



## *Andhra Pradesh Forest Department Code - Vol - I - Chapter - X*

### CHAPTER – X

#### SUBMISSION OF REPORTS ETC.

##### **143. Annual Administration reports by Divisional Forest Officers and other Officers:-**

(1) Each Divisional Officer will submit to his Conservator, the annual report for his division for the financial year ending the 31st March, so as to reach him not later than 1st June. The report should follow the arrangement of subjects detailed in Section 45 and should be accompanied by the annual returns detailed in Section 146 and such other returns as may be prescribed by Prl.Chief conservator.

(2) The Conservator will review the division reports and submit to the Prl.Chief Conservator his own report for the whole circle (in duplicate) so as to reach him not later than the 1st August. The report should follow the arrangement for subjects laid down in Section 145 and should be accompanied by the prescribed annual returns.

(3) In compiling the Circle reports, the Conservator will bear in mind the following instruction :

1. The Circle report should be modelled on the Prl. Chief Conservator's review of the previous year, furnish information on all the points dealt with in it and in the same sequence.
2. It should be reasonably concise, through furnishing all the information.
3. It should not be a completion of extracts from the division reports, but should summarise the activities of the various divisions under each head, sub-head for the Prl. Chief Conservator's review.
4. It should dealt with important matters, minor details being eliminated.
5. The body of the Circle report should be in narrative form, the reproduction of tabular statements from the corresponding returns being avoided. Whenever figures relating to various division are furnished, they should be prescribed in tabular form.
6. The report should contain explanations of important variations in the statistics, minor variations being ignored.
7. The number of maps, Photographs, and diagrams should restricted and they should be inserted at suitable places in the report.

##### **144. Arrangements of subjects**

The administration report should be arranged in Chapters, sections and subsections mentioned below:

##### **Chapter – I : Introduction**

i). **Alteration in areas** : The details of reserved forests notified U/s 15, protected forests notified U/s 24 of A.P. Forest Act 1967, and the blocks notified U/s 4 of the Act, and the forest areas under control of department, but not notified under any section of the Act should be given. The areas added, or excluded from forest blocks during the year, together with authority for doings so should be mentioned.

ii). **Forest Settlements** : The progress made in Forest settlement should be recorded.

iii). **Demarcation** : The length of forest block boundary demarcated and the old boundary repaired and maintained should be noted. An estimate of length of boundary to be demarcated and the anticipated cost should be included.

iv). **Survey** : should contain a brief note of the local surveys carried out.

v). **Roads and Bridges** : should include all other forms of export lined. Details of permanent or temporary roads, bridges etc. constructed during the year together with their cost and the cost of maintenance and repairs of the existing reads should be furnished.

vi). **Buildings** : New buildings constructed during the year with their cost and the cost of maintenance and improvements of old buildings should be mentioned.

vii) **Other works** : In this sub-section, important miscellaneous works executed during the year together with cost.

- **Motor – Vehicles** : Different kinds of motor vehicles incharge of the Department, the new vehicles acquired during the year with their cost and the cost of maintenance and repairs of the vehicles should be detailed.

### Chapters – III – Forest Protection

i) **Injury by Fire** : The damage caused to the forest during the year by fire should be mentioned. Measures employed for protection of forests from fire should be briefly mentioned in a separate para.

ii) **Forest Offences** : The number of Forest offences detected during the year under the head.

- Undetected offences cased (U.D.O.Rs).
- Detected Offences Cases (O.R.Cases).
- Offences cases involving vehicles, and confiscation orders passed, if any.
- Prosecution Cases.

iii) **Special Protection Staff** : The work carried out by the special protection staff, namely, mobile squads, and other establishments employed exclusively for the prevention of smuggling of timber and other forest produce should be dealt with. The cases detected by the Special staff, compared with previous year should be mentioned.

iv) **Encroachment in Forests** : The extent of encroachment under each kind of forests, namely in reserved forests, protected forests and unnotified areas, at the beginning of the year, together with efforts made for the eviction should be mentioned. The total extent encroached in each forest block during the previous years, and the number of offences cases booked, and the results of prosecution should be given.

v) **Protection against injuries from natural causes** : Damages done, and measures taken to contain the damage, in the following cases should be mentioned.

