule showing (approximately) the materials to be supplied from P.W.D./I.D./Forest Stores for Works to be executed and the rates at which they are to be charged for

सा.बा/ पा.भे./ वन विभागाच्या भांडारामधून करावयाच्या कामासाठी पुरवावयाचे (अदमासे) सामान आणि त्यांचा आकार कोणत्या दराने ठरवावयाचा ते दर दर्शविणारे परिशिष्ट

Particulars तपशील	Rate at which the materials will be charged to the piece worker तुकडे काम करणाऱ्यास सामानाबद्दल ज्या दराने आकार करावयाचा तो दर			Place of delivery (सामान) ज्या ठिकाणी पुरवू करावयाचे ते ठिकाण
	Unit युनिट	Rs. रु.	P. पैसे	

NOTE 1.- - The person or firm submitting the tender should see that the rates in the above schedule are filled up by the Dy. C.F /Forest. Engineer on the issue of the form prior to the submission of the tender.

2. Stores to be supplied to contractors for a work free of cost should be mentioned in Schedule A in addition to Schedule B and the specifications attached to the contract agreement forms.

टीप :-१. निविदा देणाऱ्या इसमाने किंवा संस्थेने (फर्मने) निविदा सादर करण्यापूर्वी वरील परिशिष्टांतील दर उप वन संरक्षक / वन अभियंता यांनी नमुना देताना भरले आहेत हे पाहिले पाहिजे.

२. एखाद्या कामासाठी कंत्राटदारांनुमोदन पुरवावयाच्या मालाची नोंद परिशिष्ट ब आणि शिवाय परिशिष्ट अ मध्ये देखील केला पाहिजे. कंत्राटाच्या नमुन्यामधील स्पिसिफिकेशन जोडले पाहिजेत.

(Signature of Piece worker)
(तुकडे काम करणाऱ्याची सही)

(Signature of Dy. C.F. उप वन संरक्षक
Forest Engineer वन अभियंता

SCHEDULE-B/ परिशिष्ट-ब

Memorandum showing Items of Work to be carried out

पार पाडवयाच्या कामाच्या बाबी दर्शविणारे ज्ञापन

Item No बाब क्रमांक	Item of work कामाची बाब	Estimated / Scheduled Rates अंदाज केलेले / शेडयूल्ड दर			Unit युनिट
		In Figures आकडयात		In words अक्षरी	
1	2	3		4	5
		Rs. रु.	P. पैसे		

All work will be carried out as per Public Works Department Hand Book and other specifications of the Division as directed.

संपूर्ण काम सार्वजनिक बांधकाम विभागाचे निदेशपुस्तक व विभागाचे यथानिदेशीत इतर विनिर्देश यांच्या अनुसार केले पाहिजे.

(Signature of Piece worker)
(ठक्के काम करणाराची सही)

Dy.C.F. / उप वन संरक्षक
Foest Engineer वन अभियंता)

Note :- To be continued on additional sheets if found necessary.

टीप :- आवश्यक वाटल्यास जादा पृष्ठे जोडून मजकूर पुढे चालू ठेवावा.

ANNEXURE 20.04

नमुना अ–२

सार्वजनिक बांधकाम विभाग/पाटबंधारे विभाग

उक्ती कामे (बाबवार दर)

निविदा अटी शर्ती

टीपा

(शासन निर्णय, क्रमांक ३६८-ए-१३३२, दिनांक ९ ऑक्टोबर १८८९ द्वारे मुद्रांक शुल्कमुक्त)

हा नमुना, खाली उद्धृत केलेल्या महाराष्ट्र सरकारी बांधकाम नियम-पुस्तिकेतील परिच्छेद १८८ मध्ये दिलेल्या केलेल्या उक्ती कामाकरिता वापरावयाचा आहे —

"उक्ते काम म्हणजे ज्याकरिता करावयाच्या एकूण कामाचे परिमाण किंवा ते ज्या मुदतीत पूर्ण करावयाचे आहे, तो मुद्दा विचारात न घेता, उक्ते काम करणारास कामाचा फक्त दरच संमत करतो, ते काम होय"

नमुना अ–२

सार्वजनिक बांधकाम/पाटबंधारे विभाग

सन १९८ चा. क्रमांक

उक्त्या कामाकरिता निविदा

(बाबदार दर)

मी याद्वारे, खाली वर्णन केलेले काम त्याचे मसुदे केलेल्या अटींनुसार उक्त्या कामाप्रमाणे आणि अनुसूची "ब" मध्ये विनिर्दिष्ट केलेल्या निविदा दराने, पूर्ण केलेल्या कामाच्या परिमाणाकरिता मोबदला देऊन पार पाडण्याकरिता, निविदा सादर करीत आहे. जेव्हा आपण माझ्या कायदेशीर कोणतीही माहन्यामधे पुरवले, तेव्हा अशी माहन्यामधे आणि स्वाक्षरित्या प्रदान कराण्याबाबत दर मोबदल्या अनुसूची "अ" माझे तरतूद केल्याप्रमाणे असतील.

मुख्य ठेक्याच्या कामाबद्दलचे निवेदन व आदेश मी वाचले आहेत आणि ते माझ्या समजण्यात आले आहेत आणि मी ते मुख्य ठेक्याचे काम, पूर्णता व नियमानुसार व आदेशानुसार पार पाडण्यास आणि त्याचे यथायोग्य अनुपालन करण्याकरिता माझ्या खालील जबाबदार ठरण्यास, सहमती देत आहे.

निविदा सादर करणाऱ्याची कंत्राटदार की सही.

कंत्राटदार—

पत्ता

दिनांक १९८

कंत्राटदाराने सही केल्याबाबतच्या साक्षीदाराची सही.

साक्षीदार—

पत्ता—

व्यवसाय—

याद्वारे उपरोक्त निविदा महाराष्ट्राचे राज्यपाल यांच्याकरिता आणि त्यांच्या वतीने मी स्वीकारीत आहे.

स्वीकारणाऱ्या अधिकाऱ्याची सही

कार्यकारी अभियंता विभाग

दिनांक १९८

हे काम, योग्य अशा सफाईने करावयाचे आहे आणि संपूर्ण काम कुशलतेने पार पाडावयाचे आहे. वापरण्यात आलेली साधनसामग्री निविदा करणाऱ्या व्यक्तीने/व्यक्तींनी पुरवली असेल तेव्हा तो उपयोग असलेल्या विविध प्रकारच्या साधनसामग्रीबद्दल उत्तम दर्जाची असली पाहिजे आणि ती सामग्री सर्वसंमत बाबतीत, चालत्या प्रचलितपद्धतीच्या आणि कामाच्या किंवा साधनसामग्रीच्या दर्जासंबंधीच्या, ज्या कार्यकारी अभियंत्याला निर्णय अंतिम असेल, अशा तपशीलवार कार्यकारी अभियंत्याच्या मान्यतेच्या अधीन असली पाहिजे.

१ (अ) हे करार कोणत्याही कारणासाठी कामाकरिता आवश्यक असलेली कोणतीही साधनसामग्री, अनुसूची "ब" अनुसार बाटलेल्या/सार्वजनिक बांधकाम विभागाच्या भाड्यापासून किंवा प्रभारी अभियंत्याकडून पुरविली, आवश्यक असल्याचे आढळून आले असेल तर अशा पुरवण्यात आलेल्या साधनसामग्रीची किंमत, साधन-सामग्री सुस्थितीत करण्यापूर्वी ठरावाद्वारे योग्य रकमेत वसूल केली पाहिजे. मात्र खात्याकडे उक्त काम करणाऱ्याला प्रदेय असणारी कोणतीही रक्कम त्याला पुरवण्यात आलेल्या साधनसामग्रीची किंमत वसूल होण्याकरिता पुरेशी असली पाहिजे आणि अशा बाबतीत प्रभारी अभियंत्याचा स्वेच्छानिर्णयानुसार अशी किंमत त्याहूनही प्रदेय असलेल्या रकमेतून वजा करता येईल. तथापि, उक्त काम करणाऱ्याला पुरवण्यात आलेली सर्व साधनसामग्री संपूर्णतः खात्याची मालमत्ता राहील आणि त्याची संपूर्ण किंमत उक्त काम करणाऱ्याकडून वसूल होईपर्यंत कोणत्याही कारणाबद्दल कोणत्याही दाव्याकरिता तो

२. वर पाडलेल्या कामाचे परिमाण, मोजून-मापून निश्चित केले गेले पाहिजे व त्याची रक्कम चुकती केली पाहिजे. अतिप्रदान व निकृष्ट दर्जाचे काम होऊ नये याबद्दल जबरदारीचा उपाय म्हणून प्रत्येक कामाच्या किस्तीच्या रकमेतली सोडून दहा टक्के इतकी रक्कम, कार्यकारी अभियंत्याच्या स्वेच्छानिर्णयानुसार रोखून ठेवता येईल. काम पूर्ण झाल्यानंतर किंवा हा करार समाप्त झाल्यानंतर संचित शोधनाचा नोंद करण्यात येईल आणि तदनुसार त्याचे समायोजन करून शेवटी क्रमांक तीनमध्ये दर्शविल्याप्रमाणे अतिप्रदानामुळे किंवा निकृष्ट दर्जाच्या कामामुळे कोणत्याही रकमेची वसुली करावयाची असल्यास, अशी वसुली केल्यानंतर रोखून ठेवलेली रक्कम परत करण्यात येईल.

३ काम समाधानकारकपणे पूर्ण केल्यानंतर, कार्यकारी अभियंता शक्यतोवर काम पूर्ण केल्याबद्दलचे प्रमाणपत्र उक्त काम करणाऱ्याला देईल, परंतु उक्त काम करणारा, ज्या ठिकाणी काम पार पाडण्यात आले, त्या ठिकाणाहून सर्व मालमत्तासामान, अस्तीची साधनसामग्री आणि बचरा योग्यरीत हलवणार नाही, याची तेथे किंवा त्याच्यावर काम पार पाडल्याचे आहे, तेथून किंवा काम पार पाडण्याच्या प्रयोजनासाठी, जी इमारत उभारण्यात केली असेल, तेथून सर्व प्रकारचे सुतारकाम, दरवाजे, खिडक्या, भिंती, तळजमिनी आणि इमारतीचे इतर भाग शाबरीक करण्या काढून तो साफ करणार नाही तोपर्यंत तसेच कार्यकारी अभियंत्याने आखलेल्या कामाची नोंदवही मिसली नसतील किंवा तेच्छा अशी मोजमापे त्याच्या सहाय्यकाने घेतलेली असतील तेव्हा, अशी मोजमापे घेण्यासाठी उक्त काम करणाऱ्याकडे आणि निर्णायक असल्यामुळे त्यांना कार्यकारी अभियंत्याची मान्यता मिळे-पर्यंत असे पूर्णता प्रमाणपत्र दिले जाणार नाही. त्याशिवाय ते काम पूर्ण झाले असल्याचे मानले जाणार नाही.

४ कार्यकारी अभियंता, आपल्या स्वेच्छानिर्णयानुसार, कोणत्याही वेळी हा करार संपुष्टात आणू शकेल आणि काम किंवा साधनसामग्री सदोष असल्याचे आढळून आल्यास, त्याबाबतीत कार्यकारी अभियंता ते काम किंवा ती साधनसामग्री काढून टाकून ते काम पुन्हा करवून घेऊ शकेल किंवा ती साधनसामग्री बदलू शकेल. आणि नाकारलेल्या कामाची किंवा काढून टाकलेल्या साधनसामग्रीची किंमत किंवा खात्याला योग्य वाटेल ती साधनसामग्री पुन्हा बसवण्याची किंमत ही निविदा सादर करणाऱ्या व्यक्तीला देय असलेल्या किंवा होणाऱ्या अशा कोणत्याही रकमेतून वजा करून घेऊ शकेल.

५. कामाच्या संबंधातील सर्व फी, स्वामित्वधनाच्या रकमा आकारकर आणि साधनसामग्री वाटण्यासाठी जमिनीचे भाडे असल्यास ते उक्त काम करणारा देईल. तसे कार्यकारी अभियंत्याकडून ती साधन-सामग्री शासकीय कामासाठी आवश्यक होती, अशा आशयाचे प्रमाणपत्र मिळाल्यानंतर, नियमानुसार अनुज्ञेय असेल, इतक्या वर्षांची रक्कम परत मिळण्याचा त्याला हक्क असेल.

६. उक्त काम करणारा, त्याच्या हाताखालील कामगारांना झालेल्या इजेबद्दल कामगार भरपाई अधि-नियम १९२३ (१९२३ चा आठ) (यात यापुढे "उक्त अधिनियम" असे संबोधलेला) अनुसार प्रदेय असणारी नुकसानभरपाई देण्यास जबाबदार असेल आणि अशी कोणतीही नुकसानभरपाई त्याने दिली पाहिजे. जर अशी नुकसानभरपाई उक्त काम करणाऱ्याच्या वतीने शासनाने, प्रवर्ता म्हणून उक्त अधिनियमाच्या कलम १२ च्या पोटकलम (१) अनुसार दिली असेल तर शासन तो रकम उक्त कलमाच्या पोट-कलम (२) अनुसार उक्त काम करणाऱ्याकडून वसूल करू शकेल. अशी नुकसानभरपाईची रकम इतर कोणत्याही हक्काला व उपायांना बाध न आणता, निविदा करणाऱ्या व्यक्तीला/व्यक्तींना प्रदेय असणाऱ्या किंवा प्रदेय होतील, अशा कोणत्याही रकमेतून वजा करता येईल.

९ (अ) उक्त कामगारास अपघातामुळे तात्पुरते किंवा कायमचे अपंगत्व आल्यास कंत्राटदाराने त्यास वैद्यकीय मदत देण्याकरिता द्यावयाच्या खर्चाव्यतिरिक्त उक्त काम करताना मजुरांचे अपघात आणि त्यामुळे येणारे खर्च दिला पाहिजे. जर असा खर्च शासनाने केला असेल तर तो ताबडतोब उक्त काम करणाऱ्याकडून वसूल करण्यात येईल आणि शासनाच्या अन्य कोणत्याही हक्कास आणि उपायास बाधा न आणता उक्त काम करणाऱ्याला प्रदेय असलेल्या किंवा प्रदेय होणाऱ्या रकमेतून तो खर्च वजा करण्यात येईल.

७ उक्त काम करणाऱ्याने, कोणतीही मालमत्ता करण्याचे कारण उद्भवल्यावरून ताबडतोब सोडलेली, वगैरेरण किंवा सदोषपिंड इत्यादीसंबंधे बदल करण्यासंबंधीच्या आदेशाच्या दिनांकापासून एक महिन्याच्या आत प्रभारी कार्यकारी अभियंत्याकडे लेखी मागणी सादर केल्याशिवाय, कोणत्याही परिस्थितीत कोणत्याही कारणास्तव त्याला शासनाकडून कोणतीही नुकसानभरपाई मिळण्याचा हक्क असणार नाही.

८ निविदेमध्ये नमूद केलेले, कामाच्या विविध बाबींचे दर संबंधित बाबी मजूर निलंबीकरणासहित पूर्ण झाल्या असल्याचे मानण्यात आल्यानंतरच विधिसंमत होतील. उक्त प्रकरणामध्ये कामाच्या बाबी याप्रमाणे पूर्ण झाल्या असल्याचे मा-य केले जात नाही, त्या प्रकरणामध्ये कार्यकारी अभियंता अंतिम किंवा अंतरिम बिले तयार करताना, त्याला वाजवी वाटेल-अशा कमी दराने अशा बाबींकरिता रक्कमा प्रदान करू शकतो.

९ (एक) उक्त काम करणाऱ्याला वारा वाहिन्या यांची बजावण्या कोणत्याही व्यक्तीला व्यवस्थित देता येणार नाही.

(दोन) उक्त काम करणाऱ्याचा, भारतीय म्हणून दोघे किंवा त्यापेक्षा जास्तीच्या संख्येचा साझेदारी किंवा इतर प्रकारचा कायदा अथवा देणार नाही. भारतीय वंशाचा कोणताही तीन पेक्षा कमी व तसरीचा असला पाहिजे.

(तीन) यात पडलेले संगठे किंवा कुठे असलेले किंवा पुणे बाद न झालेले बाबी यासाठी सुरक्षा देणार नाहीत.

(चार) कार्यकारी अभियंत्याचा किंवा त्याच्या सक्षमतेचा या अटींवरीलप्रमाणे काम सुरू करण्याचा आदेशाच्या दिनांकापासून कामाचा पूर्ण झाल्याचा दाखला देण्याचा अधिकार प्रदान करण्यात आला आहे आणि असा दाखला कामावर किंवा बाबी कामाचा काही भाग यांच्या कामाच्या दिनांकापासून काम पूर्ण झाल्याचे मानण्याचा निष्कर्षाची जबाबदारी. शासन स्वीकारणार नाही.

(पाच) उक्त काम करणाऱ्याने त्याची झालेली मजुरांच्या ठेकेदाराच्या मजुरांच्या हजेरी . मि.झाल्याची मजुरी देईल. कामगारांना दिली जाणारी मजुरी रोख आणि बाबींची मजुरांच्या सुरक्षेसाठी उक्त काम करणाऱ्या व त्याच्या हाताखालील कामगार यांच्यासाठी तसा उपयुक्त ठरेल. हा पक्षा दिवस व कायदा. कार्यकारी अभियंत्याची निर्देशित करण्यात आला व कार्यकारी अभियंता स्वतःचे विशेष वैद्यकीय अधिकारी यांच्याकडे तपासणी करण्याचे निर्देश देईल. कार्यकारी अभियंत्याने दिलेल्या लिखित विशेषतः आदेश व जो उक्त काम करणाऱ्यावर बंधनकारक असेल. परंतु असा निर्णय घेण्यापूर्वी त्याने संपूर्ण वैद्यकीय निष्कर्ष करण्याच्या प्रयोजनार्थीच्या करारातील मतभेदाचे संदर्भात प्रकार परिणाम होणार नाही.

१० उक्त काम करणाऱ्याच्या खलाशांचे खलाशी, त्यांना दोघांपेक्षा अधिक नव्हे अशा विशाखापट्टीय कोणत्याही कॉन्सलेट कार्यालयाच्या प्रमाणपत्राद्वारे (पोर्ट) दिली जाईल, मात्र ही संख्या वरील मजुरांपेक्षा अधिक असली पाहिजे. वरील मजुरांपेक्षा अधिक मजुरांची खलाशी रीत्या दिली जाईल.

११ ठेकेदाराचे भागीदारीत कामगारांचे वेगळीकरण —जर त्यामुळे, त्याच्या दिनांकापासून १६ किलोमीटरच्या परिसरातील कोणत्याही शासकीय कुष्ठरोगी सिद्धा संघाकडे अधिसूचित पाहीजे वेगळे अंतर, उक्त काम करणारा/ठेकेदार त्याला सहाय्यार्थ आवश्यकता आहे, असे कार्यकारी अभियंत्याने दिला असे प्रमाणित करण्याचे काम करण्याची शक्ती अधिकाऱ्याचे त्याला प्रदान केली आहे, अशा व्यक्तीने, प्रमाणित केलेल्या कोणत्याही व्यक्तीचा, अकुशल कामगारांकरिता दोघ वाटेल अशा कालावर ठेवील आणि शासनाने यासंबंधात निश्चित केले असतील, अशा दरापेक्षा कमी नसेल अशा किमान दराने त्या कामगारांना मजुरी देण्याचे बंधन त्याच्यावर असेल. या संबंधी अंमलबजावणी करण्याच्या संबंधात कोणताही विवाद उद्भवल्यास, त्याबद्दल कार्यकारी अभियंत्या निर्णय देईल, हा निर्णय अंतिम आणि उक्त काम करणाऱ्यावर/ठेकेदारावर बंधनकारक असेल.

१२ बांधकामाच्या अवयवांवर नजिकच्या वेगवेगळ्या कार्यालयातून आवश्यक तितके सुरक्षा व अकुशल कामगार मिळवले पाहिजेत.

अनुसूची 'ब'

कंत्राटदाराच्या कामासाठी सा. बां. विभागाच्या/बाहेरच्या विभागाच्या यांत्रसामग्रीच्या पुरवठ्याची साधनसामुग्री (संयंत्रे) आणि स्थावरेतर जंगमत्वाचे घर वर्गीकरणाची अनुसूची

तपशील	उपयोग करण्यात आला व दराने आकारण्यात पुरवण्यात येईल, तो दर			साधनसामुग्री सुपूर्द करण्याचे ठिकाण
	युनिट	दर	पैसे	

टीप –(१) —विविध दर करण्याचा व्यवसाय किंवा धंदेवाईक, विविध दर करण्यापूर्वी, कार्यकारी अभियंत्याने अनुसूचीमध्ये दर नमूद केले आहेत किंवा नाही, हे पाहिले पाहिजे.

(२) कंत्राटदारांना कामाकरिता विनामूल्य पुरवठ्याच्या मालाची नोंद अनुसूची 'ब' आणि विक्रय अनुसूची 'अ' मध्येही केली पाहिजे. कंत्राटाच्या तपशीलाबरोबरच विनिर्देश जोडले पाहिजेत.

(ज्यांचे काम करण्याची सही)

कार्यकारी अभियंत्याची सही

सहायक अभियंत्याची

(सी) ४५४

अनुसूची 'ब'

पार पाडावयाच्या कामाच्या बाबी दर्शविणारे साधन

मार्ग/रस्ता	कामाची बाब	अंदाजित / अनुसूचित दर		वृत्ति
		रोकडपात्र	उधारपत्र	
१	२	३	४	५
		रु.	पै	

संपूर्ण काम, सार्वजनिक बांधकाम विभागाचे सिंधुदुर्गाचे व विभागाचे अधीक्षक अभियंते यांच्या अनुसार केले पाहिजे.

(जमीन संपादनाची नाही.)

(कार्यकारी अभियंता)
(सहायक अभियंता)

टीप.—आवश्यक वाटल्यास मागे पृष्ठे जोडून मजकूर पुढे चालू ठेवावा.

ANNEXURE 20.05

Subject :- Instructions for execution of various Civil works in Forest Department.

No.D-24/FE/PB-4/476 /2014-15
Nagpur- 440001, Dated 04 /09/2014.

Reference :- CIRCULAR No.D-24/3/FE/43/1498/92-93,Dated 11 February,1993.

CIRCULAR

Various Civil works are undertaken under various schemes and programmes which include constructions of all types of buildings, roads,other structures and periodical maintenance and repair works to keep these assets in good condition. With a view to streamline procedure for execution of civil works, the instructions given in circular under reference have been modified and following instructions are issued for strict compliance.

(1) New works and Maintenance :

No new construction works should be undertaken unless their plans and estimates are technicaly sanctioned and administratively approved by respective competent authority.The plans and estimates for maintenance of buildings, roads and other structures should be prepared by R.F.O./Junior Engineer/Sectional Engineer and those should be checked by concerned competent authority i.e.Dy Forest Engineer, Forest Engineer, Deputy Conservator of Forests, Conservator of Forests, Chief Conservator of Forests and got technically sanctioned and administratively approved by the Competent authority and only then such works should be taken up according to availability of funds during the year.

(2) The execution of works :

The works costing upto Rs. 62,500/- be carried out on Rate list and those costing upto Rs. 2 Lakh be carried out on A-1 form by inviting tenders by giving wide publicity in daily newspaper and on Forest department's web site. Works costing over Rs. 2 Lakh be carried out invariably by inviting public tenders in B-1 form by giving wide publicity in newspaper and on Forest department's web site. Departmental execution of anywork without agreement should be discontinued. For the works costing above 2 Lakh, copy of Notice inviting tenders should be given to publicity officer of the Forest Department at Nagpur & Pune.

(3) The Rate list for petty works upto Amount Rs. 62500/- :

The Rate list for works upto Rs.62,500/- to be prepared by R.F.O. in triplicate giving details of work and the same to be approved by the Dy. Conservator of

Forests. The works carried out on Rate list be executed as per estimated rates only. While approving the Rate list, the Dy. Conservator of Forests, Conservator of Forests, Chief Conservator of Forests should verify the rates and quantities as per sanctioned plans and estimates. After receiving two copies from the Division, the R.F.O. should handover one copy of Rate list to the piece worker for starting the work. Not more than three works be entrusted to the same Piece Worker and the aggregate cost of these works should not exceed Rs. 1.87 Lakh Entire responsibility of getting the work done as per desired quality and workmanship within time limit will lie on R.F.O. only.(Refer शासन निर्णय क्रमांक-सीएटी-1097/प्र.क्र.140/इमारती-2,दिनांक 27/03/1998)

(4) The piece works costing upto Rs. 2 Lakh. :

The minor works costing upto Rs. 2 Lakh to be carried out on form A-1 (Percentage rate) inviting tender by giving wide publicity in newspaper & Forest department`s web site. The scrutiny comittee will recommend eligible received tenders after considering all comparative parameters. It should be compared to existing curr... schedule of rates(C.S.R.) also. Based on recommendations of scrutiny comittee, competent authority(Dy.C.F/FE/CF/CCF/APCCF/PCCF) will approve the tender.

(5) The B-1 contract for works above Rs. 2 Lakh :

While executing the works costing more than Rs. 2 Lakh, Public tenders should be invited in B-1 form by giving wide publicity in newspapers and on Forest department`s web site. For works costing above Rs. 10 Lakh, e-tendering process should be invariably followed.

The tender should be invited in two envelope system. The first envelop will cont... technical bid.Those who qualify technically, only their second envelop i.e.financial bid envelop will be opened. the scrutiny comittee will recommend eligible received tender after considering all comparative parameters. It should be compared to exsting current schedule of rates(C.S.R.) also. Based on recommendations of scrutiny comittee, competent authority(Dy.C.F/FE/CF/CCF/APCCF/PCCF) will approve the tender.

(6) Allotment of works to unemployed Engineers and labour co-operative societies.

While executing civil works, provisions of G.R. सा.बां.विभाग शासन निर्णय क्र.सीएटी-07/06/प्र.क्र.94/इमा.2,दिनांक 16/11/2006 and its subsequent modyfications. regarding preferancial allotment of works to unemployed qualified Engineers and Labour

portion of estimate and is to be obtained from contractor at the time of agreement only, then the work order be issued to the Contractor. The balance 2% Security Deposit to be recovered from Running bills of works.

(8) Recording Measurements & Checking

As per the progress of works, the Range Forest officer should take the measurements of works and record the same in printed Measurement Book only (Form No 45) on spot with entry at the end as "measured and recorded by me on spot." Every such set of measurements be checked at list 10% by the Assistant conservater of Forests by actual verification of work on spot and he should take entry on M.B. as "checked and found correct" with dated signature. The incharge of the division, Dy. Conservator of Forests should also check every such measurements at least 2% by taking entry on M.B. as "Checked and found correct" with dated signature, with every slab of Rs. 50,000/- of Running bill. The works like excavation of foundation, steel in RCC.concrete items, plinth work should be checked and recorded by RFO 100%. The concered assistant conservator of Forests must check & record 10% of these kind of works.

(9) Running Account Bills :

Generally, Running bills are to be paid to the piece work Contractor every month as per progress of work. After every such set of measurements and checking, the Running bills in standard form should be prepared in Range office and those should be submitted to Division office for payment along with M.B. & The R.F.O. and A.C.F. should sign all Running bills and submit to concern higher officer for payment. The Running bills should be given serial numbers from beginning, which will help in preparing completion report smoothly.

(10) Recoveries from bill:-

Deduction on account of security deposit, income tax,VAT,as per works contract Act, should be made from running bill.

(11) Retaining Security Deposit upto Defect Liability Period :-

As work progresses, all items of work attended by contractor to that stage should be accounted in R.A. Bills. After the completion of works, the final measurements should be taken by Assistant Conservator of Forests for all items of work and those should be checked to the extent of 5% by Dy.Conservator of forests, with entry on M.B. Then final bill of the work should be prepared with due accuracy.The defect liability period of important works to be considered at final payment is as under.

1. New Buildings -- One year
2. Special Repairs -- Six months

3. Water proofing treatment -- Ten years

4. C.D.Works -- One years

5. New Roads -- Two years

6. Maintenance of Roads -- Six months.

S.D. to the extent of 50% should be paid to the contractor along with final bill, retaining 50% of S.D. upto Defect liability period. as per prevailing practices in P.W.D.

(12) Records at Site

In controlling the quality of work and workmanship, it is essential to keep necessary record at site of work as noted below :-

(i) Material Consumption Register indicating the daily consumption of all materials purchased and directly charged to the work in progress as per prevailing procedure of P.W.D.

(ii) An order book be maintained on each and every work and the inspecting officer should record his instructions in it,regarding to quality, progress, testing of material etc. whenev he visits the work. Such instructions will be binding on the contractor. If the quality of work is not to the mark, then strict view should be taken in all cases and contractor should be directed to carry out the work as per instructions.

(13) The payment by cheque /RTGS only :

All payments of major & minor works to piece worker and contractor should be made through the cheque/RTGS only and no cash payment to any work be made to them by Range Forest Officer. R.F.O should not make any cash payment of materials required for the works or labour payment but, those should be made by cheque only by Dy. Conservator of Forests. No cash payment should be allowed. Only the labour payment to the extent upto Rs. 1000/- in each case be made in exceptional circumstances. This applies to all origional constructional works and maintenance works also.

(14) The Completion Report in M.F.M.Form -15:

Within 3 months from the final completion of work in all respects, a completion report in M.F.M. Form-15 should be prepared by the A.C.F. with the assistance of R.F.O. alongwith itemwise comparative statement, indicating estimated quantities, executed quantities, rates, saving/excess with reasons and list of vouchers showing overall expenditure incurred on the work. The completion report should be submitted to the respective Conservator of Forests/Chief Conservator of forests/Additional Principal Chief Conservator of Forests of concerned circle by the Divisions with copy to the Accountant General and to this office. If the actual

expenditure over estimated work is more than 5%, then revised detailed estimate be prepared and got technically sanctioned from competent authority.

(15) Compliance with the agreement

Provisions regarding time limit, penalty, extra items, extra quantity should be strictly followed as per terms and conditions of agreement.

(16) The entry into Building Register :

After physical completion, the entry of the building be taken in the bound building Register (P.W.D.-133) as soon as possible and this register should be kept up-to-date at Range, Division and Circle level.

(17) Inspection by the Civil Engineering Wing :

If necessary, the Civil Engineers of the Department should be requested for inspecting the works during the progress and furnish the inspection reports. They may render the technical guidance to the concerned staff at site with regard to progress and quality of material and workmanship and its record like measurements, R.A. Bills, etc. The vehicle/jeep may be made available to the Forest Engineer and Dy. Forest Engineers /Sectional Engineers from the H.Q.divisions for such inspection as well as for other items like Survey and investigtion, data collection for preparation of plans and estimate etc. They may utilise the same vehicle in the circle i.e. from one division to other division.

These orders will be applicable even to the works which are in progress.

Encl:- 1) Copy of G.R.Dated-27/03/1998
2) Copy of G.R.dated-25/08/2014
3) MFM Form-15

4/9/2014

Additional Principal Chief Conservator of Forests,
(Budget, planning & Development)
Maharashtra State, Nagpur

30/9/2014

Copy submitted to :- Principal Chief Conservator of Forests,(Head of Forest Force)/ (Wildlife)/(Production & Management) Maharashtra State, Nagpur for information.

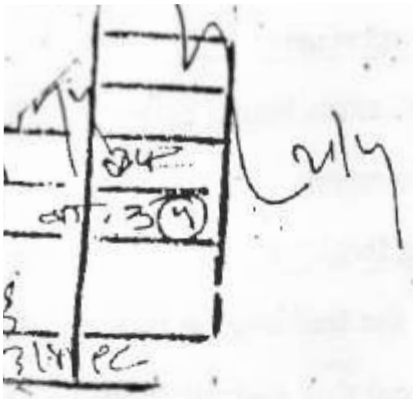
Copy submitted to :- Principal Chief Conservator of Forests (Research,Education & Training) M.S.Pune.

Copy to :- Additional Principal Chief Conservator of Forests (all.)

Copy to :- Chief Conservator of Forests, (All)

Copy to:- Conservator of Forests, (All))

Copy to:- Deputy Forest, Engineers (All)



महाराष्ट्र सार्वजनिक बांधकाम नियम पुस्तिका परिच्छेद-१८९ खात्यामार्फत करावयाच्या वरसूची व उक्ते काम पध्दतीच्या कामांच्या निविदा वरपत्रके मागविण्यासाठी कालमर्यादा व वृत्तपत्रामध्ये निविदा सूचना प्रसिध्द करण्याच्या मर्यादेत वाढ करण्याबाबत...

महाराष्ट्र शासन
सार्वजनिक बांधकाम विभाग,
शासन निर्णय क्रमांक-सीएटी-१०९७/प्र.क्र.१४०/इमारती-२
मंत्रालय, मुंबई ४०० ०३२.
दिनांक - २७-०३-१९९८

संदर्भ - १) शासन निर्णय, सा.बां.विभाग, क्र.डीपीडब्ल्यू-११८९/(५७)/लेखापरीक्षा, दिनांक-१८ नोव्हेंबर १९९६.
२) शासन निर्णय क्रमांक-सीएटी-१०८७/सीआर-८२/इमारती-२, दिनांक-५.९.१९८८.

प्रस्तावना - सार्वजनिक बांधकाम विभाग व पाटबंधारे विभागाकडे सोपविलेली कामे महागाई निर्देशकांत झालेल्या वाढीचा विचार करता, सदरची कामे पार पाडणे शक्य व्हावे म्हणून उपरोक्त दि.१८.११.९६ च्या शासन निर्णयानुसार, महाराष्ट्र सार्वजनिक बांधकाम नियम पुस्तिका -१९८४ मधील परिच्छेद ४२ खालील वित्तीय अधिकारात सुधारणा करण्यात आल्या. त्यानुसार सा.बां.नियमावली परिच्छेद-१८९ अन्वये खात्यामार्फत वरसूची व उक्ते काम पध्दतीची कामे करून घेण्याचे अधिकार त्या निर्णयामधील अनुक्रमांक १६ प्रमाणे वाढविण्यात आले आहेत.

उपरोक्त शासन निर्णय निर्गमित करताना सा.बां नियमावली परिच्छेद-१८९ (पृ:८०) खाली असलेल्या वरपत्रके मागविण्याची कालमर्यादा व वृत्तपत्रामध्ये निविदा सूचना प्रसिध्द करण्याच्या मर्यादेमध्ये वाढ करण्याचे राहून गेले होते.

सध्यंतरी वृत्तपत्रामध्ये निविदा सूचना प्रसिध्द करावयाची ही मर्यादा शासन निर्णय, दि.५.९.८८ अन्वये रू.१०,०००/- पर्यंत वाढविण्यात आली होती. मात्र आता वरसूचीची मर्यादा रू.२५,०००/- रू.६२,५००/- एवढी झाली असल्या मुळे तसेच कामाच्या किंमतीत महागाई निर्देशांक वाढल्यामुळे यामध्ये बदल करणे गरजेचे होते.

MFM Form-15(A-25-06-2006)

REPORT OF WORKS COMPLETED DURING THE MONTH OF ----------

Sr.No.	Name of Work	Sanction			Amount of estimate	Expended	Savings	Excess	Percentage of excess if any	Remarks
		Authority	No	Date						
1	2	3	4	5	6	7	8	9	10	11

मजूर दरांची सुची

सा. बां. व मु. / ग. व. बी. २९८ मुं
P.W. & H. / I. & P.D. 298 m.

विभाग — बांधकामाचे नांव :-

उप-विभाग — उक्ते काम करणाराचे नांव :-

बाब क्र. १	बाबीचे वर्णन २	परिमाण ३	दर				एकक ६	रक्कम		शेरा ८
			अंदाजित किंवा अनुसुचिनुसार ४		सध्या प्रस्तावित ५					
			रु.	पैसे	रु.	पैसे		रु.	पैसे	
						पुढे नेलेली..				

जाब क्र. १	बाबीचे वर्णन २	परिमाण ३	दर				एकक ६	रक्कम		शेरा ८
			अंदाजित किंवा अनुसूचिनुसार ४		शब्दा प्रस्तावित ५			७		
	पुढे आणलेली		रु.	पैसे	रु.	पैसे		रु.	पैसे	
							एकूण			

वरील स्तंभ ५ मध्ये दाखविलेले दर स्वीकारण्यास माझा संमती आहे.
उक्त्ते काम करणाऱ्यांची दिनांकित सही किंवा त्याच्या शब्दा आगतपाचा ठसा.

क्र.

दिनांकित १९९

कार्यकारी अभियंता विभाग, यांचेकडे मंजूरीकरिता व एक प्रत परत पाठवण्याकरिता रोन प्रतीमध्ये अग्रेषित

२. प्रस्तावित दरामुळे संबंधित बाबीकरिता मंजुर केलेल्या अंदाजपत्रकामधील दरामध्ये बांधकाम पूर्ण करणे शक्य होईल.

उप-विभागीय अधिकारी,
———— उप-विभाग

क्र.

दिनांकित १९९

मंजूर करून परत केले.

कार्यकारी अभियंता
———— विभाग

१९ - चा रोख प्रमाणक क्र

अनुसार, अंतीमरीत्या प्रदान केलेल्या वरील दरसूचीनुसार बांधकाम झाले.

मोजमाप पुस्तक क्र. पृष्ठ क्र.
मध्ये मोजमाप अभिलिखित केली.

उप-विभागीय अधिकारी
———— उप-विभाग

Outer P. W. & H. D, 412 e
1

Division -

Sub-Division -

FORM 46 (P. W. 412)
FIRST AND FINAL BILL

(Referred to in Paragraph 10, 2, 10 of M. P. W. A. Code)

Cash - Book Voucher No.

For

Name of contractor / piece - worker / Supplier -

Agreement / Rate list / Requisition
No. of
Name of work

Transaction of roadside materials entered in the statement or receipts, issues and balances of road metal

Clerk Accountant [For use in Accountant General's Officer]

[For use in divisional office] Reviewed

Checked Audited

Auditor Superintendent / Gazetted officer

Account Clerk Divisional Accountant

FIRST AND FINAL BILL

Quantity 1	Items of work supplies (ground under sub-heads or sub-works of estimates) 2	Rate 3	Unit 4	Amount 5	Remarks 6

Measurements recorded in
M. B. No. _____ Page No. _____

Bill recorded in M. B. No. _____
Page No. _____

Division _____

_____

Sub Division _____

FORM - 47

RUNNING ACCOUNT BILL

(Referred to in paragraph 10-2-11 of MPWA Code)

Cash Book Voucher No.
for

Name of Contractor _____

_____

Name of work _____

_____

Serial No. of this Bill _____

No. and date of previous bill for this work

_____

_____

Reference to agreement _____

Accepted by _____

Date of written order to commence work

_____

Date of completion as stipulated in the contract

_____

Extension granted upto _____

Date of actual completion of work _____

Contractor's ledger folio No. _____

Allocation

Transaction of roadside materials entered in the statement of receipt, issue and balance of road metal.

Clerk Accountant

[For use in Divisional office]

(For use in Accountant General's Office)

Checked

Audited Reviewed

Superintendent

Accounts Clerk Divisional Accountant Auditor Gazetted Officer

Part 1 - Account of work executed

Advance payment for work done not yet measured			Quantity executed up to date as per measure-ment book	Items of Work Grouped under sub - heads or sub - works of estimate	Rate	Unit	Payment on the basis of actual measurement		Remarks with reasons for delay in adjusting payment shown in column 1
Total as per previous bill	Since Previous bill	Total upto date					Up - to - date	Since previous bill	
1	2	3	4	5	6	7	8	9	10

Part IV - Memorandum of Payments

		Rs.
1.	Total Value of work actually measured as per Part 1, column 8, entry [A]	
2.	Total upto date advance payments for work not yet measured as per part 1, column 3, entry (B)	
3.	Total upto date secured advance on security of materials as per part II, column 8, entry (C)	
4.	Total (Items 1+ 2 + 3)	
5.	Deduct amount Withheld	

Figures for work abstract Rs.		Rs.	
	(a) From previous bill as per last running account bill		
	(b) From this bill		5
	6. Balance i.e. upto date payments (Item 4 - 5) (K)		
	7. Total amount of payment already made as per entry of last running account bill No. _____ of _____ forwarded with account for (K)		
	8. Payments now to be made as detailed below-	Rs.	
	(a) By recovery of amount creditable to this work } (a)		
	Total 5 (b) + 8 (a) (G)		
	(b) By recovery of amount creditable to other works or heads of account } (b)		
	(c) By cheque		
	Total 8 (b) + (c) (H)		

Pay Rs.*_____Rs. (in words)_____ by cheque / cash.

* Here specify the net amount payable (item 8 (c) Dated initials of the disbursing officer

Received Rs. _____as per above.

Memorandum on account of this work.

Revenue Stamp

Dated -

Witness - Full signature of the contractor

Paid by me vide cheque No. _____Dated _____

Dated initials of the person actually making the payments.

Part V - Remarks

(This space is reserved for any remarks of the disbursing officer or the divisional officer may wish to record in respect of the execution of the work, check of measurements or the state of contractor's accounts)

	D	B	Total

Total value of work done up to date (A) ...
Deduct value of work shown on previous bill ...
Net value of work since previous bill (E) Figures (F) in words ...

Figure (D) in words

Part II - Account of Secured advances allowed on the security of materials brought to site

Quantity out-standing from previous bill	Deduct quantity utilized in work measured since previous bill	Quantity out-standing including quantity brought to site since previous bill	Full rate as assessed by the division office	Description of materials	Unit	Reduced rate at which advance is made	Up to date amount of advance	Reference to divisional officer's written orders authorising the advance		Reason for non clearance of advance when outstanding for more than three months
								No.	Date	
1	2	3	4	5	6	7	8	9	10	11
				Total amount outstanding as per this bill	(C)			*Figure (E) in words*		
				Deduct - Amount outstanding as per entry (C) of previous bill						
				Net amount since previous bill	(E)					

Part III - Certificate and Signatures

Entries in columns 4 to 9 of part 1 are based on measurements recorded by (name and designation) _____ on _____ in M. book No. _____ pages No. _____ and checked _____ % by the Sub Divisional officer on _____.

2] Certified (i) that in addition to and quite apart from the quantities of work actually executed as shown in column 4 of part I some work has been actually done in connection with several items and the value of such work [after deducting there from the proportionate amount of secured advance if any ultimately recoverable on account of the quantities of materials used there in] is in no case less than the advance payments as per column 3 of part 1 made or proposed to be made for the convenience of the contractor in anticipation of and subject to the results of detailed measurements which will be made as soon as possible.

Dated signature of the contractor

* This signature is necessary only when the officer preparing the bill is not the officer authorising payment.

3] Certified (i) that the plus quantities of material's shown in column 3 of part II above have been actually brought by the contractor to the site of the work and the contractor has not previously received any advance on there security (ii) that these materials are of an imperishable nature and are all required by the contractor for use in the work in connection with item for which rates for finished work have been agreed upon and (iii) that a formal agreement in form 50 signed and executed by the contractor in accordance with paragraph 10-2-19 of the M. P. W. A. Code is recorded in the divisional office.

Dated Signature of officer preparing the bill

* Dated signature of officer authorising payment

FIRST AND FINAL BILL

20.05

Quantity 1	Items of work supplies (ground under sub-heads or sub-works of estimates) 2	Rate 3	Unit 4	Amount 5	Remarks 6

Measurement were recorded by (Name with designation) on
in
M. Book No. pages and checked % by
the Sub-Divisional Office on and % by the
Executive Engineer on
Dated signature of the officer preparing the bill *
Pay by cash / Cheque Rs. ( )
Dated Signature of the officer authorising payment

*The signature is necessary only when the officer preparing the bill is not the officer authorising payment.

Received Rs.
in full settlement of all demands on account of this work.

Stamp

Witness Payee's dated Signature

Paid by me Vide Cheque No.
by Cash Dated

Dated initials of the person making the payment.

CONSUMPTION STATEMENT

Name of Work : _____

Agency : _____

Authority : _____

Sr. No. of Bill : _____

Item of Work	Qty.	Rate of Consumption	The critical Consumption	Actual Consumption	Remarks

Prepared by :

COMPLETION CERTIFICATE

Name of Work : _____

Agency : _____

Authority : _____

Sr. No. of Bills : _____

1) Certified that the work has been carried out as per standard specifications and completed in all respect.
2) Certified that there is no recovery outstanding against the P. W. A/c so far of this work.
3) Certified that there is no objections for release of his deposit.
4) No / yes Observetion Memo's pending on this work.
5) Date of Completion _____

COMPARATIVE STATEMENT

Name of Work :- ----------

Technical Sanction Given by ---------- Vide No. ---------- For Rs.

Administrative Approval Given by ---------- Vide No. ---------- For Rs.

Sr. No.	Particulars of Item	As per Sanctioned Estimate			As Per Actual Execution			Excess	Saving	Remarks
		Qty.	Rate	Amount	Qty.	Rate	Amount			
1	2	3	4	5	6	7	8	9	10	11
2										
3										
4										
5										

Executive Engineer
PWD Division No. 1
Nagpur

FORM - 47

RUNNING ACCOUNT BILL

(Referred to in paragraph 10-2-11 of MPWA Code)

Cash Book for _____ Voucher No. _____

Name of Contractor _____

Name of work _____

Serial No. of this Bill _____

No. and date of previous bill for this work

Reference to agreement _____

Accepted by _____

Date of written order to commence work

Date of completion as stipulated in the contract

Extension granted upto _____

Date of actual completion of work _____

Contractor's ledger folio No. _____

(For use in Accountant General's Office)

Audited Reviewed

Superintendent

Auditor Gazetted Officer

Allocation

Transaction of roadside materials entered in the statement of receipt, issue and balance of road metal.

