

Standing Order

by

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[This O/o will suppress and substitute earlier officer Order No. 57 dated 24-08-2023]

No. **98**

Date: **11-12-2023**

Afforestation and related works done as per the Annual Plan of Operations (APO) are Monitored by the Monitoring and Evaluation (M&E) wing of the Department. Monitoring and Evaluation of the works is a tool for ensuring that the work done on ground is complete and is also being maintained properly in field as recorded in the books of accounts.

Therefore, it is very important that the Monitoring & Evaluation is done meticulously with proper planning and co-ordination with the "work executing units". This is all the more important because the manpower resources available with the M&E wing are generally deficient.

The requirements are dynamic and therefore, even the standing orders containing instructions need revisions from time to time. It has been discussed in various meetings of senior officers that the existing Standing Order pertaining to the M&E issued vide No. 314 dated 22-03-2018 needs to be updated and the issues of concerns have been flagged in the said meetings. Hence, the present Order.

The instructions for undertaking the M&E of the works henceforth shall follow the below given procedure and norms -

1. The DFOs of the "work executing units" will upload the APOs of current year and of previous four years on designated portal. The uploaded APOs will be reviewed by the M&E Wing for their completeness. The **selection of sites** for any Forest Division for the purpose of M&E will be done by random sampling using the software portal. The software will be active for uploading the APOs in months of January and February of the financial year and again in month of April and May of the succeeding financial year. The succeeding financial year will be the relevant year for the monitoring.

The APOs to be uploaded in months of January and February will be the APOs of previous four financial years as well as the APO of the current financial year for works completed up to the month of December of the current financial year. Further, the part APO of the

current financial year for works done in months of January to March will be uploaded in month of April and May of the subsequent financial year.

2. The Incharge, M&E wing in consultation with the PCCF(HoFF) will prepare the **Annual Chart of Monitoring** (ACM) in the month of March detailing the month wise names of the Forest Divisions to be monitored in subsequent year. The ACM will be circulated to all Forest Divisions. The planning scheme of ACM will be in manner that a Forest Division gets monitored twice in a financial year (one time in each of the two halves of the year, months from April to October will constitute first half and the remaining months the second half). The sites/rihes selected for monitoring for any division during first half of the year will not be taken for selection/randomization during second half of the year. The draw of lots on the portal for selection of sites to be monitored will follow the ACM schedule circulated by the Incharge M&E wing. Further, during the plantation season (July to September) when the field staff is completely engaged in works of plantation, the M&E will be done from 1st July to 15th July, 15th September to 30th September and will remain suspended in month of August. The ACM will be planned keeping into view these requirements. During the month of August, M&E divisions will compile M&E reports, ATRs etc.
3. The Incharge, M&E wing will convey the sites/locations subsequent to uploading of APOs to be placed for draw of lots by the portal to the custodian of the portal i.e. CDAC Mohali. The CDAC Mohali will review the list for aspects concerning compatibility of the provided information as per requirements of the portal and thereafter, carry out draw of lots twice every year i.e. in the month of March and October every year, in the presence of nominee of Incharge M&E wing.
4. M&E in a year is to be done for works done over a period of five years and therefore, the total locations of work to be monitored are in large number. For reason of limitation of manpower, total monitoring is not tenable for such large numbers and appropriate sample for monitoring is to be developed. There are sound sampling procedures which give results to acceptable levels, and hence, M&E also relies on samples for M&E. For effective monitoring and evaluation, it is appropriate to adopt the sampling intensities given in following paragraphs for the monitoring of plantation sites from year 0 to year 4. The indicated percentages will give the total number of sites to be monitored for any division



during the financial year. Further, half of the total sites will be monitored in each of the two monitoring cycles of the year. Accordingly, the draw of lots for monitoring sites will be conducted twice in a year as per the schedule already given above.

