



GOVERNMENT OF HARYANA

TECHNICAL NOTE No. 9

CONTROL FORMS

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M/garh

CONTROL FORMS

9.1 Introduction :

A record of operations carried out in each forest or in each compartment of forest will be maintained in the form of forest journals. This record will be maintained in control forms placed in the forest journals, and unless prescribed otherwise in the working plan, following control forms will be maintained. A separate set of forms will be maintained for each compartment if the forest has more than one compartment. These control forms are concerned with the prescriptions and suggestions of the working plan for areas covered by these plans and also to have similar information for areas not covered by working plans or working schemes so far. These are not account forms and so will not be encumbered with unnecessary details.

9.2 Forest Journal Control form A (Record of removal of trees) :

Removal of trees from a forest can be through any of the following agencies.

- (a) Government.
- (b) Purchasers.
- (c) Free grantees.
- (d) Right holders.

In case in any year trees have been removed through more than one agency, entry of removal through each agency will be shown in a separate line and then total of removals through all the agencies will be worked out for that year. Where removal of trees marked in any felling lot is spread over more than one financial year by the purchaser or departmental agency, actual number of trees felled in each year will be shown against that year and not against the year in which felling lot has been handed over for removal.

9.3 Forest Journal Control Form B (Departmental out-turn) :

This form will be filled only if any trees are shown as removed through departmental agency in control form 'A'. In case removal has been done by Logging Unit, information for this form will be obtained from Logging Unit for entry in this form.

9.4 Forest Journal Control Form C (Progress of Regeneration) :

In column 3 such area will be noted which cannot be regenerated for any reason, whatsoever, and in column No. 4 area over which

groups of young trees are left as future crop will be given. Entry in column 6 will not be in the year in which plantation has been done. When the plantation is 3 to 5 years old and after field inspection, it is observed that the plantation has been successfully established, entry in this column will be made. Entry in columns 9 to 25 will be made from the record. Figures of area and cost will be rounded off to the nearest whole numbers. In column 10, jungle clearance, bush cutting, debris clearance and burning etc. will be given. In column 13, cost of soil working, refilling of pits, planting, nursery cost etc. will be included. In column 12 area of each operation will not be taken up separately. Only area finally planted will be given. Similarly in column 15, cost of all operations including soil working, refilling, sowing, seed covering etc. will be given and in column 14 total area gone over for sowing will be given and not area for each operation. In case both sowing and planting have been carried out over the same area, area figures will be given only under Column 12 and column 14 will be left blank. Beating up of failures or replacement of casualties will be given under Column 18, 19 which will also include weeding, pruning, hoeing, clearing, grass cutting etc. In column 18 area of each operation will not be given separately but net area gone over will be given.

Columns 22 and 23 will cover soil conservation works carried out in state forests.

Entries in this form will be made only once at the close of the financial year and not monthly or after completion of each operation.

9.5 Forest Journal Control Form D (Miscellaneous works) :

Columns 2 and 3 will include new works as well as maintenance and will cover checking, repairs and clearance of boundary lines. Total length gone over for all operations will be noted and not length gone over for each operation separately. Similarly columns 8 and 9 will include new works as well as maintenance thereof.

9.6 Forest Journal Control Form E (Soil Conservation Works) :

This form will be maintained for private areas closed under Section 38 of the Indian Forest Act, 1927 or Sections 4 and 5 of the Punjab Land Preservation Act, 1900, and not for State forests. This will replace form C in case of private areas. Columns 4 and 5 will cover all sowing planting operations including Soil working, nursery cost etc. Columns 6 and 7 will include all tending operations like hoeing, weeding, irrigation, fencing, pruning, grass cutting etc. Net area gone over will be given and not area of each operation. Information will be entered once a year at the close of financial year and not every month or after completion of each operation.

9.7 Forest Journal Control Form F (List of Standards) :

Standards to be retained at the time of main felling will be listed and abstract given. This will be brought up to date every year by reducing any standards removed due to natural causes or otherwise.

9.8 Strip Forests :

For maintenance of control forms in forest journals of strip forests, above instructions will be followed with following modifications.

In all the control forms the K.M/R.D. of the commencement and end of compartment will be given and also whether it is left side or right side. Area gone over will be given in Row Kilometers and not in Hectares. Average cost will be worked out per R.K.M. and not per Hectare. Form E will not be maintained.

9.9 Working Plan Control Book Forms :-

For all areas covered by working plans following working plan control forms will be prepared with the help of information entered in the forest journals.

