



Andhra Pradesh Forest Department Code - FORMS - 1 to 46

FORMS -1 to 46

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FORM NO. 1**(Section 32)****Register of Plantations**

_____ Range. _____ Division.

Sl_No	Year of Plantation	Species	Area in Ha.	Compt. No and name of Forest block	Espace ment	Cost of advance operations	Cost of raising	% of Survival at the end of I Year
1.	2.	3.	4.	5.	6.	7.	8.	9.
Cost of Maintenance				Cost of Maintenance		Other operations if any	Remarks	
I Year	Survival %	II Year	Survival %	III Year	Survival %			
10.	11.	12.	13.	14.	15.	16.	17.	

FORM NO. 2**(Section 37)****Register of Annual Yield**

Of forest produce in _____ Range _____ Division.

Month	Beat, Block or	Description of Forests	Nature of cutting	Description of Forest produce	Timber		Poles		Fire Wood	

	Compar tment				Species	No of Logs	Quantity in cmt.	Species	No	In cmt.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Charcoal (in Tonnes)	Bamboos (Nos)	Minor Forest produce		Red Sanders		Sandal Wood		Remarks		
		Description	Quantity	No of logs	Weig htment in tonnes	No of pieces	Weig hment in Tonnes			
12.	13.	14.	15.	16.	17.	18.	19.	20.		

FORM NO. 3 A**(Section 44)****Marking and enumeration Register.**

Range _____

Division _____

Locality _____

Tree Number	Species	Estimated length of timber	Girth	Volume
1.	2.	3.	4.	5.

FORM NO. 4 A**(Section 44)****Gross Yield of Timber**

Range _____

Division _____

Locality _____

Tree Number	Date of felling	Log Numbers	Actual length	Mid girth under bark	Volume
1.	2.	3.	4.	5.	6.

FORM NO. 3 B**(Section 46)**

Register of receipts of Timber etc., in _____ Depot.

Depot Number	Where received	Date of receipt	Description of timber etc.	Marks on the forest produce	Measurement				Date of disposal	Remarks
					Number of quantity	Length	Girth	Volume		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

FORM NO. 4 B**(Section 46)****Register of disposals of timber from _____ Depot.**

Number of permit / invoice		Hoe disposed of	Description or produce	Depot Number or log sheet	Measurement			Sale amount	Remarks
					Length	Girth	Volume		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

FORM NO. 5**(Section 47, 48)**

Receipts and issues of Timber and other produce in Depots during the month of _____ 19 _____
Range _____ Division.

Sl_No	Name of Depot	Description of timber and other produce	ON HAND 1 st _____ 19 _____		Disposed during the month		
			No of quantity	Cubic meter or other units	How disposed of	No of quantity	Cubic meters or other units
1.	2.	3.	4.	5.	6.	7.	8.
Balance on _____ 19 _____							
No of quantity other unit	Cubic meter or	Remarks					

9.	10.	11.	12.	13.	14.	15.	16.
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FORM NO. 6**(Section 47, 48)**

Sales during the month of _____ 19_____ of Timber and other produce.

Place of Sale	Serial No in Form 5	Description of Timber and other produce	Number or Quantity	Cubic meter or other unit	Rate	Total amount of sale
1.	2.	3.	4.	5.	6.	7.
Amount actually paid	Balance	Total amount	Number of Logs and prices removed	Number sold but remaining un removal	Remarks	
8.	9.	10.	11.	12.	13.	

FORM NO. 7**(Section 48)****SALE DEPOT REGISTER**

Depot Sl No of Log / forest produce	No of permit	Date of permit	Coupe No of the log / forest produce	Classification	Sl No of the lot to which allotted	Sl No of log / forest in produce the lot	Length / Numbers	Mid girth / quantity	Volume / Weight	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

FORM NO. 8**(Section 48)****LOT WISE REGISTER**

Division _____ Depot

Lot No _____ 19 _____

Classification _____

Sl_No of log	Depot No of	Species	Length	Girth	Volume	Remarks
--------------	-------------	---------	--------	-------	--------	---------

in lot	log					
1.	2.	3.	4.	5.	6.	7.

FORM NO. 9**(Section 50)**

Revenue from Timber and other produce cut, collected and removed from the Forests by Consumers or purchasers during the month of _____ 19 _____.