Clerk Accountant

[For use in Divisional office]

Checked

Accounts Clerk Divisional Accountant

Part 1 - Account of work executed

ıyment for work yet measured		Quantity executed up to date as per measure-ment book	Items of Work Grouped under sub - heads or sub - works of estimate	Rate	Unit	Payment on the basis of actual measurement		Remarks with reasons for delay in adjusting payment shown in column 1
Since evious bill	Total upto date					Up - to - date	Since previous bill	
2	3	4	5	6	7	8	9	10

D	B	Total	Total value of work done up to date (A) ..					
			Deduct value of work shown on previous bill ...					
			Net value of work since previous bill (E) Figures (F) in words ...					
words								

Part II - Account of Secured advances allowed on the security of materials brought to site

educt antity ilized work asured ince evious bill	Quantity out-standing including quantity brought to site since previous bill	Full rate as assessed by the division office	Description of materials	Unit	Reduced rate at which advance is made	Up to date amount of advance	Reference to divisional officer's written orders authorising the advance		Reason for non clearance of advance when outstanding for more than three months
							No.	Date	
2	3	4	5	6	7	8	9	10	11
			Total amount outstanding as per this bill (C)				*Figure (E) in words*		
			Deduct - Amount outstanding as per entry (C) of previous bill						
			Net amount since previous bill. (E)						

Part III - Certificate and Signatures

nns 4 to 9 of part 1 are based on measurements recorded by (name and designation)_____ on_____ in M. book _____ pages No._____ and checked _____ % by the Sub Divisional officer on _____ .

(i) that in addition to and quite apart from the quantities of work actually own in column 4 of part I some work has been actually done in connection with and the value of such work [after deducting there from the proportionate :cured advance if any ultimately recoverable on account of the quantities of there in] is in no case less than the advance payments as per column 3 of part losed to be made for the convenience of the contractor in anticipation of and esults of detailed measurements which will be made as soon as possible.

3] Certified (i) that the plus quantities of material's shown in column 3 of part II above have been actually brought by the contractor to the site of the work and the contractor has not previously received any advance on there security (ii) that these materials are of an imperishable nature and are all required by the contractor for use in the work in connection with item for which rates for finished work have been agreed upon and (iii) that a formal agreement in form 50 signed and executed by the contractor in accordance with paragraph 10-2-19 of the M. P. W. A. Code is recorded in the divisional office.

e of the contractor

is necessary only when the officer preparing

the officer authorising payment.

Dated Signature of officer preparing the bill

* Dated signature of officer authorising payment

3. Total upto date secured advance on security of materials as per part II, column 8, entry (C) ...
4. Total (Items 1+ 2 + 3) ...
5. Deduct amount Withheld ...

Figures for work abstract		Rs.	
Rs.	(a) From previous bill as per last running account bill ...		5
	(b) From this bill ...		

6. Balance i.e. upto date payments (Item 4 - 5) (K)
7. Total amount of payment already made as per entry (K) of last running account bill No. _____ of _____ forwarded with account for
8. Payments now to be made as detailed below-

		Rs.
(a) By recovery of amount creditable to this work	(a)	
Total 5 (b) + 8 (a) (G)		
(b) By recovery of amount creditable to other works or heads of account.	(b)	
(c) By cheque		
Total 8 (b) + (c) (H)		

Pay Rs.* _____ Rs. (in words) _____ by cheque / cash.

* Here specify the net amount payable (item 8 (c) Dated initials of the disbursing officer

Received Rs. _____ as per above.

Memorandum on account of this work.

Revenue Stamp

Dated -

Witness - Full signature of the contractor

Paid by me vide cheque No. _____ Dated _____

Dated initials of the person actually making the payments.

Part V - Remarks

(This space is reserved for any remarks of the disbursing officer or the divisional officer may wish to record in respect of the execution of the work, check of measurements or the state of contractor's accounts.)

ANNEXURE 20.06

XX 2(a-1)

विभाग

कामाचे नांव

कामाची अंमलबजावणी करणारे अभिकरण

(5)

सां. बां / पा. / वि. ९ म.
P. W. / I / D 9 M.

मोजमापे घेतल्याचा दिनांक	कामाचा तपशील	तपशील					या आधी घेतलेली मोजमापे		अद्ययावत बेरीज
		क्रमांक	लांबी	रुंदी	खोली किंवा उंची	वजनफळ किंवा क्षेत्रफळ	पृष्ठ क्रमांक	परिमाण	
१	२	३	४	५	६	७	८	९	१०

Particulars	No.	L.	B.	D.	Contents

at the lower tendered rates including the provision for contingencies at the rate of 5 per cent of the amount of that abstract estimate, should be prepared and sanctioned by the Executive Engineer even though the amount of such "reduced" estimate may exceed that up to which he is ordinarily empowered to accord sanction. The original estimate should then be cancelled and the reduced estimate substituted for it.

The above orders apply also to portions of a work if carried out in Parts provided that the cost of each such part exceeds Rs. 20,000. They, however will not apply to minor works or repair works.

151. If the construction of a proposed work is likely to affect adversely the interests of any other State, the fact should invariably be brought to notice prominently while submitting the estimate for it.

152. In the case of projects for roads, canals, river embankments and drainage and water-supply works, which are likely to affect railway lines in the vicinity, the Executive Engineer should supply to the railway administration concerned under intimation to the Superintending Engineer, a copy of the plan together with an index plan on a scale of one inch to a mile on which should be shown the size and position of all waterways to be provided and the railway administration should be asked to express its views as regards such waterways. While submitting the projects to higher authorities, copies of the replies from the railway administration should be attached thereto.

153. The Executive Engineers should survey the alternative alignments and sites for roads and bridges and submit the proposals with all their aspects and rough costs to Government, for approval before preparing detailed plans and estimates.

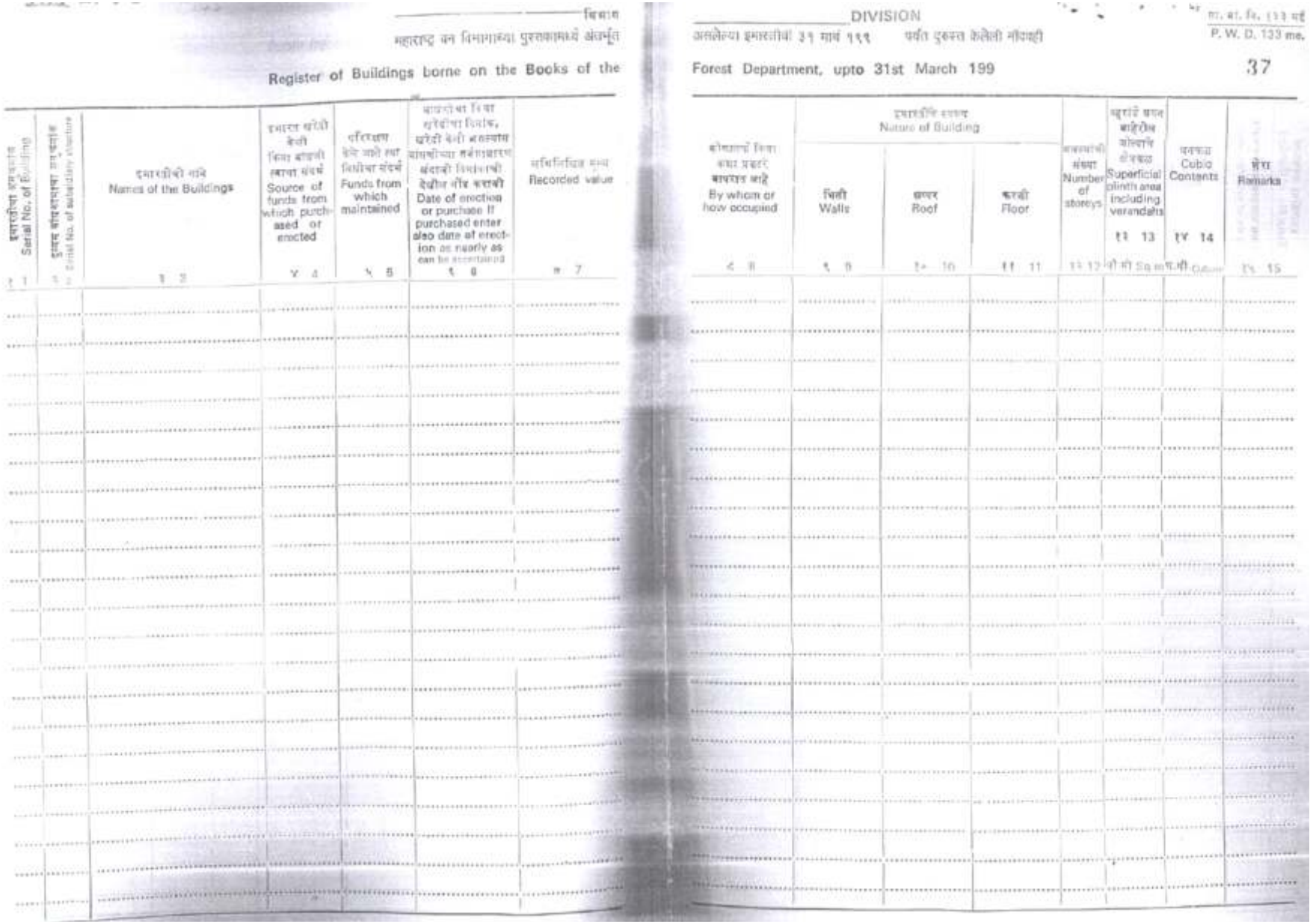
After the alignments is approved, the project should be split up into suitable and convenient sections and plans and estimates prepared accordingly.

(b) Original works :

(i) Civil buildings

154. The site of every building should be definitely settled before the detailed designs and estimates are prepared. While selecting the site, detailed instructions given on pages 929 to 932 of the P. W. D. Hand Book Vol. II in this regard shall be followed and the officer shall certify that he has taken into consideration these instructions while finalising his proposal for the site.

155. In all cases local authorities must be consulted as to the suitability of the site. Before undertaking a new project or extension of an existing project within or adjoining a cantonment or in the neighbourhood of a fort or other defence installation, the proposal shall be referred to the local military authorities for their opinion from military point of view. On receipt of their



विभाग

महाराष्ट्र वन विभागाच्या पुस्तकामध्ये अंतर्भूत

Register of Buildings borne on the Books of the

इमारतीचा अनुक्रमांक Serial No. of Building ३ १	इमारत कायमस्वरूपी अनुक्रमांक Serial No. of subsidiary structure ३ २	इमारतीची नावे Names of the Buildings ३ ३	इमारत खरेदी केली किंवा बांधली त्याचा संदर्भ Source of funds from which purchased or erected ४ ४	परिरक्षण केले जाते त्या निधीचा संदर्भ Funds from which maintained ५ ५	बांधलीचा किंवा खरेदीचा दिनांक, खरेदी केली असल्यास बांधकामाच्या सर्वसाधारण अंदाजी तिमाहीची देखील तारीख कसाकी Date of erection or purchase If purchased enter also date of erection as nearly as can be ascertained ५ ६	अभिलिखित मूल्य Recorded value ५ ७

DIVISION

असलेल्या इमारतींचा ३१ मार्च १९९ पर्यंत दुरुस्त केलेली नोंदवही

Forest Department, upto 31st March 199

म. व. वि. १३३ मई

P. W. D. 133 me.

37

कोणाकडे किंवा कसा प्रकारे वापरात आहे By whom or how occupied ८ ८	इमारतीचे स्वरूप Nature of Building			मजल्यांची संख्या Number of storeys ११ १२	खुराडे वगळ बाहेरील ओट्यांचे क्षेत्रफळ Superficial plinth area including verandahs ११ १३ चौ. मी Sq. m.	घनफळ Cubic Contents १४ १४ घ. मी. Cu. m.	शेरा Remarks १५ १५
	भिंती Walls ९ ९	छप्पर Roof १० १०	फरशी Floor ११ ११				

ANNEXURE 21.02

ANNEXURE 21.03

कर्तव्यस्थानी दिलेल्या शासकीय निवासस्थानासाठी अनुज्ञप्ति शुल्काची वसुली

महाराष्ट्र शासन

वित्त विभाग

शासन निर्णय, वित्त विभाग क्रमांक घभाव-२०१०/प्र.क्र.४/सेवा-५

मंत्रालय, मुंबई-४०० ०३२.

दिनांक: १९ एप्रिल, २०११

पहा :-१) शासन निर्णय, वित्त विभाग, क्रमांक सीपीओ-१४७८/सी आर-३२७/सेवा-५, दि.१७ एप्रिल, १९७८.

२) शासन निर्णय, वित्त विभाग, क्रमांक वेपुर-१२८७/६४३/सेवा १०, दि.२५ एप्रिल १९८८.

३) शासन निर्णय, वित्त विभाग, क्रमांक घभाय-१४८९/४०/सेवा-५, दि.३० डिसेंबर १९९१.

४) शासन निर्णय, वित्त विभाग, क्रमांक घभाध-२०००/प्र.क्र.९७/२०००/सेवा-५, दि.१७ फेब्रुवारी २००१.

५) शासन निर्णय, वित्त विभाग, क्रमांक घभाव-१००४/प्र.क्र.२८/सेवा-५ दि.२१ सप्टेंबर २००६.

शासन निर्णय

मुंबई नागरी सेवा नियम, १९५९, खंड १मधील नियम ८४९(बी) च्या तरतूदीनुसार कर्तव्यस्थानी दिलेल्या शासकीय निवासस्थानासाठी शासकीय कर्मचाऱ्यांस त्यांच्या वित्तलब्धीच्या १० टक्के किंवा निवासस्थानाचे प्रमाणित भाडे ह्यापैकी जे कमी असेल तेवढे अनुज्ञप्ती शुल्क द्यावे लागते.

२. राज्य शासकीय कर्मचाऱ्यांना दिनांक १ जानेवारी २००६ पासून सुधारित वेतनसंरचना लागू करण्यात आलेली आहे. या सुधारणा लक्षात घेता शासकीय निवासस्थानाच्या अनुज्ञप्ति शुल्काच्या दरात सुधारणा करण्याचा प्रश्न शासनाच्या विचाराधीन होता. यासंबंधीच्या सर्व बाबींचा विचार करुन शासन असे आदेश देत आहे की, शासकीय कर्मचाऱ्यांच्या सुधारीत वेतनसंरचनेनुसार कर्तव्यस्थानी पुरविलेल्या निरनिराळ्या प्रकारच्या शासकीय निवासस्थानांसाठीचे अनुज्ञप्ति शुल्काचे दर खालील तक्त्यात दर्शविल्याप्रमाणे असतील व ते सर्व राज्यभर एकरुपतेने लागू असतील. संबंधित कर्मचाऱ्यांच्या वेतनानुरुप निवासस्थानाच्या पात्रतेचा विचार न करता प्रत्यक्षात ताब्यात असलेल्या निवासस्थानाच्या प्रकारासाठी अनुज्ञप्ति शुल्काची वसुली केली जाईल.

तक्ता

अ.क्र.	कर्मचाऱ्यास अनुज्ञेय असलेले ग्रेड वेतन (रुपये)	अनुज्ञेय निवासस्थानाचा प्रकार	अनुज्ञेय चटईक्षेत्र (चौरस फूट)	अनुज्ञप्ति शुल्काचा ठराविक दर (रुपये दरमहा)
१	२	३	४	५
१	१८०० पेक्षा कमी	एक	२२० पर्यंत	१२०
२	१८०१ ते २८००	दोन	२२१-३२०	२६०
३	२८०१ ते ४२००	तीन	३२१-४२०	४४०
४	४२०१ ते ५४००	चार	४२१-५५०	५८०
५	५४०१ ते ७६००	पाच	५५१-७५०	९२०
६	७६०० व त्याहून अधिक	सहा	७५१-१११० व त्याहून अधिक	१,४००

३. अनुज्ञप्ति शुल्काचे वरील सुधारित दर दिनांक १मे २०११ पासून अंमलात येतील.

४. काही शासकीय निवासस्थानांना सेवकांसाठी निवासव्यवस्था आणि/अथवा स्वतंत्र वाहनतळ, छप्पर असलेली किंवा छप्पर नसलेली जागा(गॅरेज) जोडलेली असते. शासन असे आदेश देत आहे की, दिनांक १ मे २०११ पासून मुख्य निवासस्थानांच्या धारकाकडून सेवकाच्या निवास व्यवस्थेसाठी व चार चाकी वाहनाच्या वाहनतळासाठीच्या अतिरिक्त जागेसाठी खालीलप्रमाणे स्वतंत्र शुल्काची वसुली करण्यात यावी :-

अ.क्र.	मुख्य निवासस्थानाबरोबरची अतिरिक्त जागा	शुल्काचा दर (रु. दरमहा)
१	सेवकाचे निवासस्थान	१२०
२	स्वतंत्र वाहनतळ (गॅरेज)	१२०
३	वाहनासाठी छप्पर असलेली जागा	८०
४	वाहनासाठी उघडी जागा	४०

५. वर परिच्छेद २ मध्ये विहित केलेल्या दराने करावयाच्या अनुज्ञप्ति शुल्काच्या वसुली शिवाय सेवा शुल्काची स्वतंत्र वसुलीही तशीच चालू ठेवण्यात यावी. शासनाने असेही ठरविले आहे की, दिनांक १ मे २०११ पासून विद्यमान सेवा शुल्क दुप्पट करण्यात यावे. प्रत्येक निवासस्थानासाठी किंवा निवासस्थानाच्या समुहांसाठी सेवा शुल्काचे सुधारित दर दर्शविणारे आदेश सार्वजनिक बांधकाम विभागामार्फत स्वतंत्रपणे निर्गमित केले जातील.

६. मुंबई नागरी सेवा नियम, १९५९ मधील ह्यासंबंधातील सध्याच्या तरतूदी या आदेशाच्या मर्यादेपर्यंत सुधारण्यात आल्या आहेत असे समजले जावे. या नियमांना औपचारीक सुधारणा यथावकाश करण्यात येतील.

७. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध असून, त्याचा संगणक संकेतांक २०११०४१९१७०१५००१ असा आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(स. अ. मु. नकवी)
उप सचिव, वित्त विभाग

प्रति,

राज्यपालांचे सचिव
मुख्यमंत्र्यांचे प्रधान सचिव
उप मुख्यमंत्र्यांचे प्रधान सचिव
सर्व विधानमंडळ सदस्य, विधानभवन, मुंबई
सर्व मंत्री आणि राज्यमंत्री यांचे स्वीय सहायक
मंत्रालयीन सर्व विभाग
मंत्रालयाच्या सर्व विभागांखालील विभाग प्रमुख व प्रादेशिक विभाग प्रमुख
प्रबंधक, उच्च न्यायालय (मूळ शाखा), मुंबई
प्रबंधक, उच्च न्यायालय (अपील शाखा), मुंबई
सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई
सचिव, महाराष्ट्र विधानमंडळ सचिवालय, मुंबई
प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई
#आयुक्त, राज्य माहिती आयोग, (सर्व)
कुलसचिव, महात्मा फुले कृषि विद्यापीठ, राहूरी, जि.अहमदनगर
कुलसचिव, मराठवाडा कृषि विद्यापीठ, परभणी
कुलसचिव, कोकण कृषि विद्यापीठ, दापोली, जिल्हा रत्नागिरी.
कुलसचिव, पंजाबराव कृषि विद्यापीठ, अकोला
कुलसचिव, मुंबई विद्यापीठ, मुंबई
कुलसचिव, पुणे विद्यापीठ, पुणे
कुलसचिव, नागपूर विद्यापीठ, नागपूर
कुलसचिव, डॉ.बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद
कुलसचिव, स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड
कुलसचिव, शिवाजी विद्यापीठ, कोल्हापूर
कुलसचिव, अमरावती विद्यापीठ, अमरावती

सचिव, राज्य निवडणूक आयोग, मुंबई
#प्रबंधक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई/नागपूर/औरंगाबाद
राज्य महिला आयोग, वरळी ,मुंबई
सर्व विभागीय आयुक्त
सर्व जिल्हाधिकारी
सर्व मुख्य कार्यकारी अधिकारी, जिल्हा परिषदा
महासंचालक, यशदा, राजभवन आवार, बाणेर रोड. पुणे
महालेखापाल-१ (लेखा परीक्षा), महाराष्ट्र, मुंबई.
महालेखापाल-१ (लेखा व अनुज्ञेयता), महाराष्ट्र, मुंबई
महालेखापाल-२ (लेखा परीक्षा), महाराष्ट्र, नागपूर.
महालेखापाल-२ (लेखा व अनुज्ञेयता), महाराष्ट्र, नागपूर
सिनियर रिसर्च ऑफीसर, पे रिसर्च युनिट, भारत सरकार, वित्त मंत्रालय (व्यय विभाग), खोली क्र.२६१, नॉर्थ ब्लॉक, नवी दिल्ली
संचालक, लेखा व कोषागारे, मुंबई.
अधिदान व लेखा अधिकारी, मुंबई,
निवासी लेखा परीक्षा अधिकारी, मुंबई.
जिल्हा लेखा परीक्षा अधिकारी, स्थानिक निधी हिशेब,
सर्व जिल्हा कोषागार अधिकारी.
सर्व लेखाधिकारी, वेतन पडताळणी पथक, मुंबई/नागपूर/पुणे/औरंगाबाद.
मुख्य अधिकारी, सर्व नगरपालिका
कार्यकारी अधिकारी, कॅन्टोनमेंट बोर्ड, खडकी/देहू रोड/देवळाली/अहमदनगर
पत्राने

कुलसचिव, श्रीमती नाथीबाई दामोदर ठाकरसी महिला विद्यापीठ, मुंबई
कुलसचिव, उत्तर महाराष्ट्र विद्यापीठ, जळगाव
कुलसचिव, महाराष्ट्र पशू व मत्स्यविज्ञान विद्यापीठ, नागपूर
कुलसचिव, डॉ.बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे, जि.रायगड
मुख्य लेखा परीक्षक, स्थानिक निधी हिशेब, मुंबई
उप मुख्य लेखा परीक्षक, स्थानिक निधी हिशेब, मुंबई / पुणे/ नागपूर/ औरंगाबाद /नाशिक/ अमरावती.
बहूजन समाज पार्टी, डी-१ इन्सा हटमेंट, आझाद मैदान, मुंबई-१
भारतीय जनता पार्टी, महाराष्ट्र प्रदेश, सी.डी.ओ., बॅरॅक क्रमांक १, योगक्षेम समोर, वसंतराव भागवत चौक, नरिमन पॉईंट, मुंबई-२०
भारतीय कम्युनिस्ट पार्टी, महाराष्ट्र कमिटी, ३१४, राजभुवन, एस.व्ही.पटेल रोड, मुंबई-४
भारतीय कम्युनिस्ट पार्टी (मार्क्सवादी), महाराष्ट्र कमिटी, जनशक्ती हॉल, ग्लोब मिल पॅलेस, वरळी, मुंबई-१३
इंडियन नॅशनल काँग्रेस, महाराष्ट्र प्रदेश काँग्रेस(आय) समिती, टिळक भवन, काकासाहेब गाडगीळ मार्ग, दादर, मुंबई-२५
नॅशनलिस्ट काँग्रेस पार्टी, राष्ट्रवादी भवन, फ्री प्रेस जर्नल मार्ग, नरिमन पॉईंट ,मुंबई-२१
शिवसेना, शिवसेना भवन, गडकरी चौक, दादर, मुंबई-२८
वित्त विभागातील सर्व कार्यासने
निवड नस्ती, वित्त विभाग (सेवा-५)

ANNEXURE 21.04

Revision of norms for Maintenance and Repairs grants for Government Buildings.

GOVERNMENT OF MAHARASHTRA
Public Works and Housing Department
Government Circular Memo No.BDG 1180/378/D-2
Mantralaya, Bombay 400 032.

29 th July 1980

Reference :- Govt. Memo No. P.69 (7)
Desk No. 21 A, dated 3/12/1975

C I R C U L A R

Government had fixed certain norms to be adopted for working out the requirement for repairs to Government Reside Non-Residential Bldgs. vide Govt.Memorandum referred to above These norms were based on the Capital Cost, as well as the a bldge.

These norms were fixed in the year 1975 and the Maintenance and repairs grants worked out on these basis were found to be quite inadequate to maintain the buildings properly in view of ever increasing rates of materials, Labour and non-repair items like Service charges, Electricity Charges , Wa charges etc.

3. The matter was under consideration of Government for some time past and it hasbeen now decided that the norms of maintenance grants should be related to the total builtup a as well as functioning of the buildings.

Government is therefore, pleased tofix the following revised norms to be adopted in working out the requirement f repairs to Government residential/Non-Residential buildings.

Type of building	Rate for M & R Civil Portion	Rate for M & R Electrical Portion	Total
	Rs. Per Sq.meter of built up area		
1. Adm. & Residential Bldge.	10	1.5	11.5
2. Hospitals and residential bldgs.of special nature such as M.L. As Hostels, V.I.Ps. Bunglows, V.I.P.Guest House etc.	12	2	14
3. Monumentil bldgs, such as Council Hall.Museums (Revindra Natya Mandir etc.)	15	2.5	17.5

4. The above rates are recommended for 8 items as under.

1. Repairs to fixture and fastening of doors and windows.

2. Repairs to frames and shutters of doors and windows.

3. Repairs to sanitary and water supply fittings.

4. Colour washing distemparing and painting of walls and doors and windows.

5. Repairs of floors.

6. Repairs to plaster, pointing.

7. Repairs to roof such as turining gttles replacement of files water proofing course etc.

8. Monsoon protectin such as Bamboo matting etc.

9. Maintenance of electrical fittings and fixtures.

5. In addition to the provisin on above items and at rates prescribed above, additional provision may be made on the following items.

1. Municipal Taxes (2) Services charges (3) Water charges.

4) Telephone charges (5) Electricity charges (6) Rent for Maharashtra Housing Board Tenements (7) Running of Asso Sessions (8) Air conditioning. (9) Bulk Electric distr -bution etc. (10) Running charges of Rest House/Inspe Bunglows such as provision of lines, furniture etc.

6. In case of buildings more than 25 years old, further addition at 25 % of the above norms may also be made to take of more repairs required in case of such old buildings.

These norms should be adopted while demanding grants for current repairs and special repairs to buildings in future.

This circular memorandum issue with the concurrence of Internal Financial Advisor and Joint Secretary to Government, Public Works and Housing Department

: By order and in the name of the Governor of Maharashtra.

Sd/-
Deputy Secretary to Govt.

प्रशासकीय व निवासस्थानीय इमारतींचे परिरक्षण व दुरुस्ती करिता लागणारा सर्वसाधारण बाबी व त्यांचा कालावधी

अ. क्र.	सर्वसाधारण बाबी	कालावधी	शेरा
१	२	३	४
१.	इमारतींच्या भिंतींना आंतील बाजूने चुन्याच्या तेव्हदीचे दोन हात देणे.	दरवर्षी ऑक्टोबर/ नोव्हेंबर महिन्यात	
२.	भिंतींना बाहेरच्या बाजूने रंग तेव्हदी अगर पिवळ्या मातीचे दोन हात देणे	दर दोन वर्षांनी एकदा	
३.	भिंतींचा आंतील बाजूने द्राय डिस्टेंपरचे दोन हात देणे.	दर दोन वर्षांनी एकदा	
४.	भिंतींना आंतील बाजूनेऑईल-बॉंड डिस्टेंपरचे दोन हात देणे.	दर तीन वर्षातून एकदा.	
५.	दरवाजे खिडक्या, जाळ्या इत्यादींना ऑईल पेंटचे दोन हात देणे.	दर पाच वर्षातून एकदा	
६.	लाकडी सामान-फर्नीचर पॉलिश करणे.	दर तीन वर्षातून एकदा	
	लाकडी दरवाजांना, पट्ट्यांना वार्निश करणे.	दर तीन वर्षातून	
८.	विश्राम गृहातील/तपासणी कुटीतील पडदे, कार्यालयाचा मंडप, खुर्च्यांवरील गाद्यांची आवरणे बदलणे.	दर पाच वर्षातून एकदा	
९.	खुर्च्यांचे बेतकाम करणे	जरुरी प्रमाणे.	
१०.	फुटलेली मंगलोरी कवले बदलणे/ नळीची कवले घालणे.	जरुरी प्रमाणे.	
११.	गिलाव्याची/दरवाजाची डागडुजी करणे	जरुरी प्रमाणे.	
१२.	दरवाजे-खिडक्यांचे टॉवर बोल्ट हॉडल्स, काचेची तावदाने वगैरे बदलणे.	जरुरी प्रमाणे.	
१३.	फरशीची डागडुजी करणे	जरुरी प्रमाणे.	
१४.	विद्युत सामान सुमान बदलणे/ दुरुस्त करणे.	जरुरी प्रमाणे.	
१५.	पाणी पुरवठ्याच्या साधनांची दुरुस्ती/ बदलविणे.	गरज भासेल त्याप्रमाणे.	
१६.	शौच -कुपाच्या सेप्टिक टँकची सफाई करणे.	दर चार वर्षांनी अगर गरज भासेल त्याप्रमाणे	
१७.	इमारतीचे आरूक्षमान सुरक्षित राहण्यासाठी करावी लागणारी आकस्मिक किरकोळ किंवा विशेष दुरुस्ती.	जरुरी भासेल त्याप्रमाणे.	

ANNEXURE 21.05

विषय:- इमारतीचे परिरक्षण व दुरुस्ती

क्रमांक वक्ष-२४/[३३]/३५/परि/९४२सन १९९०-९१.

नागपूर-४४० ००१, दिनांक ८ फेब्रुवारी, ९१

"परिपत्रक"

सध्या वन विभागाच्या ताब्यात अनेक इमारती आहेत. यात प्रशासकीय इमारती व निवासस्थानीय इमारतींचा समावेश आहे. यातील बऱ्याचशा इमारती पक्क्या असून पूर्वीच्या जुन्या काही इमारती निम पक्क्या आहेत. या सर्व इमारतीचे परिरक्षण व चालू दुरुस्ती करण्याची जबाबदारी वन विभागाची आहे. पण असे आढळून आले आहे की, काही इमारतीकडे अंशत: अगर संपुर्णपणे दुलक्ष होते. त्यामुळे या इमारतींवर पावसाळ्यापूर्वी अगर पावसाळ्यानंतर वेळीच दुरुस्ती न केल्यामुळे विपरीत परीणाम होतो व नाइलाजाने जादा खर्च करुन विशेष दुरुस्तीचे काम हाती घ्यावे लागते किंवा प्रसंगी संपूर्ण इमारतीचे नुतनीकरण करावे लागते. तात्पर्याने म्हणावयाचे झाल्यास एकूण एक इमारतीची देखभाल समाधानकारक पणे होत नाही. आता नवीन बांधकामासाठी पूर्वी पेक्षा अनेक पटीने खर्च वाढल्याने सध्याच्या इमारती सुरक्षित ठेवणे अत्यावश्यक आहे.

२. शासनाने परिरक्षण व चालू दुरुस्ती वेळेवर करुन सर्व इमारती सुस्थितीत व वापरण्यायोग्य ठेवण्यासाठी सूचना दिलेल्या आहेत. महाराष्ट्र शासन सार्वजनिक बांधकाम विभागाचे परिपत्रक क्र. बी.डी.जी. ११८०/३७ डी-२ दिनांक २९ जूलै, १९८० अन्वये यासाठी मापदंड निश्चित केलेले आहेत. त्याची प्रत सोबत जोडली आहे. याप्रमाणे प्रशासकीय व निवासस्थानिय इमारतीच्या चालू दुरुस्ती व परिरक्षणाकरीता रुपये १०/- प्रति चौरस मि व विद्युतीकरणाच्या दुरुस्तीसाठी रुपये १.५० प्रति चौ. मिटर असे एकूण रुपये ११.५० प्रति चौरस मिटर या दराने प्रत्येक इमारतीसाठी रक्कमेची मर्यादा घातली आहे. जर इमारती २५ वर्षापेक्षा जुन्या असतील तर या रकमेत २५ टक्के वाढ सुचविलेली आहे. स्थानिक कर, सेवा शुल्क इत्यादिंचा यात समावेश नाही. तेव्हा कोणत्याही इमारतीच्या परिरक्षण व चालू दुरुस्तीवर या मर्यादेपेक्षा जास्त खर्च प्रतिवर्षी होणार नाही याची दक्षता घ्यावी.

३] दर वर्षी प्रत्येक वन वृत्तातून येणाऱ्या मागणी नुरुप व उपलब्धता परिरक्षणाकरीता अनुदान मंजूर करण्यात येते. या मंजूर अनुदानातून प्रकर्षाने आवश्यक असलेली चालू दुरुस्तीची कामे हाती घेण्यात यावीत. विशेषत: वनरक्षक व वनपाल यांची निवासस्थाने सुस्थितीत राहण्याची काळजी घ्यावी. अधिकारी वर्गाच्या निवास स्थानावरच मंजूर अनुदान मोठ्या प्रमाणात खर्च करु नये. तसेच अधिकाऱ्याच्या बदलीनंतर बंगल्याचा डिसटेंपर/ ऑईलपेंट बदलला पाहिजे ही पडत चालेलेली प्रथा योग्य नाही. उपवनसंरक्षकांनी या ऐवजी खालच्या श्रेणीतील निवासस्थानाच्या देखभालीकडे जास्त लक्ष दिले पाहिजे.

या अनुदानातून जरुर पडल्यास जुन्या काही इमारतींच्या किरकोळ दुरुस्तीचीही कामे घेण्यास हरकत नाही. परंतु त्या आधीच सविस्तर नकाशे अंदाजपत्रके तयार करावयास हवीत. इमारती सुस्थितीत ठेवण्यासाठी ठराविक कोणत्या बाबी आवश्यक आहेत याची यादी वन अभियंता, नागपूर यांनी तयार केली असून ती सोबत माहिती व जरुर त्या कार्यवाहीसाठी जोडलेली आहे. या यादी मध्ये रंगसफेदी अगर ऑईल पेन्ट इत्यादी करण्यासाठी सर्व साधारण काल मर्यादा दर्शविलेली आहे. मंजूर अनुदानातून एका वर्षी निवास स्थान डिस्टेंपर वे. करुन झाल्यानंतर पहील वर्षी ऑईल पेन्टचे अगर इतर काम केल्यास मंजूर अनुदानातून सर्व इमारतींची देखभाल करणे शक्य आहे.

यासाठी विभागातील सर्व इमारतीचे परिरक्षण ३ वर्षाचे कालावधीत पूर्ण होईल हे ध्यानात घेवून अवस्थाबद्ध कार्यक्रम उप वनसंरक्षकांनी तयार करावा व त्यास वन संरक्षकांनी मान्यता द्यावी. अशी मान्यता दिल्यानंतर वृत्तांतील एकूण एक इमारतीचे उपलब्ध अनुदानातून परिरक्षण केले जाईल व अवस्थाबद्ध कार्यक्रमाची अंमलबजावणी होईल याची जबाबदारी सर्व वनसंरक्षकांनी घ्यावी. तदथ्या वर्षापासून पुन्हा हाच कार्यक्रम सुरुवातीचे अंमलात आणता येईल.

मुख्य वनसंरक्षक,
वन्यजीव,
महाराष्ट्र राज्य,
नागपूर.

प्रतिलिपी प्रधान मुख्य वनसंरक्षक, महाराष्ट्र राज्य, नागपूर
-"- मुख्य वनसंरक्षक [संधारण] महाराष्ट्र राज्य, नागपूर
-"- मुख्य वनसंरक्षक [उत्पादन] महाराष्ट्र राज्य, नागपूर
-"- मुख्य वनसंरक्षक [मुल्यांकन व राज्यक्षेत्रीकरण] महाराष्ट्र राज्य, नागपूर.
-"- कक्ष-१, कक्ष-२, कक्ष-४, कक्ष-५ कक्ष-६,
-"- वनसंरक्षक ---------- वृत्त ----------
-"- उप वनसंरक्षक ---------- विभाग ----------
-"- वनअभियंता, महाराष्ट्र राज्य, नागपूर.
-"- उप वनअभियंता ---------- वृत्त ----------

ANNEXURE 21.06

उपविभाग सत्तावीस—भाडे, दर व कर

भाडे

१४७. (ए) सरकारी प्रयोजनार्थ ताब्यात घेतलेल्या कोणत्याही जमिनीचे किंवा इमारतीचे भाडे ती ताब्यात असणाऱ्या सरकारी कार्यालयाकडून किंवा विभागाकडून भरण्यात येईल व सरकारी लेख्यामध्ये त्याची नोंद त्या कार्यालयाचा किंवा विभागाचा खर्च म्हणून दाखल करण्यात येईल. कोणत्याही आकस्मिक खर्चाच्या बिलात प्रत्येक वर्षी पहिल्या वेळी दाखवण्यात येणाऱ्या अशा खर्चभाराच्या पुष्टिदाखल महाराष्ट्र शासनाची आवश्यक असलेल्या प्रयोजनासाठी योग्य अशी इमारत उपलब्ध नसल्याबद्दलचे कार्यकारी अभियंत्याचे एक प्रमाणपत्र जोडण्यात आले पाहिजे.

इमारत प्रथम भाडयाने घेण्यात आल्यावर कार्यकारी अभियंत्याने भाडे वाजवी असल्याबद्दलचे प्रमाणपत्र दिले पाहिजे. इमारत ताब्यात असणाऱ्या विभागाने त्या वस्तीतील भाडयामध्ये होणारा चढउतार किंवा जागेच्या क्षेत्रफळात किंवा आकारमानात काही बदल झाल्यास त्याकडे लक्ष ठेवावे आणि भाडयाबाबत सुधारित प्रमाणपत्र आवश्यक असेल तरच कार्यकारी अभियंत्याशी विचारविनिमय करावा. [१][नगरपालिका करातील वाढीइतकी भाडयात वाढ झाली असल्यास त्यासंबंधात कोणतेही सुधारित भाडयाबाबतचे प्रमाणपत्र देण्याची आवश्यकता नाही ; मात्र ज्यामध्ये प्रथमत: वाढीव भाडयाची मागणी केली असेल अशा बिलाला करातील वाढीबाबतचे नगरपालिकेचे प्रमाण पत्र जोडण्यात यावे].

टीप १.—पोलीस उपआयुक्त, मुंबई यांच्या निवासव्यवस्थेसाठी, शासनाच्या मान्यतेने पोलीस आयुक्त, मुंबई यांनी भाडयाने घेतलेल्या इमारतीच्या बाबतीत या नियमानुसार आवश्यक असलेल्या प्रमाणपत्रास सूट देण्यात आली आहे.

टीप २.—प्रस्तुत प्रकरणी निवास व्यवस्था नियंत्रक, मुंबई/जिल्हाधिकारी यांजकडून नुकसानभरपाई निश्चित केली जात असल्याने मागणी केलेल्या जागांच्या संबंधात भाडे वाजवी असल्याबद्दलचे कार्यकारी अभियंत्याचे प्रमाणपत्र घेण्याची आवश्यकता नाही.

(बी) या नियमामुळे, विभागांना आपापसात रकमांची प्रदाने किंवा समायोजने करण्याचे प्राधिकार प्राप्त होत नाही.

(सी) नागरी सेवेतील ज्या अधिकाऱ्यांच्या ताब्यात सरकारी इमारती आहेत अशा अधिकाऱ्याकडून भाडे वसूल करण्याची जबाबदारी सामान्यपणे, इमारती व दळणवळण विभाग/पाठबंधारे व वीज विभाग यांच्यावर आहे. परंतु ज्या अपवादात्मक प्रकरणी, एखाद्या इमारतीची किंमत नागरी खर्च म्हणून समजण्यात येत असेल अशा प्रकरणी संबंधित विभागाच्या कार्यकारी अभियंत्यास आवश्यक ते तपशील पुरवण्यात येतात हे पाहण्यासाठी महालेखापालांनी आवश्यक त्या उपाययोजना करणे आवश्यक आहे. कृषि संचालक, संचालक, दारूबंदी व उत्पादन शुल्क, उद्योग संचालक व जिल्हाधिकारी, पुणे, यांनी निवासस्थाने म्हणून बांधलेल्या व तशी व्यवस्था ठेवलेल्या इमारती दर्शवणारे विवरणपत्र प्रत्येक वर्षाच्या १५ मे पर्यंत महालेखापालास सादर करावे. या विवरणपत्रात, भाडे माफ असलेल्या किंवा नसलेल्या इमारतीचा समावेश असावा व ते नमना क्र. १० मध्ये संकलित करावे. हा विवरणपत्राचा नमुना व्यवस्थापक, येरवडा कारागृह मुद्रणालय, यांच्याकडून मिळवण्यात यावा.

वन विभागाच्या ताब्यात असलेल्या व त्याजकडून व्यवस्था ठेवल्या जाणाऱ्या सर्व निवासी किंवा निवासेतर इमारतींच्या बाबतीत इ. व द. विभाग नमुना क्र. १३३ मध्ये आवश्यक ते फेरबदल करून, प्रत्येक मंडळासाठी वेगवेगळी नोंदवही मुद्रित करावी. नोंदवहीत कोणतीही भर घालावयाची व फेरफार करावयाचे असल्यास त्यासाठी प्रत्येक वित्तीय वर्षाच्या अखेरीस चिठ्ठया काढण्यात याव्यात. अशी नोंदवही दर पाच वर्षांनी किंवा त्या दरम्यान पुनर्मुद्रित करावी. ज्या कालांतराने ही नोंदवही पुनर्मुद्रित करावयाची असेल त्याचा निश्चित कालावधी मुख्य वनसंरक्षकांच्या स्वेच्छा निर्णयानुसार ठरवण्यात येईल.

टीप १.—शासन, त्याने भाडेपट्टयावर दिलेल्या जमिनीचे आणि इमारतीचे भाडे अर्थसंकल्पीय तरतुदींच्या मर्यादेत प्रत्येक बाबतीत दरवर्षी रु. १४४ च्या मर्यादेपर्यंत व वर विनिर्दिष्ट केलेल्या शर्तींच्या अधीन राहून प्रदान करण्यास मंजुरी देण्याच्या शक्ती, विभाग प्रमुख व उच्च न्यायालयाचे मुख्य न्यायाधीश यांना प्रदान करू शकेल. या शक्तींखेरीज विभाग प्रमुखांना, वित्तीय शक्तींच्या नियमपुस्तिकेच्या भाग १ च्या अनुक्रमांक २४ समोरील शेवटच्या स्तंभातील शेऱ्याच्या अधीन, कार्यालयाच्या नित्याच्या जागेकरिता प्रत्येक प्रकरणी पुढील मर्यादेपर्यंत भाडे मंजूर करण्याच्या शक्तीही आहेत.

स्वतंत्र इमारतीमध्ये जागा देण्यात येते तेव्हा.....दरमहा रु. १५०.

काही भाग खाजगी निवास म्हणून वापराखाली असलेल्या इमारतीत जागा देण्यात येते तेव्हा. दरमहा रु. १०० या मर्यादेच्या अधीन, एकूण भाडयाच्या एक-द्वितीयांश.

कार्यालयाच्या जागेसाठी देण्याव्यतिरिक्त अन्य प्रयोजनार्थ भाडेपट्टयाने दिलेल्या जमिनीवरील किंवा इमारतीवरील भाडयाचे प्रदान प्रत्येक प्रकरणी दरमहा रु. ५० या मर्यादेच्या अधीन राहून अर्थसंकल्पीय तरतुदींच्या मर्यादेमध्ये किंवा "आकस्मिक खर्चाच्या" त्याच प्राथमिक युनिटाखाली निधींचे समायोजन करून मंजूर करण्याची शक्ती पोलीस महानिरीक्षक यांना सोपवण्यात आली आहे.

(मुंबई पोलीस नियमपुस्तिका, १९५०, खंड दोन, परिच्छेद १०८ पहा).

टीप २.—शासनाने, अंशत: शासकीय कार्यालयांच्या जागेसाठी व अंशत: निवासस्थानांसाठी भाडयाने घेतलेल्या खाजगी इमारतींच्या संबंधातील भाडे, बीजखर्च, व इतर संबंधित खर्च यांची मागणी ज्या बिलावर करण्यात येईल अशा प्रत्येक आकस्मिक खर्चाच्या बिलाला पुढील प्रमाणपत्र जोडण्यात यावे. हे प्रमाणपत्र या प्रस्तुत नियमांमधील नियम १४७ मध्ये विहित केलेल्या प्रमाणपत्राखेरीज असेल.

"प्रमाणित करण्यात येते की, भाडे, पट्टी व कर यासाठी आकस्मिक खर्च बिल क्रमांक ———— दिनांक———— यामध्ये काढण्यात आलेली रक्कम संबंधित व्यक्तींना प्रत्यक्षात देण्यात आली आहे. या खर्चापैकी कोणत्याही खर्चाची कोणत्याही मार्गाने वसुली करता येण्याजोगी नसेल आणि खाली उल्लेखलेल्या शासकीय कर्मचाऱ्याकडून वसूल करता येण्यासारख्या————खर्चापैकी एवढा खर्च वसूल करण्यात आला आहे.

टीप ३.—प्रमाणित करण्यात येते की, आकस्मिक खर्चाचे बिल क्र. ..... दिनांक ..... यामध्ये बीज खर्चासाठी काढण्यात आलेल्या रकमेत विद्युत शुल्कावरील खर्चाचा समावेश केलेला नाही.

नगरपालिका व छावणी (कॅन्टोनमेन्ट) कर

१४८. (ए) सर्वसाधारण नियम म्हणून संपूर्ण इमारत किंवा तिचा काही भाग ताब्यात असणाऱ्या विभागाकडून दिले जाणारे किंवा त्याच्याकडे सोपवण्यात येणारे निवासेतर इमारतींवरील नगरपालिका कर व पट्टी यावरील खर्च संबंधित विभागाच्या आकस्मिक खर्चातून करण्यात येतो. तथापि, संपूर्ण कर किंवा कराचा काही भाग इमारतीचे प्रशासनिक नियंत्रण करणारा विभाग म्हणून इमारती व दळणवळण विभाग/ पाटबंधारे व वीज विभाग यांच्याकडून किंवा एखाद्या नागरी विभागाकडून भरण्यात येत असेल अशा बाबतीत प्रदानाच्या रकमा संबंधित इमारतींच्या परिरक्षणविषयक अंदाजांच्या रकमांवर आकारण्यात येतील.

(बी) विभागांच्या ताब्यात असलेल्या निवासेतर इमारतींवरील कर, याबाबतीत शासनाने नामनिर्देशित केलेल्या एखाद्या विभागाकडून देण्यात आला असेल व इमारती ज्याच्या ताब्यात असतील त्या विभागाकडे सोपवण्यात आला नसेल तर, अशा कराच्या रकमा, "७१, संकीर्ण भाडे, पट्टी व कर" या शीर्षाखाली खर्ची टाकण्यात येतील.

