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Revenue Department

Minutes of Consultation

25th May 1858

Bach no 40 & 41

Order no 669 & 721 of May

1858

செப்பனிடுபவர் பெயர்
ராமையஸ்நாயகி
செப்பனிடுவதற்காக வடுத்துக்
கொள்ளப்பட்ட நாள் 7/2008
9/2008
செப்பனிட்டு முடித்த நாள்
சரிபார்க்கும் ஆராய்ச்சி உதவி
முதன்மைப்பா. எழுத்தாளர்
கையொப்பம் கையொப்பம்

Fort Saint George, Revenue Consultation of 25th May 1858.

No. 40. Read the following letter from H. CLEGHORN, Esq., M. D., Conservator of Forests ; to the Secretary to Government Revenue Department Fort Saint George dated Madras, 6th March 1858, No. 296.

SIR,

I have the honor to forward for the approval of the Right Honorable the Governor in Council *"A Manual of Accounts"* compiled by Mr. Maclagan under the instructions of Government, shewing the system now adopted in the Forest Department and in the Botanical Garden Ootacamund. Along with the Financial Statement is a Summary of the Circulars and Regulations, which I have found it expedient to adopt up to this date. It will require one or two years further *experience* before I can attempt to draw up a satisfactory Manual detailing the Forest operations generally.

2. In the case of sales to the Bombay Government, I would suggest that as soon as the Assistant receives from the Bombay Timber Agent a receipt for the wood delivered, and has calculated the value of it from the report of the market value furnished to him by the Revenue Authorities, he should be permitted when forwarding the statement to enter the amount in his Account Current, as if the receipt for wood delivered had been a cheque or bill from the Bombay Government. The proceeds of each year's sales would thus immediately appear to my credit, instead of being indefinitely delayed.

3. The strength of the Forest Department as existing at this date is shown in the accompanying Tabular Statement.

4. I would observe that owing to the Financial difficulties of the present year, and to the circumstance of my not having hitherto been able to meet with persons possessing *all* the qualifications desirable in the Forest Department, I have not filled up several appointments (both as Assistants and Overseers) which are necessary to the eventual efficiency of the Conservancy Department.

Manual of Accounts for the Forest Department with abstract of Orders of Government and instructions of the Conservator compiled by order, 1858.

The following Manual, prepared in accordance with the Orders of Government, contains an Abstract of the Rules for Estimates, Accounts, Contracts, Auctions, &c., as well as the General Instructions issued by the Conservator of Forests. It will be convenient to commence with such Rules and instructions, as affect Assistants having local superintendence over particular Tracts of Forest ; and afterwards to consider those, that respect Assistants travelling throughout the Presidency ; and the Assistant in charge of the Conservator's Office at Madras.

Extract Minutes Consultation No. 1153 Rev. Department 12th November 1857, para. 15.

I. ASSISTANTS HAVING LOCAL SUPERINTENDENCE OVER PARTICULAR TRACTS OF FORESTS.

Estimates.—On or before the 1st of April in each year, the Superintendent of each Tracts of Forests, will submit an Estimate of the probable sum required for working the Forest, during the succeeding Official year. This Estimate should be prepared with great care, so as to prevent, if possible, the necessity of a supplemental Estimate, before the year expires. The Estimate should be at once forwarded to the Conservator, that it may be examined by him, and submitted to Government, in time to have the necessary advances sanctioned, before 1st May. This Estimate is not to include the salaries of the Assistants, or of the Establishment sanctioned by Government for each Forest, these being separately drawn in Pay Abstracts.

E. M. C. 302 Revenue Dept. 27th March 1857, para. 5.

If from any unforeseen cause the original Estimate should prove insufficient, a supplemental Estimate must be prepared, and forwarded to the Conservator, for submission to Government. The Assistant in transmitting it, must state the reasons which have rendered this additional advance necessary.

E. M. C. 302 Revenue Department 27th March 1857, para. 5.

The actual balance of cash on hand at the beginning of each year (1st May,) is to be taken into account, as the first instalment of the new Estimate, and further instalments will be drawn for on the Collector, as they may be required.

