



# TECHNICAL NOTE

No. 7

DEPARTMENTAL LOGGING

CHIEF CONSERVATOR, FOREST DEPARTMENT  
HARYANA

1975

# TECHNICAL NOTE NO. 7.

## DEPARTMENTAL LOGGING

### Taking over of Felling Lot

7.1 Marking Lists of lots intended to be felled departmentally will be supplied in duplicate by Territorial Divisions to concerned Logging Divisions. The lists so received, after retaining a record of their abstracts, will be sent to Logging Range Officer who is to undertake felling. Marked trees will be checked physically on spot by Logging Staff and discrepancy, if any, will be pointed out to Range Officer Territorial for necessary correction. Possession of marked trees will then, be handed and taken over according to corrected marking lists. Charge report giving species and classwise abstract of marked trees will be prepared in quadruplicate, signed by concerned territorial and logging staff and countersigned by respective Range Officers.

Copies of the charge report will form official record of the two ranges and their respective Divisions. Charge of long linear strips forests will be taken over only when the felling work is likely to start.

### Registration of Felling Lot

7.2 Every felling lot will be registered by logging circle office and allotted a number, usually called Registration number, in accordance with the sequence of felling. Registration of felling lot will be applied for at the time of start of felling work. The registration number so allotted will always be quoted in cash book and other records and correspondence relating to that felling lot.

### Management of Forest Depot

7.3 A Deputy Ranger or a Forester will be incharge of Forest Depot. There will be only one forest depot for each lot. The management of Forest Depot involves the control of following works.

- (i) Marking of holes and branches of felled trees for further conversion into round timber and fuelwood will be done by a marking party consisting of a marker usually a Forest guard and Labourer to assist the marker.
- (ii) Measurement and recording of converted forest produce in the shape of logs and fuelwood in felling register will be done by recording party. Each recording party will consist of a recorder who will be a Forester or a Forest Guard, and an enumerator normally a Forest Guard or a literate Mazdoor and required number of labourers if need be who will assist in measurement of logs and firewood stacks.

- (iii) Transportation of converted, measured and recorded forest produce to sale Depot will be done by truck, tractor, carts, animals, manual labour or any other mode of transport depending upon circumstantial and economic considerations. This work will be carried out under the supervision of a transporting party consisting of a Forest Guard who will keep all account connected with this work.

The number of persons in marking, recording and transporting parties can be increased or decreased depending upon the quantum of work in the forest Depot.

Timber watchers will be engaged for watch and ward of the forest produce in Forest Depots where necessary. All officials entrusted with different duties in Forest Depot will be jointly responsible for any damage done to forest produce or theft thereof.

Record of daily receipt and disposal of Forest produce in and from Forest Depot will be maintained in D. L. form No. 2 and 3 which correspond to timber account Forms No. 5 and 6, respectively.

Direct sales of major forest produce from forest depots will normally be avoided. Such sales may, however, be done occasionally to avoid difficult and uneconomical transportation to sale depot. In such a case, the forest depot will be declared as a temporary sale depot for disposal of specific forest produce and all procedure and formality prescribed for the sale depot will be applicable for such disposal.

## Felling

7.4 The felling of trees is an art which is acquired by experience alone. Economic conversion begins with the felling of a tree. Excellent subsequent conversion may not entirely make up for the loss of timber resulting from faulty felling. There are two main principles underlying all methods of felling.

- (a) Production of maximum round timber that can be made available for export from the forest.
- (b) Avoidance of damage to the surrounding forest.

In order to satisfy these conditions the following rules must be observed—

- (i) Trees should be felled as near the ground as possible to prevent wastage of wood
- (ii) Trees should be felled in a manner and in the direction in which they will do least damage to themselves and the surrounding forest.
- (iii) Trees should not be felled during a strong wind.

- (iv) Felling should usually begin at the top of a slope and proceed in a downward direction.
- (v) Felling areas should be divided into sections and allotted to various felling gangs for better supervision.
- (vi) Conversion should keep pace with felling to reduce danger from fire, theft and insect attack.
- (vii) Felling of trees with axe alone, being most wasteful, should always be avoided. Felling with saw alone involves least wastage of wood but the fall of tree is difficult to guide. However, felling a tree with axe and saw combined is the most satisfactory method as the direction of fall is easily controlled and considerable portion of the buttlog, which is the most valuable part of the tree, is saved.
- (viii) Felling by the root is desirable in case of valuable trees or where an area is to be cleared for road alignment or plantation work.
- (ix) Two wood cutters should not be allowed to work simultaneously on one tree with separate axes and saws. Only one wood cutter should work on one tree. With very large trees, however, two wood cutters may work on the same cut but not on opposite cuts.
- (x) Roping and lopping should be done whenever necessary.
- (xi) Cable tensioner (cable puller) should be used for felling leaning trees when they are to be felled against the direction of their leans.
- (xii) Wood cutters should plan their 'get away' before-hand for their safety.
- (xiii) Saw or other tools should not be left near the stump while the trees are falling.
- (xiv) Splitting of butt end of the stem should be prevented by use of stem tightener.
- (xv) Lodging of falling tree over another adjoining tree must always be avoided.
- (xvi) Timely warning should be given to the labour working near about, when the tree is about to fall.
- (xvii) Improved tools and equipment should be used to lighten manual effort and to reduce chances of accidents.
- (xviii) Persons incharge of felling operations should be conversant with the theory and practice of felling trees.
- (xix) In case of felling of trees in strip forests two flag men must be posted on either side of the falling trees to control traffic and to avoid the chances of accidents.

- (xx) First aid boxes should be kept in Forest Depots to be used for emergency medical aid.

### Conversion

7.5 Round timber and firewood are the main products of conversion of trees in the forest. Logs may be transported to saw mills for further conversion into sawn timber according to demand. Charcoal conversion may be done at forest site to reduce cost of transportation and to meet charcoal requirement. Bark, chhagg and other minor forest products may be obtained as by-products during conversion.

