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CHAPTER I

ORGANIZATIONAL STRUCTURE

GENERAL

1. All forests are managed under the prescriptions of a *working plan/scheme* prepared on the basis of principles of sustainable forest management and recognized and innovative silvicultural practices. The authority as designated by the Ministry of Environment & Forests, Government of India, approves the *working plan* for this purpose. Generally no timber harvesting is done in any forest area without an approved *working plan/scheme*.
2. It is the duty of the owner/manager of the forest area to ensure the preparation of the *working plan/scheme*. While a detailed *working plan* is prepared for large areas such as forest division, working schemes are prepared for smaller areas for a specific purpose or areas like private, village, municipal, cantonment forests, etc. Even working schemes have all major elements of *working plan*; and these schemes also need the sanction of competent authority designated by the Ministry of Environment & Forests.

ORGANIZATION

3. In the Ministry of Environment & Forests, the organization consists of Director General of Forests & Special Secretary to the Government of India, Additional Director General of Forests, Inspector General of Forests, Deputy Inspector General of Forests, and Assistant Inspector General of Forests. In the field, it consists of officers of Regional Offices headed by the Regional Chief Conservator of Forests.
4. In the States, there is no uniformity in the constitution of the organization. There are various levels of which Conservator of Forests Working Plan and Working Plan Officer (DCF) are the key functionaries. Overall situation is as under:
Policy/Supervisor Level – PCCF/APCCF/CCF;

Field Supervisor Level –Chief Conservator/Conservator of Forests Working Plan;

Field Function Level – Working Plan Officer (DCF/CF) assisted by ACF, RFO, and Foresters.

5. The number of *working plan circles* and *working plan divisions* depends upon the workload, i.e., number of *territorial divisions* for which working plans are to be prepared/revised. *Working plan* is generally revised every 10 years; and on an average, one Conservator supervises the work of four *working plan divisions*.
6. The *working plan* of forests other than those under the control of Forest Department like municipal, cantonment, private, village, etc., forests can be prepared by Working Plan Officer on the request of the owner by owner themselves or through outside consultants. Micro-plan of jointly managed forests is prepared by forest staff of *territorial division* as per MOU and in consultation with the communities involved. The micro-plan so prepared is integrated with the *working plan* of that *territorial division*.

IDENTIFICATION OF AREA

7. The identification of the forest division whose normal *working plan* is to be prepared or revised is done by the Principal Chief Conservator of Forests in consultation with the senior officers of the Working Plan Organization. For other areas, this is mainly demand driven. In JFM areas, it is on the basis of a MOU between the local community and the Forests Department.

The task of preparation/revision of *working plan* is undertaken by WPO for the forest divisions within his jurisdiction as an essential function of the division. In addition, the PCCF or the competent authority may assign to him the task of preparing/revising *working plan* of other forest divisions to meet the target.

TENURE OF WPO AND OTHER SUPPORTING STAFF

8. For the preparation of the *working plan* of a *territorial division*, normally two years time is required. It may be less or more depending upon the volume of work and technical facilities available. The officers and the staff of *working plan division* should not be transferred during the preparation of *working plan*.

HEAD QUARTER

9. Head quarter of *territorial division* is generally the head quarter of *working plan division* as well. It facilitates proper coordination and smooth flow of information/records between *territorial and working plan division*.

STATUS AND ALLOWANCES

10. A *working plan division* is a functional charge, and the WPO has the status and power, unless otherwise stated in any particular respect, of a Divisional Forest Officer/Conservator of Forests as the case may be. A WPO is entitled to special pay admissible under Pay Rules applicable. Special pay/allowances should also be given to other supporting staff of the WPO.

BUDGET AND ACCOUNTS

11. This is regulated by the rules and regulations of the State/UT Government. It is ensured that adequate budget provision is made in time. The proposed estimate is prepared by the Working Plan Conservator a year before the *working plan* revision is due to commence and copies sent to the DFO and the Territorial Conservator concerned also. The WPO is delegated the power of drawing and disbursing officer. Office management, maintenance of records,

reporting of progress of work, and expenditure are according to the procedures laid down by the State/UT Government concerned.

CO-OPERATION OF TERRITORIAL STAFF

12. It shall be mandatory for the DFO and the Circle Conservator to extend full cooperation and assistance to the WPO for fieldwork and provide logistical support, access to official records and other information so that the WPO can prepare good quality *working plan* expeditiously.

OFFICE AND RESIDENCES

13. Every State and UT Government should make efforts to provide necessary office and residential accommodation to all officials of Working Plan Organization both at head quarter and field levels as per their rules and norms in force applicable to their rank and status.

CHAPTER II

STORES, EQUIPMENT, FURNITURE, VEHICLES, STATIONARY, BOOKS, MAPS, AERIAL PHOTOGRAPHS AND SATELLITE IMAGERY

STORES, EQUIPMENT, AND FURNITURE

14. These are generally supplied by the *working plan circle* to its *working plan divisions* and include tents, chouldaries, boxes, folding chairs and tables, cots, wedge prism, diameter tapes, axes, prismatic compass, Abney's level, planimeter, acre square, drawing board, drawing instruments, PC computer and its accessories.

VEHICLES

15. The WPO and his staff are allowed the same scale of transport as DFO/CF, whichever is equivalent to the WPO, as per his rank and requirement.