Forest Range	Locality	Produce removed		Rate	Amount of revenue	Amount actually collected during the month	Balance	Remarks
		Description	Number of Quantity					
1.	2.	3.	4.	5.	6.	7.	8.	9.

FORM NO. 10**(Section 50)**

Name	Particulars	Outstanding during the provision months	Recoveries during the month		Current revenue not collected and balances still during the month	Date from which each item is out standing	Remarks
			Number of items in cash book	Amount			
1.	2.	3	4.	5.	6.	7.	8.

FORM NO. 11**(Section 50, 52)**

Register showing grant of leases in forest areas.

Sl_No	Person / Institution to whom lease has been granted	Address of lessee	Nature of property leased	Name of reserved Forest in which leased property is situated	Sl No Compt No if any	Extent / quality of leases of leased property

1.	2.	3.	4.	5.	6.	7.	
Lease period	From	Lese amount	Amount	Mode of payment	Date of payment	Balance amount	Authority Remarks
8.	9.	10.	11.	12.	13.	14.	15.

FORM NO. 12**(Section 52)**

Register showing free grants of timber and other forest produce made during 19 __ 19__

_____ Circle. _____ Division.

By whom Sanctioned	Locality Where grant in given	Number of grantees	Purpose for which granted	Locality form where forest produce is extracted		
1.	2.	3.	4.	5.		
Produce Granted Timber Other Produce				Total value of the grant	Details of transport permit No date Remarks	
Description and volume in cubic meters		Value	Description and Quantity	Value		
6.	7.	8.	9.	10.		11.

FORM NO. 13**(Section 53)**

Register of receipts and disposal of stores, tools and plant for the financial year 19 __ 19__

_____ Range / Division

Sl_No	Description of article	Receipts					
		Date of Receipt	When received	Number of Quantity	Rate per Article		Total Value
1.	2.	3.	4.	5.	6.	7.	8.
Disposals					Balance		
Date of disposal	How disposed of	Number of Quantity	Value	Number or Quantity	Value Remarks		

9.	10.	11.	12.	13.	14.
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FORM NO. 14.**(Section 53)****Register of Store, Tools and plant issued to or returned by Range Officer _____ Range**

Sl_No	Sl_No in Division register (From 13)	Date of issue or sanction for disposal	Description of article	Number or Quantity	Value		Date of receipt of Rangers acknowledgement	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

FORM NO. 15**(Section 56)****Register of Receipts and disposals of livestock for the Financial Year 19__ 19__****Name of National Part / ZooPark / Sanctuary / Deer Park / Division.**

Sl_No	Date of acquisition and cost	How obtained	Description of Animal	Sex	Age at Commencement of Year	
1.	2.	3.	4.	5.	6.	
Estimated value at Commencement of Year	Sanctioned daily scale of ration	Expenditure on maintenance during the year including cost of attendance	How disposed mention date of disposal and authority	Value realized if wild	Date of death with reason	Remarks
7.	8.	9.	10.	11.	12.	13.

FORM NO. 16**(Section 57)****Register of Roads****_____ Division _____ Range.**

Sl_No	Type of well	Location	Year of commissioning	Cost of formation	Maintenance cost Year Rs.		Conditions of the Road	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

FORM NO. 17**(Section 57)****Register of Wells**_____ **Division** _____ **Range.**

Sl_No	Type of well	Location	Year of commissioning	Capital cost	Maintenance cost Year Rs.		Present Condition and availability or water	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

FORM NO. 18**(Section 57)****Registers of Kuntas / Tanks**_____ **Division** _____ **Range.**

Sl_No	Name of the Kunta / Tank	Location	Year of formation	Cost of formation	Maintenance cost Year Rs.		Remarks
1.	2.	3.	4.	5.	6.	7.	8.

FORM NO. 19**(Section 58)****Register of Buildings**_____ **Division** _____ **Range.**

Sl_No	Type of building	Location	Year of construction	Cost of construction	Maintenance cost Year Rs.		Conditions of the Building	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

FORM NO. 20**(Section 66)****Rent Register for the Inspection Bungalow / Rent House at**

Range _____ Division.