- (a) The plantation of '0' year (current year) for works done up to October will be monitored during the months of November to March. The sampling intensity for different years will be based on number of locations in the APO and following prescription of sampling percentages will be followed-

Reference Year (s)	% of total sites in APO to be selected for M&E for entire financial year	% of total sites to be selected for M&E during one monitoring cycle (half year)	Remarks
0	5	5	The percentages will be applied pro-rata for all schemes under which work has been recorded in the APO.
1,2,3	25	12.5	
4	20	10	

- (b) During the month of April, May and June, monitoring of nurseries will also be done in the forest divisions where monitoring of APO works is scheduled to be done. Further, in month of June, M&E will be done for the nurseries in the remaining forest divisions alongwith prescribed division for plantation checking. The sampling intensity of nurseries will be determined by Incharge M&E wing and as a guiding principle, the sample will be of 60 percent of total number of nurseries. The results of monitoring of nurseries will be developed in **Form-2** of the instructions issued by PCCF(HoFF) vide letter PS/1233 dated 24-02-2023 (Annexure -2).
- (c) M&E of SMC (minor works) will be done in the month of February and report will be prepared on format of **Form 3** (Annexure- 3). The M&E of minor works will be done for current year only & 60 % of the works will be monitored.
5. The validations in the portal will be made in a manner that the display of the locations to be monitored in any particular month will be visible in the last week of the month which is

previous to the month of monitoring and evaluation. For all other months the results of draw of lots will remain hidden and will get displayed on their turn.

The Range Officer of the Range to be monitored will furnish information to M&E Range Officer in **Form 1** (Annexure -1) under his signature and will be personally present on the spot with his concerned staff at the time of M&E. All relevant records such as Plantation Journals, Nursery Stock registers and Work registers, APOs, list of Forest areas etc. must be assiduously maintained and provided to the M&E staff at the time of M&E.

6. The details provided by the Range Officer in **Form-1**, will be verified by the M&E staff on the spot and results thereof will be recorded in **Form 1** (Annexure -1). Photographs (not more than two per site) showing condition of works will be taken at the time of monitoring and these will be appended with monitoring report to be sent to Incharge M&E wing by the DFO (M&E). In case the divisional staff remains absent from work of M&E, the work will continue as per schedule. The DFO controlling the work area will be intimated immediately and request will be made to him for deputing his representative team. The DFO on receiving such an intimation and request will ensure immediate necessary action. In case the DFO fails to depute his representative team also, the monitoring work will proceed as per schedule and the report prepared by M&E staff will be treated as final. The report of default on part of the Range Officer and DFO will be conveyed to the Circle In-charge Officer for initiating disciplinary action against the delinquents and a copy of the communication will be endorsed to PCCF (HoFF) for his information.
7. A checking team will comprise of RFO/DRFO, Forester, two FGs and one or two labourers. DFO (M&E) will be personally present at least on 20% of M&E locations.
8. Preparation of monitoring reports and their timely delivery to concerned DFOs is very important for effective M&E effort. DFO (M&E) and his teams will finish the monitoring process by 26th of every month and send the firmed up M&E reports to In-charge M&E wing by 5th of next month and further In-charge M&E wing will forward the reports, along with his observations and recommendations to PCCF (HoFF) and to the circle in-charges by 10th of every month in soft as well as hard copy. Each report will be signed by DFO(M&E) and the report must contain his comments on technical parameters for every monitored site. All M&E reports must be supported with substantive documents and photographs (maximum two per site) of monitored sites.



9. It is also essential that timely and appropriate action is taken on M&E reports by respective DFOs and circle incharges as per the due procedure laid down in the standing orders issued vide Endst. No. 31930-76 dated 20-01-1992 & Letter no. 3745-94 dated 28-07-2010, 2 of 2019 & other guidelines and technical notes. It is also essential that Action Taken Reports (ATRs) on M&E reports by concerned DFOs are sent to their circle incharges. The Circle Incharges will send the consolidated reports of Forest Divisions under their jurisdiction to Incharge M&E wing at the end of each quarter. The Reports Requiring Action (RRA) will be appropriately commented upon by concerned DFOs and every RRA will be decided within six months by the punishing authority.
10. On completion of M&E, DFO (M&E) will hold a discussion meeting with the DFO of the Division wherein the overall results and the dissent of staff, if any, will be discussed and decided. In event of disagreement of the divisional staff with M&E draft reports, a note of dissent may be submitted to DFO (M&E) by the range officer incharge of the monitored work within 15 days of M&E and a copy of the same will be endorsed to his controlling DFO. The dissent will not be admissible if the range officer and staff incharge of the monitored work remain absent at the time of M&E. In case, further field visit is needed to resolve any dispute, the DFO of the Division will personally visit the site along with the DFO (M&E) and the report will be decided as per the ground situation. In case, the DFO of the Division does not co-operate in matter of dispute, the DFO (M&E) will report the matter to the Circle Incharge and submit his M&E report to Incharge M&E wing which will be treated as final report.