STATIONARY AND BOOKS

16. Adequate stock of stationary and forms is provided to the WPO. The supply is made by the DFO or arranged by the WPO himself. The procedure (type, quantity, and rules for procurement and record keeping) is laid down by the respective State Governments. Following books are generally required by the WPO:
Forest Manual of the State, Financial Hand Books, Practical Forest Management, Forest Pocket Book, Forest Policy of the State and the Centre, Forest Laws, JFM Guidelines of the Centre and the State, Eco-development Guidelines, *working plan code*, *working plan* under revision and older *working plans*, SFAP, FSI reports on forest cover, and annual forest statistics of the State.

MAPS, AERIAL PHOTOGRAPHS, AND SATELLITE IMAGERY

17. Normally the DFO/Working Plan Conservator supplies two copies of map, cut and mounted on 1:25000 scale. In addition, the DFO also supplies six copies of complete and up-to-date sets of map on 1:50,000 scale, out of which two will be cut and mounted and remaining four uncut and un-mounted. Use of aerial photographs and satellite imageries is also useful if available easily. Forest Survey of India can provide assistance in this regard.

COMPARTMENT HISTORIES, CONTROL FORMS AND DEVIATION STATEMENTS

18. The WPO, soon after his joining duty, is supplied with up-to-date Compartment Histories and Control Forms by the DFO.

CHAPTER III

PRELIMINARY WORKING PLAN REPORTS

III – A: THE FIRST PRELIMINARY WORKING PLAN REPORT

PRELIMINARY CONSULTATIONS

19. The normal procedure regarding preparation of the First Preliminary Working Plan Report is for the Working Plan Conservator to ask the Territorial Conservator and the DFO, six months or more in advance, for notes on the operation of the current *working plan*. These notes briefly review the results of management during the past few years, and point out whether the general system of management is satisfactory or not, and if the later suggest any necessary change to improve matters. The two Conservators then discuss these notes personally, and then the CCF/APCCF Working Plan and the PCCF are consulted to arrive at the greatest possible measure of agreement regarding any change in management that may be necessary in the revised plan.

INSPECTION OF FORESTS

20. During the following working season, i.e., in the working season immediately preceding that in which the *working plan* revision is due to commence, the concerned Territorial Conservator inspects the forests concerned, and writes the First Preliminary Working Plan Report during or soon after his tour.

CONTENTS OF FIRST PWPR

21. First PWPR is of considerable importance as it forms the basis of the WPO's intensive fieldwork. Usually very brief comments are required on Part I of the *working plan* regarding such sections which are required to be updated. Part II requires detailed comments and close analysis of the results of the past management for each Working Circle separately. Success or failure and reasons, if known, are taken note of;

the impact of the past working and the extent of harvesting are reviewed. The First PWPR also indicates the work that the WPO has to do during first year's field work; makes clear what information he has to collect, what maps he has to prepare, the type and intensity of enumerations he has to do in each Working Circle, and so on. In short, the content of the First PWPR will be: necessary details of the *working plan* area, review of past management including the extent of harvesting, proposed maps to be prepared or revised, information to be collected and sources of information, list and type of field work to be done, and time schedule for various works to be done by the WPO.

COMMENTS UPON AND FINALIZATION OF FIRST PWPR

22. This draft First PWPR is deliberated upon in the meeting by a Committee chaired by the PCCF which then approves the report with changes as deemed necessary. The approved First PWPR shall be final and shall imply the consent of all concerned including the State Govt. and the Govt. of India.

III – B: THE SECOND PRELIMINARY WORKING PLAN REPORT

PART ONE

23. The Second PWPR is like the first draft of the actual *working plan* written in the same format. By this time the WPO has completed collection of resource data, growth and yield statistics, and completed stock mapping. It is written by the WPO generally in the first slack fieldwork season (normally monsoon period). At this stage the WPO is not much concerned with Part I, Chapters I to IV of the Plan; all it needs to say in this connection is that data are being collected to bring these chapters up to date. Chapter V on “Past Systems of Management” should be written as completely as possible. Chapter VI on “Statistics of growth and yield” should be completed soon after the data has been compiled and analyzed.

PART TWO

24. Part II will be written, as nearly as possible, if it were the final *working plan*, chapter by chapter, and using more or less standardized paragraph headings in their proper order. The write up of Part II shall be based on information generated from the field work and resources data. The main outline will be those of the First PWPR incorporating all additions and changes that have been made in the meanwhile. The report is completely self-contained so that it is not necessary to refer to any other document to understand it.

COMMENTS UPON AND FINALIZATION OF SECOND PWPR

25. This report is kept ready at least two months before the ensuing fieldwork. The procedure for asking comments, holding discussions and finalization of Second PWPR is similar to the First PWPR, as described in previous paragraph, 22. Once this report has been sanctioned no major change is ordinarily made in the revised plan.

CHAPTER - IV

DESCRIPTIVE FIELD WORK

EXAMINATION OF TERRITORIAL UNITS

26. The first duty of the WPO in the field is to inspect and examine his plan area, blocks, compartments, and sub-compartments; see that they are demarcated on the ground for the purposes of the new plan. Changes in the boundary of blocks are not made by the WPO as the rights and concessions of villagers are associated with these. Changes in the boundary of compartment are also not normally made. Sub-compartments may be created for management purposes, but for any change in the boundary or number of compartments and sub-compartments, permission of the Working Plan Conservator is necessary.

