

For Office use only



**GOVERNMENT OF MAHARASHTRA
FOREST DEPARTMENT**

The A B C D LISTS

of

**Documents Pertaining to the Forest Department
Maharashtra State**

Directions in regard to the use of List of Documents classified for Preservation and Destruction.

(1) In the list of documents classified for preservation and destruction all papers and documents are grouped in Chapters or Branches, more or less according to present practice.

(2) The symbols A, B, C, D in Col. 4 of the said list connote for how long the registers or documents should be preserved. The details are as follows :—

“ *A* ” *papers* : are to be preserved indefinitely and must be so indexed that in future the index could be revised and the papers sorted with ease as often as necessary. This does not mean that the papers are to be mechanically preserved for ever. Some of them may become obsolete and necessitate destruction even earlier than “ *B* ” papers.

“ *B* ” *papers* : are to be preserved for 30 years. These cover all the longer periods of limitations for suit as to land, the settlement period, the ordinary limit of service and what may be termed an administrative generation.

“ *C* ” *papers* : are to be preserved for 5 years and they cover all those cases in which the limitation period for claims is 3 years or less. They also include all those papers which are of administrative importance for a short period only. There are very few matters where it becomes really necessary to refer to figures or facts of more than five years ago.

“ *D* ” *papers* : are those which are to be destroyed no sooner than they have served their purpose. They include all papers weeded out of “ *A* ” and “ *B* ” cases as well as those listed in Category “ *D* ”.

“ *Confidential* ” *papers* : are not affected in this list. They will usually be classed at the discretion of the Head of the Office, because they cannot leave his custody and therefore should most certainly be indexed.

A-45—1-A.

(3) The periods stipulated above should be reckoned from the completion of the case, or (for files of periodical or occasional reports) from the time when (the old register being full or completed) a new one is initiated, after bringing forward the live entries.

(4) In order to enable the use of the list as desired, the following precepts should be meticulously adhered to —

(i) Distinguish carefully between cases and do not allow undue sub-division or improper combination.

(ii) Concentrate as much as you can on the registers and documents that are to be preserved.

(iii) Reject alien record and do not keep papers belonging to other offices.

(iv) Index all papers that are to be preserved.

(v) Weed out every case before filing.

(vi) Exercise intelligence even when following rules, as it is impossible to provide for every contingency.

(vii) Do not file registers till exhausted and carry forward all live entries.

A LIST OF DOCUMENTS CLASSIFIED FOR PRESERVATION AND DESTRUCTION

ABCD LIST

A—for an indefinite period.

B—30 years.

C—5 years.

D—To be destroyed as soon as finished. These papers are not to be sent to the record room.

Item No.	Description of docume	Guide remarks	Preservation period
(1)	(2)	(3)	(4)

ACT (Accounts)

1	Accountant General's, Chief Conservator of Forests', Conservators of Forests' and Divisional Forest Officer's Circulars of an important nature.	..	A
2	Yearly schedule of lapsed deposits ..	..	A
3	Monthly cash Account (Form 25) and schedules and registers, etc., pertaining thereto.	..	B
4	Office copies of Round and Depot Cash Accounts.	..	B
5	Abstract of Contractors' and Disbursers' ledger (Form 34).	..	C
6	Schedule of remittances into Treasuries (Form No. 36).	..	C
7	Classified abstract of Revenue and Expenditure (Form 35).	The duplicate copies of this form submitted by the Divisional Forest Officers with timber returns may be destroyed in Conservator of Forests' office after a period of 5 years.	B

Item No.	Description of documents	Guide remarks	PRESERVATION PERIOD
(1)	(2)	(3)	(4)
8	Account showing outstanding Forest Revenue and revenue received in advance.	After final recovery ..	C
9	Monthly statements of recoveries of rent due, sent by the Executive Engineers.	..	C
10	Contractors' and Disbursers' ledger ; register of revenue and expenditure in each forest unit ; Cash Book.	..	B
11	Bill and Receipt Books (Forms No. 13 and 14).	..	C
12	(i) Register of contingent charges. (ii) Bills on account of contingent charges, cancelled vouchers including muster rolls of daily labourers.		B C
13	Register of receipt and repayment of Forest deposits and extracts therefrom sent to the A. G.	..	C
14	Unofficial deposit register for undisbursed pay, allowances, etc.	..	C
15	Applications for cheque books—cheque requisitions.	..	D
16	Intimations about opening of new cheque books.	..	D
17	Register of cheques and counterfoils of cheques.	..	C
18	Correspondence regarding Expenditure on account of survey, demarcation, boundary marks, Working Plans, plantations, fire protection and other operations.	..	C
19	Proposition statement of temporary establishment.	..	C
20	Papers relating to outstanding forest revenue and advances written off from the accounts.	..	C