### Length, Girth and Quality Classification

7.6 Keeping in view the market demands and methods and facilities of transportation, the following length, girth and quality classifications for round timber have been recognised.

Type of classification.	Particulars
Length	0.3 metre length classes ranging from 1.00 to 4.90 metres have been adopted. The various length classes as per market demand are thus 1.00, 1.30, 1.60, 1.90, 2.20, 2.50, 2.80, 3.10, 3.40, 3.70, 4.00, 4.30, 4.60 and 4.90 metres.
Girth	Girth has been categorised into two classes. These are of, upto 90 cm. mid girth and above 90 cm. mid girth.
Quality	Two quality classes superior and inferior have been prescribed. Superior quality consists of logs which are straight, cylindrical, sound and free from flutes, cracks, decay, hollowness, knots and other defects. Inferior quality consists of logs which do not fall under superior quality. All hollow and defective logs will be classified as inferior.

Billets from 20 Cm. diameter O. B. down to 1.25 Cm. diameter O. B. and of length varying from 60 Cm. upto 1 metre have been classified as firewood. Most of our forest being located near the consuming centres and considering the trend of current demand for firewood the lower limit of firewood billets has been reduced to 1.25 Cm. dia.

Wood, cut or prepared, primarily for manufacture of pulp down to 4 Cm. diameter O. B. and varying in length from 60 Cm. to 150 metres has been designated as pulpwood.

### Marking and Cross cutting of Felled Trees.

7.7 The fundamental object of conversion is the production of largest out-turn of the best quality timber. Economic conversion aims at converting the trees in such a way that the maximum quality of more valuable sizes is produced. This implies a knowledge of how to convert

a tree into logs to the best advantage. It is, therefore, imperative that skill, intelligence and experience of the marker would go a long way in effecting conversion to best economical advantage. The following general rules be observed by the marker while marking boles and branches of felled trees for cross cutting into logs.

- (i) The boles and branches should be measured with a measuring stick or tape and marked into sections of prescribed lengths with chalk.
- (ii) Log lengths should be marked off, beginning from butt end or thicker end down to 20 Cm. diameter O.B. to separate timber portion from firewood.
- (iii) The last log may be marked off, a little more or less than exact 20 Cm. diameter O.B. point so that the log may acquire the nearest prescribed length.
- (iv) The log lengths be marked in such a way that straight and cylindrical logs of good quality are obtained and visible defective sections are separated as defective logs which may or may not be of prescribed log lengths.
- (v) Marking off sections into long lengths be done according to market demand and in such a manner that logs of such sizes are obtained that may fetch a higher rate per unit volume.
- (vi) Cross cutting should always be done with saw and not with axe to avoid wastage.
- (vii) While cross cutting, the cuts should be at right angles to the axis of the stem. Slanting cuts which involve wastage should always be avoided.
- (viii) Firewood portions be converted into billets of not more than one metre length and stacked at site by laying them in one direction parallel to one another in mini stacks of size (Length) x Breadth x Height  $1^m \times 1^m \times 1.1^m$ .  
While fresh so that ultimate size of stacks after settling remains  $1^m \times 1^m \times 1^m$ . The stack will be taken as one  $m^3$ .
- (ix) In case of pulpwood conversions, fixed log length of 1.5 metres should be marked off beginning from butt end or thicker end down to 4 Cm. diameter O.B. allowing the last log length of vary from 60 Cm to 1.5 metres. The pulpwood so converted would be stacked at site by laying logs in one direction parallel to another in mini stacks of size (length x Breadth x Height)  $1.50^m \times 1^m \times 1.1^m$  while fresh so that ultimate size of stacks after settling remain as  $1.50^m \times 1^m \times 1^m$ . The stack volume will be taken as  $1.5m^3$ .
- (x) If the trees are felled by uprooting, the root portion will be separated from the butt log. These roots so separated will be categorised as firewood and stacked in heaps

### Numbering

7.8 The products of conversion will be numbered as far practicable to keep a proper account. All logs (Fig.1) and mini pulpwood and firewood stacks will always be numbered in a manner laid down hereunder :-

- (i) Numbering will be done with jet writer using a specially prepared indelible ink.
- (ii) Numbering of logs, should proceed consecutively from thicker end towards thinner end of bole or branch.
- (iii) Numbering of logs of main trunk should be followed by those of its branches occurring in acropetal succession. Similarly, the numbering of logs of a branch should be followed by those of its sub-branches occurring in acropetal succession.
- (iv) All logs of a tree coming out of its main trunk, branches or sub-branches, will be numbered consecutively and continuously.
- (v) The number of a log will be written on its thicker end and will consist of two parts like numerator and denominator of a vulgar fraction. The numerator part will indicate the serial No. of the log of the tree while the denominator part will indicate the serial number of the tree at which it has been recorded in the Felling Register. Thus number of a log 11/1345 will indicate log No. 11 of a felled tree recorded at S. No. 1345 of the felling register.
- (vi) Log length will be written on the thinner end of the log. The log length so written will be encircled if the mid girth of the log is above 90 Cm.
- (vii) All mini stacks of pulpwood and firewood will be serially numbered in token of their having been measured, checked and recorded in the felling register. All such numbered stacks will be marked with a band of white wash to avoid their accounting for the second time. This will also indicate what stacks can be removed to sale depot.

### Measurement.

7.9 The following points will be kept in view for the measurement of logs, pulpwood and firewood stacks :

- (i) Measurement be taken either with tape or measuring stick.
- (ii) Girth measurements in case of logs will be taken at thick end, in the middle and at the thin end. In case of abnormalities at the mid girth point of measurement of a log, the measurement be taken at a point immediately above or below the abnormality to avoid erroneous volume results Fig. 2(i). Mid girth measurements will be taken to the nearest lower 5 Cm.