DESCRIPTIVE WORK RELATED TO COMPARTMENT HISTORY

27. The WPO brings all the previous descriptions of compartments up to date incorporating all the important changes brought about by various factors. Description should be concise and convey an adequate idea of the composition, quality, age, density, and general characteristics of the growing stock. The notes prepared by the WPO in his field visit are very important as they form the basis of compartment history and description, which again form the basis of future management. Notes are taken under following headings (others may also be included) as in the Form-I of the compartment history.
28. Block and/or compartment (sub-compartment), boundaries, aspects, slopes and drainage, rock, soil and humus; over wood general composition, principal species -age class, quality stocking; under wood – proportion of species, density; undergrowth – climbers, weeds, grasses, regeneration of principal species; allotment to Working Circle, and Periodic Block; biotic factors, and any other thing which needs a mention, special treatment required, etc.

STOCK MAPPING

29. Stock mapping should be done ocularly traversing the compartment so as to cover the entire area making assessment of site quality, species composition, crop density, crop age, etc.; all locations where any of these parameters change should be depicted/delineated on the map. Presence of specific features within the compartment, namely grassy patches, scattered trees, plantation raised, etc., should also be depicted on the stock map.

Regeneration status of main species should also be carefully observed and mentioned in the prescribed form. Stock maps shall be checked by the WPO and also by the CF/CCF Working Plan.

Use of modern tools like GPS should also be encouraged as it is effective tool for delineating ground locations. Use of remote sensing data is quite useful for expediting work, and improving quality and reliability of stock map. An effort should be made by the WPO to develop a fully functional GIS as an integral part of *working plan* exercise, and train the staff to use the same in the collection data and preparation of reports.

CHAPTER V

SURVEY AND ASSESSMENT OF NATURAL RESOURCES

GENERAL

30. Assessment of natural resources is an essential and integral component of *working plan* exercise. On the basis of analysis, past performance is evaluated and future management finalized. In forest crops one has to identify multi-dimensional populations with various parameters and attributes. Forest data to be collected by WPO may cover:
- Individual tree species stand or forest type through enumeration of growing stock
 - Form and composition of crop- according to age, quality, extent, etc., and its distribution
 - Statistics of growth and yield through stump and stem analysis as well as from other available records
 - Status of regeneration
 - Status/success of plantations
 - Forest soil types
 - Socio economic survey
 - Bamboo and rattans
 - Common non-timber forest produces

SAMPLING FOR ENUMERATIONS

31. A committee with the Conservator Working Plan, as its chairman, studies the various options and finalizes the actual method and procedure for sampling including its precision and intensity to meet the objectives of *working plan* preparation fully within the time and budgetary support available to him. The intensity of sampling should not be less than 5% in case satellite imagery and other modern tools are not used. With the use of modern tools, sampling intensity can be reduced to 1%. Enumerations are ordinarily done in 10 cm diameter-breast-height classes. Enumeration can be total or partial; further, the partial one can be random or systematic. There is considerable

literature on the subject of forest sampling, which can be referred to for details. Past enumeration data can be used or pilot survey carried out for the calculation of population variance.

REGENERATION SURVEY

32. While carrying out enumeration, status of regeneration of main species at plot center of 5-10 per cent plots may be recorded in the following categories:
- Woody plants of establishment height or cover
 - Woody shoots less than establishment height
 - Non woody (whippy)
 - Un-established
 - Absent
33. It is sometimes necessary to prepare detailed stock maps of regeneration in order to prescribe correct silvicultural treatment particularly for Irregular, Group Shelter Wood, Group Selection, and Selection Systems. Regeneration surveys can be combined with tree enumerations by sub sampling of 2-5 per cent samples.

PLANTATION SURVEY

34. Valuable forest resource has been created throughout the country under various schemes of afforestation, social forestry, externally aided projects, etc. An up-to-date and reliable knowledge of these man-made forest plantations is necessary in respect of species, harvesting, and corrective measures, if required. In general, a record of all plantations is maintained in plantation journals; and information about success per cent, mortality, and growth recorded therein for five years or so. Survey of plantation has to be done at the time of revision of the *working plan* through total or partial enumeration so that a macro position of the status of plantations in the forest division is known for future management.

FOREST SOIL SURVEY

35. The detailed soil survey is not required for the revision of *working plan*; however, the WPO will generally describe soil and rock types based on standard nomenclatures. Generally descriptions of soil depth, such as, shallow, deep, and very deep shall facilitate future selection of planting species.

SOCIO-ECONOMIC SURVEY

36. This is necessary to assess the dependence of villagers on the forests for their livelihood needs. This is also important in the context of preparation of the micro-plan for Joint Forest Management. Since this is also a new, but very important item, it has to be done with all seriousness; and help of Sociologist/Economists/Socio-economists/Recognized Institutes may be taken. The services of these experts may not, however, be available everywhere. In such cases, the data on socio-economic survey available in published/grey literature may be used.

Available information on socio-economic status of the people living in and around forests should be collected and analyzed to bring forth the importance of forest product and forestry operation for the people and to formulate suitable management strategies to improve their socio economic status particularly that of tribal and economically backward communities.