Item No.	Description of documents	Guide remarks	Preservation Period
(1)	(2)	(3)	(4)
21	Annual review on the working of Treasuries received from Accountant General.	..	C
22	Objection Statement including audit letters with explanation.	..	C
23	Summary of revenue and expenditure, returns of capital expenditure, rates of various operations, rents and taxes.	..	C
24	Refund of Forest revenue and refund bills.	..	C
25	Fraud or other attempts of fraud on treasuries by public or staff including loss or theft of Government cash.	..	B
GPF (General Provident Fund)			
26	Application for admission to the General Provident Fund.	..	C
27	Nomination of beneficiaries	..	B
28	Sanction to advances from the General Provident Fund.	..	C
29	Final withdrawal of General Provident Fund by Subscribers.	..	C
30	Final withdrawal of General Provident Fund by persons other than subscribers	..	C
ADV (Advances)			
31	Sanction to advances for tents, motors, ponies, cycles, etc, and advances on transfer.	..	C
32	Sanction to House Building Advances and Mortgage deed therefor and similar advances.	..	B
33	Office copies of annual acknowledgments of balances of all advance heads.	..	C

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
34	Correspondence regarding "Taccavi" Advances.	..	C
	AAR (Annual Administration Report)		
35	Annual Administration Reports and subsidiary statements of Conservators of Forests and other similar reports that are not printed.	..	A
36	Annual Administration Reports and Subsidiary statements of Divisional Forest Officers.	..	A
37	Copies of Divisional Forest Officer's Administration Reports and statements sent to Conservator of Forests.	..	B
38	Papers, connected with the preparation of Administration Reports of Divisional Forest Officers.	...	C
	BLS (Bills)		
39	Pay bills and acquittance rolls of Government Servants.	..	B
40	Office copies of pay bills or muster-rolls of temporary establishment or non-pensionable establishment.	..	B
41	Travelling Allowance bills and correspondence thereon.	..	C
42	Last Pay Certificates	..	B
43	Honoraria, rewards, deputation allowances for special works.	..	C
44	Papers relating to allowances tentage, conveyance, house rent, compensation and the like, plague allowance and grain compensation allowance.	..	C
45	Notice of attachment of salary by Civil Courts.	..	C
46	Pay Bills of arrear claims	..	B

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
BKS (Books and Maps)			
47	Important books, printed papers and maps.	..	A
48	Unimportant or obsolete books and publications such as old civil lists, classified list of Forest Officers, Codes, etc.	Destroy after new issue is received.	D
49	Forest journals	..	A
50	Indents for maps and books	..	C
51	Memoranda intimating despatch and acknowledging receipt of books, publications, forms, cheques, etc., and also those accompanying bills, returns, etc.	..	D
BLD and COM (Buildings and Communications)			
52	Plans and estimates of buildings, roads, bridges, wells, etc.	..	B
53	Estimates of minor works	Keep on current file till executed or rejected; then destroy.	D
54	Correspondence regarding buildings, roads, bridges and other works and completion certificate of the same.	..	C
55	Papers and returns of annual and special repairs of Forest roads, buildings, bridges, etc.	Destory after bills are passed.	D
BGT (Budget)			
56	Printed or sanctioned budgets received from Government or other agencies communicating the grants.	..	C
57	Office copies of budget estimates with their schedules and appendices.	..	C

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
58	All notes, information and correspondences regarding budget from subordinate offices or other branches.	..	C
59	Correspondence with Accountant General as to budgets unless ending in a general instruction or rule.	..	C
60	Reappropriation correspondence, extra grants and surrenders.	..	C
61	Periodical statements of expenditure under primary units under several major heads sent to Government or controlling Officers.	..	C
62	Papers relating to the distribution of budget grants.	..	C
63	Papers relating to Appropriation Accounts.	..	C
64	Reconciliation of expenditure	..	C
65	Correspondence in respect of Public Accounts Committee.	.	C
66	Monthly summaries of expenditure (Revised estimates); ..		C
CLO (Clothing)			
67	Clothing—Supply of	.	C
68	Indents for peon's clothing and papers relating to its periodical supply.	..	C
69	Register of clothing articles issued ..	..	C
70	Indents for other clothing articles ..	..	C

