



सत्यमेव जयते

GOVERNMENT OF GUJARAT

# THE GUJARAT FOREST MANUAL

## VOLUME-I

ESTABLISHMENT, ACCOUNTS AND  
OFFICE BUSINESS

(Compiled by order of the Government of Gujarat)

BY

W. M. DESHPANDE

*Superintendent to the Chief Conservator of Forests,  
Gujarat State*

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## PREFACE

The second edition of the Bombay Forest Manual was printed in 1943 and 1944. Since then, vast changes have occurred. The country attained Independence on 15th August 1947 and the Constitution of India was framed; the erstwhile Princely States merged with independent India in 1948 and 1949; the States Reorganisation Act was enacted in 1956 and the States were reorganised from 1st November 1956, and from 1st May 1960 the bilingual Bombay State comprising of (i) The old Bombay State, less the area transferred to Mysore State, (ii) the Princely States, (iii) Saurashtra, (iv) Kutch, (v) Vidarbha and (vi) Marathwada, was bifurcated and the States of Gujarat and Maharashtra were formed, the former comprising of the areas of Kutch, Saurashtra and portions of old Bombay State. The Indian Forest Service was constituted again from 1st October 1967. The pay scales were revised thrice, from 1st January 1947, 1st October 1961 and 1st June 1967.

2. The Bombay Financial Rules 1959, the Bombay Treasury Rules 1959, and the Bombay Contingent Expenditure Rules, 1959 were notified under Articles 166 and 283 of the Constitution of India, and made applicable to the Reorganised Bombay State. Out of these the Bombay Financial Rules, 1959 are now replaced by the Gujarat Financial Rules, 1971. Similarly, the Gujarat Civil Services (Conduct) Rules 1971 and Gujarat Civil Services (Discipline and Appeal) Rules, 1971 have taken the place of the Bombay Civil Services Conduct Discipline and Appeal Rules. The other non-statutory rules and procedures of the ex-Bombay State were also made applicable to the Gujarat State.

3. The Indian Forest Act 1927, was amended by various adaptation of Laws, Orders and Amendment Acts. The Saurashtra Felling of Trees Act, 1951 was adapted to the whole State of Gujarat. The Bombay Wild Animals and Wild Birds Protection Act, 1951 was enacted and was later substituted by the Gujarat Wild Animals and Wild Birds Protection Act, 1963 and later by the Wild Life (Protection) Act, 1972. The forest privileges were liberalised and extended to the areas of Princely States and the other areas of the State.

4. All the above changes and several other important administrative orders issued during the last 30 years have rendered the second edition of the Bombay Forest Manual largely out of date. Government therefore, created a post of Superintendent in the office of the Chief Conservator of Forests for revising the Forest Manual and Shri W. M. Deshpande who was appointed to it was entrusted with the work. In view of the importance of the work, the Chief Conservator of Forests instructed Shri R. I. Patel, the then Conservator of Forests, Research and Working Plans Circle and now Chief Conservator of Forests, Gujarat State, Baroda to scrutinise and guide the work. But for his able guidance and encouragement the work would have, in many matters, remained incomplete and inadequate.

5. This edition of the Forest Manual has been compiled after thoroughly revising and re-arranging the previous edition of the Bombay Forest Manual and corrected upto the end of March 1974. All obsolete and unnecessary matter and the portion pertaining to the areas of Mysore and Maharashtra States is deleted. So also articles pertaining to the Commissioners are omitted as the posts of Commissioners are abolished, while in certain articles, the portions referring to Commissioners are omitted, the omission being indicated by the sign \* \* \*. Much new matter is incorporated and some articles and chapters are entirely rewritten, while others have been added to make the volumes more useful.

This edition of the Forest Manual, consists of three volumes, as follows :—

### VOLUME I

The general arrangement in this volume and also in volumes II and III is the same as that of Bombay Forest Manual (Second Edition).

Part I deals with Organisation of the Forest Department and Services. It contains orders supplementary to All India Services Rules, Bombay Civil Services Rules, Gujarat Civil Services (Conduct) Rules, 1971 and Gujarat Civil Services (Discipline and Appeal) Rules, 1971. References to relevant rules in these publications are made wherever necessary.

