



**THE  
ASSAM FOREST MANUAL**

**VOLUME II**

**SHILLONG**

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**1935**

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# ASSAM FOREST MANUAL

## VOLUME II

### CHAPTER I.

#### ESTABLISHMENT.

##### 1.—DEFINITION OF ESTABLISHMENT.

(i) Permanent establishment includes all officers, of whatever rank, who are required for the ordinary administration of the forests and who are employed for the whole year and year after year.

(ii) Temporary establishment comprises officials who are required to strengthen for a time the permanent staff. Temporary establishment employed on departmental timber operations will be charged to sub-head AL.— "Timber and other produce removed from the forests by Government Agency," and those entertained for the collection of revenue derived from purchasers will be entered under sub-head AII(a).

(iii) Under Labour is included all *bona fide* manual labour including coolies-mates employed on various works of the Forest Department.

All such persons entertained for not more than two months consecutively may be paid as daily labour. If employed for longer periods they come into the category of Temporary Establishment.

## 2.—EXAMINATIONS.

(See also Articles 40 and 41 of the Forest Department Code, 7th Edition.)

## EXAMINATIONS OF FOREST OFFICERS.

(1) Examinations will be held in April at Silchar and in November at Gauhati in the following subjects:—

*For Imperial Service Officers.*

- (i) (a) Vernacular by the Higher Standard in a principal language of the province, unless the officer is a native of the province of pure Asiatic extraction. The principal languages are Assamese and Bengali and the Governor in Council will prescribe the language in which each officer will be required to pass.
- (b) Land Revenue.
- (c) Forest Law.
- (d) Procedure and Accounts.

An Assistant Conservator shall not draw more than two annual increments of pay until he has passed in all the above subjects.

*For Provincial Service Officers.*

(ii) A Probationary Extra Assistant Conservator of Forests who has rendered 2 years' approved service in that class and has passed the following departmental examinations, viz.:—

- (a) Vernacular by the Lower Standard in one principal language of the province as may be prescribed by the Local Government,
- (b) Land Revenue,
- (c) Forest Law,
- (d) Procedure and Accounts,

will be eligible for a permanent appointment to the class of Extra Assistant Conservator of Forests.

*Examination in the Vernaculars.*

(3) The examination will be held under the orders of a Superintendent, who will be the Chief Secretary or such other officer as the Local Government may select for the purpose. The examination will be conducted in accordance with the tests prescribed for the time being for Civil Officers in the province, and the same papers shall be set to both Civil and Forest Officers, regard being had to the duties of officers of different departments. The senior local Forest Officer will, if possible, be appointed by the President of the Local Examination Committee to be a member of the Board of Examiners, to assist him in conducting the examination when any officer of the Forest Department is to be examined.

(4) The subjects of the examinations, the marks to be obtained, and the time allowed in Lower and Higher Standards are as follows:—

Subjects of Examinations.	Maximum marks.	Pass marks.	Time allowed.
1	2	4	
(i) Conversation	30	10	½ hour.
(ii) Translation	30	10	1 "
(iii) Dictation	20	10	1 "
(iv) Reading and explanation of vernacular papers.	20	10	1 "

(4) The object of the examination in the Lower Standard is to test the proficiency for practical purposes of the examinee. He will be tested in conversation with two or three Indians of different classes in such a manner and to such an extent as to satisfy the examiners that he is able to understand and make himself understood in conversation on subjects connected with the ordinary duties and business of a Forest Officer and with forest out-door work. He will be

required to translate into the vernacular an English judgment or other official paper, and the translation must be substantially correct in meaning and grammar and intelligible to an Indian.

A passage from some official paper in the vernacular will be read out to him by an Indian, and he will be required to write it down in the vernacular character with fair accuracy. Finally, he will be called on to read with fair fluency, and explain in English to the examiners, three papers written by different persons in a plain running hand. Special passages connected with forest work may, if thought desirable, be selected for Forest Officers.

(5) The examination in the Higher Standard will be of the same nature as that for the Lower Standard, but considerably more difficult in degree.

The candidate will be required to converse fluently with persons of different classes in the vernacular, for at least five minutes each, on subjects essentially different.

The passage for translation into the vernacular will be of a narrative character and the translation must be fairly correct in idiom, grammar and spelling.

For dictation, a more difficult passage will be selected, and for reading, passages from a newspaper, or from official records of some difficulty written in a common office running hand. Special passages connected with forest work may, if thought desirable, be selected for Forest Officers.

(6) Forest Officers may appear for examination in the tribal languages of the province, in accordance with the rules applicable to other civil officers with whom they have been classed for the purpose of those rules.

*Examination in Land Revenue, in Forest Law, in Procedure and in Accounts.*

(7) One paper in each of the following subjects will be set by the Conservator of Forests, Assam, on the

requisition of the Superintendent of the Departmental Examinations, the maximum and the pass marks assigned to each paper and the time allowed for each, are as follows:—

Subject of examination	Maximum marks	Pass marks	Time allowed
	1	1	*
(1) Land Revenue (without books), 5 questions	100	20	4 hours.
(2) Forest Law (without books), 10 questions	100	60	3 "
(3) Procedure & questions (1 paper), books allowed—Fundamental Rules with subsidiary Rules, Assam, and Assam Forest Manual, Volume II.	50	30	2 "
(4) Accounts (without books), 4 questions (1 paper). On the keeping, preparation, incorporation and check of Forest Accounts and returns generally.	50	20	1 hour.

(8) The books from which questions will be set are:—

Land Revenue—Boden Powell's "Short Account of the Land Revenue and its Administration in British India" and the Assam Land and Revenue Regulation, Chapters I to III, and the Rules thereunder.

Forest Law—The Assam Forest Regulation and Rules having the force of law.  
Procedure and Accounts—

With books—Assam Forest Manual, Volume II, and Fundamental Rules with Subsidiary Rules framed by the Government of Assam.

Without books—Forest Account Code, Chapters 9 and 10 of the Civil Account Code, Volume I. Assam Budget Manual, Assam Pension Manual, the Book of Financial Powers, Assam, and the Assam Financial

Rules including the Treasury orders and the Subsidiary orders made thereunder except those parts which apply to the Public Works Department.

(9) The Superintendent will report to the Local Government, the names of such officers as in his opinion have passed the examinations in the vernaculars, Land Revenue, Forest Law, and Procedure and Accounts, noticing specially, in order of merit, those who have passed with credit.

(10) In the case of a Forest Officer transferred to Assam from any other province, the examinations passed by him in his former province will hold good for the purposes of promotion, save that, except in the case of officers of over twelve years' service if his transfer is intended to be permanent and unless he is specially exempted by the Local Government, he will be required to pass by the Lower Standard in Assamese or Bengali within a period of two years' active service, failure to pass within that period entailing stoppage of increments of pay.

### 3.—APPOINTMENTS.

#### *Gazetted Establishment.*

Appointments to the Imperial Forest Service are made under the orders of the Government of India.

### THE ASSAM FOREST SERVICE RULES.

#### PART A.

(1) The cadre of the Assam Forest Service shall consist of 19 posts.

(2) Appointments to the Assam Forest Service may be made by the Governor in Council either by direct recruitment or by transfer or promotion from another Provincial Service or by promotion from a Subordinate Service. Appointments by direct recruitment

shall be made after consulting the permanent Board of Selection. Any appointment made in any other manner shall require the previous sanction of the Governor General in Council.

The Board of Selection shall consist of the senior Divisional Commissioner, the two Conservators of Forests and four non-officials to be nominated by the Governor. The non-official members of the Board shall hold office for three years. Four members shall form a quorum. The Commissioner shall be the President of the Board and he shall have a second or casting vote.

(3) The indispensable qualifications for candidates other than those promoted from the rank of Ranger are—

(i) That the candidate is a British subject or the subject of a State in India and further that if an Indian he is a native of or domiciled in Assam and if a European or Anglo-Indian he is domiciled in India.

*Note*—A person voluntarily shall be deemed to be domiciled in Assam only when he has become the owner of a housestead in Assam, has lived for 10 years in a housestead owned by him in Assam, and intends to live in such housestead until he dies, provided that the Local Government may, in special cases, relax these conditions. The children of a man whose domicile in Assam has been admitted will automatically be domiciled in Assam unless and until they have shown their intention of leaving Assam.

(ii) That he is not under 18 or over 25 years of age on the 1st January of the year in which the Board of Selection meets.

(iii) That he is of good character.

(iv) That he is a graduate or in the case of a European or Anglo-Indian has passed the Cambridge School Certificate examination.

(v) That he is of sound health, good physique and active habits, able to endure hardships and free from organic defects or bodily infirmity.

(6) A candidate for direct appointment to the Assam Forest Service shall submit his application in duplicate in Form A (Appendix I, page 103) to the Local

Messrs. Thack  
Calcutta.

Messrs. W. New

Messrs. S. K. L.

Messrs. R. Cam  
Hastings St.

Messrs. Hari Ram  
Liberty, Dec

Messrs. D. B.  
C/o 108,  
Post Box No.

The Indian  
209, Bow B.

Messrs. Raj M  
Saha, 30-2  
Calcutta.

Messrs. Sunde

ASSAM GOVERN  
DIRECT I  
OR THRO

Government through the Deputy Commissioner of his district, the Divisional Commissioner and the Conservator of Forests of the Circle. It shall be accompanied by a Certificate signed by the Registrar of the University that the candidate has obtained a degree or in the case of a European or Anglo-Indian candidate, the Cambridge School certificate, a certificate of character and conduct from the Principal of the institution at which the candidate last studied for not less than one year or from some responsible officer of Government, a medical certificate (*see* Appendix II, page 104) in accordance with the requirements of Fundamental Rule 10 and evidence of the candidate's age as to which the Matriculation certificate will be accepted as sufficient.

(5) If the candidate satisfies the requirement of rules (3) and (4), his name shall be registered in the Secretariat and the fact notified to the candidate and to the Conservator, and the Commissioner and Deputy Commissioner concerned. When a registered candidate becomes over-age, his name will automatically be removed from the register and the removal will be notified to him, and to the officers named.

(6) When appointments are to be made, the latest date by which application for registration will be received in the Secretariat shall be notified in the Gazette. Applications for registration can however be submitted at any time and need not await the notification of the latest date.

(7) All registered candidates shall then undergo a qualifying examination in Mathematics and English and a physical test of a walk of about 20 miles to be completed within a stated time and followed by a medical examination.

(8) Candidates who have successfully passed the qualifying examination shall appear before the Board of Selection which shall meet at such time and place as the Governor in Council may direct.

(9) The Governor in Council shall place before the Board of Selection, a list of registered candidates who have successfully passed the qualifying examination and physical test, with the copies of their applications in Form A (Appendix I, page 103) and the results of the qualifying examination and physical test. The

Governor in Council shall inform the Board of the total number of appointments that are to be made and may, with a view to securing a fair share of appointments to each of the principal communities of the province, indicate the number of appointments to be allotted to each community and direct the Board to submit their recommendations accordingly.

(10) On the date fixed, the President of the Board shall make such arrangements as will enable the Board to interview the candidates. He shall thereafter ascertain the opinion of each member of the Board in such a manner as he thinks fit and submit a full report to the Governor in Council embodying the recommendations of the Board along with the applications of the candidates. The Board and the members thereof shall in making their recommendations be guided by the directions issued under rule (9). The Board, if so directed by the Governor in Council shall before submitting their recommendations, hold a further written examination of the candidates. The conditions of such examination shall be determined by the Governor in Council.

(11) No recommendations except those invited in the form of applications will be taken into consideration. Any attempt on the part of a candidate to obtain support of his application by other means may disqualify him for selection.

(12) Candidates whether in Government service or not appearing before the Board of Selection will do so at their own expense.

(13) The number of candidates to be selected by the Government of Assam, after the Board of Selection have submitted their recommendations, shall not exceed by more than 50 per cent. the number of vacancies to be filled by direct recruitment.

#### PART B.

(1) Selected candidates will be required to undergo a preliminary course of practical training which will ordinarily extend to five months under the direction of the Conservator of Forests. During this course candidates will be granted a consolidated monthly allowance of Rs. 100 inclusive of travelling allowance. The Local

Government will remove any candidate whose work or conduct during this period is proved unsatisfactory or who is not considered likely to make a good forest officer. Candidates who have undergone the preliminary course of training to the satisfaction of the Conservator of Forests will be nominated for such further training at a recognised Institute of Forest Training as the Local Government may approve from time to time.

(2) During the second period of training, candidates will receive such monthly stipend and allowances as may be fixed by the Local Government.

(3) Before proceeding for training, a selected candidate shall—

(i) sign an agreement in the form prescribed by the Local Government binding himself to work diligently while under training and to serve Government for not less than five years after its completion,

(ii) find two sureties to execute a bond for Rs. 1,500 in the form prescribed by the Local Government guaranteeing that if the candidate fails satisfactorily to complete his training or leaves or is dismissed from the service of Government before the expiry of the aforesaid five years, they will refund the total amount that has been drawn as stipend and allowances.

(4) (i)—Selected candidates who have satisfactorily completed the prescribed course of training will be appointed by the Local Government as probationary Extra Assistant Conservators of Forests. A probationary Extra Assistant Conservator of Forests, after completing two years' approved service and passing such departmental examinations as may have been or may hereafter be prescribed and having otherwise satisfied the Governor in Council that he is fit for confirmation will be eligible for a permanent appointment as an Extra Assistant Conservator of Forests. Officers appointed before the 1st January 1932 shall draw Rs. 250 a month during the period of probation. On confirmation they shall draw pay at the rate of Rs. 300 a month, rising by biennial increments of Rs. 50 to

Rs. 750 a month with an efficiency bar at Rs. 550. Officers appointed on or after the 1st January 1932 shall draw pay during the period of probation at the rate of Rs. 175 a month. On confirmation they shall draw pay at the rate of Rs. 200 a month, rising by annual increments of Rs. 15 to Rs. 350 and then by annual increments of Rs. 20 to Rs. 600 with efficiency bars at Rs. 350 and Rs. 450.

(a) No officer shall be allowed to cross an efficiency bar until he has satisfied the Governor in Council that he has by his efficiency justified further promotion.

(b) A probationer who has failed within a period of two years from the date of first appointment to pass completely such departmental examination as may have been prescribed, shall be liable to be removed from service and shall unless specially exempted receive no further increment of pay.

(c) If in any case, an officer's confirmation is delayed beyond the two years of probation on account of his failure to pass the departmental examinations to which he is liable or otherwise to satisfy the Governor in Council that he is fit for confirmation, his future increments after confirmation shall, unless in any individual case there is any special order to the contrary, be regulated according to the date of such confirmation.

(d) A Forest Ranger selected for appointment to the Assam Forest Service will be appointed in the first instance to officiate as an Extra Assistant Conservator of Forests for a period which shall be at the discretion of the Local Government and will not be eligible for confirmation to that class until he has passed the departmental examinations prescribed in Article 40 of the Forest Department Code, 7th edition.

A Forest Ranger appointed by promotion to the Assam Forest Service shall draw pay on the first of the two scales mentioned in Rule (4)(i) above if promoted before the 1st January 1932 and on the second if promoted on or after that date.

The initial pay of an officer promoted from the Rangers' grade shall be fixed at the stage in the time scale of the Assam Forest Service next above the pay drawn by him in the Rangers' grade at the time of his promotion. He shall thereafter draw increments on the time scale of the Assam Forest Service.

(5) The period of probation shall not, except for special reasons, exceed two years. If no vacancy exists in the Assam Forest Service for an officer who has spent that time on probation and has passed all the departmental examinations, a supernumerary appointment shall be created, on the scale of pay sanctioned for this service.

(6) (a) Working Plan Officers and Assistant Working Plan Officers may be granted, in addition to the time scale of pay, special pay at such rates as may be fixed in each case by the Governor in Council but not exceeding Rs. 100 and Rs. 50 a month, respectively.

(b) Except in Sillhet, an Extra Assistant Conservator of Forests in charge of a Division shall be granted a compensatory allowance of Rs. 80 a month, and Extra Assistant Conservators attached to a Division shall be granted compensatory allowances on the following scale:—

	Rs.
Extra Assistant Conservator of Forests whose pay is Rs. 550 a month or more.	50 per mensem.
Extra Assistant Conservator of Forests whether permanent or on probation or officiating whose pay is Rs. 500 a month.	40 "
Extra Assistant Conservator of Forests whether permanent or on probation or officiating whose pay is Rs. 450 a month.	30 "

(c) Extra Assistant Conservators of Forests in charge of a major division will draw, in addition to the time scale of pay, special pay at the rate of Rs. 50 a month.

*Notes.*—The special pay admissible under Rules 6 (a) and 6 (c) is alternative and not cumulative when the same officer holds charge of a Working Plan Division.

(7) All existing orders relating to the pay of this service in so far as they are not inconsistent with these rules are hereby confirmed.

(8) Officers of the Assam Forest Service shall be eligible for leave and pensions on such terms as may have been or may hereafter be prescribed in this behalf.

(9) As members of a Provincial Service, officers of the Assam Forest Service shall be subject in the matter of punishment and the right of appeal to the rules published under the Government of India, Home Department, Notification No. F. 617/33-II, dated the 18th June 1933—Public—as amended from time to time.

(10) Officers of the Assam Forest Service shall be subject to such rules as may have been or may hereafter be prescribed for the conduct of Government servants.

#### L.—APPOINTMENTS.

##### *Subordinate Forest Service.*

The Subordinate Forest Service comprises—

- (i) Rangers.
- (ii) Deputy Rangers.
- (iii) Foresters.
- (iv) Guards, and other subordinates.

#### I.—RULES FOR THE APPOINTMENT TO THE CLASS OF RANGERS.

(1) The strength of the Rangers cadre shall consist of 48 posts but the Governor in Council shall have power to add or reduce posts from time to time without amending these rules.

(2) Appointments to the Rangers grade will be made by the Conservator of Forests either—

- (a) by direct recruitment, or
- (b) by promotion from amongst Deputy Rangers having the following qualifications:—
  - (i) Deputy Rangers who have obtained the Lower Standard certificates at the Forest College, Dehra Dun, and who have rendered not less than two years' approved service as Deputy Rangers.

(b) Deputy Rangers of tried ability and probity of not less than 12 years' service who by their good work have merited promotion.

(3) The indispensable qualifications for candidates other than those promoted from the rank of Deputy Ranger are:—

(i) That the candidate is a *British subject* or the subject of a State in India and is a native of or domiciled in Assam.

(ii) That he must not be less than 18 or more than 25 years of age on the 1st November of the year in which he desires admission to the Forest College, Dehra Dun.

(iii) That he is of good moral character and respectability.

*Note.*—Certificates of two or more persons whose social or official position can be accepted as a guarantee of reliability should be furnished.

(iv) That he is at least a matriculate.

(v) That he is of sound health, good physique and active habits, able to endure hardship and free from organic defect or bodily infirmity.

*Note.*—A health certificate in the form prescribed in Subsidiary Rule 50, signed by a Civil Surgeon of a district testifying to the candidate's sound constitution, good vision and hearing and general physical fitness for a rough outdoor life in the Forest Department and to the fact that he bears on his body marks of successful vaccination or of anti-pep should be furnished.

(4) A candidate for direct appointment should apply to the Conservator of Forests, Assam, through the Deputy Commissioner of the district or the Divisional Forest Officer of rank not below that of a Deputy Conservator of the Division in which the candidate resides. The application should be accompanied by certificates in support of the qualifications mentioned in rule (3) above, together with a certificate of good character from the Principal of the institution at which the candidate last studied for not less than one year.

*Note.*—When appointments are made, the latest date by which applications will be received in the office of the Conservator of Forests will be notified in the *Assam Gazette*.

(5) The Conservator of Forests or an Imperial Forest Officer deputed by him will interview the candidates who have submitted applications according to

Table (A) above and will make a selection of those who seem suitable. The candidates so selected will be required to pass the qualifying examination according to rule 14 of the Forest College Rules. From the candidates who pass the qualifying examination the Conservator of Forests will make a selection of men to be deputed to the Ranger's Course for the preliminary training referred to in rule 15 of the Forest College Rules. The number of men selected should not exceed by more than 50 per cent. the number of vacancies to be filled by direct recruitment. While undergoing this preliminary training, which will necessarily extend to not less than 2 and not more than 7 months, the candidates will be granted a consolidated monthly allowance of Rs. 60 inclusive of travelling allowance. In selecting candidates due consideration should be given to the claims in appointments of the principal communities of the province.

The Conservator of Forests will remove any candidate at any time during this training if unsatisfactory.

The final selection of candidates for deputation to the Forest College will be made by the Conservator of Forests, subject to the approval of the Local Government in accordance with the results of the preliminary training examination who are not considered likely to make good forest officers being rejected at this stage.

(i) While at the Forest College the selected candidates will be granted a monthly stipend of Rs. 50 subject to satisfactory progress. Before proceeding for deputation selected candidates will be required to execute the agreement and security bond for Rs. 1,000 prescribed by the Government in the forms (Appendices III and IV, pages 108-112).

*Note.*—Copies of the agreement and security bond can be obtained from the office of the Conservator of Forests.

(ii) The actual expenses incurred by probationary students en route by rail or steamer while proceeding to and from the college and while undergoing the course, will be defrayed by Government. For the purpose

of this rule, the probationary students will be considered as officers of the third class under the Subsidiary Rules.

The President of the Dehra Dun College has been authorised to disburse the travelling expenses of probationary students when on tour during their training at Dehra Dun on the scale allowed by rule 82 of the College Rules.

(8) Candidates who obtain the Higher Standard certificate of the Forest College on the completion of the two years' course, without "Honours" will be appointed Rangers on monthly salaries of not less than Rs. 75. Candidates who obtain the Lower Standard certificates will be appointed Deputy Rangers on monthly salaries of not less than Rs. 55. Such appointments will, however, be conditional on the existence of permanent vacancies in the establishment. In the absence of vacancies and pending their occurrence successful candidates will be employed as supernumeraries on the pay which they would draw if appointed to the permanent establishment. Candidates who obtain the Higher Standard certificate with "Honours" may be appointed Rangers on monthly salaries of Rs. 125 provided there are vacancies in that grade.

(9) Rangers who have been appointed before 1st January 1932 will draw pay in the grades of Rs. 80, 100, 125, 150, 200, and 250, and those appointed on or after 1st January 1932 will draw pay in the grades of Rs. 75, 100, 125, 150, 175 and 200.

(10) The posting, transfer and the grant of leave rests with the Conservator of Forests who may also for good and sufficient reason impose penalties as described below:—

- (i) Censure, (ii) Withholding of promotion, (iii) Reduction, (iv) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders (v) Suspension, (vi) Removal from service, (vii) Dismissal from service.

The Conservator of Forests may also accept resignation of employment.

An appeal against the order of the Conservator of Forests will lie to the Local Government.

(11) Rangers will be eligible for leave and pension on such terms as may have been or may hereinafter be prescribed in this behalf.

(12) Rangers shall be subject to such rules as may have been or may hereinafter be prescribed for the conduct of Government servants.

As extract from the rules for the Ranger course at the Forest College, Dehra Dun, will be found in Appendix V (1930-31 113-120).

#### II—RULES FOR THE APPOINTMENT TO THE CLASS OF DEPUTY RANGERS AND FORESTERS

(1) The strength of the cadres of the Deputy Rangers and Foresters shall consist of 75 and 103 posts respectively but the Government in Council shall have power to add or reduce posts from time to time without exceeding these rates.

(2) The Conservator of Forests may appoint the following to the class of Deputy Rangers:—

(a) Candidates who obtain the Lower Standard certificate from the Imperial Forest College, Dehra Dun.

(b) Foresters who have been recommended for special promotion and Foresters of tried ability who have rendered at least 10 years' approved service in the class of Forester.

(c) Candidates who have passed at least the I.A. or I.B. Examination, who are physically fit for outdoor forest work and who are under 25 years of age provided that candidates of this class, if appointed, must render at least 1 year's service on probation before they can be confirmed.

(3) The Conservator and Divisional Forest Officers may appoint the following to the class of Foresters:—

(a) Forest Guards of tried ability who have rendered at least 5 years' approved service in the class of Forest Guards, and who are sufficiently

acquainted with the English language to enable them to take independent charge of a beat, if necessary.