Accounts.—A Dr. and Cr. Cash Account, containing full particulars of each months transactions, is to be forwarded to the Conservator on the 1st of the succeeding month. The Forms A B and C of which a supply is furnished from the Conservator's Office, are also to be sent monthly. These will be found in Appendixes A B and C immediately after the close of each year, an account containing an abstract of the whole year's transactions is to be prepared for submission to Government. It is particularly to be observed, that these are CASH ACCOUNTS; and must contain nothing beyond actual transactions, whether receipts or disbursements.

Ext. Mins. of Cons. Revenue Dept. 1153. 12th November 1857, paras. 2-6.

" Whenever timber is sold to Public Officers, the value due on its account should be realiz-
" ed, either in Cash or Bills, precisely as if the
" sale had been to a private party, and what-
" ever may be received in payment, whether
" Cash or Bills, should at once be sent to the Collector to be adjusted in his accounts, and sales,
" for which neither money nor Bills of exchange may be received, ought not to be brought into
" the account current at all."

Extract Minutes Consultation as above.

In the case of timber sold to the Bombay Government, the Assistant will obtain from the Collector of the District in which the wood is sold, a certificate of the present market value of timber—he will also receive from the timber Agent of the Bombay Government, a receipt for the wood delivered—he will then make a calculation of the value of the wood, and forward the same with the timber Agent's receipt, to the Collector of the District in which the Forest is situated.

Extract Minutes Consultation 106, 1st February 1856.

Extract Minutes Consultation 106 1st February 1856.

The Collector will forward these Documents to the Accountant General as a voucher for his debiting the Bombay Government, and crediting the Forest Department—and the Accountant General is authorized to admit such debits and credits to the extent of the acknowledgement by the Bombay Government. The form of the annual Accounts, as prescribed by Government, will be found in appendix D. and it is particularly requested, that these accounts be submitted to Government, at least within one month after the close of the official year.

Ext. Mins Cons. Revenue Dept. No. 349, 22nd March 1855.

Ext. Mins. Cons. Revenue Dept. No. 854, 12th August 1856.

Ext. Mins. Cons. Revenue Department No. 183, February 11th 1858.

As a special case, and as a temporary arrangement only, Government have been pleased to authorise the accounts for the Canara Forests, being prepared in the office of the Collector as heretofore, but they will be forwarded by him to the Conservator, and not as formerly to the Board of Revenue. It is to be observed that an annual expenditure for roads in this Collectorate, to the extent of Rupees five thousand, is sanctioned by Government, and is to be shown among the charges of the Conservancy Department.

Ext. Mins. Cons. Revenue Dept. No. 156 1st February 1856.
Rs. 5,000.

Contracts.—There are three species of contracts, into which it may be necessary to enter.

1st. For felling and converting trees, and conveying them to the Depôt, or elsewhere, within a certain time.

2nd. For conveying to the Depot, or other place, seasoned or outlying Timber.

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Fort Saint George, Revenue Consultation of 25th May 1858.

3rd. For the sale of standing trees, to be felled and removed, by the purchaser. The 1st and 2nd of these may be considered together.

As soon as an estimate has been formed, of the number of trees which will require to be cut and removed, during the ensuing season, proclamation should be made through the Revenue Authority of the District, that the Assistant is prepared to enter into contracts, for the performance of the work. A form of contract will be found in appendix E. The period over which the contract is to extend, should commence from the day, on which the Contractor is permitted to enter on the work, and the terms of the Contract, except under special circumstances, should be rigidly enforced.

After the terms of any contract are settled, between the Assistant and an intending contractor, they are to be submitted to the Conservator for his ratification, and the contract is not to be considered binding on the Department, until such ratification is received.

When the number of trees contracted for is under thirty, the assistant may complete the contract without reference, and in special circumstances, when a larger number is contracted for, the Conservator may grant permission to complete contracts without reference, but as a general rule, they are not to be considered binding until ratified.

