

^{Acct Section}
Name of Section / Bilaspur Forest Circle

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	1	Creation/abolition of offices/ institutions/organisations including re organisation of the existing set up.		
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	2	Delegations-administrative, financial and others.		File reg. Delegation of Powers
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	3	Acts, Codes, Manuals, Rules (including Service Rules), and Regulations.		
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	4	Committees/Commissions/Councils/B oards/Corporations and Conferences.		File reg. DFOs/CFs/CCFs Meetin Acctt./CCF/DFO Meetings/
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	5	Inspections / Vigilance		
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	6	Administrative Reforms - Methods, procedures, staff norms, etc.		
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	7	Information and publicity, including guidance, counselling and		
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	8	Statistics, Reports and Returns, including Annual Reports.		
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	9	Statistics, Reports and Return s, including Annual Reports.		Plantation Brochure
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	10	Statistics, Reports and Return s, including Annual Reports.		Nursery Stock Return
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	11	Miscellaneous (Protocol, Liaison, Secrecy, etc.)		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	1	Classification, creation of posts and services.		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	2	Recruitment (including suitability of candidates, requisitions to employment exchanges and Public service Commission, verification of antecedents, medical examinations, and oaths of allegiance, etc.)		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	3	Personal files of gazetted staff.		LPC/ Service Verification Gezetterd Officer
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	4	Personal files of non-gazetted staff.		LPC/ Service Verification Non Gezetterd Officials
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	5	Personal files of Class IV staff.		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	6	Posting and transfers		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	7	Salaries (including pay and allowances)		Monthly Salary Paybills
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	8	Leave		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	9	Confirmations.		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	10	Pensions		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	11	Confidential Reports		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	12	Training /Examinations.		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	13	Service Records		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	14	Punishment and App		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	15	Miscellaneous		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	16	Service Records		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	17	Punishment and App		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	18	Miscellaneous		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	1	Budget estimates Accounts etc.		File reg. Budget Estimate Acctt. /Bud.Estimate/07-2021/
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	2	Budget (appropriation and reappropriation).		File reg. Budget A-III-53(BUD/2022-23)

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	H	Other	2	Touring		1. General instructions regarding touring-Correspondances thereof 02.07.2021 2. File regarding Tour Programme Hon'ble CM/Ministers w.e.f. 27.09.2019 3. Touring of Flying Squad Team-Report thereof. 4. Tour Programme of CCFs/CFs in F-4 Vol-I (Steno). 5. Office Order File 6. File regarding D.O letters Correspondances of Bilaspur Forest Circle No. H-5 (Steno)

Name of Section:- Record Branch, BILASPUR FOREST CIRCLE

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH	16	Correspondence regarding outstanding return.		A-IX-31(S)outstanding
		H	SALE BRANCH	16	Correspondance regarding Annual/quarterly return of ALR cases		A-IX-31(S)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH	1	Correspondence regarding Assembly Questions		Assembly Question(Sale Branch)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding RTI Act, 2005		C.28(130)RTI
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding complaints Kunihar Forest Division		C-27-25(M)Kunihar
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding complaints Bilaspur Forest Division		C-24-28(M)Bilaspur

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FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondence regarding handing over of Resin Blazes to HPSFDC		C-28(e)635(S)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondence regarding Salvage lots handing over to HPSFDC		C-28(b)923(S)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondence regarding Market rates.		C.28(a)7(S)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding notification/fixation of rates by the Pricing Committee		C.28(e)631(S)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding payment position of HPSFDC		C.28(e)634(S)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding working plan of Bilaspur & Kunihar Forest Division		C.28(139)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding issue of export permit etc. instructions thereof		C-XXV-6(S)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding orders/instruction pertaining to sale (Govt. Forests)		C.28(b)71(S)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding opening of timber/fuel wood depot		C.28(101)96
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding Pvt. Sale cases(Kunihar Forest Division)		C.28(d)216
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding obtaining/granting of permission for removal of trees from road side alignment & others		C.28(b)923(Part-B)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Misc Correspondance of sale Branch		C.22(48)Misc
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding CFs/DFOs meeting		C.28(104)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding control form		Control form