- (b) Candidates from outside who hold either a Matriculation certificate, or a certificate of success at the Assam Madrasa final examination with English, or a pass certificate from a recognised survey school, who are physically fit for outdoor forest work and are under 25 years of age, provided that candidates of this class must render at least 1 year's service on probation before they can be confirmed.

NOTE.—Promotions from grade to grade in the class of Deputy Rangers and Foresters will be made by the Conservator.

(4) Deputy Rangers will draw pay in the grades of Rs. 55, Rs. 65 and Rs. 70 per mensem, and Foresters will draw pay in the grades of Rs. 30, Rs. 35 and Rs. 40 per mensem subject to such alterations in the scale of pay as the Governor in Council may from time to time prescribe.

(5) (i) The posting and transfer within Divisions of Deputy Rangers and Foresters and grant of leave up to 3 months rest with Divisional Forest Officers, who may also for good and sufficient reason:—

(a) Suspend and accept the resignation and stop increment of any Deputy Ranger or Forester.

(b) Reduce any Forester.

(c) Remove or dismiss Forester on Rs. 30 per mensem.

(ii) The inter-divisional transfer and posting of Deputy Rangers and Foresters and grant of leave beyond 3 months rest with the Conservator of Forests, who may also for good and sufficient reason:—

(a) Censure, withhold promotion of, recover from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders, suspend, order criminal prosecution, accept resignation of, reduce, remove or dismiss from service any member of the grades of Deputy Rangers and Foresters.

Any Deputy Ranger or Forester to whom punishment has been imposed—

(i) by the Divisional Forest Officer, may appeal to Conservator.

(ii) by the Conservator of Forests, may appeal to the Local Government.

(iii) Deputy Rangers and Foresters will be eligible for leave and pension on such terms as may have been or may hereinafter be prescribed in this behalf.

(iv) Deputy Rangers and Foresters shall be subject to such rules as may have been or may hereinafter be prescribed for the conduct of Government servants.

#### POWERS AS REGARDS APPOINTMENTS, TRANSFERS, ETC.

(1) The following powers are exercised by the Conservator of Forests:—

(i) Posting and transfer of any member of the subordinate forest service or clerical establishment.

(ii) Appointment in any post in the subordinate forest service or clerical establishment.

(iii) Criminal prosecution, suspension, acceptance of resignation, reduction, dismissal or removal from service of any officer of the subordinate forest service or clerical establishment.

(iv) Promotion of any members of the subordinate forest service or clerical establishment.

(v) Grant of leave to any member of the subordinate forest service or clerical establishment.

(vi) Grant of leave to any officer of the Provincial Forest Service in cases in which the period of leave applied for does not exceed one month, provided that arrangements can be made by the Conservator for carrying on the absentee's work during the leave without asking for an extra officer. The notification granting the

leave should be published in the *Assam Gazette* over the Conservator's signature. Immediate intimation of any leave granted and of the arrangements made in consequence should be sent to Government in the Revenue Department.

- (vi) Transfer of posts in the subordinate forest service or in the clerical establishment so long as the total number of posts originally allotted to each circle remains unchanged.
- (vii) Alteration of dates of birth in the case of non-gazetted officers.
- (ix) Sanction retention of services of non-gazetted officers up to 60 years of age.
- (x) Fixing or changing the headquarters of the Gazetted Officers of the Forest Department attached to a Division.

Note. — (1) No appointments should be made to the executive or ministerial service of any person who is not a *bona fide* Assamese without the previous sanction of the Government of Assam.

(2) The proportional representation of the principal communities in all branches of the public service so far as is compatible with the appointment of persons duly qualified for the particular service is the accepted policy of Government which all officers of all Departments are bound to follow.

It is open to prescribe fair tests of fitness, but as between candidates satisfying these tests preference must be given to candidates from the classes inadequately represented.

Officers should bear in mind that the number of Assamese Mohammedans is always likely to be far below the due proportion of the posts which can be claimed by this community and every effort should be made to obtain this proportion in future.

(3) The Conservator of Forests will forward on the 1st May each year a statement showing the number and percentages various communities employed in the Forest Department in the Forms prescribed (appendices VI and VII, pages 121 and 122).

(2) The following powers are exercised by Divisional Forest Officers:—

- (i) Appointments to any class of Forest Guard and to the lowest grade of Forester.
- (ii) Officiating appointments to vacancies in the lowest grade of clerks within the limit of budget allotment and if the vacancies are leave vacancies.

- (iii) Appointments to other subordinate offices when the pay does not exceed Rs. 30 a month.
- (iv) Promotion of Forest Guards from grade to grade.
- (v) Promotion of Forest Guards to the lowest grade of Foresters.
- (vi) Officiating promotion in the class of Forester, to vacancies not exceeding six months.
- (vii) Suspension of any member of the subordinate forest service or clerical establishment.
- (viii) Reduction and dismissal of all the subordinate officers appointed by Divisional Forest Officers, vide items (i) and (ii) above.
- (ix) Acceptance of the resignation of any member of the subordinate forest service or clerical establishment.
- (x) Grant of leave up to three months to any member of the subordinate forest service or clerical establishment.
- (xi) Transfer of any officer of the subordinate establishment.
- (xii) Surrender of instrument of any member of the subordinate forest establishment.

(B) Except on receipt of specific instructions from the Conservator, no person shall be employed in any permanent or temporary post in this department that carries a salary of Rs. 30 per mensem or more except on twelve months' probation. This rule may be relaxed in the case of a person promoted from a lower grade.

#### C—CLERICAL ESTABLISHMENT.

Temporary appointments to the clerical establishment will be made by Divisional Forest Officers when vacancies occur in their offices. Such officers will satisfy themselves that the prospective candidate has a good knowledge of arithmetic, can add with rapidity and writes a good clear hand. A knowledge of type-

writing should also be taken into consideration. No appointment to a post carrying a salary of Rs. 30 or more shall be made of a person who has not passed the matriculation examination of the Calcutta University or a similar test.

Ministerial officers may not be fined. Apart from removal or dismissal, the only punishment is the withholding of increment due which should not be done without reporting the matter to the Conservator.

#### 7.—PROMOTIONS.

(1) Promotions in the subordinate and ministerial services from grade to grade will be made by the Conservator on consideration of the recommendations and reports of Divisional Forest Officers. Lists of executive and ministerial establishments will be prepared annually. Promotion will be governed solely by merit and only when the question lies between officers of equal capability and deserts, will seniority be taken into consideration.

(2) Periodical increments will be granted automatically except when there is an efficiency bar; should the head of an office withhold any increment due, the reasons must be reported to the Conservator for orders.

#### 8.—PUNISHMENTS.

(1) For stoppage of increments the penalty will ordinarily take one of the two following forms:—

- (i) the increment might be withheld merely for a prescribed period on the expiry of which the officer might be permitted to draw pay as if he had not been placed on stoppage at all, or
- (ii) the stoppage of increments might be permanent in its effect so as to postpone the date of attaining all future increments.

In every case, past and future, the authority authorised to impose the penalty should decide which of the

two forms it should take, the decision in future cases being recorded at the time of inflicting the penalty.

Stoppage of increments takes the place of fines and reductions for establishments on incremental pay.

#### *Removal, dismissal and degradation.*

(1) The Local Government may reduce, remove, dismiss or order the nominal presentation of officers of the Divisional Forest Service.

(2) A "dismissed" officer may not be re-employed in Government service. Removal for unsuitness should not operate as a bar to future employment in less onerous or responsible duties.

(3) An order of degradation should express explicitly the amount of pecuniary penalty and should specify a period at the expiry of which the officer punished will regain his place in the graduation list. In very grave cases no officer may be ordered to lose his place in the graduation list permanently.

(4) Without prejudice to the provisions of the Public Servants' Inquiries Act, 1850, no order of dismissal, removal or reduction shall be passed on a member of a service (other than an order based on facts which have led to his conviction in a Criminal Court) unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires to be heard in person. If he so desires or if the authority concerned so direct, an oral inquiry shall be held. At that inquiry oral evidence shall be heard

as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish, provided that the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

This rule shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him. All or any of the provisions of the rule may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived, without injustice to the person charged.

#### 9.—APPEALS.

(1) Any officer, who has been censured, reduced to a lower post, suspended, removed or dismissed or from whom promotion has been withheld and who thinks himself wronged thereby shall have the right of an appeal against such order as follows:—

An officer on whom such an order has been passed:—

- (i) by a Divisional Forest Officer, may appeal to the Conservator;
- (ii) by the Conservator of Forests, may appeal to the Local Government;
- (iii) by the Local Government, may appeal to the Governor;

Provided that all officers in superior service, whether executive or ministerial, on a pay of more than Rs. 100 a month shall have the right of preferring a second appeal to the next higher appellate authority (a) against an order of dismissal or removal,

(b) against an order of suspension or degradation when the period in respect of which the order is passed exceeds six months, provided that there shall be no appeal beyond the Governor.

(2) Appeals submitted to the Local Government shall be referred to the Governor in Council or the Secretary and his Minister or the Department concerned, as the case may be, through the head of the office to which the officer belongs or belonged. Petition presented to the appellate authority direct will be returned for presentation through the proper channel.

(3) The officer to whom a petition of appeal is presented by a Disengagement servant shall invariably forward it to the appellate authority with the least possible delay and despatch within a week. The petition should be copied on half margin, and in the margin should be noted the observations of the officer whose order is appealed against on the allegations and contentions contained in the petition.

(4) No sanctionation for the purpose of memorandum may be given in which the memoralists may be antagonistic to regulations, but officers may join in memorial memoralists when the matter about which they wish to petition is not connected with their position as servants of Government.

Provided that nothing in this rule shall apply to representations submitted by recognised Associations of Government servants in accordance with such rules as may from time to time be prescribed by the Governor in Council.

(5) Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or impugning language, and shall be complete in itself. Every such appeal shall be submitted through the head of the office to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred.

(6) Except in the case of petitions addressed to the Government of India, which must be transmitted to the Local Government, a petition which is an appeal to the Divisional Forest Officer or Conservator as the immediate superior of the officer appealed against, may be withheld by the Divisional Forest Officer, or Conservator to whom it is presented if—

- (i) it is an appeal in a case in which under these rules no appeal lies, or
- (ii) it does not comply with the provisions of rule (5), or
- (iii) it is not preferred within six months after the date on which the appellant was informed of the order appealed against, and no reasonable cause is shown for the delay, or
- (iv) it is a repetition of a previous appeal and is made to the same appellate authority by whom such appeal has been decided, and no new facts or circumstances are adduced which afford grounds for reconsideration of the case :

Provided that in every case in which an appeal is withheld, the appellant shall be informed of the fact and the reason for it :

Provided also that an appeal withheld on account only of failure to comply with the provisions of Rule (5) may be resubmitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal, and if resubmitted in a form which complies with those provisions, shall not be withheld.

(7) A list of appeals withheld under rule (6) shall be forwarded half-yearly to Conservator on the 1st April and the 1st of October in the form given in Appendix (VIII, page 12.) Conservator shall forward to Government a similar list of appeals withheld by him.

(8) When a petition of appeal preferred by a Government servant is being considered, it shall be dealt with, as far as possible, on the original record,

which shall invariably be sent with the petition together with the half-margin report required under clause (8). A further special report should be called for only in exceptional circumstances; and when this is done, the special points in regard to which a report is wanted are always to be indicated.

(9) The Local Government reserves to themselves the power of receiving not only all cases of flagrant wrongdoings, but also cases of material injustice.

(10) Nothing contained in the foregoing rules shall be construed as interfering with the powers of the Local Government of India in respect of memorials addressed to the Government of India under the orders contained in Home Department Notification No. F.O/7/03, dated the 11th June 1903.

#### 10.—Holidays.

(1) With the previous sanction of the Conservator of Forests, and the Forest Officers on duty in Assam may be permitted to proceed to the hill station of Shillong for a period not exceeding six weeks each year, subject to the following conditions—

- (a) That their work will not suffer in consequence of their absence.
- (b) That no travelling allowance is drawn for journey to and from Shillong.
- (c) That no lodging allowance is drawn for the period of their stay in Shillong.
- (d) That any expenditure on account of travelling allowance or full allowances for any clerks, who may be brought up, must be defrayed by the officers themselves.

(2) Hospital Forest Officers who are employed as Working Plan officers may be permitted by the Conservator of Forests to proceed to the hill station of Shillong for the months of each year in the rates, subject to the above conditions.

(3) Leave of absence of all grades serving in remote or particularly vexatious may be allowed by Divisional Forest Officers to officers at the headquarters of the

division in which they serve, or, when it is in the public interests to permit it and with the approval of the Conservator of Forests, at the headquarters of any other division in the province where their services can be utilized, on the following conditions:—

- (a) that the period is limited to two months in each case in a year,
- (b) that the Divisional Forest Officer will be responsible that the services of the officer concerned can be spared for the period,
- (c) that work will not suffer in consequence of the officer's absence,
- (d) that no expense is caused to Government, and
- (e) that leave is not granted in continuation of this recess.

#### II.—TRAVELLING ALLOWANCE.

(i) Conservator of Forests and Divisional Forest Officers may restrict the frequency and duration of tours of any officer serving under them.

(ii) Conservator may allow recovery of the actual cost of transport of horses, motor cars, bicycles, etc., or camp equipment.

(iii) Conservator may disallow travelling allowance to officers who fail to pass examinations.

(iv) Conservator may allow actual cost of a journey to appear before a Medical Board preliminary to voluntary retirement on invalid pension.

(v) Except the officers of the first and second grades, all officers of the Forest Department draw daily allowance one-third greater than the allowance of their grade. Forest Guards and menials draw daily allowance at the rate of five annas a day.

(vi) When Deputy Rangers and Foresters not in charge of Ranges and Game-keepers whose duties compel them to keep a horse or pony or to maintain

their own ponies, draw travelling allowance under the following rules, a certificate should be given by the Divisional Forest Officer to the effect that the officers are engaged in a post or other means of conveyance during the time covered by the travelling allowance bill.

(i) The jurisdiction of Deputy Rangers and Foresters not in charge of Ranges and of Forest Guards for the purpose of travelling allowance, should be the Ranges to which they are attached except in the Khasi Hills Division, where their jurisdiction is limited to a radius of five miles from their headquarters.

(ii) Officers of all grades serving in the Khasi and Assam Hills Division draw travelling allowance when they travel beyond the radius of ten miles from their headquarters.

(iii) A certificate, when required by the circumstances of the case under rule 28 of the Subsidiary Rules framed by Government under the Fundamental Rules, should be given to each of the travelling allowance bills of those officers to the effect that the officer travelled beyond his sphere of duty with proper sanction.

(iv) Officers are not entitled to travelling allowance more than the actual fares by rick, boat or passage.

(v) The following persons are exempted from the operation of the rules providing that the duration of a halt must not exceed 10 days:—

- (1) All officers of the Forest Department and their assistants on the understanding that they maintain camp equipage.

A certificate must be given on each travelling allowance bill to the effect that camp equipage was maintained for the whole period whenever daily allowance is drawn for more than 10 consecutive days' halt at one place.

- (2) Conservator's camp clerk and the Forest Temporary Assistant provided that the halt is

in the interests of the public service and one of the conditions prescribed in clause (b) of Rule 61 of the Subsidiary Rules is satisfied.

(iii) All menial servants.

### 3.—EMPLOYMENT OF PLEADERS.

The general rules regarding the employment of pleaders are to be found in Section II of Assam Executive Rules and Orders.

Divisional Forest Officers are empowered to spend up to Rs. 100 and the Conservator of Forests up to Rs. 250 on pleader's fees in the prosecution of criminal cases. Divisional Forest Officers should report if possible, before commencing proceedings in any grave or unusual case.

### 13.—EMPLOYMENT OF PUNKHA PULLERS.

Divisional Forest Officers are authorized to employ two punkha pullers between 1st April and 1st of November for their offices on the understanding that the punkha pullers will only be entertained for such period as is really necessary.

### 14.—EMPLOYMENT OF SWEEPERS.

Sweepers employed on allowances exceeding Rs. 10 a month will be entertained in the temporary establishment but the allowances of sweepers not exceeding Rs. 10 should be drawn on a contingent bill (Forest Account Code Form No. 11) of this Department.

### 15.—HONORARIUM.

Conservator of Forests may sanction the grant of an honorarium up to a maximum of Rs. 250 or permit the acceptance of an honorarium or fee from an outside source up to this limit.

### 16.—SECURITY.

*Security of Subordinate Officers of the Forest Department in Assam.*

(1) The following rules apply to all officers of the Forest Department and depot establishments, divisional forest officers and accountants whether holding permanent or retiring appointments.

(2) Every officer will, on appointment, furnish security as below, his appointment being subject to the condition that he complies with these rules:—

	Amount of security to be furnished.*
	Rs.
Head Clerk .. .. .	500
Accountants .. .. .	100
Deputy Rangers on Rs. 100 and upwards per annum .. .. .	1,000
Deputy Rangers below Rs. 100 per annum .. .. .	500
Forest Rangers .. .. .	300
Foresters and other officers .. .. .	200
Forest Guards .. .. .	50

\* If employees employed in the Khasi and Jaintia Hills Division will furnish the amounts above noted.

The Conservator has power to increase in certain special cases the securities of Deputy Rangers, Foresters and other officers to Rs. 400 and Rs. 300, respectively.

(3) If the security is given in cash, it shall be deposited in the Post Office Savings Bank indicated by the Divisional Forest Officer and pledged to the Divisional Forest Officer as a security deposit in accordance with the Post Office Savings Bank Security Deposit Rules.

(4) All officers other than guards or peons, who have to furnish security, shall give it in the form of cash in the Post Office Savings Bank indicated by the

Divisional Officer if the amount is Rs. 500 or less, or in Government promissory notes and cash if in excess of Rs. 500.

(e) If an officer is unable to deposit in a single payment the full amount of the security due from him, he may, with the sanction of the Conservator, be permitted to deposit the balance (or in exceptional cases the whole) by monthly instalments of not less than one-fifth of his salary except in the case of guards who will pay one rupee.

(vi) The deposit in cash, on its reaching Rs. 500, will be invested by the Divisional Forest Officer, through the Postal Department, in as many Government promissory notes or postal cash certificates as it will purchase, the Divisional Forest Officer withdrawing the necessary cash from the Savings Bank, retaining therein the balance, if any. The Government Promissory notes and the postal cash certificates should be pledged to the Divisional Forest Officer and retained by him.

(vii) Forest Rangers, Deputy Rangers, Head Clerks and Accountants shall also give security bonds as prescribed below for the amounts specified above. But such security bond shall remain in force only so long as the security fixed for each class of officer in Rule (ii) is not fully paid up. Foresters will not be required to execute any security bond.

(viii) On opening their deposit accounts in the Post Office Savings Bank, they will fill in and send to the Postmaster, through the Divisional Forest Officer, the letter pledging the amount of their deposits, past and future, to the Divisional Forest Officer in the form prescribed for security deposit pledges in the Post Office Savings Bank Rules. And when the security exceeds Rs. 100 is invested in promissory notes, and is fully paid up, the officer must execute a security bond without sureties, pledging the amount of his security to Government in the form attached.

(ix) House property may not be accepted as a security.

(x) The form of security bond is given in Appendix X (Form No. 41, page 180).

(xi) Promissory notes or the cash lodged as security and the security bond, if still in force, may be returned after six months from the date an officer vacates his appointment.

(xii) Public securities lodged with Government officers as a guarantee for the due performance of official duties are to be endorsed over and remitted to the Comptroller and Auditor General, as laid down in the Resolution of the Government of India, Finance and Commerce Department, No. 276 of 30th April 1890.

(xiii) Security bonds, when accepted, must be registered under Act III of 1877. Such bonds given on plain paper by ministerial officers are exempted from the payment of registration fees.

(xiv) Security bonds should be sent for safe custody to the Inspector General of Registration. They should be sent in registered covers, and copies should be retained in the Forest office for reference.

(xv) A register of securities should be kept in the Divisional Forest office in F. D. Form No. 45 in Appendix X, at page 180.

Register of security deposits will be distinct from and outside the regular accounts and should be kept in every Divisional office, so that the balances shown in the pass books, exclusive of interest, may be verified periodically with those in the Security Deposit Register.

(xvi) Security deposits received from Forest Sub-assistants need not appear in the Divisional Cash Book. The account should be placed in the Post Office Savings Bank. Each account should be opened in the name of the Divisional Forest Officer to whom the security is pledged.

## 17.—SERVICE BOOKS.

Service books are only necessary for men employed on the permanent establishment, but should also be maintained for those on temporary establishment as such may be made permanent at any time, in which case previous service on the temporary establishment counts for pension. Service Rolls instead of service books should be maintained for all Government servants in inferior service and also for those in superior service drawing not more than Rs. 20 per mensem.

Divisional Officers should note that signatures on page 1 require renewal and re-attestation at least every five years, such an attestation to be dated at the time any signature is made.

## 18.—CHARACTER ROLLS AND CONFIDENTIAL REPORTS.

(6) Divisional Officers are required to maintain character rolls for Rangers, Deputy Rangers, Foresters and all ministerial officers in the prescribed form. A separate roll is required for each officer, which together with his "Personal File" will follow him upon transfer. Personal files of gazetted officers should also follow them on their transfer as in the case of subordinates and clerks. All entries in the character rolls must be signed (not initialed) and dated.

The entries should indicate any piece of notably good or bad work; in the latter case, the entry would take the place of punishment by fining, which it is the policy of Government to discourage.

A Divisional Officer in making over charge should record briefly in the rolls his opinion of the officials with whom he has been brought into contact.

Character rolls should be maintained as appendages to the service books and the two kept together in the charge of the head clerk, who will be held responsible for the maintenance of the records.

Provision is made for entry in the prescribed roll of details of relationship and landed property and no other record of these particulars is necessary for officials for whom character rolls are kept.

The entries common to the character roll and the service book must strictly correspond.

(11) On the 1st January confidential reports will be submitted by Divisional Officers to the Conservator on all Rangers, Deputy Rangers, Foresters and ministerial officers in the prescribed form. Copies of entries in character rolls will be incorporated in confidential reports.

(12) Immediately after the close of each calendar year the Divisional Forest Officers will submit in duplicate to the District Magistrate a confidential report in the prescribed form (Schedule L, Form No. 40) on each District Officer who has served in the division during the previous year or part of the year. The District Magistrate, after recording his own opinion on the work of these officers, will forward the reports, together with a report (in duplicate) in the same form on each officer who has served as Divisional Forest Officer in the district during the year, to the Divisional Commissioner. The Commissioner will then add his own opinion and forward both copies of the reports to the Conservator of the Circle. The Conservator after recording his own opinion will forward one copy of each report to the Secretary to Government, the other copy being retained in his office.

The name and designation of the reporting officer should be furnished in each case.

## 19.—CONDUCT OF OFFICERS.

(1) Officers including clerks are forbidden to borrow money in the district in which they are employed.

(2) All public servants arrested for debt or having recourse to the insolvent court, will be deemed to have forfeited their appointments, unless it can be shown that their embarrassments have been the result of unforeseen misfortune, or of circumstances over which they could exercise no control, and have not proceeded from dissipated or extravagant habits. Every case in which a servant of Government is arrested for debt, or resorts to the insolvent court should be invariably reported with a copy of the schedule filed in the insolvency court when recourse is had to the court.

(3) No officer or clerk is permitted to trade in forest produce in any way or to have any private pecuniary dealings with purchasers or contractors trading in timber, bamboos or other forest produce, nor is he permitted to buy, except under exceptional circumstances, any timber or other forest produce from the forest or sale depot without specific orders of the Divisional Forest Officer in each case.

(4) Where half the salary of a Government official is constantly being attached for debt, or has been continuously under attachment for more than two years or is attached for a sum which, under ordinary circumstances, it will require more than two years to repay, a full schedule of the officer's debts should be obtained by the head of the office, and the case dealt with in the same way as if the debtor had taken advantage of the insolvency court. In such cases it should be specially ascertained—

- (i) what is the proportion of the debts to the salary and the extent to which they detract from the debtor's efficiency as a public servant ;
- (ii) whether the debtor's position is irretrievable ;
- (iii) whether it is desirable, under the circumstances to retain him—
  - (a) in the particular post he occupies, or
  - (b) in any position under Government.

