Office of Conservator of Forests
Camp Ootacamund 16th June/70

No. 2173.

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From

Major R. H. Beddome
Offg. Conservator of Forests.

To,

R. A. Dalyell Esqre
Actg. Secretary to Government

R. D.

Sir,

With reference to the
Proceedings of Government dated
11th May 1870 No. 687. I have the
honor to submit herewith two Lists
shewing the Returns and other
periodical Statements (together with
a form of each) prepared in my
Office and those of my subordina

2.- The Annual Administra
=tion Report of the Forest Departme
accompanyi

accompanying List No. I. is sub=
=mitted to Government together with
appendices received from the
officers of the Department. The
orders passed thereon are inserted
at the end of the Report, of which
several copies are printed and dis=
=tributed by Government to the Heads
of Departments of this and other
Presidencies, to the Right Honorable
the Secretary of State for India
and to the Supreme and Bombay
Governments. It affords informa=
=tion on the management and
improvement of each Forest Range
under "Conservancy & Working".
The

The Planting operations and Reserves
for supply of fuel to the Locomotive
Department of the Madras Railway
Financial results and other statistics
which are interesting to the State are
also detailed in the Report alluded
to. The size of the Report is generally
approved of by Government. In addi=
=tion to this there is another Con=
=templated Report to be drawn up
by the Conservator for submission
to Government and which is to ac=
=company the Budget Estimates
of the Department. This is to be
rendered in foolscap size. There
are other Reports submitted occasi=
=ally by the Conservator when
specially

specially called for by Government regarding the exploration, planting operations, Conservancy or working of any Forest Range.-

3.- As the forms of Registers marked **A** to **G** recently modified and submitted to the Board of Revenue by the Accountants of the Boards' and the Accountant General's Offices are to be shortly adopted, I have entered them in the List in lieu of those now in use, which will eventually be cancelled. The several periodical Returns given in the List marked **A**, are prepared from the Registers referred to, for submission to

to higher authority. The object and use of the Registers and Returns have been fully explained in my letter submitted to Government under date the 13th Ultimo No. 2117.-

4.- A letter book is kept for all correspondence despatched from the Central Office and a Letter file for all letters received from Heads of Departments at the Presidency, the Treasury Officers and the Officers of the Forest Department. A Register of all letters, periodical statements and Returns received and despatched is also maintained, as well as Index books for Proceedings of Government and those of the Board

of Revenue.

5.- The Register books above referred to are essentially requisite for record and for check over the operations of the Forest Department for the preparation of periodical Returns and other Statistics required for submission to higher authority.-

6.- The forms and size of the Registers and Returns mentioned in the Lists Nos. I & II, cannot in any way be reduced or done away with.- Besides supplying the above printed forms to the officers of the Department, forms of Licences, Vouchers &c. as exhibited in the accompanying Memo are also furnished to them from

from the Central Office from time to time.-

7.- Government will perceive that the work above detailed cannot efficiently be carried out without a sufficient staff of employés in the controlling office, to which an Establishment of not less than 5 per cent at least of the annual income of the Department should be granted.-

8.- As regards the minor Returns specified in the accompanying list No. II, I beg to offer the following brief explanation respecting the object and utility of each Return furnished to the Central

office

office by the officers of the Depart-
-ment.-

9.- This Return exhibits the
manner in which the officers and
their Establishments have been em-
-ployed during the month for which
it is rendered to the Central office.
A separate Monthly Progress Report
shewing the summary of Forest
operations of each Range is also
furnished to the Conservator of
Forest together with this statement.

10.- This Return is submitted
to the Central office by the Officers
of the Department after causing
it to be compiled from the salary
Lists of Gazetted officers and their
Establishments Nos. I & II, which are
presented

A.

Statement shewing the mode in which the Establishment of the — Forest was employed during the month of-

This return & the monthly report are very necessary & important and cannot be abridged.

B.

Abstract of the salary drawn by the officer in charge of — Forests for the month of-

This return is very necessary.-