

Dated Shimla-1, the 19 SEP 2015

From: Pr. CCF (HoFF)

- To:
1. Pr. CCF WL-cum-Chief Wildlife Warden.
 2. All Pr.CCFs/Addl. Pr. CCFs in H.P.
 3. Pr.CCF-cum-CPD MHWDP, Solan; and CPD SWAN, Una;
 4. PD KfW Project, Dharamsala.
 5. All CCFs/CFs in HP including CCF (WL) North & South; RPD MHWDP, Bilaspur & Dharamsala.

Subject: MANDATORY FIELD INSPECTION PROTOCOL- ADDITIONAL ITEMS

Memo:

In continuation to this Office Memo. of even No. dated 02.12.2014 vide which detailed instructions were issued on protocol for Mandatory Field Inspections.

The Mandatory Field Inspection Protocol with regard to the following additional items has been finalized and the same is as under:

INSPECTION OF CHECK DAMS / RETAINING WALLS / ENGINEERING STRUCTURES / SOIL & MOISTURE CONSERVATION MEASURES INCLUDING WATER HARVESTING STRUCTURES :

The field functionaries shall now carry out the mandatory inspection of Check dams/Retaining Walls/Engineering Structures, Soil & Moisture Conservation Structures including Farm Ponds/Water Harvesting Structures (WHS) etc. being executed under various schemes in the jurisdiction of Divisions/Circles/Projects as per the targets fixed below:

Sr. No	FIELD FUNCTIONARY	TARGETS FIXED* (%age in respect of number of structures under each category)
1	R.O. or Equivalent	100%
2	A.C.F. or Equivalent	20%
3	D.F.O. or Equivalent	10%
4	CPD/PD/RPD/CCF/CFs	5%

*XEN Forests, Shimla shall undertake 100% checking of all works under his jurisdiction and shall submit report as per the schedule indicated.

Where the number of structures comes below one as per norms, in large structures like WHS etc., then at least one structure should inevitably be inspected by the concerned officer or official.

B) INSPECTION OF BUILDING WORKS (NEW CONSTRUCTION) :

The field functionaries shall now undertake mandatory inspection of Building Works (New Construction) while in construction at various stages as per the targets given below:

Sr. No	FIELD FUNCTIONARY	TARGETS FIXED* (%age in respect of number of buildings)
1	R.O. or Equivalent	100%
2	D.F.O. or Equivalent	100%
3	CPD/PD/RPD/CCF/CFs	25%

*XEN Forests, Shimla shall undertake 100% checking of all works under his jurisdiction and shall submit report as per the schedule indicated.

C) INSPECTION OF BUILDING WORKS (MAINTENANCE) :

The field functionaries shall now undertake mandatory inspection of Building Works (Maintenance) while the works are in progress as per the targets given below:-

Sr. No	FIELD FUNCTIONARY	TARGETS FIXED* (%age in respect of number of structures)
1	R.O. or Equivalent	100%
2	D.F.O. or Equivalent	100%
3	CPD/PD/RPD/CCF/CFs	25%

*XEN Forests, Shimla shall undertake 100% checking of all works under his jurisdiction and shall submit report as per the schedule indicated.

D) INSPECTION OF ROADS & PATHS ETC:

The mandatory inspection of Roads & Paths etc. shall henceforth be carried as per the targets given below, especially before the layout is made and as well when the construction is in progress. These targets would also hold good for maintenance of works of roads, paths etc.

Sr. No	FIELD FUNCTIONARY	TARGETS FIXED* (Roads) (%age in respect of number/length of road whichever is practicable)	TARGETS FIXED* (Paths) (%age in respect of number /length of road whichever is practicable)
1	R.O. or Equivalent	100%	100%
2	D.F.O. or Equivalent	100%	10%
3	CPD/PD/RPD/CCF/CFs	5%	5%

***XEN Forests shall undertake 100% checking of all works under his jurisdiction.**

E) INSPECTION OF MISCELLENEOUS FORESTRY WORKS (VIZ. BOUNDARY PILLARS, FIRE LINES, CONTROL BURNINGS ETC):