11.12.23

(Jagdish Chander IFS)

Principal Chief Conservator of Forests (HoFF)
Haryana, Panchkula.

Endst.No. 151

Dated : 11/12/23

Copy to :

All APCCFs, All CCFs, All CFs, All DFOs


11.12.23

(Jagdish Chander IFS)

Principal Chief Conservator of Forests (HoFF)
Haryana, Panchkula.

FORM-1

ANNEXURE-1

Monitoring and Evaluation

1	Division :-		Block :-				
	Range :-		Beat :-				
2	Scheme :-		Date of Monitoring				
3	Name of Reach :-						
	Legal status of plantation site (RF/PF/Govt. Land/PL/Institutional/Private) :-						
	If CA site, name of proposed site as per FCA case :-						
	Change of site approved or not:-		Plantation Year :-				
4	Latitude		Longitude				
5	Planted by		Current In-Charge of work				
	Forest Guard :-						
	Forester :-						
	DR/FRO :-						
	DFO :-						
6	Physical Observations :-						
	Suspected Mortality Causes :-		Physical Target and Plantation Survival				
	Plantation Month :-		Total No. Planted :-				
	Plantation site suitability :-		Total No. living saplings :-				
	Earth work/Shallow Plantation :-		Spacing :-				
	Quality of plants used :-		HA/RKM Achieved :-				
	Disease/Insects :-		Percent Survival :-				
	Animal/grazing/protection :-		Average Height :-				
	Weather Conditions :-		Shortage of Target if any :-				
	Post planting operations :-						
	Others :-		Monitoring team Grading :-	/10			
7	Financial Spending :-						
	Year I	Year II	Year III	Year IV			
8	Species Planted :-						
	Name of species :-						
	Numbers :-						
	Replacements Year-I						
	Replacements Year-II						
	Replacements Year-III						
	Others :-						

Condition of Plantation :-	
Quality of Plantation/vigour	
Protection/Fencing Status	
9 Record Making/Upkeep	
Natural Calamity Fire/Flood etc. reported if any :-	
Others :-	
Comments :-	

Signature of Territorial Staff :-

Signature of M&E Staff :-

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FORM-2

ANNEXURE-2

1. Soil

- इस्तेमाल की जाने वाली मृदा का Source क्या है?
- मिट्टी का Texture क्या है, क्या उसमें Silt/Sand/Clay डालने की जरूरत है।

2. Beds

- प्रत्येकमें क्षमतानुसार पौधे रखे गए हैं या नहीं
- एक थैली में एक से ज्यादा पौधे तो नहीं है।

3. Polybags

- पौधशाला में Polybags की Alignment सही है या नहीं
- क्या P. Bags सही प्रकार से Bed में रखे गए हैं?
- क्या थैलियों में मिट्टी छानकर अच्छी प्रकार भरी गई है?
- थैलियों में खाद अच्छी प्रकार मिलाई गई है या नहीं?

4. T.P

- क्या Tall Plants के Container सही तरीके से रखे गए हैं?
- क्या क्यारी में TP Containers की लाईनों की संख्या एक/दो से अधिक है?