Sl_No	Name and address of visitors	Purpose of Visit	Date of Arrival	Time of Arrival	Date of Departure	Time of Departure	Duration of stay	Rent charged (in days)	Rent collected	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

FORM NO. 21

(Section 68)

PROGRESS STATEMENT OF REVENUE REALISED

FOR THE MONTH OF _____

Head of Account	Budget estimate for 19__ 19__	Revenue realized upto the end of last month	Revenue during the month	Progressive total realized
1.	2.	3.	4.	5.
0406 Forestry and Wild Life				
01 Forestry				
01 Sale of Timber and other Forest Produce				
01 Sale of Timber				
02 Sale of Bamboo				
03 Sale of Firewood and Charcoal				
04 Sale of other M.E.P.				
05 Beedi Leaves				
06 Receipts from Plantation				
07 Receipts from other Plantations.				
Total 101 Sale of Timber Other Forest Produce				
800 Other Receipts				
01 Leave Salary contribution				
02 Fines and Fore features				

03 Receipts from Buildings				
04 Compounding fees				
05 Sale proceeds of dead stock and waste paper				
81 Other items				
Total 1800 Other Receipts				
Total				
Deduct Refund of Revenue				
Grand Total of 0406 Forestry and Wild Life				

NON-PLAN**PROGRESSIVE STATEMENT OF EXPENDITURE**

FOR THE MONTH OF _____

Head of Account	Budget Allotment	Expenditure upto last month	Expenditure during last month	Total
1.	2.	3.	4.	5.
2071-10 Pension & other benefits				
101-04 Anticipatory pension				
Total 2071-01-04				
2406 Forestry & Wild Life				
01 Forestry				
001 Direction & Admn				
03 Dist. Officer				
01 Head Quarter Offices				
100 Scholarships & Stipend				
Total 01				
02 Regional Officer				
010 Salaries				
012 Pay of Est.				

013 D.A.				
014 O.C.A.				
017 Exgratia				
018 L.T.C.				
Total 010 Salaries				
020 Travel Expenses				
031 T.A.				
032 F.T.A.				
Total 030 Traveling Expenses				
Grand Total of (02)				
03 District Offices 010 Salaries				
011 Pay of Officers				
012 Pay of Est.				
013 D.A.				
014 H.R.A.				
015 H.C.A.				
016 Encashment of E.L.				
017 Exgratia				
018 L.T.C.				
019 Arrears				
Total 010 Salaries				
020 Wages				
030 Travel Expenses				
031 T.A.				
032 F.T.A.				
Total 030 Travel Expenses				
0902 Grant in aid				
092 Grant in aid				
040 Office Expenses				

041 S.P. & T.C.				
042 Other officer Expenditure				
045 Expenditure on Jeep				
Total 040 Office Expenses				
060 Rents and Taxes				
090 Grant in aid				
150 Machinery and Equipment				
152 Renewal and Replacement				
190 Material and Supplies				
260 – 262 Other charges				
Total 001-03 Dist Offices				
005 Survey and utilization of Forest Resources				
04 Working plan parties				
140 – 142 Minor Works				
070 Communication and Buildings				
04 Roads and Bridges				
140 – 142 Other Expenditure				
170 Maintenance				
Total 070 – 04 Roads and Bridges				
74 Buildings				
010 Salaries				
012 Pay of Est.				
013 D.A.				
014 H.R.A.				
015 O.C.A.				
017 Exgratia				
018 L.T.C.				
Total 1010 Salaries				
060 Rent rates and Taxes				

140 – 142 Other Expenditure				
170 Maintenance				
190 Material and Supplies				
260 – 262 Other Expenditure				
Total 070 – 74 Buildings				
101 Forestry and Conservation and Development				
04 Fire Protection				
140 – 142 Other Expenditure				
Total 101				
101 – 05 Survey and Settlement of boundaries				
140 – 142 Other Expenditure				
Total 101				
101 – 05 Survey and Settlement of boundaries				
101 – 06 Forest Protection				
010 Salaries				
012 Pay of Ext.				
013 D.A.				
014 H.R.A.				
015 O.C.A.				
016 Encashment of Earned leave				
017 Exgratia				
Total 010 Salaries				
020 Wages				
030 Travel Expenses				
031 T.A.				
032 F.T.A.				
Total 030 Travel Expenses				