(5) All ministerial officers in Government service must always understand that if they are shown to have communicated to persons not employed in the same office, whether such persons are in Government service or not, and whatever may be their position, any information whatsoever, whether important or unimportant which they have obtained in the course of business, they regard themselves in the penalty of immediate suspension and ultimate dismissal.

(6) Head clerks and other members of office establishments are not "Forest Officers" and are forbidden to sign passes, permits and receipts on behalf of the Divisional Forest Officer in respect of any forest produce.

(7) Ministerial officers may not take service in two offices at once, or give part of their time to private matters, and officers are forbidden to employ their official subordinates upon their private concerns.

(8) Heads of offices are not to employ officers of other establishments, without the permission of the head of the office concerned. An officer not resigning, nor obtaining the consent of his official superior for joining another appointment, is liable to dismissal from his present one.

(9) A ministerial officer residing or acquiring by purchase, inheritance or otherwise houses or lands in the district in which he is employed, or in any other district must report the circumstances at once to the head of the office. More detailed rules are given in a pamphlet entitled "The Government Servants' Conduct Rules".

#### 20.—POSITION.

Officers take rank after Inspectors of Police and should be seated in a chair when visiting European officers and be admitted if of a certain standing, to European Officers in their own divisions.

21.—LIST OF THE DUTIES OF A SUBDIVISIONAL FOREST OFFICER IN CHARGE OF A FOREST SUBDIVISION.

(i) The Subdivisional Officer will be responsible for the carrying out of the provisions of the Working Plan within his charge.

(ii) He will compile and maintain such records as are prescribed in connection with (i) above including Felling Series Registers and Control Forms.

(iii) He will be responsible for the protection of the forests in his charge including the fire protection and will have power to compound offences subject to the approval of the Divisional Forest Officer.

(iv) All Research and Experiments within the Subdivision will be in his charge and the records of the same will be maintained by him.

(v) The Subdivisional Officer will have no cash transactions and no cash accounts. The Range and Check Station Accounts will be submitted to him for scrutiny and will be forwarded by him to the Divisional office for compilation but no certificate similar to that prescribed in Article 64 of the Forest Account Code need be signed by him. He will take such notes, extracts or copies of the forms as are required for his use. He will scrutinise the cash book of the Range Officer and Check Station officers when at Range or Check Station headquarters. He will be responsible for collection of revenue, disposal of timbers, etc., after the coupes have been sold, fixing up of safe rates, etc., for removal of timbers and other forest produce.

(vi) The Subdivisional Officer being an experienced Range Officer will advise and instruct the Banger and other officers under him. He should not be merely an inspecting officer but should himself carry out such works calling for technical skill as he is able to.

(vii) The posting and transfer of all officers subordinate to Subdivisional Officer except Range Officers will be done by the Subdivisional Officer subject to the previous formal sanction of the Divisional Forest

Officer unless for urgent reasons. The Subdivisional Officer will endeavour by the judicious handling of the staff at his disposal to secure the maximum of efficiency from them. The Subdivisional Officer will grant casual leave to ministerial officers under him.

(viii) The diaries of all officers subordinate to him will be submitted to the Subdivisional Officer and will be forwarded by him to the Divisional Forest Officer. The travelling allowance bills for all officers subordinate to him will be scrutinised and signed by him as the head of the office and forwarded to the Divisional Forest Officer for passing and countersignature as the Controlling Officer. The Subdivisional Officer will scrutinise and sign the salary bills of his subordinates.

(ix) The Subdivisional Officer will submit confidential report on officers subordinate to him above the rank of Forest Guard and will maintain a record of confidential reports on all other officers subordinate to him.

(x) All correspondence with the Divisional Forest Officer regarding the subdivision will be with or through the Subdivisional Officer.

(xi) The Subdivisional Officer will inspect his Range and Check Station office at least twice a year and copies of his inspection reports will be sent to the Divisional Forest Officer.

(xii) The Subdivisional Officer will have the power to appoint or dismiss fire-watchers subject to Divisional Forest Officer's approval.

(xiii) The Subdivisional Officer will be responsible for the expenditure of the sums allotted by the Divisional Forest Officer for the various projects in his subdivision and for the collection of all revenue at the due time.

(xiv) The Subdivisional Officer will issue written working instructions for all the coupes to be worked in his jurisdiction with the approval of the Divisional Forest Officer. He will arrange for the disposal of

deadwood and other similar matters which are not Working Plan prescriptions, in consultation with the Divisional Forest Officer.

22.—LIST OF THE DUTIES OF ALL OFFICERS IN CHARGE OF RANGES.

(1) To live at their appointed headquarters except when absent on duty, and not to leave their range without first obtaining the consent of their superior officer.

(2) To know the Forest law and all rules in force, to carry them out, and whenever necessary, to explain them to the people and to their subordinates.

(3) To know the whole of their range thoroughly, including reserved and unclassified forests, the principal villages in the neighbourhood of forests, the roads and other lines of communication, to know exactly the rights and privileges, if any, and to see that they are properly exercised.

(4) To know the exact duties of all their subordinates and to see that they carry those out satisfactorily, to see that the Forest guards and fire-watchers patrol their beats regularly, to see that the diaries of their subordinates are punctually submitted, and to bring cases of neglect of orders to the notice of the Divisional Officer.

(5) To wear the prescribed uniform when on duty and to see that their subordinates do so.

(6) To inspect thoroughly at least twice a year each beat in the range, to inspect such of the demarcated reserve boundaries as may be noted for inspection or repair during the year, and to submit reports of such inspections.

(7) To issue permits and removal passes when authorized, personally to supervise and inspect, as often as possible, all works in progress, and all plantations and boundaries of reserves, and to see that their subordinates are diligent in similar inspections.

(8) To set an example to their subordinates by generally showing zeal in the carrying out of various minor operations for the improvement of the forests, and to teach them the best mode of performing such operations.

(9) To take advantage of opportunities for work under Divisional Officers, and to endeavour to understand and qualify themselves to undertake important agricultural operations and, when accompanying such officers on tour, to ask advice and instruction regarding any points of difficulty, so that the superior officer may explain practically on the ground how his orders should be carried out.

(10) To report to the Divisional Officer any breach of the Forest rules detected by him or reported by his subordinates, to forward a copy of any statement or explanation made by the accused and to give names of witnesses and nature of evidence obtained. Such report must be made at the latest within seven days of the discovery of the offence, or receipt of information. If enquiry has not been completed at the time of submitting such report, a full report should be sent in later. In cases where the accused is willing to compound the offence, the amount of compensation fixed by the Divisional Officer should be realised within fourteen days, if it has not been realised, the matter should be reported immediately after the completion of the fourteen days to the Divisional Officer.

(11) In the case of seizure of property in connection with an offence committed to report it without delay to the Magistrate having jurisdiction, and to his superior officer for the further action prescribed under the Forest law. If the property is the property of Government and the offender is unknown, a report need not be made to the Magistrate. It is sufficient to report to his superior officer.

(12) To take charge of all confiscated property, or of property made over to the Forest Department by the order of the Courts.

(13) To take special care of all Government hammers, keeping them constantly under supervision when in use, and under lock and key when not in use, to send to Divisional Officer, as quickly as possible, any hammer that may be damaged or worn out for destruction, and to report at once the loss of any hammer, and to measure and mark all timber, as soon as possible after the revenue has been paid.

(14) To submit to the Divisional Officer a complete list of Government property in their range on the prescribed date.

(15) To submit weekly diaries and monthly travelling allowance bills punctually, and send in their monthly accounts so as to reach the Divisional Officer by the prescribed date. To send in also with the last diary of each month a statement showing :—

- (a) works carried out in his range :
- (b) how much of such work has been done up to date :
- (c) how much still to be done :
- (d) reasons for any delay that may have occurred.

(16) To keep up all the registers and books prescribed and any others that the Divisional Officer may direct, neatly, and in the proper method, and to keep them up to date.

(17) Whenever practicable, to disburse money direct to the person to whom it is due and not through a third person, to take receipts in due form, and to disburse the pay of subordinates as regularly and as early in the month as possible.

(18) In the case of contractors to disburse money only for work properly done and which has been thoroughly inspected personally. In the case of work done by day labour under the supervision of Foresters and Forest Guards, to inspect the work as thoroughly as possible before paying for it.

(19) Payments under the preceding rules (17) and (18) shall, as far as possible, be made by officers of not lower rank than Deputy Rangers.

(20) To inspect and check their subordinates' registers and books.

(21) To check as often as possible permits issued, initialling and dating them whenever checked and to keep the register of permits issued and returned, also to inform the Foresters and Guards of all permits issued as ascertained from the lists received from the Divisional Officer. To impress on each permit issued by themselves the registered property mark of the permit-holder, and to instruct the Foresters and Forest Guards to see that all timber obtained from trees felled under licenses is marked with the licensee's property mark immediately after felling.

(22) To know what traders or contractors are working in their charges, and to report monthly the number of trees felled and logs obtained by contractors, to keep themselves constantly informed of extraction going on, and to ensure that contractors, and licensees are working out their timber in strict accordance with the terms of the contracts or licenses.

(23) To carry out as promptly as possible orders received from the Divisional Officer, and in cases of inability to execute such order with due despatch, to report the circumstances at once.

(24) To reply to written orders of the Divisional Officer with the least possible delay, and to keep him as well as subordinates informed of their movements, so as to obviate delay in communicating with them.

(25) To note and report all interesting occurrences such as the non-sprouting of bamboos, the flowering of bamboos, damage by insects, etc.

### 23.—LIST OF THE DUTIES OF DEPUTY RANGERS AND OF FORESTERS IN CHARGE OF BEATS.

(1) To live at their appointed headquarters except when absent on duty, and not to leave their beats without first obtaining the consent of their superior officers.

(2) To know the Forest law and all rules in force, to carry them out, and, whenever necessary to explain them to the people and to their subordinates.

(3) To know the whole of their beat thoroughly including reserved and unclassed forests, the principal villages in the neighbourhood of forests, and roads and other lines of communication, to know exactly the rights and privileges, if any, and to see that they are properly exercised.

(4) To prevent and detect the commission of forest offences, and to promptly report offences to the range officer within seven days of their discovery or of information being received, briefly giving an account of their action in the matter and distinctly mentioning the statement or explanations of the accused, the names of witnesses and the nature of the evidence obtained.

(5) To wear the prescribed uniform and to carry serviceable *khuris* when on duty.

(6) To take down the reports of the Forest Guards under them and to forward them to their immediate superiors, stating what action they have taken.

(7) To frequently patrol their forests for the purpose of general protection, observation, and report of unusual occurrences, etc. and, if possible, to take the guard of the beat with them. Where there are reserves within the beat, a complete inspection of the demarcated boundaries should be made at least twice during each dry season and inspection reports sent in.

(8) To know what traders or contractors are working in their charges, to know the present state of contractors' or licensees' work, the number of stranded drift

logs, fresh-felled logs, and stocks of dead trees in the forests, to inspect their working, and to keep the licensees informed as to how traders and contractors are working.

(9) To supervise and assist the forest guard in all operations in progress in his charge such as creeper cutting, plantation work, clearing of fire-lines, repair and renewal of boundary marks, etc., and to teach the Foresters and Forest Guards the best way of carrying out such operations.

(10) To submit diaries punctually according to orders, embodying the reports of the subordinates, and their own observations, actions and movements.

(11) To check the work done under all permits and passes issued in their charges, initialling and dating them, to collect expired permits and to forward them to the Range Officer.

(12) To inform the Guard concerned (from information supplied by the Ranger) of the names of the people who have taken out permits to cut and collect timber, animal products, etc.

(13) To keep such registers as the Divisional Officer may direct.

(14) To take note and report all interesting occurrences, such as the non-sprouting of bamboo shoots, the flowering of bamboo, damage by insects, etc.

### 24.—DIARIES.

Diaries of all Divisional Forest Officers should be submitted fortnightly through Deputy Commissioners to the Conservator, and those of Gazetted Officers not holding charge of a Division through their Divisional Officers who should countersign the diaries.

### 25.—UNIFORM.

(1) All Forest Rangers, Deputy Rangers, Foresters and Forest Guards are required to wear uniform when

on duty. The following are the descriptions, according to rank, of the prescribed uniforms :—

#### Coats

A tunic made of khaki drill of superior quality, to be cut as per sample sanctioned by the Conservator of Forests for Rangers, Deputy Rangers and Foresters. The coat to be made to fit loosely, and to be sewn with khaki thread. The sewing of the inside belt not to be seen on the outside.

**Rangers**—Khaki drill coat with an open collar showing a shirt and tie in front and expanding pleated pockets below the waist and a waist band or belt of khaki material. Removeable round silver pleated buttons for coat. Rank badge RANGER to be put on the shoulders on straps in silver thread.

**Deputy Rangers**—The collar-facing to be dark green. Removeable round buttons and badges both of dark metal. The badges to be placed as follows :—  
"Deputy" on right collar-facing, "Ranger" on left collar-facing.

*N. B.*—Forest Rangers and Deputy Rangers may wear khaki shirts with shoulder badges as uniform when on haki work.

**Foresters**—The facings, etc., are similar to those of Deputy Rangers, but badges and buttons to be of brass. The badge to be placed as follows :—  
"Forester" on both facings.

An issue of 2 khaki shirts in lieu of 1 coat may be made to Foresters each alternate year where it is considered that such clothing will be more suitable for their work.

**Forest Guards**—Khaki drill jumpers 28" long with green-facings of dark colour. The jumpers to be worn with leather belt and numbered brass Chapras.

#### Trowsers

The Rangers and Deputy Rangers to be of khaki without stripes and of proper length. They should be rather narrow. Khaki riding breeches with khaki puttees may be worn by them as well as by Foresters.

The guards, khaki knickers, not baggy, with khaki puttees.

As outside warm clothing, khaki serge can be used instead of khaki drill.

*Note.*—All Forest subordinates may wear khaki shorts and stockings or puttees with their uniforms as an alternative to breeches.

#### Helmet or Cap.

**Rangers**—Khaki *Topi* in the shape of Hawke's helmet with small green pugel wound round it in the usual way.

**Deputy Rangers and Foresters**.—Cap of khaki cloth with peak for Deputy Rangers and khaki *Topi* for Foresters as per sample sanctioned by the Conservator of Forests. In the case of Foresters, a dark green band should be inserted at the top of the *Topi* of a width which should not exceed  $\frac{1}{2}$  inch.

Forest Guards should be supplied with slouch hats every two years at a cost of Rs. 2-12-0 only each.

*N. B.*—Deputy Rangers may wear a khaki *Topi* in lieu of the khaki cap with peak.

(1) All forest officials, whether permanent or temporary, of or below the rank of Foresters and Mohardis are supplied with uniform free of cost.

(2) The time such article will last is one year.

*Note.*—The serge and drill uniforms supplied at Government cost in the Khasi Hills Division should be renewed every alternate year.

(3) The prescribed number of orderlies is two for each Divisional Forest Officer. One set of khaki drill breeches will be supplied every year to each orderly of the Divisional Forest Officers in the province.

(4) A register of receipts and issues of uniform should be kept in such form as Conservator may direct.

## (6) Statement showing the maximum rate for each kind of uniforms sanctioned by Government.

Description of uniform.	Foresters.	Forest Guards.	Orderlies.
	Rs. a. p.	Rs. a. p.	Rs. a. p.
Khaki drill coat or ...	3 11 0	...	...
2 khaki shirts ...	1 13 0 each	...	...
Khaki drill trousers ...	3 11 0	...	...
Khaki drill breeches	5 14 0	...	...
Khaki drill shirt ...	1 10 0	...	...
Khaki woolen puttees	1 12 0 per pair.	...	...
Khaki Taps ...	2 0 0	...	...
Collar scroll brass "Forester."	0 10 0 per pair	...	...
Brass ball buttons ...	0 13 0 per set of 2.	...	...
Khaki drill jumper ...	...	2 6 0 <sup>x</sup>	2 6 0 <sup>x</sup>
Khaki drill knicker ...	...	1 12 0	1 12 0
Khaki drill shirt ...	...	1 8 0	1 8 0
Khaki cotton puttees	...	0 15 0 per pair.	0 15 0 per pair.
Khaki Haversack ...	...	0 13 0	...
Khaki drill pyjama 30" by 5 yards with khaki fringe.	...	...	2 20 0 <sup>z</sup>
Brass cinchras with leather belt.	...	2 4 0 <sup>z</sup>	...
Booth hat ...	...	2 12 0	...
For forest subordinate serving in Khasi and Jaintia Hills Division only.			
Khaki serge coat ...	12 2 0	...	...
Khaki serge trousers ...	9 14 0	...	...
Khaki serge breeches	11 8 0	...	...
Khaki serge jumper ...	...	9 4 0	...
Khaki serge knicker ...	...	7 12 0	...

## II.—FREE QUARTERS.

Police Inspectors and officers subordinate to them and the Forest Veterinary Assistant Surgeon are entitled to free quarters at Government expense. The temporary Police Magistrate and other temporary establishment of the Forest Department who are required to assist the permanent forest subordinate staff may be provided with free quarters. Temporary Range clerks appointed since the March 1911 are not allowed Government quarters free of cost.

## III.—EXPENSES OF GOVERNMENT WITNESSES.

When a Government servant is summoned to give evidence in a civil court, he must obey such summons.

(For detailed rules, see rule 71 of the Assam Executive Manual.)

## CHAPTER II.

## ACCOUNTS.

*Revenue.*

## ACCOUNTS REGARDING COLLECTION, DISPOSAL AND SALE OF TIMBER AND OTHER FOREST PRODUCE.

## 20.—GENERAL.

- (i) The produce of all fellings must appear either in Form No. 1 or No. 6 or No. 8.
- (ii) No timber or other forest produce may be sold except on receipt of payment in full at the time of delivery. The Conservator may, however, authorise Forest Officers in charge of Forest Divisions and Ranges, in exceptional cases and under such conditions regarding time of payment as he may lay down, to accept sales without payment in full in cash or by Treasury chalan at the time of delivery. If the value, however, exceeds Rs. 10,000, the sanction of the Local Government should be obtained to the transaction.
- (iii) Sales to public Departments with whom the accounts are adjusted by book-transfer, are exempted from this rule. Exceptions may also be authorised by Local Governments in the case of special transactions with other purchasers.
- (iv) All items of revenue, including those shown in Forms Nos. 1, 2 and 3 which are not fully realised during the month will be entered in detail in Form No. 7 (Outstandings on amount of Revenue), the date of original permit or purchase being shown in the "Remarks" column. 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 twelve months remains unadjusted.

- (v) If any outstanding revenue becomes irrecoverable, sanction should be obtained to its being written off; and when the sanction is received, the amount should be entered in Form No. 7, in red ink, in the column "Recoveries during the month," a reference being made to the sanction under which the entry is made.

#### 29.—TIMBER, ETC., COLLECTED BY GOVERNMENT AGENCY.

- (i) The yield of all fellings by Government Agency will be shown in Form No. 1, wastage due to sawing should also be shown in this form in order to calculate the percentage.

For the purpose of working by Government Agency depôts for the reception of timber, scantling, etc., will be established and classified according to the exigencies of the locality.

In each depôt a Register of Receipts will be maintained in such form as may be ordered by the Conservator of Forests in which all stock, such as logs, scantlings, etc., will be entered as soon as it arrives from the forest or another depôt. A similar Register of disposals will be maintained showing the sale of the stock or its despatch to another depôt.

- (ii) An abstract of all entries made in the Subsidiary Stock returns during the month will be written up by the depôt officer in Form No. 1 in which will be entered all stock which arrives, is sold or otherwise disposed of during the month. Separate entries will be made in this Form under the head of (a) converted timber, e.g., sleepers, etc., (b) timber in the log, (c) other forest produce including fuel, bamboos, etc.

All logs and scantlings on reaching a depôt will be measured and marked in such manner as may be ordered by the Conservator. The

number or measurement or both, as the case may be, of the logs and scantlings must be entered daily in Form No. 1 as they are taken charge of.

cubic contents of sawn and round timber should be computed from the Mercer's Tables, logs being measured to the nearest quarter foot.

Logs and scantlings, when sold, will be marked with a wide hammer.

- (iii) A bill book must be used for sales of timber and other produce from depôts. A bill may be given to the purchaser, one copy forwarded to the Divisional Officer, and the counterfoil kept to form the depôt copy. The purchaser should be required to endorse the counterfoil in the bill book with the words "Received the timber (or other produce) noted on the reverse."

A receipt book must also be used for money received from purchasers, one copy being given to the purchaser. Receipts for revenue must not be given on plain paper.

- (iv) The stock at sale depôt must be checked periodically at intervals of not less than six months, the depôt books being balanced at the time of counting. A special report of each taking of stock must be submitted to the Conservator. Opportunity should be taken of checking when by reason of sales or otherwise, the stock is lowest.

- (v) Form No. 1 will be submitted monthly from each depôt to the Divisional Officer who will prepare a summary from the returns submitted in Form No. 1 for each depôt. Each description of produce will be grouped together, and the numbers and quantities totalled separately. The receipts and disposal will be shown separately for each depôt under heads (a), (b) and (c) noted above.

- (vi) Where drift timber operations are in vogue, a return in Form No. 2 will be submitted monthly showing stock received and disposed of as well as sale of any produce vested in Government, and the items sold during the month with their sale proceeds will be shown in columns (8), (9), (10) and (11) of this form.
- (vii) All transactions of timber and other produce removed by Government Agency appearing in Form No. 1 necessitating payments should appear in Form No. 14 (classified abstract of expenditure) of the same month and *vice versa*. In no case should charges be shown in connection with the cutting or transport of timber or other forest produce which has not been brought on to Form No. 1 of the same month.

Whenever the expenditure on account of a particular item of produce is charged in a month subsequent to that in which this particular produce was brought on to Form No. 1, reference to Form No. 1 of that month in which the produce was shown, should invariably be made in the "Remarks" column of Form No. 14.

If any transaction appears in Form No. 1 during the month and the expenditure on account of the same cannot be charged off in the same month, the reason for the absence of the entry in Form No. 14 should be briefly recorded in the "Remarks" column of the Form No. 1 against the item, noting at the same time, the month in which it will be charged.

When the entries made in Forms Nos. 14 and 1 in respect of a particular transaction do not correspond, all discrepancies should be explained against the entry or entries in Form No. 1.

- (viii) The monthly timber and sale returns received from the Divisional Officers will be scrutinised in the Conservator's office and the entries compared with the transactions shown in Form No. 14 (classified abstract of revenue and expenditure), the opening and closing balances carefully checked and the Divisional Officers addressed regarding any discrepancies which may be noticed.

#### 48.—SALES BY STANDING TIMBER OR OTHER PRODUCE SUBJECT TO PURCHASERS OR CONTRACTORS.

- (i) For all timber or other forest produce sold otherwise than from a depot, a permit or pass must be given before any such produce may be removed by the purchaser. This permit or pass will be issued in such forms as may from time to time be prescribed. Permit or pass forms will be supplied in triplicate in bound books, and bear printed serial number and the words "counterfoil," "duplicate" and "triplicate." All amounts in rupees shall be written in words as well as in figures.
- (ii) In the case of prepaid permits, the officers issuing the permit may receive either cash or a Treasury chalan. The duplicate permits shall be given to the licensee, the triplicate shall be attached to the monthly accounts, and the bound counterfoil be kept by the issuing officer.
- In cases where timber is marked with a sale-timber or passing revenue stations, or where forest produce leaves the limits of the forests, the officer marking such timber or passing such forest produce shall either endorse the duplicate permits or exchange them for transit passes as laid down in the rules on the strength of such permits. In the latter

case he will forward the exchanged permits to the issuing officer under whose signature or authority they were issued and the returned permits will be pasted in the bound book each against its counterfoil.

