

## **A statement of the categories of documents that are held by Divisional Forest Offices**

### **a) Relating to organization of Forest Department**

1. Register of casual leave.
2. Service Book Register
3. Register of Character rolls
4. Register of security deposits by contractors
5. Register of security deposits by staff

### **b) Relating to the management and working of the Forest Department**

1. Register of boundary pillars
2. Register of survey sheets & maps of forests
3. Working Plans and Control forms
4. Compartment history files
5. Plantation journals
6. Nursery journals
7. Register of land outside the govt. Forest owned by the Department for roads and buildings.
8. Register of areas closed u/s 33 of IFA
9. Register of private forests notified under the HP Private forests Act.

### **c) Relating to accounts and out turn of forest produce.**

1. Register of receipts in deposits (form No.5)
2. Register of disposal from depots (form No.6)
3. Register of receipts and issues of timber and other produce in deposits (form No. 7)
4. Sale of timber and other produce cut and collected by Govt agency (form No. 8)
5. Revenue from timber and other forest produce cut & collected by consumers and purchasers (form No.10)
6. Outstanding on account of Revenue (form No.11)
7. Particulars of items outstanding unadjusted for the last more than one year.
8. Register of forest produce given free (form No.12)
9. Register of forest produce given at privileged rates (form No.12)
10. Register of forest produce and other property sized and disposed of monthly (form no.17)
11. Register of periodical dues
12. TD register

**d) Relating to accounts of live and dead stock**

1. Return of livestock and condition of animal
2. Register of stores, tools and plants (form No.16)
3. Register of store for consumable articles (MF7)
4. Case Book (form No.24)
5. Cash balance
6. Cheque Books
7. Register permit books (form No. 15)
8. Record of sanction works
9. Pay bills
10. TA bills
11. Muster rolls register
12. Contractors and disbursers ledger and abstract thereof (form No.13)
13. Classified abstract of revenue (form No.14)
14. Schedule of remittance to the treasury
15. Record of sanctions accorded by the Conservator and PCCF HP
16. Record of plantation raised

**e) Relating to correspondence:**

1. Register of files and cases
2. The keeping of document cases (with title pages) according to the prescribed proforma
3. Register of receipts and dispatch
4. Hand book of circulars to subordinates

**f) Relating to miscellaneous office business:**

1. Register of books & maps
2. Register of printed forms
3. Register of stationery
4. Departmental Code, Civil Service regulation, forest Rules and regulations, if kept upto date.
5. Pr. CCF/CF circular files
6. Allotment of works among clerks
7. Register of landed immovable property owned by staff
8. Uniform register
9. Register of fires

**g) Relating to legal matters**

1. Damage report register
2. Register of cases compounded

3. Register of prosecution cases
4. Register of Nautor
5. Register of agreement
6. Register of shooting license
7. Register of Govt. buildings
8. Register of roads and paths
9. Register of soil conservation works micro-watershed wise.