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
CFR (Conferences)			
71	Correspondence regarding— (1) Central Board of Forestry meetings (2) Liaison meetings at Forest Research Institute, Dehra Dun. (3) Senior Forest Officers Conferences. (4) State Forest Officers Conferences. (5) Other Miscellaneous meetings and conferences.	..	A
DIR (Diaries)			
72	Diary books of Conservators of Forests, Divisional Forest Officers including Sub-Divisional Forest Officers in-charge of Sub-Divisions, Silviculturist, Asstt. Silviculturist, Forest Utilization Officer, etc.	..	A
73	Diary books of Forest Officers other than Conservators of Forests, Divisional Forest Officers including Sub-Divisional Forest Officers incharge of Sub-Divisions, Silviculturist, Asstt. Silviculturist, Forest Utilization Officer, etc.	..	C
EST (Establishment)			
74	Discussion and orders about strength of Establishment, scales of pay, fixed travelling allowances, etc.	..	B
75	Entertainment of temporary establishment including foreign service.	..	B
76	Appointments, postings, transfers, promotions including increment certificates and confirmations, reversions, re-employment, deputations, etc.	Take a note in Service Book and certificate of verification of service.	C
77	Alleged defalcations, misconduct, fines, reduction of all classes of officers, Departmental Enquiries, Allegations against forest subordinates.	Summarise in the Service Book and compute 6½ years from date of final order or date when the appeal is decided.	C

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
78	Recovery of defalcated sums	..	C
79	Dismissals, invalidations, resignations, discharge or reduction, etc.	Summarise in Service Book.	C
80	Transfer to foreign service	..	B
81	Loans of Government servants to Government Departments and other bodies.	Enter details in Service Book.	C
82	Leave of all kinds except casual leave ..	Enter in Service Book ..	C
83	Casual leave register and all papers thereabout.	To be destroyed after noted in Muster-Roll.	D
84	Muster-Roll	..	C
85	Permission to accept outside work on remuneration.	..	C
86	Charge reports	..	C
87	Efficiency bars crossing of	Summarise in Service Book.	C
88	Security Bonds	So long as in force and thereafter five years.	C
89	Solvency certificates	Up to 5 years or up to the period the post for which the bond is necessary is held.	C
90	Annual Reports of Solvency Sureties ..	..	C
91	Gradation Lists of all kinds	After receipt of a fresh one the old one is to be treated as "D" paper.	D
92	Register of landed property held by officers and addresses of relatives of purchase and sale of immoveable property or permission to invest in Co-operative Societies, etc.	Until rendered obsolete by retirement or death or by a fresh statement.	A

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
93	Papers relating to examinations of Forest Officers and selection of students for training in Forest Colleges and Schools, Departmental and Language Examination of.	..	C
94	Service Books and Leave Accounts ..	After death or retirement	C
95	Papers of enquiry relating to heirs of deceased public servants.	Kept till pension is sanctioned and drawn.	D
96	Landed Property Return	..	B
97	Absentee statement and return of charges	..	B
98	Final set up—correspondence regarding..	..	B
99	Appeals and petitions from subordinate, executive and ministerial staff.	..	C
100	Correspondence regarding allocated Government servants, Absorption, Seniority, Fixation of Pay, etc.	..	C
101	Integration of services	..	C
102	Correspondence regarding Associations of Government Servants.	..	C
103	Civil Suits, etc., from Gazetted Officers protective staff and ministerial staff.	..	C
104	Delegation of powers to	..	B]
105	Specialized Training to Forest Subordinates.	..	C
106	Annual statements of officers attaining the age of superannuation.	..	C
107	Individual correspondence and applications about the officers attaining the age of superannuation.	..	D
108	Pension and gratuities, verifications of service and all other preliminary papers	..	B
109	Extraordinary pensions	..	C

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
110	Cases in which invalid pensions have been sanctioned.	..	B
111	Commutation of pensions	..	C
112	Commutation agreements	Till fulfilled	C
113	Various pension returns	..	C
114	Murder and assault cases—Disappearance, etc.	..	B
115	Service of summons on employees ..	To be returned to Court after service.	D
116	Special monetary concessions to disabled temporary Government servants.	..	C
117	Travel concessions—Options regarding..	..	C
118	Transfer of service record of displaced persons.	..	C
119	I. F. S. cadre—constitution of	..	A
120	Issue of search warrants	..	C
121	Select committees' meetings papers connected therewith.	..	A
FOR (Forest Organisation)			
122	Detailed record of reserved and protected Forest (Form No. 1).	..	A
123	Papers relating to the history, survey, organisation and management of Forests.	..	A
124	Field books kept by Working Plan Officers	..	A
125	Working Plans and Working Schemes ..	..	A
126	Correspondence regarding States' Reorganization, Territorial changes.	..	B

