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ADDENDA AND CORRIGENDA.

- Page 7.*—In the last line of section 19, strike off the first word 'they'.
- Page 15.*—In the penultimate line, for 'bands' read 'bends'.
- Page 19.*—In the last line for 'rafters' substitute 'scantlings'.
- Page 21.*—In the last line of clause (iii) (a), strike off 'advance'.
- Page 25.*—In line 8 of section 69, insert a hyphen between the words 'ill grown'.
- Page 26.*—In line 4 of section 71, for 'shoul' read 'should'.
- Page 41.*—In line 2 of clause (e), insert 'that of' between the words 'as those'.
- Page 56.*—In line 5, strike off the first word 'the'.
- Page 58.*—In line 2 of section 141, insert a hyphen between the words 'well being'.
- Page 59.*—In line 1, insert a comma after 'caught'.
- Page 61.*—In the penultimate line, insert a comma between the words 'and when'.
- Page 66.*—In line 4, for 'were' read 'are'.
- Page 70.*—In line 6 of section 154, for 'eleborate' read 'elaborate'.
- Page 75.*—In lines 2 and 12 of section 162, insert a hyphen between the words 'fire traced' and 'water carriers' respectively.
- Page 77.*—In the first line of clause (2) of section 171, insert 'the' after 'longer'.
- Page 79.*—In the last line of section 25 (ii), for 'forests' read 'Forests'.
- Page 96.*—In line 2 of section 191, insert a comma after 'Officer'.
In line 1 of section 192, insert a comma after 'subordinate' and in line 2, one after 'temporarily'.
- Page 106.*—In line 13 of section 226, strike off the comma after 'sums'.
- Page 107.*—In the heading of section 229, place the apostrophe after, instead of before 's' in the word "contractors" and in line 9, a hyphen between the words 'over payment'.

INTRODUCTION.

THIS Manual is intended for the use of all forest subordinates in the Bombay Presidency including Sind.

Its object is to indicate plainly the course of action of each class of officials and convey a clear and complete knowledge of their powers and duties with a view to increase their efficiency.

It is recognized that general orders applicable to the whole of the Presidency do not necessarily apply to every part of it in detail. It is therefore left to the Divisional Forest Officers to issue supplementary orders to suit the peculiar conditions of particular divisions in regard to minor details according to necessity, provided that such orders do not infringe the standing orders of higher authority.

In the absence of any special supplementary orders these orders must be strictly followed by subordinates.

In compiling this Manual the Standing Orders prepared by the Senior Conservator after special detailed inspection of all subordinate forest offices in one circle (the Southern) in advertence to Government Resolution No. 51 of 4th January 1911 and Resolution XXV of the Forest Conference of 1913 (Government Resolution No. 2639 of 20th March 1914), the Burma Manual of Standing Orders for Forest Subordinates, the local Standing Orders of Conservators and the book of Government Standing Orders have been consulted.

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B	Estimate for new road ..	120	52
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APPENDICES.

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APPENDIX A.

Section 51.

Range.

Estimate for repairs to roads.

Kind of road.	From.	To.	Length.	Nature of repairs.	Estimated cost.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			Miles.		Rs.	

No. dated

Submitted to the Divisional Forest Officer.

Range Officer.

APPENDIX B.

[Section 52.]

Estimate for New Road.

12 feet cart road

Proposed-----

6 feet path

From

To

Range

Division.

Measurement record.

Peg No.	Distance in feet.	Cutting.			Embankment.			To be dug out.		Gradient.		Forward bearing.	Remarks.
		Cross section at peg.	Mean of two sections.	Cubic contents.	Cross section at peg.	Mean of two sections.	Cubic contents.	Trees over 3 feet grth.	Bamboo clumpa.	Rise.	Fall.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
		Square ft.	Square ft.		Square ft.	Square ft.							

APPENDIX—*continued.*

When using this form see instructions below.

Instructions.