# NUMBERING OF LOGS OF A FELLED TREE

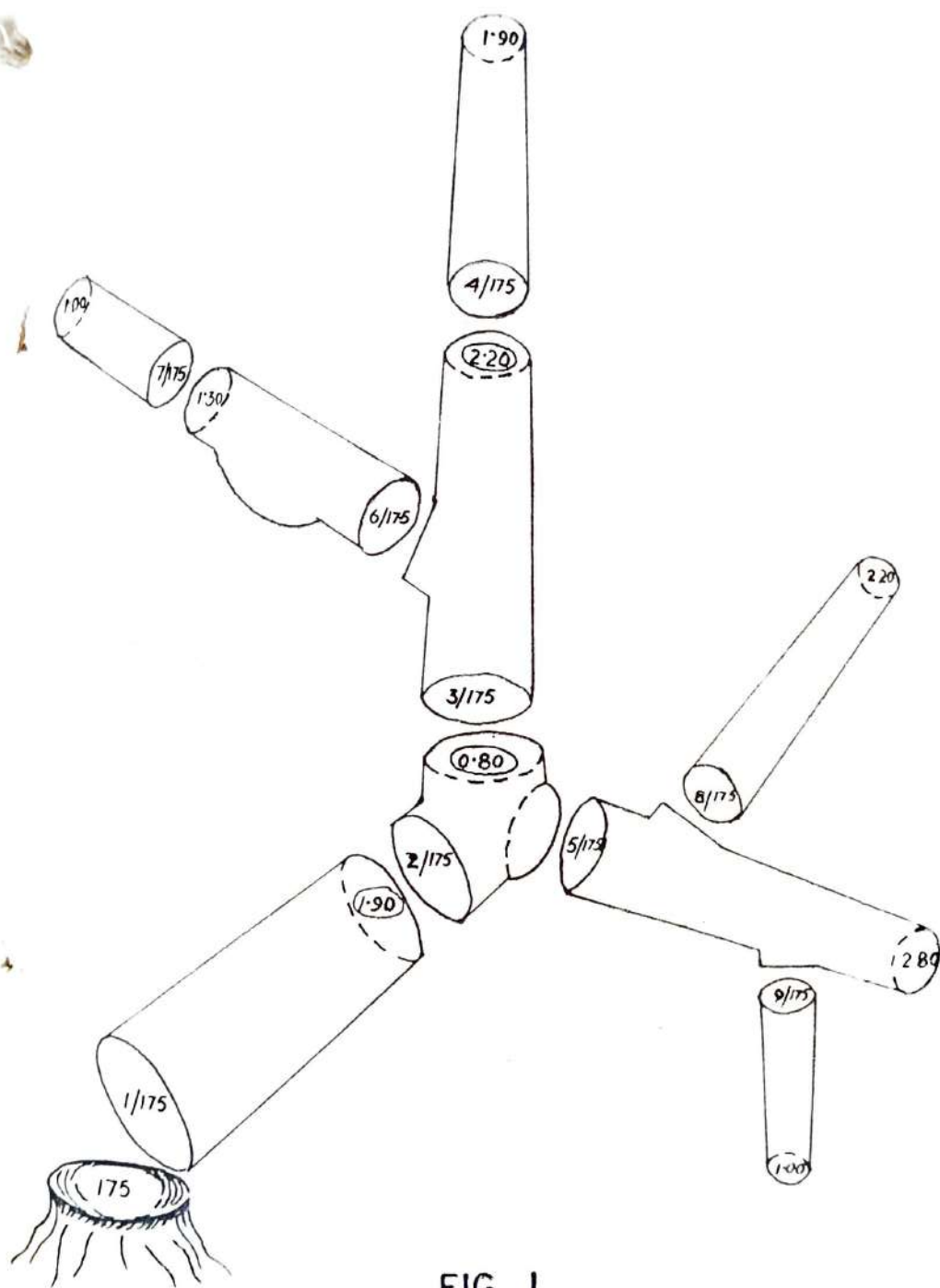


FIG. 1

- (iii) Log lengths be measured between inner edges of the log in case the cuts are slanting. Fig. 2(ii) to (iv). All lengths will be measured to the nearest lower 5 Cm.
- (iv) All the three diamentions of mini stacks of pulpwood and firewood be measured at different points to ensure correct prescribed size of the stacks.

### Volume calculations

- 7.10 (i) Volume of logs will be calculated by quarter girth formula in accordance with the practice of timber trade.
- (ii) Volume of scantling, pulpwood and firewood stacks will be calculated by multiplying length, breadth and thickness/height.

### Recording

7.11 A careful record (Fig. 3) of all converted forest produce as far as practicable will be made in felling register (DL Form No. 1) before it leaves the jurisdiction of Forest Depot. Recording of logs must be made in the order of their serial continuity. In the column of girth, the thick end, mid and thin end girths will be entered. The thin end girth of a log must agree with the thick end girth of the next immediate log to indicate systematic and accurate numbering and recording. Emergence of timber yielding branches from a log must be referenced in the appropriate column against that log. The volume of numbered, measured and whitewashed mini stacks of firewood and pulpwood will also be booked accurately in the felling register. Entries of sale Lot No. in col. 13 will be made from sale Depot Register later on to ensure that all logs have been accounted for in disposal from Sale Depot.

Fortnightly abstracts of standing trees felled and converted forest produce obtained as entered in the felling register will be recorded and signed by all the official members of the recording party. The work of recording being the basis of all subsequent accounting must be done accurately and checked frequently.

### Transportation

7.12 As soon as recording of converted forest produce in the felling register is made, it is ready for transportation to Sale Depot. Before deciding to adopt any method of transportation, a number of important considerations have to be taken into account, the more important of which are mentioned hereunder —

- (i) Ordinarily the cheapest method if it is feasible must be adopted.
- (ii) Generally any method which reduces loss or damage to the forest produce during transit should be adopted.
- (iii) Normally a method which is the most expeditious in delivery of the produce at the Sale Depots is to be preferred.