SURVEY OF NON-TIMBER FOREST PRODUCTS (EXCLUDING BAMBOO AND RATTANS)

37. The WPO does the survey of NTFP through old records, local enquiry, and assessment of quantity through sampling. Survey of medicinal plants is invariably done. Data collected by NGOs on NTFP may also be used. Summarized estimated quantities are recorded in the following format:

Sl. No.	Scientific name	Local name	Type of plant	Part used	Area where found (ha)	Quantity per hectare	Estimated harvest/ hectare	Remarks
1	2	3	4	5	6	7	8	9

BAMBOO/CANE SURVEY

38. Two stage-stratified sampling is done. In the first stage, sampling is carried out to estimate the number of clumps per unit; whereas in the second stage sub-sampling is carried out to estimate the number of culms of various ages per clump. In the first stage, the classification is:

- (i) Thrifty – All healthy, un-congested, undamaged and in good condition
- (ii) Culturable – Not included in (i) or (iii)
- (iii) Degraded – Not capable of being rehabilitated and of attaining normal productivity

39. In the second stage (culms count), total number of culms, number of one (current) and two (previous) year's culms, average height of young culms, and dry weight of trimmed culms may also be recorded/estimated.

SURVEY OF WILD ANIMALS

40. The WPO is not required to undertake wildlife survey. Advantage is taken of the figures of wildlife census carried out by the Wild Life Preservation Organization/Wildlife Wing. The WPO should mention the location of water holes, suitable habitat for wild animals, measures needed to conserve and improve the same, and anything conspicuous and beneficial to wildlife.

CHAPTER VI

WRITING UP THE PLAN

CONTENTS OF THE PLAN

41. The standard *working plan* headings are reproduced in the table given below:

TITLE	SUB-TITLE	EXPLANATION
INTRODUCTION	-	To be written by WPO
GLOSSARY OF BOTANICAL TERMS	-	Local names with English name, if any, in alphabetical order, followed by their botanical names. Make it as exhaustive as possible.
LIST OF COMMON ANIMALS AND BIRDS	-	Local names with English name, if any, in alphabetical order, followed by their scientific names. Make it as exhaustive as possible.
PART I	Summary of facts on which proposals are based	Title.
CHAPTER I	The Tract Dealt with	Title.
	Name and situation	Name of the division and its geographical location.
	Configuration of the ground	Hilly, plains, undulating foothills, etc.
	Geology, rock, and soil	Describe the geological and rock formation, soil types in particular; the effect of geology and soil on the distribution of forest types, specific composition, ecological relations, and quality and rate of growth should be fully discussed. Assistance of

		Director GSI may be taken in this regard.
	Climate and rain fall	Data on rainfall and temperature: yearly and month-wise maximum, minimum, and average temperature for a few representative stations are given. This information can be obtained from Meteorological Department.
	Water supply	List sources of water supply; such as, rivers, nallas, wells, water table, water holes, etc.
	Distribution and area	Summary of range wise area of RF, PF, Un-classed Forest, other types of areas, and also summary of changes occurred during last plan period may be given. Details will come in divisional area statement.
	State of boundaries	This refers to state of divisional, RF, PF, etc., boundary. A general note on the state of existing boundaries and boundary pillars, noting specially on the status of demarcation and need to have demarcation may be described.
	Legal position	Number and date of notification for creation of reserve and/or protected forest is given; and mention is made of various forest settlements. Pending forest settlement work is also quantified.
	Rights and Concessions	A brief account of the position of rights and concessions, their extent, nature, etc., and a reference to the (subsequent) paragraphs of the <i>working plan</i> whereby they are regulated or met, and to the appendix

		where they are detailed or summarized.
CHAPTER II	Flora and Fauna	Title
	CHAPTER II A – Forest Flora	Title
	Trees	Based on the compartment descriptions, a summary of important trees and other species occurring in the area with their floristic composition and condition (age class, health, and quality) is given.
	General description of the growing stock	Forests are classified according to Champion and Seth's classification of general forest types of India. The types and sub-types with floral characteristics is given.
	Status of natural regeneration	This is described in detail for all principal plant species including trees, shrubs, bamboos, canes, medicinal plants, and other NTFPs.
	Injuries to which crop is liable	Practically necessary details of natural calamity (flood, frost, drought, erosion, etc.) are given. More details are necessary for man related factors like fires, illicit felling, encroachment, over grazing, and mining. Scientific information with regard to attack of fungus and other insect pests should be mentioned briefly where it is of practical significance such as Gynoderma or Sal borer Hoplo, etc.
	CHAPTER II B - Forest Fauna	Title. This chapter will be vetted by State CWLW.
	(a) Mammals	Give description of all mammalian

		species.
	(b) Birds	All terrestrial and aquatic avifauna
	(c) Reptiles	Details have to be given
	(d) Fish	Details have to be given
	Injuries to which the fauna is liable; Protection and management of fauna	Details have to be given List of protected area and measures for protection are to be given.
CHAPTER III	Utilization of the produce	Title
	Agricultural customs and wants of the population	Description is given
	Markets and marketable products	Listing is to be done
	Demand and supply of forest produce and pressure on forests	This is to be based on old and current <i>working plan</i> , census records, socio-economic surveys of the area, and the WPO's own survey.
	Methods of harvesting and their costs	From the enquiries with forest department, corporation, etc., for major items of forest produce
	Lines of export	Enumerate roads, rivers, railways, mules, elephants; Lengths of main roads is given.
	Past and current prices	From previous <i>working plan</i> and records of depots and market rates.
CHAPTER IV	Activities of Forest Development Corporations in harvesting and marketing of forest produce,	In consultation with the officers of the Forest Development Corporation and the DFO, an effort is made to assess the dependence of local people on forests. This will include: human and cattle population, occupation,