Columns 1 and 2.—Distance apart of pegs should average one chain or 66 feet. It will be less on hills and more on the flat. Total of the column 2 multiplied by width of road will give area of jungle clearing required. Distance should be shown on a line between the pegs thus :—

Peg 1.
100 feet.
Peg 2.

Columns 3 and 6.—Cross section taken at peg.

Columns 11 and 12.—Maximum gradients allowed are for 12 feet cart road 1 in 15 or 3° 49' for 6 feet path 1 in 7 or 8°.

Column 13.—Need be filled in for cart roads only.

Column 5.—Actual horizontal breadth of cutting on hill sides to be 6 feet for a cart road and 4 feet for a path. Volume estimate of earth work will be calculated accordingly.

Columns 5 and 8.—Totals should be made for each mile of road or path or when total of Column 2 is 5,280 feet approximately. Number of marketable trees of each species will be recorded in a foot note at the close of each mile.

Column 14.—Will record bridges and culverts with required span measurements. Also occurrence of rock and need for blasting.

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APPENDIX C.

Section 58 (iv).

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Register of timber, etc., used departmentally for

(name of work),

Range,

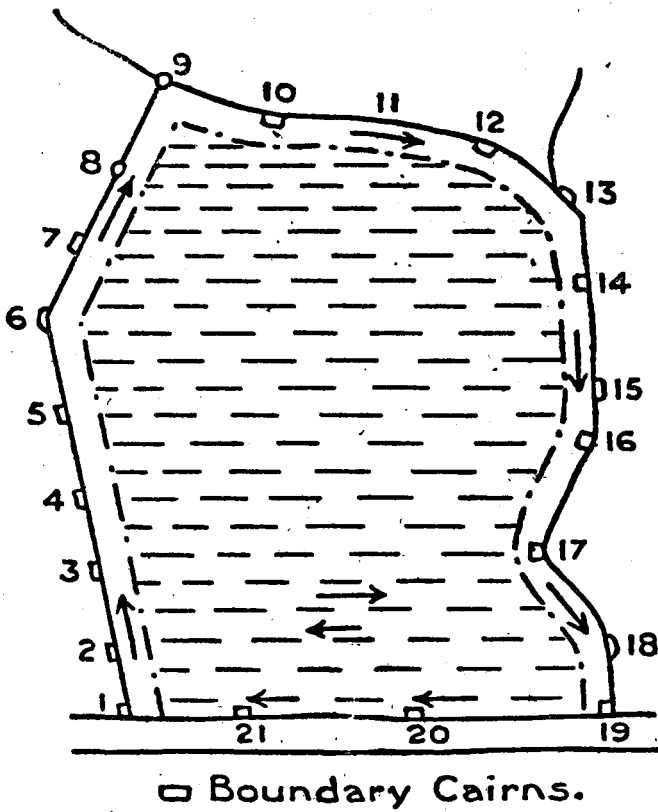
Division.

Particulars of timber taken.				Particulars of material sawn from each log.					Used for work.					On hand at close of work.					
Kind.	Measurement of log.			Description.	No.	Measurement.				No.	Measurement.				No.	Measurement.			
	Length.	Girth.	Cubic feet.			Length.	Breadth.	Width.	Cubic feet.		Length.	Breadth.	Width.	Cubic feet.		Length.	Breadth.	Width.	Cubic feet.

APPENDIX D.

[Section 140 (t).

Standard Reservation in strips.



APPENDIX E.

[Section 140 (iv).

Reservation of Standards.

Village :-

S. No.

Range :-

Block :-

Coupe :-

Place of commencing strip.	No.	Species.	Girth in inches.	Place of ending strip.	Remarks.
Cairn I	1	Teak	25		
	2	"	16		*
	3	Sissam	34		†
	4	"	24		
	5	Shivan	40		
	6	"	29		
	7	Teak	37		
	8	"	25		
	9	"	26		* †
	10	Khair	24		
	11	"	30		
	12	Jamba	32		
	13	"	27		
	14	"	41		
	15				
	16				
	17	&c.			
	18				
	19				
	20				
	21				
	22	Teak	27	Standard No. 2.	
Standard No. 4	23	Babul	38		
	24				
	25				
	26	&c.			
	27				
	28				
	29				
	30				
	31				
	32				
	33				
	34				
	35				
36					
Do. No. 18	37	Khair	25	Do. No. 17.	
	38	Sissam	31		
	39				
	40				
	41				
	42	&c.			
	43				
	44				
	45				
	46				
	47				
	48				
	49				
	50				

Dated—

* Standard broken.