Item No.	Description of documents	Guide remarks	Preser- vation period
(1)	(2)	(3)	(4)
FLS (Forest Labourers' Co-operative Societies)			
127	Papers relating to allotment of coupes to Forest Labourers' Co-operative Societies.	..	C
128	Papers relating to allotment of Minor Forest Produce Farms and depot contracts to Forest Labourers' Co-operative Societies.	..	C
129	Papers relating to fixation of minimum daily wage rates, piece-work rates and complaints about non-receipt of wages by Labourers, etc.	..	B
130	Papers relating to the provisional and final settlement of accounts of coupes and M. F. P. Farms allotted to Forest Labourers' Co-operative Societies.	..	C
131	Papers relating to the recovery of forest dues against the Forest Labourers' Co-operative Societies.	..	C
132	Periodical returns about recovery of forest dues and settlement of accounts of coupes.	..	D
133	Papers relating to grant of extensions, levying of penalties, etc., for coupes allotted to Forest Labourers' Co-operative Societies.	..	C
134	Papers relating to the meetings of the State Council for Forest Labourers' Co-operative Societies and the Sub-Committee of the State Council.	..	B
135	Papers relating to the Special Committees appointed by Government, like Evaluation Committee, Special Committee for Forest Labourers' Co-operative Societies, etc.	..	A

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
136	Papers relating to the Five-Year Plan Schemes connected with Forest Labourers' Co-operative Societies.	..	B
137	Papers relating to the working of coupes on logging basis through Forest Labourers' Co-operative Societies.	..	B
138	Papers relating to Forest Labourers' Co-operative Societies-staff for.	..	C
GRZ (Grass and grazing)			
139	Papers relating to grazing fee, free grazing, grazing permits and protection of forests from fire.	..	C
140	Verification of Grazing Policy	..	A
GZT (Gazettes)			
141	Government Gazettes.—Central Section, Part I, Part IV-A, B, C, V, VI.	To be filed partwise. Notifications pertaining to changes in areas such as disforestation and afforestation to be filed separately.	A
142	Government Gazettes-- Other parts excluding mentioned above.	..	D
GRS (Government Resolutions and Circulars)			
143	Government Resolutions and Circulars of all Departments.	..	A
IPN (Inspections)			
144	Papers relating to the audit memos by the Accountant General.	..	C
145	Papers relating to the office inspections by higher authorities.	..	C
146	Papers relating to the office inspection of the subordinate offices.	..	C

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
IND (Forest-based Industries)			
147	Supply of Khair to Kath Industry ..	..	B
148	Supply of Bamboos to Paper Industry ..	..	B
149	Papers relating to the supply of Hirda to Tan Industry.	..	B
150	Papers relating to the supply of match-wood to the Match Factories.	..	B
151	Saw Mills	..	B
152	Cottage and Small-scale Industries ..	..	B
153	Supply of raw material for Fibre-board Industry.	..	B
154	Supply of raw material for textile industry.	..	B
LAQ, LCQ and LSQ			
155	Papers relating to Assembly questions, Council questions and Loksabha (Parliament) questions.	Deal with each in its compilation. When the questions deal with various subjects, the Branch Officer will sort them out and send to the Branches concerned. On receipt of the information from all Branches it will be consolidated and the reply sent.	C
LND			
156	Papers relating to land acquisition, transfer of land from the Forest Department to other Departments and <i>vice versa</i> Disforestation of Forest lands—valuation of forest lands.	..	A
157	Papers relating to "Kumri" "dry crop lands", etc.	..	A

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
158	Leasing of forest lands for prospecting and mining and for important experimental purposes.	..	A
159	Papers relating to forest lands leased out for temporary cultivation.	After expiry of lease and recovery of all dues.	C
MFP (Minor Forest Produce)			
160	Papers relating to MFP sale	..	C
161	Papers relating to free grant of timber and other forest produce.	..	C
162	Correspondence regarding Nistar supply	..	C
163	Register of pass books for MFP and counterfoils of such passes.	..	C
164	Agreements, deeds, security bonds, powers-of-attorney, etc., taken from contractors and others and papers relating to the solvency of their security, correspondence regarding extensions and other matters affecting the contract; papers of enquiry relating to heirs of deceased contractors, etc.	After completion of the contracts.	C
TRS (Malki trees)			
165	Rights of private persons over reserved trees in Malki lands.	..	A
166	Papers relating to royalty trees (reserved species) or their aftergrowth in Malki land.	..	A
167	Papers relating to Forests in which Khots, Rakhwaldars, Inamdars, Isaphatdars and Municipalities are concerned, including claims to forest conservancy share, agreements ledgers, bills and statements of revenue.	..	A
MNL (Mines and Minerals)			
168	Mines and minerals	..	C