(सी) निवासी इमारतींवरील कर जर, शासनाकडून देय होत असतील तर, अशा इमारती मग इमारती व दळणवळण विभाग/पाटबंधारे व वीज विभाग यांच्या अथवा इतर कोणत्याही नागरी निभागाच्या प्रशासनिक नियंत्रणाखाली असोत वा नसोत, ते अशा संबंधित इमारतींच्या परिरक्षणविषयक अंदाजांच्या खर्चावर आकारण्यात येतील.

टीप १.—शासनाच्या प्रमुखाच्या ताब्यात असलेल्या इमारतींच्या बाबतीत इमारती व दळणवळण विभाग/पाटबंधारे व वीज विभाग यांनी नगरपालिका पट्टी व कर भरण्याची व्यवस्था करावी आणि त्याचा खर्च "५०-सरकारी बांधकामे-शासकीय दुरुस्त्या आकस्मिक बिल-भारित" या निधीच्या शीर्षाखाली मंजूर केलेल्या अनुदानामधून आकारण्यात यावा.

टीप २.—जेथे संपूर्ण कर किंवा कराचा कोणताही भाग स्थानिक नियम किंवा रूढी यास अनुसरून भाडेकरूकडून सर्वसामान्यपणे वसूल करण्यायोग्य होत असेल तेथे, असा कर त्या इमारतीचे प्रशासनिक नियंत्रण असलेल्या विभागाव्यतिरिक्त अन्य विभागाकडून देण्यात येईल त्याबाबतीत, तो खर्च, असा खर्च देणाऱ्या विभागाचा आकस्मिक खर्च असल्याचे मानण्यात येईल.

(डी) शासकीय विभाग किंवा शासकीय कर्मचारी यांच्या ताब्यात असलेल्या इमारतींवरील नगरपालिका पट्टी व कर यांचे विनियमन करणारे नियम पुढीलप्रमाणे आहेत :—

एक. निवासी इमारतींव्यतिरिक्त अन्य इमारतींवरील कर:—(१) इमारत एकाच विभागाच्या ताब्यात असेल तर त्यावरील कर त्या विभागाने भरावेत.

(२) इमारत एकापेक्षा अधिक विभागाच्या ताब्यात असेल तर किंवा एखाद्या नगरपालिका क्षेत्रातील अनेक इमारतींकरिता ठोक रकमेत कर देय होत असतील तर, असे कर प्रकरणपरत्वे, प्रथम त्या इमारतीचे प्रशासनिक नियंत्रण ज्या विभागाकडे असेल त्या विभागाला अथवा शासनाने याबाबतीत नामनिर्देशित केलेल्या विभागाला देता येतील. एखादी इमारत किंवा इमारती ताब्यात असणाऱ्या निरनिराळ्या विभागांपैकी एखाद्या विभागाच्या नावे ठोक रकमेत करनिर्धारण करण्यात आले असेल आणि हा वाणिज्यिक विभाग असेल तर त्या विभागाच्या ताब्यात प्रत्यक्षपणे असलेल्या जागेच्या प्रमाणानुसार यथाप्रमाण संगणित केलेले कर संबंधित वाणिज्यिक विभागाच्या नावे आकारण्यात येतील. त्यानंतर उर्वरित असलेली शिल्लक रक्कम, इमारतीचा उरलेला भाग ताब्यात असलेल्या एकाच वाणिज्येतर विभागाशी संबंधित असेल तर, ती रक्कम अशा एकाच विभागाच्या नावे आकारण्यात यावी. परंतु, इमारतीचा असा उरलेला भाग ताब्यात असणाऱ्या एकापेक्षा अधिक विभागांशी संबंधित असेल तर, ती रक्कम त्यांच्या नावे आकारण्यात येऊ नये.

टीप १.—संबंधित इमारत संपूर्णपणे ताब्यात नसलेल्या विभागाने रक्कम देण्यापूर्वी किंवा त्या रकमेच्या प्रदानास विलंब होऊन चालणार नसेल तर, त्या इमारतीचा जो कोणताही भाग ज्या विभागाच्या ताब्यात असेल अशा प्रत्येक विभागाकडून याबाबत स्वीकृती मिळविण्यात यावी.

टीप २.—छावणी क्षेत्रांमधील कोणत्याही सरकारी इमारतींवर कोणतेही नगरपालिका कर देय होणार नाहीत.

दोन. निवासस्थाने म्हणून ताब्यात असलेल्या इमारतींवरील कर.—(१) मुंबई नागरी सेवा नियम यातील नियम ८४६ खालील टीप २ मध्ये निर्दिष्ट केलेल्या विशिष्ट सेवांवरील करांव्यतिरिक्त अन्य कर मालकांकडून वसूल करण्यात यावेत व ते खुद्द भाड्याचा भाग असल्याचे मानण्यात यावे. अशाप्रकारे एखादी इमारत शासकीय कर्मचाऱ्याच्या वहिवाटीखाली असेल व तो तिचे भाडे देत असेल तर, त्याच्याकडून देय असलेले भाडे अधिक असे मालकांचे कर, एवढी रक्कम ही त्याच्या मिळकतीच्या १० टक्के इतक्या मर्यादेपर्यंतच आकारण्यात यावी. एखादी इमारत भाडेमाफ म्हणून शासकीय कर्मचाऱ्याच्या ताब्यात असेल तर, मालकाच्या अशा करांचा कोणताही भाग त्याच्याकडून वसूल करण्यात येऊ नये.

(२) मुंबई नागरी सेवा नियमपुस्तिकेच्या नियम ८४६ खालील टीप २ मध्ये नमूद केलेल्या विशिष्ट सेवांवर भाडेकरूंकडून वसुलीयोग्य असलेल्या करांच्या संबंधात पुढील आदेशांचे पालन करण्यात यावे :—

(एक) एखाद्या सर्वसाधारण नियमाद्वारे किंवा आदेशाद्वारे अथवा शासनाच्या विशिष्ट मंजुरीद्वारे सूट मिळालेली नसेल तर, भाडेमाफ सरकारी इमारतींमध्ये राहणाऱ्या शासकीय कर्मचाऱ्यांसकट सर्व शासकीय कर्मचाऱ्यांनी असे कर भरणे अत्यावश्यक आहे. [खालील (दोन) व (तीन) पहा)].

(दोन) ज्यांची दरमहा मिळकत रु. १५० पेक्षा अधिक नसेल अशा शासकीय कर्मचाऱ्यांना असे कर भरण्यापासून सूट देण्यात आली आहे (मग अशी कराची रक्कम भाड्याच्या रकमेवर आधारित असो वा पार पाडलेल्या सेवेच्या प्रत्यक्ष रकमेवर आधारित असो).

(तीन) ज्यांची मिळकत दरमहा रु. १५० पेक्षा अधिक असेल अशा ज्या शासकीय कर्मचाऱ्यांच्या ताब्यामध्ये त्यांना स्वत:ची निवासव्यवस्था स्वत:च करावी लागली असता ते ज्या निवासात राहिले असते त्यापेक्षा त्यांच्या कामाचे स्वरूप पाहता त्यांच्या ताब्यात जास्त भाड्याची निवासस्थाने असतील तर, जर असे कर घराच्या भाड्याच्या मूल्यावर आधारलेले असतील तर त्या शासकीय कर्मचाऱ्याच्या मिळकतीच्या १० टक्क्यांएवढ्या भाड्याच्या रकमेवर देय होणाऱ्या कराच्या रकमेइतकी अशा कराच्या रकमेची वसुली मर्यादित असावी. शासकीय कर्मचारी बदलल्यामुळे वसुलीमध्ये अडचणी येण्याची शक्यता असली तर वरील सर्वसाधारण तत्त्वांवर प्रत्येक निवासस्थानांसाठी वसुलीची ठोक रक्कम निश्चित करावी.

(३) एखाद्या इमारतींच्या बाबतीत नगरपालिकेला देय असलेल्या अशा कराचा काही भाग त्या इमारतीत राहणाऱ्या शासकीय कर्मचाऱ्याने भरावयाचा असेल व काही भाग शासनाने भरावयाचा असेल अथवा असा कर प्रथम शासनाने त्याच्या सर्वसाधारण महसुलामधून भरून नंतर तो त्या इमारती ज्या शासकीय कर्मचाऱ्यांच्या ताब्यात असतील अशा शासकीय कर्मचाऱ्यांकडून वसूल करण्याची प्रथा असेल तर, प्रथम शासनाने त्या कराची संपूर्ण रक्कम भरावी व शासकीय कर्मचाऱ्यांकडून देय होत असलेली रक्कम शासनाने त्याच्याकडून वसूल करावी.

तीन. प्रदानाची पद्धत.—शासकीय विभागांनी सरकारी इमारतीच्या बाबतीत स्थानिक निधीमध्ये भरावयाच्या करांचे प्रदान संबंधित स्थानिक प्राधिकरणाचे शासकीय कोषागारात खाते असेल वा नसेल त्यानुसार, पुस्तक समायोजनाद्वारे किंवा रोख रकमेने करावे.

चार. प्रदानासोबत द्यावयाचे प्रमाणपत्र.—(१) इमारती व दळणवळण विभागाच्या/ पाटबंधारे व वीज विभागाच्या नोंदवहीमध्ये अंतर्भूत असलेल्या इमारतींच्या संबंधातील नगरपालिका करांच्या खर्चाच्या पुष्टीदाखल इमारती व दळणवळण विभागाच्या/पाटबंधारे व वीज विभागाच्या संबंधित विभागीय अधिकाऱ्याचे प्रमाणपत्र जोडण्यात यावे व त्यामध्ये तो एकतर ही कर आकारणी मान्य करीत असल्याचे अथवा अशी कोणतीही आकारणी अधिक करण्यात आली आहे असे त्यास वाटत असेल तर ती कमी करण्याच्या दृष्टीने सर्व प्रकारची उपाययोजना करण्यात आली आहे अथवा करण्यात येत आहे अशा अर्थाचे निवेदन करील. इतर सरकारी इमारतींच्या बाबतीत संबंधित विभागाच्या अधिकाऱ्याने प्रमाणपत्र दिले पाहिजे.

टीप.—जेव्हा (१) घरभाडे मंजूर करण्यात आले असेल, (२) इमारत शासनाच्या मालकाची असेल, तेव्हा इमारतीचा नगरपालिका कर कार्यकारी अभियंत्याच्या प्रमाणपत्रानुसार आणि शासनाची पुढील मंजुरी न घेता मंजूर करण्यात यावा. हाच नियम पाणीपट्टी व हुलालखोर करासही लागू आहे. मोजमापावरून पाणीपट्टी आकारण्यात येत असेल आणि ती इमारतीच्या कर निर्धारणावर अथवा मूल्यांकनावर कोणत्याही प्रकारे अवलंबून नसेल तेव्हा, कार्यकारी अभियंत्याचे प्रमाणपत्र घेण्याची आवश्यकता नाही. संबंधित इमारत शासनाच्या नळ जोडणीच्या सूचीमध्ये समाविष्ट करण्यात आलेली असल्याने तिच्या नळ जोडणीस शासनाच्या संबंधित विभागाची मंजुरी मिळवणे ही एकच बाब आवश्यक आहे. तथापि, अशा बाबतीत, इमारत ज्या कार्यालयाच्या ताब्यात असेल त्याच्या कार्यालय प्रमुखाने, पुरवलेल्या पाण्याचे परिमाण पडताळून पाहिले आहे आणि ते बरोबर असल्याचे आढळले आहे अशा अर्थाचे प्रमाणपत्र दिले

पाहिजे. तसेच पार पाडलेल्या सेवेवर हलालखोर कर आकारण्यात आला असेल तर हलालखोर करासाठी अशाच प्रकारचे प्रमाणपत्र देण्यात यावे. ज्या दराने संपूर्ण करखर्च आकारलेला असेल त्या दरांवर आक्षेप घ्यावयाची इच्छा असल्यास, संबंधित अधिकाऱ्याने कार्यकारी अभियंत्याचे मत घ्यावे.

(३) कर आकारणी अधिक केल्याचे आढळून आल्यास, सर्वसाधारण नगरपालिका कायद्यानुसार त्याची भरपाई करवून घेण्यासाठी कार्यवाही करण्यात यावी.

ज्या प्रकरणात कर आकारणी केल्या जाणाऱ्या मालमत्तेचे स्वरूप असे आहे की, त्यावर कोणत्याही विशिष्ट कराचे प्रदान निर्धारित करताना तिच्या बाबतीत सर्वसामान्य तत्त्वे लागू करता येणार नाहीत, अशा प्रकरणी, स्थानिक प्राधिकरणाबरोबर कदाचित स्वेच्छानुसार असली तरी, सलोख्याची तडजोड घडवून आणणे अशक्य असल्याचे दिसून येत असेल तेव्हा, १८८१ च्या अधिनियम अकराच्या विशेष उपबंधांचा अवलंब करता येईल. एखाद्या मालमत्तेवरील कर निर्धारण हे तिच्या भाड्याच्या मूल्यावर आधारित असे करावयाचे असेल, परंतु जी मालमत्ता अशा स्वरूपाची असेल की, ती भाड्याने देण्याची कल्पनाच करणे शक्य नसेल किंवा ती शासनाने भाड्याने देऊ केली तर तिच्यापासून किती भाडे मिळू शकेल याचा तिच्याबाबतचा अंदाज करणे शक्य नसेल, अशा प्रकारची मालमत्ता हे प्रस्तुत एक उदाहरण म्हणून देता येईल.

विशिष्ट सेवांकरित स्थानिक कर

१४९. शासनाने भाडेपट्ट्याने घेतलेल्या किंवा बांधलेल्या ज्या इमारतीमध्ये निवासासाठी व कार्यालयासाठी अशा दोन्ही प्रयोजनार्थ जागा देण्यात आलेली असेल किंवा एकाच निवासस्थानामध्ये किंवा इमारतीत एकापेक्षा अधिक भाडेकरू ठेवण्यात आलेले असतील अशा बाबतीत, अन्यथा निदेशित करण्यात आलेले नसेल तर, स्थानिक संस्थांकडून पार पाडण्यात येत असलेल्या विशिष्ट सेवांवरील स्थानिक करांबाबतचा खर्च खाली दर्शवलेल्या आधारावर सर्व रहिवाशांकडून वसूल करण्यात यावा:—

अ— वीज खर्च

(१) मीटर अगोदरच बसविण्यात आलेले असतील तर, मीटरवर दर्शविल्याप्रमाणे दर महिन्याला वापरण्यात आलेल्या युनिटांच्या संख्येनुसार वीजेच्या आकाराचा हिशेब करण्यात यावा.

(२) मीटर बसवण्यात आलेले नसतील तर, भाड्याच्या आधारावर वीज खर्च वसूल करण्यात यावा.

ब—पाणीपुरवठा व साफसफाई खर्च

(१) संबंधित स्थानिक संस्थेने भाड्याच्या आधारावर आकारणी निर्धारित केली असेल तर, त्यांची वसुली भाड्याच्या आधारावर करण्यात यावी.

(२) संबंधित स्थानिक संस्थेने पार पाडलेल्या सेवेच्या प्रत्यक्ष रकमेवर आकारणी निर्धारित केली असल्यास त्याचा खर्च खाली दिल्याप्रमाणे वसूल करण्यात यावा :—

(ए) **पाणीपट्टी.**—(एक) मीटर अगोदरच बसवलेले असतील तर मीटरवर दर्शवल्याप्रमाणे दर महिन्याला वापरण्यात आलेल्या युनिटांच्या संख्येनुसार पाणीपट्टीचा हिशेब करण्यात यावा;

(दोन) मीटर बसवण्यात आलेले नसतील तर, कार्यालय प्रमुखाने संबंधित कार्यकारी अभियंत्याशी विचारविनिमय करून, नळ जोडणीला आकारमानानुसार पाणीपट्टी निर्धारित करावी. या दोन अधिकाऱ्यांमध्ये मतभेद झाल्यास ती बाब आदेशार्थ शासनाकडे पाठवण्यात यावी.

(बी) **साफसफाईचा खर्च.**—कार्यालय प्रमुखाने कार्यकारी अभियंत्याशी विचारविनिमय करून यावाबतचा खर्च निश्चित करावा आणि या दोन अधिकाऱ्यांमध्ये मतभेद झाल्यास ती बाब आदेशार्थ शासनाकडे पाठवण्यात यावी.

१५०. शासनाकडून ज्या निवासस्थानांमध्ये वीज व्यवस्था, पाणी पुरवठा व साफसफाईची व्यवस्था करण्यात येते अशा निवासस्थानांच्या विशिष्ट सेवांसंबंधातील कर पुढीलप्रमाणे सर्व रहिवाशांकडून वसूल करण्यात यावा.

अ—वीज खर्च

(१) मीटर अगोदरच बसवण्यात आलेले असतील तर, मीटरवर दर्शवल्याप्रमाणे दर महिन्यास वापरण्यात आलेल्या युनिटांच्या संख्येनुसार बिजेच्या आकाराचा हिशेब करण्यात यावा.

(२) मीटर बसवण्यात आलेले नसतील तर, भाड्याच्या आधारावर वीजखर्च वसूल करण्यात यावा.

ब—पाणीपट्टी

(१) मीटर अगोदरच बसवण्यात आलेले असतील तर मीटरवर दर्शवल्याप्रमाणे दर महिन्याला वापरण्यात आलेल्या युनिटांच्या संख्येनुसार पाणीपट्टीचा हिशेब करण्यात यावा.

(२) मीटर बसवण्यात आलेले नसतील तर, कार्यालय प्रमुखाने संबंधित कार्यकारी अभियंत्याशी विचारविनिमय करून नळजोडणीच्या आकारमानानुसार पाणीपट्टी निर्धारित करावी व या दोन अधिकाऱ्यांमध्ये मतभेद झाल्यास, ती बाब आदेशार्थ शासनाकडे पाठवण्यात यावी.

(३) भिस्त्यांची नेमणूक करून त्यांच्याकडून पाणीपुरवण्याची व्यवस्था केलेली असेल अशा प्रकरणी भाड्याच्या आधारे आकारणी निश्चित करावी.

क—भाड्याच्या आधारावर साफसफाईचा खर्च वसूल करण्यात यावा

टीप.—निवास व कार्यालय या दोन्ही प्रयोजनांसाठी ज्या इमारतीत जागा देण्यात आली आहे अशा इमारतीच्या बाबतीत विशिष्ट सेवांवरील खर्च सादर करावयाच्या बिलांबरोबर खालील प्रमाणपत्र जोडण्यात यावे :—

"प्रमाणित करण्यात येते की, या बिलावर मागणी केलेल्या रकमांमध्ये, इमारतीतील रहिवाशांकडून वसूल करण्यायोग्य असलेले कोणतेही खर्च समाविष्ट करण्यात आलेले नाहीत."

१५१. सरकारी इमारतीवरील नगरपालिका करांच्या संबंधात अर्थसंकल्पीय अंदाज तयार करण्यासाठी व हे कर भरण्यासाठी पुढील विवरणपत्रात तपशीलवार दिलेल्या सूचनांचे पालन करण्यात यावे.

सरकारी इमारतींवरील नगरपालिका करांच्या संबंधात अर्थसंकल्पीय अंदाज करणे व या कराची रक्कम चुकती करणे याबाबतच्या तपशीलवार सूचनांचे विवरणपत्र

अनुक्रमांक	वर्णन	ज्याखाली नगरपालिका करांबाबतची तरतूद करावयाची आहे अशी लेखाशीर्ष	ज्याने प्रदान करावयाचे त्या अधिकाऱ्याचे नाव	शेरा
(१)	(२)	(३)	(४)	(५)
	अ—मुंबई नगरपालीकेच्या हद्दीबाहेरील सरकारी इमारती			
१	निवासी इमारती (केंद्र व राज्य शासनाच्या).	संबंधित सरकारी बांधकामाच्या प्रधान शीर्षाखालील संबंधित इमारतींचे दुरुस्तीविषयक अंदाज.	इमारतींचा प्रभारी कार्यकारी अभियंता.	..

(१)	(२)	(३)	(४)	(५)
२	**निवासेतर इमारती :—**			
	(ए) इमारती व दळण-वळण विभागाच्या/पाटबंधारे व वीज विभागाच्या ताब्यात असल्यास.	संबंधित सरकारी बांधकामाच्या प्रधान शीर्षाखालील संबंधित इमारतीचे दुरुस्तीविषयक अंदाज.	इमारतींचा प्रभारी कार्यकारी अभियंता.	
	(बी) इतर विभागाच्या (केंद्र किंवा राज्य शासनाच्या) ताब्यात असल्यास.	इमारत ज्याच्या ताब्यात असेल त्या विभागाचे आकस्मिक खर्च अनुदान.	इमारत ज्याच्या ताब्यात आहे असा विभागाचा अधिकारी.	
३	ज्याच्या बाबतीत कार्यकारी अभियंत्याने ठोक रकमेत कराची रक्कम द्यावयाची असते अशा एकापेक्षा अधिक विभागांच्या ताब्यात असलेल्या (संघ, केंद्र किंवा राज्य शासनाच्या) सर्व निवासेतर इमारती.	संबंधित सरकारी बांधकामाच्या प्रधान शीर्षाखालील संबंधित इमारतींचे दुरुस्तीविषयक अंदाज.	इमारतींचा प्रभारी कार्यकारी अभियंता.	..
	ब—मुंबई नगरपालिकेच्या हद्दीतील सरकारी इमारती			
४	निवासी इमारती (केंद्र, किंवा राज्य शासनाच्या).	संबंधित सरकारी बांधकामाच्या प्रधान शीर्षाखालील संबंधित इमारतींचे दुरुस्तीविषयक अंदाज.	कार्यकारी अभियंता, इलाखा शहर विभाग (डिव्हिजन).	..
५	**निवासेतर इमारती :—**			
	(ए) मुंबई विकास विभागाच्या इमारतींव्यतिरिक्त इतर राज्य इमारती.	७१, संकीर्ण प्रादेशिक..	कार्यकारी अभियंता, इलाखा शहर (डिव्हिजन).	..
	(बी) मुंबई विकास विभागाच्या इमारती.	संबंधित प्रधान शीर्षे २५१ व १०६ याखालील दुरुस्तीविषयक अंदाज.	वरील प्रमाणे	या इमारतीकरिता भांडवली व महसूली लेखे ठेवण्यात येतात.
	(सी) केंद्र सरकारच्या इमारती.	या इमारती ज्या विभागाच्या ताब्यात आहेत अशा विभागाचे आकस्मिक अनुदान.	वरील प्रमाणे	..

टीप १.—मुंबई विकास विभाग चाळींचा अपवाद सोडून, केंद्र शासनाच्या व राज्य शासनाच्या मुंबई नगरपालिकेच्या हद्दीतील सर्व शासकीय इमारतींवरील नगरपालिका कर, कार्यकारी अभियंता, इलाखा-शहर विभाग, इमारती व दळणवळण विभाग/पाटबंधारे व वीज विभाग, मुंबई यांच्याकडून देण्यात येईल. हा खर्च प्रथम " ७१, संकीर्ण—एफ-भाडे व कर—आर-१—मुंबई नगरपालिकेस सर्वसाधारण करांचे प्रदान " या शीर्षाखाली टाकण्यात येईल. परंतु, केंद्र शासनाच्या इमारतीवरील करांसाठी केंद्र शासनाकडून वसूल केलेल्या रकमा तसेच (राज्य शासनाच्या) निवासी इमारतींवर आणि मुंबई विकास विभाग इमारतींवर (मुंबई विकास विभाग चाळींव्यतिरिक्त) देण्यात आलेले कर दर्शविणाऱ्या रकमा, खर्चातून केलेली सजावट म्हणून याच शीर्षाखाली ७१, संकीर्ण जमा करण्यात याव्यात ; तथापि, याकरिता आवश्यक असणारी अर्थसंकल्पीय तरतूद उपरोक्त " व " अनुसार केलेली असेल.

टीप २.—मुंबई विकास विभागाच्या चाळींवरील नगरपालिका कर, त्या चाळींचा संवितरण व प्रशासन अधिकारी असलेला कार्यकारी अभियंता, इलाखा-शहर विभाग, यांजकडून " ५१-मुंबई विकास योजना दुरुस्त्या औद्योगिक गृहनिर्माण योजना—भाडे, पटट्या व कर " या अर्थसंकल्पीय शीर्षाखाली देण्यात येईल.

उपविभाग अठ्ठाविस—राहुट्या

१५२. (ए) जिल्हा अधिकाऱ्यांना कार्यालयीन वापरासाठी सरकारी खर्चाने राहुट्या पुरवठ्यासंबंधीचे नियम खाली दिल्याप्रमाणे आहेत :—

(१) विभाग प्रमुख दर १२ व्या वर्षी रु. ९०० च्या मर्यादेपर्यंत.

(२) उपविभागांचे प्रभारी सहाय्यक व उप-जिल्हाधिकारी आणि ज्यांना राहुट्या ठेवाव्या लागतात असे इतर सर्व अधिकारी.—दर १२ व्या वर्षी रु. ५०० च्या मर्यादेपर्यंत.

वर विहित केलेल्या प्रमाण मर्यादेमध्ये, राहुट्यांचा, खर्च व त्याचबरोबर रेल्वेच्या व त्या राहुट्या, कारखान्यापासून इष्ट स्थानापर्यंत वाहून नेण्याच्या इतर खर्चाचा समावेश अभिप्रेत आहे, मात्र यामध्ये वार्षिक दुरुस्तीचा खर्च समाविष्ट नाही व अशा खर्चाच्या रकमा ठरावी अनुदानातून देण्याचे चालू ठेवण्यात यावे. विभाग प्रमुखांना प्रमाण मर्यादेनुसार किंवा विशिष्ट प्रकरणी त्या मर्यादेपेक्षा जास्त रक्कम मंजूर करण्यासंबंधीचे शासनाचे काही विशेष आदेश असल्यास त्यानुसार त्यांच्या जिल्ह्यांकरिता उपलब्ध असलेले एकूण अनुदान स्वेच्छानिर्णयानुसार वितरित करण्याची मुभा आहे. मात्र जिल्ह्यांकरिता मंजूर करण्यात आलेल्या एकूण अनुदानात वाढ करण्यात येणार नाही आणि स्वस्त व सदोष राहुट्या खरेदी करण्यात येऊ नयेत. अर्थातच, निरनिराळ्या वर्गाच्या अधिकाऱ्यांकरता आवश्यक असलेल्या राहुट्यांकरिता वर विहित केलेल्या रकमेएवढीच रक्कम खर्च करण्याची आवश्यकता नाही. ज्या जिल्ह्यात प्रमाण मर्यादेपेक्षा राहुट्यांची गरज कमी असेल अशा जिल्ह्यांच्या बाबतीत राहुट्यांवरील खर्चाचा आकडा कमीत कमी ठेवण्यात येत आहे याकडे जिल्हाधिकाऱ्यांनी लक्ष ठेवावे.

टीप.——वन विभाग प्रमुखांच्या बाबतीत उपरिनिर्दिष्ट द्रव्य मर्यादा रु. ९०० वरून रु. १,००० पर्यंत वाढवण्यात आली आहे.

(बी) सर्व अधिकाऱ्यांनी आपल्या कार्यालयांसाठी राहुट्या खरेदी करताना पुढील नियमांचे पालन करावे :—

(एक) राहुट्यांचा जुना संच निरुपयोगी झाल्यासंबंधीचे प्रमाणपत्र सादर करण्यात आल्याशिवाय आणि १२ वर्षेपर्यंत वापरात नसलेल्या एखाद्या राहुटीच्या जागी दुसरी राहुटी कोणत्या परिस्थितीत घेण्याचे ठरवले आहे यासंबंधीचे स्पष्टीकरण दिले जाईपर्यंत, राहुट्यांचा नवीन संच खरेदी करण्यास परवानगी दिली जाणार नाही.

(दोन) कोणत्याही स्वस्त व सदोष राहुटीचा तसेच जी राहुटी संपूर्ण बारा वर्षांपर्यंत उपयोगात राहू शकणार नाही अशा राहुटीच्या खरेदीच्या संबंधात खरेदी अधिकारी जबाबदार राहील. सर्वसाधारणपणे महासंचालक, पुरवठा व विनियोग (डायरेक्टर जनरल ऑफ सप्लॉइज ॲन्ड डिसपोजलस,), यांनी घालून दिलेल्या विनिर्देशांच्या अनुसार ज्या राहुट्या असतील अशा राहुट्यांचीच खरेदी करण्यात यावी.

१५३. (१) एखाद्या शासकीय कर्मचाऱ्यास किंवा विशिष्ट वर्गाच्या शासकीय कर्मचाऱ्यांना कार्यालयीन उपयोगासाठी किंवा वैयक्तिक वापरासाठी पुरवावयाच्या सरकारी राहुटयांचे प्रमाण मुंबई नागरी सेवा नियम—वित्तीय प्रकाशन क्र. पाच, याच्या परिशिष्ट एकोणतीसमध्ये विहित करण्यात आले आहे.

(२) ज्यांना शासनाकडून राहुटया पुरवण्यात आल्या असतील अशा अधिकाऱ्यांना, केवळ त्या राहुटया ज्या कालावधीपर्यंत टिकल्या पाहिजेत तो कालावधी संपला आहे म्हणून, नवीन राहुटया मिळण्याचा हक्क असणार नाही. जुन्या राहुटया निरुपयोगी झाल्या आहेत याबद्दलचे प्रमाणपत्र सादर केल्याशिवाय नवीन संच खरेदी करण्यास परवानगी दिली जाणार नाही.

(३) पोलीस विभागातील अधिकाऱ्यांकरिता पोलीस महानिरीक्षकांनी राहुटया खरेदी कराव्यात.

(४) राहुटया शासनाकडून पुरवण्यात आल्या असतील आणि त्यांचा खर्च राहुटयांच्या भत्त्यातून देण्यात आलेला नसेल तेव्हाच फक्त राहुटयांच्या वाहणावळीचा खर्च शासनाकडून आकारण्याजोगा ठरेल.

उपविभाग एकोणतीस—बक्षिसे

१५४. निरनिराळ्या वर्गातील पारितोषिके मंजूर करण्यासंबंधीचे आदेश शोडक्यात खाली नमूद केले आहेत.

१५५. मुंबई मुद्रांक नियम, १९३९ चा नियम २४ अन्वये दंडाच्या रकमेच्या निम्म्यापेक्षा अधिक नसेल एवढी रक्कम बक्षिस म्हणून माहिती पुरवणाऱ्यास देता येईल.

१५६. उत्पादनशुल्काच्या प्रकरणांमध्ये (अफूच्या प्रकरणांसह) द्यावयाच्या बक्षिसांचे नियमन करणारे नियम, मुंबई उत्पादनशुल्क नियमपुस्तिका, खंड दोन मधील परिच्छेद ३०१ ते ३०९ मध्ये अंतर्भूत आहेत.

१५७. पोलीस व इतर व्यक्ती, तसेच रेल्वेचे पोलीस यांना बक्षिसे देण्यासंबंधीचे नियम मुंबई पोलीस नियमपुस्तिका, १९५०, खंड एकच्या नियम २३९ ते २४५ मध्ये अंतर्भूत करण्यात आले आहेत.

वन्य प्राणी नष्ट करणे

१५८. शासनाने मानवी जीवितास आणि मालमत्तेस धोका निर्माण करणाऱ्या विशिष्ट वन्य प्राण्यांचा नाश करण्यासाठी द्यावयाच्या बक्षिसांचे दर खाली दिल्याप्रमाणे मंजूर केले आहेत :—

(ए) **वाघ किंवा चित्ता यासाठी.**—मुंबई वन्य प्राणि व वन्य पक्षी रक्षण अधिनियम, १९५१ चे कलम १३ (तीन) अन्वये वन्य प्राणिरक्षा अधिकाऱ्याने दिलेल्या अनुज्ञप्तीच्या प्राधिकाराखाली मारलेल्या प्राण्यांसाठी त्या प्राण्याच्या शिकारीसाठी ठेवलेल्या करंडकासह ५० रुपयांचे रोख बक्षिस.

(बी) **मस्त हत्ती करिता.**—मुंबई वन्य प्राणि व वन्य पक्षी रक्षण अधिनियम, १९५१ चे कलम १३ (तीन) अन्वये वन्य प्राणिरक्षा अधिकाऱ्याने दिलेल्या विशेष अनुज्ञप्तीच्या प्राधिकाराखाली मारलेल्या हत्तीसाठी, त्याच्या शिकारीसाठी ठेवलेल्या करंडकासह ५० रुपयांचे रोख बक्षिस.

अनुज्ञप्तीच्या प्राधिकाराशिवाय, स्वसंरक्षणार्थ मारलेला वन्य प्राणि नष्ट केल्याबद्दल कोणत्याही प्रकारची बक्षिसे देण्यात येऊ नयेत.

(सी) **माकडांकरिता.**—प्रत्येकी एक रुपया.

रानटी कुत्रे, रानडुकरे, लांडगे इत्यादी प्राण्यांचा उपद्रव कमी असल्यामुळे व त्यांच्यापासून मानवी जीविताला व मालमत्तेला गंभीर धोका पोहोचत नसल्यामुळे त्यांचा नायनाट करण्यासाठी कोणत्याही प्रकारचे बक्षिस देण्यात येऊ नये. तथापि, आवश्यकता भासल्यास ते प्राणि नष्ट करण्यासाठी वन्य प्राणिरक्षा अधिकाऱ्याने शिकार पथकांची व्यवस्था करावी व शासनाची पूर्वसंमती घेऊन त्यांना पारिश्रमिक द्यावे.

जिल्हाधिकारी व अध्यक्ष, जिल्हा विकास मंडळे आणि शासनाकडून विशेषरीत्या शक्ती प्रदान करण्यात येतील असे इतर अधिकारी यांनीच बक्षिसे मंजूर करावीत.

निविदा करारपत्रातील कामातील उणीवांच्या दुरुस्तीचा कालावधी (Defect Liability Period) निश्चित करणे.

महाराष्ट्र शासन
सार्वजनिक बांधकाम विभाग
शासन निर्णय क्रमांक : संकीर्ण-२०१८/प्र.क्र.१५१/इमारती-२,
मंत्रालय, मुंबई - ४०० ०३२,
दिनांक : १४ जानेवारी, २०१९

वाचा - सार्वजनिक बांधकाम विभाग, शासन निर्णय क्रमांक-सीएटी-१०८७/सीआर-९४/इमारती-२, मंत्रालय, मुंबई - ४०० ०३२, दिनांक : १४ जून, १९८९

प्रस्तावना :-

सार्वजनिक बांधकाम विभागामध्ये करण्यात येणाऱ्या रस्ते, पूल, इमारतींच्या मूळ तसेच दुरुस्तीच्या विविध बांधकामांसाठी संदर्भिय परिपत्रकाव्दारे सन १९८९ मध्ये दोष दायित्व कालावधी (Defect Liability Period) निर्धारीत करण्यात आला असून त्यानंतर त्यामध्ये सुधारणा करण्यात आलेल्या नाहीत. सन १९८९ नंतर गेल्या तीस वर्षाच्या कालावधीत बांधकाम साहित्याचे प्रकार तसेच बांधकामाच्या तंत्रज्ञानामध्ये मोठया प्रमाणात आमुलाग्र बदल झाले आहेत, तसेच बांधकामासाठी वापरण्यात येणाऱ्या साहित्यांचा दर्जा व विविधतेत मोठया प्रमाणावर बदल होत आहेत.

सार्वजनिक बांधकाम विभागामध्ये सर्वसाधारणपणे भारतीय रस्ते महासभा यांची मानके व रस्ते वाहतूक व महामार्ग मंत्रालयाच्या विनिर्देशानुसार रस्ते व पुलांची बांधकामे करण्यात येतात. रस्ते व पूल यांची बांधकामे करणारी रस्ते वाहतूक व महामार्ग मंत्रालयाने त्यांचे बांधकामांसाठी दोष दायित्व कालावधी नव्याने निर्धारीत केले आहेत.

वाहतुक क्षेत्रात होत असणाऱ्या प्रचंड वाहतुकीची वाढ व त्यानुसार बदलत्या बांधकाम क्षेत्रातील कार्यपध्दती यांचा विचार करता बांधकाम खात्रीने दोषरहित होणे व टिकाऊ होणे व याद्दष्टीने करारनाम्यातील दोष दायित्व / उणीवांच्या दुरुस्तीचा कालावधी (Defect Liability Period) सुधारीत करण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय :-

सार्वजनिक बांधकाम विभागामध्ये करण्यात येणाऱ्या रस्ते, पूल, इमारतींच्या मूळ तसेच दुरुस्तीच्या विविध बांधकामांसाठी खालीलप्रमाणे दोष दायित्व कालावधी (Defect Liability Period) निर्धारीत करण्याचा निर्णय घेण्यात आला आहे.

अ.क्र.	बांधकामाचा प्रकार	प्रस्तावित दोष दायित्व कालावधी
	अ) इमारती	
१.	मूळ बांधकामे	
	१.१) आर.सी.सी. फ्रेमचे बांधकाम	१० वर्षे
	१.२) लोड बेअरींगचे बांधकाम	१० वर्षे
	१.३) जल प्रतिबंधक उपाय योजना	७ वर्षे
२.	दुरुस्ती	
	२.१) विविक्षित / भांडवली स्वरुपाची दुरुस्ती (SDR/CTR)	५ वर्षे
	२.२) विशेष दुरुस्ती (Special Repairs)	२ वर्षे
	२.३) किरकोळ दुरुस्ती (Current Repairs)	१ वर्षे
	ब) रस्ते	
१.	डांबरीकरण / Flexible Pavement	
	१.१) संकल्पनानुसार पूर्ण तरतूद करुन बांधकाम	५ वर्षे
	१.२) मजबूतीकरण / पूर्ण लांबीमध्ये किमान दोन थर - MPM/ BM	३ वर्षे
	१.३) DBM चा १ थर व त्यावर B.C. / O.G.C. चा थर किंवा संकल्पनानुसार पहिल्या टप्प्याचे बांधकाम (Stage Construction)	३ वर्षे
	१.४) फक्त डांबरी नुतनीकरण - पूर्ण लांबीमध्ये एक थर	२ वर्षे
	१.५) भागाभागात patches of MPM/ BM/DBM चा १ थर व त्यावर पूर्ण लांबीत B.C. / O.G.C. चा थर	२ वर्षे

२.	कॉन्क्रीटीकरण / Rigid Pavement	
	२.१) संकल्पनानुसार ३० से.मी. किंवा त्यापेक्षा जास्त जाडी	१० वर्षे
	२.२) संकल्पन न करता केलेल्या पायवाटा, गावांतर्गत रस्ते व अन्य रस्ते	३ वर्षे
	२.३) कॉन्क्रीट पेव्हर ब्लॉक वापरुन केलेली कामे	५ वर्षे
३.	रस्ते खडीकरण	१ वर्ष
४.	रस्ते किरकोळ दुरुस्ती	१ वर्ष
	४.१) डांबर मिश्रित खडीने खड्डे भरणे, चुना गेरु रंगविणे.	(डिसेंबर ते जुन) नजिकच्या पावसाळया पर्यंत
	४.२) आय.आर.सी. मानकानुसार बसविलेले फलक	५ वर्षे
	४.३) मार्गिका दर्शक व इतर थर्मोप्लास्टीक पेंट	३ वर्षे
	क) पूल व मोऱ्या	
१.	मूळ बांधकाम	
	१.१) पूलाचे बांधकाम	२० वर्षे
	१.२) स्लॅब ड्रेन व पाईप मोऱ्या	१० वर्षे
	१.३) कॉन्क्रीटच्या बांधीव गटारी Built Up Gutter	१० वर्षे
२.	दुरुस्ती	
	२.१) विशेष दुरुस्ती - बेअरींग बदलणे, प्रसरण सांधे बदलणे, पॅरापेट वॉलची पुनर्बांधणी करणे, पाईप रेलींग बसविणे, पिअर/ अबटमेंटला जॅकेटींग करणे, इत्यादी.	५ वर्षे
	२.२) पुलावरील वेअरींग कोर्स	५ वर्षे
	२.३) पुलाचे इपॉक्सी पेंटने पेंटींग करणे व तत्सम दुरुस्ती करणे	३ वर्षे

पूर्ण करण्यात आलेल्या बांधकामांची दोष दायित्व कालावधीत वर्षातून किमान दोनदा (सर्वसाधारणपणे पावसाळयापूर्वी व पावसाळयानंतर) पाहणी करण्याची जबाबदारी संबंधित उप विभागीय अभियंता यांची राहील.

दोष दायित्व कालावधीत कामामधील उणीवा बारकाईने तपासाव्यात. जर आढळलेल्या उणीवा ह्या दुरुस्ती करण्याच्या आवाक्याबाहेर असल्यास / पूर्ण कामच नव्याने करावयाची आवश्यकता असल्यास त्याप्रमाणे पुन्हा बांधकाम करण्यासाठी कंत्राटदारास सूचना देऊन तीन महिन्यामध्ये काम नव्याने करुन घेण्यात यावे. या बाबतीत काही वाद उद्भवल्यास मुख्य अभियंता यांना अहवाल सादर करुन त्यांचेकडून निर्णय घेण्यात यावा. मुख्य अभियंता यांचा निर्णय हा अंतिम व कंत्राटदारास बंधनकारक राहील अशा स्वरुपाची भर निविदेत नमुद करावी.

उपविभागीय अभियंता यांनी दोष दायित्व कालावधीमध्ये वरीलप्रमाणे पाहणी केल्यानंतर कामामध्ये दोष / उणीवा आढळल्यास कंत्राटदाराकडून त्या त्या वेळी आवश्यक दुरुस्ती / पुनर्बांधणी करुन घेण्यात यावी. दोष दायित्व कालावधी संपण्याच्या किमान तीन महिने आधी कार्यकारी अभियंता व उप अभियंता यांनी एकत्रितपणे कामाची पाहणी करुन त्या अनुषंगाने कंत्राटदाराने केलेल्या दुरुस्तीबाबतचा आढावा घ्यावा ६०० मीटरपेक्षा जास्त लांबीच्या पुलांची व १००० स्क्वे.फु.मी. जोते क्षेत्रफळापेक्षा जास्त जोते क्षेत्रफळ असलेल्या इमारतीचे दुरुस्ती कामांचे पूर्ननिरीक्षण अधीक्षक अभियंता यांनी दर सहामाही करावे.

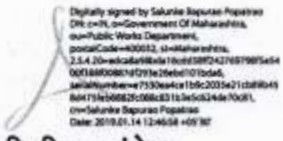
२. निविदेमधील प्रपत्रामध्ये विविध प्रकारच्या कामांसाठी उणीवा दुरुस्तींचा कालावधी उपरोक्त तक्त्यामध्ये नमूद केल्याप्रमाणे ठेवण्यात यावा. तसेच निविदा प्रपत्रामध्ये दोष दायित्व कालावधीत करावयाच्या पाहणी व दुरुस्तीबाबत उपरोक्त परिच्छेदात नमूद बाबी निविदेमधील कलमांमध्ये अंतर्भूत करण्यात याव्यात.

३. यापूर्वीच्या परिपत्रकातील या संदर्भात देण्यात आलेल्या सर्व सूचना अधिक्रमीत करुन या सुचना प्रसिध्द होण्याच्या दिनांकापासून लागु राहतील.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या वेबसाईटवर प्रसिध्द करण्यात आला असून त्याचा संकेतांक क्रमांक २०१९०११४१२३७१७३५१८ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

Salunke
Bapurao
Popatrao



(बी.पी. साळुंके)
उप सचिव, महाराष्ट्र शासन

प्रति,

१) सर्व मुख्य अभियंते, सार्वजनिक बांधकाम प्रादेशिक विभाग (विद्युतसह)
२) मुख्य वास्तुशास्त्रज्ञ, सार्वजनिक बांधकाम विभाग, मुंबई
३) सर्व अधीक्षक अभियंते, सार्वजनिक बांधकाम विभाग (विद्युत/यांत्रिकी)
४) सर्व कार्यकारी अभियंते
५) कार्यासन इमारती २-(निवडनस्ती).

ANNEXURE 22.01

Fin. R. Form No. 1

(See Fin. Rs. 3 and 6) Block	Receipts for Payments to Government (See Fin. R. 3)
Book No. . . . . Receipt No.	Book No. . . . . Receipt No. . . . .
Division . . . . . Date.	Place . . . . . .Date . . . . . 19 .
Received from	Division . . . . .
. . . . .	Received from . . . . .
Rupees	. . . . .
On account of	Rs. . . . . Rupees . . . . .
. . . . .	. . . . .
Initials of Cashier or Accountant — Initials of officer granting the Receipt	Designation.

ANNEXURE 22.02

Appendix 3

(See Fin. R. 51)

Form of Personal Security Bond

KNOW ALL MEN by these presents that I, A.B. of . . . . . am held and firmly bound unto the Governor of Bombay (hereinafter referred to as "the Governor" which expression shall, unless excluded by or repugnant to

the context, include his successors in office and assigns) in the sum of rupees. . . . . (Rs. . . . .) to be paid to the Governor for which payment, well and truly to be made, I bind myself, my heirs, executors, administrators and legal representatives by these presents.

WHEREAS the above bounden A.B. was on the . . . . . day of . . . . 19. . . . appointed to and now holds the office. . . . . .in the office of . . . . . .

AND WHEREAS the said A.B. . . . . .by virtue of such office is bound to collect (here describe the nature of the Cashier's/ /Store-Keeper's/Sub-Store-Keeper's/Subordinate's duties) and to keep and render true and faithful accounts of his dealing with all property and money which may come into his hands or possession or under his control, such accounts to be kept in the form and manner that may, from time to time be prescribed by duly constituted authority and also to prepare and submit such returns, accounts and other documents as may from time to time be required of him;

AND WHEREAS the said A.B., has, in pursuance of rule 51 of the Bombay Financial Rules, 1959, been called upon to execute a bond with two sureties in favour of the Governor in the abovementioned sum of rupees. . . . . (Rs. . . . . .) for the due and faithful performance by the said A.B. of the duties of his office, and of any other office requiring security to which he may be appointed at any time and of other duties which may be required of him, while holding any such office as aforesaid and for the purpose of securing and indemnifying the Governor against all loss, injury, damage, costs or expenses which the Governor may, in any way, suffer, sustain or pay, by reason of the misconduct, neglect, oversight or any other act of the said A.B. or of any person or persons acting under him or for whom he may be responsible.