Part II deals with powers of Forest Officers, Works and Contracts. Appendix VIII containing the list of powers of Forest Officers, has been made more exhaustive than the corresponding Appendix V to Second Edition of the Bombay Forest Manual.

Part III deals with Forest Accounts while Part IV deals with Budget Estimates. These incorporate the latest changes and orders on these subjects.

Part IV deals with annual Administration Report, Part V with Office business and Part VI with miscellaneous subjects. All these are brought up-to-date.

The Table of contents describes in detail the subjects dealt with in each Part, Chapterwise, followed by a list of Appendices and of Forms. Two new Appendices have been added, one containing the Recruitment Rules for various posts in the Department, and one containing the Departmental Examination Rules for Forest Officers and Rangers and the Ministerial Establishment. One Appendix containing instructions for calculation of value of forest produce removed under rights, granted free or at reduced rates is deleted. The list of forms is divided into two parts, Part I GFM. Forms 1 to 47, which are printed in the Volume and Part II—other Forms referred to but not printed in the Volume. The standard Press Form Nos. are mentioned against all the forms which are standardized. In case of forms printed in other publications, such as F.P.I., F.P. II etc. reference to the publication in which it is printed and form No. of that publication, (*e. g.* Fin. Rule Form No. or B. T. R. Form No.) is mentioned in the relevant column.

A detailed alphabetical index is also given at the end of the volume, as also in volumes II and III to facilitate references.

### VOLUME II

This Volume deals with forest law and policy, and constitution, protection and management of forests.

Part I-A of this Volume contains the 'The Indian Forest Act, 1927' as amended up-to-date, with notes (numbered separately and printed in smaller type below the sections concerned) containing legal rulings and opinions and Government orders explanatory of the meaning and scope of the sections.

Part I-B contains the Saurashtra Felling of Trees (Infliction of Punishment) Act, 1951 and Part I-C contains the Wild Life (Protection) Act, 1972.

Part II contains the statutory rules framed by the State Government under (i) the Indian Forest Act, *viz.*, Bombay Forest Rules, 1942 and other Rules under various sections of the Indian Forest Act, 1927, (ii) the Gujarat Wild Life Protection Rules, 1974 under the Wild Life Protection Act, 1972, and (iii) the Saurashtra Felling of Trees (Infliction of Punishment) Rules, 1961 framed under the Saurashtra Felling of Trees (Infliction of Punishment) Act, 1951. It may be noted that in the Bombay Forest Rules, 1942, the rules pertaining to hunting and shooting and the rules or portions of rules pertaining to the areas, lying in Mysore and Maharashtra

have become obsolete and are therefore not reproduced. Similarly rules or portions of rules pertaining to Commissioners are omitted. All such omissions are indicated by the signs\*\*\* \*\*.

Part III contains the Statutory Orders under the above Acts and Rules.

Part IV contains the Statutory Orders under other Acts which apply to Forest matters and Forest Officers.

Part V deals with the National Forest Policy and classification of lands for forest and other purposes and includes some miscellaneous pronouncements of Government regarding the protection and employment of Hills and Hill Tribes.

Part VI deals with the constitution of Forest including acquisition of lands for forests, settlement and demarcation, boundary marks, forest surveys and maps and disforestation and diversion of forest land to other purposes.

Part VII contains executive instructions on the administration of the Forest Act and Rules in connection with forest offences, protection of forests etc. and also orders regarding management and working of forests.

The executive orders and instructions in connection with the Indian Forest Act and rules thereunder will be found distributed according to subjects as follows :—

(1) All orders and rulings which are explanatory of the sections are given in Part I-A under the sections concerned as already stated.

(2) Those relating to constitution of forests, afforestation and disforestation (sections 3 to 25, 27, 29 and 84) are given in Part VI dealing with those subjects.

(3) Those relating to trees outside Government forest lands [sections 76(c) and 80 of the Indian Forest Act and sections 40 to 44 and rules 58 to 63, Bombay Land Revenue Code] are given in volume III in parts relating to that subject.

(4) All other orders are given in Part VII-A of this volume "Protection Management and Working of Forests" in serial order of the sections of the Act, cross references being given where necessary.

All the forms of notifications, etc. under the Indian Forest Act and other forms connected with volume II have been brought together in Appendix I. The other Appendices are intended for reference.