- (iii) In the case of trade permits, the duplicates shall be given to the permit holder and the triplicate be sent to the officer empowered to mark or pass the produce on payment of the revenue due when the payment has been effected (which may be done by cash or Treasury chalan). The officer receiving both the duplicate and triplicate permits will return them after entering the number of the Pass, Permit or Receipt Form issued and the value, in his Register. One of these should be pasted into the permit book of issuing officer against its counterfoil and the other submitted as a revenue voucher to the accounts of the issuing officer.
- (iv) The books of permits should be periodically examined by the Divisional Officer, the returned permits being checked with their counterfoils and with the entries of the amounts realized in the cash book of the officer who issued the same, and an explanation called for as regards any permits missing or unduly delayed.
- (v) All timber or other produce cut, collected, and removed from the forests by consumers and purchasers will be entered in a monthly statement prepared in Form No. 6.

NOTE 1.—When "Waste Land Timber Sales" which will also be entered in this form are shown, details with the quantity of timber represented should be given, based on the factors of cubic contents adopted in general practice.

NOTE 2.—To facilitate the compilation of annual returns, the cubic contents of timber should be recorded in column 4 (number or quantity) of this form, the number of trees or logs being shown under column 2 (description) with the description of timber.

Form No. 8 will show the sales, the proceeds of which are credited under Revenue Head II assigned and totalled in horizontal lines according to sub-heads. Import duties levied on all timber and other forest produce imported from foreign territories by consumers and purchasers, the proceeds of which are credited under Revenue Head IV, will also be shown in this form.

- (vi) When leases are granted for certain fixed periods to collect produce, and the royalty payable in instalments, an estimate should, whenever practicable, be made of the quantity of produce removed, and the total estimated quantity should be shown in Form No. 6 once only, when the last instalment of revenue due is entered in that form as having been removed. When such transactions are important and numerous a Register will be opened in such form as Conservator may direct.

When the price of the produce entered in column 6 is only partially realized or not realized at all, the number and date of the Conservator's sanction for deferring realization should be noted in the remarks column in each case where the price of the produce exceeds Rs. 2,000.

- (vii) Any advance royalty paid at the time of taking out a permit will lapse to Government with the lapsing of the permit, unless application for extension having been made to the Divisional Forest Officer, within one month from the date of expiry, the extension is sanctioned by him.

This in no way implies that the Divisional Forest Officer is bound to grant any extension of time whatsoever.

NOTE.—Payments paid by deduction from revenue should always be charged to the account, the gross amount of revenue being retained.

### 31.—SEIZED TIMBER, FREE GRANTS AND ROADSIDE TREES.

(1) A return (Form No. 3) of forest produce and other property seized and disposed of during the month, in accordance with the Forest Law or Rules in force, will be submitted monthly by Range Officers to the Divisional Officer. An abstract of these returns, in the same form, will be forwarded monthly by the Divisional Officer to the Conservator.

#### FREE GRANTS.


(2) All free grants will be entered in a register (Form No. 8).

#### DISPOSAL OF PUBLIC WORKS DEPARTMENT ROADSIDE TIMBER, ETC.

(3) Trees and other forest produce from lands reserved for roads borne on the books of the Public Works Department shall not be cut down or removed for the use of that Department or its contractors. Their disposal rests with the Forest Department. Cutting down of trees constituting potential danger to the traffic using the road or interfering with the proper drying of the road surface can be ordered by an Executive Engineer or by Subdivisional Officer, a copy of the order being sent to the Divisional Forest Officer concerned who will be responsible for the disposal of the timber. When it is desired to have trees or bamboos growing on roadside lands cut down and such trees are saleable they should be marked for felling and the local Forest Officer requested to sell them as they stand for felling and removal within a fixed period. This will also apply in cases where any one can be found to fell and remove the trees without payment merely for the sake of obtaining the timber. In the case of trees, etc., being unsaleable, or the Forest Department being unable to arrange for their removal without payment, the local Forest Officer should inform the Public Works Department within a reasonable time, say, one month, and the Public Works Department can then make the best arrangement it can for their removal.

### 32.—MARKING HAMMERS.

(1) Marking hammers will bear the design relative to their use, the distinctive letter showing the division in which they are being used and the number of the hammer itself.

S	Sole hammer		Government property hammer (for seized timber).
P	Private hammer		(for free grants, etc.)
C	Cachar	Z	Sibengar.
SY	Sylhet.	L	Lakhimpur.
G	Goalpara.	KH	Khasi and Jaintia Hills.
K	Kamrup.	GH	Garó Hills.
D	Darrang.	NE	Nadlyn.
N	Nongpou.		

(2) The loss of a hammer should immediately be reported to the Conservator and no new hammer should have the same number as the lost hammer. For marking trees for "Outright Sales" the design for hammer should differ completely in adjoining coupes and the designs should be changed every few years.

(3) If possible, not more than one officer should be allowed to mark in any one coupe and such officer will be responsible for the marking done by him, his hammer being locked away in Divisional Office when not in his custody.

## 38.—EXPENDITURE.

(1) Expenditure is either "Revenue" or "Capital" expenditure. "Capital" expenditure includes the following:—

(i) Acquisition of land and compensation for extinction of forest rights. The cost of forest settlements including surveys by professional agency and demarcation of newly acquired land and the planting up of the same.

(ii) Construction of roads and tramways and bridges thereon, houses, saw mills, factories and any operations connected with the diversions of streams or rivers. Equipment of tramways and saw mills such as rolling stock, machinery, etc.

(iii) Purchase of live stock, stores, tools, etc.

(2) The Conservator may sanction items of capital expenditure under (i) and (ii) up to Rs 5,000 and Deputy Conservators in charge of Forest Divisions including Deputy Commissioner, Khasi and Jaintia Hills, up to a limit of Rs 1,000 and other Divisional Forest Officers up to Rs. 200, on the understanding that provision for the same has been made in the budget and duly sanctioned.

Nothing in this rule shall 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 aggregate would exceed the maximum amounts therein fixed.

(3) The want of provision in the estimate does not operate to prevent payment of any sums really due by Government, or the want of sanction to prevent the record of any actual payment. Money indisputably payable should never be left unpaid.

All charges incurred must be paid and drawn at once, and under no circumstances may they be allowed to stand over to be paid from the grant of another year. If possible, expenditure may be postponed till the

expiration of a new budget has given opportunity of making provision and till the sanction of that budget has supplied means; but on no account may charges be actually incurred in one year and thrown on the grant of another year.

(4) Conservators may re-appropriate, when necessary, funds within the sanctioned grants from one budget head to another under "A.—Conservancy and Works" section to a limit of Rs. 2,000 in each case, and to the proviso that no transfer should be made of an amount sanctioned for ordinary expenditure to meet capital expenditure, and vice versa. (see also Article 188, Civil Account Code, 8th edition.)

Deputy Conservators of Forests in charge of divisions including Deputy Commissioner, Khasi and Jaintia Hills, may make any re-appropriation within the estimate of a division; that a Conservator can make in the estimate of a circle.

(5) A re-appropriation within the sanctioned grants of a year can be authorised under the foregoing rule at any time before, but not after, the expiry of the year.

## 39.—RULES FOR THE DISTRIBUTION OF FOREST CHARGES OVER CAPITAL AND REVENUE HEADS.

## (1) DEFINITION OF CAPITAL AND REVENUE EXPENDITURE.

(i) Expenditure is either "Revenue" or "Capital".

(ii) 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 attributable 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.

(iii) The following expenditure must, therefore, be deemed "Capital" :—

Initial outlay, *e.g.*—

(a) The cost of all operations in connection with the increase of the area under forest growth or the introduction of organised working, *e.g.*—

- (1) purchase of land for plantations and forest purposes and cash compensation for extinction of forest rights;
- (2) expenditure on forest settlements and demarcation;
- (3) initial expenditure on the creation of new plantations; but not expenditure on their maintenance or on replacing a forest crop, natural or artificial;
- (4) cost of compiling working plans and carrying out regular forest surveys by professional agency.

(b) The cost of first construction and equipment and of first supply of all appliances and appurtenances necessary for working the forests, *e.g.*—

- (1) construction of permanent roads, tramways, bridges, houses, canals, timber slides, saw-mills, factories, etc.
- (2) equipment of houses, saw-mills, factories, etc.
- (3) purchase of live-stock, stores, tools and plant, etc.

(c) The cost of construction of any work by Government or under section 35 of the Forest Act (Act VII of 1907) on forests and lands which are not the property of Government.

(d) "Revenue" expenditure comprises, besides working expenses incurred on the production of revenue and on the realisation 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 regenerations 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. Thus the following expenditure will usually be "Revenue" :—

- (1) The cost of tending operations, *e.g.*, thinnings, improvement fellings, cleaning, creeper-cutting, studding out *kana* grass, etc.
- (2) The cost of all measures for inducing and aiding natural reproduction, *e.g.*, clearing undergrowth, collecting and burning the debris of fallings, hoeing the soil prior to the seed fall, artificial filling of gaps to supplement natural reproduction, re-opening trenches in order to stimulate the production of root-suckers, and so forth.
- (3) The cost of protection of forests from fire, from unauthorised grazing, from unauthorised fallings, from insects and fungoid attacks, etc.
- (4) The cost of any renewal or replacement of the items mentioned in (iii) (b) above rendered necessary by ordinary wear and tear or depreciation or natural death.
- (5) The cost of maintaining all Government forests.

It is to be decided case by case the determination whether a particular item of forest expenditure is of a revenue or capital nature should be based on the application of the principle announced in (i).

(2) The accounts of establishment charges are kept on the following principles:—

- (i) The charges of a division or special office are, as a rule, met out of a single major head in the first instance.
- (ii) Before closing the accounts of the year, the audit office apportioned the charges of the whole area under the jurisdiction of a Conservator amongst the major heads to which the cost of the works was charged.
- (iii) In certain cases where the annual adjustment is unsuitable, recovery of cost is effected in the accounts of the division concerned from time to time by the levy of a percentage charge.
- (iv) Otherwise, the shares pertaining to the individual works are not determined except for the purposes of certain *pro forma* accounts.

(3) The establishment charges of a division or of a special office, should, in the first instance, be classified under the minor head "Establishment" of the major head under which the division or office is classified for the purpose.

(4) As an exception to the foregoing rule the under-mentioned special establishments should be charged as indicated below:—

- (i) Revenue establishment such as Rangers, Deputy Rangers, Foresters and Guards who are employed on assessment and realisation of revenue receipts to major head "8.-1 Forests".
- (ii) Establishment employed, solely on capital works—To major head "52A.—Capital".

(5) Recovery of cost of establishment on account of service rendered outside the department should be made at percentage rate fixed by the Government on the cost

of work done, so that the cost of establishment may be correspondingly reduced before it is distributed over the major heads.

Note.—An additional charge of 1 per cent. should be recorded in respect of non-Government works and of works done for Forestry, Military Works Services, and Posts and Telegraphs and credited to the major head 73.—Audit, to cover the cost of audit and accounts.

(6) Recovery of fees for advisory work should also be made at the rate fixed by Government in each case and credited to the head of account which bears the cost of the establishment.

(7) Thus, when the accounts of the year are about to be closed the net charges under establishment other than those mentioned in rules (4), (5) and (6) will represent the residual charges to be apportioned to the several major heads excepting those for which percentage charges were levied under rules (5) and (6) or special establishment was employed [Rule (4)(ii)]. This apportionment will be made in the Audit Office as indicated in the rules below.

(8) The establishment charges to be distributed *pro rata* will be:—

The sum of residual charges in each division [*vide* rule (7)] plus—

- (1) A share of the cost of such officers (including their establishment) as exercise control over more than one division equally distributed over all the divisions under their charge.
- (2) A share of leave salaries and other charges paid in England equally distributed over all the divisions.

(9) The *pro rata* distribution should be made thus:—

- (a) The divisible establishment charges as calculated under rule (8) should be divided among the major heads operated on [rule (7)] in proportion to the expenditure on works.

(6) No item of expenditure on works recorded finally under the major head concerned should be excluded.

(10) The apportionment should not be carried to individual works in the regular accounts; but in the *pro forma* accounts of individual projects, if it is desired to prepare any such account, suitable additions to the outlay on each project should be made to cover the cost of establishment. On the basis of the figures of establishment charges in each division, as finally booked under the major head concerned, should be determined the percentage (to 4 places of decimals) which that figure bears to the total works outlay finally booked under that head in the division concerned, and the establishment charges on account of each project under that head should then be calculated by multiplying the works outlay on the project by this percentage.

#### 35.—CASH ACCOUNTS.

(1) The principal rules for Forest Department Accounts of money transaction are contained in the Forest Account Code. The general rules in the Assam Financial Rules are applicable to the Forest Department.

(2) The following rules are supplementary to them:—

(i) The responsibility for the effective check and control of Divisional Forest Accounts both in respect of revenue and expenditure rests on Divisional Forest Officers.

(ii) Conservator of Forests and Divisional Forest Officers are authorised to declare as disbursing officers, such Forest subordinate and others, such as Forest Veterinary Assistant Surgeon and Permanent Way Inspectors, who may be required to handle and disburse money in the interests of the Department.

(iii) Every officer who is authorised to receive and disburse Government money will keep his accounts in a bound cash book (Form No. 5), in which he will enter

all receipts and payments as they occur. Sufficient details will be given in the column "Particulars," to admit of the main points of each transaction being readily ascertained without reference to the detailed vouchers. The cash book will be closed monthly.

All receipts must be kept in the most regular and systematic manner. All receipts, disbursements, and charges of all kinds must be accounted with the public service account, and clearly shown in the cash book, and no irregular or separate accounts permitted.

#### [See Articles 16, 17 and 20, Forest Account Code.]

Transfers should be made wherever possible by cheques, e.g., chalang should show the item credited to the Range or Divisional Account with which they are debited and the cash book entry should give the number and date of the chalan as well as the amount.

(3) A cheque received from a private individual in payment for timber, etc., sold should not be treated as cash, and its amount should not be credited in the cash book until it has been cashed. Cheques drawn in favour of the Divisional Officer may be considered as cash until they are in transit to the Treasury for collection.

(4) Cheques drawn for the purpose of remittance of money to treasury (see Article 24, Forest Account Code) should be made payable to "Self" and endorsed "General payment by transfer of Forest Revenue under Head of service." Separate cheques may be drawn for each range or one cheque may be issued for the whole Division as is most convenient.

The account expenses of Divisional office may not however be disbursed from revenue and a separate cheque should be issued for the pay, etc., of office establishment.

(5) As regards defalcation, or loss of public money or fraud in connection with the revenue from timber or other forest produce discovered, the fact should be

immediately reported to the Conservator and to the Comptroller for further directions (see also Article 29 of the Civil Account Code).

### 36.—ADVANCES TO CONTRACTORS.

(See Chapter V, Forest Account Code.)

(1) Divisional Forest Officers are authorized to make advances to Sawing Sirdars and carting sirdars employed for sawing and removal of timber up to Rs. 2,000. Any advances exceeding Rs. 1,000 should be reported to the Conservator.

Deputy or Assistant Conservators of Forests placed in charge of departmental *Khedda* operations are authorized to give work advances not exceeding Rs. 1,000 in each case to Stockade Sirdars. Such advances may be given to reliable sirdars without security. Any advance exceeding Rs. 1,000 can be made only with the previous sanction of the Conservator of Forests.

Advances to Contractors other than sawing and carting sirdars is limited to Rs. 300 in each case.

(2) When an advance is recovered (wholly or partially) from a Contractor, either by work done or in cash, a receipt in Form No. 19 must be given for the amount recovered.

(3) The Conservator is authorized to sanction the writing off of an advance or any portion thereof which may prove irrecoverable up to Rs. 250 in each case.

### 37.—CHECK OF ACCOUNTS.

(1) The principal duty of the Accountant of the Divisional Forest office is the incorporation of Range Accounts into one consolidated account which is submitted monthly to the Comptroller (see Chapter VII, Forest Account Code). The Comptroller's office does not see the Range Accounts, so that the responsibility for their proper check and incorporation rests entirely with the Divisional Forest Officer.

(2) The Divisional Cash Account abstracts the Range Accounts into four heads:—

(a) Advances on account of expenditure by dis-bursers.

(b) Recovery of these advances by expenditure on work done by Range Officers, etc.

(c) Revenue collected by Range Officers.

(d) Revenue remitted by Range Officers.

(3) At the close of a Range Account the Accountant will balance each such account by endorsing the following abstract in lump sum totals:—

	Cr.
Expenditure charged off on work done.	
Revenue (if any) remitted.	
Closing balance on 31st.	

If these are totalled for all Ranges and the Divisional Cash Account's accounts added, the result should agree with Form No. 5.

(4) The Range Accounts must be compared with the abstract of entries in the Contractors' and Disbursers' ledgers. If the Range Accounts disagree with the entries in the ledger abstract, the Range Officer will at once be addressed.

(5) Check of revenue also entails the checking of payments due by lessees or purchasers who are paying for forest produce by instalments. The Divisional Officer will every month inspect the register in which such instalments are written up and subsequent payments entered from time to time. The Divisional Officer's attention must be drawn to cases of instalments which become overdue, so that he can take action for their recovery. Other items include the realization of compensation for forest offences.

(6) Divisional Forest Officers should from time to time compare copies of the Range Accounts submitted to the head office with the originals in range offices when opportunity occurs during their tours. Cases have been known in which such copies have been altered by clerks at headquarters without intimation having been given to the Ranger concerned. Any discrepancy is likely to be a loophole for fraud.

The Head Clerk's Cash Account should be carefully compared with entries in the Divisional Accounts.

(7) As regards check of subsidiary forms required by the certificate at the foot of the cash book, although any discrepancy would soon be brought to notice in the Comptroller's Audit, it is as well to see that the following items in the Divisional cash book agree with the registers concerned, namely:—

(a) "To cheques drawn"—

Figures should agree with those in column 4 of the register of cheques.

(b) "By amount of advances made, etc."—

Figures should agree with totals of column 11 of Ledger Abstract.

(c) "To recoveries from disbursers, etc."—

Figures should agree with totals of column 7 of Ledger Abstract.

(d) "By expenditure charged, etc."—

Figures should agree with totals of Form 14 Expenditure.

(e) "To revenue received"—

Figures should agree with totals of Form 14 Revenue.

(f) "By revenue paid into Treasuries"—

Figures should agree with totals of Schedule of Remittances.

**NOTE.**—It frequently happens, however, that owing to dates of payment in Range Accounts not agreeing with those in Treasuries, a Memorandum of adjustment has to be drawn up. This should be checked with accounts of previous months.

The following forms should also be compared for correctness of agreement. Total of Form No. 14 Revenue Expenditure and total of figures in Form No. 6 (Revenue received from purchases) plus total of Form No. 1 (range cash account) plus total of Form No. 3 (revenue from land revenue) plus total of Form No. 3 (revenue from school property) plus total of receipts under V, and 11 (compensation on account of forest offences, etc.).

Divisional Forest Officer must keep control of expenditures and see by personal inspection while on tour that work charged for has been duly executed.

neglect of the following points often leads to unnecessary correspondence:—

#### Form No. 14.

(a) Sufficient details should be given in column 3 to enable the charges to be at once understood and checked.

(b) The authority for charges lying outside the powers of sanction of the officer submitting, his accounts should invariably be quoted in the "Remarks" column.

(c) Whenever expenditure on any work is spread over two or more months, the total previous expenditure on such work should be noted in the "Remarks" column before beginning to enter the items expended during the month.

(d) Whenever in the case of departmental operations the expenditure on a particular lot of produce is charged in a month subsequent to that in which this particular produce was brought on to Form No. 1, reference to this initial month, should be made in the "Remarks" column. In no case should charges be made for produce which has not yet been brought on to Form No. 1.

- (e) Final adjustment of expenditure on construction of buildings, roads, etc., should not be made except on receipt of a satisfactory completion report signed by the Range Officer after personal inspection of the work.
- (f) If any produce is entered in Form No. 1 as received during the month, the expenditure on account of which cannot for some valid reason be charged off in the same month, such reason will be briefly recorded in the "Remarks" column against the entry in question, the month in which it will appear being at the same time stated.

## CHAPTER III.

## OFFICE ROUTINE.

## 80.—REGISTER OF CORRESPONDENCE.

(1) A new series of numbers should be commenced on the 1st January in each year.

All letters shall bear the date of receipt in or issue from an office. A docket will be opened for the first time received in any case after the first of January and the same docket shall be used for all subsequent letters issued or received. Unimportant letters and receipts which are not likely to lead to further correspondence need not be docketed.

All answers to letters should refer to the number and date of the letter replied to.

Different subjects should not be referred to in any one letter whether official, unofficial or demi-official.

Reports should be complete in themselves, if possible and translations of vernacular (if any) enclosures should accompany a report.

(2) Verbal orders issued by the Conservator to Divisional Officers or by the latter to their subordinates, regarding transfers, expenditure, etc., should not be reduced to writing and formally countersigned, the duty of placing such orders on record devolving on the officer or subordinate receiving the orders.

(3) Telegrams should be concise. All telegrams from offices regarding leave, pay, transfer, etc., are private and should not bear service labels. A prepaid copy should be sent in urgent cases.

(4) All subjects should be kept up in files which should be kept in pigeon hole drawers of which two sets be in use at the beginning of each calendar year.

The following list of files is given for general guidance:—

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| 1. Accounts.                    | 20. Government orders.              |
| 2. Acts and Rules.              | 21. Jhum cultivation.               |
| 3. Administration.              | 22. Mahal.                          |
| 4. Books and Maps.              | 23. Miscellaneous.                  |
| 5. Budget.                      | 24. Personal files of Officers.     |
| 6. Buildings.                   | 25. Plantations.                    |
| 7. Concessions and free grants. | 26. Reserved Forests.               |
| 8. Circulars.                   | 27. Roads and communication.        |
| 9. Contract and lease.          | 28. Saw mills.                      |
| 10. Demarcation.                | 29. Silviculture.                   |
| 11. Depot.                      | 30. Specimens.                      |
| 12. Elephants.                  | 31. Stores, Tools and Plant.        |
| 13. Establishment.              | 32. Survey.                         |
| 14. Fire protection.            | 33. Timber operation, Departmental. |
| 15. Forms and stationery.       | 34. Timber operation, purchaser.    |
| 16. Forest offices.             | 35. Travelling allowances.          |
| 17. Forest under settlement.    | 36. Waste land valuation.           |
| 18. Forest village.             | 37. Working Plans.                  |
| 19. Forms.                      |                                     |

Cases should be serially numbered, *e.g.*, Establishment File Cases—

- (i) Gazetted Officers, (ii) Rangers, (iii) Deputy Rangers, etc.

Accounts—

- (i) Objection statements, (ii) Travelling allowance, etc., etc.

(3) On the 1st January each year the "older" of the two almirahs will be emptied out and the documents sorted for preservation or destruction and this

almirah will be used for the ensuing year and become the "new" one, all records previous to January being brought into this almirah as letters are received from time to time. The other almirah will become the "old" one as time elapses and all documents which remain in it will be practically untouched for 12 months. A good number of records of an ephemeral nature can at once be destroyed; those worth preservation being relegated to the record room.

Another sorting of documents shall take place in the months of July and August of all records which have been closed for three full years with a view to the destruction of those which have no further value and at the same time such records as have exceeded the time limit noted below:—

- |                                       |  |
|---------------------------------------|--|
| Register of reserved forests.         | } A permanent record never to be destroyed.                      |
| Control book for working plans.       |  |
| Record of works of reproduction, etc. | } To be kept till the working plan has been prepared or revised. |

*To be kept for three years only.*

- Register of receipts of timber in depôts.
- Register of disposal of timber in depôts.
- Receipts and issues of timber, etc., in depôts.
- Timber operations.
- Revenue from timber, etc., collected by purchasers.
- Outstandings on account of revenue.
- Register of free grants.
- Bill form.
- Receipt form.
- Formit form.
- Store and tool return.
- Seized and confiscated timber return.
- Register of cheques.
- Cash balance report.
- Travelling allowance bill.

Revenue from sales to Public Departments.  
 Abstract of contractors' and disbursers' ledger.  
 Classified abstract of revenue and expenditure.  
 Remittances to treasuries.  
 Record of sanctioned works.  
 Objection statement.  
 Summary of revenue and expenditure.  
 Office business (Form No. 21).  
 Transfer of charge (Form No. 22).  
 Annual returns (Forms Nos. 7 to 24 and 26-27).  
 Half-yearly return.  
 Establishment returns.  
 Monthly list of capital expenditure sanctioned.  
 Monthly accounts submitted by Range Officers.  
 Counterfoils of permits.