NOW, the condition of the above-written bond is such that if the said A.B., has whilst he has held the said office of. . . . as aforesaid always duly performed and fulfilled the duties of his said office and if he shall whilst he shall hold the said office or any other office requiring security to which he may be appointed, or in which he may act, always duly perform and fulfil all and every duties thereof respectively and other duties which may from time to time be required of him, while holding any such office as aforesaid and shall duly pay into the Government Treasury at. . . . . all such moneys as are payable to Government and shall come into his possession or control

by reason of the said office and shall duly account for and deliver up all moneys, papers and other property which shall come into his possession or control by reason of the said office and if the said A.B., his heirs, executors or administrators shall pay or cause to be paid unto the Governor the amount of any loss or defalcation in the accounts of the said. . . . . .within 24 hours after the amount of such loss or defalcation, shall have been demanded from the said A.B., by the . . . . . Such demand to be in writing and left at the office or last known place of residence of the said A.B., and shall also at all times idemnify and save harmless the Governor from all and every loss, injury, damage, costs or expenses which has been or shall or may at any times or time hereafter during the service or employment of the said A.B., in such office as aforesaid, or any such other offices aforesaid, be sustained, incurred, suffered or paid by the Governor by reason of any act, embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission or insolvency of the said A.B., of any person or persons acting under him or for whom he may be responsible, then this obligation shall be void and of no effect; otherwise the same shall be and remain in full force.

AND IT IS HEREBY FURTHER AGREED that in the event of the death of the said A.B., or on the final termination of the service of the said A.B., whether as such. . . . . as aforesaid, or otherwise, or in the event of the said A.B., ceasing to hold any office, requiring security this bond shall remain with the . . . . . [+][permanently or until it is certain that there is no further necessity for keeping it] for recovering any loss, injury, damage, costs or expenses that may have been sustained, incurred or paid by the Governor owing to the act, neglect or default of the said A.B., or any such other person or persons as aforesaid and which may not have been discovered until after his death or the termination of his said service or his ceasing to hold any office for which the security was required:

PROVIDED always that without prejudice to any other rights or remedies for recovering the loss or damage as aforesaid it shall be open to the Governor to recover the amount payable under this bond as an arrear of land revenue.

IN WITNESS WHEREOF the said A.B., has hereunto set his hand this . . . . . day of. . . . . 19 .

Signed and delivered by the abovenamed
A.B. in the presence of-

1.

2.

(Signatures)

We. . . . . .hereby declare ourselves sureties for the abovesaid A.B. . . . . .that he shall do and perform all that he has above undertaken to do and perform, and in case of his making default therein, we hereby bind ourselves jointly and severally to forfeit to the Governor the sum of Rs. . . . . .in which the abovesaid A.B., has bound himself, or such other lessor sum as shall be deemed to be sufficient by the . . .*. . . .to cover any loss or damage which the Governor may sustain by reason of such default.

And we agree that the Governor may, without prejudice to any other rights or remedies of the Governor, recover the said sum as an arrear of land revenue.

And we also agree that neither of us shall be at liberty to terminate his suretyship, except upon giving to the said. . . . . *. . . . six calendar months' notice in writing of his intention so to do and our joint and several liability under this bond shall continue in respect of all acts, embezzlements, defalcations, mismanagements, neglects, failures, misconducts, defaults, disobedience, omissions and insolvencies on the part of the said . . . . . until the expiration of the said period of six months.

Dated this the . . . . . day of . . . . . 19.

Signature of sureties in the presence of-

1.

2.

(Signatures)

In the presence of-

1.

2.

(Signatures)

*** To be filled in.**

+ Substituted by Notification dated 1.12.1969

- - - - - - - - - - - - -

ANNEXURE 23.01

मार्किंग रेकार्ड तक्ता

१ दिनांक	२ जंगल क्रमांक झाडाचा अनुक्रमांक	३ जात	४ छाती गोलाई (से.मी.)	५ झाडाची वर्गवारी इमारती, सुतार, जळाऊ	६ मार्किंग करणा-याची सही	७ शेरा	१ दिनांक	२ जंगल क्रमांक झाडाचा अनुक्रमांक	३ जात	४ छाती गोलाई (से.मी.)	५ झाडाची वर्गवारी इमारती, सुतार, जळाऊ	६ मार्किंग करणा-याची सही	७ शेरा

ANNEXURE 23.02

..... विभाग

जंगल रजिस्टर

तोडीचा दिनांक	चिन्हांकन यादीचा अ.क्र.	प्रजाती	छाती वेढी	उंचीवरील से.मी. मध्ये	तुकडयांची संख्या	लठ्ठा क्र.	लांबी से.मी.मध्ये	वेढी से.मी मध्ये	घनमिटर दर्जा I	दर्जा II	दर्जा III	एकुण	चलान क्रमांक	तारीख	विक्री डेपो क्रमांक	लांबी से.मी. मध्ये	वेढी से.मी. मध्ये	घनमीटर	शेरा
१	२	३	४		५	६	७	८		९			१०	११	१२	१३	१४	१५	१६

ANNEXURE 23.03

मोजमाप नोंदवही - तोडकाम रजिस्टर

वन विभाग .....

मजूराचे नांव	मोजमापाची तारीख	लट्ठ्या क्र.	प्रजाती	लांबी मीटर मध्ये	बेकी से.मी. मध्ये	घनमीटर	झाड क्र.	ओकणावळ रजिस्टर क्र.	शेरा
१	२	३	४	५	६	७	८	९	१०

गाठ गोहणी रजिस्टर

गड्डा नंबर	वृक्ष क्रमांक	प्रजाती	गाठ गोहणी अनुक्रमांक	डेपो क्रमांक / तारीख	गाठ गोहणीपुर्वी			गाठ गोहणीनंतर			घनमीटर मधील तफावत		शिकाशी		कोठे पाठविला	शेरा
					लांबी	बेडी	घनमीटर	लांबी	बेडी	घनमीटर	अधिक (+)	वजा (--)	घसान क्रमांक	दिनांक		
१	२	३	४	५	६	७	८	९	१०	११	१२	१३	१४	१५	१६	१७

ANNEXURE 23.04

ANNEXURE 23.05

वनविभाग .....

कामाचे वर्ष २०० - २००

मोजमाप नोंदवही - ओढणावळ रजिस्टर

कम्पार्टमेन्ट क्रमांक	पातनश्रेणी		कुप क्रमांक		क्षेत्र
मजूरांचे नांव	मोजमाप तारीख	झाड क्रमांक	लट्ठा क्रमांक	घनमीटर	शेरा
१	२	३	४	५	६

कुपातील मालांचे जावक रजिस्टर

वनविभाग .....

अ. क्र.	तारीख	चालान क्र.	टक क्र.	चालकाचे नांव	प्रजाती	नग	घनमीटर	एकुण वेरीज	डेपोमध्ये माल मिळाल्याची प्रत परत मिळाल्याची तारीख	स्वाक्षरी
१	२	३	४	५	६	७	८	९	१०	११

ANNEXURE 23.06

ANNEXURE 23.07

डेपोमधील आवक - जावक व शिल्लकीचा दैनंदिन गोषवारा

डेपो .....

तारीख	प्रजाती	मागील शिल्लक		दिवसाची आवक		दिवसाची जावक		शिल्लक	
		नग	घनमीटर	नग	घनमीटर	नग	घनमीटर	नग	घनमीटर
१	२	३	४	५	६	७	८	९	१०

डेपोमधून इमारती माल निकासी दर्शविणारे रजिस्टर

..... विभाग

निकासी दिनांक	चालान क्रमांक	प्रजाती	वर्ष	निकासी परिमाण		कोठे पाठविला	शेरा
				नग	घनमीटर		
१	२	३	४	५	६	७	८

ANNEXURE 23.08

ANNEXURE 25.01

शासनाच्या वन विभागाच्या क्षेत्रीय कार्यालयांची, वेतन व भत्त्याची देयके कोषागारातून पारीत करणेबाबत.

महाराष्ट्र शासन
वित्त विभाग
शासन निर्णय क्रमांक : मकोनि-१०००/प्र.क्र.४४/०५/कोषा-प्र-५
मंत्रालय, मुंबई-४०० ०३२.
दिनांक : ४ जानेवारी, २००६

शासन निर्णय :

शासनाच्या वन विभागाच्या क्षेत्रीय अधिकाऱ्यांना सद्यस्थितीत सर्व प्रकारच्या खर्चाची देयके कोषागारांच्या/बँकेच्या नावे धनादेश काढून आहरीत करता येतात. इतर शासकीय विभागांच्या कार्यालयांना मात्र याकरीता कोषागारात देयके सादर करावी लागतात. वन विभागाच्या अधिकाऱ्यांना दिलेल्या या विशेषाधिकारांमुळे अनियमितता होत राहतात. अलीकडे या अनियमिततांमध्ये सतत वाढ होत आहे असे शासनाच्या निदर्शनास येत आहे. अशा अनियमिततांना निर्बंधित करण्यासाठी शासनाने आता असा निर्णय घेतला आहे की, फेब्रुवारी, २००६ पासून सार्वजनिक बांधकाम व जलसंपदा विभागाच्या अधिकाऱ्यांप्रमाणेच, वन विभागाच्या अधिकाऱ्यांनी, वन विभागाच्या योजनांवरील खर्च व आकस्मिक खर्च वगळता अन्य सर्व म्हणजेच कार्यालयातील नियमित कर्मचाऱ्यांच्या तसेच अधिसंख्य पदावरील वन मजुरांच्या वेतन भत्त्यांच्या खर्चाकरीता महाराष्ट्र कोषागार नियम, खंड-एक मधील नियम ४४९(१) व प्रकरण पांच मधील तरतुदीनुसार, विहित नमुन्यातील देयके तयार करून, वन विभागाची कार्यालये ज्या ठिकाणी स्थित आहेत तेथील नजीकच्या कोषागारात/उप कोषागारात सादर करून, रक्कम आहरीत करावी. या व्यतिरिक्तच्या खर्चाची देयके मात्र प्रचलित पध्दती नुसार वन अधिकाऱ्यांनी धनादेशाद्वारे प्रदान करावीत. यासंदर्भातील लेखांकन पध्दतीत कोणताही बदल करण्यात आलेला नाही.

२. कोषागारातून उपरोक्त खर्चाकरीता देयके सादर करून रकमांचे आहरण करण्यासाठी महसूल व वन विभागाने महाराष्ट्र कोषागार नियम १९६८ खंड-एक मधील नियम १३ नुसार आहरण व संवितरण अधिकाऱ्यांची यादी शासन निर्णयाद्वारे निर्गमित करावी. तसेच महाराष्ट्र कोषागार नियम १९६८ खंड-एक मधील नियम १५(२) व १५(३) नुसार संबंधित महालेखापाल यांचेकडून प्राधिकारपत्र प्राप्त करावे. ही कार्यवाही पूर्ण झाल्यानंतर उपरोक्त शासन निर्णयाची प्रत पाठवून संचालक लेखा व कोषागारे, मुंबई यांजकडून संगणक संकेतांक प्राप्त करून घ्यावे.

३. वेतन व प्रवास भत्त्यासहित सर्व अनुज्ञेय भत्त्याच्या खर्चाची तरतुद शासन वन विभागाने विहीत कार्यपध्दतीनुसार अंदाजपत्रकात करावी. वेतन देयकात अर्थसंकल्पीय तरतुदीचा रकाना पुर्णपणे व बिनचूक भरावा. वेतन देयकात खर्चाचे वर्गीकरण संकेतांकासह पूर्णपणे व अचूकपणे नमुद करावे.हे वर्गीकरण अर्थसंकल्पातील वर्गीकरणाशी जुळणे आवश्यक आहे. वेतन देयकात विभागवार/पदनामवार मंजूर पदे व वेतनश्रेणी नमूद करणे आवश्यक आहे. वेतन देयकात अस्थायी पदे अंतर्भूत असल्यास, ती चालू ठेवण्यास ज्या आदेश क्रमांक व दिनांक अन्वये मंजुरी देण्यात आली आहे, त्याचा उल्लेख तसेच ज्या कालावधीपर्यंत मंजुरी दिली आहे, त्याचाही उल्लेख वेतन देयकात स्पष्ट नमूद करावा. देयकासोबत

वजातीबाबत सर्व आवश्यक अनुसूच्या जोडाव्यात, तसेच आवश्यक ती प्रमाणपत्रे नमूद कराव्यात यावीत. आता ई-पे बील योजना अंमलात आणण्यात येत आहे, यास्तव आहरण व संवितरण अधिकारी यांनी सेवार्थ आज्ञावलीतील नमुना A व B मधील माहिती संकलित करुन त्याच आज्ञावलीतील नमुन्यात वेतन देयके तयार करुन कोषागारांना सादर करावीत.

४. उपरोक्त संदर्भात महाराष्ट्र कोषागार नियम १९६८, खंड- एक मधील नियम ४६४ ते ४६६ मध्ये तसेच मुंबई वित्तिय नियम मधील संबंधित नियमात यथावकाश सुधारणा करण्यात येईल.

५. हे आदेश महालेखापाल (ले. व अ.)- दोन, महाराष्ट्र, नागपूर यांच्या अर्धशासकीय पत्र क्रमांक TM/Gr.VIII/Forest/९९, दिनांक १५/४/२००५ अन्वये प्राप्त झालेल्या सहमतीनुसार निर्गमित करण्यात येत आहेत.

महाराष्ट्राचे राज्यपाल यांचे आदेशानुसार व नांवाने,

(कविता गुप्ता)
शासनाचे सचिव.

प्रति,

१) महालेखापाल (लेखा व अनुज्ञेयता)-१, महाराष्ट्र, मुंबई,
२) महालेखापाल (लेखा व अनुज्ञेयता)-२, महाराष्ट्र, नागपूर,
३) महालेखापाल (लेखा परीक्षा)-१, महाराष्ट्र, मुंबई,
४) महालेखापाल (लेखा परीक्षा)-२, महाराष्ट्र, नागपूर,
५) महालेखापाल (वाणिज्यिक लेखापरीक्षा), महाराष्ट्र, मुंबई,
६) निवासी लेखा परीक्षा अधिकारी, मुंबई,
७) सचिव (वने), महसुल व वन विभाग,मंत्रालय, मुंबई- ४०० ०३२,
८) संचालक, लेखा व कोषागारे, महाराष्ट्र राज्य, मुंबई,
९) मुख्य लेखापरिक्षक,स्थानिक निधी लेखा, कोकण भवन, नवी मुंबई,
१०) अधिदान व लेखा अधिकारी, मुंबई/वांद्रे,
११) उप संचालक, लेखा व कोषागारे, पुणे, नाशिक, नागपूर, औरंगाबाद, अमरावती, कोकण विभाग, नवी मुंबई,
१२) मुख्य वनसंरक्षक, वन विभाग
१३) सर्व वनसंरक्षक, वन विभाग,
१४) सर्व विभागीय वन अधिकारी,
१५) सर्व कोषागार अधिकारी,
१६) सर्व उपकोषागार अधिकारी,
१७) कार्यासन अधिकारी, व्यय-१० व विनियम, वित्त विभाग,मंत्रालय, मुंबई- ४०० ०३२,
१८) निवड नस्ती, कोषा- ५.

ANNEXURE 25.02

Note.- This rule applies also to deposits made, at the instance of the Public Works Department by Municipalities or other Local Funds or Local Bodies to meet the cost of Works to be carried out by that department. In such cases, the accompanying chalan should state clearly the name of the Public Works Division to which the amount is creditable and of the Work to which the deposit relates.

Drawing From Treasury

[449. Supply of funds to the officers of P.W.D.

Funds may be supplied to Officers of the Public Works Department in two ways:-

(1) in direction and other special offices directly by pay and travelling allowance bills of non-gazetted Government servants and contingent bills presented by heads of offices, and by bills in respect of personal claims of Gazetted Officers; the relevant provisions of Part V shall apply to these bills as they apply to bills of other Civil Departments, and

(2) by means of cheques in all other cases.]

+ Substituted ted by Notification dated 22-2-1973.

450. [Deleted]

+ Deleted by Notification dated 22-2-1973.

Cheques

451. Drawing of cheques by Officers

Officers in charge of Public Works Divisions and other Public Works Disbursing officers. who may be so authorised by the Accountant General in accordance with departmental regulations, may draw cheques on specified treasures and thus obtain the funds required by them for departmental disbursements not covered by the bills cashed directly at treasuries. No letters of credit will be issued specifying the limit up to which such cheques may be drawn.

Note 1.- The term "treasury" includes a Military treasure chest for the purpose of this and other rules of this chapter.

Note 2.- Payment for value of service postage stamps obtained by indent should invariably be made by cheque in accordance with the provisions of rule 311.

ANNEXURE 25.03

A. RULES REGARDING ADVANCES TO CONTRACTORS AND WORKMEN.

(R.—A. 54n of 24th October 1921, 6816 of 1st May 1923, 7947 of 22nd August 1923, 19th June 1924 and 10th June 1925, 3621/24 of 25th June 1925, 540/A.D. of 13th August 1926 and 6535/24 of 25th September 1926.)

1. Advances to forest contractors are regulated by the following rules :—

(1) An annual advance not exceeding one-forth of the estimated value of one year's work covered by approved security may be made under each contract.

(2) Further advances may be made on account of work partly done, also covered by additional approved security. In the case of contracts for sleepers, however, when advances are granted for prepared sleepers stacked at a jungle depot and awaiting carting to the delivery depot, the D. F. O. may, at his discretion, dispense with such additional security when the amount of the advance including balances of previous advances does not exceed two-thirds of the sum finally payable at the contract rate, after making due deduction for probable rejections out of the total number of sleepers prepared and for value of work still to be done.

(3) The further advances should not exceed in all the amount of the preliminary advance.

(4) An advance should only be given when the person asking for it is certified by a Mamlatdar or some other reliable person with local knowledge to be in need of it.

(5) In the case of a well established contractor, advances should be given only when the Conservator thinks that for special and temporary reasons an advance is desirable for the facilitation of forest contract work.

(6) The advances granted should ordinarily be repaid by work done within one year, and the schedule of recoveries (Form B. F. M. 69), in which the recoveries are noted, should contain in the remarks column the number of the voucher in the classified abstract of revenue and expenditure, against which the recovery in the schedule is adjusted by *per contra* debit. Until the expiry of one year from the date of the 1st advance under a contract no interest should be charged on the advances granted. If the advances are not repaid within the above period, compound interest at 9¾ per cent. should be charged on the balance outstanding at the end of the above period and on further advances. Interest should be calculated for each month of account after the above period upon the minimum balance of the advances (excluding annas and pies) outstanding during the month and should be added to the outstanding balance of advance at the end of each year which will form the principal for the subsequent year. If the account is to be closed at any time during the year, the interest so calculated on the previous balances of the months starting with the principal for the year will be added to the final outstanding balance. The calculation of interest should be made to the nearest anna, fractions below half an anna being omitted and half an anna or over being reckoned as one anna. A definite clause to the effect that compound interest at 9¾ per cent. will be charged on overdue balances of advances should be entered in all agreements involving the grant of advances.*

(7) Advances should always be covered by (*i*) a written agreement in standard form (e.g., Press No. Forest 195) providing for the summary recovery of the outstanding balance as an arrear of land revenue and (*ii*) except in the case of advances granted to sleeper contractors under rule (2) above, a security bond in Form A below which should be made a part of the agreement.

(8) A separate account should be kept in respect of advances for each contract and [subject to rule (2) above] the sum total of all advances during the whole period of a contract should not exceed the amount specified in the agreement and security bond.

2. The following rules should be observed in advancing money to workmen :—

(1) The Conservator may authorise or forbid the grant of advances without security to any class of labour in any part of his Circle, from time to time.

(2) No advance should be made without security when security is available.

(3) The amount of uncovered advances to any single person should in no case and at no time exceed Rs. 200.

(4) All such advances should be regulated as follows :—

(a) Advances to artisans.—These should not ordinarily exceed in any single instance 25 per cent. of the value of the work to be done, or Rs. 50, whichever is less, and should be covered by a receipt, stamped when necessary, and witnessed by a reliable witness.

If in exceptional cases a greater advance has to be made this should be covered in addition by an agreement in Form B below which should be signed and the money handed over in the presence of the D. F. O. or a Magistrate.

(b) Advances to unskilled labour.—These should not exceed 15 days' wages and may be given without a written agreement after the holder's receipt for the amount has been taken.

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*The rate of interest is subject to revision by Government from time to time; *vide* R. 1957/24 of 21st January 1943 for the latest orders. The method of calculation of interest will be that followed in the case of subscriptions to the General Provident Fund as explained in the Chief Conservator's Standing Order I-16 of 5th April 1928.

(*c*) **Advances to a gang of labourers under a reliable headman or Mukadam.**—These may be made at a rate not exceeding Rs. 5 per man, or Rs. 200 in the aggregate, to the headman, for whose standing and reliability the Ranger will be responsible, on the agreement in Form B below.

(d) **Advances to cartmen.**—Advances up to Rs. 50 may be made and should, if possible, be covered by the security of the cart and bullocks.

(5) The R. F. O. should maintain a ledger in Form B. F. M. 68 in which all such transactions should be entered the amount of advance, the name of the person to whom it is made and his address, and the name of the work for which the advance is made being clearly shown.

(6) The Ranger should be held personally responsible for any advance made otherwise than in accordance with the above rules. He is also liable to severe disciplinary action and even dismissal for :—

(*i*) giving advances when unnecessary or contrary to these rules,

(*ii*) failing to recover advances as early as possible, and

(*iii*) delay in making pucca payments for works.

3. The amount of advance made under agreements in prescribed forms can, in case of default, be recovered from the contractors and workmen as an arrear of land revenue. The amount to be recovered in case of default is not specified in the agreement forms. The space provided for it should be filled in by the officer concerned by entering such amount as may be deemed sufficient according to the nature of the contract. The agreements and security bonds are exempt from stamp duty.

B. EXAMINATION OF SOLVENCY OF SURETIES.

(R. 5450 of 17th April 1923 and 6983 of 26th March 1927.)

4. The solvency of sureties should be examined at intervals. The primary responsibility for the issue of solvency certificates lies with the Revenue Department, but it should be strictly limited to certifying that at the time the certificate is issued the assets of the person in question cover the amount required. The revenue staff cannot be expected to keep a watch on the financial condition and dealings of the person certified by them, nor of course the department requiring the certificate. It is for the latter, if any person's security is required over a considerable period of time, to demand after a suitable interval that that person shall produce an up-to-date certificate, and it would then be for the revenue staff to make a fresh enquiry. The following instructions are issued for the guidance of Mamlatdars and Mahalkaries :—

(1) A list of sureties should be maintained in book form so as to avoid the possibility of one man standing surety with the same property for different contracts.
(2) The solvency certificate should be issued to the office demanding it and not to the individual.
(3) A list of undischarged bankrupts should be maintained in the taluka office.
(4) Care should be taken to see that the property in respect of which the certificate is issued is in the sole ownership of the surety.

FORM A.

(Press No. For. 354.)

SECURITY BOND FOR ADVANCE.

I .....
resident of.....in the.....taluka
of the ..... district, accept the position of
surety to Mr.....
for rupees ..... on account of
advance to be made to him for the purpose of carrying out the work he has contracted to do under the
agreement entered into by him with the Governor of Bombay in the.....19 ,
and guarantee that he shall repay the amount so advanced by the.....19 .
Should he fail to do so I hereby agree to make good the amount of advances aforesaid as may be due
from him on the.....to the extent of rupees.....together
with such additional amount as may be due from him on account of compound interest calculated at
the rate fixed from time to time by the Conservator. The said amount of advance and interest may
be recovered from me as an arrear of land revenue.

Signed by me this.....day of .....19 in the
presence of—

(1) Signature.

(2) Before me,

Divisional Forest Officer.

Magistrate.

FORM B.

(Press No. For. 355.)

AGREEMENT.

Whereas I, ...inhabitant of .....in the.....taluka of the ....District, have contracted to carry out the work of..... ..... (hereinafter referred to as the said work) And Whereas under the provisions of rule 128 under section 76, clause (*d*) of the Indian Forest Act, 1927, published in Government Notification in the Revenue Department, No. 4335/39, dated the 1st October 1942, I have been called upon to furnish a written instrument, for the due performance of the said work and for the repayment of advances of money that may be made to me in connection with the said work ; Now, therefore, I do hereby bind myself to complete the said work before the.....19 , to the satisfaction of the $\frac{\text{Divisional}}{\text{Range}}$ Forest Officer and in accordance with the instructions that may be received by me from time to time from the said officer, and I do also further bind myself to repay to the Governor of Bombay through the said officer by the abovementioned date all monies outstanding against me on that date together with such, amount by way of compound interest as may be due thereon as determined* by the said officer.

In case of my making default in completing the said work before the time and in the manner aforesaid or in repaying the monies outstanding against me together with interest as aforesaid before the date abovementioned I bind myself my heirs and legal representatives to forfeit to the Governor of Bombay the sum of rupees*..... (Rs.), which sum shall be recoverable from me as an arrear of land revenue in accordance with section 84 of the said Act.

Dated

Witnesses

Signature.

Before me,

Divisional Forest Officer.
Magistrate.

$\frac{\text{I}}{\text{We}}$ .....

inhabitant(s) of .....in the ..... Taluka of the.....District hereby declare $\frac{\text{myself surety}}{\text{ourselves sureties}}$ for the above said ..... that he shall do and perform all that he has above undertaken to do and perform, and in case of his making any default therein $\frac{\text{I}}{\text{We}}$ the said .....hereby bind $\frac{\text{myself, my heirs and legal representatives}}{\text{ourselves, our heirs and legal representatives}}$ (jointly and each of us bind himself, his heirs and legal representatives severally) to forfeit to the Governor of Bombay the sum of rupees ....(Rs.) in which the abovesaid..... has bound himself, or such smaller sum as shall be deemed sufficient by the ..... to cover any loss or damage which the Government may sustain by reson of such default.

Dated

Signature.

Witnesses.

Before me,

Divisional Forest Officer.
Magistrate.

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*This should be equal to the maximum amount of advance and interest that will be allowed to stand against the contractor at any one time.

ANNEXURE 30.01

Budget Calendar

1.	Receipt by the Finance Department of the first 4 months actuals from the Accountant General.	1st September.
2.	Receipt by the Administrative Departments of the Mantralaya from the Controlling Officers of (*i*) Budget Estimates for the ensuing year, in respect of normal receipts and standing charges, and (*ii*) List of Major Works, with copies to the Finance Department.	15th October.
3.	Finalisation of estimates in respect of normal receipts and standing charges by the Finance Department in consultation with the Administrative Departments.	1st December.
4.	Receipt of New Items from the Administrative Departments.	1st December.
5.	Preparation of preliminary forecast of estimate's under Non-Plan sector for the ensuing year based on the estimates of normal receipts and non-plan standing charges, to facilitate consideration of non-Plan New Items and assessment of resources available for financing Plan expenditure.	15th December.
6.	Receipt by the Finance Department of the first 8 months actuals from the Accountant General.	5th January.
7.	Receipt by the Finance Department of reports regarding probable alterations in the budgeted receipts and expenditure of the year current from the Controlling Officers and Administrative Departments of the Mantralaya—based on first 8 months actuals.	5th January.
8.	Scrutiny of non-Plan New Items	First week of January.
9.	Cabinet meeting for consideration of non-Plan New Items—Sections I and II.	Second or Third week of January.
10.	Receipt of details of "Plan" estimates (including "Plan" New Items) as approved by the Planning Sub-Committee of the Cabinet.	Third week of January.
11.	Finalisation of Budget Publications for being sent for printing.	Second week of February.

N.B: —The above Calendar assumes that the Budget (i. e. Vote-on-account Budget) will be presented to the Legislature in the Second week of March. In case, it is decided to present the regular Budget earlier i. e. in February, the dates mentioned in the Calendar against serial Nos. 4, 5, 8, 9, 10 and 11 will have to be suitably advanced.

ANNEXURE 31.01

महाराष्ट्र शासन
वित्त विभाग, मंत्रालय,
मुंबई : ४०० ०३२.
शासन निर्णय क्रमांक :- संकीर्ण-२००६/प्र.क्र.१३१/कोषा प्रशासन-५,
दिनांक १५ मे, २००७.

प्रस्तावना : सन २००५-२००६ पासून शासनाने जमा व खर्चाचे योग्य नियोजन करण्याच्या हेतूने व त्याचा समतोल राखण्यासाठी "मासिक निधी विवरणपत्र" तयार केले असून त्यानुसार खर्च करणे अनिवार्य केले आहे. ही पध्दत सन २००६-२००७ मध्ये पुढे चालू ठेवली असून सन २००७-२००८ मध्ये पुढे सुरू ठेवण्यात येणार आहे.

२. मासिक निधी विवरणपत्रानुसार उपलब्ध निधी खर्च होतो किंवा कसे याबाबत संगणकीकृत (computerised) व्यवस्था नसल्याने अर्थोपाय नियंत्रण करताना अडचणी आलेल्या आहेत. प्रचलित पध्दतीनुसार आहरण व संवितरण अधिका-यांना देयक सादर करण्यापूर्वी निधी मंजूरीचे आदेश प्रत्यक्ष प्राप्त करून घ्यावे लागतात. हे आदेश मिळण्यास बराच कालावधी लागतो व त्यामुळे विहित वेळेत देयक सादर करता येत नाही. परिणामी, योजनेसाठी तातडीने खर्च करण्यास अडचणी निर्माण होतात. तसेच अर्थसंकल्पीय तरतूदींच्या आहरण व संवितरण अधिकारीनिहाय वितरणाचे तपशील एकत्रितरित्या उपलब्ध नसल्याने हे अधिकारी तरतूदींच्या /मासिक निधी विवरणपत्राच्या (Monthly Cash Flow Statement) मर्यादेत खर्च करीत आहेत किंवा कसे याची पडताळणी करण अशक्य होत नाही. या माहितीअभावी कोषागारांना देयके पारित करताना अडथळे /अडचणी येत असल्याचे निदर्शनास आले आहे.

३. हे लक्षात घेता सर्व विभागांमध्ये आर्थिक शिस्त व सुयोग्य नियंत्रण येण्याच्या दृष्टीने राष्ट्रीय सूचना विज्ञान केंद्र, पुणे यांचे सहकार्याने वित्त विभागाने " संगणकीय अर्थसंकल्प वितरण प्रणाली" विकसित केली आहे. " संगणकीय अर्थसंकल्प वितरण प्रणाली" चा मुख्य उद्देश शासनाच्या विविध विभागातील आहरण व संवितरण अधिकारीनिहाय अर्थसंकल्पीय अनुदानाच्या तरतूदी इलेक्ट्रॉनिकस माध्यमातून सर्व कोषागार अधिकारी / अधिदान व लेखा अधिकारी व इतरांना उपलब्ध व्हाव्यात, तसेच आहरण व संवितरण अधिका-यांना अर्थसंकल्पीय अनुदानातून देयकांद्वारे रकमा आहरित करणे सुलभ व्हावे हा आहे.

४. त्याचप्रमाणे या प्रणालीच्या वापरामुळे पत्रपत्र धारक प्राधिका-यांना यापुढे त्यांचे धनादेश कोषागारास पृष्ठांकनाकरिता पाठविण्याची आवश्यकता राहणार नाही अशी सुध्दा सोय करण्यात आलेली आहे.

५. या शिवाय कोषागारामध्ये देयके सादर करण्याची कार्यपध्दती व वेळापत्रकात अधिक सुलभता आणण्याचे शासनाच्या विचाराधीन होते.

६. या कार्यप्रणालीच्या अमंलबजावणीकरिता शासन खालील प्रमाणे निर्णय घेत आहे.

शासन निर्णय :

१. महाराष्ट्र वित्तियोजन अधिनियम, २००७ क्रमांक १० म्हणून महाराष्ट्र शासन राजपत्र असाधारण, भाग-४, दिनांक १६ एप्रिल, २००७ रोजी प्रसिध्द करण्यात आले आहे. अर्थसंकल्पामध्ये उपलब्ध झालेली १००% तरतूद खालील अपवाद वगळता विभागाला परस्पर मासिक निधी वितरणाद्वारे खर्च करण्यास उपलब्ध करण्यात येत आहे.

२. खालील बाबींवरील अर्थसंकल्पीय तरतूदी वित्त विभागाच्या अनुमतीशिवाय खर्च करता येणार नाहीत-

(अ) बाराव्या वित्त आयोगाच्या शिफारशीनुसार केलेल्या सर्व तरतूदी.

(ब) केंद्र शासनाकडून प्राप्त होणारा निधी व राज्य शासनाच्या हिश्याचा निधी हा केंद्र शासनाकडून निधी प्रत्यक्ष प्राप्त झाल्याशिवाय वितरित करता येणार नाही अशा तरतूदी.

(क) कोट्यवधी अर्थसंकल्प विहित पध्दतीने मंजूर झाल्याशिवाय महामंडळाच्या भांडवली अंशदानासाठी केलेल्या तरतूदी.

(ड) विद्युत महामंडळ व त्या अंतर्गत असणा-या कंपन्या यांना देय अर्थसहाय्य, भाग भांडवल व कर्जाच्या तरतूदी.

(इ) महाराष्ट्र राज्य मार्ग परिवहन महामंडळास सवलतीपोटी देय अर्थसहाय्याच्या तरतूदी.

३. प्रशासकीय विभागांनी तसेच त्यांच्या अधिनस्त असलेल्या सर्व नियंत्रक अधिकारी व वितरण व संवितरण अधिकारी यांनी संगणकीय अर्थसंकल्प वितरण प्रणालीचा उपयोग करुन निधी वितरित करणे बंधनकारक राहील. या प्रणालीव्दारे वितरित केलेल्या अर्थसंकल्पीय तरतूदींचे लाभार्थ्यांच्या शाईच्या स्वाक्षरीचे आदेश निर्गमित करण्याची आवश्यकता राहणार नाही.

४. कोषागाराला सादर करण्यात येणाऱ्या प्रत्येक देयकासोबत या संगणकीय अर्थसंकल्प वितरण प्रणालीव्दारे छापून घेतलेली प्राधिकार पत्राची प्रत लावणे आवश्यक राहील. कोणत्याही शीर्षांखाली अनुदान उपलब्ध नसल्यास आहरण व संवितरण अधिकारी यांना असे प्राधिकार पत्र मुद्रित करता येणार नाही. अशा प्राधिकार पत्राशिवाय कोषागार कार्यालय व अधिदान व लेखा अधिकारी देयके स्वीकारणार नाही.

५. संगणकीय अर्थसंकल्प वितरण प्रणालीमार्फत वितरीत करण्यात आलेल्या निधीसाठी व या प्रणालीमार्फत छापून घेतलेल्या प्राधिकारपत्राप्रमाणे तयार केलेल्या धनादेशासाठी प्राधिकारपत्रधारक लाभधारकांना कोषागार अधिकाऱ्याच्या पृष्ठांकनाची आवश्यकता राहणार नाही.

६. संगणकीय अर्थसंकल्प वितरण प्रणालीद्वारे अर्थसंकल्पीय तरतूदींचे वाटप केल्यामुळे आहरण व संवितरण अधिकारी यांना प्रत्येक महिन्यात कोणत्याही प्रकारचे देयक कोणत्याही दिनांकास कोषागारात सादर करता येईल.

७. "संगणकीय अर्थसंकल्प वितरण प्रणाली" ही Intranet / Internet च्या माध्यमातून उपलब्ध आहे. ही प्रणाली वित्त विभाग (अर्थसंकल्प शाखा) यांच्या नियंत्रणाखाली असेल.

८. या कार्यप्रणालीची अंमलबजावणी दि.१ जून, २००७ पासून करण्यात यावी. सध्या या योजनेतून वेतन देयके बनवण्यात येत आहेत. वेतन देयकांकरिता करावयाच्या अंमलबजावणीची तारीख दि.१ ऑगस्ट,२००७ ही असेल.

<u>वित्त विभागाकडून निधीचे वितरण :</u>

९ संगणकीय अर्थसंकल्प वितरण प्रणालीच्या पहिल्या टप्प्यात विधीमंडळाद्वारे मंजूर करण्यात आलेल्या अर्थसंकल्पीय अनुदानाचे (मुख्य लेखाशीर्षानिहाय), मासिक निधी विवरणपत्रानुसार (Monthly Cash Flow Statement) संबंधित प्रशासकीय विभागांना वित्त विभागाकडून वितरण केले जाईल. सदर वाटप हे अर्थसंकल्प वितरण प्रणालीचा उपयोग करुन करण्यात येईल. सन २००७-०८ या वित्तीय वर्षासाठी तरतूद वितरीत करण्यात आली आहे.

<u>प्रशासकीय विभागांकडून अर्थसंकल्पीय तरतूदींचे वाटप :</u>

१०. वित्त विभागामार्फत निधी वितरीत झाल्यानंतर दुस-या टप्प्यात संबंधित प्रशासकीय विभागाने मुख्यलेखाशीर्षनिहाय प्राप्त झालेल्या रकमांचे, प्रथमत: योजनानिहाय, उपलेखाशिर्षनिहाय व उद्दिष्टनिहाय मासिक नियोजन करावे. हे नियोजन करताना टप्पा १ मधल्या वित्त विभागाने घालून दिलेल्या मासिक मर्यादा तसेच अर्थसंकल्पीय तरतूदी ओलांडल्या जाणार नाहीत याची दक्षता घेण्यात यावी. वित्त विभागाने घातलेल्या मर्यादा या विभागांनी कळविल्यानुसार पाळण्यात आल्या असल्यामुळे अशा मर्यादांचे पालन करण्यात विभागांना अडचणी येणार नाहीत.

११. तिसऱ्या टप्प्यात प्रशासकीय विभागांनी संगणकीय अर्थसंकल्प वितरण प्रणालीद्वारे तरतूदींचे वाटप नियंत्रक अधिकाऱ्यांना करावे. सदर तरतूदीचे वितरण हे योजनानिहाय, उपशिर्षनिहाय, उद्दिष्टनिहाय असेल. हे वाटप करताना परिच्छेद २ मधील प्रशासकीय विभागांना घालून दिलेल्या मर्यादा ओलांडल्या जाणार नाहीत याची दक्षता घेण्यात यावी.

१२. शेवटच्या टप्प्यात नियंत्रक अधिकारी, त्यांच्या अधिनस्त असलेल्या आहरण व संवितरण अधिका-यांना अनुदानाचे वितरण संगणकीय अर्थसंकल्प वितरण प्रणालीद्वारे करतील. संगणकीय अर्थसंकल्प वितरण प्रणालीद्वारे तरतूदींचे वाटप केल्यास शाईच्या स्वाक्षरीचे अनुदान वाटप आदेश निर्गमित करण्याची आवश्यकता राहणार नाही.

१३. आहरण व संवितरण अधिकारी त्यांचेकडील तरतूदीचे आणखी वितरण इतर आहरण व संवितरण अधिकारी यांना अनुज्ञेयतेनुसार करु शकेल. परंतु त्याकरिता नियंत्रक अधिकारी यांची या संगणकीय अर्थसंकल्प वितरण प्रणालीमार्फत मान्यता प्राप्त केल्याशिवाय अशा तरतूदी वितरीत करता येणार नाहीत.

<u>आहरण व संवितरण अधिका-यांनी कोषागारात सादर करावयाची देयके :</u>

१४. संगणकीय अर्थसंकल्प वितरण प्रणालीनुसार आहरण व संवितरण अधिकारी यांना त्या त्या गरजेनुसार उपलब्ध असलेल्या अर्थसंकल्पीय तरतूदीतून खर्च करता येईल. आहरण व संवितरण अधिका-याने अशा प्रत्येक देयकाची नोंद संगणकीय अर्थसंकल्प वितरण प्रणालीमध्ये करणे बंधनकारक आहे. सदर नोंद घेताना खर्चाचे लेखाशीर्ष, स्थूल व निव्वळ रकमा, बजाती संदर्भात जमा/खर्चाच्या रकमा इ. सर्व बाबींचा उल्लेख करण्यात यावा. देयकापोटी काढावयाचा धनादेश ज्यांच्या नावे काढावयाचा आहे, त्यांच्या बँकेचे नाव, शाखेचे नाव, बँक खात्याचा क्रमांक, संगणकीय

अर्थसंकल्प वितरण प्रणालीत देयकांची नोंद करतानाच दर्शविणे आवश्यक राहील. अशी नोंद केल्यानंतर संगणकीय अर्थसंकल्प वितरण प्रणालीमधून विशिष्ट संकेतांक असणारे प्राधिकार पत्र मुद्रित करता येईल. हे प्राधिकार प्रत द्विप्रतीत तयार करावे. या दोन्ही प्रतींवर आहरण व संवितरण अधिकाऱ्यांनी स्वाक्षरी करून त्या देयकासोबत जोडाव्यात.

१५. संगणकीय अर्थसंकल्प वितरण प्रणालीद्वारे मुद्रित केलेल्या प्राधिकार पत्राच्या दोन प्रती देयकासोबत जोडल्या नसल्यास, कोषागार अधिकारी /अधिदान व लेखा अधिकारी देयके स्वीकारणार नाहीत.

१६. देयकासोबत जोडलेल्या प्राधिकार पत्राच्या एका प्रतीवर देयक प्राप्त झाल्याबाबतची पोच कोषागार कोषागार अधिका-यांनी त्याच्या शिक्क्यासह स्वाक्षरी करावी व ती आहरण व संवितरण अधिकारी यांना परत करावी. देयक पारित झाल्यास, सदर दुस-या प्रतीवर धनादेश प्राप्त करण्याकरिता ज्याला प्राधिकृत केले आहे त्या कर्मचाऱ्याला कोषागाराकडून धनादेश वितरित केला जाईल. संगणकीय अर्थसंकल्प वितरण प्रणालीद्वारे दिला जाणारा प्राधिकार पत्रावरील विशिष्ट संकेतांक कोषागार अधिका यांनी धनादेशावर नोंदवावा.

<u>पतपत्र पध्दतीबाबत :</u>

१७. यापुढे पतपत्र पध्दत वरील योजनेमुळे रद्दबातल ठरेल. यामुळे सार्वजनिक बांधकाम विभाग, जलसंपदा विभाग, वन विभाग, दुग्धव्यवसाय, अन्न नागरी पुरवठा व ग्राहक संरक्षण विभाग तसेच शिक्षकांच्या पसंतीच्या रकमा इत्यादीसाठी पतपत्र निर्गमित करण्याची आवश्यकता राहणार नाही. या अर्थसंकल्प वितरण व्यवस्थेद्वारे होणारे वाटप हेच पतपत्र म्हणून समजण्यात येईल. पतपत्राची कार्यपध्दती लागू असणाऱ्या विभागीय अधिका-यांनी यापुढे संगणकीय अर्थसंकल्प वितरण प्रणालीद्वारे अनुज्ञप्ति वितरित करावे.

१८. पतपत्र अधिका-यांद्वारे दिले जाणारे धनादेश पृष्टांकनासाठी कोषागारांकडे पाठविण्याची आवश्यकता राहणार नाही. परंतु, असे धनादेश वितरित करण्यापूर्वी प्रत्येक धनादेशाची नोंद वर परिच्छेद १५ मध्ये दर्शविलेल्या पध्दतीप्रमाणे या प्रणालीत घेणे बंधनकारक राहील. संगणकीय अर्थसंकल्प वितरण प्रणालीमधून उपरोक्त १४व्या परिच्छेदात नमूद केल्याप्रमाणे नोंद घेतल्यानंतर पतपत्रधारक अधिका-यांनी प्राधिकार पत्राची प्रत मुद्रित करून ती आपल्या लेखात जपून ठेवावी तसेच त्यावरील प्रणालीद्वारे दिल्या गेलेल्या विशिष्ट संकेतांकाची नोंद धनादेशाच्या पाठिमागे न विसरता करावी.

१९. अशा संकेतांकांची नोंद धनादेशावर नाही असे कोषागार अधिका-यांच्या निदर्शनास आल्यास त्याची गंभीर दखल घेऊन पतपत्रधारक अधिका-यांचे अधिकार रद्द करण्यात येतील.

<u>प्रशिक्षण :</u>

२०. ही प्रणाली वापरण्याकरिता अधिकारी/कर्मचारी यांना आवश्यक प्रशिक्षणाची व्यवस्था वित्त विभाग, राष्ट्रीय सूचना विज्ञान केंद्र, पुणे यांचे सहकार्याने करील. प्रशिक्षणाचा कार्यक्रम लेखा व कोषागारे संचालनालयाच्या संगणक शाखेने तयार करून वित्त विभाग व राष्ट्रीय सूचना विज्ञान केंद्र, पुणे यांच्या सहकार्याने आयोजित करावा. सर्व प्रशासकीय विभागातील अर्थसंकल्पविषयक कामकाज पाहणाऱ्या सहसचिव/उपसचिव/ अधिकारी/कर्मचारी यांना प्रशिक्षण देण्यात येईल. तदनंतर अशाच

प्रशिक्षण सर्व विभाग प्रमुखांना देण्यात येईल. त्याबाबतचे वेळापत्रक स्वतंत्रपणे निर्गमित करण्यात येत आहे. सर्व विभाग प्रमुखांनी त्यांचे अधिनस्त असणा-या नियंत्रक अधिका-यांना प्रशिक्षण द्यावे. तसेच त्यांनी त्यांच्या विभागातील सर्व आहरण व संवितरण अधिका-यांना सदर प्रणालीबाबत प्रशिक्षित करावे.

२१. प्रत्येक आठवडयाच्या शुक्रवारी सकाळी १०.३० ते दुपारी ४.३० पर्यंतचा वेळ विभागीय उपसंचालक लेखा व कोषागारे यांच्या कार्यालयातील लेखा अधिकारी (प्रशिक्षण) यांनी प्रशिक्षणासाठी राखीव ठेवावा. नियंत्रक अधिकारी / आहरण व संवितरण अधिकारी यांना पूर्व सूचनेशिवाय अशा प्रशिक्षणास उपस्थित राहता येईल. याशिवाय "लेखा व कोषागारे संचालनालयाच्या अधिनस्त असणा-या प्रत्येक विभागीय उपसंचालकांनी त्यांच्या कार्यालयातील सहाय्यक संचालक आणि लेखा अधिकारी (प्रशिक्षण) यांच्या सहकार्याने त्यांच्या महसूली विभागातील नियंत्रक अधिकारी/आहरण व संवितरण अधिकारी यांचे प्रशिक्षण विभागीय आयुक्तांशी विचार विनिमय करुन आयोजित करावे. तसेच या प्रणालीसंबंधी नियंत्रक अधिकारी/आहरण व संवितरण अधिकारी यांना वेळोवेळी येणा-या अडचणींचे निराकरण करावे.