† Extra stem reserved on numbered trees.

‡ Stem to be felled from the stump of a reserved tree.

Signature and rank of Reserving Officer:—

(Signed at the time of reservation.)

Signature and rank of checking officer.

(Signed at the time of taking charge from contractor.)

APPENDICES.

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APPENDIX F.

[Section 142 (ii).

I, _____, contractor of coupe No. _____ of
block No. _____, Range, _____ Division,
hereby certify that according to clause 1 (c) of the agreement
I have been shown the boundaries of the coupe in the forest
according to the tracing attached to the agreement. I took the coupe
in my charge after getting full information about the boundaries.

Forest Officer giving charge
of the coupe.

Contractor.

APPENDIX I.

[Section 142 (xx).

Notice.

Notice is hereby given to the coupe contractor Mr. _____ of coupe No. _____, block No. _____ of _____ Range, that he has not yet done the work of

in accordance with clause _____ of the agreement, which must be done within _____ days from the receipt of this notice. If he fails to comply within the time allowed the matter will be reported to the Divisional Forest Officer, _____, and steps will be taken as he may direct.

Range Forest Officer.

APPENDIX J.

[Section 142 (xxii)].

K D 23-17

Name
 Register of felling of Coupe of Block No. of Range, Division,
 No.
 during the year 19 -19 .

Contractor's name.	Name and number of coupe.	Area of coupe.		Timber cubic feet.								Fuel cubic feet.			Remarks.			
		Acres cut.	Acres not cut.	Cut and prepared.		Brought to depot.		Brought out of coupe.		In the coupe.		Cut.	Brought to depot.	Brought out of coupe.		In the coupe.		
				Logs or poles.	Cubic feet.	Logs or poles.	Cubic feet.	Logs or poles.	Cubic feet.	Logs or poles.	Cubic feet.							

APPENDICES.

APPENDIX K.

[Section 142 (xxii).

A schedule of classification of timber showing how to calculate its outturn in cubic contents :—

Class.	Length.	Girth.	Description.	Calculation of cubic contents.	Remarks.
A	9' and over	9" to 24"	Rafters	c.ft. 1.0	Girth measurements taken in centre.
B	6' to 10'	Stack measurements 5' x 5'.	Fuel stacks	50.80	One third cubic contents of stack.
C	Any length	Mean girth 9"	Cartload	.. .45	
			Bullockload	.. .4	
			Ass-load	.. .3	
			Headload	.. 1.5	
			Thorns	.. One-sixth cubic contents of stack.	
D	(i) Charcoal to be considered as taking double the number of cubic feet for each of the above bullock, ass and headloads. (ii) An average cartload contains 60 cubic feet of charcoal. (iii) An average cart takes 15 to 20 bags of charcoal ; each bag containing 3 maunds.				

APPENDIX L.

[Section 142 (xxiii).

Form of certificate to be sent by the Range Forest Officer, after examining the coupe.

I, _____, Range Forest Officer, _____, certify that I have personally examined coupe No. _____ of Block No. _____ of _____ Range.

I. Details of the work done by the contractor according to the terms of agreement :—

1. Stools of the trees cut have been dressed properly.
2. Stumps of trees are not covered with branchwood, etc.
3. Reserves have been well protected and are correct according to the Form given in para. V of the rules for the selection of reserves.
4. Roads have been fire-traced according to the terms of agreement.
5. Proper arrangements have been made to prevent cattle from grazing in the coupe and no damage has been done to the stools by cattle.