# MEASUREMENT OF LOGS

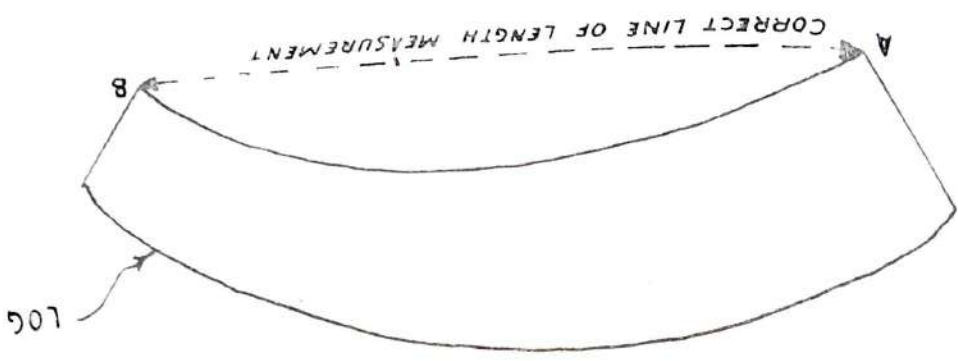
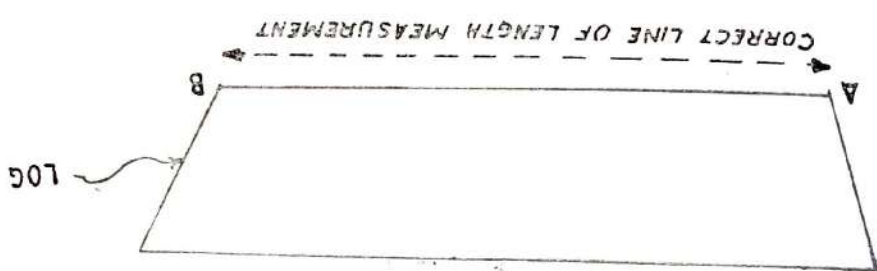
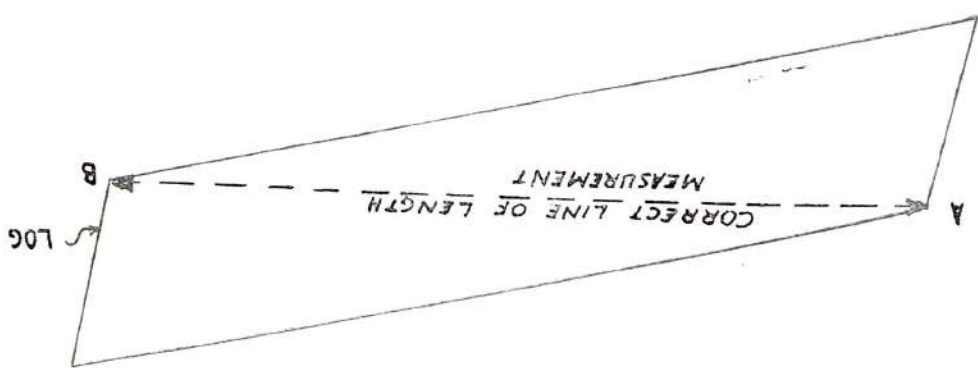
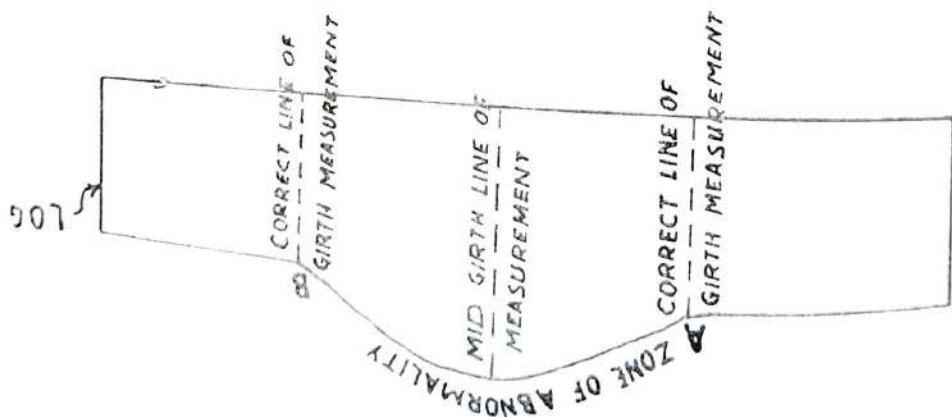


FIG. 2

D.L. Form No. 1  
Specimen page of a Felling Register Showing Recording  
HARYANA FOREST DEPARTMENT  
Record of Fellings

Logging Range—Kalesar

Felling lot—R.I.J. Kalesar  
Comptt. 6 a and 6 c  
Coupe No. IV (57)

Coupe No. IV (57)

						FOREST PRODUCE EXTRACTED										REMARKS
DATE	COUPE/KM/RD. No.	RECORDING No.	MARKING No.	SPECIES	B.H. DIAM./GIRTH(CM) DIAM./GIRTH CLASS	ROUND TIMBER							PULP/FUEL WOOD (STACKED M <sup>3</sup> )	MISCELLANEOUS		
						LOG No.	LENGTH (M)	DIAM./GIRTH (CMS)	VOLUME (M <sup>3</sup> )	DETAIL OF BRANCHES	QUALITY	SALE DEPOT LOT No.				
															7	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
1 <sup>19</sup> / <sub>73</sub>	COUPE No IV R I.J. KALESAR	175	412	SAL	153 II B	1	1.90	162 155 140	0.285	-	S	4	4 SAL			
						2	0.80	140 135 120	0.091	1	H & D	12				
						3	2.20	120 95 88	0.124	1	S	45				
						4	1.90	88 78 62	0.067	-	S	30				
						5	2.80	85 70 58	0.087	2	S	62				
						6	1.30	92 90 75	0.066	-	H & D	13				
						7	1.00	75 65 60	0.026	-	S	14				
						8	2.20	80 70 59	0.067	-	S	75				
						9	1.00	69 65 60	0.026	-	S	14				
do.	do.	176	804	SAIN	135 II A	1	1.60	140 135 132	0.182	-	S	98				
						2	1.90	132 125 118	0.186	1	S	105				
						3	1.30	118 105 98	0.090	-	S	115				
						4	2.20	98 95 80	0.124	-	S	112				

CONTINUED

- (iv) Where there is scarcity of labour and draught animals, labour saving methods may be beneficial. Introduction of mechanical transport tends to bring down the local cost of carting and labour.
- (v) The beneficial effects from the point of view of improving and opening out the forests and making them more accessible must be considered. For example laying out of a good road system will benefit the Forest Estate and introduction of ropeways, will open up possibilities of working forest that were hitherto inaccessible.
- (vi) Suitability of the terrain for any proposed method of transport must be carefully considered in all its aspects before adoption.
- (vii) Some methods are suitable for the extraction of small timber whereas for heavy logs different method may be necessary.
- (viii) Transport of timber through the forest usually involves damage to the soil and the remaining stand, including regeneration to some extent. Methods causing least damage should be preferred.