	Result of Socio Economic Survey	annual income, incidence of poverty, source of energy and fodder, social customs, old traditional knowledge, etc. This is a new chapter; there is scope of innovations in writing this chapter.
CHAPTER V	Five Year Plans	This is again a new chapter. Though not directly related to silviculture, as such, the plan proposals may have impact on attainment of management objectives and conservation of natural forests. With the introduction of Social Forestry Plantations, the natural forests have not received the desired level of attention. WPO has to describe the activities undertaken right from first Five-year plan, plan wise and scheme wise and make suggestions for future keeping an eye on conditions of natural forest.
CHAPTER VI	Staff and labour supply	The details of sanctioned, permanent, temporary, and seasonal posts are given. It should also include number of filled and vacant posts on a particular date when the <i>working plan</i> is under revision. The number of daily wage labourers has become important now; and therefore, this may also be mentioned in this chapter. The usual rates of wages, past and present, are also mentioned.
CHAPTER VII	Past system of management	Title
	General history of the forests	In this the historical back ground of the management of forests is given right from as early period as possible.

	Past system of management and their results	The system of management which has been followed in the past will be briefly discussed, with a view to prevent repetition of such mistakes as may have been made, and also to understand and appreciate the present condition of the crop. This may necessitate some succinct remarks to render the explanation intelligible. In general the account given in the expiring plan will be adopted unless there are definite reasons of revising it. Further, there will, necessarily, be mention of status of Joint Forest Management, Community involvement and Forest Development Agencies in the division.
	Special works of improvement taken	A brief summary and results of works such as fire-protection, plantations, soil and moisture conservation measures, climber cutting, improvement in communication, amenities to staff, etc., will be given.
	Past yield, revenue, and expenditure	This is given year-wise in a tabular form. The average during past <i>working plans</i> and details for each year during the plan under revision are generally given along with critical analysis.
CHAPTER VIII	Statistics of growth and yield	In this chapter, the following details are included for all species for which yield is being regulated. Bibliography of all published statistics relating to growth, yield, and out-turn especially Indian Forest Records, Indian Forest Bulletins,

		<p>Indian Forest Leaflets, original articles or extracts in Indian Forester and Silvicultural Conferences.</p> <p>A summary of unpublished statistics from the silviculturist's ledger files and sample plot files collected by WPO from the field or other sources should be referred to wherever possible; and the acknowledgement should be made in the working plan.</p> <p>Derived values for "t" and "z" in Smythies and other formulae.</p> <p>Methods of calculating outturn and value of outturn units.</p> <p>Any other relevant statistics.</p> <p>The WPO will get this chapter scrutinized and approved by the State Silviculturist concerned, in order to ensure uniformity as well as to make the fullest use of up-to-date, especially unpublished, information on the subject.</p>
PART II	Future management discussed and prescribed	Title
CHAPTER I	Basis of proposals	Title
	Objectives of management	<p>It should include broad, short, and long term objectives of sustainable forest management encompassing the ecological, economic and social dimensions in a division and provide broad strategy for attaining the objectives. The strategy may include- attainment of full productivity and establishment of regeneration to secure it in perpetuity;</p>

		<p>silvicultural requirement of species already occurring or to be introduced; progressively increasing yield of timber and other forest produce until the maximum sustainable yield is attained;</p> <p>prevention of erosion and stabilization of the terrain;</p> <p>improvement and regulation of water supply;</p> <p>maintenance of bio-diversity and wildlife;</p> <p>fulfilling socio-economic needs of the people;</p> <p>peoples involvement in the management and improvement of forests.</p>
	Method of treatment to be adopted	A brief account is given of the silvicultural requirements of different identified forests or crops.
	Constitution of Working Circles	List the different Working Circles (including overlapping ones), their area, and distribution showing reasons for their constitution.
	Period of <i>working plan</i> and necessity for intermediate revision	Give necessary details.
CHAPTER II to last CHAPTER (Say Z)	(Name of) Working Circle	Title. There will be a separate chapter for each Working Circle including the overlapping ones. Last chapter identified with a Working Circle is presumed as Z (last in row) which has a numerical value like X, XI, XII, etc.
	General Constitution of	Summarize Working Circle area statement by ranges, blocks, and

	Working Circle	compartments included in the Circle showing gross and stocked areas.
	General character of vegetation	Concentrate on aspects of vegetation pertinent to management objectives outlined for the Working Circle, e.g., composition, age class, distribution, density, growing stock, status of regeneration, special problems like climber menace, weed growth, grass invasion, etc.
	Felling Series and cutting sections	Name them and give the reasons for their constitution.
	Blocks and compartments	In a tabular form Felling Series, Cutting Section, Range, Block, Compartment, Sub-Compartment, Quality, and Area in hectares.
	Special objectives of management	These are enlisted in order of priority.
	Analysis and valuation of the crop	Stock maps, range and mean of quality and age class distribution, selection of sample units, type of enumeration, status of regeneration, comparison with previous data, and special features, if any, are to be described.
	Silvicultural system	Define the system and give reasons for its adoption.
	Rotation and Conversion Period	The growth and other data on which the rotation is based are discussed. Full reasons are also given for adopting a conversion period. If there is a change from the previous plan, then its possible effect on age class distribution is analyzed.