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
MSC (Miscellaneous)			
169	Register of receipts and issues of correspondences and barnishi books.	..	C
170	Accounts of service postage stamps; tapal books and peons' delivery books.	Any standing orders in this connection should be carried forward.	C
171	Miscellaneous orders, reports, petitions and correspondence which obviously appear to be of no permanent value or interest.	..	D
172	Papers relating to exhibitions	..	C
173	Indents and all papers about supply of service stamps.	All orders and supplies should be entered and noted in the account book and these indents and correspondence concerning this should be treated as 'D' papers.	D
174	Returns and Reports (in or out) as to state of work e.g., unanswered references, pending cases, progress in sorting records.	Treat each such report when it supersedes the previous one.	C
175	Instructions about Post and Telegrams ..	..	D
176	Periodical Returns	..	C
177	Worksheets maintained by individual dealing hands.	..	C
178	Tapal delivery Registers for Registry Branch.	..	C
179	Consolidated abstracts of work-sheets for office as a whole.	..	C
180	Register of Forest Offences	..	C
181	Register of Forest Offenders	..	B

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
OMB (Organization and Method)			
182	Abstract of weekly arrear list of pending references.	After tabulating the information at the end of the year should be classed as 'D' paper.	D
183	Monthly arrear lists of pending references	..	D
184	Correspondence relating to appointment duties, etc., of O and M Officer.	..	B
185	Minutes of the meeting of O and M Officers of Heads of Department—Staff meetings.	..	B
186	Work Study Reports	..	B
187	Periodical returns pertaining to O and M activities.	..	C
188	Periodical reports and returns prescribed by the Vigilance Commission.	..	C
189	Correspondence relating to revision of Manuals.	..	A
190	Periodical daftar and branch inspections	After inspection of the office, should be classed as 'D' paper.	D
PLN (Plan)			
191	Papers relating to survey and demarcation of Forests, Survey of Forest resources.	(i) General report regarding sanction, etc. (ii) Report regarding the progress of works done.	C B
192	Papers relating to plantation of pulp weed species, bamboos, general utility timbers, industrial woods and other valuable species, fuel woods, etc.	(i) Continuous proposals and sanctions.	C
193	Papers relating to establishment of wet nurseries.	Do. ..	C
194	Papers relating to the Forest Protection	Do. ..	C

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
195	Papers relating to the establishment of fodder banks—development of fodder species.	..	B
196	Papers relating to the afforestation for Soil Conservation, Soil Conservation in River Valley Project.	..	B
197	Papers relating to nature conservancy and Tourism.	..	C
198	Papers relating to the development of Minor Forest Produce, development of pasture, development and supply of substitutes for teak.	..	C
199	Papers relating to the Extension Forestry	..	C
200	Papers relating to Forest exploitation, Mechanised logging.	..	B
201	Papers relating to farm forestry ..	..	C
202	Papers relating to Pick-up vans ..	..	B
203	Forest Resources Survey ..	General report regarding sanctions, etc. Report regarding collection of Data, etc.	C B
204	General report regarding Planning ..	..	B
205	Progress reports on Plan Schemes ..	..	C
206	Annual Plan—Preparation of ..	..	B
PPA (Forest Publicity and propaganda)			
207	Papers relating to publicity and propaganda, publication of papers and bulletins, publications and periodicals, Radio Talks, Gazetteers, etc.	..	A

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
RES (Forest Research and Experiments)			
208	Papers relating to research reports, experimental plantations, research programme, exploitation, Cashew, rubber plantations, etc.	..	A
209	Papers relating to silvicultural experiments and recommendations of Silvicultural Conferences.	..	A
RPS (Rights and Privileges)			
210	Papers relating to forest demarcation, boundary disputes, forest settlements, rights and privileges in forests.	..	A
STR (Stores and Machinery).			
STN (Stationery).			
PRT (Printing).			
FRM (Forms).			
211	Papers relating to purchase, transfer, or supply of office furniture, tents, stores, tools and plant and other dead-stock articles, certificates of dead-stock articles.	After entering all the required particulars in the dead-stock Register the papers are to be treated as "D" paper. All the incoming and outgoing references should be noted in a special register with appropriate columns.	D
212	Correspondence relating to sale, loss or writing off of dead stock.	Particulars of action taken should be noted in the Dead Stock Register.	C
213	Register of live-stock	..	A
124	Register of stores, tools and plant ..	..	A
215	Return of live-stock	..	D