7.13 Every consignment of forest produce removed from forest depot will always be accompanied by 'Rawana Challans' (DL Form No. 4) issued in triplicate clearly specifying the kind and quantity of the produce being carried. The original and duplicate copies of the Ravana Challan will be handed over to the transporter who on reaching the destination Depot will deliver the forest produce alongwith copies of Ravana Challan to the concerned official. The official at the receiving Depot/Station will retain the Duplicate copy as his record but will return the original one duly signed to the transporter in token of his having received the produce. The original copy so signed will be kept by the transporter to prepare account of the produce carried by him and to submit the bill of his transportation charges. The third copy will remain in Ravana Challan Book as counter-foil.

All other by-products of conversion in the shape of minor forest produce, the transportation of which is considered uneconomical, will be left in the forest Deptt. for subsequent disposal on permit basis or otherwise after complete removal of the major forest produce therefrom.

### **Management of Sale Depot**

7.14 Sale Depots are maintained for storage, sale and issue of forest produce. The sites are generally permanent and more often the property of Forest Department. These should, therefore, be well demarcated and properly fenced or walled.

A Deputy Ranger or a Forester will be Incharge of a Sale Depot. He will run and manage the Depot with the help of one or more Forest Guards depending upon the quantum of work.

Management of a sale depot will need attention on the following points—

- (i) Selection of Sale Depot site will be done by the Range Officer.
- (ii) Layout of the Sale Depot will be done by the Depot incharge with the help of his staff.
- (iii) Daily arrivals of forest produce at the Sale Depot will be measured, checked and acknowledged by a Depot official and entered in D.L. Form No. 2 (Corresponding to Timber Account form No. 5) of the Sale Deptt.
- (iv) Forest produce received in the Depot will be graded, stacked and further formed into lots for sale under close supervision of the Depot Incharge.
- (v) Logwise list of logs (D.L. Form No. 5) in case of round timber and record of lots in Depots (D. L. Form No. 6) will be carefully prepared and checked prior to any auction or removal of forest produce from the Sale Depot
- (vi) Removal of produce from the Depot will be allowed only on receipt of 'Removal order' (D. L. Form No. 11) from the Range Officer.
- (vii) All forest produce removed from the Sale Depot will be supported by Ravana Challans (D. L. Form No. 4) issued in triplicate. The original copy in case of sold produce will be handed over to the purchaser or his agent and the duplicate copy will be sent to Range Officer by the concerned Depot Official. But in case of unsold produce being removed from the Depot to some other place, the original and duplicate copies will be handed over to the transporter. The transporter on transporting the produce to the destination Station will deliver the produce alongwith copies of Ravana Challan to the concerned official. The official at the receiving station will retain the duplicate copy as his record but will return the original one duly signed to the transporter in token of his having received the material. The original copy so signed will be kept by the transporter to prepare account of produce carried by him in order to submit the bill of his transportation charges. The third copy will always remain in Ravana Challan Book as counterfoil.
- (viii) Record of daily disposal of forest produce from the Sale Depot will be maintained on D. L. Form No. 3 which corresponds to Timber Account Form No. 6 of Depots.

7.15 Sold timber should be removed from the Sale Depot by the purchaser within the prescribed period. Purchasers should not be permitted to use the depot as a convenient place for storing their purchases.

7.16 Adequate measures to protect sale depot against fire and theft will be taken. Chips of refuse wood should not be left lying about; to safeguard against fire, insect and fungal attack. Timber watchers will be appointed where necessary for watch and ward of the produce. Sale Depots will be checked periodically and discrepancies if any reported immediately to higher authority.

### Site Selection of Sale Depot

7.17 As regards the site selection of a Sale Depot, the following factors have to be taken into consideration.

- (i) The site should be easily approachable and close to main lines of transport to facilitate further transportation to consuming centres.
- (ii) It should be sufficiently large to accommodate the maximum quantity of forest produce expected to be stored at any time with scope for possible extension in future.
- (iii) Trees are desirable for shade and if not already present on the site, should be planted upto accord with the pattern of storage.
- (iv) The sites should be well drained. A damp depot always results in the rapid deterioration of forest produce from fungal attack besides making the handling and transport more difficult owing to soft grounds.
- (v) Adequate facilities for the coming in and going out of produce should be provided.

### Lay out of Sale Depot

7.18 Layout of depot (Fig. 4) has great bearing on its subsequent management and control. The under-mentioned points should be borne in mind while conducting such layout.

- (i) Depots should be divided into separate plots for each species and class of forest produce.
- (ii) Each class of forest produce will be stored separately according to varying sizes and grades by further sub-dividing each species plot into sub-plots.
- (iii) The various sub-plots or compartments in a Sale depot will be separated by passages about one metre wide to afford easy inspection.
- (iv) Main cross roads or broad tracks varying in width from 3 to 6 metres be adequately provided for allowing vehicles to pass through to facilitate loading and removal of produce.