	Exploitable diameters	These are prescribed and also justified for different species from crop potential and future perspective.
	Reducing Factors and Reduced Areas	In general, reducing factors are used for quality and density for species for which yield tables are available. When enumerations have been done, the basal area is used for density reduction.
	Felling Cycle	Wherever applicable, it is fixed and reasons given. In the diffused systems it generally corresponds to the period of the plan, i.e., 10 years.
	Division into Periods and allotment to Periodic Blocks	This is done for the shelter wood systems. It is also necessary to monitor the progress of regeneration. A tabular statement is prepared showing block, compartment, sub-compartment area in hectares; PB allotment in previous plan, year of main felling, status of regeneration; allotment to PB in current plan, reasons of allotment.
	Calculation of the yield	It is regulated by volume. If it is by area, there must a volume check. There must be provision for adjustment of extra ordinary felling against future yields.
	Table of felling	Felling is tabulated year-wise by ranges, blocks, compartments, and sub-compartments for each Felling Series.
	Method of executing the felling	Guiding principles (general marking rules) are given. It should be simple to understand and non-confusing.
	Subsidiary	General guidelines for thinning and it

	silvicultural operations cleaning and thinning	grades, etc., should be given but hard and fast instructions are not laid out.
	Artificial regeneration	Only a brief description is now-a-days made because there is an Exclusive or Overlapping Plantation Working Circle in each of the current <i>working plans</i> . Repetition is not necessary.
	Other regulations	May cover control grazing and lopping, fire protection, soil and water conservation measures; restriction on felling along rivers, highways, hill-slopes, etc., which are relevant to Working Circle.

MANDATORY WORKING CIRCLES

42. It is essential to include following (Overlapping) Working Circles in the *working plan*:

- (i) Plantation
- (ii) NTFP (For important NTFP like resin, tendu leaves, etc., there will be separate Working Circles)
- (iii) Bamboo (If applicable).
- (iv) Forest Protection (fire, illicit felling, encroachment, illegal mining, poaching, jhumming, etc.).
- (v) Joint Forest Management.
- (vi) Wild Life Management (It will be vetted by CWLW of the State/UT)

43. Assuming the numerical value of Wild Life Management Working Circles is Z, as stated above, the succeeding chapters are as under:

CHAPTER Z+1	General Financial Forecast and	The WPO will give his assessment of expected revenue, estimated expenditure for the implementation
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	Financial Plan of operation	of his <i>working plan</i> prescriptions, and other normal plan and non plan activities of the division. He will also indicate or identify the possible sources of funding taking cognizance of present system of Five Year Plan, Non-Plan budget, etc. This is necessary to ensure that <i>working plan</i> does not remain a theoretical document any more. This information should be given for the <i>working plan</i> period. Figures of past plan also should be given for comparison.
CHAPTER Z+2	Miscellaneous regulations	Title
	Petty felling	Felling of small nature (to be quantified), which do not cause deviation. Examples are: to meet Departmental demand, Research needs, Special Grants in exceptional circumstances, etc.
	Deviations	Any large and unusual operation not prescribed in the <i>working plan</i> constitutes a deviation. Normally it is with the reference to harvesting of forest produce. These also should be spelt out. The check is through Control Forms and Deviation Statements.
	Rights and Concessions	These are to be dealt in some detail: the quantity allowed, actually used, required for meeting the future demand, etc., are to be detailed. Details of notifications may be

		given in the appendices.
	Research plots	It is necessary to emphasize the fact that experimental and sample plots and their demarcated surrounds are under the complete control of the Silviculturist and are thus excluded from all operations prescribed in the <i>working plan</i> .
	Roads, Paths, Bridges, Building	Suggestions for new roads and buildings and other infra-structural facilities with full justification have to be given.
CHAPTER Z+3	Establishment and labour	Suggestions may be made regarding increase or changes in the establishment if the current arrangements do not appear to be satisfactory and regarding improvements in the condition of staff and labour.
CHAPTER Z+4	Control and Records	This should be clearly described and prescribed. For details see succeeding paragraph 74 to 85.
CHAPTER Z+5	Summary of prescriptions	This is a brief resume of prescriptions and suggestions-Working Circles and paragraph wise. This is useful for senior officers who can not go through the whole <i>working plan</i> document.

APPENDICES

44. All information and details, which are required for the elucidation of the plan, should be included in appendices. The following is the list of essential appendices. Additional may be added, if necessary, but effort should be to keep them to the minimum. In order to make full use of

the appendices, reference should invariably be indicated in the concerning paragraph of the plan. Similarly in the appendices also, the concerning paragraphs of the *working plan* should be indicated in brackets below the title of the appendix.

Appendix I – Divisional Area Statement

Block Range	Compt Sub-Comp Coupe	Composit ion by area	WC FS PB	Density	Quality	Red. Factor	Red. Area	No. of cattle units admitted	Other Details	Remarks
Order alphabe tical	Serially	Separate for important Species	WC main or Over Lapping indicate	Ocular or comput ed	Where yield table exists	Give if used	Give it	If regulated	Anything important	Important observati on
1	2	3	4	5	6	7	8	9	10	11

Appendix II – Enumeration Results

Full details in compartment histories and an abstract are to be given in this appendix. The figures are detailed by Working Circles, Felling Series, Blocks, and Compartments; all are arranged alphabetically and serially. A summary of statistical analysis of partial enumeration data should invariably be given together with estimated total growing stock, wherever necessary.