*To be kept for five years only.*

Daily Cash Book.  
 Monthly Cash Account.  
 Contractors' and disbursers' ledger.  
 Budget Estimates.

*To be kept for ten years.*

Divisional Annual Reports.  
 Correspondence regarding Reserved Forests, Settlements, boundary questions should be kept indefinitely; Establishment Bills, Service books and personal files of establishment until such time as individuals leave the service of Government.

### 39.—LIBRARY CATALOGUE.

In addition to the Register of Books there should be a Library Catalogue which should be revised at intervals of 10 years. The book should be alphabetically arranged in a proper script and only those which

have permanent value should be entered. Reports such as Annual Administration Reports should be kept in the Record Room.

### 40.—TRANSFER OF CHARGE.

(1) (a) On the occasion of a transfer of charge, the relieving officer must be placed in such a position as will enable him to carry on the duties of which he has taken charge in an efficient manner, and with as complete a knowledge of the property entrusted to his charge, the works in progress, and all arrangements made in connection with them, as the circumstances of the case admit.

(b) A Transfer report, signed by the relieved and relieving officers, will, on the day of transfer, be submitted to the Conservator in the case of a transfer between two Divisional Officers. The relieved officer will report the transfer of divisional charge to the officers in charge of the treasuries on which he draws cheques.

(c) The relieving officer must see that all office books are posted up to date, that the needful vouchers of receipts and issues belonging to the accounts of the current month are made over to him and make himself acquainted with all outstanding and liabilities on account of the Department.

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

(e) A certificate (Form No. 23) will be made out in duplicate and signed by both officers, one of which will be forwarded to the Conservator and one submitted to the Comptroller, Assam.

(f) Fire-stock and such stock as may be at headquarters, as well as books and maps, office records and office furniture, should be personally inspected by the relieving officer at the time of transfer. In the case of property

at a distance from headquarters, the registers and other documents in which they are described should be examined.

(2) Each Divisional Forest Office will, if possible, be inspected at least once a year by the Conservator or the officer in charge of his office, such inspection should extend to records, returns, the inspection reports under preceding paragraph and the inspection report will be in Form No. 48. Divisional Forest Officers are required to inspect their Range offices at least once a year in accordance with the form shown in appendix (IX. at pages 124-127).

#### 41.—PREPARATION OF BUDGET ESTIMATE.

The following seven columns in Form No. 20 should be filled in :—

1. Actuals of the past year.
2. Sanctioned Budget Estimate of the current year.
3. The actuals of the last seven months of past year.
4. The actuals of the first five months of current year.
5. Total of 3 and 4.
6. Revised Estimate of the current year.
7. Budget Estimate of the following year.

The Revised Estimate for the current year should follow the Budget Estimate of that year and it will be unnecessary to go into details to enter into any explanations unless there are marked deviations from the Budget Estimate. As regards expenditure the Revised Estimate should ordinarily be regarded as a redistribution of funds the total of which has received sanction in the original Budget. Any expenditure which requires an additional grant should be dealt with fully giving reasons why it cannot well be deferred to the following year. Where a project conceived is one which will produce a corresponding increase in revenue, the Divisional Officer will refer to it in a separate note asking for an extra grant at the same time.

The Budget Estimate for the ensuing year should be prepared in detail, each project being entered minutely and compared with the Revised Estimate of the current year as well as the actuals of the preceding year and explaining any marked discrepancies in the revenue figures and justifying any marked increases in the expenditure proposed. A list of all establishment both temporary and permanent, will accompany the Budget Estimates.

#### 42.—PREPARATION OF ANNUAL REPORT.

The Annual Report should be submitted for the financial year ending 31st March in 3 parts—

- Part I should include Chapters I, II and III.  
 Part II " " " IV and V.  
 Part III " " " VI, VII and VIII.

Part I should be submitted as soon as possible to the Conservator's office after the submission of the monthly accounts for March.

#### 43.—CALENDAR OF SUBMISSION OF RETURNS.

NAME OF RETURN.	To whom submitted.	Date of submission.
1	2	3
<b>MONTHLY.</b>		
(1) Monthly accounts with forms	Comptroller	Third day of the following month.
(2) Monthly accounts including statement showing cases processed.	Conservator	Eighth ditto.
(3) Statement of sanction awarded in cases of capital expenditure.	Comptroller	Ditto.
(4) Monthly balance paper.	Comptroller and Conservator.	Ditto.
(5) Register of Cheques	Conservator	Ditto.

Name of return.	To whom submitted.	Date of submission.
1	2	3
<b>HALF YEARLY.</b>		
(4) List of appeals withheld	Conservator	1st April and 1st October.
<b>YEARLY.</b>		
(5) Anticipated summary of revenue to the end of the financial year and actuals to end of calendar year.	Conservator	1st January.
(6) List of Rangers, Deputy Rangers, Foresters and clerks on 1st January.	Ditto	3rd January.
(9) Confidential report on work of subordinates.	Ditto	8th January.
(10) Confidential reports on Forest Officers.	Deputy Commissioner.	January.
(11) Indent for tarpaulins	Conservator	30th January.
(12) Anticipated summary of expenditure to the end of the financial year and actuals to the end of January.	Ditto	1st February.
(13) Statement showing Agricultural Statistics of the Forest tracts and areas of Reserved Forests on 31st March.	Ditto	15th February.
(14) Statement showing the names of the existing grass cutters as well as any casualty that has occurred during the past year among the original incumbents of 1st April 1936	Ditto	1st April.
(15) Detailed statement of permanent establishment and duplicate of Annual Establishment Returns as on 1st April.	Ditto	8th April.
(16) Explanation of items of revenue outstanding for over a year.	Ditto	Ditto.
(17) Explanation of items under forest advances outstanding.	Ditto	Ditto.

Name of return.	To whom submitted.	Date of submission.
1	2	3
<b>YEARLY—contd.</b>		
(18) Statements showing the employment of all communities in (1) municipal and (2) non-municipal appointments (financial year).	Conservator	15th April.
(19) Capital and revenue Accounts of residential buildings.	Ditto	Ditto.
(20) Statement showing the security due from each subordinate and the amount paid up to March.	Ditto	15th May.
(21) Index for medicines in quadrants—period 12 months from September.	Inspector General of Civil Hospitals through Civil Surgeon.	15th May.
(22) Forest Village Form No. 1	Conservator	31st May.
(23) Indent for P. D. Code forms. Forest Calendar—year.	Ditto	15th June.
(24) Forest fire stationery. Period October to next September.	Ditto	Ditto.
(25) Annual Administration Report and returns.	Ditto	Ditto.
(26) Forest Report	Ditto	15th June.
(27) Forest return. Period—April to March last.	Ditto	15th July.
(28) Return of stores, tools and gear with balance of permit and pass books in stock—year—Financial year.	Ditto	Ditto.
(29) Forest of European States.	Ditto	Ditto.
(30) Index for arms and ammunition—period—twelve months from October.	Ditto	Ditto.

Name of return.	To whom submitted.	Date of submission.
1	2	3
YEARLY— <i>contd.</i>		
(31) Indent for Assam Schedule forms.	Contractors for printing Assam Government Stock forms.	As per date to be notified by Government every year.
(32) Schedule of new expenditure requiring Local Government's administrative approval for their inclusion in the budget estimate of the following year.	Conservator	Between 1st May and 18th August.
(33) Control Forms for all forests for which working plans exist. Period—Previous Forest year.	Ditto	18th August.
(34) Indent for mathematical instruments. Period—twelve months from October.	Ditto	Ditto.
(35) Application for temporary establishment. Period—March to February.	Ditto	3rd September.
(36) Budget Estimate	Ditto	Ditto.
(37) List of forest closed to shooting.	Ditto	12th September.
(38) Statement showing the probable amounts of advance required during the following year on account of (1) House-building, (2) Motor Car and (3) Other conveyance including Motor cycle, cycle, pony, etc.	Ditto	Ditto.
(39) Indent for locks...	Ditto	1st December.
(40) Financial Statement for the financial year.	Ditto	5th December.

## CHAPTER IV.

## MISCELLANEOUS.

## 44.—WORKING PLAN.

Conservator may sanction deviations from the provision of a sanctioned working plan not amounting to an alteration in the general scheme of management subject to the condition that all such deviations should be recorded in the Control Form and a separate paragraph should be added to the Annual Report showing in detail what has been done during the year in exercise of the power.

## 45.—LIVE-STOCK, STORES, TOOLS AND PLANT.

(1) A return (Form No. 9) of stores, tools and plant will be submitted to the Conservator by Divisional Officers once a year on the 13th July.

Stores, tools and plant should ordinarily be classified as follows—

- (a) Surveying and other instruments.
- (b) Machinery and Tools.
- (c) Office, rest-house furniture and tents.
- (d) Miscellaneous including building materials, small stores, and house fittings.

The names of articles under each class will be entered in this form alphabetically arranged.

(2) In those divisions where Government elephants or other cattle are kept, returns of live-stock, together with a statement of the cost of keep and of the work on which they have been employed, will be submitted to the Conservator on the same date.

Returns of elephants should show name, sex, age, height and condition of the animals.

(3) No stores, tools and plant, excepting petty articles and no live-stock, nor any timber or other stock, may be written off the accounts of Divisional Officers without proper authority.

## 40.—FINANCIAL POWERS.

Nature of power.	Authority.	Conditions and extent.
1	2	3
(1) To Esstate Forest accounts other than those relating to the purchase, sale or permanent acquisition of land.	(a) Conservators of Forests.  (b) Divisional Forest Officers or District Officers in charge of Forest Divisions.	Up to Rs. 25,000.  Up to Rs. 3,000.
(2) Refund of Forest Revenue ...	(a) Conservators  (b) Deputy Conservators in charge of Divisions (including the Deputy Commissioner in charge of Forests, Khasi and Jaintia Hills).	Up to Rs. 1,000 in each case. Up to Rs. 500, in each case.
(3) Writing-off of irrecoverable revenue in the Forest Department.	(a) Conservators  (b) Deputy Commissioner in charge of Forests, Khasi and Jaintia Hills.	Up to Rs. 500, in each case. Up to Rs. 20, in each case.
(4) Writing-off of the value of stores, livestock, tools and plant, timber and other stock.	(a) Conservators  (b) Deputy Conservators in charge of divisions (including the Deputy Commissioner in charge of Forests, Khasi and Jaintia Hills).	Up to Rs. 1,000 in each case. Up to Rs. 250 in each case, provided always that the loss does not disclose (1) a defect of system the amendment of which requires the order of higher authority or (2) a serious negligence on the part of some officer or officers which might possibly call for disciplinary action.

Nature of power.	Authority.	Conditions and extent.
1	2	3
(a) Writing-off of irrecoverable proceeds.	Conservators	Up to Rs. 250 in each case.
(b) To sanction temporary establishments.	Disto and Deputy Commissioner, in charge of Forests, Khasi and Jaintia Hills.	Such temporary subordinate establishments as are required from year to year subject to the limit of the annual budget allotment and to a maximum salary of Rs. 50 a month. As regards clerical establishment the total period of any temporary establishment should not exceed 12 months except with Government sanction.
(c) To grant administrative approval to works other than residential buildings and projects involving the acquisition of land.	Conservators	Up to Rs. 1,000.
(d) To sanction advances to contractors other than sawing and scaling parties.	Divisional Forest Officers.	Up to Rs. 300 in each case.
(e) To sanction advances to sawing and scaling parties, employed for sawing and removal of timber.	Disto	Up to Rs. 1,000 in each case.
(f) To sanction advances to stock-keepers.	Deputy and Assistant Conservators of Forests in charge departmental <i>Khadak</i> operations.	Up to Rs. 1,000 in each case.
(g) To sanction pleaders' fees in the prosecution of criminal offences in the Forest Department.	(a) Conservators	Up to a maximum of Rs. 250 in any one case.

Nature of power.	Authority.	Conditions and extent.
1	2	3
	(7) Divisional Forest Officers and the Deputy Commissioners in charge of Forests, Khasi and Jaintia Hills.	Up to a maximum of Rs. 100 in any one case.
(12) To sanction all usual payments on account of revenue expenditure in the Forest Department.	Conservators and all Divisional Forest Officers (including the Deputy Commissioner of Khasi and Jaintia Hills, the Superintendent of Lushai Hills)	Full power for all usual payments.
(13) To sanction purchase of stores, tools and plant (excluding live-stock).	(a) Conservators (b) Deputy Conservators in charge of Divisions (including the Deputy Commissioner, Khasi and Jaintia Hills.) (c) Other Divisional Forest Officers.	Up to Rs. 2,000 in each case. Up to Rs. 500 in each case. Up to Rs. 200 in each case.
(14) To sanction items of capital expenditure (excluding purchase of live-stock, stumps, tools and plant, furniture and tents).	(a) Conservators (b) Deputy Conservators of Forests in charge of Divisions (including Deputy Commissioner, Khasi and Jaintia Hills.) (c) Other Divisional Forest Officers.	Up to Rs. 5,000 in each case. Up to Rs. 1,000 in each case. Up to Rs. 200 in each case.

Nature of power.	Authority.	Conditions and extent.
1	2	3
(10) To purchase office and rest-room furniture.	(a) Conservators  (b) Divisional Forest Officers whose pay is Rs. 1,000 or over per mensem.  (c) Divisional Forest Officers whose pay is less than Rs. 1,000 per mensem.	Up to Rs. 2,000.  Up to Rs. 100.  Rs. 50.
(15) To sanction deviations from a sanctioned working plan.	Conservators ...	Provided that the deviation does not amount to an alteration in the general scheme of management, that all such deviations are reported in the control form and that a separate paragraph is added in the annual report showing what has been done in the year in the exercise of the power.
(16) To purchase live-stock other than elephants.	Ditto ...	Up to Rs. 2,000 in each case.
(17) To purchase elephants.	Ditto ...	Up to Rs. 4,500 for each elephant provided sanctioned number is not exceeded.

Nature of powers.	Authority.	Conditions and extent.
1	2	3
(18) To sanction free or at favourable rates the grant of timber or other forest produce.	(a) Conservators	Subject to departmental rules and the principles laid down in Appendix VII to the Forest Department Code, 7th Edition, up to Rs. 1,000 in any one case.
	(b) Divisional Forest Officers (including the Deputy Commissioner of Khasi and Jaintia Hills).	Subject to departmental rules and the principles laid down in Appendix VII to the Forest Department Code, 7th Edition, up to Rs. 250 in any one case.
(20) Purchase of books, maps, publications, newspapers and periodicals.	Conservators ...	Subject to budget allotment.
(21) Purchase of articles of stationery and Rubber stamps locally.	Ditto ...	Up to a limit of Rs. 20 in each case.
(22) Purchase of type-writers and duplicators.	Ditto ...	Subject to budget provision. (The indent should be made through the Controller of Stationery.)
(23) Purchase of arms and ammunition.	Ditto ...	The indent should be submitted to the Arsenal through the Local Government.
(24) Indents for maps.	Deputy Conservators of Forests and Extra Assistant Conservators of Forests in charge of Divisions.	May countersign indents for maps supplied from the Calcutta Map Office only.
(25) Indent for mathematical instruments.	Conservators ...	May countersign indents for mathematical instruments.

Nature of powers.	Authority.	Conditions and extent.
1	2	3
(26) Writing-off of irrecoverable sums of property, including buildings due to loss by fire.	Conservators ...	Up to Rs. 500.  All sanctions to be communicated to the Comptroller, Assam.
(27) Writing-off of the irrecoverable sums of stores, fire stock or public money lost by fraud or the negligence of individuals or other causes.	(a) Conservators	Provided the loss does not disclose (1) a defect of system, the amendment of which requires the order of higher authority or (2) a serious negligence on the part of some officer or officers which might possibly call for disciplinary action requiring the orders of higher authority, up to a limit of Rs. 500.
	(b) Divisional Forest Officers and the Deputy Commissioner, Khasi and Jaintia Hills.	On the same conditions up to a limit of Rs. 20.  Notes.—Copies of the sanctions should be sent to the Comptroller for scrutiny.
(28) To vary details (e.g., rates of pay of particular posts, number of posts employed and period of employment) of temporary establishments.	Conservators ...	Provided that (1) the total cost shall not be raised beyond that sanctioned for the establishment, (2) where the establishment has been sanctioned by Government the pay of no posts shall exceed Rs. 50 a month and (3) in other cases the pay of no post shall exceed the maximum of the powers of the sanctioning authority.

Nature of powers.	Authority.	Conditions and extent.
1	2	3
<p>(20) To sanction an advance to the extent of one month's pay to the following classes of non-gazetted officers on the permanent establishment serving under their orders:—</p> <p>(a) Officers on the executive establishment;</p> <p>(b) clerks employed in range offices elsewhere than at the headquarters of Divisional offices.</p> <p>(c) clerks and inferior staff who are required to accompany gazetted officers on continuous tour likely to last for more than a month.</p> <p>The scope of such advances should be limited to cases where the need of it arises out of the peculiar circumstances of service in the Forest Department; for instance, advances may be granted for the following purposes:—</p> <p>(i) To meet expenses in connection with equipment and purchase of provisions before proceeding or while on tour.</p> <p>(ii) To meet expenses incurred on account of purchase of petty or other goods in localities where supplies are not readily available.</p> <p>(iii) To meet expenses incurred on the purchase of articles and clothing on account of theft of property if the theft occurs on tour.</p> <p>2. Advances of pay should be recovered in 3 equal instalments, beginning with the month following that in which the advance is made.</p>	<p>(a) Conservators</p> <p>(b) Divisional Forest Officers including Deputy Commissioner in charge of Forests, Khasi and Jaintia Hills and Superintendant, Lushai Hills.</p>	.....

Nature of powers.	Authority.	Conditions and extent.
1	2	3
(21) To purchase tents for the Forest Department.	Conservators	Up to Rs. 2000.
(22) To remit disallowances by the Comptroller.	Conservators	Full powers in remitting leave allowances irregularly drawn before retirement by applicants for pension, up to three months pay.
(23) To sanction payment of honoraria to the Sub-Assistant Surgeons at Hallingdon and Kachiguan for the treatment of elephants belonging to the Forest Department, in emergent cases when the Veterinary Assistant attached to the Forest Department is absent.	Conservators	Up to maximum limit of Rs. 20 in each case in any month.

#### 47.—POWERS DELEGATED TO THE OFFICER IN CHARGE OF THE TRAMWAY RANGE, ASSAM.

Nature of power.	Limit.
1. Ordinary expenditure— All usual payments	Within budget allotment.
2. Establishment— (a) Powers of appointment, etc.	As exercised by the Divisional Forest Officer.
(b) Control of travelling allowance	Ditto ditto.
(c) Grant of casual leave	Ditto ditto.
3. Advance to contractors— Para 36(1), page 68, Assam Forest Manual, Volume II.	Rs. 500.

## 48.—POWERS DELEGATED TO THE SUPERINTENDENT IN CHARGE OF FORESTS, LUSHAI HILLS DIVISION.

Nature of power.	Limit.
(1) <i>Establishment</i> .—(Power of appointment, etc.)	As exercised by Divisional Forest Officers [ <i>vide</i> 5(3) pages 20-21 of the Assam Forest Manual, Volume II].
(2) Reappropriation of budget grant [ <i>vide</i> paragraph 33(4), at page 81 of Assam Forest Manual, Volume II].	Within budget allotment as exercised by the Deputy Commissioner in charge of Forests, Khasi and Jaintia Hills Division.
(3) Advance to contractors [ <i>vide</i> paragraph 36(1), at page 85 of the Assam Forest Manual, Volume II].	Rs. 500 in each case.
(4) Writing-off of the value of stores, tools and plant, timber and other stock [ <i>vide</i> paragraph 46(4), at page 84 of the Assam Forest Manual, Volume II].	Rs. 250 provided that the loss does not discharge— (1) a defect of system the amendment of which requires the orders of Government, or (2) serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action requiring the orders of higher authority.
(5) Indent for maps [ <i>vide</i> paragraph 46(24), at page 85 of Assam Forest Manual, Volume II].	As exercised by the Deputy Conservators of Forests.
(6) Pleaders' fees [ <i>vide</i> paragraph 12, at page 80 of the Assam Forest Manual, Volume II].	Rs. 100 in each case.
(7) Sanction to the temporary establishment [ <i>vide</i> Serial No. 2, at page 81 of the Book of Financial Powers].	As exercised by the Deputy Commissioner, Khasi and Jaintia Hills.

Nature of power.	Limit
(8) Writing-off of irrecoverable revenue [ <i>vide</i> paragraph 46(5), at page 84 of the Assam Forest Manual, Volume II].	Rs. 25 (as exercised by the Deputy Commissioner, Khasi and Jaintia Hills).
(9) Refund of revenue [ <i>vide</i> paragraph 46(2), at page 84 of the Assam Forest Manual, Volume II].	Rs. 200 in each case.
(10) <i>Capital Expenditure</i> —	
(a) Purchase of stores, tools and plant [ <i>vide</i> paragraph 46(13), at page 86 of the Assam Forest Manual, Volume II].	Rs. 500 in each case.
(b) Purchase of office and rest house furniture [ <i>vide</i> paragraph 46(15), at page 87 of Assam Forest Manual, Volume II].	Rs. 100 in each case.
(c) Other items, <i>viz.</i> , construction of roads, tramways and bridges thereon, houses, saw-mills, factories and any operations connected with the diversion of streams or rivers. Equipment of tramways and saw-mills such as rolling stock machinery, etc. [ <i>vide</i> paragraph 33(1) (ii), at page 80 of the Assam Forest Manual, Volume II].	Rs. 1,000 in each case.

Nature of power.	Limit.
<p>(d) Acquisition of land and compensation for extinction of forest rights. The cost of forest settlements including surveys by professional agency and demarcation of newly acquired land and the planting up of the same [vide paragraph 33(1)(d), at page 60 of the Assam Forest Manual, Volume II].</p> <p><i>Free grant—</i></p> <p>(e) To sanction free or at favourable rates the grant of timber or other forest produce in any case [vide paragraph 46(19), at page 88 of the Assam Forest Manual, Volume II].</p>	<p>Rs. 250 in each case.</p>

## 49—OTHER CONTINGENCIES.

(1) Heads of Departments and Divisional Forest Officers may make small monthly payments to menials for supplying drinking water or dusting offices, provided that:—

- (a) the payments are of a purely contingent character, are drawn on contingent bills, and may be withdrawn at any time at the discretion of the officer to whom the powers are delegated;
- (b) the allowance will not count for leave allowances or pension;
- (c) in the case of menials already in permanent employ in receipt of monthly rate of pay, the payments must not exceed a sum of Rs. 2 a month in any one case, and the

head of the office must, in sanctioning any such payments, record his reasons therefor and must satisfy himself—

- (i) that the work to be done is really necessary;
  - (ii) that it is outside the regular duties of a menial on the permanent establishment; and
  - (iii) that the grant of the extra allowance to any such menial is distinctly more economical than the employment of fresh agency.
- (d) Annual statements of payments thus made should be submitted to the Local Government for scrutiny.

## 50.—ELEPHANT ESTABLISHMENT

Scale of pay of the permanent elephant establishment of the Forest Department in Assam:—

One *mahut* and one grass-cutter will ordinarily be allowed for each elephant. The following are the rates of pay:—

(i) *Mahuts* on Rs. 20— $\frac{1}{2}$ —30.

(ii) Grass-cutters on—

(a) Rupees 16— $\frac{1}{2}$ —20. For incumbents who held permanent posts on 31st March 1930 and who will continue to be pensionable on the inferior scale, with effect from 1st April 1930.

(b) Rs. 20 hill  
rate.  
Rs. 18 plains  
rate.

Maximum pay for incumbents appointed on or after the 1st April 1930 who will be non-pensionable contingency menials.