# LAY-OUT OF A SALE DEPOT.

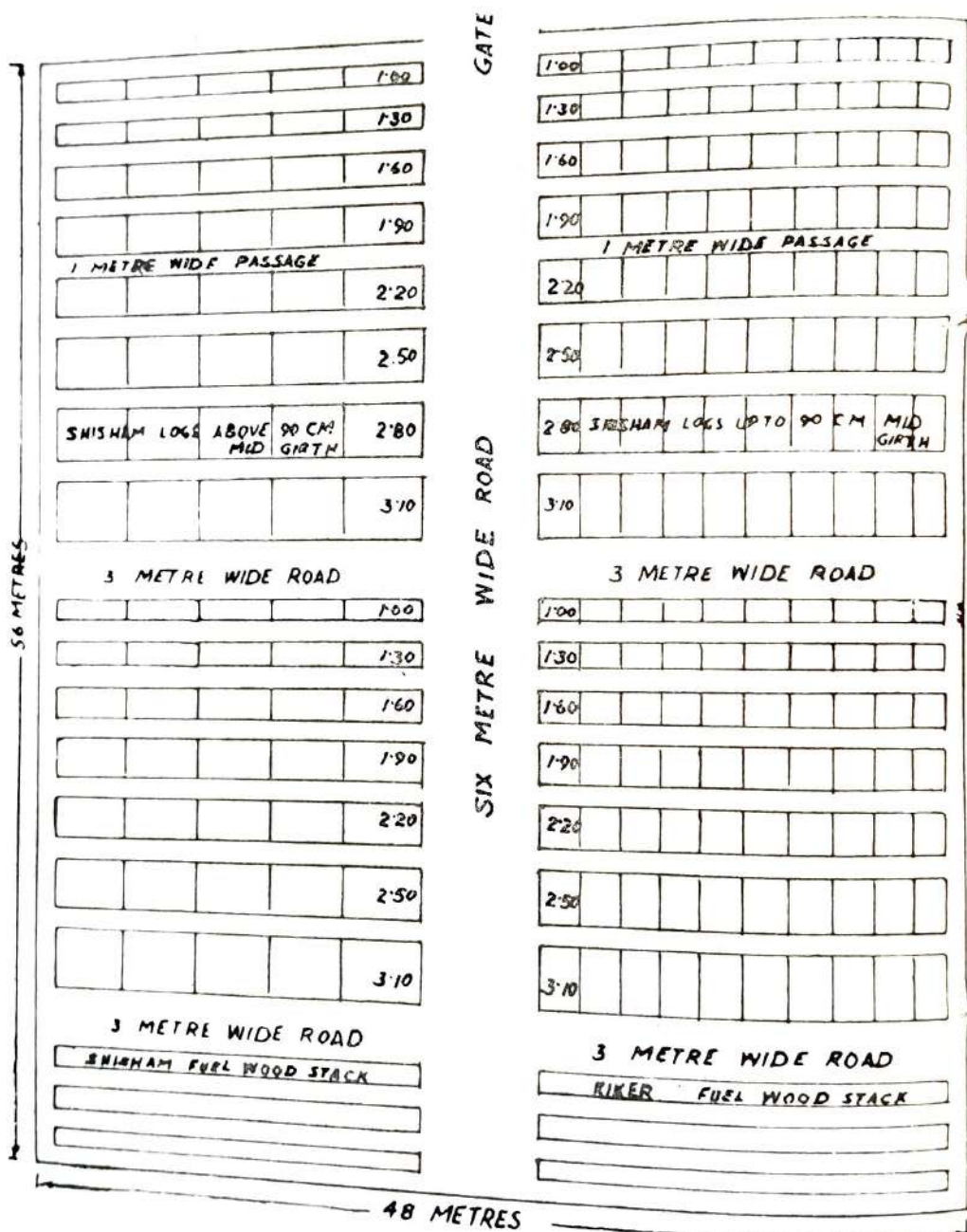


FIG. 4

### Grading

7.19 Intelligent choice of timber or other produce for specific purposes is defined as grading. Grading has been known to exist ever since timber came into use. Grading of timber or other produce for sale is very important and should receive adequate attention. Well graded timber or other produce will always sell better than that which has been carelessly classified.

### Stacking

7.20 Systematic stacking is desirable to facilitate inspection, counting and checking of produce in the sale depot. The following guiding rules be adhered to in respect of stacking in a sale depot.

- (i) All categories of forest produce be stacked logically in a systematic manner.
- (ii) Stacks should be as close as possible for the sake of economy in spacing. A standard spacing of one metre will be kept between adjacent stacks.
- (iii) Logs should be stacked in neat lines placing them in close contact in one way parallel to one another.
- (iv) Length and height of round timber stacks should not exceed 20 metres and 1.5 metres respectively. The width of stacks would, however, depend upon the length of logs.
- (v) Standard size of a pulpwood stack would be of 20m x 1.5m x 1m (Length x Breadth x Height).
- (vi) The standard size of a firewood stack would be 20m x 1m x 1.5m (Length x Breadth x Height).
- (vii) Stacking of forest produce should be done separately according to species, sizes and grades.
- (viii) Stacking after grading of the produce should keep pace with its arrivals at the Sale Depot. Daily arrivals of the produce must be graded and stacked in the Depot by the next evening positively.

### Making of lots for sales

7.21 The work of making lots for sale of classified and stacked forest produce in the sale depot will be taken up in accordance with the following instructions.

- (i) Superior and inferior timber and other produce will not be put together and will be kept separately.
- (ii) No attempt will be made to hide defects as the purchaser will lose confidence if he discovers these later.

- (iii) Logs of different sizes and of mid girth upto and above 90 Cm. will be kept separately.
- (iv) Depot classification should be strictly followed and be displayed for public inspection.
- (v) In case of round timber lots, lot-wise list of logs (D.L. Form No. 5) will be prepared in triplicate. One copy will be handed over to the purchaser after the sale, the second copy will be attached with the sale papers and the third copy will remain as depot record.
- (vi) Record of lots in Depots (D.L. Form No. 6) will also be prepared prior to any auction, or removal of the produce from the depot.
- (vii) All lots of a felling lot in a sale depot will be serially and continuously numbered irrespective of their species, category of produce, class or grade.
- (viii) All lots of forest produce in a sale depot will be numbered and the number so allotted will be written with jet writer on front and back sides of the lots.
- (ix) In case of timber lots, the information in respect of No. of logs, length and girth class and total volume will also be furnished on the front and back sides of the lot.
- (x) As soon as a lot is sold, the lot No. written on its front and back sides will be encircled with red ink to distinguish it from those which are unsold.
- (xi) The forest produce of one felling lot in a sale depot will not be mixed with that of the other while making lots to keep separate accounts or revenue returns of the two felling lots.