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
216	Store Account	..	C
217	Indent for and papers relating to the supply of medical stores, stationery, publications, printed forms, woollens, etc., and account of stationery and printed forms.	When the register is complete, check and carry forward all live entries to a new register. Enter in the register with sufficient details.	D
218	Cement allocations	..	C
219	Model indents for stationery and forms	..	C
220	Printing of application forms and forms of Games licences.	..	C
221	Sanction to local purchase of stationery	After audit papers should be classed as 'D' paper.	D
222	Advices of despatch of stationery ..	..	D
223	Press Notes (orders) and local printings	After payment and audit, papers should be classed as "D" paper.	D
SCY (Scarcity)			
224	Famine Expenditure	..	A
225	Papers relating to fodder scarcity—supply of fodder, etc.	..	C
226	Papers relating to other works in connection with scarcity.	..	C
227	Standing orders issued by the Chief Conservator of Forests, Additional Chief Conservator of forests, Conservator of forests, Divisional Forest Officers, Accountant-General or Senior Deputy Accountant-General, Collectors and others.	Compilation clerk should have standing order file for his compilation for use as hand file.	A
STC (Forest Statistics)			
228	Papers relating to price data on Forest commodities.	..	A
229	Papers relating to sample enumeration	..	A

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
230	Reconciliation of Forest areas	..	A
231	Data regarding volume and yield table	..	C
232	Papers relating to Economic studies ..	..	B
233	Indian Forest Statistics	..	A
234	Correspondence in respect of improvement of official statistics—preparation of on Epitome on Forest Statistics.	..	A
TRN (Timber returns)			
235	Papers relating to timber and other produce written off from the accounts.	..	C
236	Return of receipts and issues of timber and other produce in depots, return showing details of forest produce credited in Form No. 9 for which contractors are paid, return of forest produce removed by right and privilege holders, return of forest produce seized and disposed of.	..	C
TMR (Timber as fuel)			
237	Papers relating to the exploitation of Forest.	..	C
238	Register of fellings, register showing preparation of sleeper, progress report of departmental work and of sleeper operations, register of receipts and disposals in depots (Forms 5, 5-A, 6, 6-A, 7 and 8).	..	B
239	Reports of stock taking in depots ..	..	C
240	Notices and advertisement regarding sales of Forest produce.	..	C
241	Papers relating to sales in depots and Forest including conditions of sale and sale slips.	..	C

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
242	Papers including bills relating to the supply of timber and other forest produce to Government Departments, Societies, Local Boards, Municipalities, Railways' Firms, etc., private persons, Military Department, etc.	..	C
243	Free grants of Forest produce	..	C
244	Register of Free grants (Form 12) and register of produce removed by right holders (when kept).	..	B
245	Register of timber permit books and counterfoils of timber permits, register of permit books for firewood and counterfoils of such permits, register of pass books for timber and counterfoils of such passes.	..	B
246	Papers relating to grant of pass books and register of authorizations issued to contractors and others to issue passes.	After expiry of the period.	C
247	Progress reports of contracts and cutting operations; receipts taken from contractors for forest produce given in their charge for removal to depots.	After completion of the contract.	C
248	Papers relating to timber and other produce removed from forests by Government Agency or by consumers or purchasers.	..	C
249	Agreements, deeds, security bonds, powers of attorney, etc., taken from contractors and others and papers relating to the solvency of their security; correspondence regarding extensions and other matters affecting the contract; papers of enquiry relating to heirs of deceased contractors, etc.	After completion of the contract.	C
250	Correspondence regarding Civil Suits ..	After final disposal of the case.	B

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
251	Correspondence regarding offences rewards to informers including all papers attached to offence reports; counterfoils of first reports and enquiry reports.	..	C
252	Papers relating to the breaches of the terms and conditions of the contract.	..	C
253	Black-listing of forest contractors ..	..	A
254	Printing of price bulletin and revision of schedule rates.	..	C
255	Correspondence from the Indian Standards Institute.	..	B
256	Papers relating to Transport Advisory Committee.	..	B
TRP (Tour Programme)			
257	Papers relating to the tour programmes of Ministers, V. I. Ps., Chief Conservator of Forests, Additional Chief Conservator of Forests, Conservators of Forests, Divisional Forest Officers and others, issued and received and instructions issued thereon to subordinate offices.	Record of touring is available in Administration Report.	D
VMH (Vanamahotsava and supply of planting stock)			
258	Supply of Planting stock for the Vanamahotsava.	..	C
259	Periodical returns regarding trees planted during Vanamahotsava.	..	C
WKO (Working Orders)			
260	Working orders issued by Chief Conservator of Forests, Addl. Chief Conservator of Forests, Conservators of Forests and Divisional Forest Officers.	..	A

