

FOREST DEPARTMENT, GOVERNMENT OF HARYANA
O/o Principal Chief Conservator of Forests, Haryana

Van Bhawan Plot No. C-18, Sector 6, Panchkula, 134109 Phone 0172-2561224, E-mail: pccf-hry@nic.in

STANDING ORDER No. 314

Dated: 22/3/2018

Shri S.M. Somashekhar, IFS, Principal Chief Conservator of Forests, Haryana

Forest Department implements various afforestation related programmes in the state and these programmes are being regularly monitored by the Monitoring and Evaluation (M&E) wing of the department. Effective monitoring and evaluation of these programmes will provide right feedback on the performance of various programmes and projects implemented by the department. M&E also provides information about the performance of individual divisions, circles and the working of the staff. At present M&E wing of HFD comprises a CCF (Hq) rank officer who is overall in-charge of M&E wing. He is assisted by CF (M&E) who is headquartered at Karnal and two DFO (M&E) with headquarters at Karnal and Hisar. Hisar DFO (M&E) covers monitoring of all the territorial divisions of West and South Circles and wildlife wing falling in his/her jurisdiction. Similarly Karnal DFO (M&E) covers all the divisions of North and Central Circles as mentioned above.

In order to improve the quality of monitoring works being carried out now with limited manpower and technology, it is essential that some ground rules are set to maintain uniformity and continuity in the procedures of monitoring across the entire state and also take steps to enhance better cooperation of other wings. Moreover, the previous Standing order no. 1/2005-06 dated 29.12.2005, has outlived its utility and, therefore, needs suitable modification to suit the current working scenario. With this objective in mind, this standing order is issued with following guidelines and instructions:

1. Two divisions of M&E, namely Hisar and Karnal are responsible for all the monitoring works in a systematic and time bound manner of all forestry related works being implemented in the field on random sampling basis. All Divisions and Ranges must remain prepared and extend all the required co-operation to the monitoring staff at the time of actual field visits. Records such as Plantation Journals, Nursery Stock registers and Work registers must be assiduously maintained so as to provide the required data to the M&E staff.

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2. In order to streamline the M&E activity, an **Annual Chart of Monitoring** (ACM) will be prepared by both the DFOs (M&E) in month of March every year. This ACM will be approved by CF (M&E) in consultation with APCCF (HQ), who will release it by April 15th of monitoring year to concerned CFs. This ACM will clearly specify the months of monitoring and corresponding divisions to be monitored. The information about sites chosen for monitoring will be sent one week in advance, provided the DFOs send their APOs of Year 1 to Year 5 to CF (M&E) office by the 31st March. In ACM, two months will exclusively be kept for monitoring of nurseries and advance earthworks.
3. After identification of division for the monitoring, DFO concerned shall provide information as per the **Form 1** (Annexure 1) and will depute his staff up to ACF/RFO level to accompany the M&E staff to the sites chosen for monitoring. The details provided by divisional staff will be verified by the M&E by making an actual visit and making check entries in **Form 2 and 3** (Annexure 2 & 3). For each site visited, photos will be taken or videos will be made and these will be appended with monitoring report sent to CF (M&E).
4. The divisional staff will provide the requisite records like work register, maps, APOs, plantation journal etc. of sites chosen for monitoring wing for verification. After filling the M&E forms of monitored sites, the divisional staff present will sign these forms as a testimony of actual visit as well as their presence at the time of monitoring. In case the divisional staff absent themselves, the monitoring will continue as per schedule and the monitoring report will be taken as final and action will be initiated accordingly. However, the concerned DFO would explain in writing about the absence of staff at the time of monitoring. If DFO fails to justify the absence of staff during the M&E exercise, departmental proceedings may be initiated for the non-cooperation.
5. It is essential that sampling of sites chosen for monitoring, will be made at random to remove any personal bias. DFO (M&E) will get the selected sites approved by CF (M&E) at least few days in advance before sending them to the concerned DFOs. In order to do this, it will be essential that all territorial DFOs send copy of their APOs – both soft as well as hard copy to CF (M&E)'s office by 31st March of every year. This approval will not be an essential prerequisite for that field DFO who does not send his APOs on time and sites will be then chosen by DFOs (M&E) to prevent delay in monitoring.
6. Sometimes, sampled site has a very large area which cannot be monitored in a small span of time. In such a situation, the following method will be adopted:

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- a. Site's physical area up to 5 ha (50000 sq mt): 100% Monitoring
 - b. Site's physical area more than 5 ha: 5 ha equivalent area will be monitored as sample representative of entire area
 - c. In strips or ridges, a minimum of 2000 plants equivalent continuous area will be fully monitored as sample
 - d. For large areas, sample plots will be marked across entire area and no sample plot will be less than 1000 sq mt. They may be rectangular for block area and strips.
7. Sampling percentage is the crucial component of monitoring process. For effective monitoring and evaluation, it is appropriate to adopt the following sampling intensities for the monitoring of plantation sites from year 0 to year:
- a. Year 0: 10%
 - b. Year 1: 30%
 - c. Year 2: 20%
 - d. Year 3: 20%
 - e. Year 4: 20%
 - f. Year 5: 10%
8. The sampling intensity will be based on sites. For example, let us say that year 3 APO has 30 sites covering all the projects or schemes. As per the above given guideline, sampling will be @ 20% for Year 3 which means SIX sites virtually covering all the possible schemes. In the annual chart of monitoring, each division will be visited twice in a year, with months from May to July exclusively kept for nurseries and earthwork. The sampling intensity will be 15 to 20% for nurseries and 10% for the earthwork.
9. Each checking team will comprise one RFO/DRFO, One Forester and two FGs and one labour. DFO (M&E) will choose 20% each of sites of both RFOs and will cross verify or monitor them for making his report. Of the remaining sites visited by RFOs and his team, DFO (M&E) will countersign the monitoring reports.
10. Preparation of monitoring report and its timely delivery to concerned DFOs, is very important for successful M&E effort. DFO (M&E) and his teams will finish the monitoring process by 26th of each month and send the M&E reports to concerned DFO by 5th of next month and CF (M&E) by 7th of each month through soft copy as well as hard copy. Each report will be duly signed/countersigned by DFO (M&E) and must contain site wise comments based on technical parameters. Each report will be accompanied by substantive

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documents, photos and videos. CF (M&E) will compile the monitoring reports received from DFOs (M&E) and send a soft copy to respective CF, CCF (Hq) and PCCF office by the 15th of every month along with his observations and recommendations, if any.

11. It is also essential that timely and appropriate action is taken on monitoring reports by respective DFOs and CFs as per the due procedure laid down in the circular Endstt. no. 31930-76 dated 20.1.92, letter no. 3745-94 dated 28.7.2010 and standing order no 1/2010-11 circulated vide Endstt. no. C-18-95/1-45 dated 1.4.2010. (All these letters are available on Departments' website). It is also essential that monthly Action Taken Reports (ATR) on monitoring reports by concerned DFOs is sent to CF (M&E) and CF (Territorial) by the 15th of every month. For areas having survival of 70% or less, an explanation will be called from the concerned RFOs and appropriate action will be taken against them in the case of negligence. These ATR's will be appropriately commented by the concerned DFOs before sending it to CF (M&E) and CF(T) and each ATR will be closed in six months by the punishing authority. As a matter of rule, all those areas showing a survival of less than 50%, the DFO concerned shall have the site inspection, and furnish the comments accordingly. It is further directed that DFOs must not forward the comments/letter from RFO concerned without having a site inspection otherwise it will be viewed as a serious lapse in the discharge of duties.

12. In case concerned divisional staff do not agree with M&E staff on the checking conclusions, they may make a note of dissent in the relevant M&E Forms or prepare a self-note to be given to M&E staff who will append it with M&E report. The dissent will be sorted out by both the DFOs by actually visiting the sites before DFO (M&E) makes a final report and sends it to CF (M&E). The DFO (M&E)'s report will be accompanied by his comments about the action taken to resolve the points of contention. In case disagreement is not resolved between DFO (M&E) and the concerned DFO, then all such disputes shall be referred to concerned CF and CF (M&E) for resolution. PCCF office will initiate inquiry in case the issue is not sorted out amicably at the CF level.