## 51.—ELEPHANTS.

(1) The following scale of elephants is sanctioned for the Forest Department in Assam:—

Conservator of Forests	...	3
Divisional Forest Officer, Cachar	...	2
Ditto ditto, Sylhet	...	1
Ditto ditto, Goalpara	...	3
Ditto ditto, Kamrup	...	2
Ditto ditto, Darrang	...	2
Ditto ditto, Nowgong	...	2
Ditto ditto, Sibsagar	...	2
Ditto ditto, Lakhimpur	...	2
Ditto ditto, Garo Hills	...	2
Ditto ditto, Sadiya	...	3
Working Plan Officer	...	2
Total	...	26

(2) The normal daily scale of grain rations for each elephant should be 10 seers of *dhan* when in work and 5 seers when out of work, unless good grazing is available. A *chittack* of salt should be given to each elephant.

The Conservator may sanction, in exceptional cases, rations to departmental elephants in excess of the above scale.

(3) When an elephant dies, the *mahut* should not be placed on half pay, but should either be given leave or employed temporarily in the most convenient capacity.

(4) Each *mahut* will be provided with an "Elephant book" showing the name and full description of his charge, a list of gear, with the date of issue of each article, the names of the *mahut* and grass-cutter and details of all advances and payments made for the feed and keep of the animal. A reference to the number and date of the cash book item for each payment must be entered and initialled by the disbursing officer. The

above book will invariably accompany the elephant concerned on transfer from one Range or Division to another.

(5) Officers who have Government elephants in their charge, or on hire should not allow the animals to be used in religious processions.

(6) No elephant should be let loose to graze without having its forefeet hobbled and a bell round its neck. A long tethering chain attached to one of the fore-legs is an additional precaution that should be taken when advisable.

Grazing elephants must be caught both morning and evening and must be given their daily bath and rations except when eating earth.

(7) The purchase of tarpaulins for Government baggage elephants will only be sanctioned every alternate year for each elephant.

(8) An officer may, subject to the approval of the Conservator, lend his elephant to another Government officer, for use in the public service, on payment of eight annas a day, if one elephant is lent, and of one rupee and eight annas a day, if two are lent. The money should be paid by the officer borrowing to the officer lending, and the transaction should not come on to the accounts at all. The officer who borrows will be responsible for the proper treatment of the elephant while it is in his possession. The hire of Government elephants to private individuals is strictly prohibited.

The feeding charges of borrowed elephants need not be paid by the officer borrowing them.

(9) Elephant attendants are protected under the Workmen Compensation Act.

(10) Assistant Conservators and Extra Assistant Conservators, when in charge of Forest Divisions, will pay Rs. 45 and Rs. 35 per mensem respectively for two elephants for six months, from November to April. Assistant Conservators and Extra Assistant Conservators, when not in charge of Divisions may be allowed one

elephant, and will pay Rs. 15 a month, for the same period. (Detailed rules are entered in Assam Executive Manual, rule 338 *et seq.*)

#### 52.—REGISTER OF FOREST OFFENCES.

A register in the following form will be kept up in all Forest Offices for forest offences compounded under section 62 of the Assam Forest Regulation :—

- (a) Serial No. for current year.
- (b) Date.
- (c) Name, parentage and residence of offender.
- (d) Offence : section of Assam Forest Regulation infringed being given, also sufficient details to show extent of offence or culpability.
- (e) Amount of compensation.
- (f) Date of payment.

(*Samples of forms of Forest Offence Report and of Report of Seizure of property are given in Appendix X, pages 165-168.*)

#### 53.—CRIMINAL PROSECUTIONS.

The procedure to be adopted in regard to the prosecution of criminal charges before any Court is as follows :—

Where the charge is of a cognizable offence, the prosecution will be conducted by the Police. Where the charge is of an offence which is non-cognizable, the officer who prefers the complaint should refer for instructions to the Magistrate of the district, who may, if he thinks fit, either instruct the officer himself to prosecute, or, if the case is of a complicated and difficult nature, rendering, in his opinion, the employment of the Government Pleader or of some legal practitioner necessary for a proper prosecution, direct the Government Pleader to prosecute, or authorise the employment of a legal practitioner.

#### 54.—APPEALS AGAINST CONVICTIONS.

Whenever a conviction is obtained in a Magistrate's Court upon a prosecution instituted by any department of the Public Service and an appeal is filed against the conviction, the earliest possible intimation of the filing of the appeal should be given by the Deputy Commissioner to the officer of the department responsible for the prosecution, so that he may, if necessary, make arrangements to be represented in the Appellate Court at the hearing of the appeal.

#### 55.—JUDGMENTS FOR OR AGAINST GOVERNMENT.

The Conservator of Forests will be supplied with copies of judgments acquitting or convicting Government officers of criminal offences free of charge.

(*For Rules regarding employment of Pleaders, see paragraph 12.*)

#### 56.—BAIL.

If an arrest be made under section 60 of the Assam Forest Regulation and the Magistrate's Court is at a distance from the scene of the alleged offence, and a police station is within convenient access, an accused person who is ready and willing to give bail should be taken for the purpose to the police station, the officer in charge of which will thereupon take action in the matter in accordance with the provisions of the Criminal Procedure Code, Chapter XXXIX.

#### 57.—BUILDINGS.

- (1) The general rules relating to Government buildings apply to such buildings occupied by Forest Officers.
- (2) Forest Inspection bungalows are intended primarily for the sole use of officers of the Imperial and Provincial Forest Services, when on duty and the Deputy Commissioner.

(3) Subordinate officers of the Forest Department may occupy such bungalows only with written permission of the Divisional Forest Officer previously obtained.

(4) Where there is no Public Works Department or Local Board Inspection bungalow in the vicinity of a Forest Inspection bungalow gazetted officers of other departments on duty may occupy the Forest bungalow, if it is not required or occupied by a Forest Official on duty, with the previous permission in writing of the Divisional Forest Officer, and non-officials or officers not on duty may also do so under similar conditions but the officials on duty will have a preference over non-officials or officers not on duty.

(5) No fees will be paid by officers on duty coming under Rules (2), (3) or (4), but in the case of officers not on actual duty and of non-officials a fee of Rs. 1 per day, or portion of a day, from date of occupation will be payable.

(6) Officials and others privileged to use Forest Inspection bungalows under rule (4), must be prepared to vacate within twelve hours of the receipt of notice that a Forest official coming under Rule (2) or Rule (3) requires the use of the bungalow.

(7) Conveyances and animals, baggage, etc., can only remain within the bungalow premises in the absence of the owner at his risk, but non-officials or officials not on duty should pay a fee at the rate of four annas a day or part of a day when their animals, conveyances, baggage, etc., remain in the bungalow premises.

(8) Furniture broken or injured must be paid for according to the valuation list posted up in the bungalow.

(9) Servants are not provided for Forest Inspection bungalows, so all officers or non-officials occupying them are required to keep and leave them clean.

(10) A book will be kept at each bungalow in which all occupants will enter dates and hours of arrival and departure, and amounts paid.

(11) The Forest Rest Houses should not, except with the approval of the Divisional Forest Officer, be used for holding courts or other enquiries by officers other than the Deputy Commissioner.

(12) When, however, a rest house is used as a residence by an officer for any period exceeding a month, it will rest with the Conservator to decide whether rent shall be paid and the amount in each case.

(13) Conservator of Forests may sanction all regularly recurring expenditure of the nature of rent for houses or land up to a limit of Rs. 50 per mensem in each case or for the whole circle an aggregate of Rs. 500 per mensem.

(14) Maximum scale of expenditure on quarters of forest subordinates is given below :—

	Rs.
(i) Forest Ranger ... ..	4,000
(ii) Deputy Ranger... ..	2,500
(iii) Forester, Forest Mohurirs, Game keeper and Supervisor.	2,000
(iv) Forest Guard ... ..	600

#### 58.—REMISSION OF TAXES ON VACANT HOLDINGS, UNDER THE ASSAM MUNICIPAL ACT.

*Section 92.*—When any holding on which a tax has been imposed has been vacant for sixty or more consecutive days during any financial year, the Board shall remit, and if the tax has been paid shall refund one-half of so much of the tax of that year as may be proportionate to the number of days the said holding has remained unoccupied.

Provided that the owner of such holding, or his agent, has given to the Board notice in writing of the vacancy thereof and that the application for refund is made within six months from the date on which such notice is delivered at the office of the Board.

The amount of tax to be remitted or refunded shall be calculated from the date of delivery of such notice.

*Explanation.*—An unfurnished house occupied only by a Caretaker or Chowkidar shall be considered a vacant holding for the purpose of this section.

## 59.—PRINTING OF NON-STANDARDISED FORMS.

The Conservator may sanction the printing of non-standardised forms at a private press or with the permission of the Local Government at the Secretariat Press.

## APPENDIX I.

## FORM OF APPLICATION FOR APPOINTMENT IN THE ASSAM FOREST SERVICE.

1. Name of applicant and caste
2. Native place (village, thana and district).
3. Postal address to which communication should be sent.
4. Father's name and occupation
5. Date of birth of applicant ...
6. Educational qualifications ...
7. Schools and colleges where educated.
8. Special qualifications and claims to consideration.
9. Present occupation, if any, and previous appointments, if any, whether in public or in private service and reasons for leaving them.
10. Names of relations in Government service now or in the past and the appointments held by them (the relationship should be stated — only father, grandfather, paternal and maternal uncles and brothers need be mentioned).
11. State of health. (The applicant should state whether he has ever been pronounced unfit for Government employment by any duly constituted medical authority).
12. Ability to ride ...
13. Recommendation of the Conservator of Forests, the Commissioner of the Division and the District Magistrate.

## INSTRUCTIONS FOR FILLING IN THE FORM.

- I. Columns 1 to 10 of the form should be filled in English by the applicant.
- II. Columns 11 and 12. The answers must be supported by certificates. The health certificate should be in the form attached.
- III. Column 13 should be filled in by the Conservator of Forests concurrently with the Commissioner of the Division and the District Magistrate.

\* Para A of rule (4), at page 7.

## APPENDIX II.

**\*SPECIAL CERTIFICATE OF PHYSICAL FITNESS FOR GOVERNMENT SERVICE IN A DEPARTMENT WHICH REQUIRES ITS OFFICERS TO BE CAPABLE OF STANDING HARD OUTDOOR WORK.**

I, \_\_\_\_\_, do hereby certify that I have examined \_\_\_\_\_ a candidate for employment in His age by his own statement \_\_\_\_\_ years, and by appearance \_\_\_\_\_ years.

(a) General configuration

(b) Vision

(c) Hearing

(d) Lungs

(e) Heart

(f) Liver

(g) Spleen

(h) Hernia, present or absent‡

(i) Hydrocele, present or absent‡

(j) Glycosuria, present or absent‡

(k) Albuminuria, present or absent‡

(l) Distinguishing marks

I consider that he is of sound health and good physique, and capable of bearing fatigue and exposure, and that he is fit to enter the service of Government.

I consider him unfit to enter the service of Government for the reason given at

Place \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Designation \_\_\_\_\_

\* Appendix II of rule (4), at page 8.

† Designation of Medical officer.

‡ Strike out "present" or "absent" in *h, j, y, and k*, and whichever of the concluding sentences as does not apply.

## APPENDIX III.

*\* Form of agreement to be executed by students already in the service of, or in receipt of, stipend from Government, previous to entry into the Forest College, Dehra Dun.*

ARTICLES OF AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

BETWEEN

of

of the first part

of

son of the said \_\_\_\_\_ of the second part and the Secretary of State for India in Council hereinafter referred to as the Secretary of State of the third part. Whereby each of the parties hereto so far as the covenants and conditions on his own part are to be observed and performed covenants with the other of them as follows:—

1. The said \_\_\_\_\_ hereby of his own free will and consent and with the approbation and consent of the said \_\_\_\_\_ testified by the execution by him of these presents agrees with and to the Secretary of State, his successors in office and assigns that he the said \_\_\_\_\_ shall well and faithfully pursue his studies at the Government Forest College, Dehra Dun, and use his best endeavours to qualify for the Forest service of the Government of British India or of any Local Government.

2. The said \_\_\_\_\_ shall after completing his studies at the said Forest College, and if so required to do, serve the Secretary of State, his successors in office and assigns in the Forest Department of the Government of British India or of any Local Government for a period of not less than five years and shall during the whole of such period diligently and sufficiently do all acts and discharge all duties which may be required to be done by him in his capacity as an officer of the said Department.

\* See rule (3)(c), at page 10 and rule (6), at page 16.

3. The Secretary of State, his successors in office and assigns hereby engages to educate the said \_\_\_\_\_ at the Dehra Dun Forest College in all matters relating to forest science, forest work and forest administration that it may be deemed necessary by the President of the said College to teach the said \_\_\_\_\_

4. The Secretary of State shall pay the said \_\_\_\_\_

during the whole period of his stay at

the said College at and after the rate of Rs.

per month and thereafter while the said \_\_\_\_\_

shall faithfully and diligently serve as an officer of the said Forest Department at and after the rate of not less than Rs. \_\_\_\_\_ per month and the said \_\_\_\_\_ shall be entitled to all the rights and privileges in respect of pay, pension and promotion accorded to officers of the said Department for the time by the Rules and Regulations of the Department.

5. Lastly, it is hereby agreed and declared that the Secretary of State, his successors in office or assigns shall be at liberty to rescind this agreement on account of the negligence, failure to attend to duty, idleness or any insubordination or misconduct on the part of the said \_\_\_\_\_ and to dismiss him from the said Forest College or the service of the said Department and the said \_\_\_\_\_ shall not be entitled to any of the privileges hereby granted to him but the

said \_\_\_\_\_

or

shall thereupon refund to the Secretary of State, his successors in office and assigns the total amount paid to the said \_\_\_\_\_ as stipend and travelling allowance while at the said College by the Secretary of State or

his successors in office or assigns in respect of the education of the said \_\_\_\_\_ at the

said College. In witness whereof, the said parties to these presents have hereunto set their respective hands and seals the day and year first above written.

Signature and seal of \_\_\_\_\_

Seal

Signature and seal of \_\_\_\_\_

Seal

Signed, sealed and delivered by the above named in the presence of—

} Signature of two witnesses.

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature of Deputy Commissioner.

## APPENDIX IV.

*\*Form of Bond to be executed by students already in the service of, or in receipt of stipends from Government, previous to entry into the Forest College, Dehra Dun.*

KNOW ALL MEN by these presents that we  
of  
(principal obligor)  
of  
and  
of (sureties)  
are jointly and severally bound to the SECRETARY OF STATE FOR INDIA IN COUNCIL in the sum of Rs. \_\_\_\_\_  
to be paid to the said Secretary of State, his successors in office or assigns or his or their certain attorney or attorneys, for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators and representatives and each of us binds himself, his heirs, executors, administrators and representatives, firmly by these presents sealed with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

WHEREAS the Secretary of State for India in Council for himself and his successors in office and assigns has engaged to educate the said \_\_\_\_\_  
at the Dehra Dun Forest College in all matters relating to forest science, forest works and forest administration that it may be deemed necessary by the President of the said College to teach the said \_\_\_\_\_ and has also agreed to pay him during the whole period of his stay at the said College at and after the rate of \_\_\_\_\_ rupees per month and whereas in consideration of such education and pay to be given to the said \_\_\_\_\_

as aforesaid by the said Secretary of State and his successors in office and assigns the said \_\_\_\_\_ has agreed with the said Secretary of State, his successors in office and assigns that he will, after completing his studies at the said College and if required to do so, serve in the Forest Department

*\*See Rule (39)(c), at page 10 and rule (c), at page 15.*

of the Government of British India for a period of not less than five years during the whole of which time he will diligently and efficiently do all acts and discharge all duties which may be required of him to be done in his capacity as an officer of the said Department.

AND WHEREAS the Secretary of State has also on his part agreed that the said shall be paid for such service at and after the rate of not less than Rs. per month and shall be entitled to all the rights and privileges in respect of pay, pension and promotion accorded to officers of the said Department for the time being by the Rules and Regulations of the Department.

AND WHEREAS for the purpose of securing and indemnifying the said Secretary of State, his successors in office and assigns against all loss and damage which he or they might or may in any way suffer by reasons of the said being dismissed from or leaving without permission the service of the said Secretary of State, his successors in office or assigns in less than five years after the completion of his studies at the said College and for the purpose also of securing the refund to the said Secretary of State, his successors in office and assigns of the total amount paid to the said as stipend and travelling allowance while at the said College by the said Secretary of State or his successors in office or assigns in respect of the education of the said at the said College and in consideration of the payment and education as aforesaid to be made and given to the said

at the said College and as one of the conditions of the admission of the said to the said College, it has also been agreed that the said and the said and

as his sureties should execute the above-written Bond subject to the condition hereinafter contained.

Now the condition of the above-written Bond of obligation is such that if the said

shall well and faithfully and diligently pursue his studies at the said College and qualify for the said Forest Service and shall also after completing his studies at the said Forest College and if so required to do, serve the said Secretary of State, his successors in office and assigns in the Forest Department of the Government of British India or of any Local Government for a period of not less than five years and shall during the whole of such period diligently and efficiently do all acts and discharge all duties which may be required to be done by him in his capacity as an officer of the said Department and if the said

and or either of them, their or either of their heirs, executors, administrators and representatives shall well and truly indemnify the said Secretary of State, his successors in office and assigns against all loss and damage which he or they might or may in any way suffer by reason of the said

giving cause for dismissal either while at

the said College or while in the service of Government thereafter or of his leaving the service of the said Secretary of State, his successors in office or assigns without permission in less than five years after the completion of the studies of the said at the said College

and if the said and


or either of them, their or either of their heirs, executors and administrators or representatives shall also pay to the said Secretary of State, his successors in office or assigns all sum or sums in any way expended, paid or incurred by the said Secretary of State, his successors in office or assigns in respect of the education of the said at the said College then the above-written Bond of obligation shall be void, otherwise the same shall remain in full force and virtue.


PROVIDED ALWAYS and it is hereby expressly agreed and declared that these presents shall be treated and considered as entered into under the orders of the Government of India for the performance by the said

and  
and

of a public duty and an act in which the public are interested within the meaning of section 74 of Act IX of 1872 of the Legislative Council of India.

IN WITNESS whereof the said parties to these presents have hereunto set their respective hands and seals the day and year first above written.

Signature and seal of principal obligor 

Signature and seal of first surety 

Ditto second surety 

Signed, sealed and delivered by the above named in the presence of—

} Signature of two witnesses.

Dated \_\_\_\_\_

Signature of Deputy Commissioner

## APPENDIX V.

### \* RULES FOR THE SELECTION OF ASSAM CANDIDATES FOR DEPUTATION TO THE RANGER COURSE AT THE FOREST COLLEGE, DEBRA DUM.

*Extract from the rules for the Ranger Course at the Forest College, Debra Dum.*

b. *Categories of students and candidates.*—There are four categories of students according to which candidates are classified.

- (1) *Private students;*
- (2) *Government probationary students, stipendiary or non-stipendiary;*
- (3) *Students deputed by Indian States, British Colonies, etc.;*
- (4) *Students already in Government Service.*

*Government probationary students* comprise those who have been selected by any Government for any appointments in its Forest Service.

*Private students* comprise all those students who are without appointments in any Forest Service, who have not entered into an agreement to serve any Government or Administration, and whose object it is, by becoming possessors of the Forest College certificates, to obtain employment either in the Forest Service of the Government of India, or in that of an Indian State, or of some other owner of forest property.

c. *Allotment of studentships.*—The total number of students of each category who can be admitted into the college each year will be limited to such number as the Principal may decide. The number of studentships to be allotted each year to the respective provinces will, with due regard to the total prescribed, be decided by the

\* See rules at pages 13-17.

Principal after consultation with the various administrations as to their requirements, and will be communicated to them not later than the 15th November.

7. In allotting nominations to Local Governments, Colonies or Indian States the Principal will allow a margin for possible casualties between the dates of nomination and of actually entering the college. When a Local Government, British Colony or Indian State cannot for any reason utilize the full number of studentships allotted, it should immediately inform the Principal so that the vacancies may be filled up with other candidates in time to permit of the prescribed preliminary training being undergone.

*I.—Rules for candidates in Categories (1), (2) and (3).*

8. *Age*.—Candidates must not be less than 18 or more than 25 years of age on the 1st November of the year in which they desire admission to the college.

9. *Submission of applications*.—In the case of candidates of categories (1) and (2), applications must be sent to a Conservator of Forests,\* either direct or through a Divisional Forest Officer of rank not below that of a Deputy Conservator or through a Collector or Officer in charge of a district. None of the above-mentioned officers need belong to the Forests Circle or province in which the candidate seeks employment.

In the case of candidates of category (3), applications must be sent to and in the manner prescribed by, the Governor of the Colony; in the case of students deputed by an Indian State all applications for studentships must be endorsed by some responsible official such as an Agent to the Governor General, a Resident, a Political

\*Conservator of Forests, Bengal:—  
Northern Circle, Darjeeling  
Southern Circle, Calcutta.  
Conservator of Forests, Assam:—  
Eastern Circle, } Shillong  
Western Circle, }  
Conservators of Forests, United  
Provinces of Agra and Oudh:—  
Eastern Circle, } Naini-  
Western Circle, }  
Kumaon Circle, }  
Working Plans Circle, }  
Conservators of Forests, Punjab:—  
Eastern Circle, } Lahore.  
Western Circle, }  
Utilization Circle, }  
Chief Forest Officer, Amritsar  
Isles, Port Blair.

Agent, a Superintendent or a Deputy Commissioner, to ensure that the studentships asked for are based on the actual requirements of that State only.

10. *Certificates*.—All applications must be accompanied by the following certificates:—

- (a) Except in the case of candidates from British Colonies a certificate, that the candidate is a "Native of India" within the meaning\* assigned to those words by section 6 of 33 Vict., Chapter 3.
- (b) A certificate of age.
- (c) A health certificate in the form prescribed by Article 49 of the Civil Service Regulations, 5th edition, signed by a Civil Surgeon, or such other qualified medical officer as may be approved by the Principal and testifying to the candidate's sound constitution, good vision and hearing, and general physical fitness for a rough out-door life in the Forest Department, and to the fact that he bears on his body marks of successful vaccination or of small-pox.
- (d) A certificate of respectability and good moral character from two or more persons whose social or official position can be accepted as a guarantee of reliability.

The certificate (c) and (d) must bear date not further back than the 1st July of the year previous to that in which the candidate desires admission to the college.

\* "Native of India" means any person born and domiciled within the dominions of His Majesty in India or within the territories of Indian Princes tributary to or in alliance with His Majesty, of parents habitually resident in India, and not established there for temporary purposes only Article 31, Civil Service Regulations.

If any person giving certificates as above under (c) and (d) is in a position to mention anything more to the credit of the candidate than the certificates actually called for, he may do so

(e) A certificate of having passed one of the following examinations, *viz.* :—

- (1) The B.A., B.Sc., F.A., F.Sc., I.A., I.Sc., or Licentiate of Agriculture.
- (2) The Matriculation, where no school final examination or school leaving certificate exists.
- (3) The school final examination: provided the candidate can show that he has qualified in English and Mathematics up to the Matriculation standard or, for European candidates a certificate of having passed the High School examination with a similar proviso.
- (4) The school-leaving certificate as prescribed in the United Provinces.

The Inspector General of Forests is authorised to admit candidates, as an exceptional measure, who for some valid reason (such as being subject of an Indian State or Foreign country), have had no opportunity of securing any of the certificates mentioned above, provided that the candidates pass the qualifying examination, details of which are given in rule 14.

11. The Inspector General of Forests may, should he consider it desirable, relax any of the conditions imposed under rules 8 and 14.

12. Upon the receipt by the Conservator of any application in respect to which the preceding conditions shall have been observed, that officer may reject the application without assigning any reason for so doing; but if he accepts it and the applicant is a candidate for Government service, he should be seen (unless this has already been done) by a Conservator of a Forest Circle, when this can be conveniently arranged, or by some

officer of the Imperial Forest Service, who should record his personal opinion in regard to the suitability of the candidate.

13. Those candidates who have been approved, will, with the permission of the Local Government in the case of Government probationary students, and under the Conservator's recommendation in the case of private students, and that of the Durbars in the case of candidates from Indian States, be eligible for nomination to the college, provided that they pass the qualifying examination described in rule 14, and their certificates as detailed in rule 10 above should be sent to the Principal not later than the 1st November in each year.