9.10 Working Plan Control Book Form No. 2 :—

The specific objects of this control form are :-

- (i) To compare the actual felling of the year with the working plan or working scheme prescriptions and to enable the controlling authority to see how far the provisions of the sanctioned plan as regards fellings have been carried out and where they have been departed from.
- (ii) To enable the Divisional Forest Officer to ascertain at the beginning of each year what arrears or advance fellings have to be abjused during the current year.

Following rules apply to the preparation of this control form.

- (a) Separate control forms will not be necessary for the main (regeneration, selection etc.) and subsidiary (Thinnings and Improvement) Fellings.
- (b) Control forms will be prepared by working circles, using separate sheets for each working circle.
- (c) All entries in this control form will be made under the following three main heads :-

- (a) Prescriptions of the working plan
- (b) Suggestions of the working plan
- (c) Neither prescribed nor suggested in the Working Plan.

The headings in this control form are as under :-

Col. 1 to 6

Control columns

Col. 7 to 11

Result columns

Col. 12

Deviation column

Col. 13 to 16

Out turn columns (These will be filled in, only if information is available.

Col. 17

Remarks or explanation.

The actual method of entry will be as under :-

Control columns 1 to 6 :

The first entry will be in red ink and will show the deviation (+or—), if any, brought forward from column 12 of the previous year. Column 1 will show the year from which carried forward, column 2 to 4 will show name of forest, Compartment No. and gross area of the compartment. Column 6 will give volume or number of trees or net area according to the control prescribed. In these very columns 1 to 6 next entry will be the prescriptions of the year arranged as the first entry and given in black ink.

Result Columns 7 to 11

Column 7 will show the year of working i.e. the year for which the control form is prepared. Columns 8 and 9 will give the name of forest and compartment in which fellings have taken place and column 10 will show the net area felled. Column 11 will show the number of trees by species and classess and the gross volume removed. Even when the control is by area this information will enable the controlling officer to know what sort of fellings have actually been carried out. All entries under these columns will be in black ink and entry for each worked area will be shown in the line in which prescription has been given in column 1 to 6 for this area. Any areas taken up for felling over and above prescribed for felling will be shown at the bottom. The entries will then be totalled below. Deviation column 12 will show the +or—difference in volume, number of trees or area as per control figures noted in columns 6 and 11. The entries in this column will also be totalled below,

Out turn columns 13 to 17

These columns will be filled only if information is available. In case of departmental felling this information will always be given.

- Notes—
- (1) Main fellings (i.e regeneration selection etc.) will be shown first to be followed by subsidiary fellings (i.e Thinning and improvement felling)
 - (2) The paragraph of the working plan or scheme will be quoted in column 1 alongwith the year or period of prescription.
 - (3) In case of volume control, the volume table for calculation of yield will be the same as used for calculation of prescribed yield.
 - (4) Trees of spp. and diameter not under control, when felled in areas under number of trees or volume control will not appear in this form.

9.11 Working Plan Control Book Form No 4 :—

This is a record of all works carried out in connection with the construction and repairs of communications and buildings, demarcation fire protection, artificial regeneration operations, cleanings and improvement fellings etc. It will be prepared for the whole working plan area. This is again not an account form and is only a measure of control to watch that prescriptions and suggestion of working plan are being carried out. Details are not wanted and only an abstract of work done and expenditure incurred will be given. All petty items not affecting the plan and all un-necessary information will be excluded. The entries will be arranged as under:—

- (a) Prescriptions of the working plan.
- (b) Suggestion of the working Plan.
- (c) Neither prescribed nor suggested in the working Plan.

The entries in this form will be made by Budget Sub-heads so that total of each Budget sub head is made.

- 313—VII. 14 for construction and repairs of boundary pillars, and checking and clearance of boundary lines.
- 313—VIII. 14 for sowing, planting, nursery cost and cultural operations including fencing, singling, weeding, irrigation, clearing, thinning etc.
- 313—IX. 14 for departmental burning.
- 313—XX. 14 for construction of new roads, paths and bridges.
- 313—XX. 17 for repairs to roads, paths and bridges.
- 313—XXIII. 14 for construction of new buildings.
- 313—XXIII. 17 for repairs to buildings and maintenance of compounds.

9.12 Working Plan Control Book form C:—

It will be an abstract of forest journal control form C and will show the progress of regeneration and cultural operations carried out during the year. It will be prepared on separate sheets for each working circle and totals for the working circle will only be given.

9.13 Preparation and submission of control forms:—

- (1) All control forms will be prepared and submitted for each financial year.
- (2) At the beginning of the year, the head clerk of the Division, will prepare manuscript control forms bringing forward the arrears, noting the advance fellings and adding the prescriptions of the year. As the works proceed appropriate entries will be made every month so

that position is ascertainable at all times of the year. At the close of financial year divisional annual control forms will be prepared with the help of the manuscript maintained as above and entries made in the forest journal control forms. The head clerk will prepare this form but the divisional forest officer will be responsible for all details of volume felled, for the deviation statement and its explanation.