Item No.	Description of documents	Guide remarks	Preservation period
(1)	(2)	(3)	(4)
WLP (Wild Life Preservation)			
201	Appointment of Game and Asstt. Game Wardens; Hon. Game Wardens.	..	C
202	Sale of Government trophies	..	C
203	Disposal of Live animals	..	D
204	Refund of revenue; grant of rewards to the informants about the offences under the Wild Life Act.	..	C
205	Correspondence in connection with the Indian Board for Wild Life.	..	A
206	Correspondence in connection with the State Wild Life Advisory Board.	..	A
207	Issue of Small, Big and Special Big game Licences, Pet Animals possession Licence, Trophy dealers Licence, Certificate of ownership, Special Licences for destruction of animals causing menace to human Life, etc.	..	D
208	Papers relating to the maintenance of records of Game Licences issued, record of game hunted, record of registrations of arms under the Wild Life Act.	..	D
209	Papers relating to the areas declared to be closed for hunting and shooting; declaring certain species of wild game as closed for hunting which are on the verge of extinction.	..	A
210	Reservation of Game Blocks	..	C
211	Correspondence regarding shooting rules and matters affected by the rules.	..	A
212	Unification of Wild Life legislation	..	A

SUBJECT : *Index of File numbers.*

No. O and M/B-5266 of 1965-66.

Poona No. 1, Dated the 9th Oct. 1965.

An Index of File numbers for Divisional Forest Offices is given in the Annexure on page 219 of the Bombay Forest Manual, Vol. I. These File numbers are also adopted in some offices of the Conservators as also in the office of the Chief Conservator of Forests. It is, however, observed that there is no uniformity in maintenance of the files in all the offices. The existing Index in the Bombay Forest Manual was prescribed long ago and has now become outdated as the nature, variety and the volume of correspondence have undergone significant change since then. The indexing system, therefore, needs to be modified so as to meet the growing complexity of correspondence, by introducing a simple system whereby it should be possible to trace the correspondence with ease and precision. With this in view the matter has now been examined. The various subjects dealt with in the Forest Offices at different levels have been broadly classified into various compilations and sub-compilations wherever necessary as shown in the enclosed list. In order to know as to which compilation and sub-compilation, the correspondence pertains and to enable marking of the receipts to the appropriate branch or table and also to facilitate speedy trace of the previous correspondence it is decided that the name of the compilation should be indicated in tri-letters, *viz.*, ACT for Accounts, EST for Establishment, BLS for Bills, ADV for advances, etc., and number of the sub-compilation in italics as indicated in the list. If there is more than one file under any compilation or sub-compilation the file numbers should be indicated by serial number of the file as may be given in the case register such as (1) Pay Bills of Range Forest Officers ; (2) Pay bills of Clerks ; (3) Pay bills of class IV servants and so on. Separate case numbers should be given for the cases under each main compilation, the sub-compilation if there be any being indicated by italics against the serial number. Thus if the correspondence pertains to the main compilation Bills and sub-compilation Pay Bills, the correspondence on the above subject should be indicated by the symbols BLS (1) (a) (1964-65).... if it pertains to pay bills of clerks by BLS (3) (b) (1964-65)....if it pertains to T. A. Bill, etc., and despatch

number given thereafter. If there be Sectional or Branch System, viz., A Section, B Section, etc., the same can also be added after the despatch number. If this is adopted it will be easy to know from the reference number quoted in the replies to the communication the branch or table and file to which it pertains.

2. It is directed that hereafter the above system should be uniformly followed in the maintenance of the case registers, office files and in all correspondence.

(Sd.) S. S. BUIT,
Chief Conservator of Forests,
Maharashtra State.

To

- (1) Conservators of Forests all.
- (2) Divisional Forest Officers all.
- (3) Forest Utilization Officer, M. S., Poona.
- (4) Silviculturist, M. S., Poona.
- (5) Forest Engineer, M. S., Nagpur.
- (6) Forest Statistician, M. S., Poona.
- (7) Assistant Silviculturist, M. S., Nagpur.
- (8) P. A. to C. C. F. and Superintendents in C. C. F.'s Office.

List of files to be maintained in Forest Offices.

Serial No.	Name of compilation	Abbreviations for the compilation to be indicated in tri-letters	Name of sub-compilation
(1)	(2)	(3)	(4)
I	Accounts	ACT	.. Cash Accounts of the— (a) Office of Chief Conservator of Forests Circle Offices, Divisional Offices. (b) Subordinate Offices. (c) Summaries of Revenue and Expenditure. (d) G. P. Fund of Class IV Government servants. (e) Cancelled vouchers.
II	Annual Administration Report.	AAR	..
III	Advances	ADV	.. (a) Conveyance advance. (b) Pay and T. A. Advance (O and B.A.). (c) House Building Advance. (d) G. P. Fund Advance. (e) G. P. Fund Final withdrawal. (f) Other kinds of Advances.
IV	Bills	BLS	.. (a) Pay Bills (Separate files for staff under different categories). (b) T. A. Bills (Separate files for Gazetted and non-gazetted staff). (c) Contingent Bills. (d) Refund Bills.
V	Books and Maps	BKS	.. (a) Books. (b) Maps.
VI	Budget	BGT	.. (a) Normal. (b) Non-plan. (c) Plan.
VII	Buildings, Wells and Tanks.	BLD	.. (a) Rest Houses. (b) Residential Buildings. (c) Wells. (d) Tanks.
VIII	Communications	COM	.. (a) Roads. (b) Buildings.