The mandatory inspection of Miscellaneous Forestry Works (viz. Boundary Pillars, Fire Lines, Control Burning etc) shall now be undertaken as per the targets fixed as under:

Sr. No	FIELD FUNCTIONARY	TARGETS FIXED* (%age in respect of number/length/Area respectively)
1	R.O. or Equivalent	100%
2	A.C.F. or Equivalent	10%
3	D.F.O. or Equivalent	5%
4	CCF/CFs	2%

*** DFOs/ACFs/ROs shall explore the possibility of use of pine needles in Cement Klins by leading Cement manufactures in the State under CSR (Corporate Social Responsibility) initiatives.**

F) INSPECTION OF FOREST NURSERIES:

Forest nurseries viz. constitutes the building blocks of our plantation efforts and therefore needs it to be periodically assessed in terms of qualitative and quantitative aspects. The targets for inspection of forest nurseries shall be as per the format given below:

Sr. No	FIELD FUNCTIONARY	TARGETS FIXED (%age in respect of number of nurseries)
1	R.O. or Equivalent	100%
2	A.C.F. or Equivalent	25%
3	D.F.O. or Equivalent	10% or at-least one Nursery every month on rotational basis
4	CPD/PD/RPD/CCF/CFs	3% or at-least one Nursery per Division per month on rotational basis

G) ASSESSMENT OF PB AREAS AND HEALTH OF FORESTS (ENCROACHMENTS, FOREST FIRES, ILLICIT FELLINGS ETC):

The assessment of Health of the Forests (Encroachments, Forest Fires, and Illicit Fellings etc) and PBI/IV areas shall henceforth be assessed as per the format given below:

Sr. No	FIELD FUNCTIONARY	PB-I/PB-IV Areas TARGETS (In numbers)	Health of Forests TARGET (In numbers for each category)
1	R.O. or Equivalent	100%	100%
2	A.C.F. or Equivalent	10%	10%
3	D.F.O. or Equivalent	5%	5%
4	CCF/CFs	2%	2%

With regard to Health of Forests the Mandatory Inspection protocol would be in terms of encroachments and illicit fellings etc., which at-least would be as per the numbers depicted above in their jurisdiction. However, w.r.t. fire the Mandatory Inspection protocol shall be as per the standing instructions already conveyed vide Pr CCF (WL) HP, DO Letter No. 27-38 dated 07.04.2014, which should be strictly ensured by the respective controlling officers.

H) INSPECTION OF TIMBER LOTS:

The mandatory inspection of Timber Lots shall be undertaken as per the existing norms reproduced in the Table given below:

Sr. No.	FIELD FUNCTIONARY	TARGETS FIXED (%age in respect of number of Lots)
1	R.O. or Equivalent	25%
2	A.C.F. or Equivalent	15%
3	D.F.O. or Equivalent	10%
4	CCF/CFs	2%

The inspection must critically look into the hammer markings and engravings of marked trees, random checking of size/girth of trees marked and green tree markings.

I) RESIN LOTS:

The mandatory inspection of Resin Lots shall be undertaken as per the existing norms with a little modification as reproduced in the Table given below:

Sr. No	FIELD FUNCTIONARY	TARGETS FIXED (%age in respect of number of trees enumerated)
1	R.O. or Equivalent	15%
2	A.C.F. or Equivalent	10%
3	D.F.O. or Equivalent	5%
4	CCF/CFs	1%

The inspections shall be carried out by the above mentioned officials in their jurisdiction particularly at the time of crop setting, to prevent wrong selection of trees for tapping and during the tapping process to assess whether the norms of tapping are followed or otherwise.