Basic Head		Primary Head		Secondary Head		Tertiary Head	
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FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Auction Notice		C.28(g)15(S)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH	16	Correspondance regarding Lok Sabha Questions		D-VIII-39(M)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Instructions regarding Pvt. Resin Tapping and Resin Tapping in Govt. Forest		D-VIII-42(S)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH	3	Correspondance regarding ten year felling programme.		D-VIII-38(M)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH	3	Correspondence regarding three year Bamboo felling programme.		D.VIII-35(M)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding LPA		D.VIII-24(M)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding regulation of trade act, 1982-Advisory committee		D.VIII-24(M)-A
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Upset price		D.VIII-41(S)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding Pvt. Sale cases(Bilaspur Forest Division)		D.VIII-30(M)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding complaints received from flying-Squad		C.28(134)
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		Correspondance regarding creation of land Bank		D-VI-I(M) Part-D
FFE-BLS	BILASPUR FOREST CIRCLE	H	SALE BRANCH		FCA Cases		D-VI-1(M) to D-VI-213(M)
FFE-BLS	BILASPUR FOREST CIRCLE	I	SALE BRANCH		Correspondance regarding silviculture felling in Bharari Range		Silvicutlture felling

Name of Section:-RECORD BRANCH / Division: BILASPUR FOREST CIRCLE

Basic Head

Primary Head

Secondary Head

Tertiary Head

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		लेखा परीक्षा टिप्पणी वर्ष 2010.11 व0म0अ0 कुनिहार		

Name of Section ESTT. BRANCH/ Bilaspur Forest Circle

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	1	Creation/abolition of offices/ institutions/organisations including re organisation of the existing set up.	1	Area wise Beats, Blocks, Ranges, Divisions & Circles
						2	Creation of New Forest Circle Hamirpur
						3	Creation of New Forest Circle Solan
						4	Re-organization of Circles, Divisions Ranges, Blocks & Beats w.e.f 1984 t
						5	Creation of Smaller Beats
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	2	Delegations-administrative, financial and others.		
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	3	Acts, Codes, Manuals, Rules (including Service Rules), and Regulations.	1	General correspondance regarding Family Planning Scheme
						2	General Notifications
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	4	Committees/Commissions/Councils/B oards/Corporations and Conferences.		
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	5	Inspections / Vigilance		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	3	Expenditure statements and reconciliation..		File reg. Consolidated Monthly Summary Acctt./Cons. Monthly Summary, 23)
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	4	Receipts/Income		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	5	Expenditure and Payments		File reg. Treasury Matters Acctt./Treasury
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	6	Bills		File reg. other SoEs Acctt./Tr./SoE
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	7	Funds (including PLAs.)		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	8	Investments		File reg. GPF Withdrawal Acctt./GPF Gazetted
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	9	Investments		File reg. GPF Withdrawal Acctt./GPF Non Gazetted
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	10	Investments		File reg. GPF Acctt./GPF
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	11	Taxation		File reg. Income Tax Acctt./Income Tax/
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	12	Grants including financial assistance and subsidies.		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	13	Advances		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	14	Loans and Credit		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	15	Recoveries		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	16	Economy measures		Economy Measures
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	17	Audit		File Regarding Audit Acctt./Audit
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	18	Reports and Returns		Quarterly Progress Report SCSP

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FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	19	Reports and Returns		Consolidated Monthly Summary Revenue & Expenditure Acctt./Monthly Circle Summary/2022-23/
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	20	Reports and Returns		Monthly Circle Summary of Revenue & Expenditure Acctt./Monthly Circle Summary/2022-23/
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	21	Miscellaneous		Miscellaneous Files Acctt./Misc./04/2022
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	1	Starred Questions Parliament		Assembly Question Acctt./Assembly Question
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	2	Unstarred Question Business		Assembly Question Acctt./Assembly Question
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	3	Resolutions/Adjournment and Cut Motions etc.		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	4	Assurances		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	5	Committees of Vidhan Sabha and Parliament.		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	6	Legislation.		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	7	General (Instructions and circulars, Governor's Address, etc.)		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	1	Notices		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	2	Institution of Suits.		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	3	Defence of Suits.		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	4	Legislation.		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	5	Miscellaneous (Advice, production of documents, execution of decrees and instructions, etc.)		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	1	Policy		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	2	Planning including surveys, formulation of schemes and projects.		General APOs Acctt./APO/2022-23/
				3			
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	4	Five year and annual Plans. The departmental activities should be classified into some broad groups, and each of the group taken as a minor head. The following classification can be applied in most of the departments:		CAMPA APOs CAMPA/APO/2022-23/
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	5	Social / Welfare activities.		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	6	Social / Welfare activities.		Ek Buta Beti Ke Naam
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	7	Social / Welfare activities.		Samudayik Van Samvardhan Yojana
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	8	Developmental activities		Vidyarthi Van Mittar Yojana
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	9	Developmental activities		Jal Bhandaran Yojana/ Amrit Sarovars Jal Bhandaran Yojana/ Amrit Sarovars