040 Office Expenses				
041 S.P. & T.C.				
042 Water and Electricity Charges				
043 Other Office Expenses				
045 Expenditure on Jeep				
Total 040 Office Expenses				
060 Rents and Taxes				
140 Minor Works /				
142 Other Expenditure				
170 Maintenance				
171 Other Expenditure				
190 Material and Supplies				
260 Other Expenditure /				
262 Other Charges				
Total 101-06 Forest Protection				
101 – 07 Forest Plantation				
010 Salaries				
012 Pay of Est.				
013 D.A.				
014 H.R.A.				
015 O.C.A.				
016 Encashment of Earned leave				
017 Exgratia				
018 L.T.C.				
Total 07 Salaries				
030 Travel Expenses				
031 T.A.				
032 F.T.A.				
Total 030 Travel Expenses				
040 Office Expenses				
041 S.P. & T.C.				

042 Water and Electricity Charges				
044 Other Officer Expenditure				
045 Expenditure on Vehicle				
Total 040				
140 – 142 Other Expenditure				
170 Maintenance				
190 Material and Supplies				
Total 01 – 09 Other Plantation				
105 Forest Produce				
04 Dept Ext. Forest Produce				
010 Salaries				
012 Pay of Ext.				
013 D.A.				
014 H.R.A				
015 O.C.A.				
016 Encashment of E.L.				
017 Exgratia				
018 L.T.C.				
Total 010 Salaries				
020 Wages				
030 Travel Expenses				
031 T.A.				
032 F.T.A.				
Total 030 Travel Expenses				
040 Office Expenses				
041 S.P. & T.C.				
042 Water and Electricity Charges				
043 Other Office Expenses				
045 Vehicle Expenditure				

Total 040 Office Expenses				
140 Minor Works				
142 Other Expenditure				
150 Machinery and Equipment /				
151 Purchase of Machinery				
152 Renewal and Replacement				
160 Motor Vehicles /				
161 Purchase of Vehicles				
162 Other Expenditure				
170 Maintenance				
190 Material and Supplies				
160 Other charges /				
262 Other Expenditure				
Total 105 – 04 Dept Ext. of Forest Protection				
105 – 06 Survey & Demarcation of Coupes				
010 Salaries				
012 Pay of Ext.				
013 D.A.				
014 H.R.A.				
015 O.C.A.				
016 Encashment of E.L				
017 Exgratia				
018 L.T.C.				
Total 010 Salaries				
020 Wages				
030 Travel Expenses				
031 T.A.				
032 F.T.A.				
Total 030 Travel Expenses				
140 Minor Works				

142 Other Expenditure				
170 Maintenance				
190 Material and Supplies				
260 – 262 Other Charges				
Total 105 – 07 Survey & Demarcation of Coupe				
105 – 07 Beedi Leaves Trading Scheme				
010 Salaries				
012 Pay of Est.				
013 D.A.				
014 H.R.A.				
015 H.C.A.				
016 Encashment of E.L.				
017 Exgratia				
018 L.T.C.				
Total				
020 Wages				
i) Wages to B.L. Messengers				
ii) Wages to Supervisors				
iii) Wages to Watchers				
iv) Wages for collection charges				
Total 020 Wages				
030 Travel Expenses				
031 T A				
032 F T A				
Total 030 Travel Expenses				
040 Office Expenses				
041 Service Postage and Telegram charge				
042 Water and Electricity Charges				
043 Purchase of Motor Cycle				
044 Other Office Expenditure				

045 Vehicle Expenditure				
Total 040 Office Expenses				
060 Rents & Taxes				
Godown Rent				
Khalla Ground Rent				
Godown Watch & Ward				
Weighment charges				
Total 060 Rents & Taxes				
070 Publication				
Printing Publicity				
Stationery				
Total 070 Publication				
190 Material & Supplies				
260 – 262 Other Expenditure				
i) Curing and bagging				
ii) Transportation of Beedi leaves to Godown				
iii) Insurance of leaf at Khallas and Godown				
iv) Running charges of vehicles				
v) Remuneration of Khalledar				
vi) Miscellaneous Equipments				
Total 260 – 262 Other Expend				
Total 105 – 07 Beedi Leaves Training Scheme				
110 Preservation of Wild Life				
04 Sanctuaries				
010 Salaries				
012 Pay of Ext.				
013 D A				
014 O C A				