All lots will be numbered, accurately measured and booked in a manner explained above so that there is no confusion. The lots so prepared will be ready for sale.

## Sales

7.22 Sales of forest produce from depots will be made at frequent intervals both to Govt. Departments and public. Sales to Govt. Departments will be made on negotiations according to Standing orders and instructions issued from time to time. Sales to public will be made through open auction after wide publicity, at date, time and place announced well in advance. Auction lists (D. L. Form No. 7) will be prepared in triplicate from Depot record in respect of such forest produce and lots which are intended to be put to auction. One copy of auction list will be displayed in the Depot for information of the purchasers taking part in the auction. The second copy after auction will be sent

to the competent authority for sanction of sale whereas the third copy will form the Range Record. Conditions of sale (D. L. Form No. 8) will be announced on spot prior to auction and will be got signed from the participating purchasers in token of their having agreed to accept the same. Bids will be recorded and bid statements (D. L. Form No. 9) prepared at the time of auction. Sanction of sale (D. L. Form No. 10) will be communicated by the competent authority to the concerned purchaser after the auction as early as possible. Record of sales (D. L. Form No. 12) both to the public and Govt. departments will always be kept up to date to exercise effective control on all sale transactions.

### Removal order

7.23 No produce sold from sale depot will be allowed to be removed without the removal order (D. L. Form No. 11) issued by the Range Officer. The 'Removal Order' will be issued by the Range Officer only after ascertaining that all dues in full on account of sale of forest produce have been recovered from the purchaser and that no other formality remains to be completed on his behalf. The 'Removal order' will be issued in duplicate. The original copy will be handed over to the purchaser by the Range Officer after having obtained his signature on the duplicate copy remaining as counterfoil in 'Removal Order Book.' On presentation of the Removal Order at sale depot by the purchaser or his agent to the Depot official, the produce will be allowed to be lifted. The Removal order will be retained by the Depot Official. Depot official will take all precautions to ensure correct removals of forest produce against Removal Orders. Incorrect delivery will be at their risk and responsibility.

7.24 Depot official permitting removal of sold timber from Sale Depot under proper 'Removal Order' will also ensure its having been marked with Forest Department sale hammeg mark.

# HARYANA FOREST DEPARTMENT

## Felling lot

[illegible]

**D.L. FORM No. 2**  
**HARYANA FOREST DEPARTMENT**  
**Daily Receipts of Forest Produce in Depots**

Depot : \_\_\_\_\_

Logging Range \_\_\_\_\_

Forest  
produce

Species

Date	Whence Received.	No.	Quantity.	No.	Quantity.	No.	Quantity	No.	Quantity	Remarks
1	2	3	4	5	6	7	8	9	10	11

**D.L. FORM No. 3**  
**HARYANA FOREST DEPARTMENT**  
**Daily Disposal of Forest Produce in Depots**

Depot: \_\_\_\_\_

Logging Range \_\_\_\_\_

Forest  
produce

Species

Date	How Disposed.	No.	Quantity	No.	Quantity	No.	Quantity	No.	Quantity	Remarks
1	2	3	4	5	6	7	8	9	10	11

**D.L. FORM No. 4**  
**FOREST DEPARTMENT HARYANA**  
**Rawana Challan**

Lagging Range \_\_\_\_\_ Book No. \_\_\_\_\_ Challan No. \_\_\_\_\_

Forest Produce )  
Removed from ) \_\_\_\_\_ Forest Produce)  
Removed to ) \_\_\_\_\_

Mode of Removal \_\_\_\_\_ Vehicle No. (if any) \_\_\_\_\_

Name of Purchaser \_\_\_\_\_

Date

Particulars of forest produce removed

1

2

3

Signature of Depot Officer  
Handing Over the Forest  
produce.

Signature of person Taking over and  
removing the forest produce.

**D.L. FORM No. 5**  
**HARYANA FOREST DEPARTMENT**  
**Lotwise List of Logs**

Lot No. \_\_\_\_\_ No. of logs \_\_\_\_\_ Volume \_\_\_\_\_

Species \_\_\_\_\_ Length \_\_\_\_\_ Mid girth \_\_\_\_\_ upto \_\_\_\_\_ 90 Cms.  
 \_\_\_\_\_ above

Logging Range \_\_\_\_\_ Depot \_\_\_\_\_ Quality \_\_\_\_\_

S. No.	Log No.	Volume (m) <sup>3</sup>	S. No.	Log No.	Volume (m) <sup>3</sup>	S. No.	Log No.	Volume (m) <sup>3</sup>	S. No.	Log No.	Volume (m) <sup>3</sup>
1	2	3	4	5	6	7	8	9	10	11	12

**D.L. FORM No. 6**  
**HARYANA FOREST DEPARTMENT**  
**Record of Lots in Depots**

Depot\_\_\_\_\_

Logging Range\_\_\_\_\_

Felling Lot No.	Sale Dept. Lot No.	Forest produce.	Quantity		Date of disposal	How disposed	Particulars of Removal				Remarks
			No.	Volume (m) <sup>3</sup>			Date		Quantity		
							Due date of removal	Actual date of removal	Removed	Balance	
									No.	Volume	
1	2	3	4	5	6	7	8	9	10	11	12

**D.L. FORM No. 7**  
**HARYANA FOREST DEPARTMENT**  
**Auction List**

Date of Auction\_\_\_\_\_

Logging Range\_\_\_\_\_

Depot	Felling Lot No.	Sale Depot Lot No.	Forest produce	Specification				No.	Volume (m)	Particulars of sale		Rate obtain- ed
				Length (m)	Breadth (m)	Thick- ness- /Height (m)	Mid Girth (cm)			To whom sold	Sale amount Rs.	
1	2	3	4	5	6	7	8	9	10	11	12	13

D. L. FORM NO. 8  
HARYANA FOREST DEPARTMENT  
Conditions of Sale

Date of Auction \_\_\_\_\_ Depot \_\_\_\_\_ Logging Range \_\_\_\_\_

1. It is presumed that the bidders, in their own interest have inspected the forest produce put up for sale and seen the details relating to its kind, quality and measurement as entered in auction list and other Depot record and accept it as correct before binding in the auction

2. The competent authority is not bound to accept highest or any bid and reserves the right to reject any bid for any lot without assigning any reason for doing so.