Basic Head		Primary Head		Secondary Head		Tertiary Head	
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FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	10	Commercial activities		National Bamboo Mission
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	11	Technical programmes		CAMPA/NBM/
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	12	Research/Extension programmes		Road & Building Programme
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	13	Preventive and other schemes		Acctt./R&B/
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	14	Miscellaneous		Employeement Generation Scheme
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	15	Reports and Returns		20-Point Planting Progress Report
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	1	Accommodation		Acctt./20-Point/2022-23
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	2	Stores/Stationery		File reg. Govt. Accommodation
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	3	Stores/Stationery		Acctt./Govt.Accom./
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	4	Stores/Stationery		File reg. Stationery
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	5	Furniture and fixture, equipment including vehicles		E-VII(3)
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	6	Library		File reg. Materials
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	7	Caretaking services (security, fire-fighting etc.)		Acctt./SK/Material/06-2020/
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	8	Miscellaneous		File reg. Rate Contract
							Acctt./Store/Rate Contract/07-20
							File reg. vehicle
							BFC./BLPCir/PA/Scorpio/2018
							File reg. Library
							Acctt./Library/Vol.-III/
							Firearms
PA Branch / Bilaspur Forest Circle							
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FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	1	Creation/abolition of offices/ institutions/organisations including re organisation of the existing set up.		
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	2	Delegations-administrative, financial and others.		
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	3	Acts, Codes, Manuals, Rules (including Service Rules), and Regulations.		1. File regarding RTI Appellate Authority-cum-CF Bilaspur Vol-I. w.e.f 01.01.2013. 2. File regarding RTI Vol-I PIO-cu DFO (H.Q.) w.e.f. 01.01.2013
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	4	Committees/Commissions/Councils/B oards/Corporations and Conferences.		1. File regarding Video Conferenc Vol.-II w.e.f. 19.05.2020. 2. File regarding CCFs/CFs meetin Vol.- III. w.e.f 15.05.2019. 3. File regarding Circle Level revie meetings. (Fts./PA/Meetings Vol.- w.e.f. 29.02.2022. 4. File regarding DFOs meeting Vo w.e.f. 07.09.2020. 5. File regarding proceeding of RFO meetings w.e.f. 10.12.2018. 6. File regarding Jan Manch Programme Vol-I w.e.f. May 2018.

