



Andhra Pradesh Forest Department Code - Vol - I - Chapter - IV

CHAPTER- IV

STORES AND STOCK

Accounts of Office Stores, tools, plant and other equipment.

- Office stores, tools, plant and other equipment of the Forest Department will generally be classified as follows:
- Surveying and other instruments.
 - Machinery.
 - Tools.
 - Furniture.
 - Tents.
 - Miscellaneous.
- A register in Form No.13 of all receipts and disposals of the classes of stores and tools as enumerated above, shall be kept in each Range Office and Divisional Forest Office. This register must be written up as articles are received and disposed of and should be closed and balanced annually at the end of financial year. Each article of furniture should be marked with a number which will be its permanent number in the register. The value of each item entered in the register shall be the cost price of acquisition and will remain at that price in the register until finally disposed of. The stock should be verified at least once a year either by the head of office or by the head ministerial officer and a certificate of check should be submitted to the controlling officer, where there is one, signed by head of the office, who will be held responsible for the proper maintenance of the register and the correctness of the verification report whether he conducts the verification himself or entrusts it to a ministerial officer.
- Columns (12) and (13) of the register in Form No.13 are intended to show the total stock of stores, tools etc. in the division and not merely the stock at head Quarters. Issues to Rangers which do not effect division stock, should be entered in Columns (9) and (11) in red ink while final disposals by loss, depreciations, write off or transfer to another division should be entered in black ink.
- A similar register will also be kept in the Office of Conservators.
- The Divisional Forest Officer should further maintain separate registers in Form No.14 of stores issues to each range under his charge. A list of the stores issued should accompany each issue and should be returned to the Divisional Forest Office with the receiving Officers signature. These will be numbered to correspond with the entries in Form No.14 and on being returned should be filed with that register. The Divisional Forest Officer should take his register with him when inspecting the range and should check stores actually on hand.
- Apart from the periodical verification of stores by the Heads of Offices, surprise check of stock and stores should be undertaken by the Superior Offices, at intervals, at least once a year so as to ensure that stores are property maintained and accounted for.
- Transfer of stock, stores etc, from one place to another in the circle could be done by Conservator and from one place to another in the state by Prl. Chief Conservator.
- **Exhibition:-**
- The following arrangements shall be made in regard to 'stall duty' during exhibition and supervision where stocking and scale of forest products are involved.
- The forest utilization officer is responsible for the proper conduct of exhibitions and supervision over sale of forest products at the department stalls.
- Only responsible and permanent Government Servants shall be put in charge of cash and forest products at the departmental stall in the exhibition to ensure safety to Government property.
- The Forest utilization officer shall be made responsible for checking the stock and sale of Forest products by his subordinates during exhibitions.
- The Forest utilization officer would arrange the exhibition stalls at Hyderabad generally, and at the other places in the State as per the directions of Prl. Chief Conservator of Forests.
- At the district level, the concerned Divisional Officers incharge of territorial, Social Forestry, Wild life divisions would organize the exhibitions as per the directions of the Conservators of Forests concerned.
- **Tents:-**

The regulating the supply and maintenance of tents are contained in Appendix.16.

56. Account of live stock:-

In The National Parks, Zoological Parks, Sanctuaries, Deer Parks and Forest Divisional in general, an account shall be kept of the receipt and disposal of live stock in Form No.15.