The nature of the security, to be given by the contractor, demands very great attention. When it can be obtained, the most desirable security in certain districts is Land, or the deposit of Government Paper, or Cash, in the Local Treasury. In all cases, contracts should be completed in the Hoozoor Cutchery, and with the advice of the Collector or Sub Collector. Contracts for felling in the Annamallay Forests are confined to the Axemen Wudders, and others who, are distinct classes and do not contract for the conveyance of planks. The whole system of operations, is described at length in a Memorandum drawn up by Captain D. Hamilton late Superentendent of these Forests which is given in appendix F. Many parts of the system, with such modifications as experience suggests, may be found suitable in other Forests.

The third species of Contract, is for the sale of standing trees, to be felled, and removed by the purchaser. The form given in appendix G. is from a Contract entered into, with one of the Engineers of the Madras Railway. It is not usual to enter into contracts of this kind, excepting for public purposes.

Supply of Timber for Indian Navy.—The magnificent scantling of the Annamally Teak renders it peculiarly suitable for building of Frigates, and it is therefore *almost entirely* reserved for the Dockyard at Bombay. The Timber when floated to Ponany, is examined by the Bombay Timber Agent, who selects whatever may be required for the Dockyard, such Timber as is not fitted for Naval purposes, as well as Timber now outlying, will in future be submitted to sale by Auction, at the foot of the slip.

In Canara, the Timber Agent of the Bombay Government, selects the wood that will suit him, which is paid for, at the average price, obtained for that which he rejects, the rejected Timber being sold by Auction. The Bombay Government agent has been in the practice of intimating, as nearly as possible, the quantity of wood required, and it is very desirable that this practice should be continued. The preservation of Poon trees for spars, and of crooked Timber for curves and knees is of great importance. A circular (No. IV.) from the Conservator, on the subject of crooks, will be found in Appendix H.

Supply of Timber for other Departments of Government.—There are not at present any rules on this subject—Departments send forward indents for Timber, at any time when it is required, and not on any fixed date, and it consequently may sometimes happen, that the indent cannot be readily complied with. The Superintendent of the Gun-Carriage Manufactory gives notice of the prospective wants of his establishment for the ensuing year, and it is very desirable, that whenever practicable, similar notice should as early as possible be given, by District Engineers in the Department Public Works, and Railway, and by other Public Departments.

Supply of Timber for local purposes—No definite Rules can at present be laid down under this head, as widely different practices have hitherto obtained in different Districts. The subject is one of considerable importance, and no small difficulty, and is now under the consideration of the Conservator.

Auctions.—It has already been observed, that both in Canara, and at the foot of the Annamallay slip, there will in future be periodical Auctions of Timber. The Rules to be observed on these occasions will be found in Appendix I.

Measures.—On this head it is much to be desired that an uniform practice should be adopted, and the Bombay Measure seems the one likely to be most generally useful, the Government of Bombay, and the Merchants there being the Principal purchasers of Timber. The following Tables will be found to differ slightly from the measurements quoted by Captain Hamilton, he taking the koll at 28½ inches, and this Table being calculated on the koll of 28 inches.

1 Candy=1 Cole Cubic=12 Cubic feet and 1216 inches; 3 Candies and 18¾ vassas=1 Ton or 50 Cubical feet; 20 vassas=1 Candy.

Stamps.—It is desirable that these also should be uniform and so clear and distinct, that they cannot easily be counterfeited. A new set of stamps for Canara has recently been made, in the Workshop of the Locomotive Department, of the Madras Railway, and similar ones can be prepared for other Districts, when required. They are made of wrought steel, and comprised ten numbers, from 0 to 9 and a mark bearing the words "Forest Department" and the letter "C". All sets made for other Districts hereafter, will be exactly the same, with the exception of the Initial, letter of the Forest. Logs should be stamped in the centre, as well as at both ends.

Exportation.—This should as much as possible be carried on by rivers, or by certain appointed roads, which should be selected in Consultation with the Collector of the District. The object of this is to check waste, and illegal transport of Timber, from one District to another.