Basic Head		Primary Head		Secondary Head		Tertiary Head	
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FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	5	Inspections / Vigilance		1. File regarding instructions of inspection. 2. File regarding Annual office inspection of Bilaspur Division. 3. File regarding Annual office inspection of Kunihar Division. 4. Office inspection files of range Bilaspur Forest Division. 5. Office inspection files of ranges Kunihar Forest Division.
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	6	Administrative Reforms - Methods, procedures, staff norms, etc.		
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	7	Information and publicity, including guidance, counselling and publications.		
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	8	Statistics, Reports and Return s, including Annual Reports.		1. File regarding Mandatory Field Inspection Report (PA/MFIR) Vol
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	9	Miscellaneous (Protocol, Liaison, Secrecy, etc.)		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	1	sification, creation of posts and services.		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	2	Recruitment (including suitability of candidates, requisitions to employment exchanges and Public service Commission, verification of antecedents, medical examinations, and oaths of allegiance, etc.)		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
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FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	3	Personal files of gazetted staff.		1. Monthly tour diary file of Sh. A Kumar Sharma, IFS CCF Bilaspur. 2. Monthly tour diary file of Sh. A Bhushan Rai, IFS DFO Bilaspur. 3. Monthly tour diary file of Sh. Hitender Gupta, HPFS, DFO Kunil. 4. Monthly tour diary file of Sh. Ashwani Kumar, HPFS, DFO (H.Q. O/o CCF Bilaspur. 5. Monthly tour diary file of Sh. Rattan Lal Dhiman, A.E. O/o CCF Bilaspur.
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	4	Personal files of non-gazetted staff.		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	5	Personal files of Class IV staff.		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	6	Posting and transfers		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	7	Salaries (including pay and allowances).		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	8	Leave		1. Casual leave register/application file of Class-I & II officers. 2. Casual leave register/application file of Class-iii & IV employees.
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	9	Confirmations.		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	10	Pensions		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	11	Confidential Reports		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	12	Training /Examinations.		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	13	Service Records		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	14	Punishment and App		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	15	Miscellaneous		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	1	Budget estimates Accounts etc.		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	2	Budget estimates Accounts etc.		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	3	Expenditure statements and re-conciliation.		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	4	Receipts/Income		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	5	Expenditure and Payments		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	6	Bills		1. TA bill sanction register alongw note sheet for class I & II officers. 2.TA bill sanction register alongw note sheet for class III & IV employees. 3. File regarding correspondence o TA bills of DFOs. 4. File regarding correspondence o Time Barred TA bills.
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	7	Funds (including PLAs.)		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	8	Investments		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	9	Taxation		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	10	Grants including financial assistance and subsidies.		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	11	Advances		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	12	Loans and Credit		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	13	Recoveries		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	14	Economy measures		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	15	Audit		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	16	Reports and Returns		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	17	Miscellaneous		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	1	Starred Questions Parliament		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	2	Unstarred Question Business		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	3	Resolutions/Adjournment and Cut Motions etc.		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	4	Assurances		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	5	Committees of Vidhan Sabha and Parliament.		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	6	Legislation.		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	7	General (Instructions and circulars, Governor's Address, etc.)		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	1	Notices		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	2	Institution of Suits.		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	3	Defence of Suits.		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	4	Legislation.		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	5	Miscellaneous (Advice, production of documents, execution of decrees and instructions, etc.)		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	1	Policy		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	2	Planning including surveys, formulation of schemes and projects.		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	3	Five year and annual Plans. The departmental activities should be classified into some broad groups, and each of the group taken as a minor head. The following classification can be applied in most of the departments:-		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	4	Social / Welfare activities.		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	5	Developmental activities		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	6	Commercial activities		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	7	Technical programmes		1. File regarding use of email/IT
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	8	Research/Extension programmes		Samadhan Vol. II w.e.f. 19.05.20
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	9	Preventive and other schemes		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	10	Miscellaneous		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	11	Reports and Returns		
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	1	Accommodation		File Rules/instructions regarding FRH and correspondence thereof w.e.f. August-2000 (G-I Steno A.II Vol.V).
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	2	Stores/Stationery		
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	3	Furniture and fixture, equipment including vehicles		
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	4	Library		
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	5	Caretaking services (security, fire-fighting etc.)		
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	6	Miscellaneous		1. Miscellaneous file Fts./PA/Misc/2013) 2. File regarding Rapid Response Team BFC/PA/RRT

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		General Correspondence regarding Sawmills.		C-28-(b)271(M)
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Sawmills Cases of Bilaspur Division.		C-28-(b)271-A(M)
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Sawmills Cases of Kunihar Division.		C-28-(b)271-C(M)
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Wild life Bilaspur Division.		D-XII-7(M)Vol-XII
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Wild life Kunihar Division.		D-XII-6(M)Vol-II
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Complaints and illicit felling Bilaspur Division.		C-XII-7(M)BLP Vol-VII
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Complaints and illicit felling Kunihar Division.		C-XII-7(M)KNR
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		General Correspondence regarding Encroachment & Illicit felling		C-XII-4(M) Vol-IV
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence of Nakka/check post Van thana		C-XXV-14(M)Vol.IV
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Lok Sabha /Rajya Sabha question		F.IX-37 vol.V
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Misc. correspondence		Misc-Vol-III
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Personal Hammer		C-XIV-1(M)Vol.II
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Minor Forest Produce		C-VI-2(M)Vol.IV
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding mining lease		D-XX-6(M)Vol.X