J) TIMBER DISTRIBUTION:

In order to ensure that the sanctioned timber ultimately reaches the beneficiary it needs to be, therefore, monitored by the different functionaries as per the format given below:

Sr. No	FIELD FUNCTIONARY	TARGETS (TD markings in %age of numbers)	Targets (TD use in %age of numbers)
1	R.O. or Equivalent	25%	15%
2	A.C.F. or Equivalent	10%	5%
3	D.F.O. or Equivalent	5%	3%
4	CCF/CFs	2%	--

K) Lantana Eradication Works:

The mandatory inspection of Lantana Eradication Works shall now be undertaken as per the targets fixed as under:

Sr. No	FIELD FUNCTIONARY	TARGETS FIXED (%age in respect of area treated)
1	R.O. or Equivalent	100%
2	A.C.F. or Equivalent	15%
3	D.F.O. or Equivalent	10%
4	CPD/PD/RPD/CCF/CFs	2%

It is made clear that the aforesaid mandatory inspection protocol is the bare minimum which the field functionaries are expected to achieve. Any higher qualitative and quantitative achievements or under achievements shall find reference in the Annual Appraisal Reports of officers at all levels.

Further, the inspections be undertaken in such a manner so that the works are evenly distributed all over the Range. It needs to be ensured that the works/areas in the interior and away from motor roads are adequately covered during inspections.

Further, before undertaking mandatory inspections, random samples should be drawn for checking/inspection at different levels. It needs to be ensured that the random sampling at different levels is drawn/ determined by an officer one step higher in rank in the existing forest hierarchy.

It is also made clear that the reporting with respect to aforesaid inspection protocol shall be half yearly and the report of CCFs/CFs/DFOs be submitted to the APCCF (M&E) positively by 30th November of current year (w.r.t. works of the first half) and 31st May in the following year (w.r.t. works of the second half) by CCFs/CFs who shall after its thorough analysis put up the same to Pr.CCF (HOFF).

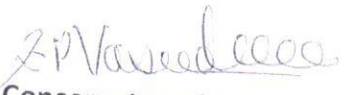
With respect to the ACFs and ROs, the consolidated report shall be submitted by the DFOs to the concerned CCFs/CFs on time schedule as specified above and the concerned CCFs/CFs shall record their observations on the summary of these reports and send the same to APCCF (M&E) by 15th Dec or 15th June positively. It is further emphasized that all these reports would be reviewed during the course of Circle review as and when under taken by the higher authorities.

Externally Aided Projects (EAPs): It is also reiterated that this additional MFI protocol shall also be applicable to all Externally Aided Projects (EAPs) and the respective CPDs/PDs would submit their MFI reports to the APCCF (M&E) positively by 30th November (w.r.t. works of the first half) of current year and 31st May in the following year (w.r.t. works of the second half). They will also ensure that similar reports are submitted by their subordinate offices to them as per the time schedule specified above (30th November of current year and 31st May). The CPDs/PDs after recording their observations on the summary of these reports shall send the same to APCCF (M&E) by 15th Dec or 15th June positively who shall after its thorough analysis put up the same to Pr.CCF (HOFF).

It is also made clear that a specialized MFI protocol for Wildlife/PA areas in addition to above is being separately formulated by Pr.CCF (Wildlife) and the same shall be communicated shortly to the concerned officers for necessary action.

The reporting protocol (proformae) is under finalization and the same shall be sent shortly. It has been decided that henceforth the reporting by the field agencies shall be both manual in the form of hard copy and digital in Word and Excel formats so that it is integrated with the departmental MIS & GIS systems. The field units are also required to invariably indicate the Latitude & Longitude along with traces (polygons with the help of GPS) of works executed in the field. The e-mail address for this purpose is apccfmae-hp@nic.in

The aforesaid Additional MFI Protocol shall be applicable to all Territorial units, Wildlife units, EAPs, FDA and works executed under CAT Plans/CAMPA. It is emphasized and reiterated that these instructions shall come into force with immediate effect and all concerned are requested and advised to meet their respective targets positively as per the schedule indicated above.


Pr. Chief Conservator of Forests (HoFF),
Himachal Pradesh.

Endst. No. APCCF (M&E) MFI/2015 Main File Vol-II

Date

Copy forwarded to

1. CF (IT) for information and immediate necessary action. She is advised to integrate database of M&E activities with the departmental MIS and GIS systems so that the software so developed serves as a planning and decision making tool at all levels.


Pr. Chief Conservator of Forests (HoFF),
Himachal Pradesh.