5. नर्सरी में पौधों की चयन एवं रखरखाव

- क्याकीकर, शीशम, खैरी, अमलतास, जंड़ी, खेर, Hardwickia आदि से सम्बन्धित थैलियों में Innoculum हेतु संबंधित पेड़ के नीचे की मिट्टी की एक चुटकी थैलियों में डाली गई है? यानि उन्ही थैलियों में जिनमें उक्त प्रजातियों के बीज डालें गए हैं?

नोट :-प्रत्येक प्रजाति के नीचे की मिट्टी सम्बन्धित Sowing में डाली जानी है।

- क्या सुगंधित पौधों को सही स्थान दिया गया है?
- क्या फलदार खास कर परंपरागत फलों को सही जगह दी गई है?
- Shisham व अन्य प्रजातियों की कलमें केवल एक Bud को छोड़कर ज्यादा बाहर तो नहीं रखी है?

6. Fencing/Boundary of Nursery

- क्या नर्सरी से सम्बन्धित Signboard लगाया गया है?
- क्या स्थाई पौधशाला की सीमा पर कलमी, परंपरागत फलों, सजावटी, सुगंधित पौधों में Mother Plants है?
- क्या पौधशाला की Chain Ling Fencing की गई है?

7. Nursery Operations

- TP में Pruning 1/3rd है या उससे ज्यादा की गई है?
- क्या Pruning में सफाई है?

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- Shifting व Grading की गई है?

8. Diseases and their control

- विशेष रोग और उसका किस तरीके या रसायन से प्रबंधन किया गया है?
- रोग का Causal Organism और उसका वैज्ञानिक नाम।
- यदि कीट का प्रकोप है, तो नाम (वैज्ञानिक नाम सहित) और उसके प्रबंधन का क्या तरीका अपनाया गया है?

9. Sowing

- क्या Shisham Sowing में Singling की गई है?
- क्या Shisham में Spacing की गई है?
- Nursery में Neem Sowing की गई है? उसकी average collar thickness क्या है?
- क्या Neem Sowing में Spacing की गई है?

10. Record Keeping/Inspection

- नर्सरी की स्थापना का वर्ष व क्षेत्रफल?
- नर्सरी का नक्शा बनाया गया है या नहीं?
- नर्सरी रजिस्टर मौके पर Maintained है तथा Update किया गया है या नहीं?
- गत वर्ष किस प्रजाति के कितने-2 पौधे Free Supply/JSA आदि में दिये गये हैं?
- किस-2 अधिकारी द्वारा तिथि वाईज पौधशाला का निरीक्षण किया गया है?
- M&E टीम के अपने क्या Technical Inputs दिये हैं?
- क्या नर्सरी की स्थिति सही है या फिर स्थान बदलने की जरूरत है?

11. Instructions with Incharge Forest Guard (इन्चार्ज वन रक्षक के सम्बन्धित हिदायतें)

- क्या पौधारोपण की मांग अनुसार पौधे उगाए जा रहे हैं?
- नर्सरी की स्थिति (Location) के अनुसार पौधे उगाए जा रहे हैं? जैसे शहरी पौधशाला में सजावटी पौधे ज्यादा उगाने होते हैं।
- क्या इन्चार्ज वन रक्षक के पास विभिन्न प्रजातियों से सम्बन्धित See Physiology यानि Seed weight, Seed germination percentage, No of Seeds per Kg. Seed viability आदि से सम्बन्धित जानकारी उपलब्ध है?
- Seed Source/Cutting/Propagules का Source क्या है?
- क्या वन रक्षक को लिखित में दिया गया है कि किस प्रजाति के कितने पौधे उगाने हैं?
- क्या पौधशाला में पानी की बर्बादी रोकने के प्रबन्ध किये गये हैं?

12. पौधशाला निरीक्षण का परिणाम (संक्षेप में)



Format for Monitoring of Minor works/SMC works

1. Date of Monitoring & Evaluation
2. Feasibility Report (Available/Not Available)
3. Estimate sanctioned by vide office letter No. date
4. Period of construction/execution
5. Dimensions as per estimate
6. Dimensions found on site / spot
7. Present condition of structure
8. Amount as per estimate approved
9. Actual expenditure incurred
10. Remarks
11. Photographs

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