List—cont.

Serial No.	Name of compilation	Abbreviations for the compilation to be indicated in tri-letters	Name of sub-compilation
(1)	(2)	(3)	(4)
IX	Conferences ..	CFR	.. (a) Central Board of Forestry Meetings. (b) Liaison Meetings at F. R. I., Dehra Dun. (c) Senior Forest Officers' Conference. (d) State Forest Officers' Conference. (e) Miscellaneous.
X	Dress Articles ..	CLO	.. (a) Protected Staff. (b) Drivers and Cleaners. (c) Peons <i>i.e.</i> , Class IV.
XI	Diaries ..	DIR	.. (a) Officers. (b) Subordinate Officers.
XII	Establishment ..	EST	.. (a) Gazetted. (b) Protective. (c) Office. (d) Work Charge Establishment.
XIII	Forest Organisations	FOR	.. (a) Forest Policy. (b) Working Plans. (c) Demarcation. (d) Territorial changes. (e) Forest Settlement. (f) Plantations. (g) Soil Conservation.
XIV	Forest Research and Experiments.	RES.	
XV	Forest Publicity and Propaganda.	PPA	
XVI	Fire Protection ..	FPT	
XVII	Forest Settlement and Forest villages.	SET	
XVIII	Forest Industries ..	IND	.. (a) Saw Mills. (b) Paper and Pulp. (c) Fibre Boards. (d) Tannin. (e) Matchwood. (f) Cottage Industries.

List—cont.

Serial No.	Name of compilation	Abbreviations for the compilation to be indicated in tri-letters	Name of sub-compilation
(1)	(2)	(3)	(4)
XIX	Forest Labourers' Co-operative Societies.	FLS	
XX	Forest Land—grant of	LND	
XXI	Grass and Grazing ..	GRZ	
XXII	Government Gazettes (to be filed part-wise. Notifications pertaining to changes in areas such as dis-forestation to be filed separately.)	GZT	
XXIII	Government Resolutions and Circulars.	GRS.	
XXIV	Inspections ..	IPN	.. (a) Audit memos by the Accountant-General. (b) Office inspection by higher authorities. (c) Office inspection of the Subordinate offices.
XXV	Machinery and stores	STR	.. (a) Machinery. (b) Tools and Plants. (c) Live-stock. (d) Dead Stock.
XXVI	Minor Forest Produce	MFP	.. (a) Development. (b) Exploitation. (c) Sales and Supplies.
XXVII	Miscellaneous ..	MSC.	
XXVIII	Malki Trees ..	TRS.	
XXIX	Mines and Minerals..	MNL.	
XXX	Five Year Plan ..	PLN.	
XXXI	Organisation and Methods.	OMD.,	
XXXII	Rights and Privileges..	RPS.	
XXXIII	Seed Supply and Van-mahotsava.	VMH.	

List—concl'd.

Serial No.	Name of compilation	Abbreviations for the compilation to be indicated in tri-letters	Name of sub-compilation
(1)	(2)	(3)	(4)
XXXIV	Stationery	STN.	
XXXV	Forms	FRM	
	Printing	PRT.	
XXXVI	Security	SCY	.. (a) Fodder Supply. (b) Other works.
XXXVII	Standing orders ..	STO	.. (a) Issued by the Chief Conservator of Forests. (b) Issued by the Additional Chief Conservator of Forests. (c) Issued by the Conservator of Forests. (d) Issued by the Divisional Forest Officers. (e) Issued by the Accountant-General or Sr. Dy. A. G. (f) Issued by the Collectors and others.
XXXVIII	Forest Statistics ..	STC.	
XXXIV	Timber Returns ..	TRN	
	Timber and Fuel ..	TMR	.. (a) Exploitation. (b) Sales. (c) Supplies. (d) Free grants.
XLI	Tour programme ..	TRP.	
XLII	Working orders ..	WKO	.. (a) Issued by Chief Conservator of Forests. (b) Issued by Addl. Chief Conservator of Forests. (c) Issued by Conservator of Forests. (d) Issued by Divisional Forest Officers.
XLIII	Wild Life Preservation.	WLP.	
XLIV	Assembly Question ..	LAQ.	
XLV	Council Questions ..	LCQ.	
XLVI	Lok Sabha Questions ..	LSQ.	