II. Details of work done at Government expense or with the assistance of guards, as the contractor did not work according to the terms of his agreement :—

1. Contractor's uncut trees have been cut.
2. Arrangements made to clear the coupe of timber and firewood by the contractor.
3. Undressed stumps dressed.
4. Stumps of cut trees cleared.
5. Roads have been fire-traced.
6. During the whole working season cattle grazing in the coupe were impounded.
7. Damage was done to _____ reserves and no trees were taken instead. A detailed statement in this matter accompanies.
8. If no trees have been taken instead the reasons should be given here.
9. Of the uncut trees found on rocky ground (or if there is some other reason it should be mentioned) _____ have been reserved, marked and numbered.

This certificate is given after personal examination of the coupe.

Range Forest Officer.

APPENDIX M.

[Sections 130 & 230.]

List of books, registers, etc., required to be maintained in the different subordinate offices.

Serial No.	Description.	Manual Form No.
RANGE OFFICE.		
1	Record of reserved and other kinds of forest ..	1
2	Register of Malki lands from which wood is allowed to be removed
3	Records of Rounds and Beats with names of forests (if unorganised) or blocks or compartments (if organised) and area of each forest ..	75
4	Register of stores, tools and plant ..	16
5	Register of work done by live-stock and of expenditure on upkeep of the same ..	App. XVII
6	Bill book ..	13
7	Receipt book ..	14
8	Cash book and cash account file ..	24 & 25A
9	Acquittance rolls file ..	27A
10	Contractors' ledger ..	33
11	Timber and kirkol permit books ..	15 & 15A
12	Register of pass and other important books
13	Register of fires
14	Register of leave ..	81
15	Register of printed books and maps ..	45
16	Forest Journal
17	Diary book
18	Register of receipts and issues of documents English and Vernacular ..	46
19	Despatch book including stamp account and delivery book
20	A and B record sorting lists ..	44 & 44A
21	Order book in which the Divisional Forest Officer enters orders
22	Standing Order file
23	Working Order file
24	Record of shooting licenses
25	First offence report book
26	Book of licenses for sawing timber
ROUND OFFICE.		
1	Record of reserved and protected forests ..	1
2	Records of Beats with names of forest or block and compartments and area of each forest ..	75
3	Register of lands leased ..	74
4	Register of stores, tools and plant ..	16
5	Receipt book ..	14
6	Timber permit hatkharda
7	Kirkol permit book ..	15A
8	Pass books
9	Cash book and cash account file ..	24 & 25B
10	Register of grazing collections
11	Acquittance rolls file ..	27A

Serial No.	Description.	Manual Form No.
ROUND OFFICE—continued.		
12	Diary book
13	Register of receipts and issues of documents
14	Despatch book including stamp account and delivery book
15	Order book in which the Range Forest Officer and the Divisional Forest Officer enter orders
16	Vernacular Standing Order file
17	Working Order file
18	First report and enquiry report books
19	Register of offenders
20	Register of agricultural implement wood given out
DEPOT OFFICE.		
<i>Forest Depot.</i>		
1	Jungle (felling) register kept by Kamgari guards	5, 5A and 76 where necessary.
2	File of monthly returns of receipts and issues in Forest Depots (Progress reports)	6 & 6A
3	Pass book
4	First report book
<i>Sale Depot.</i>		
1	Register of receipts in depots	7 & 77 where necessary.
2	Register of disposals in depots	8
3	File of monthly returns of receipts and issues in depots.	9
4	Bill book	13
5	Receipt book	14
6	File of sale slips
7	Cash book and cash account file	24 & 25A
8	Pass books
9	Wagon pass register
10	First report book
11	Enquiry report book
12	Register of dead stock	16
13	Register of receipts and issues of documents	46
14	Despatch book including stamp account and delivery book
NAKA OFFICE.		
1	Pass book
2	Wagon pass register
3	Passes checking register
4	Permit book	15A
5	Cash book and cash account file	24 & 25B
6	First report book
BEAT GUARDS.		
1	Diary book
2	First report book
3	Register of kirkol permits