- Virus, Bacteria, and fungus diseases.
- Insect pests, such as defoliators, locusts, termites etc.,
- Creepers, Climbers etc.,
- Animal pests such as porcupines, Elephants etc.,
- Other causes, such as severe drought, forest floods, cyclones, land slides etc.,

### Chapter IV – Silviculture

i) **System of Management** : Whenever, working plans are in operation, the results of the systems adopted in different working circles should be mentioned. In the absence of working Plan, the system of Management adopted as per the annual management plan should be mentioned.

ii) **Regeneration** :

a) **Natural regeneration** of Principal species of the area.

b) **Artificial Regeneration** : The extent of permanent and temporary nurseries raised, the number of seedlings used for departmental planting and distributed to others together with the cost incurred and the revenue, if any, realised should be noted.

c) **Afforestation Measures:-** The details of Plantations taken up, and the maintenance of old Plantations should be included.

d) **Tending:-** The usual cultural operations, such as Weeding, cleaning, thinnings, canopy lifting etc., should be mentioned.

e) The measure taken in bamboo flowered areas and the results obtained.

**Chapter V – Five Year Plan Schemes.** The various schemes sanctioned for the Year, the Physical and Financial targets and the achievements may be enumerated under the following heads.

- State Schemes.
- Centrally sponsored scheme.
- Externally aided schemes, Like World Bank etc.,

### Chapter VI – Utilization.

i) Supply of produce

- a) Timber
- b) Fuel
- c) Bamboos
- d) Sandal Wood / Red Sanders Wood.
- e) Minor Forest Produce.
- ii) Supplies of Buroods / Industries.
- iii) Collection of beedi leaf, targets and achievements.
- iv) Other supplies, if any, made during the year.

#### **Chapter VII – Financial Results.**

- i) Revenue :- The targets if any, fixed and achievements should be mentioned.

The revenue of the year should be compared with those of the previous three years, and variations may be explained.

- ii) Expenditure :- The total expenditure under all heads, namely Conservancy and works, Developmental Schemes and Establishment should be stated against the allotment and compared with those of the past three years.

- iii) Net Revenue :- The Net revenue of the year should be stated and compared with that of the previous years, followed by a commentary for variations of significant nature.

**Chapter VIII – Administration.** A brief account of the charges held by the Officers of the department should be given in this section.

The appointments and promotion in the gazetted cadres should be furnished.

A list of officers of the department in foreign service on deputation during the year should be mentioned.

List of IFS Probationers and APFS Probationers deputed for training at Forest Colleges, and in different circles should be given.

The number of Rangers, Foresters and Forest Guards under training and those who completed the training may be mentioned.

A tubular statement showing the number of subordinate retired, died or resigned may be furnished.

**Chapter IX – Research.** A brief summary of the research and experiments carried by the department, their objects, progress and results achieved may be given.

Research work carried out by territorial staff and those carried by Silviculturists and special staff of Research wing may be shown separately.

**Chapter X – Wild Life Preservation.** A brief account of National Parks, Wild Life Sanctuaries, maintained by the department and fresh sanctuaries and parks, if any added during the year should be given.

A summary of improvements effected in the Sanctuaries, and National Parks for the benefit of Wild Life may be given.

Details of Wild Life cases detected and the prosecutions, if any, should be mentioned.

#### **Chapter XI – Miscellaneous.**

- Forest Conservation Act Cases decided and pending sanction. A brief summary of each case may be given.
- Exhibitions Various exhibitions in which the department participated and the awards, and appreciations, if any, obtain may be recorded.
- Vanamahotsava A brief account of the celebrations of Vanamahotsava, including number of seedlings planted. Lectures, radio programmes, pamphlets and posters issued may be given.
- Vanyaprani Saptaha – Details of the celebrations as in the case of Vanamahotsava may be given.
- Conferences and Meetings – Details may be given.

- Forest Sports Meet – Details of celebrations may be given.
- General – Special matters of interest which do not fall under any of the previous heads and which are important may be mentioned. Details of Famines, Floods may be given.

**145. Returns of Accompany the Annual Reports :-**

The details of returns to accompany the annual report are given in Appendix-27.

**146. Instructions for preparation of Annual returns :-**

Instructions for the preparation of Annual returns will be issued by the Prl. Chief Conservator from time to time.

**147. Annual Administration report of the State :-**

The Principal Chief Conservator will submit to Government a review of the progress of Forest Administration for the whole State so as to reach them not later than 15 th September.

A brief resume of the Forest Administration in the State during the year will also be submitted along with the annual report. The review will follow the arrangement in Section 145 and will give over all view of the important activities of the department. The Administration report will consist of two parts.

Part – I – The Prl. Chief Conservators review and

Part – II – Annual Returns.

The annual returns, as mentioned in Section 145 should be included.