(3) A consolidated statement of all deviations from the sanctioned working plan/Scheme will be prepared indicating sanction of the competent authority for the deviation. For all deviations not yet sanctioned, sanction of the competent authority will be applied for and the deviation statement will not be passed till all entries are supported by this sanction.

(4) The divisional annual control forms will be submitted to the Conservator by the 15th of May together with

- (i) a deviation statement
- (ii) a certificate to the effect that all forest journal control forms have been fully and accurately posted upto date and the annual control forms for the year agree with the entries in the forest journals
- (iii) a note on the progress of operations prescribed in the working plan and
- (iv) a report on the closed areas.

The check of working plan annual control forms is a very important work and must not be neglected, delayed or postponed as it is the basis of office control of all forest fellings and works.

9.14 Audit of Control forms :

The following procedure for the audit of annual control forms will be followed.

(i) The control of working plan prescriptions lies with the territorial Conservators who are responsible for the scrutiny of the annual control forms especially in their technical and working plan aspect,

(ii) The superintendent in the circle office will maintain a register wherein he will show the date of the receipt of divisional annual control forms, date of issue of objection memo. to D.F.O. if any, the date of receipt of reply from D.F.O., date of putting up to Conservator, date of submission to Chief Conservator of Forests and the date of their final return to D.F.O. He will be responsible to issue reminders if control forms are not received on due date and if objections are not replied within one month of date of issue.

(iii) Before commencing check of control forms pertaining to any working plan, the assistant concerned in circle office will carefully read the concerned working plan and understand it, especially the chapter

on "Control". He will thoroughly acquaint himself with the general orders on the preparation of control forms and follow them in so far as they are compatible with the instructions in the chapter on "Control" in the working plan. He will study and understand sample control forms prepared by the working plan officer, if any.

(iv) He will then start the detailed examination and check of the control forms. He will see that the control forms have been compiled in accordance with the instructions. He will ensure that deviations have been correctly brought forward from the previous year's forms and that the prescriptions for the year under report have been duly filled in red and black ink quoting correct paragraph numbers. He will also verify that diameter classes and volume table used in the control form is the same as used by working plan officer in yield calculations and check all the volume details. He will also check if all deviations are supported by the sanction of the competent authority and reasons for deviations are sufficient and clear.

(v) The dealing assistant will then put up the control forms to the Conservator with detailed office noting pointing out deviations from working plan prescriptions and general orders about preparation of control forms. Deviations not covered by sufficient justification or not supported by sanction of the competent authority will also be pointed out.

(vi) Conservator of Forests will scrutinise the control forms and pass orders on the office noting and then the objection memo. will be issued.

(vii) When all the objections have been settled, the Conservator will pass and countersign the control forms and then forward these to the Chief Conservator of Forests.

(viii) After final approval by the Chief Conservator of Forests, the control forms and the deviation statement will be sent to Divisional Forest Officer who will keep copies of the control forms in bound registers.

(ix) The divisional control form registers will be permanent office record and will be seen by the Conservator at the time of annual officer inspections.

9.15 Areas not covered by Working Plans:—

In case of areas not covered by working plans, approved felling and planting programme will take the place of working plan prescriptions and control forms prepared accordingly.

HARYANA FOREST DEPARTMENT

Forest Journal Control Form (A) (Record of Removal of Trees)

Division_____Range_____

Forest_____Compartment_____Area_____Division_____

Volume at commencement of period_____m³

Year	Nature of felling.	Agency	Net area under felling	Species	No. of trees felled								Total	
					V	IV	III	IIA	IIB	IA	IB	No.	Volume (m3)	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	

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Control from (A) Record of Removal of Trees

Division

No. of trees felled

Total

V	IV	III	IIA	IIB	IA	IB	No.	Volume (m3)
6	7	8	9	10	11	12	13	14

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Forest Journal Control Form B (Departmental Out-turn)

Division _____ Range _____
 Forest _____ Compartment _____ Coupe _____

Year	Volume of logs in m ³				Total
	Sal	Shisham	Kikar	Misc.	
1	2	3	4	5	6

Firewood stacked volume in m ³				Pulpwood stacked volume in m ³			
Sal	Kikar	Misc.	Total	Eucalyptus	Mirc.	Total	Remarks
7	8	9	10	11	12	13	14

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Forest Journal Control Form C (Progress of regeneration)