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Gaddi/Gujjars.		C-V-8(M)Vol.XI
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Wild Life General/ Notification		D-XII-6(M)Vol.X
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Monthly return Encroachment Cases		C-XII-7(M)Vol.IV
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Rationalization of Boundaries Notification of wild life sanctuaries/National Parks		C-XII-8(M)Vol.I
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Quarterly progress report of Forest offence cases		C-XII-9(M)Vol.II
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Wildlife General		D-XII-6(M)Vol.XI
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding collection of pine needle and lantana		C-XII-10(M)vol.I
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Illicit felling of trees and coming up of commercial complex on forest land near staff quarter at Nalagarh		C-XII-11(M)vol.I
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Demarcation		C-XII-12(M)vol.I
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Expression of Interest for awarding Lantana Project		C-XII-13(M)vol.I
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding State Level Planning Development and Twenty point Programme		C-XII-14(M)vol.I
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Quarterly/annual progress report under RTI ACT,2005		RTI Vol.III
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding News Cutting		C-XII-9(M)Vol.X
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding Fire.		C-29-10(M)Vol.XIII

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		HP Public Service Guarantee Act,2011		
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Annual Administration Report		
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Quarterly progress report of Encroachment Cases		
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		General Correspondence of RTI Act, 2005		
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Correspondence regarding T.D. General/notification		
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Compounding of Forest offence cases under section 68 of IFA 1927		
FFE-BLS	BILASPUR FOREST CIRCLE	I	MISC BRANCH		Quarterly/Annual progress report of illicit felling.		

Name of Section:- RECORD Branch, BILASPUR FOREST CIRCLE

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		Outstanding revenue against the various contractors.		File No. 231(Audit) Vol-I
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		6.3- Blockade of revenue due to non- disposal of seized timber. Para No. 2 DFO BPR/13-15/15-16		(i)File No. 230/2016-17 &
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		6.2/15-16 - Results of Audit.		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		6.9- Loss of revenue due to nonpayment of resin royalty by HPSFDC Ltd.		(ii)File No. 233/2016-17
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		6.8- Loss of revenue due to non- payment of royalty (Timber).		(DP-25 & PAC- 6.5)
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		6.2/16-17- Results of Audit.		File No. 195/2008-09

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		6.5/16-17-		File No. Audit-205/2010
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		16 वां प्रतिवेदन		A-IX-163
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		लोक लेखा समिति का 41वां प्रतिवेदन (तेहरवीं विधान सभा) जोकि भारत के नियन्त्रक महालेखा परीक्षक के प्रतिवेदन वर्ष 2009-10 (राज्य के वित्त/राजस्व प्राप्तियां) पर आधारित है तथा वन विभाग से सम्बन्धित है।		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		Non/Short recovery of revenue		174/2004
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		40 वां प्रतिवेदन		236/2019
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		भारत के नियन्त्रक महालेखा परीक्षक का वर्ष 2002-03 का प्रतिवेदन राजस्व प्राप्तियां ।		190
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		ATR & FTR		A-IX-124
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		12 वीं विधानसभा के 73 वें मुल प्रतिवेदन		215/2010-11
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		हि0प्र0 सरकार से सम्बन्धित भारत के नियन्त्रक महालेखा परीक्षक की राजस्व प्राप्तियां		DP22/2007-08 (Kunihar)
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		Audit of inspection report of Bilaspur Forest division for the year 1983-84		File No. 207/2010
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		Regarding PAC report 177 (11 th Vidha Sabha) 2010-11 based on original 80 th report (8 th Vidhan sabha 1986-86) Para No. 1.6 (i)		File No. 209/2009-10
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		Blockage of revenue due to non disposal of seized timber.		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		Recoverable as Arrear of Land Revenue.		PAC para No. 35
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		भारत के नियन्त्रक महालेखा परीक्षक की राजस्व प्राप्तियां पर वर्ष 2004-05 की रिपोर्ट के लिए ड्राफ्ट 19 2004-05 Non charging		189/2007
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		लोक लेखा समिति का 40वां प्रतिवेदन (तेहरवीं विधान सभा) जोकि भारत के नियन्त्रक महालेखा परीक्षक के प्रतिवेदन वर्ष 2008-09 के पैरा संख्या 3.1.9.1 के उत्तर बारे।		225/2013-14
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		1 to 28		187/2006
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		हिमाचल प्रदेश सरकार से सम्बन्धित भारत के नियन्त्रक महालेखा परीक्षक की राजस्व प्राप्तियों पर वर्ष 2013-14 की रिपोर्ट के लिए ड्राफ्ट पैरा संख्या 16 के उत्तर बारे।		206/2010
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		127वें प्रतिवेदन (12वीं विधान सभा) जोकि भारत के 205 वें मूल प्रतिवेदन वर्ष 1999-2000 पर आधारित पैरा संख्या 1.5		128/1996
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		भारत के नियन्त्रक महालेखा परीक्षक की राजस्व प्राप्तियां पर वर्ष 2005-06 की रिपोर्ट के लिए ड्राफ्ट समीक्षा।		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		लोक लेखा समिति का 263वां प्रतिवेदन (नवम विधान सभा) के पैरा संख्या 1.5/1996-97 के उत्तर बारे।		173/2004
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		CAG report for the year 1995-96		52/92
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch				150/1984-85
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		हिमाचल प्रदेश सरकार से सम्बन्धित भारत के नियन्त्रक महालेखा परीक्षक के राजस्व प्राप्तियां पर वर्ष 2003-04 की रिपोर्ट		A-IX-128