13. It will be the duty of CF (T) to submit Quarterly ATR to PCCF/CCF office and CCF concerned will chair a meeting on monitoring reports so that the failures or discrepancies are not repeated. CCF (Hq) and CF (M&E) may be called for this meeting as special invitees. In the month of April, ATRs of preceding year will be submitted to PCCF office by the concerned CCFs. The time frame set for the disposal of M&E reports is six months

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from the date of reporting and any delays in this will be viewed seriously and may invite disciplinary actions against such officers.

14. Physical shortage of works as well as scheme modification without proper approval from CF/CCF concerned will be viewed very seriously. No RFO will modify the scheme without taking the written consent of his DFO. Multiple schemes at one site will be avoided except with the written permission of CF concerned. RFO and his staff will appropriately be acted against in both these situations and concerned CF will initiate action immediately.
15. Territorial DFOs will initiate in-house monitoring and will do routine cross checking of at least 25% randomly selected sites within the division, and failure to do will invite action against them. Each DFO will strictly maintain an inspection record of sites visited by RFO and above in his division office. Likewise a record of instructions and inspection notes will also be maintained.
16. It is essential that expenditure and revenue (sale proceeds) record of **all the sites** (Govt. as well as Private) is maintained so as to advertise the tangible efforts of Forest Department. So, it will be essential for all DFOs to maintain a register clearly showing the details of costs and benefits. A sample of such record is given below:

S.n	Range	Name/Location	No. of	Total	Planting	Harvesting	No. of	Revenue
o		of Site	Plants	Expenditure	Year	Year	Trees	
			Planted	Years 1/2/3			Sold	

J. S. J.

Principal Chief Conservator of Forests
Haryana, Panchkula

Dated: 22-03-18

Endstt. No. 367

Copy To:
All APCCFs
All CCFs
All CFs
All DFOs

MPB 2 35H
2/4/18



J. S. J.

Principal Chief Conservator of Forests
Haryana, Panchkula

Annexure-1

Form -1

Monitoring and Evaluation: Plantation Proforma 1

1	Division								
2	Range								
3	Block								
4	Reach								
5	Physical Target (Ha/RKM)								
6	No. of Plants								
7	Scheme: Type (tall or small)								
8	Month of Plantation								
9	Species Planted								
	Name	Euc	Shisham	Kikar					
	Numbers								
	Replacements								
10	Planted By and Current In-charge								
	Forest Guard								
	Forester								
	DR/RFO								
	DFO								
11	Replacements								
	Year I								
	Year II								
	Year III								
12	Financial Spending								
	Year I								
	Year II								
	Year III								
13	Success %								
	Year I								
	Year II								
	Year III								
14	Visits to Site	FG	Forester	DR	RFO	DFO	CF	CCF	PCCF
	Year I								
	Year II								
	Year III								
15	Site Chosen by Whom: (DFO/RFO/Fo/FG)								
16	Comments of DFO /RFO/Fo/FG/on above If any								

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Annexure-2

Form -2

Monitoring and Evaluation: Plantation Proforma 2	
Inspected Area:	
1	Inspection date
2	Inspection Team
3	Host Staff
4	Name of Area
	Average Height of plantation
	Number of pits
	Number of seedlings initially planted
	Number replaced later
	Number of Survivors
	Survival %
5	Detailed Comments on Survival %, on earthwork quantity and quality, growth, species matching, Quality of seedlings planted, time of planting and General Health of Plantation