Working Circle-----Forest-----Compartment-----PB-----

Net area to be regenerated (Hectares)-----

SILVICULTURAL OPERATIONS

Year	Total Area	Unculturable	Young crop to be left standing	Net to be regenerated 2—(3+4)	Completely regenerated	Balance to be regenerated	Remarks
Ha.	Ha.	Ha.	Ha.	Ha.	Ha.	Ha.	
1	2	3	4	5	6	7	8

Year	Site clearance		Planted		Sown		Fencing	
	Area	Cost	Area	Cost	Area	Cost	Area	Cost
	Ha.		Ha.		Ha.		Ha.	
9	10	11	12	13	14	15	16	17

TENDING OPERATIONS

Area	Cost	Irrigation		Other operations		Total cost	Cost per Hectare to date	Remarks
Ha.		Area	Cost	Area	Cost	Rs.		
		Ha.				Ha.		
18	19	20	21	22	23	24	25	26

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Forest Journal Control Form D

MISCELLANEOUS WORKS

Forest _____

Comptt. _____

Year	Boundary maintenance		Roads and paths	
	Length	Cost	Construction	
	Km.	Rs.	Length Km.	Cost Rs.
1	2	3	4	5

Maintenance of Fire Lines				Remarks
Repairs		Length Km.	Cost Rs.	
Length Km.	Cost. Rs.			
6	7	8	9	10

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Forest Journal Control Form-E

(SOIL CONSERVATION WORKS)

Forest—Compartment—

Year	Demarcation		Land Treatment Measures		Tending Operations		Checkdams		
	Length Km.	Cost Rs.	Area Ha.	Cost Rs.	Area Ha.	Cost	No.	Area Ha.	Cost
1	2	3	4	5	6	7	8	9	10

Chotrainning		Other Works		Total Cost	Running cost.	Remarks
Length Km.	Cost Rs.	Area Ha.	Cost Rs.	Rs.	Rs.	
11	12	13	14	15	16	17

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Forest Journal Control Form F

(List of standards)

Forest _____ Compartment _____ Coupe _____
 Area _____

ABSTRACT

Year	Species	No. of trees left							Total
		V	IV	III	IIA	IIB	IA	IB	
1	2	3	4	5	6	7	8	9	10

HARYANA FOREST DEPARTMENT

Working Plan Control Book

FORM No. 2

Control book for the ———— Working circle of the ————
 Division ———— circle for the year ————

Provisions of working plan *(and paragraphs of the Working Plan
 prescribing them).

Year or Period for which operations are prescribed and paragraphs of Working Plan.	LOCALITY TO BE EXPLOITED			Nature of felling to be made.
	Block or Forest	Compartment	Area — Hectares.	
1	2	3	4	5

Results of operations carried out

Area, number of trees or quantity of material to be exploited	Year of working	LOCALITY EXPLOITED		
		Block or Forest	Compartment	Area Hectares.
6	7	8	9	10

—Continued on next page

Number of trees or quantity or material exploited.	Comparison + or —	Timber and Fuel	
		Kind and quantity	Volume in m ³ (Solid)
11	12	13	14

Out-turn		
Other produce		Remarks
Kind and quantity	Value in rupees (Gross).	
15	16	17

HARYANA FOREST DEPARTMENT

Working Plan Control Book

FORM No. 4

Record of Works of Maintenance, Reproduction, Improvement and protection.

Provision of working plan (and paragraphs of the working plan prescribing them)

Locality	Prescription	RESULT OF OPERATIONS		REMARKS
	Description of work and para of Working Plan, if any.	Description of work	Cost	
1	2	3	Amount	5
				Budget sub-head.
			4	6

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Working plan control Book form C for the year-----Working Plan

Progress of Regeneration

Previous Balance	Area to be regenerated during the year	Total	Completely Regenerated during the year	Ba lance
Ha.	Ha.	Ha.	Ha.	Ha.
1	2	3	4	5

Silvicultural Operations

Site Clearance		Planted		Sown	
Area Ha.	Cost	Area Ha.	Cost	Area Ha.	Cost
6	7	8	7	10	11

Fencing		Tending operations		Irrigation	
Area Ha.	Cost	Area Ha.	Cost	Area Ha.	Cost
12	13	14	15	16	17

Other operations

Area Ha.	Cost	Total cost	Remarks
18	19	20	21

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Forest Division _____

Statement of Deviation from prescriptions of working plan for the year—

Year of Prescription	Name of Working Circle	Nature of fellings	Area of working	Balance from previous year	
				Plus	Minus
1	2	3	4	5	6

Total	Felled during the year	Balance		Remarks
		plus	Minus	
7	8	9	10	11