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		Audit 52/1992 (DP 15) DFO Kunihar now Nalagarh		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		हिमाचल प्रदेश सरकार से सम्बन्धित भारत के नियन्त्रक महालेखा परीक्षक के राजस्व प्राप्तियां पर वर्ष 1984.85 की रिपोर्ट के लिए ड्राफ्ट पैरा 30		144/1999
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		mise. correspondence		221/2011-12
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		लोक लेखा समिति का 375 वां प्रतिवेदन (नवम विधान सभा - द्व जो कि भारत के नियन्त्रक महालेखा परीक्षक के प्रतिवेदन वर्ष 1997.98 राजस्व प्राप्तियां पर आधारित		204/2009-10
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		हिमाचल प्रदेश सरकार से सम्बन्धित भारत के नियन्त्रक महालेखा परीक्षक के राजस्व प्राप्तियां पर वर्ष 2011.12 की रिपोर्ट के लिए ड्राफ्ट पैरा		17/95
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		हिमाचल प्रदेश सरकार से सम्बन्धित भारत के नियन्त्रक महालेखा परीक्षक के राजस्व प्राप्तियां पर वर्ष 1995.96 की रिपोर्ट के लिए ड्राफ्ट पैरा		236/2019
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		लोक लेखा समिति का 73 वां प्रतिवेदन (11 वीं विधान सभा) जो कि भारत के नियन्त्रक महालेखा परीक्षक के प्रतिवेदन वर्ष 2001.2002 राजस्व प्राप्तियां पर आधारित		174/2004
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		समस्त वन मण्डलों एवं वन वृत्त की समान्य अकॅक्षण हेतु पत्र व्यवहार		12/1992 Vo.-III
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		लोक लेखा समिति का कार्यवाही प्रतिवेदन (12वीं विधान सभा के 73वें मूल प्रविदेन वर्ष 2001.02 पर आधारित पैरा संख्या 5.2		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Audit Branch		भारत के नियन्त्रक महालेखा परीक्षक का वर्ष 2002-03 का प्रतिवेदन राजस्व प्राप्तियां ।		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	6	Administrative Reforms - Methods, procedures, staff norms, etc.	1	Latest Position of Revenue Staff i.e. Naib Tehsildar, Kanungo, Patwari Demarkation Dogra and Engineering Staff i.e. JE, HDM, DM & Surveyor 31.12.2018
						2	Regarding Data Related to Posts
						3	Statistical data of Govt. Employees
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	7	Information and publicity, including guidance, counselling and publications.	4	Surplus Staff
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	8	Statistics, Reports and Return s, including Annual Reports.	1	Kartavya Vyavhar (Change of Establishment)
						2	Prashashan mein hindi vyakaran sambandhi report
FFE-BLS	BILASPUR FOREST CIRCLE	A	Organisation	9	Miscellaneous (Protocol, Liaison, Secrecy, etc.)		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	1	Classification, creation of posts and services.		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	2	Recruitment (including suitability of candidates, requisitions to employment exchanges and Public service Commission, verification of antecedents, medical examinations, and oaths of allegiance, etc.)	1	Appointment of Clerks on Contract Basis
						2	Recruitment and Promotion Rules of Class-III (Executive Section)
						3	Contractual Forest Guards
						4	Recruitment of Forest Guards
						5	Interview of Candidates for Recruitment of Forest Guards on Contract Basis Dated 08.09.2013
						6	R & P Rules of Class IV Employees