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Annexure-3

Form -3

Monitoring and Evaluation: Plantation Performa 3 (Sample Form)								
S. no	Name Of Scheme(Abbreviation)	Name of Component	Total target		Plantation Area Inspected		%age Inspection	
			Ha	RKM	Ha	RKM	Ha	RKM
Territorial Wing								
1	Social and Farm Forestry (SFF)	Pit Plantation(PP)						
2	Raising of Strip Plantation(RSP)	Tall Plants(TP)						
		Normal Plantation(NP)						
		Ridge plantation(RP)						
		Total						
3	Forest Activities in SC Village(FASCV)	Tall Plants						
4	Green Belt in Urban Area (GBUA)	Tall Plants						
5	Extension Forestry (Shelterbelt)(SB)	Ridge plantation						
		Tall Plants						
		Total						
6	Soil Conservation (Chotrainig)(SCCT)	Pit Plantation						
7	Soil Conservation (Desert Control)(SCDC)	Pit Plantation						
8	CAMPA	Ridge plantation						
9	NPV	Normal Plantation						
		Tall Plants						
		Ridge plantation						
		Total						
10	FDA	Ridge plantation						
	G. Total Of Territorial Wing	G. Total						
Community Forestry Wing			Ha	Plants	Ha	Plants	Ha	Plants
1	Social and Farm Forestry	Pit Plantation						
2	AFF	Pit Plantation						
3	WL	Pit Plantation						
4	VWL	Pit Plantation						
	G. Total Community Forestry wing	G. Total						

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STANDING ORDER No. 315

Dated: 22/2/2018

Shri S. M. Somashekhar, IFS, Principal Chief Conservator of Forests, Haryana

Territorial Forest Divisions of the Haryana Forest Department undertake the enumeration of the trees in the strip forests and maintain all records related to enumerations. These records are essential to assess the growing stock on forest areas. These are maintained at the beat level in each territorial division by the beat officer. A copy of these records is also maintained in Forest Range Offices and Division Offices. These are periodically renewed after five years wherein new growth is added and salvaged trees by the logging and HFDC wings are subtracted. Based on the records, annual assessment of growing stock is maintained. Being an important record, it needs to be maintained properly and updated frequently vis-a-vis status of trees so that no loss of forest produce takes place. Therefore, it has been felt that though renewal of enumeration is done after a gap of five years but a constant monitoring should be carried out by the beat/block and range staff followed by the updation of the status of trees in the enumeration registers. Infact this has been necessitated by the fact that many a times trees become dead, dry or fall down and are taken elsewhere for covering the shortage of illicitly felled or disposed through compounding or courts. This means that though these trees are no longer available at sites but in enumeration records these are still shown as green standing trees. These trees continue to be counted as green standing growing stock till new enumeration is done, which is a wrong practice. So, it becomes obvious and essential that the real status of these trees is updated continuously in the enumeration records. Hence, following category of rules are framed which will be strictly followed by all the territorial staff.

1. Each tree which becomes dead and dry but remains at the site will be circled green on the enumeration number.
2. Each tree which has broken and fallen but lying at the site will be encircled twice green on the enumeration number.
3. Each tree which is taken to head quarter or elsewhere and some portion of it or stump remains at site will be encircled blue and the part taken elsewhere will be entered in the timber form 7 of range office.
4. Each tree which has been illicitly felled will be encircled red on the enumeration number and in the remarks column damage report status will be indicated.
5. Each tree which has been illicitly felled but compounded will have twice red circle on the enumeration record.
6. Each tree which has been illicitly felled and the case has been taken to the environment court, will be encircled black on the enumeration number.
7. Each tree which has been felled by logging/HFDC wing, will have twice black circle on enumeration number with an entry of lot number in the remarks column.

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8. It will be essential that every six months, a report will be generated by the range office giving the status of growing stock, from which above categories of trees will be subtracted. The format for the report shall be as under:

GS report ending				Month/year		
Name Of Beat/Block/Range/Division:						
Forest Guard/Forester/RFO during this period:						
Name of Species	Previous Report of Green Growing Stock		Current Stock subtracted*		Balance Green Growing Stock on Date	
	No. of Trees	Volume	No. of Trees	Volume	No. of Trees	Volume
Shisham						
Kikar						
Eucalyptus						
Pahari Papdi						
Jamun						
Jamoa						
Arjun						
Ber						
Mango						
Neem						
Belpatra						
Bakain						
.....						
.....						
.....						
Total						

*Give Reasons for subtraction in the note

J. G. S.
Principal Chief Conservator of Forests
Haryana, Panchkula

Dated: 22-03-2018

Endstt. No. 368

Copy For:
All APCCFs
All CCFs
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All DFOs

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