14. Every candidate will be required to pass a qualifying examination in the following subjects:—

- (1) Dictation of a page of ordinary English prose.
- (2) An essay to be written in English on one of the several simple subjects.
- (3) Mathematics (Arithmetic, Geometry and Algebra). The standard of this paper will be that of Matriculation.

Twenty per cent. of the marks allotted for Dictation will be given for handwriting.

Every candidate must obtain fifty per cent. of the number of marks allotted to each of the above subjects.

This examination will be held simultaneously at Dehra Dun, and at Calcutta, Gauhati, Lucknow, Srinagar (Kashmir) and Lahore.

The papers will be corrected at the Forest College, Dehra Dun. Candidates will be required to defray their own travelling expenses in connection with this examination.

No fee will be charged.

The examination will be held in the 2nd week of December of each year.

15. *Preliminary training*.—All candidates not already in the service of Government who have been accepted by the Principal for admission to the college will be required to undergo, before joining the college, a course of practical training in the forests lasting at least 3 months. This need not be in the province or State of domicile. Such candidates will not be allowed to join the college unless they can produce a certificate signed by the Divisional Forest Officer under whom they have served, and countersigned by the Conservator of the Circle, or in the case of Indian States by the Durbar, that they have undergone the course of practical training in a satisfactory manner and are likely to become useful Forest Officers. The President may exempt a candidate from the whole or a portion of the practical course above prescribed, after satisfying himself that the omission to complete the minimum prescribed term was due to no fault of the candidate and that a Conservator of Forests has certified that he has given promise of making an efficient Forest Officer.

16. *Stipends or Scholarships*.—It is left to Local Governments to award stipends or scholarships in such manner as they please, provided that the total for the 24 months' course does not exceed 1,200 rupees, i.e., does not exceed an average rate of Rs. 50 per mensem.

In the event of scholarships being awarded, the general method of assigning them will be—

- (a) a stipend not exceeding Rs. 50 per mensem for the duration of the course or a portion thereof;
- (b) in lieu of the above, a lump sum to be paid on a candidate successfully obtaining such certificate as may have been agreed upon;
- (c) partly the one, partly the other of (a) and (b).

17. *Allowances*.—Government probationary students while under training in the forests of the provinces from which their names have been sent up, will receive travelling allowance at the rate of Rs. 25 per mensem to

enable them to defray their travelling expenses during the course of practical training referred to in rule 15 above. This allowance will be met from the budget grants of the local Forest Departments, and will be paid only under the countersignature of the Conservator of the Circle concerned.

#### II.—*Rules for Candidates in Category (4).*

18. Candidates in *Government Service* who may be deputed to the Forest College will be ordinarily—

- (a) Forest Rangers who have not previously obtained the Higher Standard certificate of the college and who desire to qualify themselves for further promotion in their own or to a higher class.

Such officers may be deputed by Local Governments, provided that they pass the qualifying examination, details of which are given in rule 14. They must not be above 30 years of age on entering the college, and need not go through the practical training referred to in rule 15. While at the college, they will draw the pay of their grade and the travelling allowances to which they may be entitled under the Civil Service Regulations.

- (b) Other members of the Subordinate Forest Service (Deputy Rangers, Foresters, and other subordinate officials) similarly desirous of qualifying for promotion, who may be deputed by Local Governments, provided that—
  - (i) they have been in the Subordinate Forest Service for not less than 2 years;
  - (ii) they are under 25 years of age on entering the college;

NOTE.—The Inspector General of Forests is empowered to relax the two foregoing provisions.

- (iii) there is accommodation at the college;
- (iv) they pass the qualifying examination, details of which are given in rule 14.

Such officers will, while at the college, draw the pay and travelling allowances of their grade in the service, or a stipend not exceeding Rs. 50 per mensem in place thereof as the Local Government may decide. They will not be required to undergo the practical training.

(c) Indian non-commissioned officers of His Majesty's Army (See Appendix I).

28. *Caution money*—All students of whatever category, except those in Government service, will on their arrival at Dehra Dun, deposit in the Post Office, pledged to the Principal, the sum of Rs. 100 as security.

32. *Travelling allowance of Government probationary students*—Such students will not ordinarily be entitled to travelling allowance, being expected to defray their expenses when on tour; but it is left to Local Governments to sanction the payment of actual expenses for journeys by rail, steamer, boat, motor, or other transport.

## APPENDIX VI.

*\*Statement showing the number and percentage of various communities in the Public Services of the Province of Assam.*

*Department.*

Communities.	Population.	Percentage of each community in the total population.	Number of appointments which each community might hope to hold if the same proportion was their actual strength.	Number of posts actually held by each community.	Remarks.
1	2	3	4	5	6
1. Europeans and Anglo-Indians					
2. Bengalis of Sylhet and Cachar					
3. Assamese (other than Ahoms and Muhamadans) not including Bengali-speaking population of Gaspur and subjects of Gaspur born in Bengal.					
4. Ahoms					
5. Muhamadans					
6. Khasis (including Jaintias)...					
7. Bengalis other than Bengalis of Sylhet and Cachar who are included.					
8. Bengalis other than Bengalis of Sylhet and Cachar who are not included.					
9. Others					

\* See note (2), at page 20.

The particular communities in which "others" being should be specified in a footnote.

APPENDIX VII

\*Statement showing the number and percentage of the visits held by members of various committees in the Public Services in the Province of Assam, Department.

Committee	Popularity	Percentage of members who attended any of the visits held by them on the total number of visits held by the committee	Number of visits held by the committee in the year ending the 31st March 19...	On the 31st March of the preceding year		On the 31st March of the year under report		Remarks
				Total percentage of members	Number of visits held by each committee	Total percentage of members	Number of visits held by each committee	
1. Khasi and Assam Hill States		5	9	4	6	7	8	0
2. Districts of Imphal and Ukhrul								
3. Assam Hill States and Mizo Hill States								
4. Assam Hill States and Mizo Hill States (including those who are not residents in Assam)								
5. Muziris								
6. Khasi (including Jaintia)								
7. Khasi other than Jaintia of Sylhet and Garo who are domiciled								
8. Khasi other than Jaintia of Sylhet and Garo who are not domiciled								
9. District								

\*See Note (D), page 86.  
 †This particular committee is shown as being held in 19... as it is not applicable.

APPENDIX VIII.

\*Statement of memorials addressed to the half-year ending

withheld by the

during the

No.	Name and residence of memorialist	Date of memorial	Authority addressed	Full and definite description of the facts referred to and the remedy requested in the memorial	Number under which withheld	Number and date of previous orders passed by the Secretary authority or the Local Government	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

\*See Note (D), at page 86.

## APPENDIX IX.

\*Inspection Report of \_\_\_\_\_ Range.  
Date \_\_\_\_\_

1. Date of last Inspection.
2. Officer in charge—
  - (a) Name, Rank and Pay.
  - (b) Date of assuming charge.
3. Security, amounts to be paid and amounts already deposited by each officer.
4. Uniform, Equipment and Uniform Register.
5. Buildings and their condition—
  - (a) Headquarters.
  - (b) Beats.
  - (c) Inspection Bungalows.
6. Store returns—
  - (a) Current.
  - (b) Annual.
  - (c) Date of last complete stock-taking by Divisional Forest Officer.
7.
  - (a) Stores required.
  - (b) Stores needing repair.
  - (c) Unserviceable stores written off.
8. Register of Hammocks—
  - (a) Government.
  - (b) Traders' property marks.
9. Elephants. Their condition and condition of their gear.
10. Registers of Yield—
  - (a) Forms 2 and 3 for Forests not under Working Plan.
  - (b) Control Forms for Forests under Working Plan.

\* See Rule (X), at page 12.

11. Works of Reproduction and Improvement (Form 4)—
  - (a) Plantations.
  - (b) Taungyas.
  - (c) Other areas under regeneration.
  - (d) Plantation, etc., Journals and Wall charts.
  - (e) Climber cutting.
  - (f) Fire Protection.
  - (g) Roads and bridges.
  - (h) Other works of Improvement and experiment.
  - (i) Sample Plot Registers.
  - (j) Measurement Books.
  - (k) Muster Rolls.
12. Forest Villages :—
  - (a) Resident.
  - (b) Non-resident.
  - (c) Muster Rolls of outsiders rendering free labour.
  - (d) Forest Village Registers.
13. Timber marking Registers :—
  - (a) Tree marking under Working Plans or Schemes, and Log, etc., Books.
  - (b) Tree marking not under Working Plans or Schemes, and Log, etc., Books.
  - (c) Tree marking for Unclassed State Forests and Log, etc., Books.
  - (d) Dead wood, Reserves.
  - (e) Dead wood, Unclassed State Forests.
  - (f) Foreign Logs.
  - (g) Foreign hosts.
  - (h) Foreign scantlings.

14. Register of Receipt in Depôts.
15. Register of Disposals from Depôts.
16. Register of receipt and disposal of timber in Depôts (Form No. 1).
17. Form 2 (Drift Timber Operations).
18. Form 3 (Seized property).
19. Form 6 (Sale Statement—Purchasers).
20. Form 7 (Outstandings of Revenue).
21. Form 8 (Register of free grants).
22. Form No. 16 (Bill Books) — In stock.  
Used up, for return to Divisional Office.  
In use.
23. Form No. 19 (Receipt Books). In Stock.  
Used up, for return to Divisional Office.  
In use.
24. Form No. 24 (Permit Books). In stock.  
Used up, for return to the Divisional Office.  
In use.
25. Firewood Permits. In stock.  
Used up, for return to the Divisional Office.  
In use.
26. Form No. 24A (Home consumption Permits).
27. Form No. 24D (Grazing Permits).

28. Form No. 25 (Transit Pass Books).—In stock.  
Used up, for return to the Divisional Office.  
In use.
29. Register of Receipts and Issues of Permit, etc., Books.
30. Advance Royalty Ledger.
31. Cash Book (Form No. 5).
32. Cash Balance.
33. Measures taken for safe custody and transmission of cash.
34. Establishment Pay Bill Book.
35. Adequacy of Establishment.
36. Objection Statements (Form No. 17).
37. Register of cases.
38. Register of Receipts and Issues of Documents.
39. Register of Books and Maps and their conditions.
40. Forest Offences Book. (Form No. 30D)
41. Ammunition Book.
42. Punctuality in correspondence and submission of accounts and returns.
43. Neatness in keeping office.
44. Complaints.
45. General remarks on results of Inspection.

## APPENDIX X.

## SCHEDULE OF FORMS.\*

## Index.

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2	Drift timber—receipts and disposal of	...	...	133
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4	Register of Cheques	32	...	...
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6	Revenue from timber, etc. removed by purchasers.	...	...	135
7	Outstandings of revenue	...	...	135
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9	Return of stores, etc.	...	...	138
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\* Assam Schedule I (Parts I, II and III), Forests.

No. of Form.	Name of Form.	Forest Accounts Code.	Assam Forest Manual.	
		Pages.	Volume I, pages.	Volume II, pages.
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20C	Ditto ditto 52A—Forest Capital Outlay not charged to Revenue.	...	...	151-152
21	Register of Receipts and Issues	...	...	153
22	Certificate of Transfer of Charge	...	...	154
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24A	Home consumption permit	...	171	...
24B	Inner Gurkati permit	...	227	...
24C	Foreign ditto	...		
24D	Grazing Permit	...	201	...
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Note.—For returns of issue and charge statements (F. 1. Code Form No. 7 and 8) see Form No. 21 of Schedule III.

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29	Notice re drift timber	...	167
30	Register of permit and pass books	...	158
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Notes.—For Working plan control Forms and Annual Administration Report Forms—see Forest Departmental Code.

F. D. FORM NO. 1.

FOREST DEPARTMENT, ASSAM.

DIVISION.

\* *Receipt Form for*

19

Date of Cash	Description of goods.	On hand for 19		Received during the month.			Disposal of during the month.		Balance.	Total amount of bills.	Amount actually paid.	Number of logs and pieces, etc.	Number of bills presented.	Bills paid.		Remarks.	
		Number or quantity.	Cubic feet.	Number or quantity.	Value.	Number or quantity.	Value.	Number or quantity.						Value.			
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	

\* See pages 21 to 24.

F. D. FORM NO. 2.

FOREST DEPARTMENT, ASSAM.

DIVISION.

\* *Account of Drift Timber Operations during the month of* 19

Drift.	Description of timber.	In care of 19	Advert during the month.	Total.	Made use to elsewhere.	Transferred to Government Account.	Paid during the month.	Bills.	Amount realized.	Balance on 19	Receipts.
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											

\* See pages 21 and 24.

F. D. FORM No. 3.

FOREST DEPARTMENT, ASSAM,

DIVISION.

† Forest produce and other property seized and disposed of during the month of 19

Date of seizure.	Description.	Locality where seized or place to which removed.	Property made over to third parties and date of making over.	Property made over to Government by order of court and brought on the dock with date of order.	Property sold and date of sale.	Amount received by sale.	Property not disposed of during the month.	Remarks.
1	2	3	4	5	6	7	8	9

\* Necessary particulars of items so seized (1) will be brought forward in the next month's form and shown in red ink, by columns 1, 7 and 8 (see page 14).

F. D. FORM No. 6.

FOREST DEPARTMENT, ASSAM.

DIVISION.

\* Revenue from timber and other produce cut, collected and removed from the forest by contractors or purchasers, including postage, during the month of 19

Forest Range or sub-range.	Name or Locality.	Produce removed.		Date.	Amount of payment.	Amount actually received during the month.	Received under each budget system.		Remarks.
		1	2				3	4	
1	2	3	4	5	6	7	8	9	10

Abstract of account enclosed.

Assam—Outstanding due from previous months as per Form No. 2  
 Total  
 Division—Amount realized during the month  
 Balance outstanding as per Form No. 2  
 Total

\* See page 14.

F. D. FORM No. 7.  
FOREST DEPARTMENT, ASSAM, DIVISION.

\*Outstanding on account of Revenue for the month of 19

Month.	Particulars	Days on which the payments to and from the forest have been realized during the month.	Term.	Revenue during the month.		Balance due to Depart-ment on 31.	Total ad-justed.	Remarks.
				No. of days to Cash Book.	Amount.			
1				6	5			

\* See page 31 and 32.

F. D. FORM No. 8.\*

FOREST DEPARTMENT, ASSAM.

Register of Free Grants of Forest Produce in the Division

Authority under which granted.	Area.	Locality.	Name of Grantee.	Persons for which granted.	Payment Grantee.		Remarks.
					Description.	No. of quantity.	

\* Form No. 8, L. S. 6, 1911.  
See page 31.

Cash book Dr. item No. _____ dated 19____ F. D. FORM No. 19. <span style="float: right;">No. _____ of 19____.</span>	Cash book Dr. item No. _____ dated 19____ F. D. FORM No. 19. <span style="float: right;">No. _____ of 19____.</span>	FOREST DEPARTMENT, ASSAM, DIVISION.  Received from _____ the sum of rupees _____ being price of _____ bought by him, as detailed in Bill No. _____ of 19____ in full payment.  _____ Officer in charge of _____ Range _____ Depot _____
FOREST DEPARTMENT, ASSAM, DIVISION.  Received from _____ the sum of rupees _____ being price of _____ bought by him, as detailed in Bill No. _____ of 19____ in full payment.  _____ Officer in charge of _____ Range _____ Depot _____	FOREST DEPARTMENT, ASSAM, DIVISION.  Received from _____ the sum of rupees _____ being price of _____ bought by him, as detailed in Bill No. _____ of 19____ in full payment.  _____ Officer in charge of _____ Range _____ Depot _____	FOREST DEPARTMENT, ASSAM, DIVISION.  Received from _____ the sum of rupees _____ being price of _____ bought by him, as detailed in Bill No. _____ of 19____ in full payment.  _____ Officer in charge of _____ Range _____ Depot _____

N. B.--When required, this Form may be in triplicate.  
This form may be utilized for simple receipts.

F. D. FORM No. 20.  
 FOREST DEPARTMENT, ASSAM.  
 Budget Estimate for the year 19-19

Budget Heads.	DIVISION.													
	Assam, 19-19		Khasi States, 19-19		Proposed by Government of Province, 19-19		Actuals of 12 months ending 31st August 19		Approved by Local Government in Budget Estimates, 19-19		Proposed by Comptroller-in-Chief, 19-19		Explanatory Notes.	
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.		
<b>RECEIPTS.</b>														
I.—Timber and other produce removed from the forests by Government agency—														
(a) Timber—														
(a)(1) Timber (sole proceeds of sleepers (not released) from contractors).														
(b) Firewood and charcoal														
(c) Bauls														
(d) Bauls wool														
(e) Grass and other minor produce														
Total														

Budget Heads.	DIVISION.													
	Assam, 19-19		Khasi States, 19-19		Proposed by Government of Province, 19-19		Actuals of 12 months ending 31st August 19		Approved by Local Government in Budget Estimates, 19-19		Proposed by Comptroller-in-Chief, 19-19		Explanatory Notes.	
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.		
II.—Timber and other produce removed from the forests by contractors or privateers—														
(a) Timber—														
(a)(1) Timber (sole proceeds of sleepers taken from contractor-holders).														
(b) Firewood and charcoal														
(c) Bauls														
(d) Grazing and fodder grass														
(e) Other minor produce														
(f) Other items														
(g) Communication fees.														
Total II														
III.—Drift and waif wood, and confiscated forest produce														
Total III														
IV.—Revenue from forest not managed by Government—														
(a) Duty on foreign timber and other forest produce														
(b) Revenue from leased and private forests.														
Total IV														
V.—Miscellaneous—														
(a) Fines and forfeitures														
(b) Other sources														
Total V														
VI.—Deduct—														
Grain total, receipts														



F. D. FORM No. 20A—cont'd.

DIVISION.

Budget Heads.	Approved Estimate, 19 18		Proposed by Government of Forests		Actuals of 19 months ending 31st August 19 18		Approved by Local Council		Budget Estimate		Explanatory Note.	
	Rs.	P.	Rs.	P.	Last month	19 18	Rs.	P.	Rs.	P.	Rs.	P.
AV.—Miscellaneous—												
(a) Utility and rail-wood and confiscated forest produce.												
(b) Revenue from forests not managed by Government.												
(c) Rent of forest: forests and payments to shareholders (for forests managed by Government).												
(d) Leave charges.												
(e) Station Compensation allowance												
(f) Clothing												
(g) Other charges												
Total A V												
AVI.—Suspense—												
(a) Work Advances (Debit)												
Total AVI												
Charged over Total A.—Conservancy, etc. (Voted).												

F. D. FORM No. 20B.

Budget Heads.		Approved Estimate, 19 18		Proposed by Government of Forests		Actuals of 19 months ending 31st August 19 18		Approved by Local Council		Budget Estimate		Explanatory Note.	
Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
B.—III.—Allowances and Honoraria, etc.—													
(a) Office allowances													
(b) Diaper allowance													
(c) Travelling allowance													
(d) Forest school													
(e) Station compensation allowances													
Total B III													
B.—IV.—Contributions—													
(a) Stationary													
(b) Carriage of trials and records													
(c) Bents													
(d) Service postage and telegram charges													
(e) Sundries													
Total B IV													
B.—II.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B II													
B.—I.—Pay of Officers—													
(a) Superior Officers													
(b) Temporary Forest Officers													
Total B I													
B.—V.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B V													
B.—VI.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B VI													
B.—VII.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B VII													
B.—VIII.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B VIII													
B.—IX.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B IX													
B.—X.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B X													
B.—XI.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XI													
B.—XII.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XII													
B.—XIII.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XIII													
B.—XIV.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XIV													
B.—XV.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XV													
B.—XVI.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XVI													
B.—XVII.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XVII													
B.—XVIII.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XVIII													
B.—XIX.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XIX													
B.—XX.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XX													
B.—XXI.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XXI													
B.—XXII.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XXII													
B.—XXIII.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XXIII													
B.—XXIV.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XXIV													
B.—XXV.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XXV													
B.—XXVI.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XXVI													
B.—XXVII.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XXVII													
B.—XXVIII.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XXVIII													
B.—XXIX.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XXIX													
B.—XXX.—Pay of Establishment—													
(a) Subordinate Forest and Deptt establishments													
(b) Office establishments													
(c) Temporary establishments													
(d) Leave allowances													
Total B XXX													

F. D. FORM No. 20B—*contd.*

Subject Heads.	DIVISION.													
	Approved in '19.		Sanctioned Estimate in '19.		Proposed by Conservator of Forests.		Actuals of 12 months ending 31st August 19.		Approved by Local Councils.		Proposed by Comptroller.		Explanatory notes.	
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
8.—FORESTS— <i>contd.</i>														
B.—V.—Grant-in-aid, contribution, etc.—														
(a) Contribution for training of forest subordinates and stipendiary students for subordinate forest services and Assam forest service.														
(b) Contribution for medical attendance														
Total B V														
Loss by exchange on English transactions—(Voted).														
Total B.—Establishments—(Voted)														
Carried over Total—8 Forests—(Voted)														

F. D. FORM No. 20B—*contd.*

8.—FORESTER.														
Brought forward Total—8.—Forests—(Voted)														
B.—Establishments—(Non-voted)—														
B.—I.—Pay of Officers—														
(a) Chief Conservators and Conservators														
(b) Superior officers														
(c) Pay of recruits of the Imperial Forest Service.														
Total B I														
B.—III.—Allowances and Honours, etc.—														
(a) Other allowances														
(b) Travelling allowance														
(c) Cost of Passages granted under the Superior Civil Service Rules, 1924.														
(d) Payment on account of Medical Treatment of British officers of the Superior Civil Service.														
Total B III														
B.—IV.—Contingencies—														
(a) Rates and taxes														
Total B IV														
B.—V.—Grant-in-aid, contribution, etc.—														
(a) Contribution for training of Indian Forest Service officers.														
(b) Contribution for passage of officers transferred to or from other divisions.														
Total B V														
Total B.—Establishments—(Non-Voted)—														

E. D. FORM No 20B—concl'd.

DIVISION.

Budget Heads.	Actuals in '10	Proposed by Government of Forests.				Actuals of 12 months ending 31st August '11.		Approved by Local Officers in Budget Estimate.		Proposed by Comptroller.		Estimate by Comptroller.	
		Rs.	As.	P.	Total.	Rs.	As.	Rs.	As.	Rs.	As.	Rs.	As.
8.—FORESTS—concl'd.													
C.—Interest on Capital—(Non-Voted)— Interest on Forest Capital outlay													
Total C.—Interest on Capital outlay													
Loss by Exchange on English Transmissions—(Non-Voted)													
Total 8.—Forest—(Non-voted)													
Carried over Total—8.—Forests—(Voted and Non-voted).													

E. D. FORM No. 20C.

Budget Heads.	Actuals in '10	Proposed by Government of Forests.				Actuals of 12 months ending 31st August '11.		Approved by Local Officers in Budget Estimate.		Proposed by Comptroller.		Estimate by Comptroller.	
		Rs.	As.	P.	Total.	Rs.	As.	Rs.	As.	Rs.	As.	Rs.	As.
Brought forward—8.—Forests—(Voted and Non-voted).													
62A.—Forest capital outlay not charged to revenue (voted).*													
I.—Forest Surveys—													
Total I													
II.—Organisation, improvement and extension of forests—													
1. Demarcation													
2. Cost of Forest Settlements, compensation for land and rights													
3. Working-plans													
4. Sowing and planting													
Total II													
III.—Communications and Buildings—													
1. Roads and bridges													
2. Buildings													
3. Other works													
Total III													
IV.—Railways and Tramways—													
1. Goods and Tramway													
Total IV													
V.—Live-stock, Stores, Tools and Plant—													
1. Purchase of cattle													
2. Purchase of stores, tools and plant													
3. Cost of stores purchased in England													
Total V													

\* The whole or a portion of the expenditure under this section, being to be charged to the account of the Forests, should be charged to the account of the Forests after the close of the year in the statement of the Local Government.







F. D. FORM No. 30.

FOREST DEPARTMENT, ASSAM.

Register of permits and Pass Books in the \_\_\_\_\_ Division.