015 Exgratia				
018 L T C				
019 Arrears				
Total 010 Salaries				
020 Wages				
030 Travel Expenses				
031 T A				
032 F T A				
Total 030 Travel Expenses				
140 Minor Works				
142 Other Expenditure				
170 Maintenance				
190 Material & Supplies				
260 – 262 Other Expend				
Total 110 – 04 Sanctuaries				
Grant Total of Non-Plan				
Pdl. No. Cash Accounts – F.E. 91 – 92 A. Dated: Submitted to the Conservator of Forests Circle.....				
PLAN – WORKS				
070 Communicators and Buildings				
04 Roads and Bridges				
140 – 142 Other Expenditure				
Total 070 – 04 Roads and Bridges				
070 – 74 Buildings				
140 – 142 Other Expenditure				

Total 070 – 74 Buildings				
010 Forest Conservation & Development				
06 Forest Protection				
010 Salaries				
012 Pay or Establishment				
013 D A				
014 H R A				
015 O C A				
016 Encashment and Earned leave				
018 L T C				
Total 010 Salaries				
020 Wages				
040 Office Expenses				
042 – 044 Office Expenses				
045 Expenditure on Jeep				
140 Minor Works				
142 Other Expenditure				
190 Material Supplies				
260 – 262 Other Expenditure				
Total 101 – 06 Forest Protection				
112 Social & Farm Forestry				
01 Maka India Green				
140 – 142 Other Expenditure				
170 Maintenance				
Total 102 – 05 Make India Green				
102 – 05 Special Forestry				
140 – 142 Other Expenditure				
Fuel and Feeder				
190 Material & Supplies				
260 – 262 Other Expenditure				

Total 102 – 06 Social Forestry				
102 – 09 Drought Relief Programme				
040 Office Expenses				
041 SP & TC				
042 Water and Electricity charges				
044 Other Office Expenses				
045 Expenditure on Vehicles				
Total 040 Office Expenses				
140 – 142 Other Expenditure				
190 Material and Supplies				
260 – 262 Other charges				
Total 102 – 9- Drought Relief Programme				
102 – 10 CIDA				
080 Travel Expenses				
031 T A				
032 F T A				
Total 030 Travel Expenses				
040 Office Expenses				
041 S P and Tel Charges				
042 Water and Electricity charges				
044 Other Office Expenses				
045 Exp on vehicles				
040 Office Expenses				
140 – 142 Other Expenditure				
160 – 162 Other Expenditure				
190 Material & Supplies				
260 – 262 Other Expenditure				
Total 102 – 10 CIDA				
102 Social and Form Forestry Scheme				

included in the plan				
U Centrally Sponsored Scheme				
15 Afforestation				
12 Decentralized school Nursery (D S N)				
140 – 142 Other Expenditure				
Total 102 / 11 D, H and DSN				
S. Special competent plan Sub-Schedules Costs				
06 Social Forestry				
140 – 142 Other Expenditure				
260 – 262 Other Charges				
Total S Special Component				
U Centrally sponsored Scheme				
06 Social Forestry				
140 – 142 Other Expenditure				
796 Tribal Area				
04 Teak Plantation				
030 Travel Expenses				
031 T A				
040 Office Expenses				
041 S P and Tel Charges				
042 Water and Elec. Charges				
044 Other Office Expenses				
045 Exp. On vehicles				
Total 040 Office Expn.				
140 – 142 Other Expenditure				
Total 796 – 04 Teak Plantations				
796 – 05 Other Plantations				
140 – 142 Other Expenditure				

Total 796 – 06 Other Plantations				
Total 796 Tribal Area Sub-plan				
800-04-U/140/142 Medicinal Plants				
2505 Rural Development				
01 Natural Programme				
701 N R E P				
05 Social Forestry Plan Scheme				
U Centrally Sponsored Scheme				
040 Office Expenses				
044 Other Office Expenditure				
045 Expenditure on Vehicles				
Total 045 Office Expenses				
140 – 142 Other Expenditure				
State				
Central				
Total 2505 – 01 70 – 05 N R E P				
M 3061				
13 Grant for Centrally Sponsored Plan Scheme				
03 – 12 Rural Employment				
103 – 2 (i) National Programme				
1/3 (2) I (ii) N R E P				
110 Wild Life				
140 / 142				
Total				
Grand Total				

FORM NO. 22 (C.F. 140)

(Section 74)

CASH RECEIPT**No.****Station: Date:**

Description	Amount

Signature:

Name:

Designation.