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
						7	Appointment of Class IV Employees
						8	Part time workers and sweepers
						9	Multipurpose Workers-General File
						10	Regularization of Daily Wagers/ Contingent Paid Workers/ Part time Workers
						11	Outsourced employees and contract Daily Wagers
						12	Driver/ Conductor Daily Wage-Gen File with Seniority
						13	Regularization of Daily Wagers Wo Change Status
						14	Report relating to Appointment of Persons with Disabilities
						15	Viklangta ki shreni se padon ko bha bare
						16	Regularization of Contract Appointe in the Government Departments- Instructions
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	3	Personal files of gazetted staff.	17	Contractual Range Forest Officers
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	4	Personal files of non-gazetted staff.		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	5	Personal files of Class IV staff.		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	6	Posting and transfers	1	Duty List/Charge List of Ministerial Sta
						2	Patwari, Kanoongo, Naib Tehsildar Padonti evam sthanantran

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
						3	Transfer and Posting of Technical (Engineering Staff)
						4	Transfer and Posting of Forest Gu
						5	Promotion of Forest Guards to the Rank of Deputy Rangers
						6	Transfer and Posting of Deputy Ra
						7	Promotion of Forest Rangers to the Rank of HPFS
						8	Posting and Staff Position of Field
						9	Promotion of Class IV employees
						10	Transfer and Posting of Staff (Executive) in Flying Squad Division
						11	Staff Deployed on Check Posts/Multipurpose Barriers
						12	Transfer & Posting of Class IV Employees- General File
						13	Promotion of Deputy Ranger to For Ranger
						14	Transfer and Posting of Forest Rang
						15	Transfer of Gazetted Officers
						16	Transfer of Ministerial Staff
						17	Promotion & Posting of Ministerial St
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	7	Salaries (including pay and allowances).	1	Revision of Pay Scale w.e.f 01.01.20
						2	Annual Increments/ Pay Fixation
						3	Correspondance regarding Step Up c Ministerial Staff

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
						4	Stepping up and Pay Fixation of Executive Staff
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	8	Leave	5	Annual Increment of RFOs
						1	Instruction of Special Leave and o kind of Leave
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	9	Confirmations.	2	Leave cases of RFOs
						1	Confirmation of Forest Guards in Bilaspur Forest Circle
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	10	Pensions	2	Confirmation of Class IV Employee
						1	Demand/ No Demand Certificates
						2	Ex Gratia Grant File
						3	Pradhan Mantri Shram Yogi Maan Pension Scheme
						4	Pradhan Mantri Shram Yogi Maan I w.e.f 08/2019
						5	Sewanivrit karmcharyon/adhikario aadesh/adhisuchna bare (Retired G Employees)
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	11	Confidential Reports	6	Extention in Government Service
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	12	Training /Examinations.	1	Training and Posting of Depty Range
						2	Training General File
						3	Training of Gazetted Officers
						4	Wild Life Education Course at Forest Research Institute Dehradun/ Chail
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	13	Service Records	1	Seniority List of Ministrial Staff

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
						2	Seniority List of Forest Guards
						3	Redesignation of Senior Forest G
						4	Confirmation of Forest Guards and Deputy Rangers
						5	Revised Seniority List of Forest Gu w.e.f 31.12.2003 (As it stood on 01.04.2004 to 01.04.2018)
						6	Seniority List of Deputy Rangers
						7	Seniority List of Forest Rangers
						8	Seniority list of Class IV
						9	Seniority List of Daily Wager Fores Workers
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	14	Punishment and App	10	Seniority List of Engineering Staff i. JE/HDM/JDM/Surveyor/AE/EE
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	15	Miscellaneous	1	E Samadhan Pranali and Bio Data o Employees
						2	Duty mein Laparvahi
						1	Vacancy Position of Forest Guards a other Categories
						2	Vacancy Position of Class IV
						3	Half Yearly Return of Employees-18 & 30 Months
						4	Property Return of Forest Rangers
						5	Quarterly Return of Forest Guards Posted in Circle w.e.f 26.02.2018
						6	Quarterly return regarding departmental enquiries
						7	Quarterly Progress Report Change of Establishment for the Quarter Ending on 30.06.2009 to
						8	Quarterly progress report-Court Case

