

**GOVERNMENT OF MANIPUR
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS & HOFF
MANIPUR:IMPHAL**

OFFICE MEMORANDUM
Imphal, the 13th September, 2018

INSPECTION TOURS FOR PLANTATIONS & NURSERIES

Memo No. 1/62/2018/Forests: For successful raising of plantations and nurseries, other development works and for effective conservation and protection of forests from illicit fellings, encroachments, fire, grazing etc. **it is obligatory for the DFOs, CFs and other Officers of the Department to undertake extensive touring and camping within their respective jurisdictions.** The following instructions/guidelines in this regard is issued for **strict compliance:**

1. It is absolutely necessary that **DFOs, CFs and other Officers of the Department** supervise the plantation and nursery works and other development works in the field by camping without making hurried and casual visits. They must visit all the offices/ centres under their control frequently and regularly. During their visits they should invariably check the cash book, office records, registers; verify cash, stores; visit nursery, plantations, forests, supervise field works. They should also invariably write inspection note in the Inspection Book to be maintained in every office.
2. They should check the muster rolls in the field and put their dated signatures on the body of the muster roll in the field. Muster rolls are to be maintained in the field. No expenditure for any work on muster roll should be entertained if the muster roll is not maintained in the field. In the muster roll the name of the labourer, father's name/husband's name and full address are to be indicated.
3. The respective DFOs & ROs shall ensure that each and every plantation centres are manned by responsible field staff such as Dy. ROs, Foresters, Head FGs. The field staff in-charge of the plantation centre/centres shall be responsible for the success/ failure of the plantations.
4. The Range Officers have to take up thorough checking/ verification of the records, registers and cash of their subordinate offices at least once in every three months. DFOs have to take up thorough checking/verification of the records, registers etc. of the Range Offices at least once in six months. CFs to take up checking of office records of the DFOs office at least once in one year.
5. Special attention and measures should be taken for maintenance of plantations in various sites taken up under Vanamahotsava Celebrations every year.
6. The respective DFOs/ ROs/BOs shall remain and function from their respective place of postings and also ensure the regular attendance & presence of their officers & staff in their respective offices.

Dr. Ingami 13/9/2018

7. As per Government order, no officer/staff should leave his headquarter and make journey outside his jurisdiction without prior permission of the competent higher authority. Such journeys will be treated as irregular and unauthorised with consequential action.

K. Angami 13/9/2018
(Kereilhov Angami)

Principal Chief Conservator of Forests & HOFF
Government of Manipur

Copy to:

1. The P.S. to the Hon'ble Minister (Forest & Evt) Govt. of Manipur.
2. Addl. Chief Secretary (Forests & Evt.), Govt. of Manipur.
3. PCCF (Wildlife)/ PCCF(CC & FCA)
4. All APCCFs
5. All Territorial Chief Conservator of Forests /CCF(Wildlife) for information & n/action.
6. All Territorial Conservator of Forests to ensure implementation of directions.
7. All DFOs/DCFs/Directors for information and necessary compliance on **PRIORITY**