२२. प्रत्येक कोषागाराने सुध्दा नियंत्रक अधिकारी/आहरण व संवितरण अधिकारी यांना आवश्यक ती सर्व मदत (संगणकीय अर्थसंकल्प वितरण प्रणाली व्दारे वितरण करुन प्राधिकार पत्र मुद्रित करण्यापर्यंत) करावी.

२३. प्रत्येक जिल्ह्याच्या जिल्हाधिका-यांनी त्यांच्या अधिनस्त असणा-या जिल्हा उद्योग केंद्र (D.I.C.) आणि राष्ट्रीय सूचना विज्ञान केंद्राचे जिल्हा माहिती अधिकारी (D.I.O.) यांच्या प्रशिक्षणाची व्यवस्था करुन त्यांच्या माध्यमातून नियंत्रक अधिकारी/आहरण व संवितरण अधिकारी यांना येणा-या सर्व प्रकारच्या अडचणींचे निवारण करण्याच्या सूचना द्याव्यात. तसेच आवश्यकतेनुसार त्यांना संगणकीय सुविधा उपलब्ध करुन देण्याच्या सूचना द्याव्यात. जिल्हाधिका-यांनी सेतू प्रकल्पाच्या माध्यमातूनही नियंत्रक अधिकारी/आहरण व संवितरण अधिकारी यांना अशा सुविधा उपलब्ध करुन द्याव्यात.

<u>मदत कक्ष :</u>

२४. संगणकीय अर्थसंकल्प वितरण प्रणाली वापरताना येणा-या अडचणींचे निराकरण करण्यासाठी वित्त विभाग, अर्थसंकल्प शाखेत मदत कक्षाची (Help Desk) निर्मिती करण्यात येत असून हा कक्ष तिसरा मजला कक्ष क्र.३०७ येथे कार्यरत राहिल.

<u>इतर :</u>

२५. सद्यस्थितीत संगणकीय अर्थसंकल्प वितरण प्रणालीद्वारे नेमून दिलेल्या निधीच्या वितरणाचे कार्य पार पाडले जाणार आहे. अर्थसंकल्पीय रकमांचे पुनर्वितरण, पुनर्विनियोजन करणे, आकस्मिकता निधीतून मंजूरी देणे आणि त्याद्वारे मिळणारी रक्कम तसेच पुरवणी मागणीद्वारे मिळणा-या रकमा यांचे वितरण करणे इत्यादिबाबतचे आदेश स्वतंत्रपणे निर्गमित करण्यात येतील.

२६. या प्रणालीच्या अंमलबजावणीकरिता सर्व प्रशासकीय विभाग, त्यांचे अधिपत्याखालील नियंत्रक अधिकारी आणि आहरण व संवितरण अधिकारी यांनी या शासन निर्णयाद्वारे दिलेल्या सूचनांचे काटेकोर पालन करणे आवश्यक राहील. प्रशासकीय विभाग / नियंत्रक अधिकारी यांनी

त्यांच्या विभागाच्या आहरण व संवितरण अधिकारीनिहाय तरतूदी संगणकीय अर्थसंकल्प वितरण प्रणालीद्वारेच वितरित केल्या जातील याची दक्षता घ्यावी. त्या अनुषंगाने सर्व प्रशासकीय विभागांनी त्यांच्या अधिनस्त कार्यालयातील संबंधित अधिका-यांना सूचना निर्गमित कराव्यात.

२. हा आदेश शासनाच्या वेब साईटवर उपलब्ध असून त्याचा संकेतांक २०१७०५२५१६२२३८००१ असा आहे.

(ने.ग.पाटील)
शासनाच्या उपसचिव
वित्त विभाग.

प्रति,
राज्यपालांचे सचिव,
मुख्य मंत्र्यांचे व उप मुख्यमंत्र्यांचे सचिव,
सर्व मंत्री आणि राज्यमंत्री यांचे खाजगी सचिव,
सर्व मंत्रालयीन प्रशासकीय विभाग,
प्रशासकीय विभागांच्या नियंत्रणाखालील सर्व कार्यालय प्रमुख,
महालेखापाल (लेखा व अनुज्ञेयता)-१, महाराष्ट्र,मुंबई,
महालेखापाल (लेखा व अनुज्ञेयता)-२, महाराष्ट्र, नागपूर,
उपमहालेखापाल (लेखा परीक्षा)-१, महाराष्ट्र, मुंबई,
सहायक महालेखापाल (लेखा परीक्षा)-२, महाराष्ट्र, नागपूर,
महालेखापाल (वाणिज्यिक लेखापरीक्षा), महाराष्ट्र, मुंबई,
* सचिव, महाराष्ट्र विधानमंडळ, सचिवालय, मुंबई,
* प्रबंधक, उच्च न्यायालय (मुख्य शाखा),मुंबई,
* प्रबंधक, उच्च न्यायालय (अपील शाखा), मुंबई,
* प्रबंधक, महाराष्ट्र प्रशासकीय न्यायाधिकरण, मुंबई,
* सचिव, महाराष्ट्र लोकसेवा आयोग मुंबई,
* प्रबंधक, लोक आयुक्त व उप लोक आयुक्त यांचे कार्यालय, मुंबई,
सर्व विभागीय आयुक्त
सर्व जिल्हाधिकारी
सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी
सर्व जिल्हा परिषदांचे मुख्य वित्त व लेखा अधिकारी
कोषागार, लेखा व कोषागारे, मुंबई,
मुख्य लेखाधिकारी,क्र, प्रादेशिक निधी लेखा, कोकण भवन, नवी मुंबई,
उप कोषागार, लेखा व कोषागारे, पुणे, नाशिक, नागपूर, अमरावती, औरंगाबाद, कोकण भवन, नवी मुंबई.
कोषागार व लेखा अधिकारी, मुंबई,
जिल्हास्तरीय लेखा परीक्षा अधिकारी, मुंबई,
सर्व कोषागार अधिकारी,
सर्व उपकोषागार अधिकारी,
अवर सचिव, मंत्रालय, मुंबई
वित्त विभागातील सर्व कार्यासने,
निवड नस्ती, वित्त विभाग कोषागारे-५. * पत्रव्यवहारे.

ANNEXURE 31.02

खर्चावर नियंत्रण ठेवण्यासंबंधी सूचना

महाराष्ट्र शासन,
वित्त विभाग,
परिपत्रक क्रमांक:- खर्चनि-१०.०६/प्र.क्र.१/अर्थोपाय
मंत्रालय, मुंबई ४०० ०३२
दिनांक:२० एप्रिल, २००६

वाचा :- १) शासन परिपत्रक क्रमांक : पी ५१८/प्र.क्र.१४६/१९९१, अर्थोपाय दि. १७/५/१९९१ (प्रत जोडली आहे)
२) शासन परिपत्रक क्रमांक : पी ५१८/प्र.क्र.२७८/२०००, अर्थोपाय दि. ४ मे २००० (प्रत जोडली आहे)

परिपत्रक

राज्याच्या अर्थोपाय परिस्थितीवर नियंत्रण ठेवण्याच्या दृष्टीकोनातून, राज्याच्या तिजोरीवर अचानक येणारा मोठ्या रकमांचा भार विचारात घेऊन संभाव्य अधिकर्ष टाळण्यासाठी व अधिकर्षाची रक्कम विहित मुदतीत परतफेड करणे शक्य व्हावे यासाठी शासनाने उपरोक्त परिपत्रकांव्दारे खर्चावर नियंत्रण ठेवण्याच्या हेतूने एकरकमी मुक्त करावयाच्या रकमेवर निर्बंध घातले असून रु.५० लक्षपेक्षा जास्त रक्कम वितरीत करण्यापूर्वी या विभागाच्या अर्थोपाय कार्यासनाची अनुमती घेण्याची अट घालण्यात आली आहे.

२. सन २००६-२००७ चा अर्थसंकल्प साधनसंपत्तीशी निगडीत असून सन २००५-०६ प्रमाणे या वर्षीही मासिक निधी विवरणपत्राप्रमाणे निधी उपलब्ध करुन घेण्यास विभागाला मुभा देण्यात येत आहे. त्या अनुषंगाने विभागाने पुढीलप्रमाणे मार्गदर्शक सूचनांचे अनुपालन करणे आवश्यक राहील:-

(१) मूळ तरतूदी व पुरवणी मागण्यान्वये केलेल्या तरतुदी वितरीत करतांना शासन परिपत्रक, वित्त विभाग क्र.पी-५१८/प्र.क्र.२७८/२०००/अर्थोपाय, दिनांक ४ मे २००० अन्वये रु.५० लाखापेक्षा जास्त निधी प्रत्यक्षात मुक्त करण्यापूर्वी या विभ ग अर्थोपाय कार्यासनाची मान्यता आवश्यक होती, ती यापुढे लागणार नाही.

(२) अर्थसंकल्पाद्वारे उपलब्ध झालेल्या तरतूदीमधून १००% रक्कम खर्चासाठी उपलब्ध करण्यात येत आहे.

(३) सदर कॅश फ्लोप्रमाणे करण्यात येणारा खर्च हा मंजूर योजनांसाठीच करण्यात यावा व तो खर्च मंजूर तरतूदीच्या मर्यादेत असावा.

(४) प्रत्येक लेखाशीर्षाखालील खर्च मासिक निधी विवरणपत्रानुसार दरमहा करण्यात यावा.

(५) नवीन प्रयोजनासाठी/नवीन बाबींसाठी मंजूर तरतूदीतून खर्च करण्यात येऊ नये.

(६) कॅश फ्लो विवरणपत्रात दर्शविल्याप्रमाणे संबंधीत उपलेखाशीर्षाखालीच सदर खर्च करण्यात यावा. विभागाने परस्पर पुनर्विनियोजनाने खर्चासाठी रक्कम उपलब्ध करु नये.

(७) मान्य केलेल्या कॅश फ्लो प्रमाणे दरमहा खर्च झाला नाही तर अखर्चित रकमेस विभाग सर्वस्वी जबाबदार रहील.

(८) एखाद्या विशिष्ट प्रकरणी या विभागाने अनौपचारीक संदर्भ दिला असल्यास, त्याबाबतचे आदेश एका महिन्यात काढण्यात यावे. सदर अनौपचारीक संदर्भ एक महिन्यानंतर वापरता येणार नाही.

(९) उपरोक्त मार्गदर्शक सूचनांचे उलंघन होत असल्यास अशा प्रकारच्या प्रस्तावांना निधी वितरणापूर्वी अर्थोपाय कार्यासनाची पूर्वपरवानगी घेण्यात यावी.

३. राज्याचे व्यवस्थापन, योग्यरीत्या ठेवण्यासाठी जमा व खर्चाचे संतुलन ठेवणे अगत्याचे आहे आणि म्हणून आपण उपरोक्त सूचनांचा कृपया काटेकोरपणे अवलंब करावा व आर्थिक शिस्त ठेवण्याच्या शासनाच्या धोरणास आपण सहकार्य करावे, अशी आपणास विनंती आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

ओ. पी. गहरोत्रा

(ओ.पी. गहरोत्रा)
अपर मुख्य सचिव ,महाराष्ट्र शासन,
वित्त विभाग

प्रति,
१) अपर मुख्य सचिव/प्रधान सचिव / सचिव, सर्व मंत्रालयीन विभाग.
२) संचालक, लेखा व कोषागारे ,मुंबई.
३) महालेखापाल, मुंबई / नागपूर
४) सर्व सह/उप सचिव/अवर सचिव, वित्त विभाग
५) सर्व व्यय कार्यासने
६) निवड नस्ती, अर्थोपाय कार्यासन

ANNEXURE 35.01

SUBJECT : *Index of File numbers.*

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No. O and M/B-5266 of 1965-66.

SUBJECT : *Index*

Poona No. 1, Dated the 9th Oct. 1965.

An Index of File numbers for Divisional Forest Offices is given in the Annexure on page 219 of the Bombay Forest Manual, Vol. I. These File numbers are also adopted in some offices of the Conservators as also in the office of the Chief Conservator of Forests. It is, however, observed that there is no uniformity in maintenance of the files in all the offices. The existing Index in the Bombay Forest Manual was prescribed long ago and has now become outdated as the nature, variety and the volume of correspondence have undergone significant change since then. The indexing system, therefore, needs to be modified so as to meet the growing complexity of correspondence, by introducing a simple system whereby it should be possible to trace the correspondence with ease and precision. With this in view the matter has now been examined. The various subjects dealt with in the Forest Offices at different levels have been broadly classified into various compilations and sub-compilations wherever necessary as shown in the enclosed list. In order to know as to which compilation and sub-compilation, the correspondence pertains and to enable marking of the receipts to the appropriate branch or table and also to facilitate speedily trace of the previous correspondence it is decided that the name of the compilation should be indicated in tri-letters, *viz.*, ACT for Accounts, EST for Establishment, BLS for Bills, ADV for advances, etc., and number of the sub-compilation in italics as indicated in the list. If there is more than one file under any compilation or sub-compilation the file numbers should be indicated by serial number of the file as may be given in the case register such as (1) Pay Bills of Range Forest Officers ; (2) Pay bills of Clerks ; (3) Pay bills of class IV servants and so on. Separate case numbers should be given for the cases under each main compilation, the sub-compilation if there be any being indicated by italics against the serial number. Thus if the correspondence pertains to the main compilation Bills and sub-compilation Pay Bills, the correspondence on the above subject should be indicated by the symbols BLS (1) (a) (1964-65).... if it pertains to pay bills of clerks by BLS (3) (b) (1964-65)....if it pertains to T. A. Bill, etc., and despatch

number given thereafter. If there be Sectional or Branch System, viz., A Section, B Section, etc., the same can also be added after the despatch number. If this is adopted it will be easy to know from the reference number quoted in the replies to the communication the branch or table and file to which it pertains.

2. It is directed that hereafter the above system should be uniformly followed in the maintenance of the case registers, office files and in all correspondence.

(Sd.) S. S. BUIT,
Chief Conservator of Forests,
Maharashtra State.

To

(1) Conservators of Forests all.
(2) Divisional Forest Officers all.
(3) Forest Utilization Officer, M. S., Poona.
(4) Silviculturist, M. S., Poona.
(5) Forest Engineer, M. S., Nagpur.
(6) Forest Statistician, M. S., Poona.
(7) Assistant Silviculturist, M. S., Nagpur.
(8) P. A. to C. C. F. and Superintendents in C. C. F.'s Office.

ANNEXURE 37.01

Instructions for (a) Filing (b) Sorting, Preservation and Destruction of records

Memo. of Instructions for (a) Filing Records; (b) Sorting, Preservation and Destruction of Records.

(R. 3222 of 23rd March 1916, 6221/24 of 8th May 1935 and 6221-D/24 of 24th January 1944.)

(a) FILING RECORDS.

1. As soon as papers or correspondences are registered in the Inward and Outward Registers, "back" and "forward" columns in both the Registers should be filled in without fail.

2. When a correspondence ends, the "back" number will be put in the proper column and the word "File" will be entered in the column "Forward".

3. On the very day on which a correspondence ends, it should be taken to the Head of Office for orders to file it, and his initials obtained on the same.

4. The correspondence will then be given a serial case number, which should be inserted in the Inward or Outward Register, as the case may be, against the Register number and date with which the correspondence ends and filed in the proper place in the proper file.

5. The term "correspondence" used in the foregoing paragraphs implies a case. A case is a group of documents (sub-cases) relating to one subject (*vide* A. 554). The case form, therefore, is to be used only for each main case and not for each of the documents (sub-cases) contained in it.

6. In the case of certain files, like the Establishment and Timber Files, it will be necessary to divide the main cases into parts to facilitate references. The main case will then have the brown half sheet case-form affixed to it, showing the divisions or parts, and each division will have the yellow quarter sheet case-form affixed to it, showing the sub-cases included in it The sub-cases need no individual case-forms but will be placed in order under each division.

7. Owing to a diversity in the system of filing and preparing cases for the English correspondence in Divisional Offices, clerks, on transfer to any new office find it difficult to trace back references. To obviate this difficulty the numbers and names of all files in those offices are fixed in the list in the Annexure. The filing should be done only according to the above instructions and the list prescribed.

Contd.----

(b) SORTING, PRESERVATION AND DESTRUCTION OF RECORDS.

(i) ENGLISH RECORDS.

1. As soon as any completed correspondence is stamped A or B as the case may be (according to the list of records to be preserved and destroyed sanctioned by R. 4752 of 5th May 1916 and F. 5320 of 24th November 1931 and 11th October 1934) and ordered to be filed, it should be entered in the Register of Cases (Form. B. F. M. 134).

2. The column "number and the date of close of each case" should be invariably filled in to facilitate the tracing of a particular correspondence named in the Register either in the Inward or Outward Register.

3. In column 6 of the Register, the subject of the main case as well as of its divisions only should be entered, and in columns 7 (Inward No.) and 8 (outward No.) the number and date of close of each sub-case contained in each division. There will thus be as many numbers in columns 7 and 8 as there are sub-cases under each case or division of a case. If the space in columns 7 and 8 be insufficient the numbers may be entered in column 6 also. There is no need to give closing numbers against cases of applications for posts and of periodicals such as Establishment Returns, Timber Returns, Cash Accounts, Progress Reports, Diaries and the like.

4. In order to ensure correctness of entries made in the Register, it should be signed by the clerk who writes it and checked by the Head Clerk.

5. I instructions are strictly adhered to, no separate sorting, or keeping of B papers in separate "daftar", or preparing separate lists of them will be necessary; much time and labour spent on record sorting in all offices will thus be saved. As regards A papers, the first three columns should be filled in and the letter "A" written in the middle of the next two columns. This will show that the case is to be permanently kept in the file.

(ii) RECORDS IN REGIONAL LANGUAGES.

6. As soon as a completed case goes back to the Divisional Office it should be stamped A or B as the case may be and ordered to be filed. The barnishi clerk should register it along with the other cases disposed of during the day and (except in the case of 'B' papers to be kept for 6 years or less) enter it at once in the 'Ferist' (Register of cases Form B. F. M. 136 and 137), as regularly as he enters the cases disposed of in the daily despatch (tapal) book. In fact the 'Ferist' of A and B papers and the 'tapal' book should be dealt with simultaneously by him. He should then place the case in the 'daftar' of the list No. concerned which should be duly labelled. Each list No. will have a separate daftar.

7. Papers which are to be kept for 6 years or less periods should, before they are filed, be stamped as usual with the rubber stamp showing list number, number of years to be kept and year of destruction, under the signature of the head of the office, the list No. and year of destruction should be noted in the *barnishi* against the last entry of the correspondence in it and the correspondence should be kept in the *daftar* pertaining to the list No. concerned. No separate *ferist* should be written up. (R. 6221/24 of 8th May 1935 and 6221-D/24 of 4th January 1944.)

8. In column 2 'Serial Number' the serial number of cases coming under *each* list number should be entered and not of all cases of the year. For each list number, a separate sheet should be assigned and cases relating to it entered on the sheet as they occur under their own serial number.

9. Thus the object of paragraphs 6 and 7 is to avoid all chances of accumulation of sorting and listing work and that of paragraph 7 is to facilitate references to cases of the same list number in one place. It has been the general idea that this work is to be done once only at the close of the official year and when the time comes the clerks shirk the accumulation and apply for extra assistance. Such a practice should be strictly stopped.

10. In the column 'contents of correspondence' lengthy details must be avoided. Only the purport, not exceeding two lines at most for each case, should be entered, when the nature of the entries may vary as in the case of list number A-3 'Correspondence regarding acquisition of lands'. Where the nature is always the same as in the case of list No. B-6, 'Indents for stamps' no subject-matter of the individual case need be given.

11. At the end of March each year, the sheets, mentioned in paragraphs 6 and 8 should be stitched together into a book and produced for the D. F. O.'s approval, together with the Register of cases of English Papers mentioned in paragraph 4 above (*Vide* A. 566).

12. During September each year the D. F. Os. should after going through the approved Register of Cases and the 'Ferist' have such cases as are due for destruction in any one year taken out of the files of English record and the 'daftars' of regional language record and destroyed, a remark being written to that effect in the Register of Cases and the 'Ferists' against each case under their initials. Officers subordinate to the D. F. O. should submit such cases to the D. F. O., at the time of inspection of the office and obtain his authority for their destruction (*Vide* A-572).

ANNEXURE.

LIST OF FILES TO BE MAINTAINED IN THE DIVISIONAL FOREST OFFICES.

1. Accounts (divisional).
2. Accounts (subordinates').
3. Annual Administration Report.
4. Bills (Pay, Travelling, Refund, etc.).
5. Books, Maps, Stationery Forms and Printing.
6. Budget.
7. Cancelled Vouchers.
8. Communications and Buildings (including wells and other capital works).
9. Diaries.
10. Establishment (gazetted, protective and office).
11. Forest Organization (including Demarcation, Settlement, Rights, Privileges, Protection, Improvement, Working Plans, etc.).
12. Forest Research.
13. Government Gazette.
14. Government Resolutions (to be filed according to subjects in separate compilations in alphabetical order as prescribed by the Chief Conservator).
15. Inspection.
16. Machinery, Stores, Tools and Plant, Live and Dead stock.
17. Minor Forest Produce (Exploitation, sales, supplies, etc.).
18. Miscellaneous.
19. Progress reports.
20. Standing Orders—Chief Conservator's.
21. Standing Orders—Conservator's.
22. Standing Orders—Divisional Forest Officer's.
23. Standing Orders—Accountant General's (Circulars, General Letters, etc.).
24. Standing Orders—Collector's and others.
25. Timber and Fuel (Exploitation, Sales, supplies, etc.).
26. Timber Returns.
27. Working Orders (with sub-files for those of Conservator, D. F. O., etc.).

Note.—The sub-divisions of each file and the cases to be maintained in each file may be prescribed by the Chief Conservator.

Appendix 15

List of registers, books, etc., required to be maintained in the divisional forest office and its different subordinate offices

Serial No.	Description.	B. F. M. Form No.	Press No.
	DIVISIONAL OFFICE.		
1	Register of reserved and other kinds of forests	1	For. 323
2	Record of ranges, rounds and beats with names of forests (if unorganised) or block and compartment (if organised) and area of each forest or Compartment.	2	.....
3	Control books for Working Plans	3 and 5	For. 17A and 19
4	Record of works of improvement	7	For. 19A

Serial No.	Description.	B. F. M. Form No.	Press No.
	DIVISIONAL OFFICE—contd.		
5	Register of forest lands given out on lease	8	Spl. For. 59
6	Register of securities furnished by subordinates ...	11	R. M. 19
7	Register of landed property held by Government servants ...	15	Gen. 122
8	Distribution list of subordinates	22	.....
9	Register of leave granted to subordinates	23	.....
10	List of candidates for employment as forest guards ...	24	.....
11	Register of sanctioned capital works	32	For. 306
12	File of monthly return of receipts and issues of timber and other forest produce in depots.	42	For. 293
13	Register showing details of timber and other forest produce credited in Form B. F. M. 42 and the quantity for which contractors or workmen were paid	43	For. 41
14	Register of forest produce removed by right and privilege holders.	45	.....
15	Register of free grants of forest produce	46	For. 3
16	Register of forest produce and other property seized and disposed of.	48	For. 42
17	Register of stores, tools and plant	49	Gen. 44
18	Register of live-stock	App. X	
19	Cash book	52	For. 300
20	Register of revenue demands	56	For 361
21	Register of revenue outstandings	57	For. 296
22	Receipt book	59	For. 81 and Gen. 113
23	Register of forest remittances	60	For. 223
24	Register of cheques	63	For. 4
25	Register of contingent charges	64	For. 10
26	Service stamp register—Form A	66	Gen. 98
27	Service stamp account—Form B	67	Gen. 98A
28	Contractors' and disbursers' ledger	68	For. 261
29	Register of budget grants and monthly and progressive revenue and expenditure in each unit.	70	For. 5
30	Register of receipts of forest deposits	73	Try. 28
31	Register of repayments of deposits	75	Try. 29
32	File of establishment pay bills	83	Gen. 1A and 1
33	Subsidiary register of supplementary pay bills	86	Gen. 213
34	Register of T. A. bills	89	For. 20
35	Register of receipts and issues of documents (English) ...	130	For.8
36	Outward register (regional language)	131	Gen. 40
37.	Inward register (regional language)	132	Gen. 41
38	Register of cases (English)	134	For. 6 or 7
39	Index of "A" papers (regional language)	136	For. 221
40	Index of "B" papers (regional language)	137	For. 222
41	List of books and maps kept in the library of an officer ...	139	Gen. 125
42	Register of receipts and issues of pass and other books and forms.	140	For. 16
43	Divisional register of forest offences	144	For. 11 or 11A
44	Register of demarcation		For. 12

Serial No.	Description.	B. F. M. Form No.	Press No.
	DIVISIONAL OFFICE—Contd.		
45	Book of authorization to issue passes		For. 331
46	Gradation list of forest guards		For. 157
47	Peon's delivery book		Gen. 52
48	Diary book		For. 333
49	Register of malki Nos. from which wood is allowed to be removed ...		For. 13
50	Register of agreements		For. 25
51	File of Conservator's memoranda intimating issue of shooting licences. ...		Spl. For. 31
52	Register of artificial plantation		Try. 187
53	Register of Government Promissory Notes, war bonds, Postal Cash Certificates, etc. kept in the treasury for safe custody. ...		For. 26a
54	Register of inamdars' share bills (khoti ledger)		.....
55	Register of issues of books and maps		.....
56	Register showing the inspections of subordinate offices in the division ...		.....
57	Register of authorization issued to subordinates to keep pass, permit and receipt books. ...		.....
58	Register of sanctioned estimates of works		.....
59	Register of sanctions to expenditure (miscellaneous and fixed charges). ...		.....
60	Game book		.....
61	Register of sanctioned working plans (for divisions only), see A. 262, Working Plans of B. F. M. II.		
62	Register of losses to be exhibited in Government accounts		.....
63	Register of amounts written off		.....
	RANGE OFFICE.		
1	Register of reserved and other kinds of forests ...	1	For. 323 or Spl. For. 33
2	Record of rounds and beats with names of forests (if unorganised) or blocks or compartments (if organised) and area of each forest or compartment.	2	
3	Register of leave	23	
4	Bill book	25	For. 277
5	Permit for timber	26	For. 170
6	Permit for firewood and other minor forest produce ...	27	For. 169
7	File of monthly returns of receipts and issues of timber and other forest produce in depots.	42	For.293
8	Register of stores, tools and plant	49	Gen. 44
9	Cash book	52	For. 300
10	Cash account file	54 and 55	For. 350 and 351.
11	Receipt book	59	For. 81 and Gen. 113.
12	Service stamp register—Form A	66	Gen. 98
13	Service stamp account—Form B	67	Gen.98A.
14	Contractors' and disbursers' ledger	68	For. 261
15	File of pay bills of permanent and temporary establishments ...	83	Gen. 1A and 1
16	Register of receipts and issues of documents (English) ...	130	For. 8
17	Outward register (regional language)	131	Gen. 40.

Serial No.	Description.	B. F. M. Form No.	Press No.
	RANGE OFFICE—cond.		
18	Inward register (regional language)	132	Gen. 41
19	Register of cases	134	For. 6 and 7
20	Index of "A" papers (regional language)	136	For. 221
21	Index of "B" papers (regional language)	137	For. 222
22	Order book in which the D. F. O. enters orders	138	For 347
23	List of books and maps	139	Gen. 125
24	Register of receipts and issues of pass and other books and Forms.	140	For. 16
25	Register of work done by live stock and of expenditure on their upkeep.	App. X.	
26	Register of malki lands from which wood is allowed to be removed.	...	For. 23.
27	Register of fires		For. 47
28	Forest journal		For. 336
29	Diary Book		For. 333
30	Book of first report of offences		For. 128
31	Book of licenses for sawing timber		For. 171
32	Peon's delivery book		Gen. 52
33	Register of artificial plantations		Spl. For. 31
34	Record of shooting licenses		.....
35	Register of game killed		.....
36	Register of quinine (if kept for sale)		.....
37	Standing order file		.....
38	Working order file		.....
39	Register showing inspections of subordinate offices		.....
	ROUND OFFICE.		
1	Register of reserved and other kinds of forests	1	For. 324 or Spl. For. 33
2	Record of beats with names of forest or block and compartment, and area of each forest or compartment.	2	.....
3	Register of forest lands given out on lease	8	Spl. For. 59
4	Kirkol permit book	27	For. 169
5	Register of stores, tools and plant	49	Gen. 44
6	Cash book	52	For. 302
7	Cash account file	55	For. 351
8	Receipt book	59	For. 81 and Gen. 113.
9	Service stamp register—Form A	66	Gen. 98
10	Service stamp account—Form B	67	Gen. 98A
11	Acquittance rolls file	84	Gen. 43.
12	Outward register	131	Gen. 40
13	Inward register	132	Gen. 41
14	Order book in which the D. F. O. and R. F. O. enter orders	138	For. 347
15	Register of maps	139	Gen. 125
16	Register of permits for timber		For. 21
17	Pass books		For. 189 to 194 and 194A.

Serial No.	Description.	B. F. M. Form No.	Press No.
	ROUND OFFICE—contd.		
18	Register of grazing fee collections		For. 14
19	Diary book		For. 333
20	Peon's delivery book		Gen. 52
21	Book of first report of offences		For. 128
22	Book of inquiry report of offences		For. 116.
23	Register of offenders		For. 15
24	Standing orders file		.....
25	Working orders file		.....
26	Register of grants of wood for agricultural implements (where such is given). Form to be prescribed by Conservator.	...	.....
	DEPOT OFFICES.		
	FOREST DEPOT.		
1	Marking and felling register	35	.....
2	File of progress reports of departmental exploitation . .	36 (or 37 to 39	.....
3	Pass book		For. 190
4	Book of first report of offences		For. 128
	SALE DEPOT.		
1	Bill book	25	For. 277
2	Register of receipts of timber, etc., in depots	40	For. 1
3	Register of disposals of timber, etc., from depots	41	For. 2
4	File of monthly return of receipts and issues of timber, etc., in depots.	42	For. 293
5	Register of stores, tools and plant	49	Gen. 44
6	Cash book	52	For. 300 or 302
7	Cash account file	54	For. 350
8	Receipt book	59	For. 81 and Gen. 113
9	Service stamp register—Form A	66	Gen. 98
10	Service stamp account—Form B	67	Gen. 98A
11	Register of receipts and issues of documents (English) ...	130	For. 8
12	Outward register (regional language)	131	Gen. 40
13	Inward register (regional language)	132	Gen. 41
14	File of sale slips		For. 329 or 359
15	Pass books		For. 189, 190
16	Wagon pass register		For. 22
17	Book of first report of offences		For. 128
18	Book of enquiry report of offences		For. 116
19	Peon's delivery book		Gen. 52
	NAKA OFFICE.		
1	Permit book	27	For. 169
2	Cash book	52	For. 302
3	Cash account file	55	For. 351
4	Pass books		For. 189, 190 and 191.
5	Wagon pass register		For. 22
6	Passes checking register		For. 23
7	Book of first report of offences		For. 128

Serial No.	Description.	B. F. M. Form No.	Press No.
	BEAT GUARDS.		
1	Diary book		For. 334
2	Book of first report of offences		For. 128
3	Register of kirkol permits		For. 24
	SAW MILLS.		
1	Bill book	25	For. 277
2	Register of receipts of timber, etc	40	For. 1
3	Register of disposals of timber, etc.	41	For. 2
4	File of monthly returns of receipts and issues of timber, etc. ...	42	For. 293
5	Register of stores, tools and plant	49	Gen. 44
6	Cash book	52	For. 300 or 302
7	Cash account file	54	For. 350
8	Receipt book	59	For. 81 and Gen. 113
9	Service stamp register—Form A	66	Gen. 98
10	Service stamp account——Form b	67	Gen. 98A
11	Contractors' and disbursers' ledger	68	For. 261
12	File of pay bills	83	Gen. 1A and 1
13	Register of muster rolls	90	Gen. 47
14	Register of receipts and issues of documents	130	For. 8
15	Pass books	...	For. 189 and 190
16	Peon's delivery book		Gen. 52
17	Register of receipts and issues of consumable stores of saw mills. ...		Spl. For. 24
18	Block register		.....
19	Register of daily outturn of sawmill		.....

ANNEXURE 39.01

मकामुना (एच-१३५)–६-२००५–५०,०००–पीएम*
शा. नि., सा. वि., क्र. ६९७०, दिनांक १०-८-२९ ;
सं., शा. मु. व ले. सा., मु. यांचे पत्र क्र. मु/मुन/का. अ-६/जन.-२०६/१३७५, दिनांक १४-८-७८ अन्वये सुधारित;
संचालनालयीन प. क्र. कार्यासन-६/मुन/अनरल-२०६/८२०, दि. ९-५-८० अन्वये मराठीत.]

सर्वसा. २०६ म.
Gen. 206 m.

महाराष्ट्र शासन

शासकीय मुद्रणालयातून मुद्रण व बांधणी करून देण्याबाबतचे मागणीपत्र

(नमुना बिनचूक भरलेला नसल्यास सदरहू काम परत पाठवण्यात येईल याची कृपया नोंद घ्यावी)

क्रमांक : दिनांक :

संचालक,
शासकीय मुद्रण आणि लेखनसामग्री आणि प्रकाशने,
नेताजी सुभाष मार्ग, मुंबई ४०० ००४, यास.

व्यवस्थापक, ...
... ...
... ... यास

सदर :

१. कामाचे वर्णन :
(अ) हस्तलिखित पृष्ठांची एकूण संख्या. प्रत्येक हस्तलिखित पृष्ठावर अनुक्रमांक असणे आवश्यक आहे. चांगले संकलन न केलेली व चिठ्ठ्या चिकटवलेली आणि हाताने लिहिलेली प्रत मुद्रणाकरिता स्वीकारता येणार नाही. कारण अशा प्रतीमुळे जुळणीचे काम त्वरित होऊ शकत नाही.

२. मुद्रणाबाबतचे शासनाचे अलिकडील प्राधिकारपत्र न चुकता नमूद केले पाहिजे व त्याची एक प्रत जोडली पाहिजे.

३. उपरोक्त मुद्रणालयाचा काम नेमून देण्यात आल्यासंबंधीचे शासनाचे आदेश किंवा संचालक, शासकीय मुद्रण, लेखनसामग्री व प्रकाशने यांचे प्राधिकारपत्र (प्रत जोडण्यात आली आहे).

४. शासन निर्णय, उद्योग व कामगार विभाग पीएसठी-२८६८/ १९१० दिनांक ३ मार्च १९६९ खाली तरतूद केल्याप्रमाणे कामाचे वर्गीकरण.

आकारणी योग्य/आकारणी योग्य नसलेले तपशिलवार अर्थसंकल्पीय शीर्ष :

खाली तरतूद केल्याप्रमाणे कामाचे वर्गीकरण :—

५. छापावयाच्या कामाचा आकार व कागदाचा दर्जा असल्यास (छापील नमुना प्रत सोबत जोडावी).

६. मुद्रिते ज्या दिनांकास पाहिजे आहेत तो दिनांक (मान्यतेकरिता फक्त २ मुद्रिते पाठविण्यात येतील. त्यापैकी एक मुद्रित मान्य करून त्यावर सही व दिनांक टाकून मुद्रणालयाकडे एक महिन्याच्या कालावधीमध्ये परत पाठविण्यात यावे).
(मुद्रिते परत करण्यासाठी विलंब झाल्यास त्याबद्दल दर आठवड्याला दर पृष्ठामागे १ रु. याप्रमाणे दंड आकारण्यात येईल).

७. अंतिम प्रती ज्या दिनांकास पाहिजेत तो दिनांक (शासन निर्णय, उ.का.वि.क. पीपीएम-१८६३/८२५३९-पीआरएस, दिनांक २३ जानेवारी १९६४ अन्वये तातडीच्या कामाकरिता २० टक्के आणि १० टक्के तातडीचा खर्च आकारण्यात येईल.

८. बांधणीची काही पद्धती असल्यास ती (नोंदवहीच्या बाबतीत खास पद्धतीची बांधणी करावयाची असल्यास मार्गदर्शनासाठी तिचा नमुना पाठवावा.)

९. अंतिमरीत्या मुद्रित केलेल्या आवश्यक प्रतींची संख्या ...

(अ) मागणी अधिकाऱ्यांकरिता ...
(ब) विनामूल्य वितरणाकरिता ...
(क) शासकीय ग्रंथागारातून विक्रीकरिता

एकूण ...

१०. प्रकाशनाची आवृत्ती :—
विक्रीकरिता ठेवावयाच्या प्रतींची संख्या संचालकांनी ठरवावयाची असेल तर तसे नमूद करावे व त्या मागणी पत्राची एक प्रत, प्रकाशन व्यवस्थापक, शासकीय मुद्रण, लेखनसामग्री व प्रकाशने संचालनालय, नेताजी सुभाष मार्ग, मुंबई-४ यांना पाठवावी.

१,००० पेक्षा कमी प्रती काढावयाचे नमुने मुद्रणाकरिता स्वीकारता येणार नाहीत. ते एक तर चक्रमुद्रित करून घ्यावेत किंवा रोटा मुद्रण विभागातून मुद्रित करून घ्यावेत.

[क्र. मा. प.

११. मुद्रणालयाकरिता विशेष सूचना कोणत्याही असल्यास त्या :—

(ठशांच्या आधारे मुद्रण करावयाचे असेल तर जेट काळ्या शाईमध्ये मूळ कलाकृती मूळ हस्तलिखितांसोबत पाठविण्यात याव्या.)

१२. अंतिम मुद्रण केलेल्या प्रतींचा पुरवठा केल्यानंतर मुद्राक्षरे दिनांक ..... पर्यंत तशीच ठेवावीत/वितरित करावीत. (कोणताही उल्लेख करण्यात आलेला नसल्यास मुद्राक्षरांचे वितरण करण्यात येईल)

१३. विक्रीकरिता ठेवावयाच्या प्रकाशनांमध्ये पूर्वीचे काही निर्देश करावयाचे असतील तर ते प्रकाशनाची किंमत अंतिमरीत्या निश्चित करण्यापूर्वी नमूद करावेत. अन्यथा मुद्रणालय स्थायी आदेशानुसार किंमत निश्चित करील.

(जर विक्री विभागाद्वारे करावयाची असेल तर तसे कळविण्यात यावे. सुटया नमुन्यांची विक्री शासकीय संघशासनातून करण्यात येत नसते याची कृपया नोंद घ्यावी.)

१४. जर वितरण मुद्रणालयाने करावयाचे असेल तर वितरण यादी दोन प्रतींमध्ये पाठवावी यामध्ये ज्या अधिकाऱ्यांना वितरण करावयाचे त्यांची तपशीलवार माहिती व पोस्टाचा पत्ता द्यावा.

१५. तपार प्रती ज्यामार्गे पाठवावयाच्या त्याबाबतचा पूर्ण पत्ता : (रेल्वे स्थानक/एस. टी. स्थानक इत्यादी) :—

पिन कोड क्रमांक : दूरध्वनी क्रमांक :

(पूर्ण सही)

रबरी शिक्क्यासहित पदनाम.

मागणीपत्र पाठविणाऱ्या अधिकाऱ्यांसाठी महत्त्वाच्या सूचना

१. शासनाच्या नियंत्रणाखालील अधिकाऱ्यांसाठी करावयाचे मुद्रणाचे सर्व प्रकारचे काम हे शासनाच्या प्रशासनिक विभागाकडून पूर्वमंजुरी घेऊन शासकीय मुद्रणालयातून करून घ्यावे. तातडीची कामे असतील तेव्हा कार्यालय प्रमुखांनी त्यासाठी शासनाची मंजुरी मिळेल असे गृहीत धरून त्यांचे मुद्रण अगोदर करून घ्यावे व त्यानंतर त्यासाठी मंजुरी मिळवावी. एखादे काम फारच तातडीचे असेल व शासकीय मुद्रणालयाकडून ते वेळेवर मुद्रण होऊन मिळण्यासारखे नसल्याने तेथून मुद्रण करून घेणे शक्य नसेल तर तेवढा अपवाद वगळता कोणतेही काम मुद्रणासाठी खाजगी मुद्रणालयाकडे पाठवू नये. खाजगी मुद्रणालयांकडून करून घेतलेल्या कामाचा खर्च, त्याला संचालक, शासकीय मुद्रण व लेखनसामग्री, मुंबई यांची मान्यता मिळेपर्यंत चुकता करू नये.

टीप :—विभागीय कामासाठी लागणाऱ्या नोटीसा, सूच्या, नवीन नमुने सोडून इतर नमुने, इ. चे शासकीय मुद्रणालयात मुद्रण करण्यास मंजुरी देण्यास प्राधिकृत केलेल्या अधिकाऱ्यांच्या नावांना, आकस्मित खर्च नियमपुस्तिकेच्या १९५६ च्या आवृत्तीतील पृष्ठ ३५ वर आणि शासन निर्णय, उद्योग व कामगार विभाग क्र. पीएडी-११६०-३८६५७-पीआरएस, दिनांक १६ ऑगष्ट १९६२ यामध्ये दिल्याप्रमाणे संचालक, शासकीय मुद्रण व लेखनसामग्री यांची सहमती घ्यावी लागेल संचालकांनी सहमती न दिल्यास संबंधित अधिकाऱ्याने आवश्यक त्या मंजुरीसाठी शासनाला विनंती करावी.

२. मुद्रणालयाकडे मुद्रणासाठी आणि बांधणीसाठी वगैरे) पाठविण्यात येणाऱ्या कामाबरोबर विहित नमुन्यात (केवळ विशेष नमुन्यांच्या बाबतीत प्रमाण नमुना क्रमांक सर्वसा. २०७ म. आणि विहित नमुन्याच्या बाबत सर्वसा. २०६ म.) मागणीपत्र पाठवावे. हे मागणीपत्र कार्यालय प्रमुखाने अथवा त्याने प्राधिकृत केलेल्या त्याच्या सहाय्यकाने रीतसर स्वाक्षरित केले असले पाहिजे. या मागणीपत्रावर कामाला मंजुरी देणाऱ्या शासकीय आदेशाचा क्रमांक व दिनांक नमूद केला पाहिजे आणि अर्थसंकल्पीय शीर्षही नमूद केले पाहिजे. तसेच मुद्रणाचा प्रकार, छापण्यासाठी वापरावयाच्या कागदाचा आकार व त्याचा दर्जा, आवश्यक असलेल्या प्रतींची संख्या व बांधणीचा प्रकार याबाबतच्या स्पष्ट सूचना त्यामध्ये दिलेल्या असाव्यात.
(पहा :—शासन निर्णय, सामान्य विभाग क्र. ६९७०, दिनांक १० ऑगष्ट १९२९).

३. खाजगी मुद्रणालयातून करून घेतलेल्या तातडीच्या मुद्रणावरील खर्च भागवण्याची तसेच देयके प्रतिस्वाक्षरित करण्याची कार्यपद्धती आणि त्याबाबतचे अधिकार शासन निर्णय, उद्योग व कामगार विभाग क्र. पीपीए-१८६७-५१७०३ पीआरएस दिनांक २३ ऑक्टोबर १९६७ यामध्ये दिले आहेत. आणि पुस्तकांच्या पुनर्बांधणीच्या संबंधातील माहिती शासन निर्णय, उद्योग व कामगार विभाग क्र. पीपीएम-१८६६-५७६१८-पीआरएस, दि. २३-१२-६७ मध्ये दिलेली आहे.

४. कोणत्याही परिस्थितीत हस्तलिखीत अथवा प्रत काळजीपूर्वक आणि बिनचूक तयार केलेली असावी. ती पृष्ठाच्या एका बाजूवर व्यवस्थितपणे टंकलिखित करून घ्यावी व मुद्रणालयात पाठवण्यापूर्वी तिचे अंतिम संकलन केलेले असावे, अशी प्रत सर्व दृष्टीने पूर्ण असली म्हणजे त्यानंतर फारच कमी मजकूर समाविष्ट करावा लागेल.

५. एखादे मुद्रणाचे काम एकदा मुद्रणासाठी पाठवले की ते विनिर्देशपूर्वक रद्द केलेले नसेल अथवा परत घेतलेले नसेल तर त्याचे काम चालू राहील.

६. अनावश्यक पत्रव्यवहार व मुद्रणाचे व बांधणीचे काम पार पाडण्यास होणारा विलंब टाळण्यासाठी शक्य असतील तितके नमुने मार्गदर्शनासाठी पाठवावेत.

ANNEXURE 41.01

Appendix 16

Instructions for inspection of Offices

The following should not be taken as an exhaustive or comprehensive list of questions according to which inspection should be conducted. Some of the salient points only to which an inspecting officer should direct his attention are given. It is not intended that inspection should be mechanical or strictly limited to the points herein mentioned. An inspecting officer is at liberty to make his examination as varied and as thorough as the requirements of each office necessitate. His principal duty is to see that powers delegated to officers are not abused, that the rules and regulations and orders of Government and other competent authorities issued from time to time are observed in their proper *spirit*, and to draw the attention of the officers concerned to any irregularities. His duty is to investigate as well as to educate, to cut down unnecessary and unauthorised duplication of work, and to suggest curtailment wherever this is possible without sacrificing efficiency. The tendency of noting every minute error in the inspection report and starting correspondence on account thereof should be avoided, otherwise the remedy will be worse than the disease. Minor points should be corrected on the spot. The chief points which should receive attention can be summarised as follows :—

(1) Departures from rules and orders.

(2) Abuses of power.

(3) Defects in system of working rendering possible, among other things, defalcations and loss of public money, etc., etc.

(4) Undue prolixity of routine.

The inspection of an office will chiefly concern the registers and books prescribed to be maintained in that office in App. XV and should be on the following lines :—

I. DIVISIONAL FOREST OFFICES.

(1) RECORD OF RESERVED AND PROTECTED FORESTS (FORM B. F. M. 1).