Appendix III – Regeneration Surveys

These should be reported in full wherever done.

Appendix IV – Research Plots

A summary list of existing sample plots, Linear increment plots, Tree increment plots, Preservation plots, Protected trees, Plus and Elite trees, Seed orchards, etc., should be given.

Appendix V – Rights, Concessions, Grazing Regulations, etc.

Reference of all Government orders and notification should be written in full.

Appendix VI – Schedule of Rates

The current schedule of rates of trees and forestry works is to be given.

Appendix VII – Leases, Contracts, etc.

Give details of long-term leases and contracts.

Appendix VIII – Ranges and beats, their head quarters and area

Constitution of blocks and compartments or coupes of ranges and beats should be given alphabetically.

Appendix IX – Rest Houses

The list will be of all rest houses inside or near the boundary, number of suites, distance from road, and elevation (in hill areas), etc.

Appendix X – Divisional Forest Officers

List is given right from the day of formation of the division; and the period of holding charge is also mentioned.

Other appendices

Other Appendices which may be useful should also be given, such as, Buildings, Roads, Fire lines, Chaks, Land Transfer cases, JFM villages, forest employees killed on duty, Mahabrikshas, Vriksmitras, Results of soil survey, etc.

CHAPTER VII

GENERAL INSTRUCTIONS

(In continuation of Chapter VI of the code after para 44. It is not to be confused with the chapters of the working plan listed in the matrix in para 41 of Chapter VI)

CONSULTATIONS WITH REVENUE AUTHORITIES AND PANCHAYATS

45. The WPO during his plan preparation will hold consultation with revenue authorities and panchayats about the expectations of forest dependent people and try to accommodate the same as far as possible to the extent that they are commensurate with the technical needs of forest management.

CHECKING AND PASSING OF THE PLAN

46. It is advisable for the WPO to submit first draft of his plan by chapters as soon as they are completed. These should be accompanied by a short explanatory note stressing any point of importance and drawing the attention of the Working Plan Conservator to any deviation from the First or Second PWPR or subsequent instructions.

NUMBERING AND PAGING

47. Pages are numbered from the beginning of Part I, Chapter I and form a consecutive series right through the plan.
48. There should be one continuous sequence for the chapters of *working plan* including Part I & II. The chapter numbers should be in Arabic numerals.
49. There should be separate sequence for the paragraph numbers in the individual chapters. Each paragraph of a chapter should start with the index numbers of the chapter followed by the decimal point.

Thereafter the paragraph number should be given as 1, 2, 3, ..., 57, 58, 59, ..., 99, 100, 101, etc. Thus paragraphs of Chapter VIII should be numbered as 8.1, 8.2, 8.3, ..., 8.9, ..., 8.99, 8.100, etc.

50. If a paragraph has sub-para, the sub-para numbers should also be as 1, 2, 3, etc. The sub-para number should come after the main para number preceded by decimal point. For instance, in para 8.99, the sub para would bear number 8.99.1, 8.99.2, 8.99.3, etc.
51. Paragraphs and page numbers should be mentioned in cross-references. Dates should be typed as January 1, 2, 3, etc., and not January 1st, 2nd, 3rd, etc.

SUBMISSION OF THE PLAN

52. The complete plan is first passed by the Working Plan Conservator. He then sends two copies to the PCCF. After examination at his level, The PCCF sends one copy to the Regional CCF of the Ministry of Environment & Forests who after examining the same accords the approval on behalf of the Government of India either as such or after necessary alterations and modifications.

PRINTING OF THE PLAN

53. Sufficient copies of the plan as approved by the Government of India are prepared. The minimum requirement will be as under:

Government of India Regional Office
State Government
Central Silviculturist
FRI Concerned
Central Library
State Library
Forest Survey of India
Wild Life Institute of India
Indian Institute of Forest Management
Director IGNFA

Director of Forestry Education
State Forest Service Colleges
Concerned Rangers' College
All PCCFs, CCFs of Home State
CF Research and other functional CFs of the State concerned
Territorial CF concerned – 3 copies
Territorial DFO concerned – 12 copies (office, library, camp, ACFs and FROs)
Sufficient copies for sale on demand

GOVERNMENT SANCTION OF THE PLAN

54. As soon as the Regional CCF has approved the plan, two copies of the same are sent to the Secretary, Forest Department of the State Government, with a letter applying for Government sanction of the plan. The sanction will be deemed to have been received if there is no response from the State Government within three months.

AMENDMENT TO A WORKING PLAN

55. Any alteration in a plan involving points of technical importance or leading to deviations from the prescriptions, which is proposed by a Territorial Conservator, should be sent with the necessary draft amendment through the Working Plan Conservator and the PCCF to the Regional CCF, GOI, for approval. Similarly, amendments proposed by the Working Plan Conservator should be sent to the Regional CCF through the PCCF. When the Regional CCF has approved an amendment, the Working Plan Conservator arranges for sufficient copies of it to be printed and issued to all persons who have copies of the *working plan*. Amendments are serially numbered; the number and date of sanctioning letter is also given.