Proceeds of Timber cut without leave.—When any person is convicted of cutting Timber in a Forest belonging to, or rented by Government, the wood is to be seized and sold, and one half of the amount of the sale proceeds is to be paid to the informer, the other half to be credited to the Forest Department, in accordance with the custom obtaining in the Bombay Presidency,

E. M. C. No. 767, R. D. 29th July 1857.

Communications to the Conservator.—All Estimates, Accounts, and Returns, Pay Abstracts, Contingent Bills, and letters not requiring immediate answer are to be addressed to the Conservator of Forests, Madras; and these in the Conservator's absence, will be disposed of, or forwarded to the Conservator by the Assistant in charge. Letters requiring immediate answer may be sent to the Conservator on tour, to the address which will from time to time be indicated in the Fort Saint George Gazette.

Depôt of Books and Implements.—The Conservator proposes to form at the Head Office a small Depôt of Books on the subject of Forestry and Implements of Arboriculture, from which Assistants and Overseers may be supplied in certain quantities annually, as is customary in other Departments. The subject has been submitted for the consideration of Government, and the Regulations if sanctioned, will be promulgated in a circular.

There are several localities such as Palghat, Pootoor in Southern Canara, &c., where Overseers will probably be hereafter stationed, and it is desirable that one or two practical books should be provided for their guidance, until a Manual of Forest operation can be compiled, from the experience of the Department.

General.—Copies of the Conservator's Circular, No. I. containing General Instructions to Assistants, and No. III. containing instructions as to girdling and felling, will be found in Appendixes K. and L.

II.—Assistants travelling throughout the Presidency.

The duty of this class of Assistants is of a temporary nature, it being intended that they should ultimately be placed in charge of distinct tracts of lands. They are intended to visit any District to which they may be ordered by the Conservator, exploring the more densely wooded tracts, and reporting the nature and quality of the growing Timber, and other Vegetable Products. It may occasionally happen that they may have to enter into contracts, in which case, they will be guided entirely by the rules laid down in part I. They will especially examine and report whether the Forest seems fitted to supply logs suited for the Gun Carriage Manufactory and Department Public Works, &c., or Sleepers for the Railway or Crooks for Ship-building or Jungle wood for fuel, and generally they will report what measures are

E. M. C. R. D. No. 1332, 19th Dec. 1856.

E. M. C. R. D. No. 730, 22d July 1857.

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required for the systematic conservancy and for turning the Forest to the best account. Each travelling Assistant is allowed 4 Peons at Rupees 6 each, and travelling allowance at the rate of Rs. 5 per diem, or 4 annas a mile when posting or travelling rapidly.

III.—The Assistant in charge of the Conservator's Office at Madras.

The business of this Assistant is to prepare the accounts of the Department from the monthly Statements sent in by Resident Assistants, and to check the annual accounts previous to their being submitted by the Conservator to Government. In the absence of the Conservator, he is to countersign and pass pay abstracts, and contingent Bills, and to conduct the current affairs of the office, but he is not to correspond direct with Government, it being intended that all communications with Government, should pass through the head of the Department.

IV.—The Botanical Gardens at Ootacamund.

These Gardens having been placed under the charge of the Conservator of Forests, it may not be out of place to record in this Manual, that the accounts of the Superintendent are examined monthly, by an Officer of Government, on the Hills, who Initials the Statement and forwards it to the office of the Conservator, Madras, and arrangements have been made, by which the Superintendent of the Botanical Garden at the Laul Baugh in Bangalore, and the Secretary of the Agri Horticultural Society Madras, are to furnish monthly a Cash Account, and also a Statement of Plants distributed, in the same forms as those to be received from Ootacamund, which will be found in appendixes M. and N.

This will enable the Conservator to exhibit annually the cost of maintaining these three Gardens, and the total number of Trees, Shrubs, Plants, and Packets of seeds distrbuted through Southern India.

Forest Conservancy Department.