FORM NO. 23**(Section 79)**

Application for funds required for expenditure on works during the month of _____ 19 ____

1. Amount required Rs.
2. Deduct – Cash balance on hand Rs.
3. Deduct – Advance outstanding

which will be adjusted during the

month. Rs. _____

Balance for which cheque is required

Station Signature of

Dated Range Officer

_____ Range.

Issued cheque No _____ date _____ for Rs _____ (in words) drawn on the _____ Treasury/Bank.

District / Divisional Forest Officer,

_____ District / Division.

Details of Amount required (To accompany Fund application).

Sl_No	Item of work	S.O. No	Sanctioned amount	Amount spent	Balance	Amount required at present.

1.	2.	3.	4.	5.	6.	7.
----	----	----	----	----	----	----

Total amount required.

FORM NO. 24

(Section 83)

Forest Department, Andhra Pradesh

Bill for expenditure incurred in _____ Division on behalf of _____ Division for inter-departmental adjustment in the Forest Department.

Month	Particulars of supply	Rate	Amount
1.	2.	3.	4.

Total

Date: Divisional Forest Officer,

_____ Division,

Accepted for Rs _____ and the expenditure is debited to _____ in the accounts of this division for _____ 19 _____ minus debit to Forest remittances.

Officer receiving supplies.

Adjustment in the month of _____ 19 _____ by debit to Forest remittance and credit to _____

Divisional Forest Officer,

_____ **Division.**

FORM NO. 25

(Section 88)

Register of revenue and expenditure in each month during the year 19 __ - 19 __ Division...

Budget Head	April	May	June	July	August	September	October
1.	2.	3.	4.	5.	6.	7.	8.
November	December	January	February	March	Grand total for the year	Remarks	

9.	10.	11.	12.	13.	14.	15.
----	-----	-----	-----	-----	-----	-----

FORM NO. 26**(Section 98)****Form of estimate**

Estimate for _____

Place of work	Sl_No	Nature or work	Quantity	Rate	Amount	Remarks
1.	2.	3.	4.	5.	6.	7.

Kindly sanction the above amount for the year 19 ____ 19 ____ and oblige.

Plan/Non-Plan

Budget head:

Range Officer_____ **Range.**

S.O. No. Dated:

Sanctioned for Rs. _____ (Rupees _____)

District / Divisional Forest Officer:-**FORM NO. 27****(Section 101)****Register of sanction.**

_____ Division. _____ Circle.

Sanction number	Date	Nature or work	Amount	Head of Account	Remarks	Signature of sanctioning authority
1.	2.	3.	4.	5.	6.	7.

FORM NO. 28**(Section 102)****Register of Works**

_____ Range _____ Division.

1. Name of the work
2. Year of execution
3. DFO/CF/Prl. CCF S.O. No.
4. Amount sanctioned
5. Budget head

Plan/Non-Plan).

Date	Voucher	Item of work				
	Number	Quantity				
		Rate				
		Amount				
			Qty	Amount	Qty	Amount
Qty	Amount	Qty	Amount	Qty	Amount	Qty
Amount						

FORM NO. 30

(Section 107)

Completion Report.

CF/DFO. S.O. No. Name of the work

Dated.

_____ Range.

_____ Division.

Sl_No as per estimate	Item of works	As per sanctioned estimate		
		Quantity	Rate	Amount

1.	2.	3.	4.	5.	
As executed					Remarks for Variation
Quantity	Rate	Amount	Excess	Savings	
6.	7.	8.	9.	10.	11.