Date of permit in Divisional office.	Number of		Date of issue.	To whom issued.		Signature of person to whom issued and date of signature.	Date of receipt of money or value of exchange.	Date of issue of permit or pass book.	Signature of officer responsible for issuing.	Remarks.	
	Book	Permit or Pass.		Name.	Designation (Rank, etc.).						
1	3	2	4	5	6	7	8	9	10	11	12

F. D. FORM No. 30A.

FOREST DEPARTMENT, ASSAM.

Book No. \_\_\_\_\_ Form No. \_\_\_\_\_  
 Register of certificates of Property Marks issued in the \_\_\_\_\_ Forest Division.

Serial number of entries in this book.	Date.	District—				Year according to Indian calendar on which the survey was made.	Date of expiry of certificate (three years from date of issue).	Amount awarded as property/entry.
		Name.	Palho's name.	Village.	District.			
1	2	3	4	5	6	7	8	9

Conservator of Forests.



F. D. FORM No, 30D.  
FOREST DEPARTMENT, ASSAM.

Statement showing the result of the Sale of Makale in 19 19, as compared with the last sale. Division for the year

District	Name of Makale	Period for which actual	Price obtained		Increase	Decrease	Name of present purchaser	Name of former purchaser	Remarks
			Present sale	Former sale					

F. D. FORM NO. 30E.

FOREST DEPARTMENT, ASSAM.

Abstract monthly statement showing the Timber and the Forest produce measured and checked at on the River in the District of for the month of 19

District	Timber		Forest produce		Total	Remarks
	Logs	Foot and poles	Timber	Forest		

Name of Makale and the river's name of Makale.

Dated \_\_\_\_\_ 19  
The \_\_\_\_\_ } Conservator of Forests,  
Division.

R. D. FORM No. 30E.  
FOREST DEPARTMENT, ASSAM.

Account of arms and ammunition received in and issued from the office of the \_\_\_\_\_ Forest Division, \_\_\_\_\_ Range.

Description of arms and ammunition.	Balance in store at the _____	During the month _____						Balance in store at the _____
		Date of receipt.	From whom received.	By whom issued.	Date of issue.	To whom issued.	Number and date of acknowledg. recd.	

Note.—(1) Stock in hand to be balanced quarterly.  
(2) Ammunition to be used for production and not for issue.

\* F. D. FORM No. 31.

FOREST DEPARTMENT, ASSAM.

To \_\_\_\_\_ No. \_\_\_\_\_  
The \_\_\_\_\_ Commissioner of \_\_\_\_\_  
Date \_\_\_\_\_ 19 \_\_\_\_\_  
Sir,

I have the honour to report that this day I seized the following property of \_\_\_\_\_ son of \_\_\_\_\_ of village \_\_\_\_\_ thana \_\_\_\_\_ for an offence committed in the \_\_\_\_\_ punishable under section \_\_\_\_\_ of the { Indian Forest Act, No. VII of 1878—  
{ Assam Forest Regulation, No. VII of 1891—

- (1)
- (2)
- (3)

and I have reported the matter to the Divisional Forest Officer.

2. The offender agrees to compound the offence and I am awaiting orders from the Divisional (or Range) Officer as to the sum of money he will accept as compensation.

Your obedient servant,

\_\_\_\_\_  
Ranger,

\_\_\_\_\_  
Range.

Copy submitted to the Divisional Forest Officer with the report No. \_\_\_\_\_, dated \_\_\_\_\_ 19 \_\_\_\_\_.

Dated \_\_\_\_\_ 19 \_\_\_\_\_ } Ranger or Forester.  
The \_\_\_\_\_

\* See page 98.

## F. D. FORM No. 32.

FOREST DEPARTMENT, ASSAM.

Offence Report No. \_\_\_\_\_, dated \_\_\_\_\_ Division \_\_\_\_\_  
 \_\_\_\_\_ { Revenue station  
 \_\_\_\_\_ { Range

## NATURE OF THE OFFENCE.

Date and hour of detection \_\_\_\_\_

Place of occurrence \_\_\_\_\_

By whom detected \_\_\_\_\_

Reference to sections of the <sup>Forest Act</sup> ~~Assam Forest Regulation~~ and Indian Penal Code.

(To be filled in by the Divisional Forest Officer.)

## Names of accused.

Name.	Father's name.	Place of residence.		
		Village.	Thana.	District.
1	2	3	4	5

## Names of witnesses.

--	--	--

Full report of facts overleaf

Full report of all the facts in detail.

(To be framed not later than the day after the occurrence.)

## STATEMENT OF THE ACCUSED.

FOREST DEPARTMENT, ASSAM.

..... Division.

Offence report No. ....

Dated .....

{ Revenue station.

{ Range.

MEMO NO. ....

Dated .....

Forwarded to the ..... Conservator of Forests .....  
 Division with a copy of the seizure report and an applica-  
 tion for issue of process.

..... Officer in charge,

{ Revenue station.

{ Range.

MEMO. NO. ....

Dated .....

Forwarded to the ..... <sup>Headquarters</sup> of .....  
 with an application for issue of process and the follow-  
 ing documents .....

..... Conservator of Forests.

in Charge ..... Division.

F. D. FORM No. 33.

FOREST DEPARTMENT, ASSAM.

APPLICATION FOR ISSUE OF PROCESS.

FROM .....

THE OFFICER IN CHARGE,

..... Range,

To

THE COMMISSIONER

No. .... dated ..... 19 ..

SIR,

WHEREAS the marginally-noted persons have  
 committed the offences specified in  
 the accompanying offence report of  
 this Station, and whereas the facts can be proved by the  
 evidence of the witnesses named therein, I have the  
 honour to request that the court will issue process  
 against the accused, and try the case under such sections  
 of the Indian Penal Code, or of the <sup>Indian Forest Act</sup> Assam Forest Regulations, or  
 both, as it may deem applicable.

Your obedient Servant,

..... Officer in charge,

..... Range.

FORWARDED through the ..... Conservator of  
 Forests in charge ..... Division.

FOREST DEPARTMENT, ASSAM.

Division.

APPLICATION FOR ISSUE OF PROCESS.

CASE EMPLOYED VERSUS

MEMO. NO. \_\_\_\_\_

Dated \_\_\_\_\_ 19\_\_

Forwarded to the \_\_\_\_\_ Commissioner of \_\_\_\_\_, with the offence report of the \_\_\_\_\_ for compliance.

Conservator of Forests, in charge

Division.

V. D. FORM No. 34.

FOREST DEPARTMENT, ASSAM

DIVISION.

Muster Roll No.

Muster roll for the month of \_\_\_\_\_

Name of work

No.	Name of work	Total days	Rate of pay	Total pay.	Advance no.	Advance no.	Advance no.	Total advance	Balance pay	Balance pay
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										
41										
42										

Amount of Muster Roll	
Pay	
Balance due	

Contractor of Forests, Subordinate in charge of work, Division.

F. D. FORM No. 36.

FOREST DEPARTMENT, ASSAM.

## \*ELEPHANT BOOK.

*Attendants.*

Mahout.	Date of appointment.
1	2
Grass cutter.	Date of appointment.
1	2

*(Overleaf).**Descriptive Roll.*

Name of Elephant—

Sex—

Height—

Distinguishing mark—

\* See page 90.

*(Page 3).**List of Gear used with Elephant and date of issue.**(Overleaf.)**List of Gear used with Elephant and date of issue.**(Page 3).**Pay of attendants.*

Name of attendant.	Post.	Pay.	Dr. item in Cash Book.
1	2	3	4
		Rs. a p.	

*(Overleaf.)**Feed and keep.*

Quantity of grain.	Rate.	Cost.	Cr. item in Cash Book.
1	2	3	4
		Rs. a p.	





Remarks by the Divisional Forest Officer :—

Remarks by District Officer :—

Remarks by Commissioner :—

Remarks by Conservator :—

Remarks by the Local Government :—

## F. D. FORM No. 41.

FOREST DEPARTMENT, ASSAM.

*\*Form of Security Bond.*

Know all men by these presents that  
 (Principal) of  
 (1st Surety) (2nd Surety) of  
 are held and firmly bound unto the Secretary of State for India in Council in the sum of Rs. \_\_\_\_\_  
 to be paid to the said Secretary of State in Council, his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made we bind ourselves, our heirs, executors, administrators and representatives jointly and every two of us bind ourselves, our heirs, executors, administrators and representatives jointly and each of us bind himself, his heirs, executors, administrators and representatives severally firmly by these presents sealed with our seals dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ and each of us the said \_\_\_\_\_ doth hereby for himself, his heirs, executors, administrators and representatives covenant with the said Secretary of State in Council, his successors and assigns that if any suit shall be brought touching the subject matter of this obligation or the condition hereunder written in any Court subject to the High Court of Judicature at \_\_\_\_\_ other than the said High Court in its ordinary original jurisdiction the same shall and may, at the instance of the said Secretary of State in Council, be removed into, tried and determined by the said High Court in its extraordinary original jurisdiction.

Whereas the above bounden \_\_\_\_\_  
 was on the \_\_\_\_\_ day of \_\_\_\_\_  
 19\_\_\_\_ appointed to and now holds and  
 exercises the office of \_\_\_\_\_ at \_\_\_\_\_

\* Government of India, Finance Department, Resolution No. 700F, dated the 10th February 1906, and Local Government Circular No. 23F, dated the 4th May 1906.

\* See rule (X), at page 22.

and whereas by virtue of such office the said \_\_\_\_\_ has amongst other duties the care, charge and oversight of and responsibility for the safe and proper storing and keeping in the places appointed for the custody thereof respectively of all money, specie, bullion, coin, jewels, Government currency notes, stamps and Government securities of whatever description, gold, silver, copper, lead, goods, stores, chattels or effects stored and used at, received into or despatched from the \_\_\_\_\_ of \_\_\_\_\_ or paid deposited or brought into the said \_\_\_\_\_ by any person or persons whomsoever and for any purpose or purposes whatsoever, and whereas the said \_\_\_\_\_ as such \_\_\_\_\_ as aforesaid is also responsible that all such moneys, specie, bullion, coin, jewels, Government currency notes, stamps and Government securities of whatsoever description, gold, silver, copper, lead, goods, stores, chattels or effects (hereinafter together only called "the said property"), are and is of full measure and good quality when received into the said Treasury and until he has duly accounted therefore and for every part thereof in manner hereinafter referred to, and whereas the said \_\_\_\_\_ is bound from time to time whenever called upon so to do, to show to his superior officers that the said property and every part thereof save so much thereof as he has duly accounted for is at all times intact in the places aforesaid, and is also bound to attend for the purpose of discharging his duties aforesaid at such times and places as his superior officers may appoint; and whereas the said \_\_\_\_\_ is further bound to keep true and faithful accounts of the said property and of his dealings under written orders of his superior officers therewith respectively in the form and manner that may from time to time be prescribed under the authority of Government and also to prepare and submit such returns and such accounts as he may from time to time be called upon to prepare and submit, and whereas the bulk of the said property remains as well in the care, charge and custody of the \_\_\_\_\_ Officer for the time

being at \_\_\_\_\_ as of the said \_\_\_\_\_  
 but as between himself and the  
 said Secretary of State for India in Council be the said  
 \_\_\_\_\_ is alone responsible and  
 answerable therefor and for every part thereof; and  
 whereas the responsibility of the said  
 \_\_\_\_\_ for the said property and every part thereof does  
 not cease until the same has been duly used and or the  
 written orders aforesaid and accounted for or been duly  
 despatched from the said Treasury and delivered over to  
 and a full and complete discharge therefor obtained  
 from such persons and at such places as the District  
 Officer of \_\_\_\_\_ or other the person  
 exercising his functions for the time being under the  
 sanction of the Government of \_\_\_\_\_  
 may direct, and whereas the said  
 \_\_\_\_\_ in consideration of his said appointment has delivered  
 to and deposit with and endorsed over to  
 \_\_\_\_\_ as such District Officer as aforesaid Govern-  
 ment securities to the extent of Rs. \_\_\_\_\_ of  
 which the numbers, amounts and other particulars are  
 set forth and specified in the schedule hereunder written  
 for the purpose of in part securing and indemnifying  
 Secretary of State in Council his successors and assigns  
 against all loss and damage which he or they might or  
 may in any way suffer by reason of the said property  
 or any part or parts thereof being in any way con-  
 sumed, wasted, embezzled, stolen, misspent, lost,  
 misapplied, or otherwise dishonestly, negligently or by  
 or through oversight or violence made away or parted  
 with by himself the said \_\_\_\_\_ or any persons  
 acting for him in his said office during his absence or  
 otherwise, or by any sub-treasurers, servants, clerks,  
 circars, cash-keepers, poddars, coolies or other persons  
 serving under him the said \_\_\_\_\_ or  
 any person acting for him in his said office as  
 aforesaid or any other person or persons whomsoever  
 whether in the service of Government or otherwise, and  
 whereas the said \_\_\_\_\_ hereby acknowledges  
 that he is bound by all the conditions rules and regulations

of the Civil Account Code of the Government of  
 India for the time being in force and such Departmental  
 rules and orders as may from time to time be issued  
 by authority and may be in force and specially with  
 reference to his relations and dealings with and the  
 rights of his subordinates and his own subordination to  
 his superior officers, and that it is his duty to keep him-  
 self acquainted at all times with the contents of such  
 Code and such departmental rules and orders as afore-  
 said and all or any alteration made from time to time  
 therein; and whereas the said (Principal)  
 and the said (1st Surety) \_\_\_\_\_ and (2nd Surety)  
 \_\_\_\_\_

as his the said \_\_\_\_\_ sureties  
 in that behalf have entered into the above bond in the  
 penal sum of \_\_\_\_\_ conditioned for the due  
 performances by him the said \_\_\_\_\_ and of any  
 person acting for him in his said office during his  
 absence or otherwise of the duties of the said office  
 aforesaid and of other the duties appertaining thereto or  
 which may lawfully be required of him or them and the  
 indemnity of the said Secretary of State in Council and  
 his servants against loss from or by reason of the acts or  
 defaults of the said \_\_\_\_\_ and of all and  
 every the person and persons aforesaid;

Now the condition of the above written bond is such  
 that if the said \_\_\_\_\_  
 and every person acting for him in his said office as  
 aforesaid has whilst they respectively have held the  
 said or exercised the duties of the said office of  
 \_\_\_\_\_ as aforesaid always duly performed and fulfilled  
 the said duties of the said office and other the duties  
 aforesaid, and if he the said \_\_\_\_\_ and every person  
 acting for him in his said office as aforesaid shall whilst  
 they respectively shall hold or exercise the duties of  
 said office always duly perform and fulfil all and  
 every the duties thereof aforesaid, and perform and  
 observe all and every the conditions, rules and regula-  
 tions of the said Code and the said departmental rules  
 and orders, and further if the said \_\_\_\_\_  
 and \_\_\_\_\_ do and shall indemnify and

save harmless the said Secretary of State in Council his successors and assigns the Government of and all and every person or persons who from time to time has or have held or shall hold or exercise the said office of District Officer and all other servants of the said Secretary of State in Council or the said Government of from and against all and every loss and damage which during the time the said or any person acting for him during his said office as aforesaid has held, executed and enjoyed the said office has happened or been sustained or shall or may at any time or times hereafter happened to or be sustained by the said Secretary of State in Council, his successors or assigns the Government of or the said District Officer for the time being or any such servant as aforesaid by, from or through the means of the neglect, failure, misconduct, disobedience, omission, or insolvency of the said or of any person acting for him in his said office as aforesaid or of any of the sub-treasurers, servants, clerks, sircars, cash-keepers, poddars, coolies or other persons nominated, accepted by or serving under him the said or any person acting for him in his said office as aforesaid or of any other person or persons whomsoever or by, from, or through the consuming, wasting, embezzling, stealing, mispending, losing, misapplying or otherwise dishonestly or negligently or through oversight or violence making away or parting with the said property or any part or parts thereof by any person or persons whomsoever whilst he or the said or any person acting for him in his said office as aforesaid has held or executed the duties of the said office or shall hold or execute the duties of the said office ;

Then this obligation shall be void and of no effect. Otherwise the same shall be and remain in full force and virtue.

Provided always and it is hereby agreed and declared that neither of them the said and shall be at liberty to terminate

their suretyship except upon giving to the District Officer for the time being of the Government of

six calendar months' notice in writing of his or their intention so to do and the liability under this bond. In the event of any such notice being given, of the surety by whom it shall be given, shall be thereby determined in respect only of acts and omissions happening after the expiration of the said period of the six months. Provided always and it is hereby declared and agreed by the said and

and with the said Secretary of State in Council that the Government Promissory Notes for Rs. so deposited as aforesaid or such other Government security or securities to the same amount as the District Officer for the time being of the Government of may consent from time to time to accept and receive and shall accordingly receive in lieu or exchange for the same and the interest thereof respectively shall be and remain with the said District Officer for the time being of the Government of as and for part and additional security (over and above the above written) bond to the said Secretary of State in Council, his successors and assigns for the indemnity and other purposes aforesaid with full powers to the said Secretary of State in Council, his successors or assigns or his or their officers and servants duly authorised in that behalf from time to time as occasion shall require to sell and dispose of the said Government securities or any part thereof and to apply the proceeds thereof together with any interest receivable or received in respect of such Government securities in and towards the indemnity as aforesaid of the said Secretary of State in Council, his successors and assigns as the case may require but nevertheless the interest of the said Government securities may in the meantime be paid over as the same shall be realised by the said District Officer for the time being of the Government of if they shall think fit to the said Provided always and it is hereby expressly agreed and declared between and by the said and

and the Secretary of State in Council that it shall be lawful for the said with the consent of the said District Officer or of other the person exercising his functions for the time being under the sanction of the Government of first had and obtained to change and substitute for the said Government Promissory notes for Rs. so deposited as aforesaid or any part thereof or for any notes substitute therefor under the present provision from time to time other notes of the same or other loans of the same or greater value without in any way affecting the obligations of the said bond or the liability of the said and as such securities as aforesaid

And it is hereby lastly agreed and declared by and between the said (Principal) and the said (one Surety) and (other Surety) as his the said (Principal's) sureties and the said Secretary of State that in the event of the death of the said (Principal) or the vacation by him of his said office of the abovementioned Government Promissory notes for Rs. or any notes that may be substituted therefor as aforesaid shall be retained and remain with the said District Officer for the time being for the term of six months after the date of such death or such vacation as the case may be, as security against any loss or damage that may have been or may thereafter be incurred by the said Secretary of State in Council, his successors and assigns and in respect of which the said (Principal) and his heirs, executors, administrators and representatives after his death is and are or shall or may be liable to indemnify the Secretary of State, his successors and assigns the Government of India and all such persons as aforesaid. Provided always that the return at any time of the said Government Promissory notes shall not be deemed to affect the right of the said Secretary of State in Council to take proceedings upon or under the said

bond against the said (Principal) and (1st Surety) and (2nd Surety) or any of them in case any breach of the conditions of the said bond shall be discovered after the return of the said Government Promissory notes but the responsibility of the said (Principal) and of the said (1st Surety) and of the said (2nd Surety) shall at all times be continued and the said Secretary of State in Council shall be fully indemnified against all such loss or damage as aforesaid at any time

The schedule above referred to.





## FORM No. 47.

FOREST DEPARTMENT, ASSAM.

AN AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ BETWEEN \_\_\_\_\_

(hereinafter called the Contractor) of the one part and the SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the other part.

WHEREBY it is agreed as follows:—

I. The contractor shall execute for the Secretary of State the work specified in the annexed memorandum of work at the rates specified therein and in entire accordance with the specifications, designs, and drawings, for the said work and also in accordance with the written instructions mentioned in the conditions of contract set out below.

II. The Contractor shall abide by all the conditions of this contract and on breach of any of such conditions shall forfeit any sum that may then or thereafter be due to him for execution of the whole or any part of the work and shall also compensate the Secretary of State for any loss resulting from such breach. \* He shall deposit the sum of Rs. \_\_\_\_\_ either in cash or in the form of a Post Office Savings Bank account pledged to the Secretary of State which sum with interest thereon if any shall be security for the due performance of the contract and for payment of such compensation to the Secretary of State as may be due.

\*Note.—1. For contracts over Rs. 2,000 security at the rate of 10 per cent. of the total value of the contract shall be furnished. [For contracts up to Rs. 2,000, this entry should be struck out.]

Note.—2. Cash deposits of contractors do not bear any interest, but it is open to the depositor if he so desires to have his deposit converted at his cost into interest bearing securities.

## CONDITIONS OF CONTRACT.

Clause 1.—The work shall be completed before the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

Clause 2.—<sup>The Provisional Forest Officer</sup>  
<sup>The Conservator of Forests</sup>  
<sup>Division</sup>  
<sup>Circle</sup> (hereinafter called the Forest Officer) shall have power to make in writing any alterations in, or addition to, the original specifications that may appear to him to be necessary or advisable during the progress of the work and the Contractor shall be bound to carry out the work in accordance with such altered specifications.

Clause 3.—The Contractor shall carry out any written instructions which shall not be in contravention of the specifications, plans and designs and which shall be given to him by the Forest Officer or by any officer authorised by the Forest Officer.

Clause 4.—Orders or instructions given to the Contractor's agent in writing shall be as binding as if they had been given to the Contractor himself.

Clause 5.—The Contractor shall pay royalty to Government on all Government timber used in the execution of the work, and the contractor shall collect all the timber so needed by him from Government Forests, if and as required by the Forest Officer.

Clause 6.—The Contractor shall execute the whole and every part of the work in the most substantial and workmanlike manner and, as regards materials as well as in every other respect, in strict accordance with the specifications.

Clause 7.—If the Forest Officer or any of his subordinates in charge of the work shall be of opinion that the work or any part of it has been executed with unsound, imperfect, or unskilled workmanship or with inferior materials or that any materials or articles provided by the Contractor for the execution of the work are unsound or of a quality inferior to that contracted for or otherwise not in accordance with the specifications

the Contractor shall on demand in writing from the Forest Officer or the subordinate in charge of the work, specifying the work, materials or articles complained of, (notwithstanding that the same may have been inadvertently passed, certified and paid for), forthwith rectify or remove and reconstruct the work so specified in whole or in part, as the case may require, or as the case may be, remove the materials or articles so specified and provide other proper and suitable materials or articles at his own cost; and in the event of his failing to do so within a period to be specified by the Forest Officer or his subordinate in charge of the work, the Forest Officer may rectify or remove and replace the materials or articles complained of as the case may be, at the risk and expense in all respects of the Contractor.

*Clause 8.*—The Contract shall not be assigned or sublet without the written approval of the Forest Officer.

*Clause 9.*—If at any time during the execution of the work it shall appear to the Forest Officer that the progress of the work is not satisfactory, the Forest Officer shall be at liberty to cancel this contract and to employ another person for the execution of the work at the risk and cost of the Contractor and to recover any loss which may be occasioned as a result of his failure to execute the work satisfactorily from any security deposited under Clause II of the contract and interest if any accrued to date. And if the Contractor assign or sublet his contract or attempt to do so, or become insolvent or commence any insolvency proceedings or make any composition with his creditor or attempt to do so, the Forest Officer may thereupon by notice in writing rescind this contract, and in such case the Contractor shall not be entitled to be paid for any work actually performed under the contract prior to such notice.

*Clause 10.*—No payment shall be due to the Contractor till after the whole of the work shall have been completed and a certificate of completion given by

*Clause 11.*—After completing the work, the Contractor shall submit his bill before

and the bill shall be subject to check by the Forest Officer. If the Contractor does not submit the bill before the aforesaid date, the Forest Officer may have the work measured and a bill prepared in the presence of the Contractor or if he does not present himself after notice to attend, in his absence, and the bill so prepared shall be binding on the Contractor in all respects. If after satisfactory settlement of the bill any security or interest thereon remain to the credit of the Contractor it shall be refunded after a lapse of months from date of settlement of the bill.

*Clause 12.*—Except where otherwise provided in the contract any dispute arising out of or in connection with the contract shall be referred to the Distal Forest Officer Distal whose Conservation Forests Case decision shall be final, conclusive and binding on all parties to the contract.

*Signature of Contractor.*      *Signature of Forest Officer.*

Witness.

Witness.

1.

1.

2.

2.



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*Handwritten signature or mark*