

*Chapter-XIV

Tours and Diaries

A. Tours

14.01 Visit of Director General of Forests:-

Whenever Director General of Forests, Government of India pays visit to Maharashtra State, a copy of the tour programme may be endorsed to the Government in R.& F.D. for information.

Prin. Chief Conservator of Forests (HoFF) / Prin. Chief Conservator of Forests (W.L)/ Prin. Chief Conservator of Forests (P & M) may send a copy of important tour programme or a report of such visit outside the State to Government in R.& F.D.

14.02 Tour Programmes of A.P.C.C.Fs./ C.C.Fs.:-

The Addl. Prin. Chief Conservator of Forests / Chief Conservator of Forests should furnish a copy of their tour programme to the Principal Chief Conservator of Forests for information.

14.02.01 Gazetted Officers attached to the office of Prin. Chief Conservator of Forests and Chief Conservator of Forests / Conservators of Forests, not concerned with the field visits, inspections and regular tours, need not submit tour diaries.

Gazetted Officers attached to the office of the Chief Conservator of Forests/ Conservator of Forests, need not submit tour diaries if their duties do not require touring and field duties. Whenever they are holding additional charges of an officer required go on tour, tour diaries for the entire month should be submitted to their official superior.

14.02.02 Chief Conservator of Forests/Conservator of Forests should submit monthly tour diaries to their respective Additional Principal Chief Conservator of Forests/Chief Conservator of Forests regularly. Copies of the relevant extract of diaries concerning particular Division or works should also be endorsed to the concerned officers for information and necessary action along with a letter for submitting compliance.

The norms of Conservators & subordinate officers to tour in the areas of their jurisdiction are fixed, but they are required to pass as much time as possible in the jungle. They are accordingly expected to be on tour as given below in a year, and reside at Head Quarters for the remaining period during which they have to make short bouts in the jungle to inspect plantations and regeneration works.

Sr.No.	Post	Norms of Touring
1	Range Forest Officer	210 days in a year
2	Assistant Conservator of Forests	180 days in a year
3	Dy. Conservator of Forests	150 days in a year
4	D.F.O. Vigilance	120 days in a year
5	Conservator	120 days in a year

(Ref:- G.R. no. TRS-06/2001/P.K.209/F-6, Mantralaya, Mumbai, dated 08-05-2003)

14.03 Tours of Dy. C. Fs./R. F.Os.:-

- 14.03.01** The Dy. Conservators of Forests should carefully plan their tours to adjust adequate field visits and attend important meetings at district and regional levels. They should as far as possible avoid frequent visits from Head quarter and camp in the jungle for better acquaintance with forests and staff.(BFM 156)
- 14.03.02** R.F.Os. should spend the greater portion of their time on tours and not content themselves with completing the prescribed number of days for touring. They should carefully and properly plan the tours to exercise maximum possible personal supervision of forest works, should tour at least 20 days in each month and spend maximum time in the field. (BFM 157)
- 14.03.03** All touring officers should satisfy themselves before leaving a camp that all supplies received or services accepted whether by themselves, their servants, or their official establishment, have been duly paid for at adequate rates by the persons concerned. (B F M 158)

B. DIARIES

14.04 Diaries:-

- 14.04.01** All Forest Officers below the rank of A.P.C.C.Fs. and all subordinates of the Executive Branch will maintain diaries in the prescribed form in which full but concise details of work done or inspected with the results of inspections should be given. The C.Fs./C.C.Fs. should submit monthly diaries to respective Chief Conservators of Forests and Additional Principal Chief Conservator of Forests / Principal Chief Conservator of Forests (Wildlife) / Principal Chief Conservator of Forests (P & M) to whom they are attached. Diaries of the Dy. Conservators of Forests, Assistant Conservators of Forests and officers of the equivalent ranks should be submitted to the C.C.Fs. through proper channel. When officers are directly attached to C.Fs. or C.C.Fs. they should submit their diaries direct to the office that they are attached. R.F.Os. and Non-Gazetted subordinates of the Executive Branch in a Division except Beat Guards should submit copies of the diaries to the D.C.F. The diaries should be submitted for each month within the first week of ensuing month. (BFM 159).
- 14.04.02**
- (i) The Forest Guard must be supplied with a stamped diary book by the R.F.O. Before supply, the R.F.O. shall provide on the fly-leaf following details over his signature.(BFM 160).
 - Names of all villages in his beat or in his charge.
 - Details of the forest areas (blocks, compartment Protected, Survey numbers, areas of Reserved, Protected, unclassified, acquired forests or other Government land in his charge)
 - Details of areas opened and closed to grazing giving S/Nos., compartment Nos. of these areas.
 - List of current works, plantations, regeneration areas, silvicultural plots and other sample areas plus trees, preservation areas in the same.
 - Map of the area on suitable scale.
 - Any other details relevant to specific work allotted to him.
 - (ii) The Forest Guard must always keep the diary-book on his person.
 - (iii) Whenever the Forest Guard meets his official superiors, he shall produce his diary book for their inspections. The official superiors i.e. Foresters or R.F.O. shall on every such occasion read and sign the diary book and date it below the last entry along with his remarks that may be necessary regarding his work.

(iv) Forest Guards must write their diaries daily,

(v) Forest Guards are not to submit diaries.

14.04.03 R.F.Os. should ensure that diaries are duly completed and produced by the Forest Guards and Foresters at the time of making payments of monthly salaries.

14.04.04 All offences and important matters should be noted by Range Forest Officer. The R.F.O. shall also note whether the work done during the period was satisfactory and will also mark any portions that he thinks should call attention of the superiors. (BFM 161).

14.05 T. A. bills of Gazetted Officers:-

The traveling allowance bills of Gazetted officer as well as other establishment should be prepared in form no. Gen 24-M, Outer (Revised) and 25-M, Inner (Revised). The travelling allowance bills of the Principal Chief Conservator of Forests, Additional Principal Chief Conservator of Forests, Chief Conservator of Forests, Conservator of Forests, and Dy. Conservator of Forests may be paid without Counter signature. Those of other Government officers authorized by the Chief Conservators to counter signature such bills.

14.06 Vouchers of on Account of T. A. Bills:-

The vouchers for charges on account of travelling allowance will be in duplicate, original copy will be stamp receipted by the payees office, copy of the bills should be kept in all cases. The officer, who is required to countersign travelling allowance bill must satisfy himself that the charges are justified by the circumstances of the case and scrutinize the claims according to the instructions, to avoid double claims and payment for one and the same journey he/she should maintain a register of travelling allowance bills in the prescribed Form 20 m. Every endeavor should be made, to pay all personal claims for pay and allowances, including travelling allowance, up to date to government servants on transfer before issuing a last pay certificate.