FORM NO. 31**(Section 114)****Annual statement of tours by Conservators or Forests/Divisional Forest Officer for the financial year ending 31 st March 19.**

1. Name of the Officer.
2. Period during which he held office.
3. Total number of days spent on tour.
4. Number of days half.
5. Number of days which marches were not combined with inspection.
6. Number of days on which marches were combined with inspections.
7. Number of marches within 8 K.M. of headquarters.
8. Number of returns to head quarters.
9. Number of Inspections from head quarters.
10. Names of reserves inspected during the year.
11. Names of depots inspected during the year.
12. Names of Division/Range Officers inspected during the year.

Dated: Conservator/Divisional Forest Officer

_____ Circle/Division.

Note:- If more than one Officer held charges of the Circle/Division during the year the statement should be in more than one vertical column so that each Officer's touring can be separately observed.

FORM NO. 32**(Section 116)**

Weekly diary of _____ Forest Guard _____ beat, for the week ending with Saturday (date) 199

Date	Name of reserve and from what place in reserve the patrolling commenced	To what place patrolled	Distance covered in K.M.	Nature of offences detected and their details
1.	2.	3.	4.	5.
Where fresh	Are boundary	Are the specially	Special works if any and	General

cuttings of trees observed, if so, quantity and value of destruction	lines and cairns in good condition, if not, where and how much has been repaired.	protected areas thoroughly protected; if not state places where signs of offence expect	remarks
9.	7.	8.	9.

FORM NO. 33**(Section 119)**

Inwards Register of _____ for the year _____

Sl_No	Number and date of communication	From whom received	Subject	Enclosures if any	Number of sheets / pages received	Initials of the official receiving communication	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

Note:-

1. Date of receipt is to be written across the centre of the page at the beginning of each day's receipt.
2. All papers must be entered by the inward Clerk on the day he receives them.
3. No entries should be made in pencil.
4. D.O. letters, Circulars, Communications from courts, tribunals should be entered in red ink.

FORM NO. 34**(Section 119)**

Out ward Register of _____ for the year _____

Date of dispatch	Serial Number	Reference number and date	Number and details of enclosures if any	To whom sent	Service postage fixed, if any	Whether sent by ordinary post or RPAD or by messenger	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

FORM NO. 35**(Section 119)****Register of D.O. Letters.**

Date of receipt	D.O. letter No and date	From whom received	Inward register number	Initial of Official receiving the reference	Concerned Office file number	Date of dispatch of reply	Outward register number	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

FORM NO. 36**(Section 120)**

Register of books in the Office of the _____

Serial number	Title author Year of publication, edition etc., of the book	Price of the book	Number of copies
1.	2.	3.	4.

FORM NO. 37**(Section 122)**

Register of Forest Offences in the _____ Division for the year 19 ____ 19 ____

Sl_No	Date of offence	Date of receipt	Nature of offence	Name of accused	Details of seizures
1.	2.	3.	4.	5.	6.
Date and nature of disposal by Divisional Officer	Date of sending the case of Court Calendar Case number	Collection of C-fees Amount / Dr. item No / Date	Orders of the Court and date	Whether appeal is filed, if so result	Remarks
7.	8.	9.	10.	11.	12.

FORM NO. 38**(Section 122)**

Register of Forest Offences in the _____ Range _____ Division for the year 19 __ 19__

Sl_No	Date of occurrence of offence	Locality (name of forest block, beat etc.,)	By whom reported number and date of	Description quantity value of	Seizures to whom entrusted	Nature of offence, and Section Rule intringed
-------	-------------------------------	---	-------------------------------------	-------------------------------	----------------------------	---

			report in Form A.	property seized	Locality where stored	
1.	2.	3.	4.	5.	6.	7.
Name (s) of the accused, parentage and address	Compounding fee collected. Amount / Dr item No / date	If prosecuted, details of Court case.	Orders of DFO or Magistrate as the case may be	Whether seizures are released or confiscated	If released date of release. If confiscated and sold, particulars of date of sale, amount	Remarks
8.	9.	10.	11.	12.	13.	14.

FORM NO. 39**(Section 122)**

Report of transfer of charge of _____ Range _____ Division

In pursuance of the orders contained in _____ I have taken charge of _____ Range on _____ F.N / A.N.
from Sri _____

1. I received the sum of Rupees _____ as cash balance as shown in the ash book on this date.
2. I received the motor cycle / jeep with milage reading at _____ on this day.
3. I have examined all the office books and found them posted upto date.
4. I have received the following articles from the personal custody of relieved officer.