(*i*) This is supplied by the Forest Settlement Officer—*vide* A. 118 of B. F. M. II and should subsequently be kept posted up to date by the D. F. O.

(*ii*) See that it has an alphabetical index of the names of the villages.

(*iii*) Compare with *Government Gazette* notifications which should be filed separately with a chronological index; and see that the register is correctly written up and the dates on which entries are made therein and the map record is corrected are entered in the columns provided for the purpose in the chronological index; and see also that the entries in the register have been attested by the D. F. O.

(*Note.*—The object of this is to ensure the posting up to date of the register and the map.)

(*iv*) Are all rights recorded by the Forest Settlement Officer, especially in respect of new notifications, entered in the register?

(*v*) Were notices under section 21 of the Indian Forest Act duly published in respect of each reservation under section 20? All such notifications should be filed together in a separate file.

(2) MAPS OF RESERVED AND PROTECTED FORESTS.

(*i*) Are all village maps duly coloured and corrected up to date according to the forest register (serial No. 1)?

(*ii*) Are all topo maps coloured according to village maps and all blocks and compartments shown on them in the case of organised forest?

(3) REGISTER OF MAPS (Form B. F. M. 139).

See that—

(*i*) it has an index as follows :—

I.	Index map	...	...	...	...	... Page.
II.	Topo sheets—	...	...	...	...	... "
	1" "	...	...	...	...	... "
	2" "	...	...	...	...	... "
	4" "	...	...	...	...	... "
	8" "	...	...	...	...	... "

III. Settlement maps ... ... Page.
IV. Taluka maps ... ... "
V. Village maps—
Yellapur Taluka ... ... "
Ankola " ... ... "

and so on.

(*ii*) each of the first four classes has a separate serial number and class V a serial number for each taluka ;

(*iii*) the maps have been arranged in alphabetical order of the names of villages ;

(*iv*) the register numbers have been entered on the front back of the maps thus : I-2 ; II1"-3 ; III-5 ; IV-6 ; V-Y-4 ; V-A-5 and so on ;

(*v*) the maps have been kept in that serial order ;

(*vi*) acknowledgements are forthcoming for maps issued and are filed in one case ;

(*vii*) the stock is correct ;

(*viii*) the head clerk has attested the register in token of his annual inspection.

(4) REGISTER OF LANDS LEASED FOR TEMPORARY OCCUPATION (FORM B. F. M. 8).

(*i*) Is it in the prescribed form ?

(*ii*) Are all rents recovered ?

(*iii*) Are all leases complete and filed in the office ?

(*iv*) Are any of the leases time-barred and, if so, have the lands been resumed ?

(*v*) Are all dues for the year entered in divisional Form B. F. M. 57-Register of revenue outstandings ?

(5) RECORDS OF RANGES. ROUNDS AND BEATS (FORM B. F. M. 2)

See that this contains names of forests (if unorganised) and blocks and compartments (if organised) and the area of each forest or compartment.

(6) REGISTER OF DEMARCATION (PRESS No. FOR. 12).

Have all the transactions that appeared in the monthly classified abstract (Form B. F. M. 71) been entered in this register ? Have also all the transactions carried out without cost to Government been so recorded ?

(7) REGISTER OF MALKI LANDS FROM WHICH WOOD IS ALLOWED TO BE REMOVED (PRESS No. FOR. 13).

(*i*) See that the register is permanent, bound with sufficient pages, and that the entries are made villagewar.

(*ii*) Check the entries with the cases which must be filed together for easy reference.

(*iii*) See that undue delay and useless correspondence have not ensued.

(Note.—This register is intended to be a useful check over smuggling and fraud in Government forests and at the same time to serve to do away with much clerical work of inwarding and outwarding the cases and to facilitate reference to the numerous cases in one place with a view to their speedy disposal.)

(8) CONTROL BOOKS FORMS B. F. M. 3, 5 AND 7).

(*i*) See whether these have been maintained in the forms prescribed in the sanctioned working plans.

(*ii*) See whether the blocks and compartments have been entered in the order and according to the years given in the working plans and then result and the year of working shown against them.

(Note.—The mistake is often made of entering the coupes in the order in which they are worked.)

(*iii*) Are excesses and deficits duly accounted for ?

(*iv*) Are departures, if any, from the plan authorised in each case ?

(*v*) Do the figures of yield, especially in the case of coupes sold standing, represent the result of actual working as checked from time to time by the felling official or are they mere estimates based on contractors' figures ? See how they have been complied.

(*vi*) Have control books been kept up for forests for which no working plans have been framed (A. 264 of B. F. M. II) ?

(*vii*) Have the previous orders issued on the control forms been carried out ?

(9) RETURN OF RECEIPTS AND ISSUES IN DEPOTS (FORM B. F. M. 42).

(*i*) See that this contains an account of every operation from start to finish, i.e. from girdling and marking of trees to disposal of the material in the sale depots.

(*ii*) Compare and check all receipts and disposals with expenditure and receipts, respectively, in the monthly classified abstract and with forest depot returns in Form B. F. M. 36 (or 37 to 39) and sale depot return in Form B. F. M. 42

(*iii*) In divisions where timber operations are carried out, this register is likely to be burdened with a large number of entries under 'Forest Depots' brought over month by month for years due, generally, to failure of contracts. Such arrear work should not be allowed to drag on for years, since not only are the prescriptions of the working plans thereby rendered useless but the material felled and converted in the forest also rots or disappears gradually, while the divisional stock register, continues to be unwieldy until the material is disposed of in some way or other. It is desirable, therefore, that such items should be disposed of at once ; examine the register on this point.

(10) REGISTER OF FOREST PRODUCE CREDITED IN FORM B. F. M. 42 FOR WHICH CONTRACTORS ARE TO BE PAID

(FORM B. F. M. 43.)

Trace all the material credited in Form B. F. M. 42 and the payments charged in Form B. F. M. 71 each month in this register.

(Note.—The main object of the register is to prevent overpayment.)

(11) REGISTER OF OUTSTANDINGS (FORM B. F. M. 57).

Is this register written and is the return in Form B. F. M. 58 prepared according to the instructions laid down in A. 450 (2) of B. F. M. I. ?

(12) REGISTER OF FREE GRANTS (FORM B. F. M. 46).

(*i*) See that the actual quantity and value of produce originally sanctioned are shown in columns 6, 7 and 8; if less than the sanctioned quantity is taken, the deficit is shown in the column of remarks and if more is taken no mention is made as it goes into ordinary accounts.

(*ii*) See that no grants are made as a matter of course for other than authorised purposes and that the powers of the officer concerned are not exceeded, *vide* A. 147 etc. of B. F. M. III.

(*iii*) See that the instructions in A. 152 of B. F. M. III are being followed.

(*iv*) See that unnecessary correspondence and work are not caused by the grants, the following instructions being kept in view :—

" Applications except in fresh cases of accident by fire, etc., received between June 1st and October 31st only are to be dealt with. Applications received within this time should be sent with a consolidated list in the sub-joined form to each range concerned on November 1st. The lists with the Range Forest Officer's recommendations should come back to the divisional office by December 31st. Orders passed on it by first week of January should be carried out by May 31st when the lists should be returned with final report in each case. The *list* will be inwarded and outwarded and not each application accompanying it ".

LIST OF APPLICATIONS FOR FREE GRANTS IN THE RANGE DURING 19

Serial No.	Name of applicant.	Place of residence.	Amount of grant applied for.	Purpose for which applied for.	Report by R. F. O. as to what assessment applicant or his nearest undivided relative pays, what other income he gets, etc.	Amount of grant recommended.	Order of D. F. O.	Final Report of R. F. O.

(13) REGISTER OF LIVE-STOCK.

Is this written up in accordance with the orders contained in App. X to B. F. M. I. ?

(14) REGISTER OF STORES, TOOLS AND PLANT (FORM B. F. M. 49).

(*i*) See that it is a permanent register (not renewed yearly) with a page or two assigned to each class of article and an index on the opening page.

(*ii*) That it contains also an account of each range and rest house separately.

(*iii*) Have all articles of dead stock, to whatever head charged, been regularly credited in the register as they appear in the monthly classified abstract ?

(*iv*) Are acknowledgments for *all* issues forthcoming ?

(*v*) Have they been filed in one case to facilitate reference ?

(*vi*) Is the stock on hand correct?

(*vii*) Have the articles been kept clean and in order?

(*viii*) Have all the unserviceable articles been sold and the proceeds credited and the rest kept in proper repair?

(*ix*) Is the register attested by the D. F. O. in token of his annual stock-taking ?

(15) CASH BOOK (FORM B. F. M. 52).

Check the postings in the following subsidiary books and files :—

(*i*) Receipt book (Form B. P. M. 59).—(*a*) Any instance of money received not having been credited in the cash book the same day ?

(*b*) Has any amount which should have been paid direct into the treasury been received in cash?

(*ii*) Cash accounts of subordinate officers (Form B. F. M. 54).—(*a*) See that the entries made in the docket are correct and that they have been correctly accounted for in the divisional cash book.

(*b*) See that the duplicate copies have been sent to the subordinates concerned.

(*c*) See that the cash balances shown in the subordinates' cash accounts tally with those shown in the divisional Form B. F. M. 68, and that if there is any variation it is properly explained by a note written in ink in the subordinate's cash account concerned.

(*iii*) Register of cheques (Form B. F. M. 63).—(*a*) To be first checked with the cheque counterfoils

(*b*) Were any cheques drawn for expenditure on works not actually carried out ?

(*iv*) Contractors' and disbursers' ledger (Form B. F. M. 68).— (*a*) See whether the recoveries on Cr. side tally with the amounts admitted in the subordinates' cash accounts (Form B. F. M. 54).

(*b*) Also see that the balances on hand at close of each month did not exceed the amount of security in each case and in the case of subordinates that it was not unduly large.

(*v*) Classified abstract of Revenue and Expenditure (Form B. F. M. 71).—(Serial No 23).

(*vi*) Schedule of remittances (Form B. F. M. 60).—See that the monthly *total* only of each account unit is given in the cash book.

(*vii*) Register of contingent charges (Form B. F. M. 64).—(*a*) Check with available vouchers under Rs. 25.

(*b*) See that the daily total is carried to the cash book, and

(*c*) whether due vigilance and economy are being exercised in respect of contingent expenditure [A. 199 (with note) and 588 of B. F. M. I.].

(*viii*) Register of receipts of deposits and (*ix*) Register of repayment of deposits.—(*a*) Examine these registers and also lapsed deposits in respect of undue delay in setting deposits, which is forbidden—*vide* A. 447 (with note) and 449 of B. F. M. I.

(*b*) See that amounts to be credited direct as revenue are not credited as deposits (A. 301 of B. F. M. I.).

(*x*) Establishment pay bill file.—(Serial No. 21).

(*xi*) Travelling allowance bill file.—(Serial No. 22).

(*xii*) Voucher file.—(Serial No. 24).

(*xiii*) Have the refunds been noted against the original collection items in the cash book as well as the classified abstract ?

(16) RECORD OF SANCTIONED CAPITAL WORKS (FORM B. F. M. 32).

(*i*) Does it contain an index of all works according to different sub-heads—Roads, Buildings, Wells, etc.?

(*ii*) Trace all transactions shown in monthly classified abstract in this record.

(*iii*) See that a completion certificate is submitted in each case.

(17) REGISTER OF REVENUE AND EXPENDITURE IN EACH FOREST UNIT (FORM B.F.M. 70).

(*i*) Is this written according to ranges and other account units submitting accounts direct to the D. F. O.?

(*ii*) Is it in harmony with the Accountant General's monthly summary?

(18) REGISTER OF PASS, PERMIT AND SIMILAR OTHER IMPORTANT BOOKS (FORM B.F.M. 140).

(*i*) Check the receipt side with the advice list of forms supplied by the Press and the issue side with the file of acknowledgments and see whether the balances drawn are correct.

(*ii*) Has a record of the printed numbers of the first and the last pages of each book issued been maintained?

A list should be drawn up in duplicate, the original copy being filed in a separate file in the divisional office and the duplicate (carbon copy) sent to the R. F. O. concerned with the consignment of the pass and permit books.

(*iii*) Is the stock on hand correct according to last balance?

(*iv*) Is the stock out of proportion to requirements ?

(*v*) See that no books are sold to contractors or others direct from the divisional office and if any books are so sold due to very exceptional circumstances under the *written* orders of the D. F. O., see that the price thereof is credited and an intimation regarding their issue is sent to the R. F. O. concerned.

(19) AUTHORIZATIONS TO ISSUE CERTAIN BOOKS TO CERTAIN SUBORDINATES.

Pass, permit and receipt books are to be issued only to such of the subordinates as have been authorised to keep them in the following form :—

No. of authorization.
Date
The Round Forester
Naka Guard

is authorised to keep—

One green pass book.

Two grazing pass books.

One permit book (for minor forest produce).

One receipt book.

D. F. O.

Is a register of such authorizations maintained?

(20) AUTHORIZATIONS TO ISSUE PASSES (PRESS No. FOR. 331).

(*i*) Have any of the authorizations been granted injudiciously ?

(*ii*) Have the conditions to be complied with in each case been clearly laid down in the authorization?

(*iii*) Is the time allowed in each authorization within the time stipulated in the agreement in the case of contracts given out by the department?

(*iv*) Was each time expired authorization returned immediately and pasted on to the counterfoil in the book?

Note.—The authorization should be retained by the person authorised, but on expiry of the time or cancellation of the authorization, he should return the same together with the counterfoils of used passes and unused pass books to the D. F. O. according to rule 71 (7) of the Bombay Forest Rules, p. 62, B. F. M. II, and the conditions in the printed authorization form).

(21) PAY BILL FILES (FORMS B.F. M. 82 and 83).

See that—

(*i*) separate files are kept for the pay bills of (*a*) gazetted officers, (*b*) rangers and foresters, (*c*) forest guards, (*d*) clerks and (*e*) peons;

(*ii*) proper receipts (stamped where necessary) are forthcoming in the case of payments made to the establishment;

(*iii*) when arrear pay is paid a note regarding the payment is made against the amount shown as withheld in the original bill in order to avoid double payment;

(*iv*) not more than one bill was prepared for arrear salaries for more than one month drawn at one time;

(*v*) the subsidiary register (Form B. F. M. 86) prescribed in A. 353 (*iii*), B.F.M.I, is maintained and posted to date.

(22) TRAVELLING ALLOWANCE BILL FILE.

(*i*) Are all bills (office copies of those sent with accounts) arranged in the file in the order of their charge in the monthly classified abstracts?

(*ii*) See that each *individual claim was preferred* by the 10th of the month following that to which it refers ;

(*iii*) that the consolidated bill for each range was prepared in the divisional office and sent for payment by the 20th; and

(*iv*) whether any claim preferred later was admitted without satisfactory reason.

Note.—The object of items 2 to 4 is to save forms, minimise work and ensure punctuality.

(*v*) Is every bill passed by the D. F. O. in conformity with the regulations especially in point of (*1*) necessity, (*2*) frequency and (*3*) duration of journeys or halts, so as not to contravene the fundamental principle of travelling allowance that such allowance must not be a source of profit?

(*vi*) Have all bills passed by the D. F. O., and the Conservator been entered in the prescribed register (Press No. For. 20)?

(*vii*) Is there any entry of double payment in it?

(*viii*) Are proper receipts (stamped where necessary) forthcoming for payments made?

(23) MONTHLY CLASSIFIED ABSTRACT (FORM B. F. M. 71).

(*i*) Examine with Forms B. F. M. 42, 43 and 57.

(*ii*) Trace every rate to its authority.

(*iii*) Scrutinise every item of expenditure as to its propriety and necessity.

(*iv*) See that there is no lengthy, unnecessary writing and the following instructions are carried out :—

Receipts and expenditure of the same nature should be given in tabular form whenever possible thus—

Permit fees as under :—

II*a*.

Range.	Kind.	Quantity.	Rate.	Amount.

II*b*.

Range.	Quantity.	Rate.	Amount.

II*c*.

Range.	Kind.	No.	Rate.	Amount.

II.*d*.—Grazing collections as under :—

Range.	Kind of animals.	No.	Rate.	Amount.

The above details under II*d* should be given in the office copy of the abstract for the purpose of the annual returns or reference. But they are not required either by the Accountant General or the Conservator. In the copies to be submitted to these officers the following particulars will suffice :—

II.*d*.—Grazing collections as under :—

Kind of animals.	No.	Rate.	Amount.

Similarly in the case of expenditure—

B-II.—Cost of marking coupes as under :—

Voucher No.	period.	Block and coupe.	No. of ..... Boundary trees. marked.	..... Standards marked.	Number of coolies.	Rate.	Amount.

B-V-*g*.—Instead of giving details of the same nature on 10 to 12 full pages, it will suffice to put them in tabular form on less than one page thus—

Cost of clearing and burning fire lines as under :—

Voucher No.	Period.	Block and compartment or forest	Line No.	Length in miles.	No. of coolies.	Rate.	Amount.

B.-V-*h*.—Cost of silvicultural operations as under :—

Voucher No.	Period.	Block or compart-ments.	No. of ..... Creepers cut down.	..... Hollow trees felled.	No. of coolies.	Rate.	Amount.

Thus the particulars of one voucher will be given in one line instead of in many. This can be done under other items similarly. With a little attention and judgment as indicated above on the part of the members of the office, considerable clerical work can be saved, in making three copies of the abstract every month.

(24) VOUCHERS.

1. See that the following procedure is observed in the preparation of vouchers for expenditure incurred by Range or Round Officers :—

(*i*) Vouchers should ordinarily be in the prescribed form.

(*ii*) Such forms should not be attached by Range and Round Officers to—

(*a*) receipts taken on blank paper when the forms are not available ;

(*b*) receipts obtained for payment for money order commission, toll and the like, for which the Post Office, Toll and other Departments have their own forms; and

(*c*) receipts issued by the Treasury Officers for the value paid for service postage stamps.

(*Note.*—The object of these instructions is to prevent waste of forms and time of subordinates.)

(*iii*) The disbursement certificate should be written by Range and Round Officers under the original receipts.

(*iv*) The 'passed for' and 'cancelled' endorsements should be entered by the D. F. O., under the original receipts, when the amount thereof does not exceed Rs. 25.

(*v*) In the case of receipts for sums exceeding Rs. 25 taken on blank paper, the required voucher forms should be attached *in the divisional office.*

(*vi*) Whole sheet voucher forms should not be used when half sheet ones suffice.

(*vii*) No duplicates of vouchers should be taken or kept in the range or round office.

(*viii*) Receipts for advances made to Range Officers should be prepared in the divisional office and sent with the monthly cheque to the Range Officer.

2. See that muster rolls of daily labourers have been prepared and scrutinised in the manner laid down in A. 335, B.F.M.I.

(25) THE KEEPING OF DOCUMENTS IN CASES AND SORTING DESTRUCTION OF USELESS DOCUMENTS.

Have the instructions regarding filing, sorting, preservation and destruction of records given in App. XIV to B. F. M. I been duly attended to?

(26) CORRESPONDENCE AND REGISTER OF RECEIPTS AND ISSUES OF CORRESPONDENCE. (FORMS, B. F. M. 130 TO 132).

(*i*) Examine minutely as regards—

(*a*) needless correspondence,

(*b*) needless registering,

(*c*) unnecessary lengthy writing, and

(*d*) unusual delay in disposal.

(*ii*) As regards (*i*) (*a*) the following examples will serve as a guide :—

(*a*) Circulating a standidg order to Range Officers. This causes unnecessary writing of copies in range offices; such copies can easily be made in the divisional office where facilities of typewriter and cyclostyle exist, and sent to the ranges.

(*b*) Forwarding a case for noting an order and returning. Same as (*a*).

(*c*) Supply of forms, books, maps, dead stock and other articles. This should be regulated as far as possible once a year. Should nevertheless need arise, the Range Officers should arrange demi officially with the head clerk who should show the issues in the registers and file the acknowledgments.

(*d*) Forwarding sale and other notices with endorsements. The object of notices is publication. Any endorsement to the effect is therefore superfluous.

(*e*) Sending cases to Range Officers for returning after detaching permits, passes, sale slips, etc. The extra unnecessary work in range office involved in the process may be stopped by detaching the documents in the divisional office and sending with a memorandum form specially printed or typed for the purpose and filing the cases in the divisional office with a note to that effect.

(*f*) Writing formal orders on simple matters which could easily be communicated by personal instructions, verbal or in writing. In the latter case the order book (Form B. F. M. 138, Press No. For. 347) prescribed in A. 571, B. F. M. I, should be used. These order books should be carried

by the subordinates with them and presented whenever called for by superior officer. It will save a good deal of correspondence.

(*Note.*—There is a tendency on the part of the D. F. Os. to carry on a large portion of their correspondence with the R.F.O.s. in English. That should be avoided. So far as diaries and special reports, which must be written by the R. F. O., himself, are concerned, there is no objection to this course But in other matters, such as weekly returns of work done in connection with contracts upon which orders are given that have to be translated and sent to the Round Foresters and Guards and in account matters, etc., their submission in English entails a considerable amount of work to the R. F. O. himself which should be done in regional language by his office establishment. The primary duty of the R. F. O. is to be constantly out in his forests for inspection of works, conducting silvicultural operations and general supervision. The office work demanded from him should, therefore, be reduced to a minimum and as much of it as possible should be done by the office establishment not by the R. F. O., himself.)

(*iii*) Regarding (*i*) (*b*) the examples given below should be followed :—

(*a*) **Government Resolutions.**—There is no object in inwarding these. They should be entered in the index of the file concerned. Important Resolutions of a standing nature should be filed according to the instructions in A. 559, B. F. M. I. Others not of a standing nature should be filed chronologically according to departments in the annual files and indexed.

(*b*) **Government Resolutions, Books, etc., circulated by Conservator.**—These should not be inwarded or outwarded. Under the circulating endorsement the date of receipt and the date of despatch underneath it with the signature of the D. F. O. should be entered.

(*c*) **Circular Orders.**—There ought to be separate files for "Standing Orders" of permanent nature *vide* A. 560, B. F. M. I, and for "Working Orders" in force the time being, each having an index on the opening page giving subject-matter of each circular. The consecutive number of the index with the initial letters S. O. or W. O. should be given to each order. No registering is necessary The S. O. file will continue from year to year and the W. O. file will be annual.

(*d*) **Reminders.**—These should not be registered at all. The number of the original letter should be given to them with the number of the reminder underneath it—thus 412/1 and 412/2 and a note made in the office copy to the effect, thus :—

First reminder on 2nd April 1914.

Second reminder on 5th May 1914, and so on.

One of the common instances of redundant office work is the answering of reminders in a ceremonius letter form. This should be stopped and all reminders, if an answer is necessary, should be returned with a note stating when the report asked for can be expected. If the report has already been submitted so as to reach before the date of the reminder, then the reminder should be returned with the reply "Please see my No. dated

(*e*) **Diaries, progress reports, monthly accounts, application for funds and other returns from R. F. Os.**—Such periodicals should not be registered but filed in serial order. The files will show which have not been submitted.

(*f*) **Postal instructions, indents for service stamps, house rent lists and letters about occupying bungalows, wires, orders for carts, supplies of railway wagons, summonses, missent letters, rahadaris or special meassages.**—Such letters should be treated as demi-official.

(*g*) **Sale or other notices.**—No inwarding and outwarding is required.

(*h*) **Securities of forest subordinates (S), travelling allowance bills (T. A. B.), offence cases (D. O.) and sale slips detached from them and sent for record, cases relating to wood in malki number (M.), casual leave (C. L.) and memoranda about shooting licenses (S. L.).**—Such documents which have a register of their own should be given the consecutive numbers of that register with the initial letter of the same as shown and should not be entered in the inward or outward register. Forwarding memoranda should not be used for travelling allowance bills and shooting licenses.

(*iv*) Regarding (*i*) (*c*) lengthy, unnecessary writing in the register, often amounting to copying almost the whole letter, should not be allowed. Only the brief purport is to be given. The rule should be that no one entry should exceed a sentence of three lines in any one case.

(*v*) See whether "back" and "forward" Nos. have been entered.

(*vi*) See whether the list No. and the year of destruction in the case of records in the regional language to be kept for 6 years or less are noted in the *barnishi* against the last entry of the correspondence therein.

(27) REGISTER OF BOOKS (FORM B. F. M. 139).

(*i*) Trace all receipts as per advice memoranda (which should be filed in one case for ready reference) in the register.

(*ii*) Similarly trace all issues to acknowledgements (also filed in one case).

(*iii*) Are the books arranged in the order laid down in App. XVI to B. F. M. I. ?

(*iv*) See that all obsolete books are destroyed and written of from time to time.

(*v*) see that there is only one entry for such periodical publications as Civil Lists, History of Service of gazetted officers, catalogues, etc.

(*vi*) Is the register attested by the head clerk in token of his annual stock-taking ?

(28) DEPARTMENTAL MANUALS, FINANCIAL PUBLICATIONS, CIVIL SERVICE REGULATIONS, ACCOUNT CODE, ETC.

(*i*) Are all the slips inserted in their proper places ?

(*ii*) Are they noted in the list attached to each of the books ?

(29) REGISTER OF FOREST OFFENCES (PRESS No. FOR. 11).

(*i*) Note the delay from stage to stage of each case in view of the maxima allowable :

One day between discovery and the first report ;

Fifteen days between the first report and the enquiry report ;

One week for divisional order ;

One month between divisional order and the final report.

(*ii*) Is the divisional order in each case authorised by rule ?

(*iii*) Any tendency towards either undue leniency in serious cases or injudicious severity ?

(*iv*) Are the rewards in offence cases which are debited in the classified abstract admissible under the rules in force and given as a matter of course in each and every case ?

(30) REGISTER OF FOREST PRODUCE SEIZED AND DISPOSED OF (FORM B. F. M. 48).

See that—

(*i*) the property seized in any case is entered in the register only after the D. F. O. has decided that the case is to be prosecuted.

(*ii*) it is not entered in the case of a compounded offence nor in undetected cases, but that the procedure prescribed in A. 260, B. F. M. I., is being followed.

(31) REGISTER OF AGREEMENTS (PRESS No. FOR.25).

(*i*) Have due agreements been executed for all coupes and farms sold standing and compartments exploited and roads, buildings and other constructions executed by contractors, and have they been signed by competent authorities ?

(*ii*) Have they all been entered in the register ?

(*iii*) Have all extensions been endorsed on the original agreements and duly attested by both parties, and also by sureties where personal security bonds are taken ?

(*iv*) Have all such extensions been entered in the register ?

(*v*) Has the solvency of the sureties been certified by the Mamlatdars concerned ?

(32) REGISTER OF SECURITIES OF FOREST SUBORDINATES (FORM B. F. M. 11).

(*i*) Have all subordinates who are required to handle Government money furnished security bonds with 2 sureties or security of other kind, under the provisions of chapter XIII of B. F. M. I. ?

(*ii*) Are all the securities furnished valid ?

(33) SERVICE BOOKS AND SERVICE ROLLS.

(*i*) Have these been maintained for all subordinates ?

(*ii*) Are these posted to date according to pay bill ?

(*iii*) Are the entries on the first page attested and re-attested wherever necessary ?

(*iv*) Have increments been given on the due dates ?

(*v*) Has the date of birth entered on the first page been verified with reference to documentary evidence and a certificate recorded to that effect ?

(*vi*) Has the annual certificate of verification of service been recorded under the signature of the D. F. O. ?

(*vii*) Have timely steps been taken to prepare the pension papers of subordinates due to retire during the year ?

(*viii*) Have leave accounts been correctly maintained for subordinates for whom they are required to be kept ?

(*ix*) Has any subordinate been allowed to continue in service after the date of compulsory retirement without sanction of proper authority ?

PERSONNEL.

(34) GENERAL STATE OF DISCIPLINE.

(*i*) Has the head clerk a complete control over the office ?

(*ii*) Are the clerks obedient to the head clerk ?

(35) EFFICIENCY OF EACH MEMBER OF THE ESTABLISHMENT.

(*i*) Is the head clerk capable and earnest in the management of the office ?

(*ii*) Does he confine his attention to one branch and remain ignorant of what goes on in any other ?

(*iii*) Are lists prepared showing the details of work allotted to each of the clerks ?

(*iv*) Are the duties of the clerks changed every year ?

(*v*) Is each of the clerks efficient to perform the duties of all sections of the office ?

(*vi*) Is the handwriting as good as it might be, and are efforts being made to improve it ?

(*vii*) Are the clerks trying to improve their English and their methods generally on the lines ordered.

(36) WORKING HOURS.

Are the prescribed hours strictly adhered to ?

(37) IRREGULARITIES.

Were any irregularities noticed in the work or behaviour of individual clerks or peons ?

(38) COMPLAINTS.

(*i*) Have the clerks any legitimate grievances ?

(*ii*) Have they any difficulty in bringing forward a complaint ?

(39) GENERAL.

(*i*) Are the clerks' tables tidy and is the office generally so too ?

(*ii*) Are the rooms clean ?

II. RANGE FOREST OFFICES.

(To be examined by the Divisional Head Clerk.)

(40) RECORD OF RESERVED AND PROTECTED FORESTS (FORM B. F. M. 1).

(*i*) Is this attested by the D. F. O. ?

(*ii*) Have all subsequent additions and alterations according to the divisional record as intimated from time to time the Divisional Officer been entered ? (The inspecting head cleark should take notes from his office record with him.)

(41) MAPS OF RESERVED AND PROTECTED FORESTS.

(*i*) Have all the village maps and topo sheets been coloured and attested by the D. F. O. as to their accuracy ?

(*ii*) Have all subsequent alterations as intimated by the D. F. O. been shown on the maps ? (The notes taken by the head clerk under item 1 "Record" should serve this check.)

(42) REGISTER OF MAPS (FORM B. F. M. 139).

Follow serial No. (3)

(43) REGISTER OF MALKI LANDS FROM WHICH WOOD IS ALLOWED TO BE REMOVED (PRESS No. FOR. 13).

Check this with the divisional register which the head clerk should take with him.

(44) RECORD OF ROUNDS AND BEATS (FORM B. F. M. 2).

See that this is an extract from the divisional record attested by the D. F. O. and hung on a board in the range office.

(45) REGISTER OF ANNUAL FIRES (PRESS No. FOR. 47).

(*i*) Is this in the prescribed form ?

(*ii*) Check the posting dates with first offence reports.

(46) FOREST JOURNALS (PRESS NO. FOR. 336).

Examine this on the following points :—

(*i*) The journal should be kept in the forest note book.

(*ii*) There should be a separate book for each High Forest block (series) and one for unorganised forest. In the case of teak and casuarina blocks, one book for as many blocks as it may provide for, allowing one leaf for each coupe, will suffice. The pages in each book should be numbered and an index given on the first page, showing the pages which each compartment (or village in the case of unorganised forest) occupies. Each compartment (or village) must have equal room in the book so that the whole book may be utilised.

(*iii*) The entries in the journal should be limited to the record of observation actually made in the field, and should be made by the R. F. O. himself in English. The notes to be made should refer to—

A.—GROWING STOCK.

(*i*) General.

(*ii*) Natural reproduction.

(*iii*) Bamboo flowering.

(*iv*) Seed-years of important species.

(*v*) Seasons of flowering, ripening of seed, lead fall and new leaf.

(*vi*) Species, whether or not killed by girding.

(*vii*) Coppicing capacity of important species.

B.—FACTORS INFLUENCING THE CROP.

(*i*) Man : forest offences.

(*ii*) Fire protection.

(*iii*) Climate.

(*iv*) Injurious plants, such as Lantana, Eupadarium odoratum, Strobilanthes species and any other species which may become dangerous.

(*v*) Other causes of injury.

C.—RESULTS OF WORK DONE.

(*i*) Marking for regeneration fellings and the result of the operations.

(*ii*) Marking for felling other than for regeneration. These will include fellings made for the improvement of the forest as well as those for yield purposes.

(*iii*) Creeper cutting.

(*iv*) Felling of ficus bound trees.

(*v*) Stream improvement.

(*vi*) Notes on extraction.

(*vii*) Brief references to roads, bridges, paths, buildings, camping grounds, fences and wells.

(*iv*) The notes should not be in too large writing, as the journals are permanent and room must be left for entries in the future. They should not exceed 2 or 3 lines under each head.

(*v*) In the case of the book for organised forest the heading of the column "Range" should be changed to "Block" (in the case of unorganised forest to "village") and that of the column "Forest" to "Compartment" (in the case of unorganised forest to remain as it is).

(47) REGISTER OF STORES, TOOLS AND PLANT (FROM B. F. M. 49).

(*i*) See that the register is kept in the same manner as the divisional register [*vide* serial No. (14)

(*ii*) that it contains also the account of each round separately.

(*Note.*—The account of stores at a sale depot may be independent of the range account.)

(*iii*) Check the receipts with the divisional register and issues with the acknowledgments (to be filed in one case) and see that the balances brought forward are correct.

(*iv*) Is the stock on hand correct according to the last balance ?

(*v*) Have the articles been kept clean and in proper repair and order ?

(*vi*) Has the register been attested by the R. F. O. in token of his annual stock-taking ?

(48) LIVE-STOCK AND THEIR REGISTER.

(*i*) Have the two registers prescribed in App. X to B. F. M. I been maintained ?

(*ii*) Scrutinise and see whether the work done by animals in the one is adequate.

(*iii*) Also scrutinise and see whether the expenditure on up-keep in the other is really incurred.

(*Note.*—There is every possibility as regards (ii) of the animals being misemployed, kept idle or overworked and as regards (*iii*) of the animals being ill-fed.)

(*iv*) Is the condition of animals satisfactory ?

(*Note.*—This the D. F. O. should personally satisfy himself and endorse to that effect in the register).

(49) BILL BOOK (FORM B. F. M. 25).

(*i*) Have bills been prepared for all sales held by Range Forest Officers and sanctioned by the D. F. O.? Check with divisional orders.

(*ii*) Compare the endorsements on the back of counterfoils of bills with the divisional register of outstandings.

(*Note.*—The bills so endorsed will serve the purpose of a register of outstandings in the range office.).

(*iii*) Have due steps been taken for recovery of items outstanding for over one year ?

(50) RECEIPT BOOKS (FORM B. F. M. 59).

(*i*) Do all the leaves or counterfoils bear printed or manuscript serial numbers ?

(*ii*) Are they intact ?

(*Note.*—It is very likely that a leaf may be used and torn out for some reason.)

(*iii*) Trace the amount of every receipt in the cash book.

(*iv*) See that receipts were not unnecessarily issued, for instance, in the case of permits, price of pass books, outstandings recovered and the like.

(*Note.*—For permit-money the permit, for price of pass book an endorsement on the opening page of the book that it was issued as per authorisation quoted, also *vide* serial No. (55) (vii) and for outstanding recovery an endorsement on the bill will suffice.)

(51) PERMIT BOOKS (FORMS B. F. M. 26 & 27).

(i) Follow serial No. (50) (i), (ii) and (iii)

Examine each permit on the following points :—

(ii) that the period allowed was not out of propertion to the quantity applied for. For example one month for a khandy (12.5 c. ft.) of timber, 20 days for a cartload of fuel and so on, whereas a week and three days at the most ought to have sufficed ;

(iii) that the permit was sent immediately to the executing official and a purchase certificate in Form 15B given to the permitdar ;

(iv) that the extensions given, if any, which also should be proportionate to the quantity applied for, have been duly endorsed on the permit by the issuing officer; and

(v) that each permit whether executed or not was immediately returned after expiry of its period and pasted on to the counterfoil in the book.

(vi) Check the excess amount recovered, if any, which ought not to exceed 50 per cent. of the original sum credited in the cash book.

(vii) see that no permit was given for reserved species—teak, blackwood, sandalwood, matti, honne, nandi, etc.

(*Note.*—The permit system comes under unregulated fellings—the term itself explains its nature. To ensure proper protection of forests therefore the rules laid down in this respect in Part VII of B. F. M. III, must be strictly adhered to.)

(52) CONTRACTORS' AND DISBURSERS' LEDGER (FORM B. F. M. 68).

(i) Check the entries in cash book.

(ii) See that the proper security was furnished for the advance in each case, and

(iii) that the advances were not made unnecessarily.

(53) PAY-BILLS (FORM B. F. M. 83).

See that the instructions laid down in Chapters XXV-(vii) and XXVI-(vi) (*c*) of B. F. M. I. are being attended to in the preparation of these bills.

(54) CASH BOOK (FORM B. F. M. 52).

(i) Check the Dr. side in subsidiary books—serial Nos. (49), (50), (51), (52) and (55)—the last in respect of price of pass books issued to contractors and others.

(ii) See that the following instructions were attended to : —

(*a*) In the case of permits for forest produce, the number of each permit, and the kind, quantity and rate of the material should be given in the column 'Particulars'.

(*b*) In the case of grazing passes, the lump collection for each date should be shown.

(*c*) In the case of other items of revenue, the number of the receipt in Form B. F. M. 59 given in each case should be quoted.

(iii) Compare the dates in the cash book with those in the subsidiary books and see that revenue was credited on same day it was collected.

(iv) See whether remittances to treasury were delayed beyond the limits prescribed in A. 401, B. F. M. I, without sufficient reason.

(v) Follow serial No. (23) (iv) as regards unnecessary and lengthy writing.

(vi) See that details of muster rolls, *viz.*, name, rate and amount of wages of each coolie are not given but only the totals and that, when any sums are withheld for future payment, such particulars concerning only the particular coolies are given.

(*Note*—.There will be no other means to verify when such sums come up for payment as the original muster roll will have been submitted with cash accounts and no duplicate is allowed.)

(vii) Also see that in the case of deposit repayment and redebit of disallowed expenditure the particulars once given in the original items of credit and debit, respectively, are not repeated but a reference only to such items is shown.

(viii) Check the totals of each budget sub-head on Dr. and Cr. sides of the cash book with the certified copy of monthly cash accounts.

(55) REGISTER OF PERMIT, PASS, RECEIPT AND OTHER IMPORTANT BOOKS.

(FORM B. F. M. 140).

(i) Check the receipt side with the divisional register and the issue side with the file of acknowledgments.

(*Note*.—Such books are to be issued to rounds, nakas and depots only from the range office.)

(ii) Are the printed numbers of the first and last pages of each book issued entered in the column of issue?

(iii) Are the balances brought forward correct?

(iv) Does the last balance tally with the stock on hand?

(v) Where fresh permit, pass or receipt books issued before the used up books were returned?

(vi) Were any books issued in excess of the number authorised ?

[*Note*.—Test (v) and (vi) with the divisional books of authorizations, see serial Nos. (19) and (20)]

(vii) Check the issues of pass books to contractors and others with the credits shown for them in the cash book.

(56) TRANSIT PASS BOOKS (PRESS NOS. FOR. 189 TO 193).

The examination must be minute and on the following points :—

(i) The use of pass books is to be strictly regulated. They should not be too freely issued to beat, naka and cutting guards. The reasons are obvious—one is that these low-paid servants are subjected to temptations which must be hard to resist and another is that they are furnished

with an excuse for failure to protect their forests, nor are the books to be too freely issued to malkidars, inamadars and others. See, therefore, that the following alternatives are observed :—

(*a*) In the case of material removed on permit no separate pass is necessary. The purchase certificate (Form B. F. M. 28) will serve the purpose.

(*b*) For all material removed by coupe and farm contractors the contractors should be authorised to issue their own passes under agreements.

(*c*) In the case of petty sales in forests the R. F. O. or the Round Officer holding the sale shall issue passes.

(*d*) In the case of wood from malki and inam lands, passes may be issued by the village patil when the lands are situated more than 10 miles away from Government forests. When authorised, the inamdar and holder of malki land may themselves issue passes for wood from their lands. In cases not covered by the above the Round Forester or other specially deputed guard may issue them.

(*ii*) That that passes were given either at the starting stations in the forests or at depots before any material was actually moved and not without seeing the material.

(*iii*) Have any abuses of the following kinds come to notice?—

(*a*) A guard filling the counterfoils in the pass book for a contractor and keeping back the blank duplicates for some other purpose.

(*b*) Signing blank passes and leaving them in the book.

(*c*) A contractor or his agent authorised to issue passes, signing blank passes prior to giving the books to his karkun who fills in the rest and misuses the passes.

(*Note.*—Item (*a*) is an instance of the abuse described in clause (*i*). The course prescribed in sub-clause (*b*) of the same, therefore, is the only safeguard in such cases. Items (*b*) and (*c*) mean an entire want of supervision. It is want of supervision that generally induces contractors, inamdars or other license-holders, to commit breaches of rules. Pass books once entrusted to them are often not looked at again. The guard, forester and ranger may neglect to examine the books. Proper attention to duty, on the part of every one concerned from ranger down to guard should be insisted on.)

(*iv*) See that pass books to contractors and others authorised to issue passes are given only by the Range Officer.

(*Note.*—By this arrangement not only will the account of all such books be in one place for the purpose of check but also the Range Forest Officer will have no excuse for neglect of supervision in cases where they are issued by the D. F. O. and not himself.)

(*v*) Have all pass books used or unused issued under clause (iv) above been taken back immediately on the expiry of the period of authorizations and the latter returned to the D. F. O.?

(*vi*) Were at least 25 per cent. of each class of the passes mentioned in clauses (*i*), (*a*) to (*d*), and given in one season examined by the R. F. O. and the fact noted at the end of his diary?

(*vii*) See that, where coupe contractors bring and stack their timber in their own depots and leave it 3 to 4 years before removal until they find satisfactory customers the following procedure is followed by all depots officers :—

A register should be kept in the following form for each contractor showing the details of timber brought by him to the depot:—

Register of timber brought to the Depot by contractor from coupe of block No. during the year 19

No. and date of original pass.	Jungle No. of logs.	Total No. of logs.	No. and date of fresh pass.	Register No. of vessel.	Jungle No. of logs.	Total No. of logs.	Remarks.

There should be a file for each year, wherein the original passes of each contractor for the year should be placed in a separate case with an index to the cases on the opening page of the file. During the annual inspection of the depot office by the D. F. O. the register should be examined with the original and fresh passes.

(57) STAMPS AND PROPERTY MARKS.

(*i*) Simultaneously with the check over pass books issued to subordinates, contractors and others there must be a check also over the stamps used by the former, and the property marks registered by later. The stamps should be kept in proper custody. For instance, the Divisional Forest Officer's 'E' and the Range Forest Officer's 'R' stamps should not be with the clerks. They ought to be in the personal custody of the officers concerned. The 'S. N.' stamps should be with the rounds only when

malki wood is being transported and at other times it should be kept by the R. F. O. Similarly the Round's stamp should be kept by the R. F. O. during the close season from June to October.

(*ii*) Implicit compliance with the rules laid down is absolutely necessary and must be insisted on.

(58) SERIAL NUMBERS TO BILLS, RECEIPTS, PERMITS AND PASSES.

See that all permits, passes, bills and receipts bear one serial number for the financial year.

(59) VOUCHERS.

As against serial No. (24).

(60) REGISTER OF LEAVE.

Is all leave including casual leave granted to subordinates entered in the register? Check this with the orders.

(61) THE SORTING AND LISTING OF RECORDS AND DESTRUCTION OF USELESS DOCUMENTS.

As against serial No. (25).

(62) REGISTER OF RECEIPTS AND ISSUES OF DOCUMENTS (FORMS B.F.M. 130 to 132).

As against serial No. (26).

(63) STAMP ACCOUNT (FORMS B. F. M. 66 AND 67).

(*i*) Was it examined and attested by the Range Forest Officer monthly?

(*ii*) Is the account correct and are instructions in A. 364, B. F. M. I., being followed?

(64) SHOOTING LICENSES.

See that a list of these in vernacular is hung on a board in the office for easy reference by foresters, guards, village officers and others.

(65) ORDER BOOK (PRESS No. FOR. 347).

Is this maintained and have the instructions given in serial No. (26) (*ii*) (*f*) been duly complied with ?

(66) FIRST OFFENCE REPORTS FILE (PRESS No. FOR. 128).

Are the reports duly posted and kept in serial order in a file?

(67) STANDING AND WORKING ORDERS FILES.

Are these duly kept up with indexes on the opening page?

(68) LICENSE FOR SAWING TIMBERS.

See that the following instructions are properly attended to :—

(*i*) To avoid unnecessary correspondence and 'barnishi' work in the matter, a file should kept with an index, and each application should be given the serial number of the index, which should be quoted in the Range and Round despatch or delivery books throughout. After final disposal, the application should be placed in its proper place in the file. No inwarding and outwarding is needed.

(*ii*) No applications should pass to and fro between the Round Forester and the Beat Guard. There ought to be no correspondence with Beat Guards. The Round Forester, and not the Beat Guard, should inspect and report to the R. F. O. on the application. The R. F. O. should then return the case to the Round Officer with the license if deemed fit. The latter should deliver the license to the Beat Guard only for supervising the operation. After the operation is finished, the Round Forester should remeasure the *pieces*, and not the sawn material, enter their measurements on the back of the license and return the license together with the case to the R. F. O. The R. F. O. should then affix the license to the counterfoil and place the case on the file.

(*iii*) The Round Officer or the Beat Guard, on receipt of the R. F. O.'s order on any application should not waste his time in going to the applicant's house once, twice or until he is found and in waiting on him till he finishes the operation. Such a practice must be stopped. The duty of the Forester or the Guard is only to see that sawing is not conducted without permission while it is the look-out of the applicant to get permission and have the wood sawn within the time allowed.

(*iv*) Exhaustive lists need not be submitted by *Beat Guards* showing number, length, breadth, thickness and cubic feet of each kind of the sawn material, such as battens, beams, planks, etc. This is waste of time and paper. The object of the supervision is only to see that the neighbouring forest is not looted For this purpose it will suffice if the logs or pieces sawn, which should be kept in tact tied up in their original form and not split up, are remeasured and entered on the back of the license by the Round Forester.

(69) GENERAL.

(*i*) Have any registers or books other than those prescribed been kept ?

(*ii*) Where any registers or books kept in manuscript forms ?