	Rs.	A.	P.	Rs.	A.	P.
1 Conservator of Forests...	1000	...	...			
1 Assistant in charge of Accounts...	200	...	...			
1 Head Writer...	100	...	...			
1 Second Writer...	45	...	...			
1 Draughtsman...	40	...	...			
1 Herbarium Keeper...	25	...	...			
3 Peons at 7 Rupees each...	21	...	...	1431	...	...
Anamallay Forests.						
1 Assistant...	300	...	...			
1 Carpenter...	100	...	...			
1 Overseer...	60	...	...			
1 Do. ...	50	...	...			
1 Writer...	30	...	...			
1 Floater...	25	...	...			
2 Writers at 20 Rupees each...	40	...	...			
1 Duffadar...	8	...	...			
6 Peons at 5 Rupees each...	30	...	...			
3 Do. at 4 do. do. ...	12	...	...			
2 Do. at 3 do. do. ...	6	...	...	661	...	...
North Canara.						
1 Assistant...	200	...	...			
1 Writer...	25	...	...			
1 Gomastah...	15	...	...			
1 Overseer...	60	...	...			
2 Sub Conservators at 40 Rupees each...	80	...	...			
2 Mutsadies at 20 Rupees do. ...	40	...	...			
2 Gomastahs at 10 Rupees do. ...	20	...	...			
24 Peons at 5 Rupees do. ...	120	...	...	560	...	...
Travelling Assistant.						
1 Assistant...	300	...	...			
2 Peons at 6 Rupees each...	12	...	...	312	...	...
Total...	...	...	...	2,964	...	...

(Signed.) H. CLEGHORN,
Conservator of Forests.

No. 41. ORDER THEREON, No. 669; dated 21st May 1858.

The Conservator of Forests submits for approval a "Manual of accounts for the Forest Department and the Botanical Garden at Ootacammund."

2. The Government have carefully gone through the Manual and Forms and have but few alterations to suggest. The last para. under "Estimates" should be made more clear by stating that any amount of the previous year's estimate that may remain undrawn, should not be considered available for the current year, as the sanction for a particular year ceases to have any force after the expiration of that year.

3. The Manual proposes that in the case of timber sold to the Bombay Government the Collector of the District in which the Forest is situated should be furnished with a receipt from the timber Agent of that Government together with a Memo. of the value of the wood, calculated upon the information procured from the Collector of the District in which the timber may be sold, in order that the former Collector may forward them to the Accountant General for debiting the amount to the Bombay Government and crediting it to the Forest Department. Two points here require correction, viz. the receipt of the Bombay Agent should itself shew the value of the timber purchased by him and the adjustment should be made in the accounts of the Collector in whose District the Forest is situated. The receipt should accompany the Collector's accounts furnished to the Accountant General monthly as a voucher in support of the entries. The Government see no objection to the Assistant in charge of the Forests crediting in his accounts the amounts of the receipts alluded to as actual cash received.

4. With these observations, the Right Honorable the Governor in Council approves the Manual for the present, and hopes to receive a complete one as promised by Mr. Cleghorn in para. 1 of his letter after a further experience of the present official year.

5. Mr. Cleghorn will in future invariably quote in his letters the dates of any previous correspondence to which he makes allusion.

(Signed) W. H. BAYLEY,
Acting Secretary to Government.

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Revenue Dept

No. 669

Extract from the Minutes of Consultation
Under date the 21st May 1858

Read the following
letter from the Conservator
of Forests.

To
Fort St George

Sir

I have the honor to submit for approval a manual of accounts for the Forest Department and the Botanical Gardens at Ootacamund.

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Here enter 6th March 1858 No 1
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with a Memo. of the
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tion procured from the
Collector of the District
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4 With these
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Clapham in para 10 of
his letter after a fur-
-ther experience of
the present official
year.

5 Mr Clapham
will in future invar-
-iably quote in his
letters the date of the
last previous
Correspondence

to which he makes allusion
correspondence ~~that may~~
~~be allocated to this Home~~..

W H B.

6th

Copies to Conservator
of Forests - Dist.: 22
1 — Asstt Conl

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Revenue 1858 Department
Ltr to Govt 25th May
N 664

Extract Minute of Govt
Dated 21st May 1858.

Read the Communication of Asstt Conl
of Kheri forwarding 10 Jun 1858.

Approving the Manual
of accounts showing the system
now adopted in the Forest
Department and in the
Botanical Garden at Saharanpur
Commd.

Noted.

6th May 1858