3. The successful bidders will be required to deposit amounts at the fall of hammer in the shape of earnest money as under:—

- (i) for any lot of sale value not exceeding Rs.500/— \_\_\_\_\_ Full amount.
- (ii) For any lot of sale value exceeding Rs.500/— but not exceeding Rs. 5000/— \_\_\_\_\_ 25% of sale amount.
- (iii) For any lot of sale value exceeding Rs. 5000/— \_\_\_\_\_ 10% of sale amount,
- (iv) For all lots of a single purchaser with aggregate sale amount exceeding Rs. 10000/— \_\_\_\_\_ 10% of sale amount in each case.
- (v) The officer conducting the auction, in case of any lot or lots if he so desires, can increase the extent of earnest money beyond limits specified above.

The earnest money will be adjusted towards sale amount in case the bid is accepted by competent authority or will be returned without any interest in case of rejection.

4. After deducting the earnest money, the balance sale amount will have to be paid up to \_\_\_\_\_. In case of non-payment by due date, a penalty of Rs. 0.50% per day will be charged. The competent authority on reasonable grounds appealing to him may extend the period of payment by imposing on balance amount an interest @ 7% per annum. Normally request for extension will be considered if applied for before expiry of due date of payment.

5. The purchaser shall not be allowed to remove the forest produce till it has been paid for in full.

6. No timber will be permitted to be removed from the depot until it has been marked with forest Department Sale Hammer mark and the later shall not be applied till full price has been recovered.

7. After making payment in full, the purchaser can put mark on the forest produce sold to him. Any subsequent loss from whatsoever except fraud on the part of Depot officer and his staff shall be at the risk of the purchaser.

8. The case of non—Payment of balance amount till the date fixed for removal of forest produce from Depot under condition No. 9, the sale will be treated as cancelled and all amounts paid may be forfeited to Govt.

9. The sold forest produce will have to be removed from the Depot upto———.

10. The period of removal of forest produce from Depot can be extended by Competent authority without imposing any penalty on reasonable grounds normally request for extension will be considered if applied for before expiry of due dates fixed for removal of the produce.

11. In case of non removal of forest produce from Depot by due date fixed for removal, depot rent will be charged @ Rs. 0.50 per stack or part thereof per day till 60 days beyond due date, after which forest produce alongwith all amounts paid may be forfeited to Govt.

12. Sawing or conversion of Forest Produce in the Depot will not be permitted.

13. Removal of Forest Produce from Depot will only be allowed on production 'of Removal order' from Range officer Logging.

14. Sales tax will be realized as per rules.

Conservator of Forests,  
Wood Harvesting Circle/  
D. F. O. Timber Extaction/  
S. D. C. Logging

We here by accept the above conditions read out to us.

D.L. From No. 9

## HARYANA FOREST DEPARTMENT

## Bid Statement

Date of auction \_\_\_\_\_ Place of auction \_\_\_\_\_ Logging  
Range \_\_\_\_\_

Auction conducted in presence of :—C.F.W.H./D.F.O./S.D.O.  
Logging.

## Particulars of Forest Produce put to Auction

Lot No.	Forest Produce	Quantity	
		No.	Volume (m) <sup>3</sup>

Name of Bidders	Bids offered
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Name & Address of highest bidder	Amount of highest bid	Earnest money received by R.O.	Signa- ture of highest bidder	Signature of R.O. receiving earnest money	Signature of Officer conducting auction
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The highest bid of \_\_\_\_\_ of \_\_\_\_\_  
Rs. \_\_\_\_\_ is hereby accepted and sale sanctioned in his  
favour.

C.F.W.H/D.F.O./S.D.O. Logging

### Sanction of sale

Subject :—Auction dated \_\_\_\_\_ Held at \_\_\_\_\_  
From \_\_\_\_\_ Depot, \_\_\_\_\_

Under the powers vested in me *vide* Rule 16.3 of Departmental Financial Rules (Financial Hand Book No. 3), your highest bid of Rs. \_\_\_\_\_ is hereby accepted and following sale sanctioned in your favour as per conditions of sale announced on spot at the time of auction.

Volume  
(m)<sup>3</sup>

C.F.W.H./D.F.O./S.D.O. Logging

D.L. Form No. 11

## HARYANA FOREST DEPARTMENT

## 'Removal Order'

Book No. \_\_\_\_\_ Order No. \_\_\_\_\_

The purchaser \_\_\_\_\_ having paid all dues and completed all formalities, is hereby permitted to lift Lot No. \_\_\_\_\_ from \_\_\_\_\_ upto \_\_\_\_\_ personally or through his representative on presentation of this 'Removal order'.

Dated \_\_\_\_\_

Range Officer

Logging Range \_\_\_\_\_

[illegible]

No. 12

DEPARTMENT  
OF SALESEarnest  
Money

Balance sale proceeds

Penalty

Removal of Forest  
Produce Penalty

Amount of E.M. (Rs.)	Dr. Item No. of Adjustment	Date of Remittance	Balance amount due (Rs.)	Due date of payment	Actual date of payment	Dr. Item No. of adjustment	Date of Remittance	Amount (Rs.)	Dr. Item No. of adjustment	Due date of removal	Actual date of Removal	Amount (Rs.)	Dr. Item No. of adjustment	Remarks
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30