(Note.—The amount of clerical work involved in ruling columns and writing headings on, and lining each page of a manuscript register is very great and particularly in rounds, where no clerks are given, it a hardship. The Chief object in view at the present day is to curtail all necessary clerical work in these offices and enable the men thereby to spend more time in the forest and as little as possible at the desk. In order to attain this object obviously it is most necessary that their office work should be made an easy and light as possible, firstly, by supplying printed forms in lieu of manuscript ones and secondly, by doing away with all unnecessary ceremonies in official correspondence. Special attention should be paid to this.)

(*iii*) Have any registers or books been placed on the record half used?

(*Note.*—This is a question of economy in printed forms and in the case of receipt, permit and pass books a free scope for fraud besides. Printed books or registers therefore should on no account be filed before they are completely used up.)

III. ROUND OFFICES.

(70) RECORD OF RESERVED AND PROTECTED FORESTS (FORM B. F. M. 1).

(*i*) Is this kept in the prescribed form ? and

(*ii*) posted to date according to the range record?

(71) RECORD OF BEATS (FORM B. F. M. 2).

Is this kept pasted on a half sheet card board in the round 'daftar' ?

(72) REGISTER OF LANDS LEASED (FORM B. F. M. 8).

Check the posting in the divisional register which the inspecting head clerk is to take with him. Are all rents recovered within the year?

(*Note.*—Generally rents are not paid in regularly as in the Revenue Department. The Department should not have to go and seek out the lessees and beg for rents all the year round or have to carry on unnecessary correspondence and incur expenditure in recovering them through the Revenue Department. Penalty (according to agreement) for failure to pay by the end of December each year and of cancellation of the lease for failure to pay by the end of December of the following year should be enforced.

(73) REGISTER OF STORES, TOOLS AND PLANT (FORM B. F. M. 49).

(*i*) As against serial No. (47) (*i*).

(*ii*) Check the receipt side with the range register and the issue side with acknowledgments, which should be filed together.

(*iii*) Are the balances brought forward correct ?

(*iv*) Does the last balance tally with the stock?

(*v*) Have the articles been kept clean and in order?

(*vi*) Is the register attested by the R. F. O. in token of his inspection ?

(74) RECEIPT BOOK (FORM B. F. M. 59).

(*i*) Is an authorization as per serial No. (19) kept in the 'daftar'?

(*ii*) Is the number of receipt books within the limit authorised?

(*iii*) Are all the books traceable in the range register?

(*iv*) Follow serial No. (50).

(75) PASS BOOKS (PRESS NOS. FOR. 189 to 194-A).

(*i*) Follow serial No. (74) (*i*), (*ii*) and (*iii*).

(*ii*) Follow serial No. (50) (*i*) and (*ii*).

(*iii*) Have passes been (*a*) issued unnecessarilly or for the purposes mentioned in serial No. (56) (*i*) (*b*) where contractors are authorised and in No. (56) (*i*) (*d*), where others are authorised or (*b*) used for any illegal purposes stated in No. (56) (*iii*)?

(76) REGISTER OF PERMITS FOR TIMBER (PRESS No. FOR. 21).

(*i*) Was each permit executed within the time allowed?

(*ii*) Were any reserved species allowed in any case?

(*iii*) Was wood allowed in any case over 25 per cent. of the value orginally credited?

(*Note.*—In marking more wood than a permitdar actually requires there is scope for fraud, hence the rules should be strictly enforced.)

(*iv*) Was excess value due, if any, fully recovered before the final pass in Press No. For. 170-A was issued and the wood was removed?

(*v*) Were 50 per cent. at least of these permits checked by the R. F. O., *i.e.*, were the measurements tested before wood was removed?

(*Note.*—There is ordinarily scope for fraud in the execution of permits. Therefore there should always be surprise checks of superior officers over their execution.)

(*vi*) Were all time-expired permits, whether executed or not, returned immediately to the range office?

(77) PERMIT BOOK (FORM B. F. M. 27).

(*i*) Follow serial No. (74) (*i*), (*ii*) and (*iii*).

(*ii*) Follow serial No. (51).

(*Note* 1.—Permits for fuel, bamboos and minor forest produce only are to be given by Round Officers within their charges and permits for timber by Range Forest Officer.)

(*Note* 2.—Permits for fuel, bamboos and minor forest produce may be executed by guards, but permits for timber by officers not lower in rank than a Round Officer.)

(78) GRAZING PASS BOOK (PRESS No. FOR. 149).

(*i*) Follow serial No. (50) (*i*) and (*ii*).

(*ii*) Are these correctly issued as regards the rates and localities?

(*iii*) Is the total sum of all passes given during each day correctly credited in the cash book?

(*iv*) Were at least 25 per cent. of the passes issued to the people checked by the R. F. O.?

(*Note.*—There is likelihood of the passes with the holders being for larger sums than those in the counterfoils in the book even though they be written with carbon paper.)

(79) REGISTER OF GRAZING FEES (PRESS No. FOR. 14).

Check the entries in the cash book.

(80) CASH BOOK (FORM B. F. M. 52).

(*i*) Check the Dr. side with serial Nos. (74), (76), (77) and (78).

(*ii*) Follow serial No. (54) (*ii*) to (*viii*).

(81) ACQUITTANCE ROLLS (FORM B. F. M. 84).

See whether instructions in A. 417 to 419, B. F. M. I., are being followed in the preparation and submission of these rolls.

(82) REGISTER OF RECEIPTS AND ISSUES OF CORRESPONDENCE (FORMS B. F. M. 131 AND 132).

(*i*) Was there any unnecessary correspondence between the R. F. O. and the Round Officer similar to that instanced in serial No. (26) (*ii*)?

(*ii*) Any between the Round Officer and Guards?

(*Note.*—There ought to be no correspondence whatever with naka, felling or beat guards.)

(*iii*) Is sufficient use made of the order book?

(*iv*) Was there unnecessary registering as described in serial No. 26 (*iii*)?

(*v*) Similarly, any lengthy writing in the register?

(*vi*) Have back and forward references been entered?

(*Note.*—Every headquarter-Round Forester who lives at the headquarters of a range must be considered as a member of the range office for the purpose of correspondence. He should not keep any barnishi at all like the clerk, but only a delivery book. Any original order from the R. F. O.

should go straight into the order book. Cases sent from the D. F. O. such as offence, free grants, malki, etc., should be delivered to the Round Forester with the usual endorsement for compliance (not to be outwarded) entering them in the range delivery book quoting divisional numbers. The Forester, after executing the order, should endorse them to that effect and deliver them back to the range office, entering their divisional numbers in his delivery book. Thus the delivery book should be the medium for all correspondence between the particular Round Officer and the Range Officer.)

(83) STAMP ACCOUNT (FORMS B. F. M. 66 AND 67).

(*i*) Was this examined by the R. F. O. in his periodical inspection of the round office?

(*ii*) Is the account correct?

(84) ORDER BOOK (PRESS No. FOR. 347).

Is this used to the full extent as suggested in serial No. (26) (*ii*) (*f*)?

(85) STANDING ORDERS FILE AND WORKING ORDERS FILE.

Are these kept up with indexes on the opening pages?

(86) FIRST OFFENCE REPORT BOOKS (PRESS No. FOR. 128).

(*i*) Follow serial No. (50) (*i*) and (*ii*).

(*ii*) Have round enquiry report numbers been entered on all counterfoils?

(*Note.*—It is the only way of discovering if any first report has been destroyed or not submitted.)

(87) ENQUIRY REPORT BOOK (PRESS No. FOR. 116).

(*i*) Are the divisional order and the final report noted at the end of every enquiry report so as to link everything up to the divisional register?

(*Note.*—This book is to be kept only by Round Officers. Enquiries instituted by Range or other officers must go into the round book; where a depot is held by a Forester or Ranger an enquiry report book may be kept by such officer.)

(*ii*) Are there unusual delays in the disposal of cases?

(88) REGISTER OF OFFENDERS (PRESS No. FOR. 15).

Examine this on the following points :—

(*i*) It should be written according to villages, two spare pages being assigned to each village.

(*ii*) An index should be given on the opening page showing the name of the village and the number of pages assigned to it.

(*iii*) The name of the offender should be entered under the village he belongs to, and the divisional offence number and year with the distinguishing letter A, B or D to show whether the case was prosecuted, compounded or let off with warning in the 3rd column 'nature of offence' against him, thus, D. G. I. 443A—1915-16 and a space of one line should be reserved after the entry of the name of each offender to admit the entries being made in the 3rd column against the man for 10 years.

(*iv*) If the same man happens to commit more than one offence his name is not to be entered over again but only the D. O. number and year should be added in 3rd column against his original entry.

(*v*) The name of the offender should be entered in the register only on receipt of the D. F. O.'s order on the case and not before.

(*vi*) The register is not to be renewed annually but is to be continued for 10 years.

[*Note 1 on* (*v*).—It may frequently happen that cases in which offenders are mentioned in the enquiry reports are decided by the D. F. O. as 'no offence'. Entering the names before receipt of such orders may necessitate subsequent corrections in the register unnecessarily.]

[*Note 2 on* (*vi*).—The object of the register is to show in one place the record of each offender for years past (say 10 years as this is the time prescribed for keeping the register) as such information is required to be given in each offence case. The object will be attained by a continuous register and not by an annual one.]

(89) RECORD IN ROUNDS.

See that the Round Officer keeps only the current record and sends everything else into the range office in the first week of July each year.

(*Note.*—The round record consists mainly of registers and cash, permit, pass, enquiry report, etc., books. These can be very easily sorted in the range office where there is a clerk.)

(90) GENERAL.

Follow serial No. (69).

IV. BEAT GUARDS.

[*Note.*—There ought to be no correspondence with Beat Guards—*vide* note under serial No. 82 (ii).]

(91) DIARY BOOK.

(i) Do the leaves bear printed or manuscript serial numbers?

(ii) Are the pages intact?

(iii) Is it written daily?

(iv) Is the writing unnecessarily lengthy?

(v) Is sufficient work shown?

(92) FIRST OFFENCE REPORT BOOK (PRESS No. FOR. 128).

Follow serial No. (86).

(93) REGISTER OF 'KIRKOL PERMITS' (PRESS No. FOR. 24).

(*Note.*—To be kept where such permits are executed.)

(i) Was each permit executed within the time allowed?

(ii) Was value on account of excess material removed duly credited?

(*iii*) Were all time-expired permits whether executed or not returned immediately to the issuing officer?

[*Note.*—The number and date of pass to be entered in column 20 is the same as that of the permit shown in column 2. No separate pass to be issued—*vide* serial No. (56) (i) (*a*).]

V. NAKA OFFICES.

[*Note.*—As the round is the unit of accounts, all receipts collected in it, except at a sale depot, should be incorporated in the round cash book, though for the convenience of the public, the naka guard may be authorised to issue permits. In the round cash book it will amount to only one entry in lump on the *Dr.* side and one on the *Cr.* side monthly. As regards correspondence—*vide* Note under serial No. (82) (ii).]

(94) PASS BOOK (PRESS Nos. FOR. 189 to 191).

Follow serial No. (75).

(*Note.*—This is to be used only when export passes have to be changed for internal passes.)

(95) WAGON PASS REGISTER (PRESS No. FOR. 22).

(*Note.*—This is intended for transit by railway only.)

(i) Have the original passes entered in column 4 been pasted on to the counterfoils of fresh passes shown in column 11?

(ii) Examine whether they were issued by a duly authorised person.

(iii) Check the quantity entered in column 7 with the original pass.

(96) PASS CHECKING REGISTER (PRESS No. FOR. 23.)

(*Note.*—This is intended for transit by road.)

Check this in the same manner as serial No. (95).

(97) PERMIT BOOK (FORM B. F. M. 27).

(*Note.*—Only in exceptional cases may naka officials be authorised to issue permits.)

Follow serial No. (77).

(98) CASH BOOK (FORM B. F. M. 52.)

(*Note.*—To be kept where issuing of permits is allowed.)

Check the *Dr.* side with serial No. (97) and the monthly totals on Dr. and *Cr.* sides with round cash books.

(99) FIRST OFFENCE REPORT BOOK (PRESS No. FOR. 128).

Follow serial No. (86).

VI. DEPOT OFFICES.

I—Forest Depots.

(100) FELLING OPERATIONS.

TIMBER.—

(i) Departmental operations.—See that

(*a*) no fresh compartment was allowed to be worked before the previous one was finished.

(*Note.*—If otherwise no compartment will ever be worked completely and supervision will be impossible. Exception may be made in the following manner :—If felling is finished and a little carting remains in the old one then only felling may be allowed in a fresh compartment. Similarly carting in the fresh compartment should be allowed only when the same is completed in the old one.)

(*b*) where contractors failed to complete the work within the stipulated time it was done departmentally or by another contractor at the cost of the original man.

(*Note.*—Unless the conditions of agreement are strictly enforced, no work will ever be properly finished.)

(*c*) in the case of "Improvement fellings" all dead or misshappen trees were marked for felling to make room for new stocks not trees that gave logs of saleable sizes only.

(*d*) in all agreements for timber operations two rates have been stipulated, one for first class logs at so much per khandy of passed log and another for second class logs (pieces, poles and rafters) at a share rate, and in the case of teak and other sleeper yielding timber a third class rate at so much per passed sleeper or sleeper piece.

(*Note.*—If only one rate for logs delivered at the depot be fixed, contractors naturally would, if the rate be a share rate, bring out only good logs to justify a high share and leave the rest-pieces poles and rafters behind, or, if the rate be at so much per khandy, convey every single piece to the depot as log and get payment for it all at full rate; generally contractors neglect bringing 2nd class logs and sleeper pieces because they are not as profitable to them as the logs. In order, therefore, to achieve due economy of the produce felled as well as to avoide unjustified payments to contractors the different rates are necessary and the contractors should be bound to being everything that is stipulated.)

(*e*) where a saw mill exists no sleepers were prepared by contractors.

(f) where contractors were allowed to prepare sleepers such operation was carried out only in the fixed forest depot.

[*Note.*—In this way the waste material (slabs, etc.) which has a value will not be lost sight of as otherwise it would be, should the operation be carried out wherever the sawyers choose and the material left scattered over the compartment.]

(*ii*) Operations by purchasers—See that—

(*a*) all coupes due to be exploited in one season were laid by the Surveyor during the previous working season ;

(*b*) the reservation was completed by the end of January at the latest ;

(*c*) the sale of coupes was completed not latter than the first week of June.

(*d*) the agreements which should be kept ready in all respects, excepting date, names of contractors and amount, were completed and orders to R. F. Os. to permit commencement of operation in the coupes were issued by 1st July.

(*Note.*—As it is necessary to restrict the date of completion of coupe operations to 31st March in order that the whole of the following April and May may be available for inspection and correction of the bad condition in which the coupes were left, it is equally necessary that 1st July should be fixed as the date of commencement in order that the contractors may have sufficient time for their work and no excuse for asking for extension. Such an arrangement will also enable the establishment to concentrate their attention on fire protection betwen February and May as otherwise it would be impossible for them to do so if the reservation [item (*b*) above] should continue throughout the season.)

(101) FELLING REGISTERS.

TIMBER—

(*i*) Departmental operations—See that—

(*a*) concurrently with the working of any compartment, its felling register, which is the starting point not only of the work but also of all resulting timber accounts has been kept in the prescribed Form B. F. M. 35.

(*b*) it is kept separately for each compartment with a serial number for each series marked.

(*Note.*—The marking should be done in good time by responsible officers and the register written up and signed by the contractor along with the agreement before the compartment is opened for operations.

This is a legal principle of any agreement and should be strictly followed. The marking registering and felling should on no account be allowed to go simultaneously.)

(*c*) The register is regularly written.

(*d*) It is in harmony with the "Tippan" book and the fortnightly and monthly progress report.

(*Note.*—The "Tippan" book is a rough note book kept by the felling forester for use in the jungle from which the register is written by him after the day's work. The Range or Divisional Officer at each visit to any timber operation should first inspect the "Tippan" book and see that it is regularly posted. If the "Tippan" book is regularly written there is little chance of the felling register being neglected.)

(*e*) All the remarks like "hollow therefore left" in the register against trees either unfelled or felled and left behind are attested by the R. F. O., Sub-D. F. O. or D. F. O.

(*Note.*—The writing of such remarks should not be left to the felling official for obvious reasons. It is easy for them to write them to oblige the contractors who naturally always prefer to exploit trees from easy places and leave the rest.)

(*f*) The register is endorsed and signed by the D. F. O. at the end attesting its completion or the state in which it was closed.

(*Note.*—The D. F. O. is responsible for closing and recording any such register.)

(*ii*) Operations by purchasers—

Here all account is kept by the contractor. The felling official has only has to supervise the operation and report breaches of conditions in agreements, such as breaking of standards, leaving stools untrimmed, firing, etc. The yield to be ascertained from the passes issued by the contractor.

(102) PASS BOOK.—ARE ALL THE PASSES ISSUED ENDORSED BY THE OFFICER AT THE SALE DEPOT AND PASTED ON TO THE COUNTERFOILS ?

(*Note.*—The officer in charge of sale depot should note on each pass the dimensions and cubic contents of each log as entered in the register of receipts and the felling officer should check them with the details in his felling register.

(103) FIRST OFFENCE REPORT BOOK. FOLLOW SERIAL NO. (86).

II—Sale Depots.

(104) TEST ON THE GROUND.

(*i*) See that there is neatness in arrangement and facilities for stock-taking—the first essentials in all sale depots.

(*Note.*—These can be secured in the following manner :—Different areas be assigned for different kinds of timber and each such area be sub-divided for the timber of different contractors. There should be timber of each kind in one place to enable both the seller and the customer to find things easily and timber of each contractor in one place facilitate rendering of contractor's account as well as stock-taking.)

(*ii*) See that the arrangement is done by an officer not lower in rank than a forester.

(*iii*) Test at least 25 per cent. of the measurements of logs on the ground on these points :—

(*a*) The measurements of the length should be taken as if the logs were cross-cut at the ends with a saw. If the logs are not so cross-cut the measurement should be taken between the points at which the ends would be cross-cut.

(*b*) In the measurement of logs containing drag-holes at either or both of the ends an allowance should be made on the measurement of .33 of a cubic foot for each drag-hole, *i.e.*, if there are holes at each end of a log the allowance should be .66 cubic foot, if at one end only then .33 cubic foot should be allowed.

(*c*) Length should be taken to the nearest ; ¼ foot fraction below 1½ inches being dropped and over 1½ inches reckoned as ¼ foot.

(*d*) Girth should be taken of all squared and round logs in the centre to the nearest inch ; ½ and under being dropped and over ½ reckoned as 1 inch.

Moss, bark, cow-dung, mud etc., upon the log likely to vitiate its measurements should be removed.

(Quarter girth) 2 × length = cubic contents.

(105) TEST IN THE OFFICE.

REGISTER OF RECEIPTS (FORM B. F. M. 40).

(*i*) See that where more than one division are concerned a separate register is kept for each division.
(*ii*) that the serial number in each register commences from the date of close of last annual sale.
(*iii*) Test every entry of cubic contents with the ready-reckoner.

[*Note.*—A lot shall consist of one bottom log (which should not be first class or pole and all the logs or poles resting on it. As soon as a lot is completed it must be entered in the register of disposals) Form No. 8].

(*iv*) See that against each log in the last column is entered the serial number of lot of the register of disposal (Form B.F.M. 41).

(*v*) Trace each log into such lot.

(106) REGISTER OF DISPOSALS (FORM B. F. M. 41).

(*i*) Check the entries in columns 4 to 10 in respect of each log with those in columns 4 and 8 to 12 of the register of receipts.

(*ii*) See whether the total cubic contents of each lot are correct, and

(*iii*) Whether the price of the whole lot is paid before a single lot is removed.

(*iv*) Trace the credit shown against the amount of sale in column 12 into the cash book and the bill.

(*v*) Check the pass number and date entered in the last column with the counterfoil in the pass book.

(*Note.*—See that the link between the three registers, *viz.*, felling register in the forest depot. register of receipts and register of disposals in the sale depot and bill and pass book, is carefully maintained as stated above in order to facilitate check of any operation from start to finish. Should any timber operation be conducted by a purchaser the same course of action must be followed until the timber reaches the sale depot.)

(107) STOCK-TAKING.

Has the D. F. O. attested the register in token of his annual stock-taking on the ground ?

(*Note.*—In stock-taking check the stock of unsold logs on the ground with—

(*a*) the balance of incomplete lots in the register of receipts which has not been transferred to the register of disposals, and

(*b*) the balance of lots remaining undisposed of in the latter register.)

(108) AUCTION SALES.

(*i*) Was any timber from the depot sold except at regular auction sale without the express permission of the Conservator?

(*ii*) Have the conditions of sale given in Press No. For. 270 duly adhered to in all cases?

(*iii*) Was the rule of payment of 25 per cent. earnest-money strictly enforced ?

(*iv*) See whether, when, according to the conditions of sale, any timber was proposed to be re-sold at the risk of the original purchaser, a registered notice announcing the re-sale was sent to the defaulter giving it time to reach him well before the sale.

(*Note.*—A last chance of paying up the dues if he cares to do so should thus be given to the defaulter.)

(109) BILL BOOK (FORM B. F. M. 25).

(*i*) Check each bill with sale slip as regards the kind, quantity and amount of sale of the material.

(ii) Trace each payment endorsed on the back of the bill into the cash book.

(110) FILE OF SALE SLIPS.

(*i*) Are the slips pasted in the order of date of sale?

(*ii*) Is each slip attested by the D. F. O.?

(111) RECEIPT BOOK (FORM B. F. M. 59).

Follow serial No. (74).

(112) CASH BOOK.

(*i*) Check the posting on the *Dr.* side with serial Nos. (109), (110) and (111).

(*ii*) Follow serial No. (54) (*i*) to (*viii*).

(113) WAGON PASS REGISTER (PRESS No. FOR. 22).

Follow serial No. (95).

(114) FIRST REPORT (PRESS No. FOR. 118).

Follow serial No. (86).

(115) ENQUIRY REPORT (PRESS No. FOR. 116).

Follow serial No. (87).

(116) REGISTER OF TOOLS, STORES AND PLANT (FORM B.F.M. 49).

(*i*) See that it is kept in the same manner as the Range register. Serial No. (47).

(*ii*) Check the receipt side with the divisional register and the issue side with the file of acknowledgements and see that the balances brought forward are correct.

(*Note.*—The account of stores at the sale depot may be independent of the range account.)

(*iii*) Does the last balance tally with the stock on hand?

(*iv*) Have the articles been kept clean and in order?

(*v*) Is the register attested by the D. F. O. in token of his annual inspection?

(117) REGISTER OF RECEIPTS AND ISSUES OF DOCUMENTS (FORMS B.F.M. 130 TO 132).

(*i*) Examine whether there is unnecessary correspondence or registering and lengthy writing, and

(*ii*) whether "back" or "forward" numbers have been duly entered.

ANNEXURE 45.01

NOTIFICATION

Revenue and Forest Department
Hutatma Rajguru Chouk,
Madam Cama Marg,
Mantralaya, Mumbai-400 032.
Date : 20 July, 2015

Maharashtra Right to Public Services Ordinance, 2015.

No.FST-02/15/C.R. 85/F-4 - In exercise of the powers conferred by sub-section (1) of section 3 of the Maharashtra Right to Public Services Ordinance, 2015 (Mah.Ord.No.V of 2015), the Government of Maharashtra hereby, notifies the public services to be rendered by the Revenue and forest Department (Forest) through the office of the Principal Chief Conservator of Forests (Head of Forest Force), Maharashtra State, Nagpur & the Managing Director, Forest Development Corporation of Maharashtra Limited, Nagpur through their sub ordinate Forest Offices, to the eligible persons, and the stipulated time limits for providing such public services, the Designated Officers, First Appellate Authorities and Second Appellate Authorities, as specified in the Schedule appended herewith, for the purposes of the said Ordinance.

SCHEDULE

Sr. No.	Public Service	Time limit to provide services after receipt of application with all necessary documents (days)	Designated Officer by whom services will be provided	First Appellate Authority	Second Appellate Authority
(1)	(2)	(3)	(4)	(5)	(6)
1.	Registration of Tendu Traders / Manufacturers	10 Days	Deputy Conservator of Forests (Territorial)	Concerned Chief Conservator of Forests (Territorial)	Additional Principal Chief Conservator of Forests (Non Timber Forest Produce Monitoring & Evaluation)
2.	Registration of Burad Community for supply of Bamboo	15 Days	Concerned Deputy Conservator of Forests (Territorial)	Concerned Chief Conservator of Forests (Territorial)	Additional Principal Chief Conservator of Forests (Resource Utilisation)

Sr. No.	Public Service	Time limit to provide services after receipt of application with all necessary documents (days)	Designated Officer by whom services will be provided	First Appellate Authority	Second Appellate Authority
(1)	(2)	(3)	(4)	(5)	(6)
3.	Compensation to be sanctioned for Cattle Kill caused by wildlife.	15 Days	Assistant Conservatcr of Forests in charge of the concerned Range (Territorial/ Wildlife). Assistant Manager of concerned Range of Forest Project Division of Forest Development Corporation of Maharashtra, Limited.	Concerned Deputy Conservator of Forests / Divisional Forest Officer (Territorial/ Wildlife). Conservator of Forests (Wildlife) Divisional Manager of concerned Forest Project Division, Forest Development Corporation of Maharashtra, Limited.	Concerned Chief Conservator of Forests (Territorial/Wildlife) / Field Director, Tiger Reserve . Additional Principal Chief Conservator of Forests (Wildlife) General Manager of concerned Region, Forest Development Corporation of Maharashtra, Limited.
4.	Financial Assistance to be sanctioned for human death or disability caused by wildlife.	15 Days	Assistant Conservator of Forests in charge of the concerned Range (Territorial/ Wildlife). Assistant Manager of concerned Range of Forest Project Division of Forest Development Corporation of Maharashtra, Limited.	Concerned Deputy Conservator of Forests / Divisional Forest Officer (Territorial/ Wildlife). Conservator of Forests (Wildlife) Divisional Manager of concerned Forest Project Division, Forest Development Corporation of Maharashtra, Limited.	Concerned Chief Conservator of Forests (Territorial/Wildlife) / Field Director, Tiger Reserve. Additional Principal Chief Conservator of Forests (Wildlife) General Manager of concerned Region, Forest Development Corporation of Maharashtra, Limited.
5.	Permission for photography in Protected Area during tourist season (Circle Level)	15 Days	Concerned Conservator of Forests (Wildlife)/ Chief Conservator of Forests (Wildlife) / Field Director, Tiger Reserve	Concerned Additional Principal Chief Conservator of Forests (Wildlife)	Principal Chief Conservator of Forests (Wildlife), Maharashtra State, Nagpur.
6.	Permission for photography in Protected Area during tourist season (More than one Circle)	15 Days	Additional Principal Chief Conservator of Forests (Planning & Management-Wildlife)	Principal Chief Conservator of Forests (Wildlife), Maharashtra State, Nagpur.	Principal Chief Conservator of Forests (Head of Forest Force), Maharashtra State, Nagpur.

Sr. No.	Public Service	Time limit to provide services after receipt of application with all necessary documents (days)	Designated Officer by whom services will be provided	First Appellate Authority	Second Appellate Authority
(1)	(2)	(3)	(4)	(5)	(6)
7.	Compensation to be sanctioned for Crop Damage caused by wildlife.	30 Days	Assistant Conservator of Forests in charge of the concerned Range (Territorial/ Wildlife).	Concerned Deputy Conservator of Forests / Divisional Forest Officer (Territorial/ Wildlife). Conservator of Forests (Wildlife)	Concerned Chief Conservator of Forests (Territorial/Wildlife) / Field Director, Tiger Reserve . Additional Principal Chief Conservator of Forests (Wildlife)
8.	Communication of decision by licensing authority regarding renewal of Saw mill License.	30 Days	Concerned Deputy Conservator of Forests (Territorial) / Divisional Forest Officer / Sub-Divisional Forest Officer (Independent Charge).	Concerned Chief Conservator of Forests (Territorial)	No provisions in the Maharashtra Forest Rules, 2014.
9.	Communication of decision by Tree Officer regarding Tree felling permission to occupants belonging to Scheduled Tribes as per the Mah. Felling of Trees (Regulation) Act.,1964 after the receipt of application alongwith the complete documents.	60 Days	Concerned Range Forest Officer (Territorial)	Concerned District Collector. As per Provision in the Mah. Felling of Trees (Regulation) Act., 1964.	No Provision in the Mah. Felling of Trees (Regulation) Act.,1964.
10.	Communication of decision by Tree Officer regarding Tree felling permission to non-tribal applicants as per the Mah. Felling of Trees (Regulation) Act.,1964 after the receipt of application alongwith the complete documents.	60 Days	Concerned Range Forest Officer (Territorial)	Concerned District Collector. As per Provision in the Mah. Felling of Trees (Regulation) Act.,1964.	No Provision in the Mah. Felling of Trees (Regulation) Act.,1964.

By order and in the name of the Governor of Maharashtra,

Dattatraye Laxman Thorat

Digitally signed by Dattatraye Laxman Thorat
DN: c=IN, o=Government Of Maharashtra, ou=Joint Secretary, postalCode=400032, st=Maharashtra, cn=Dattatraye Laxman Thorat
Date: 2015.07.20 11:41:50 +05'30'

(D. L. Thorat)
Joint Secretary (Forests)
Revenue & Forest Department

Copy forwarded with compliments for information to :-

1) Hon'ble Leader of Opposition, Legislative Council / Legislative Assembly, Maharashtra Legislature, Mumbai

2) All Hon'ble Member of Legislative Assembly / Member of Legislative Council & All Member of Parliament
3) Hon'ble Chief Secretary, Government of Maharashtra
4) Principal Secretary to Hon'ble Chief Minister
5) All Additional Chief Secretary / Principal Secretary / Secretary
6) Secretary to H.E. Governor of Maharashtra
7) All Divisional Commissioners
8) All Chief Executive Officers, Zilla Parishad
9) Principal Chief Conservator of Forest (Head of Forest Force), Maharashtra State, Nagpur
10) Principal Chief Conservator of Forest and Director General, Social Forestry, Maharashtra State, Pune
11) All Collectors
12) All Principal Chief Conservator of Forest, Maharashtra State, Nagpur
13) Principal Chief Conservator of Forest (Production & Management), Maharashtra State, Nagpur
14) Managing Director, Maharashtra Forest Development Corporation, Kadbi Chowk, Nagpur
15) All Additional Principal Chief Conservator of Forest, Maharashtra State, Nagpur
16) All Chief Conservator of Forest / Conservator of Forest / Dy. Conservator of Forest
17) All Dy. Directors & Chief Conservator of Forest, Social Forestry.
18) The Accountant General-1/2, (Accounts & Entitlements)/(Audit), Maharashtra State, Mumbai/Nagpur
19) All District Treasury Officers
20) All Private Secretary of Hon'ble Minister / Minister of State
21) All Desk of Revenue & Forest Department (Forest), Mantralaya, Mumbai
22) Select File – Desk F-4, Revenue & Forest Department, Mantralaya, Mumbai.

NOTIFICATION

REVENUE AND FORESTS DEPARTMENT
Hutatma Rajguru Chowk,
Madam Cama Road
Mantralaya, Mumbai 400 032,
Dated the 03 March, 2017.

Maharashtra Right to Public Services Act, 2015

In continuation to the Government Notification No. FST-02/15/C.R-85/F-4. Dated 20 July, 2015 and in exercise of powers conferred by sub-section (1) of section 3 of the Maharashtra Right to Public Services Act, 2015 (Mah. Act No. XXXI of 2015), the Government of Maharashtra hereby notifies Public Service to be rendered by the Revenue and Forests Department (Forests), through the office of the Principal Chief Conservator of Forests (Head of Forest Force), Maharashtra State, Nagpur through their sub ordinate Forest Offices, to the eligible persons, and the stipulated time limits for providing such public services, the Designated Officers, First Appellate Authorities and Second Appellate Authorities, as specified in the Schedule appended herewith, for the purposes of the said ACT.

SCHEDULE

Sr. no.	Public Service	Stipulated Time limit	Designated Officer	First Appellate Authority	Second Appellate Authority
(1)	(2)	(3)	(4)	(5)	(6)
1	Issuing Transit Pass, in accordance with the provisions contained in the Maharashtra Forest Rules, 2014 to the eligible person	30 days	Forest Guard and Forester (wherever authorized by the Competent Authority under the Maharashtra Forest Rules, 2014)	Range Forest Officer Concerned	Assistant Conservator of Forests Concerned
			Range Forest Officer (wherever authorized by the Competent Authority under the Maharashtra Forest Rules, 2014)	Assistant Conservator of Forests Concerned	Deputy Conservator of Forests
			Assistant Conservator of Forests	Deputy Conservator of Forests	Chief Conservator of Forests
			Deputy Conservator of Forests	Chief Conservator of Forests	Additional Principal Chief Conservator of Forests (Protection)

By order and in the name of the Governor of Maharashtra.

Dattatray Laxman Thorat

(D.L.Thorat)
Joint Secretary to Government.

ANNEXURE 46.01

परिशिष्ट-८

प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख),महाराष्ट्र राज्य, नागपूर यांचे कार्यालय

वनभवन, रामगीरी रोड, सिव्हील लाईन्स, नागपूर-४४० ००१
Tel: 0712&250670, Fax: 2550675, E-mail: pccfhoffms@gmail-com

क्रमांक कक्ष-१/रोहयो/प्र.क्र.१०/२२८२/२०१७-१८
नागपूर, दिनांक : ७/३/२०१८

विषय : रोपवनाचे यशस्वीतेकरीता रोपवन कामाबाबत गठित समितीचा अहवाल.
संदर्भ : मुख्यवनसंरक्षक (मुल्यांकन), महाराष्ट्र राज्य, नागपूर तथा समिती सदस्य सचिव यांचे पत्र क्रमांककक्ष-८/प्र.क्र.५(१७-१८)/ १९४२/२०१७-१८ नागपूर, दिनांक ३१/१/२०१८

संदर्भिय पत्रान्वये रोपवन कार्यक्रम यशस्वी करणे, वनीकरण कामात ठोस सुधारणा सुचविणे, मार्गदर्शक सुचना तयार करणे, मुल्यांकन अहवालाच्या निष्कर्षाच्या अनुषंगाने काही धोरणात्मक व अनुषंगिक निर्णय बाबत समिती अहवाल प्राप्त झाला असुन, त्या अनुषंगाने खालील प्रमाणे निर्णय घेऊन सुचना जारी करण्यात येत आहे.

१) अस्तित्वात असलेल्या रोपवन नमुन्यांत आवश्यक सुधारणांसाठी प्रस्ताव.

स्थानिक भौगोलिक परिस्थतीनुसार / विभाग निहाय (विदर्भ/मराठवाडा/उत्तर महाराष्ट्र/पश्चिम महाराष्ट्र व कोकण) मध्ये सध्या अस्तित्वात असलेल्या रोपवन नमुन्यामध्ये बदल करण्याची कारणमिमांसा यांचा अभ्यास करणे तसेच विभाग निहाय राज्यातील विविध वृत्त स्तरीय अधिकारी, मूल्यांकन विभागाचे विविध मूल्यांकन अहवालानुसार त्यांचे अभिप्राय विचारात घेऊन आवश्यक बदलासह खालील प्रमाणे सुधारीत रोपवन नमुने तयार करण्यात आले आहे.

अ) महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार हमी योजना- वनीकरण अंतर्गत वनक्षेत्रावर रोपवनाकरिता ९ नमुने व सहाय्यिका पुनर्निमितीचा १ असे १० नमुने मंजुर आहेत. यामध्ये नमुना ३ ते ५ व नमुना ७ ते ८ असे एकंदर ५ नमून्यांमध्ये काही बाबी (चावणी खड्डे खोदणे, ग्रिडची हद्द कायम राखण्यासाठी सिमेंन्ट पिल्लर लावणे, रोपवन क्षेत्र सभोवताल बंदिस्त करणे, नैसर्गिक पुर्ननिर्मीतीच्या रोपांना उपचार देणे, निरीक्षण पथ तयार करणे, रोपवन फलक लावणे) समाविष्ट करणे अनिवार्य असल्यामुळे सदर कामाच्या बाबीचा अंतर्भाव समाविष्ट करुन सुधारीत रोपवन नमुने (३-अ ते ५-अ व ७-अ ते ८-अ) यास मंजुरी देण्यात येत आहे. (परिशिष्ट-१)

ब) राज्यातील विविध प्रदेशातील उपवनसंरक्षक तसेच मूल्यांकन विभागाचे विभागीय वन अधिकारी, समितीतील सदस्यांचे तसेच क्षेत्रीय अधिकाऱ्यांचे मत घेऊन स्थानिक परिस्थितीनुसार चरात लागवडीचे ३ नविन रोपवन नमुने तयार केले असून सदर रोपवन नमुने (i) ३६७ तुटक चर - ७३४ रोपे (ii) १२०० सलग समपातळी चर - ६०० रोपे (iii) ४०० तुटक - ८०० रोपे व ४०० सलग समपातळी चर - ८०० रोपे एकूण १६०० रोपे) यास मंजुरी देण्यात येत आहे. (परिशिष्ट-२)

क) तार कुंपन व सिंचित रोपवन नमुने :- बरेच ठिकाणी तेथील दुष्काळी परिस्थिती व पाळीव जनावरांच्या चराईमुळे रोपवन अयशस्वी होत असतात. अशा विपरीत परिस्थितीत रोपवन यशस्वी करण्यासाठी तार कुंपण व सिंचनाचे ३ प्रकारचे रोपवन नमुने (i) ६२५ खड्डे (ii) १११९ खड्डे (iii) ३६७ तुटक चर - ७३४ रोपे) यास मंजुरी देण्यात येत आहे. (परिशिष्ट-३)

२) रोपवनात जिवंत रोपांची टक्केवारी सुधारणेसाठी उपाययोजना.

अ) रोपवनाचे वेळापत्रक :- मागिल काही वर्षातील रोपवनांच्या मूल्यांकन अहवालावरुन जीवंत रोपांची टक्केवारी कमी राहण्याची विविध कारणे निदर्शनास आली असून, त्यांपैकी बहुतांश वेळेस रोपवनातील लागवड पूर्व कामे, लागवड वर्ष कामे, रोपवाटीकेचे कामे, प्रथम वर्षीय कामे ते पाच वर्षीय कामे वेळेवर होत नसल्याने रोपवन अयशस्वी होण्याचे प्रमाण जास्त असल्याचे निदर्शनास आले आहे.

रोपवाटिका व रोपवनातील विविध प्रकारची कामे वेळेवर विहित कालावधीत केल्यास रोपवन यशस्वी होण्यास मदत मिळत असल्याने, रोपवनाची कामे गुणवत्तापुर्ण व तांत्रीक पध्दतीने योग्य वेळी होण्याकरिता रोपवाटिका व रोपवन कामाचे वेळापत्रक तयार केलेले आहे.

रोपवन कामाचे वेळापत्रक व कृती मुद्यांबाबत जबाबदार अधिकारी निश्चित करुन कामे करणे व रोपवाटिका / रोपवनांचे निरीक्षण निकषास अनुमती देण्यात येत आहे. (परिशिष्ट-४)

ब) रोपवाटीका/रोपवन निरिक्षणाचे निकष :- रोपवनातील वेगवेगळ्या कामाबाबत वरिष्ठ वनअधिकाऱ्यांच्या रोपवाटीका/रोपवन स्थळी भेटी देऊन क्षेत्रीय कर्मचाऱ्यांना मार्गदर्शन करणे तसेच रोपवनाच्या कामामध्ये अडीअडचणी आल्यास त्याचे निराकरण करणे परिणामी रोपवन यशस्वी होण्यास मदत होते. प्रधान मुख्य वनसंरक्षक, .म.रा. यांचे कायालयीन पत्र क्रमांक कक्ष-१/यो/इ.ए./मपाप्र./३५-९६/९३ दिनांक १३/१०/१९९५ अन्वये वनीकरणाबाबत विभिन्न प्रकारच्या निरीक्षणाचे निकष जारी केले आहे.

विभीन्न स्तरावर क्षेत्रीय अधिकारी कर्मचाऱ्यांशी चर्चा करुन तपासणी परिणामकारक होण्यासाठी रोपवाटिका/रोपवन निरीक्षणाच्या निकषाचा सुधारीत अहवाल तयार केले असुन, त्यास अनुमती देण्यात येत आहे. (परिशिष्ट-५)

३) संरक्षण

अ) काटेरी तारेचे कुंपन / जाळीचे कुंपन रोपवनक्षेत्राचे गरजेनुसार तसेच परिस्थतीनुसार रोपवनामध्ये रोपवनक्षेत्रासभोवताल काटेरी तारेचे कुंपण व जाळीचे कुंपण केल्यास रोपवनाचे संरक्षण परिणामकारक होत असून अशा रोपवन ठिकाणी काटेरी तारेचे कुंपण किंवा जाळीचे कुंपण करण्यास प्रचलित नियमानुसार व अनुदान उपलब्धतेच्या अधिन राहुन अनुमती देण्यात येत आहे.

ब) नैसर्गीक पुनरुत्पादन गडचिरोली, चंद्रपूर, नागपूर, यवतमाळ व कोल्हापूर या वनवृत्तात या वनक्षेत्रात ज्या ठिकाणी नैसर्गीक पुनरुत्पादनास भरपूर प्रमाणात वाव आहे असे क्षेत्र ठराविक कालावधी करिता काटेरी तारेचे कुंपण/जाळीचे कुंपणाच्या सहाय्याने ठराविक क्षेत्राकरिता लावण्यात येऊन सदर क्षेत्र पुर्णत: काही कालावधी करिता बंद करण्यात यावे. जेणे करुन नैसर्गीक पुनरुत्पादनाची योग्य तऱ्हेने वाढ होऊन भविष्यात मोठ्या झाडांमध्ये रुपांतर होईल.

रोपवन लागवड न करता फक्त काटेरी तारेचे कुंपण/जाळीचे कुंपण ठराविक जंगल क्षेत्रात काही कालावधीसाठी बंद केल्यास सदर क्षेत्राचे रुपांतर दाट जंगलामध्ये होईल अशा प्रकारच्या कामाला अनुदानाच्या उपलब्धतेच्या अधिन राहुन अनुमती देण्यात येत आहे.

४) यंत्राचा वापर

ज्या भागात खडकाळ कठीण मुरुमाचे क्षेत्र आहे किंवा मजुर उपलब्ध होत नाहीत, मजुराकडुन विकासाभासाचे काम होत नाही तेथे यंत्राव्दारे चर/खड्डे/गुरे प्रतिबंधक चर इत्यादी खोदकाम करण्यास प्रचलित नियमानुसार अनुमती देण्यात येत आहे.

५) आक्षेपावी पुर्तता

प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख), म.रा. नागपूर यांचे पत्र क्रमांक कक्ष-१/रोहयो/ मुख्य पत्र क्र.१० (भाग-१) /२०१४-१५/५२०/२०१६ -१७ दिनांक १४ जुन २०१६ अन्वये मुल्यांकनात घेण्यात आलेल्या रोपवन कामातील आक्षेपाबाबत पुर्तता अहवाल उपवनसंरक्षक (प्रादेशिक) यांनी ३० दिवसात मुख्य वनसंरक्षक (प्रादेशिक) यांना सादर करावा व उपवनसंरक्षक (प्रादेशिक) यांचे अहवाल प्राप्त झाल्यापासून १० दिवसात मुख्य वनसंरक्षक (प्रादेशिक) यांनी त्यांचा अभिप्राय विभागीय वन अधिकारी, मुल्यांकन विभाग मुख्य वनसंरक्षक (मुल्यांकन) यांना सादर करावा.

उपवनसंरक्षक / मुख्य वनसंरक्षक (प्रादेशिक) यांनी त्यांचे निदर्शनास आणुन दिलेल्या रोपवन मुल्यांकनातील गंभिर आक्षेप सदर कार्यवाही वेळेवर करीत आहेत की नाही याबाबत केलेल्या पुर्ततेचा नियमीत आढावा घेऊन त्या संबंधात वेळीच कार्यवाही करुन घेण्याची जबाबदारी ही संबंधीत पालक अपर प्रधान मुख्य वनसंरक्षक यांची राहील.

६) गंभीर आक्षेपाबाबत जबाबदारी निश्चित करणे.

अ) गंभिर स्वरुपाचे आक्षेप निदर्शनास आणुन दिल्याबाबत मुख्य वनसंरक्षक (प्रादेशिक) यांनीसुद्धा एक महिन्याच्या आत मुख्य वनसंरक्षक (मुल्यांकन) यांना आवश्यक ती कार्यवाही करण्याबाबत / न करण्याबाबत कळविण्यात यावे.

ब) मुख्य वनसंरक्षक (प्रादेशिक) यांनी त्यांचे निदर्शनास आणुन दिलेल्या रोपवन मुल्यांकनातील गंभिर आक्षेप / अनियमीतता यावर योग्य कार्यवाही वेळेवर करीत आहेत की नाही याबाबत केलेल्या पुर्ततेचा नियमीत आढावा घेऊन त्या संबंधात वेळीच कार्यवाही करुन घेण्याची जबाबदारी ही संबंधीत पालक अपर प्रधान मुख्य वनसंरक्षक यांची राहील.

७)मुल्यांकन अहवालातील शिफारशीबाबत कार्यवाही

विभागामार्फत प्रकाशित केलेल्या मुल्यांकन अहवालातील शिफारशीच्या अनुषंगाने त्यावर कार्यवाही करणे संबंधी निर्णय घेणे करीता खालील प्रमाणे ४ सदस्यीय समिती प्रस्तावित करण्यात येत आहे.

१)प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन) म.रा. - अध्यक्ष

२)अपर प्रधान मुख्य वनसंरक्षक (अर्थसंकल्प, नियोजन व विकास) म.रा. - सदस्य

३)अपर प्रधान मुख्य वनसंरक्षक (कॅम्पा) म.रा. - सदस्य

४)मुख्य वनसंरक्षक (मुल्यांकन) म.रा. - सदस्य सचिव

सदर समिती ही मुल्यांकन अहवालातील शिफारशीवर निर्णय घेण्या व्यतीरीक्त गंभिर स्वरुपाचे आक्षेपावर संबंधित मुख्य वनसंरक्षक (प्रादेशिक) कार्यवाही करीत आहे किंवा नाही याबाबत आढावा घेऊन त्यावर निर्णय घेईल. तसेच मुल्यांकन अहवालातील शिफारशिच्या अनुषंगाने आपले मत पुढील कार्यवाहीसाठी प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख) यांना कळवितील.