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
						9	Monthly progress report/ Public grievance report
						10	Yearly report for Implementaion of Sexual Harassment of Women
						11	Sewakal mein marne wale sarkari karmchariyon ke ashriton ke pariv. Sarkari sahayata anugrah purvak d bare Masik report
						12	Sewakal mein marne wale sarkari karmchari ke ashriton ko karunam aadhar par naukari uplabdh
						13	CF/DFO Meetings
						14	Class III & IV Employees Union-Mee File
						15	Complaints of DFO Bilaspur & Kuni w.e.f 21.05.2019 to
						16	Correspondence regarding Associat of Class III & IV
						17	Correspondences regarding Ex. Serv Men, SC, ST, OBC & other Employee
						18	Miscellaneous File-General
						19	Missing of Govt. Employees of Bilasp Circle
						20	Old Record File-Circle Office Bilaspur
						21	Permission for Personal Fire Arms Licence
						22	Rights of persons with disabilities Act 2016 & PSG Act-2011

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
						23	Sexual Assaults/ Other Crimes-20
						24	Summon Authority Letter
						25	Supply of Information Under RTI A 2005 w.e.f 10/2019
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	13	Service Records	26	Grievances of Employees
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	14	Punishment and App		
FFE-BLS	BILASPUR FOREST CIRCLE	B	Establishment	15	Miscellaneous		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	1	Budget estimates Accounts etc.		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	2	Budget (appropriation and reappropriation).		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	3	Expenditure statements and re- conciliation.		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	4	Receipts/Income		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	5	Expenditure and Payments		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	6	Bills		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	7	Funds (including PLAs.)		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	8	Investments		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	9	Taxation		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	10	Grants including financial assistance and subsidies.		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	11	Advances		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	12	Loans and Credit		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	13	Recoveries		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	14	Economy measures		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	15	Audit	1	Audit File-General
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	16	Reports and Returns		
FFE-BLS	BILASPUR FOREST CIRCLE	C	Budget, Cash, Account etc.	17	Miscellaneous		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	1	Starred Questions Parliament		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	2	Unstarred Question Business		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	3	Resolutions/Adjournment and Cut Motions etc.		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	4	Assurances		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	5	Committees of Vidhan Sabha and Parliament.		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	6	Legislation.		
FFE-BLS	BILASPUR FOREST CIRCLE	D	Assembly and Parliament Business	7	General (Instructions and circulars, Governor's Address, etc.)	1	Duty list- Lok Sabha, Vidhan Sabha and Panchayat Elections

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
						2	Assembly Question/ Loksabha/Vic Sabha
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	1	Notices		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	2	Institution of Suits.		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	3	Defence of Suits.		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	4	Legislation.		
FFE-BLS	BILASPUR FOREST CIRCLE	E	Legal matters	5	Miscellaneous (Advice, production of documents, execution of decrees and instructions, etc.)		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	1	Policy		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	2	Planning including surveys, formulation of schemes and projects.		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	3	Five year and annual Plans. The departmental activities should be classified into some broad groups, and each of the group taken as a minor head. The following classification can be applied in most of the departments:		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	4	Social / Welfare activities.		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	5	Developmental activities		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	6	Commercial activities		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	7	Technical programmes		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	8	Research/Extension programmes		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	9	Preventive and other schemes		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	10	Miscellaneous		
FFE-BLS	BILASPUR FOREST CIRCLE	F	Programme and activities	11	Reports and Returns		
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	1	Accommodation		
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	2	Stores/Stationery		
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	3	Furniture and fixture, equipment including vehicles		
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	4	Library		
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	5	Caretaking services (security, fire-fighting etc.)		
FFE-BLS	BILASPUR FOREST CIRCLE	G	Office Services	6	Miscellaneous		

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description

Name of Section DRAWING BRANCH/ Bilaspur Forest Circle

Basic Head		Primary Head		Secondary Head		Tertiary Head	
Head	Description	Head	Description	Head	Description	Head	Description
FFE-BLS	BILASPUR FOREST CIRCLE				Correspondance regarding tender of Civil works to be carried out duirng 2022-23		
FFE-BLS	BILASPUR FOREST CIRCLE				Correspondance regarding instructions in the submission of estimates & boundary pillars etc.		
FFE-BLS	BILASPUR FOREST CIRCLE				Roads & Building Programme during 2022-23		
FFE-BLS	BILASPUR FOREST CIRCLE				Estimates Bilaspur & Kunihar Forest Divisions during 2022-23		
FFE-BLS	BILASPUR FOREST CIRCLE				Correspondance of JICA Project estimates of Bilaspur & Kunihar Forest Division during 2022-23.		
FFE-BLS	BILASPUR FOREST CIRCLE				Correspondance regarding survey sheets/maps		