- 1.
- 2.
- 3.
- 4.

5. I have received the needful vouchers belonging to the accounts of the current month and have made myself acquainted with all outstandings and liabilities on account of the department.

6. I have examined the live and dead stock, books, maps, permits, office records, Office furniture etc., at head quarters and examined the registers which I found posted upto date.

7. I have received a leaving not mentioning the details of progress of works, buildings, rest houses roads and bridges of the department.

Relieved Officer Relieving

Date Officer

FORM NO. 40**(Section 140)**

Report of transfer of _____ Section / beat _____ Range.

In pursuance of the order contained in S.O. No. _____ dated _____ I received the charge of _____ Section/beat from Sri _____ on this day _____ F.N. / A.N.

1. I received the sum Rs _____ on cash balance, being the advance for works, and recorded the same in cash book.
2. I have received Government property as per list hereto attached, and found all the articles in good order except (specify any missing, broken or damaged).
3. I have inspected the beat and found the destruction worth Rs _____ as per details enclosed in beat inspection report.
4. I have informed of the progress of works, vulnerable areas, routes of smuggling etc.,

Relieved Relieving

Section Officer/Guard Section Officer/

Date Guard.

FORM NO. 41

(Section 143)

Last Pay Certificate.

Last pay certificate of _____ of the _____ proceeding

2. He has been paid upto _____ at the following rated:

Particulars Deductions

Substantive pay. 1. GPF (A/C No _____)

Officiating pay.

DA 2. APLIF (Policy No _____)

HRA 3. PLI (Number _____)

Addl. HRA 4. HR

Spl Pay. 5. PT

MCA / CA 6. Others

FTA

Upkeep allowance

Total Total:

1. He made over the charge of the office of _____ on the fore noon/after noon of _____
2. Recoveries are to be made from pay of the Government Servant as detailed below:
 1. Nature of recovery _____
 2. Amount Rs _____
 3. to be recovered in _____ installments.
3. He has been paid leave salary as detailed below.

Period Rate Amount

From _____ to at Rs _____ a month _____

The following deductions have been made from leave salary.

Month Pay Gratuity etc., Other deduction Amount on income Remarks

tax recovered

1. HR entitled to draw the following (specify)

2. His leave account is as follows:

- Casual leave availed _____ days
- Optional holidays availed _____ days
- Earned leave as on _____ days
- Half pay leave as on _____ days

1. He is also entitled to joining time for _____ for

Date: Signature of drawing officer:

FORM NO. 42

(Section 160)

Register of Forest checking Station

At _____ Range, _____ Division.

Sl_No	Date	Description of Vehicle	Vehicle Number	Whether empty or containing any consignment	If contains forest produce, permit No. and date	
1.	2.	3.	4.	5.	6.	
Permit Valied upto	Transporting From	To	Time of checking	Signature of person incharge of vehicle	Signature of Tanedar	Remarks
7.	8.	9.	10.	11.	12.	13.

FORM NO. 43

(Section 162)

Log book for Wireless Station

Date	Time	Name of sender	Addressed to	Regarding	Action taken	Signature of receiver of message
1.	2.	3.	4.	5.	6.	7.

FORM NO. 44

(Section 162)**Wireless message**

Date Time From

From

Ref. No.

(Office of issue)

Message

FORM NO. 45**(Section 164)****Register of Lands under possession of Forest Department, other than Reserved Forests.**

Sl_No	Mandal	Village	Survey No.	Area in hectares / (acres)
1.	2.	3.	4.	5.
If required, Cost of acquisition and details of acquisition proceedings	Date of possession	Survey map no. in register of maps	Whether details are incorporated in Pahani, Adamgal,, Sethwan.	Remarks
6..	7.	8.	7.	10.

FORM NO. 46**(Section 165)****Land loss register _____ Division**

Sl_No	Name of Forest block	Compartment No.	Range / Section / Beat	Area exercised in hectares
1.	2.	3.	4.	5.

Authority for such deletion	Purpose for which land is to be used	Date from which land is handed over to user agency	Remarks
6.	7.	8.	9.