सहपत्र : वरील प्रमाणे

7/7/16

प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख),
महाराष्ट्र राज्य, नागपूर

प्रति,

मुख्य वनसंरक्षक (प्रादेशिक), (सर्व) उपवनसंरक्षक (प्रादेशिक) विभागीय वन अधिकारी / स्वतंत्र उपविभागचे उप विभागीय वन अधिकारी (सर्व)

प्रतिलीपी :

१) सचिव (वने), महसूल व वनविभाग, मंत्रालय, मुंबई
२) प्रधान मुख्य वनसंरक्षक (वन्यजीव) म.रा. नागपूर
३) प्रधान मुख्य वनसंरक्षक (उत्पादन व व्यवस्थापन) म.रा. नागपूर
४) व्यवस्थापकीय संचालक, वन विकास महामंडळ, मर्यादित नागपूर
५) प्रधान मुख्य वनसंरक्षक (सामाजिक वनीकरण), पुणे
६) अपर प्रधान मुख्य वनसंरक्षक (संशोधन, शिक्षण व प्रशिक्षण) पुणे
७) प्रधान मुख्य वनसंरक्षक यांचे कार्यालयातील अपर प्रधान मुख्य वनसंरक्षक), (सर्व)
८) मुख्य वनसंरक्षक, कार्यआयोजना विभाग (सर्व)
९) मुख्य वनसंरक्षक (मुल्यांकन) म.रा. नागपूर

परिशिष्ट-६

प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख) महाराष्ट्र राज्य, नागपूर यांचे पत्र
क्रमांक कक्ष-१/रोहयो/प्र.क्र.१०/२२८२/२०१७-१८ नागपूर, दिनांक ७/३/२०१८ अन्वये मंजुर

रोपवन कामाचे वेळापत्रक

(अ) रोपवाटिकेचे वेळापत्रक लागवड पूर्व वर्षाची कामे

अ. क्र	कामाचा तपशिल	कामाचा कालावधी		जबाबदार अधिकारी
		पासुन	पर्यंत	
१	रोपवनाचे भौतिक उद्दिष्ट ठरविणे	एप्रिल	२० मे	मुख्य वनसंरक्षक / शासन
२	**गादि वाफ्यांची रोपवाटिका कामास सुरुवात**			वनपरीक्षेत्र अधिकारी, वनपाल, वनरक्षक
	१. नांगरणी, वाफे करणे	१ मे	१ मे	
	२. गादि वाफ्यांमध्ये बी पेरणी (साग, बांबु, निम, जांभुळ इ. करीता)	१ जुन	१ जुन	
	३. वाफ्यातील रोपे आवश्यकतेनुसार खोदुन पॉलीबॅगमध्ये स्थानांतरीत करणे	१ ऑक्टोबर	१ ऑक्टोबर	
	४. उगवण तपासणी, निंदणी, खत देणे, किटकनाशक फवारणी, रोपांना पाणी देणे व देखरेख अंदाजपत्रकातील तरतुदीप्रमाणे	२० जुन	मार्च अखेर	
३	**पिशवीतील रोपांची रोपवाटिका**			वनपरीक्षेत्र अधिकारी
	१. रोपवाटिकेची पाण्याचे उपलब्धीनुसार जागा निवडणे.			
	२. प्रजातीवार रोपांची आवश्यक संख्या निश्चित करणे. (लागवड रोपे / मरअळी भरणे सह व जैविक कुंपणासह रोपे संख्या)	१ सप्टेंबर	३० सप्टेंबर	
४	रोपवाटिकेकरीता बियाणे प्राप्त करणे	मे३०	सप्टेंबर	वनपरीक्षेत्र अधिकारी
५	रोपवाटिका रोपवनाचे अंदाजपत्रकास तांत्रीक व प्रशासकीय मंजुरी	१ सप्टेंबर	१५ सप्टेंबर	सक्षम अधिकारी
६	**रोपवाटिकेतील पॉलिबॅग कामास सुरुवात**			वनपरीक्षेत्र अधिकारी, वनपाल, वनरक्षक
	१. खत, रेती, माती आवश्यकतेनुसार रोपवाटिकेत आणुन पॉलीबॅग भरणे	१५ सप्टेंबर	३० सप्टेंबर	
	२. बीयाणे पेरणी	१ ऑक्टोबर	१५ ऑक्टोबर	
	३. उगवण तपासणी,	८ ऑक्टोबर	३१ ऑक्टोबर	
	४. निंदणी, खत देणे, किटकनाशक फवारणी	१ नोव्हेंबर	३१ मार्च	

लागवड वर्षाची कामे

१. गादि वाफ्यांची रोपवाटिका

अ. क्र	कामाचा तपशिल	कामाचा कालावधी		जबाबदार अधिकारी
		पासुन	पर्यंत	
१	निंदणी, खत देणे, किटकनाशक फवारणी, रोपांना पाणी देणे व देखरेख अंदाजपत्रकातील तरतुदीप्रमाणे	एप्रिल	जुन	वनपरीक्षेत्र अधिकारी, वनपाल, वनरक्षक

अ. क्र	कामाचा तपशील	कामाचा कालावधी		जबाबदार अधिकारी
		पासुन	पर्यंत	
२	रोपवाटिकेतील रोपांची पहाणी करुन ती खोदुन साग, शिवन, इत्यादी प्रजातींची जडी तयार करणे, रोपवन क्षेत्रात लागवड व वाहतुकीसाठी योग्य झाल्याची खात्री करुन प्रमाणित करणे.	१ जुन	१० जुन	सहाय्यक वनसंरक्षक

२. पिशवीतील रोपांची रोपवाटिका

अ. क्र	कामाचा तपशील	कामाचा कालावधी		जबाबदार अधिकारी
		पासुन	पर्यंत	
१	निंदणी, खत देणे, किटकनाशक फवारणी, रोपांना पाणी देणे व देखरेख अंदाजपत्रकातील तरतुदीप्रमाणे	एप्रिल	१० जुन	वनपरीक्षेत्र अधिकारी, वनपाल, वनरक्षक
२	पिशव्या हालविणे, कमकुवत नाजुक पुरेशी वाढ न झालेली रोपे वेगळी करणे व सुदृढ दर्जेदार रोपांचा वेगळा ओटा लावणे.	एप्रिल	१० जुन	वनपरीक्षेत्र अधिकारी, वनपाल, वनरक्षक
३	रोपांना सुदढीकरणाचा (Hardening) उपचार देणे.	१ जुन	१० जुन	वनपरीक्षेत्र अधिकारी, वनपाल, वनरक्षक
४	रोपवाटिकेतील रोपांची पहाणी करुन ती रोपवन क्षेत्रात लागवड व वाहतुकीसाठी योग्य झाल्याची खात्री करुन प्रमाणित करणे.	१ जुन	१० जुन	सहाय्यक वनसंरक्षक

टिप : दिड ते दोन वर्षाची रोपे निर्मीतीच्या बाबतीत पुढील वर्षीच्या जुन पर्यंत रोपांची देखरेख व जोपासना रोपवाटिकेत करण्यात येईल. मोठे रोपांच्या आवश्यकतेनुसार मोठ्या पिशवीत रोपे स्थानांतरणाचे काम करावे लागेल.

(ब) रोपवन क्षेत्राची कामाचे वेळापत्रक

लागवड पूर्व वर्षाची कामे

अ. क्र	कामाचा तपशील	कामाचा कालावधी		जबाबदार अधिकारी
		पासुन	पर्यंत	
१	रोपवनाचे भौतिक उद्दिष्ट ठरविणे.	एप्रिल	२० मे	मुख्य वनसंरक्षक / शासन
२	रोपवन क्षेत्राची निवड (सर्वेक्षण सिमांकन)	१ मे	३० मे	वनपरीक्षेत्र अधिकारी, वनपाल, वनरक्षक
३	**रोपवन क्षेत्राचा उपचार नकाशा तयार करणे** १. क्षेत्राची बेस लाईन, ग्रिड लाईन आखणे २. चाचणी खड्डे घेऊन झोन सिमांकन आखणी करणे ३. झोनेशननुसार उपचार निश्चिती करणे ४. रोपवनाचे ग्रिड निहाय उपयुक्त प्रजाती ठरविणे. ५. रोपवनाचे ग्रिड निहाय मृद जलसंधारणाची उपयुक्त कामे निश्चित करणे (नालाबांध, जलशोषक चर, सलग समतल चर यांचे क्षेत्र ठरविणे)	१० मे	२० जुन	वनपरीक्षेत्र अधिकारी

अ. क्र	कामाचा तपशिल	कामाचा कालावधी		जबाबदार अधिकारी
		पासुन	पर्यंत	
३	६. गुरे प्रतिबंधक चर / जैविक कुंपण / दगडी भिंत / जाळीचे अथवा काटेरी तारेचे कुंपणाची जागा रेखांकित करणे. ७. नैसर्गिक निर्मीती रोपांची ग्रिड निहाय मोजणी करणे. ८. लागवड योग्य क्षेत्राचे उपलब्धी व स्थानिक स्थितीनुसार रोपवन नमुना निवडणे.	एप्रिल	२० मे	मुख्य वनसंरक्षक / शासन
४	१. उपचार नकाशा पहाणी करुन मान्यता देणे. २. उपचार नकाशास व अंदाजपत्रकास तांत्रिक व प्रशासकिय मंजुरी देणे.	२० मे १ जुन	२५ जुन ३० जुन	सहाय्यक वनसंरक्षक सक्षम अधिकारी / उपवनसंरक्षक
५	उपचार नकाशानुसार नालाबांध, खड्डे, चर, जलशोषक चर, गुरेप्रतिबंधक चर, इत्यादी खोदकाम व कुंपणाची कामे	१ आक्टोबर	२८ फेब्रुवारी	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
६	पुर्व पावसाळी कामांची मोजमापे नोंदणी व तपासणी	१ मार्च	३१ मार्च	मनकनुसार सहाय्यक वनसंरक्षक/उपवनसंरक्षक /मुख्य वनसंरक्षक

प्रथम वर्षाची कामे

अ. क्र	कामाचा तपशिल	कामाचा कालावधी		जबाबदार अधिकारी
		पासुन	पर्यंत	
१	रोपे प्रजाती निहाय, ग्रिड निहाय वाहतुकीचे नियोजन	१५ मे	३० मे	वनपरीक्षेत्र अधिकारी, वनपाल
२	रोपांची वाहतुक करुन रोपवन क्षेत्रात लागवडीसाठी निवडलेल्या ग्रिड मध्ये प्रजातीवार ठेवणे	हंगामी पाऊस सुरु होताच १ जुन	३० जुन	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
३	खड्डे / चर / गुरेप्रतिबंधक उंचवटा यांवर रोपांची लागवड करणे	हंगामी पाऊस सुरु होताच पहिल्या पंधरवड्यात १० जुन	१५ जुलै	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
४	मरअळी भरणे	लागवडीनंतर १ महिन्याने (पहिल्या निंदणी सोबत) १५ जुलै	१५ ऑगस्ट	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
५	प्रथम निंदणी, रोपांना खत देणे व नैसर्गिक पुनरुत्पत्तीच्या फुटव्यांचे एकेरीकरण करणे	लागवडीनंतर १ महिन्याने १५ जुलै	१५ ऑगस्ट	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
६	द्वितीय निंदणी व मातीची भर देणे	पहिल्या निंदणीनंतर दिड महिन्याने १ सप्टेंबर	३० सप्टेंबर	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
७	तिसरी निंदणी व भरभांगलन	दुसऱ्या निंदणीनंतर १ महिन्याने १ ऑक्टोबर	३० ऑक्टोबर	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक

अ. क्र	कामाचा तपशील	कामाचा कालावधी		जबाबदार अधिकारी
		पासुन	पर्यंत	
८	रोपवनाभोवती जाळरेषा घेणे	१५ डिसेंबर	१५ फेब्रुवारी	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
९	रोपवन संरक्षण मजुर रखवालदार यांनी नैसर्गिक उत्पत्तीव ऐकेरीकरण करणे, जाळरेषा वेळोवेळी साफकरणे, कुंपण / गुरेप्रतिबंधक चराची देखरेख व दुरुस्ती करणे	लागवड केल्यापासुन १५ जुनवर्ष अखेर पर्यंत	३१ मार्च	वनरक्षक

व्दितीय वर्षाची कामे

अ. क्र	कामाचा तपशील	कामाचा कालावधी		जबाबदार अधिकारी
		पासुन	पर्यंत	
१	खड्डे / चर / गुरेप्रतिबंधक उंचवटा यांवर मरअळी भरणे	हंगामी पाऊस सुरु होताव १० जुन	१५ जुलै	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
२	प्रथम निंदणी, रोपांना खत देणे व नैसर्गिक पुनरुत्पत्तीच्या फुटव्यांचे एकेरीकरण करणे	मरअळी भरल्यानंतर १ महिन्याने १५ जुलै	१५ ऑगस्ट	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
३	व्दितीय निंदणी व भरभांगलन करणे	पहिल्या निंदणीनंतर अडीच महिन्याने १ ऑक्टोबर	३० ऑक्टोबर	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
४	रोपवनाभोवती जाळरेषा घेणे	१५ डिसेंबर	१५ फेब्रुवारी	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
५	रोपवन संरक्षण मजुर रखवालदार यांनी नैसर्गिक उत्पत्तीचे ऐकेरीकरण करणे, जाळरेषा वेळोवेळी साफकरणे, कुंपण / गुरेप्रतिबंधक चराची देखरेख व दुरुस्ती करणे	१ एप्रिल	वर्ष अखेर पर्यंत ३१ मार्च	वनरक्षक

तृतीय वर्षाची कामे

अ. क्र	कामाचा तपशील	कामाचा कालावधी		जबाबदार अधिकारी
		पासुन	पर्यंत	
१	निंदणी व भरभांगलन करणे	१५ सप्टेंबर	३० ऑक्टोबर	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
२	रोपवनाभोवती जाळरेषा घेणे	१५ डिसेंबर	१५ फेब्रुवारी	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
३	रोपवन संरक्षण मजुर रखवालदार यांनी नैसर्गिक उत्पत्तीचे ऐकेरीकरण करणे, जाळरेषा वेळोवेळी साफकरणे, कुंपण / गुरेप्रतिबंधक चराची देखरेख व दुरुस्ती करणे.	१ एप्रिल	वर्ष अखेर पर्यंत ३१ मार्च	वनरक्षक

चतुर्थ व पंचम वर्षाची कामे

अ. क्र	कामाचा तपशील	कामाचा कालावधी		जबाबदार अधिकारी
		पासुन	पर्यंत	
१	रोपवनाभोवती जाळरेषा घेणे	१५ डिसेंबर	१५ फेब्रुवारी	वनपरीक्षेत्र अधिकारी, वनपाल व वनरक्षक
२	रोपवन संरक्षण मजुर रखवालदार यांनी नैसर्गिक उत्पतीचे ऐकेरीकरण करणे, जाळरेषा वेळोवेळी साफकरणे, कुंपण / गुरेप्रतिबंधक चराची देखरेख व दुरुस्ती करणे.	१ एप्रिल	अखेर पर्यंत ३१ मार्च	वनरक्षक

सहा ते दहा वर्षाची कामे

अ. क्र	कामाचा तपशील	कामाचा कालावधी		जबाबदार अधिकारी
		पासुन	पर्यंत	
१	जिवंत रोपांची टक्केवारी व रोपांची सरासरी उंची व वेढी मोजुन नोंदवहीत नोंद घेणे.	१५ मे	३० मे	वनपाल व वनरक्षक

परिशिष्ट-७

प्रधान मुख्य वनसंरक्षक (वनबल प्रमुख) महाराष्ट्र राज्य, नागपूर यांचे पत्र
क्रमांक कक्ष-१/रोहयो/प्र.क्र.१०/२२८२/२०१७-१८ नागपूर, दिनांक ७/३/२०१८ अन्वये मंजुर

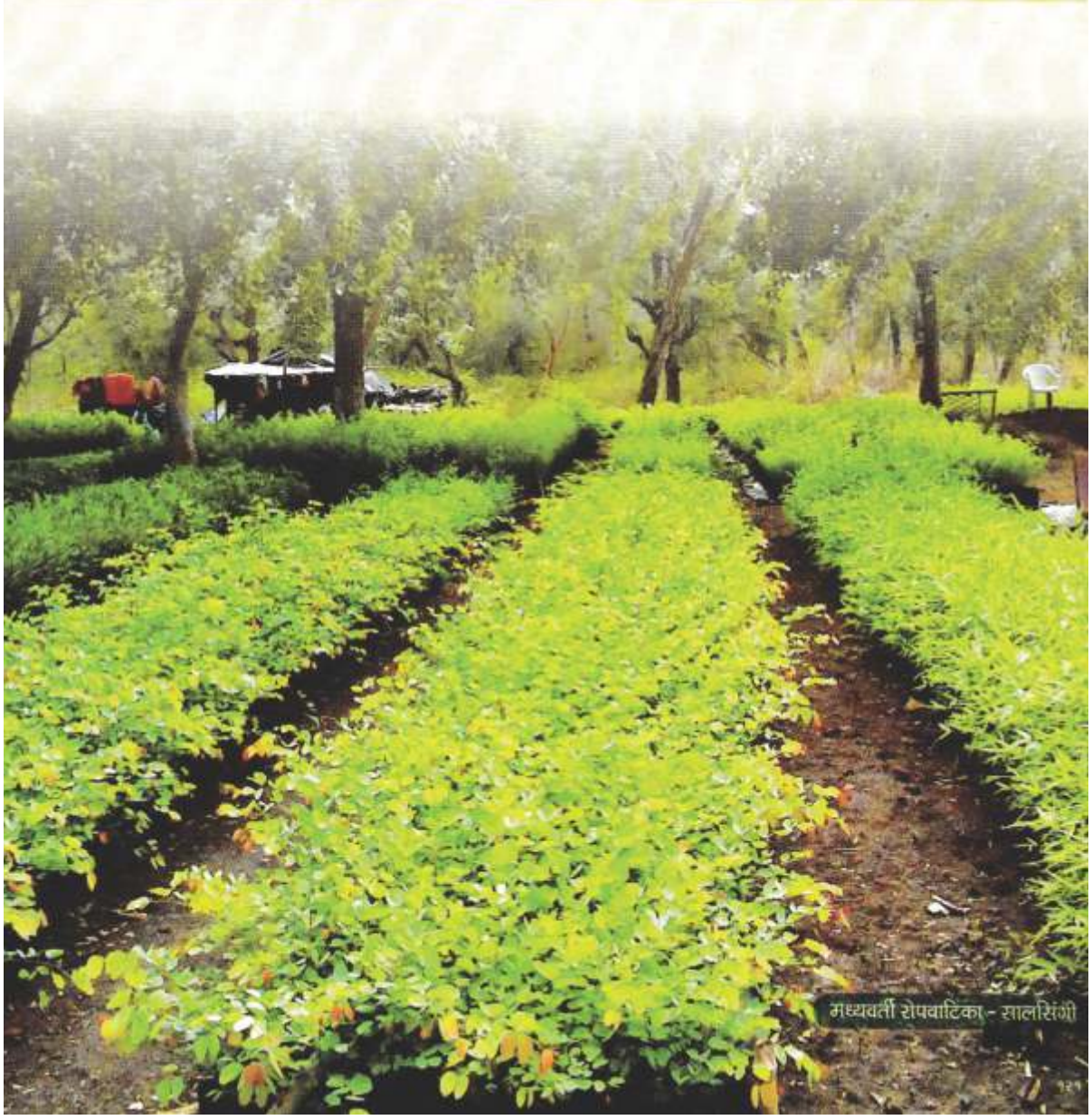
रोपवाटिका / रोपवन निरीक्षणाचे निकष

अधिकाऱ्यांनी निरीक्षण भेटीबाबत ग्रिड निहाय नोंदी/ अभिप्राय रोपवन नोंदवहीत / मोजमाप पुस्तिकेत नोंदवाव्यात.

वरीष्ठ अधिकाऱ्यांनी अधिनस्त अधिकाऱ्यांकडुन निरीक्षणाचे निकषांचे पालन होत असल्याबाबत खात्री करावी व ठराविक निकषांचे पालन न करणाऱ्या अधिकाऱ्यांविरुद्ध त्वरीत उचित कार्यवाही करावी.

अ. क्र	वनअधिकारी	कामाचा तपशील	जबाबदारी
१	वनपरिक्षेत्र अधिकारी	पूर्व पावसाळी, प्रथम ते पाच वर्षाची कामे	• स्थळाची निवड, उपचार नकाशा करणे. • रोपवाटिका नोंदवही व मोजमाप पुस्तक अद्यावत ठेवणे. • प्रत्येक कामाचे वेळी भेट देणे व १००% कामाची तपासणी करणे खोदकाम, रोपे लागवड, मरअळी भरणे निंदणी, जाळरेषा. • रोपवाटिका कामाचे प्रत्येक महिण्यात १००% निरीक्षण करणे रोपवाटिकेपासुन रोपवन स्थळापर्यंत रोपांचा ग्रिड व प्रजाती निहाय वाहतुक आराखडा तयार करणे व त्याची अमलबजावणी व सनियंत्रण करणे.
२	सहाय्यक वनसंरक्षक	पूर्व पावसाळी कामे	• स्थळाची योग्यता व उपचार नकाशा प्रमाणित करणे • रोपवन पुर्व तयारी कामे सुरु असतांना रोपवन स्थळास २ वेळा भेटी देतील. • रोपवाटिका कामाचे प्रत्येक महिण्यात १००% निरीक्षण करणे.
		प्रथम वर्षीय, द्वितीय वर्षीय, तृतीय वर्षीय कामे	• लागवडीचे वेळी प्रत्येक रोपवनास किमान २ भेटी देणे. प्रत्येक भेटीत १०% वेगळया नमुनाखंडांची कामाची तपासणी करणे. • निंदणीचे वेळी प्रत्येक स्थळास प्रथम वर्षात ३ वेळा, दुसऱ्या वर्षी दोन वेळा, तीसऱ्या वर्षी १ वेळ भेट देऊन निंदणी प्रमाणीत करणे.
		चौथे व पाचवे वर्षीय कामे	• दरवर्षी दोन वेळा भेट देऊन त्रुटी/वांगल्या बाबीचा अहवाल अभिप्रायासह उपवनसंरक्षक यांना सादर करणे.
३	उपवनसंरक्षक	पूर्व पावसाळी कामे	• विभागातील एकुण रोपवन स्थळांपैकी २०% स्थळांना भेट देतील. • वनक्षेत्रापाल व सहाय्यक वनसंरक्षक यांचे स्तरावर अंतिम करण्यात आलेला उपचार नकाशा बरोबर असल्याची शहानिशा करणे. काही सुधारणा असेल तर त्यानुसार क्षेत्रिय अधिकाऱ्यांना मार्गदर्शन करणे. • १०% नमुना खंडांची तपासणी करतील. • विभागातील सर्व रोपवाटिकांना किमान १ वेळा निरीक्षण करणे.
		प्रथम वर्षीय, द्वितीय वर्षीय, तृतीय वर्षीय कामे	• लागवडीचे वेळी सर्व रोपवनास (किमान १५ स्थळास) १ भेट देऊन कामाची तपासणी करतील. • निंदणीच्या कामाचे वेळी १०% रोपवन स्थळांना भेटी देतील. • निंदणी व्यतीरिक्त किमान १०% रोपवन स्थळांना भेट देऊन संरक्षण स्थितीबाबत पहाणी करतील.
		चौथे व पाचवे वर्षीय कामे	• चौथ्या व पाचव्या वर्षी किमान एकदा रोपवन स्थळास भेट देऊन अवैध चराई, आगी व रोपवन स्थितीबाबत रोपवन वहीत अभिप्राय देतील.
		पूर्व पावसाळी ते पंचम वर्ष कामे	• कार्यक्षेत्रातील सर्व रोपवाटिकांची नोंदवही व रोपवन नोंदवही अद्यावत असल्याची शहानिशा करणे तसेच वनक्षेत्रपाल व सहाय्यक वनसंरक्षक यांचे निरीक्षण शेरे नोंदविले गेले आहे किंवा कसे, याची शहानिशा करणे.

अ. क्र	वनअधिकारी	कामाचा तपशील	जबाबदारी
४	मुख्य वनसंरक्षक	पूर्व पावसाळी, प्रथम ते पाच वर्षाची कामे	• पूर्व पावसाळी कामे - प्रत्येक विभागाचे कामांपैकी ५ रोपवाटिका व ५ रोपवन कामांची पहाणी करतील. • प्रथम वर्षाची कामे - प्रत्येक विभागाचे कामांपैकी ५ कामांची पहाणी करतील. • द्वितीय ते पंचम वर्षातील कामे - प्रत्येक विभागाचे कामांपैकी ५ कामांची पहाणी करतील. • मुल्यांकन शाखेने प्रसिद्ध केलेल्या मुल्यांकन अहवालाचे अनुपालन होत असल्याची दक्षता घेणे.
५	प्रभारी अपर प्रधान मुख्य वनसंरक्षक	पर्यवेक्षण कामाचा आढावा	• वनवृत्त व वन विभागांना भेटीचे वेळी रोपवन/रोपवाटिका कामांचे निरीक्षण उपरोक्त मापदंडानुसार होत आहे काय याबाबत आढावा घेऊन संबंधितांना मार्गदर्शन द्यावे.



मध्यवर्ती रोपवाटिका - सालसिंगी

ANNEXURE 54.01

NATIONAL FOREST POLICY

1988

GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT AND FORESTS
NEW DELHI

No. 3-1/86-FP
Ministry of Environment and Forests
(Department of Environment, Forests & Wildlife)

Paryavaran Bhavan, CGO Complex,
Lodi Road, New Delhi - 110003.

Dated the 7th December, 1988.

RESOLUTION

National Forest Policy, 1988

1. PREAMBLE

1.1. In Resolution No.13/52/F, dated the 12th May, 1952, the Government of India in the erstwhile Ministry of Food and Agriculture enunciated a Forest Policy to be followed in the management of State Forests in the country. However, over the years,* forests in the country have suffered serious depletion. This is attributable to relentless pressures arising from ever-increasing demand for fuel-wood, fodder and timber; inadequacy of protection measures; diversion of forest lands to non-forest uses without ensuring compensatory afforestation and essential environmental safeguards; and the tendency to look upon forests as revenue earning resource. The need to review the situation and to evolve, for the future, a new strategy of forest conservation has become imperative. Conservation includes preservation, maintenance, sustainable utilisation, restoration, and enhancement of the natural environment. It has thus become necessary to review and revise the National Forest Policy.

2. BASIC OBJECTIVES

2.1 The basic objectives that should govern the National Forest Policy - are the following:

- Maintenance of environmental stability through preservation and, where necessary, restoration of the ecological balance that has been adversely disturbed by serious depletion of the forests of the country.

- Conserving the natural heritage of the country by preserving the remaining natural forests with the vast variety of flora and fauna, which represent the remarkable biological diversity and genetic resources of the country.

- Checking soil erosion and denudation in the catchment areas of rivers, lakes, reservoirs in the "interest of soil and water conservation, for mitigating floods and droughts and for the retardation of siltation of reservoirs.

- Checking the extension of sand-dunes in the desert areas of Rajasthan and along the coastal tracts.

- Increasing substantially the forest/tree cover in the country through massive afforestation and social forestry programmes, especially on all denuded, degraded and unproductive lands.

- Meeting the requirements of fuel-wood, fodder, minor forest produce and small timber of the rural and tribal populations.

- Increasing the productivity of forests to meet essential national needs.

- Encouraging efficient utilisation of forest pro�duce and maximising substitution of wood.

- Creating a massive people's movement with the involvement of women, for achieving these objectives and to minimise pressure on existing forests.

2.2 The principal aim of Forest Policy must be to ensure environmental stability and maintenance of ecological balance including atmospheric equilibrium which are vital for sustenance of all lifeforms, human, animal and plant. The derivation of direct economic benefit must be subordinated to this principal aim.

3. ESSENTIALS OF FOREST MANAGEMENT

3.1 Existing forests and forest lands should be fully protected and -their productivity improved. Forest and vegetal cover should be increased rapidly on hill slopes, in catchment areas of rivers, lakes and reservoirs and ocean shores and, on semi-arid, and and desert tracts.

3.2 Diversion of good and productive agricultural lands to forestry should be discouraged in view of the need for increased food production.

3.3 For the conservation of total biological diversity, the network of national parks, sanctuaries, biosphere reserves and other protected areas should be strengthened and extended adequately.

3.4 Provision of sufficient fodder, fuel and pasture, specially in areas adjoining forest, is necessary in order to prevent depletion of forests beyond the sustainable limit. Since fuelwood continues to be the predominant source of energy in rural areas, the programme of afforestation should be intensified with special emphasis on augmenting fuelwood production to meet the requirement of the rural people.

3.5 Minor forest produce provides sustenance to tribal population and to other communities residing in and around the forests. Such produce should be protected, improved and their production enhanced with due regard to generation of employment and income.

4. STRATEGY

4.1 Area under Forests

The national goal should be to have a minimum of one-third of the total land area of the country under forest or tree cover. In the hills and in mountainous regions, the aim should be to maintain two-third of the area under such cover in order to prevent erosion and land degradation and to ensure the stability of the fragile eco-system.

4.2 Afforestation, Social Forestry & Farm Forestry

4.2.1 A massive need-based and time bound programme of afforestation and tree planting, with particular emphasis on fuelwood and fodder development, on all degraded and denuded lands in the country, whether forest or non-forest land, is a national imperative.

4.2.2 It is necessary to encourage the planting of trees alongside of roads, railway lines, rivers and streams and canals, an d on other unutilised lands under State/corporate, institutional_ or private ownership. Green belts should be raised in urban/industrial areas as well as in arid tracts. Such a programme will help to check erosion and desertification as well as improve the microclimate.

4.2.3 Village and community lands, including those on foreshores and environs of tanks, not required for other productive uses, should be taken up for the development of tree crops and fodder resources. Technical assistance and other inputs necessary for initiating such programmes should be provided by the Government. The revenues generated through such programmes should belong to the panchayats where the lands are vested in them; in all other cases, such revenues should be shared with the local communities in order to provide an incentive to them. The vesting, in individuals, particularly from the weaker sections (such as landless labour, small and marginal farmers, scheduled castes, tribals, women) of certain ownership rights over trees, could be considered, subject to appropriate regulations; beneficiaries would be entitled to usufruct and would in turn be responsible for their security and maintenance.

4.2.4 Land laws should be so modified wherever necessary so as to facilitate and motivate individuals and institutions to undertake tree-farming and grow fodder plants, grasses and legumes on their own land. Wherever degraded lands should be made available for this purpose either on lease or on the basis of a tree-patta scheme. Such leasing of the land should be subject to the land grant rules and land ceiling laws. Steps necessary to encourage them to do so must be taken. Appropriate regulations should govern the felling of trees on private holding.

4.3 Management of State Forests

4.3.1 Schemes and projects which interfere with forests that clothe steep slopes, catchments of rivers, lakes, and reservoirs, geologically unstable terrain and such other ecologically sensitive areas should be severely restricted. Tropical rain/moist forests, particularly in areas like Arunachal Pradesh, Kerala, Andaman & Nicobar Islands, should be totally safeguarded.

4.3.2 No forest should be permitted to be worked without - the Government having approved the management plan, which should be in a prescribed format and in keeping with the National Forest Policy. The Central Government should issue

necessary guidelines to the State Governments in this regard and monitor compliance.

4.3.3 In order to meet the growing needs for essential goods and services which the forests provide, it is necessary to enhance forest cover and productivity of the forests through the application of scientific and technical inputs. Production forestry programmes, while aiming at enhancing the forest cover in the country, and meeting national needs, should also be oriented to narrowing, by the turn of the century, the increasing gap between demand and supply of fuelwood. No such programme, however, should entail clear-felling of adequately stocked natural forests. Nor should exotic species be introduced, through public or private sources, unless long-term scientific trials undertaken by specialists in ecology, forestry and agriculture have established that they are suitable and have no adverse impact on native vegetation and environment.

4.3.4 Rights and Concessions

4.3.4.1 The rights and concessions, including grazing, should always remain related to the carrying capacity of forests. The capacity itself should be optimised by increased investment, silvicultural research and development of the area. Stall-feeding of cattle should be encouraged'. The requirements of the community, which cannot be met by the rights and concessions so determined, should be met by development of social forestry outside the reserved forests.

4.3.4.2 The holders of customary rights and concessions in forest areas should be motivated to identify themselves with the protection and development of forests from which they derive benefits. The rights and concessions from forests should primarily be for the bonafide use of the communities living within and around forest areas, specially the tribals.

4.3.4.3 The life of tribals and other poor living within and near forests revolves around forests. The rights and concessions enjoyed by them should be fully protected. Their domestic requirements of fuelwood, fodder, minor forest produce and construction timber should be the first charge on forest produce. These and substitute materials should be made available through conveniently located depots at reasonable prices.

4.3.4.4 Similar consideration should be given to scheduled castes and other poor living near forests. However, the area, which such consideration should cover, would be determined by the carrying capacity of the forests.

4.3.5 Wood is in short supply. The long-term solution for meeting the existing gap lies in increasing the productivity of forests, but to relieve the existing pressure on forests for the demands of railway sleepers, construction industry (particularly in the public- sector), furniture and panelling, mine-pit props, paper and paper board etc. substitution of wood needs to be taken recourse to. Similarly, on the front of domestic energy, fuelwood needs to be substituted as far as practicable with alternate sources like bio-gas, LPG and solar energy. Fuel-efficient "Chulhas" as a measure of conservation of fuelwood need to be popularised in rural areas.

4.4 Diversion of Forest Lands for Non-forest purposes

4.4.1 Forest land or land with tree cover should not be -treated merely as a resource readily available to be utilised for various projects and programmes, but as a national asset which requires to be properly safeguarded for providing sustained benefits to the entire community. Diversion of forest land for any non-forest purpose should be subject to the most careful examinations by specialists from the standpoint of social and envir6nmental costs and benefits. Construction of dams and reservoirs, mining and industrial development and expansion of agriculture should be consistent with the needs for conservation of trees and forests. Projects which involve such diversion should at least provide in their investment budget, funds for regeneration/compensatory afforestation.

4.4.2 Beneficiaries who are allowed mining and quarrying in forest land and in land covered by trees should' be required to repair and re-vegetate the area in accordance with established forestry practices. No mining lease should be granted to any party, private or public, without a proper mine management plan appraised from the environmental angle and enforced by adequate machinery.

4.5 Wildlife Conservation

Forest Management should take special care of the needs of wildlife conservation, and forest management plans should include prescriptions for this purpose. It is specially essential to provide for "corridors" linking the protected areas in order to maintain genetic continuity between artificially separated sub-sections of migrant wildlife.

4.6 Tribal People and Forests

Having regard to the symbiotic relationship between the tribal people and forests, a primary task of all agencies responsible for forest management, including the forest development corporations should be to associate the tribal people closely in the protection, regeneration and development of forests as well as to provide gainful employment to people living in and around the forest. While safeguarding the customary rights and interests of such people, forestry programmes should pay special attention to the following:

- One of the major causes for degradation of forest is illegal cutting and removal by contractors and their labour. In order to put, an end to this practice, contractors should be replaced by institutions such as tribal cooperatives, labour cooperatives, government corporations, etc. as early as possible;

- Protection, regeneration and optimum collection of minor forest produce along with institutional arrangements for the marketing of such produce;

- Development of forest villages on par with revenue villages;

- Family oriented schemes for improving the status of the tribal beneficiaries; and

Undertaking integrated are a development pro&#65533;grammes to meet the needs of the tribal, economy in and around the forest areas, including the provision of alternative sources of domestic energy on a subsidised basis, to reduce pressure on the existing forest areas.

4.7 Shifting Cultivation

Shifting cultivation is affecting the environment .and productivity of land adversely. Alternative avenues of income, suitably harmonised with the right landuse practices, should be devised to discourage shifting cultivation. Efforts should be made to contain such cultivation within the area already affected, by propagating improved agricultural practices. Area already damaged by such cultivation should be rehabilitated through social forestry and energy plantations.

4.8 Damage to Forests from Encroachments, Fires and Grazing

4.8.1 Encroachment on forest lands has been on the increase. This trend has to be arrested and effective action taken to prevent its continuance. There, should be no regularisation of existing encroachments.

4.8.2 The incidence of forest fires in the country is high. Standing trees and fodder are destroyed on a large scale and natural regeneration annihilated by such fires. Special precautions should be taken during the fire season. Improved and modern management practices should be adopted to deal with forest fires.

4.8.3 Grazing in forest areas should be regulated with the involvement of the community&#65533; Special conservation areas, young plantations and regeneration areas should be fully protected. Grazing and browsing in forest areas need to be controlled. Adequate grazing fees should be levied to discourage people in forest areas from maintaining large herds of non-essential livestock.

4.9 Forest-based Industries

The main considerations governing the establishment of forest-based industries and supply of raw material to them should be as follows:

- As far as possible, a forest-based industry should raise the raw material needed for meeting its own requirements, preferably by establishment of a direct relationship between the factory and the individuals who can grow the raw material by supporting the individuals with inputs including credit, constant technical advice and finally harvesting and transport services.

- No forest-based enterprise, except that at the village or cottage level, should be permitted in the future unless it has been first cleared after a careful scrutiny with regard to assured availability of raw material. In any case, the fuel, fodder and timber requirements of the local population should not be sacrificed for this purpose.

- Forest-based industries must not only provide employment to local people on priority but also involve them fully in raising trees and raw-material.

- Natural forests serve as a gene pool resource and help to maintain ecological balance. Such forests will not, therefore, be made available to industries for ' undertaking plantation and for any other activities.

- Farmers, particularly small and marginal farmers, would be encouraged to grow, on marginal/degraded lands available with them, wood species required for industries. These may also be grown along with fuel and fodder species on community lands not required for pasture purposes, and by Forest department/corporations on degraded forests, not earmarked for natural regeneration.

- The practice of supply of forest produce to industry at concessional. prices should cease. Industry should be encouraged to use alternative raw materials. Import of wood and wood products should be liberalised.

- The above considerations will, however, be subject to the current policy relating to land ceiling and land-laws.

4.10 Forest Extension

Forest conservation programme cannot succeed without the willing support and cooperation of the people. It is essential, therefore, to inculcate in the people, a direct interest in forests, their. development and conservation, and to make them conscious of the value of trees, wildlife and nature in general. This can be achieved through the involvement of educational institutions, right from the primary stage. Farmers and interested people should be provided opportunities through institutions like Krishi Vigyan Kendras, Trainers' Training Centres to learn agrisilvicultural and silvicultural techniques to ensure optimum use of their land and water resources. Short term extension courses and lectures should be organised in order to educate farmers. For this purpose, it is essential that suitable programmes are propagated through mass media, audio-visual aids and the extension machinery.

4.11 Forestry Education

Forestry should be recogr1ised both as a scientific discipline as well as a profession. Agriculture universities and institutions, dedicated to the development of forestry education should formulate curricula and courses for imparting academic education and promoting postgraduate research and professional excellence, keeping in view the manpower needs of the country. Academic and professional qualifications - in forestry should be kept in view for recruitment to the Indian Forest Service and the State Forest Service. Specialised and orientation courses far developing better management skills by inservice training need to be encouraged, taking into account the latest development in forestry and related disciplines.

4.12 Forestry Research

With the increasing recognition of the importance of forests for environmental health, energy and employment, emphasis must be laid on scientific forestry research, necessitating adequate strengthening of the research base as well as new priorities for action. Some broad priority areas of research and development needing special attention are:

- Increasing the productivity of wood and other forest produce per unit of area per unit time by the application of modern scientific and technological methods.
- Revegetation of barren/marginal/waste/mined lands and watershed areas.
- Effective conservation and management of existing forest resources (mainly natural forest eco-systems).
- Research related to social forestry for rural/ tribal development.
- Development of substitutes to replace wood and wood products.
- Research related to wildlife and management of national parks and sanctuaries.

4.13 Personnel Management

Government policies in personnel management for professional foresters and forest scientists should aim at enhancing their professional competence and status and attracting and retaining qualified - and motivated personnel, keeping in view particularly -the Arduous nature of duties they have to perform, often in remote and inhospitable places.

4.14 Forest Survey and Data Base

Inadequacy of data regarding forest resources is a matter of concern because this creates a false sense of complacency. Priority needs to. be accorded to completing the survey of forest resources in the country on scientific lines and to updating information. For this purpose, periodical collection, collation and publication of reliable data on relevant aspects of forest management needs to be improved with recourse to modern technology and equipment.

4.15 Legal Support and Infrastructure Development

Appropriate legislation should be undertaken, supported by adequate infrastructure, at the Centre and State levels in order to implement the Policy effectively.

4.16 Financial Support for Forestry

The objectives of this revised Policy cannot be achieved without the investment of financial and other r6sources on a substantial scale. Such investment is indeed fully justified considering the contribution of forests in maintaining essential ecological processes and life support systems and in preserving genetic diversity. Forests

should not be looked upon as a source of revenue. Forests are a renewable natural resource. They are a national asset to be protected and enhanced for the well-being of the people and the Nation.

(K.P.Geethakrishnan)
Secretary to the Government of India

ABBREVIATIONS

[A] Rules; etc., from Financial Publications of the Government of Maharashtra are quoted thus-

"F.P.I-37" means Financial Rule 37 of Financial Publication No.I, "F.P.-II-T.O.28 means Treasury order 28 of F.P.No.II", "F.P.II-S. R.31" means Subsidiary Rule 31 of Financial Publication No. II, "F.P.V-27" means Rule 27 of F.P. No. V, "F.P. V-App. I" means appendix I means appendix I to Financial Publication No. V,and so on.

The following is the list of Financial Publications

F.P.I	Financial Rules under Devolution Rule 37 (e)
F.P.II	Treasury Orders and Subsidiary Rules made thereunder
F.P.V	Bombay Civil Services Rule Manual
F.P.VII	Manual of Financial Power
F.P.IX	Manual of Contingent Expenditure, 1st Edition, 1935
F.P.X	Bombay Budget Manual, 1942

[B] Other abbreviations used are as follows

AAR	Annual Administration Report
A.C.I	Account Code, Volume I, 1st Edition, 1940
A.C.II	Account Code, Volume II, 1st Edition, 1940
A.C.III	Account Code, Volume III, 1st Edition, 1940
A.C.F.	Assistant Conservator of Forests
ACR	Annual Confidential Report
A.G.	Accountant General
A.I.S.	All India Services
APCCF	Additional Principal Chief Conservator of Forests
B.B.M.	Bombay Budget Manual
B.C.S.R.	Bombay Civil Services rules
B.D.S.	Budget Distribution System
B.F.M.	Bombay Forest Manual
B.F.R.	Bombay Forest Rules, 1942 / Bombay Financial Rules, 1959
B.F.S.	Bombay Forest Service
B.G.G.	Bombay Government Gazette
B.T.R.	Bombay Treasury Rules
C & AG	Comptroller and Auditor General
C.B.O.	Cut Back Operation
C.C.F.	Chief Conservator of Forests
C.F.	Conservator of Forests
C.S.R.	Current Schedule Rate
CAGsMSO (Audit)	Comptroller and Auditor General's Manual of Standing Orders (Audit)
CAMPA	Compensatory Afforestation Fund Management & Planning Authority
CAP	Central Audit Party
CIDA	Cultural Industrial Development Agency
CPF	Contributory Pension Fund
CSPO	Central Store Purchase Organization
D.D.O.	Drawing & Disbursing Officer
D.F.O.	Divisional Forest Officer

DGS & D	Director General of Supplies & Disposal
DPAP	Drought Prone Area Programme
Dy.C.F.	Deputy Conservator of Forests
EGS	Employment Guarantee Scheme
EMD	Earnest Money Deposit
FD	Forest Department
FDCM	Forest Development Corporation of Maharashtra Limited
F.D.T.	Forest Development Tax
F.L.C.S.	Forest Laborers Co-operative Society
F.R.I.D.D.	Forest Research Institute, Dehra Dun
FSO	Forest Settlement Officer
FUO	Forest Utilization Officers
G.A.D.	General Administration Department
G.I.S.	Group Insurance Scheme
G.N.	Government Notification
G.O.I.	Government of India
G.R.	Government Resolution
H.B.A.	House Building Advance
HQ	Head Quarter
ICFRE	Indian Council for Forestry Research & Education
I.D.T.	Inter Divisional Transfer
I.F.A.	Indian Forest Act
I.F.S.	Indian Forest Service
IRDP	Integrated Rural Development Programme
ISD	International Subscriber Dialing
IUFRO	International Union of Forest Research Organization
JFMC	Joint Forest Management Committee
LAQ	Legislative Assembly Question
LCQ	Legislative Council Question
L.R.C.	Land Revenue Code
M.B.M.	Maharashtra Budget Manual
M.C.E.R.	Maharashtra Contingent Expenditure Rules
M.C.S.R.	Maharashtra Civil Services Rules
MFD	Maharashtra Forest Department
M.F.M.	Maharashtra Forest Manual
MFP	Minor Forest Produce
M.M.S.	Maharashtra Medical Service
M.O.	Money Order
MP	Madhya Pradesh
MS	Maharashtra State
MSSIDC	Maharashtra Small Scale Industries Development Corporation
MTR	Maharashtra Treasury Rules
NTFP	Non Timber Forest Produce
O & M	Office & Management
OSD	Officer on Special Duty
P.A.R.	Performance Appraisal Report
P.C.C.F.	Principal Chief Conservator Forests
P.C.C.F.(HoFF)	Principal Chief Conservator Forests (Head of Forest Force)
P.F.S.	Provisional Forest Service
PIO	Public Information Officer
P.O.	Post Office

PWD	Public Works Division
R & FD	Revenue & Forest Department
R.F.O.	Range Forest Officer
R.L.A.	Remembrancer of Legal Affairs
RTI	Right to Information Act
RVP	River Valley Project
SFDA	State Forest Development Agency
SFS	State Forest Service
SIDA	Swedish International Development Agency
SR	Subsidiary Rule in F.P.II
STD	Subsidiary Trunk Dialing
TA	Transport Allowance
T.R.	Treasury Rules
UPSC	Union Public Service Commission
W.P.	Working Plan

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