### VOLUME III

Volume III deals mainly with matters concerning the rights, privileges and concessions granted to the public in respect of trees in lands outside Government forests, removal of forest products from forests, grazing of cattle, free grants, permits etc. The general privileges sanctioned for the whole State and special privileges for each district in connection with forest settlements and by later executive orders had been brought together in the second edition. This volume has been subsequently revised by deleting the portions pertaining to areas now lying in Maharashtra and Mysore States, and incorporating information pertaining to areas transferred from Saurashtra and Kutch and also incorporating the changes due to various Government orders.

A Table of contents and alphabetical index is given in this volume also.

The orders of Government or the statements of policy included in this Manual are liable to alteration and are not binding on Government.

All suggestions for amendments and modifications should be sent to the Chief Conservator of Forests who will issue correction slips and keep the Manual upto-date.

The printing of this volume was sanctioned under G. M., A & C.D. No. FST, 2370/72434-P, dated 21-9-1970.

**LIST OF ABBREVIATIONS ETC. USED IN VOLUME I OF THE GUJARAT  
FOREST MANUAL**

(1) All Government Resolutions, Circulars, Orders and Memoranda are indicated by the following abbreviations :

G. L.	Government letter.
G. C.	Government Circular.
G. M.	Government Memorandum.
G. N.	Government Notification.
G. O.	Government Order.
G. R.	Government Resolution
A & CD.	Agriculture and Cooperation Department.
A & FD.	Agriculture and Forest Department
AF & CD.	Agriculture, Forest and Cooperation Department.
F. D.	Finance Department.
G. D.	General Department.
G. A. D.	General Administration Department.
H. D.	Home Department.
IM & PD.	Industries, Mines and Power Department.
J. D.	Judicial Department.
L. D.	Legal Department.
P & HD.	Panchayat and Health Department.
P & RD.	Political and Reforms Department.
P & SD.	Political and Services Department.
PWD	Public Works Department.
R & AD	Revenue and Agriculture Department.
RCD	Reconstruction Department.
R. D.	Revenue Department.

(2) Other abbreviations used are as follows :

A. or Art.	Article or Articles.
App.	Appendix.
A. G.	Accountant General.
B.C.S.R.	Bombay Civil Services Rules.
F. R. I.	Forest Research Institute.
G. F. M.	Gujarat Forest Manual.
G. F. S.	Gujarat Forest Service.
G. G. G.	Gujarat Government Gazette.
G. I.	Government of India.
I. F. A.	Indian Forest Act.
I. F. S.	Indian Forest Service.
L. R. C.	Land Revenue Code.
Pt.	Part.
R. F. O.	Range Forest Officer.
R. L. A.	Remembrancer of Legal Affairs.
S. or Sec.	Section.
Sub-DFO.	Sub-Divisional Forest Officers.

(3) List of Financial publications and their abbreviations used are :

F. P. I.	Gujarat Financial Rules, 1971.
F. P. II.	Bombay Treasury Rules 1960.
F. P. V.	Bombay Civil Services Rules Manual.
F. P. VII	Manual of Financial Powers.
F. P. IX	Bombay Contingent Expenditure Rules, 1959.
F. P. X	Bombay Budget Manual.
F. P. XI	New Rates of Pay Rules and Pay and Cadre Schedules.

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## FORMS

*Note.*— This list contains the forms prescribed or referred to in the Gujarat Forest Manual. It is divided into two parts- Part-I bearing G. F. M. Form Nos. and part II, other Forms. Most of the forms have been standardised and their press Nos., are given in column 4. Some other forms are printed in the publications of Government as stated in the description of the Form in column 2. The samples given in this book are, therefore, restricted, with a view to reduce the bulk, to such forms as need illustrative entries and to some other important forms required for ready reference in understanding the articles in the text. These are listed in Part I, the pages at which they are reproduced being mentioned in column 6 of the list. The remaining forms are listed in Part II. These are not printed in the Gujarat Forests, Manual Vol. I, the Press Nos. in case of standardised forms being given in column 4 and the other publications, if any, in which they are printed being given in column 6. Some forms maintained in forest offices but not included in this list will be found in Appendix XVI.

## FORMS

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## FORMS

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