CHAPTER VIII

PREPARATION OF MAPS BY WPO

56. Maps are an essential ingredient of Forest Management. All maps are up dated, revised or new maps prepared, wherever necessary, during *working plan* preparation/revision. The different categories of maps and their scale are as under:
57. Two uncut and un-mounted sets coloured as a stock map in accordance with the instructions given in the PWPR and instructions in this code will be prepared. As a general rule, if the stock maps of previous *working plan* are available, they should only be checked; and if they are found to be reasonably accurate, no further action is required. If stock maps do not already exist, they will have to be prepared on 1:50,000 scales. One set will be for the *territorial divisional* office and the other for the Conservator Working Plan Office. Normally a stock map shows the details of blank areas, crop composition, density, quality, age classes, and regeneration. Different colors and symbols are used in the preparation of stock maps.

MANAGEMENT MAP

58. This is prepared on 1:50,000 scales. The WPO prepares two uncut and un-mounted master copies. One set is sent to the DFO and the second one to the Working Plan Conservator. In the *working plan circle*, it is replicated, and as many as 20 copies (cut and mounted) are prepared. These copies are sent to Territorial Circle, Division, *sub-divisions*, and all *ranges* of the division. This map will show divisional, range, block, compartment, and sub-compartment boundaries, and boundary pillars with their numbers. The most important parts to be shown by color are: Working Circle, Felling Series, Periodic Blocks, and coupe numbers. Other important features may also be shown if possible and clearly legible.

WORKING PLAN MAP

59. These are prepared on 1:15,000 scale cut and mounted. These are also like management maps, which in addition to silvicultural units- viz., Working Circle, Felling Series, and Periodic Blocks- show as many management, administrative, and physiographic features as possible.

REFERENCE MAP

60. When reading a *working plan*, it is inconvenient and unnecessary, except when detailed information is sought, to have to refer to a separate *working plan/management map*. Thus, each *working plan* will include a small reference map on the inside of the back cover. This map will be bound or attached to the printed volume in such a way that when it is unfolded it will be completely outside the volume. The map will be of such a convenient size as can be simply folded once or twice to the size of the printed volume. It should show the main boundaries, the forests, *ranges*, roads, canals, forest rest houses, neighboring towns and villages, and such other relevant features as can be shown without overcrowding it. The scale of map, which must be given, will, of course, depend on the size and shape of the *division*. Reference map is a miniature mix of *working plan* and management maps.

USE AND DISPOSAL OF MAPS BY WPO

61. When the WPO joins the division, the DFO supplies him two sets of 1:25,000 and six sets (two cut and mounted and rest four uncut and unmounted) of 1:50,000 scale maps.

The use of these maps is done in following manner:

The WPO uses two cut and mounted sets of 1:50,000 scale maps in office and field.

He sends one set each of stock maps on 1:50,000 scale to the CF Working Plan and the DFO.

He sends one set each of management maps on 1:50,000 scale to the CF Working Plan and the DFO.

He sends one set each of *working plan* maps on 1:25,000 scale to the CF Working Plan and the DFO.

62. Additional copies of management and *working plan* maps may be made by the CF, *working plan circle*, and the DFO as per their need.

CHAPTER IX

COMPARTMENT HISTORY TO BE WRITTEN BY THE WPO

63. This should be written by the WPO as his inspection of forests proceeds and should be typed at once on the standard forms. Normally they should be completed considerably before the *working plan* is completed. The following forms (in two sets, one each for *range* and the *division*) are used for writing the compartment history for each compartment or sub-compartment:

CH Form – 1	Compartment Description	to be filled by the WPO
CH Form – 2	Compartment Enumeration	to be filled by the WPO
CH Form – 3	Trees Marked for Felling	to be filled by the DFO
CH Form – 4	Compartment Out-turn	to be filled by the DFO
CH Form – 5	Compartment History	to be filled by the DFO

COMPARTMENT DESCRIPTION

64. The format (CH Form – 1) is as under:

Identification

Division-	Range-	Block	Compartment-
Management details			
Working Plan Period			
Author WPO			
Working Circle			
Felling Series			
Periodic Block			

Description

Title of description	Explanatory notes to write the description
Area (in Hectares)	Total as also under each species or type, blank unworkable, etc.
Situation	As best as possible
Boundaries	N, S, E, W (mention boundary pillars, ridges, spurs, streams, etc.)
Altitude	In meters. In case of hilly areas give lower and upper limits.
Aspect	Main aspect and variations if any
Gradient	Precipitous, very steep, steep, moderate, gentle, etc.
Configuration	Rugged, undulating, flat, etc.
Rock	Mention main underlying rocks including alluvial deposits
Soil	Texture, depth, permeability, drainage, surface compaction, humus, etc.
Growing Stock	Natural, artificial, storey-wise composition, age class quality, stocking density, regeneration of principal species, etc.
Remarks	The effect of biotic factors should be especially dealt with.

65. The description will be signed and dated by the WPO. Each heading should commence in a separate paragraph.

COMPARTMENT ENUMERATION

66. The format is as under:

General information

Block	Compartment	Sub Compartment	Total Area (Ha)	Area enumerated	Sampling method if partial	Year of enumeration

Result of Enumeration

Species	Diameter class in cm. (Number in each class)									
	10-20	20-30	30-40	40-50	50-60	60-70	70-80	80-90	90&over	Total

TREES MARKED FOR FELLING

67. This form is to be filled by the DFO from time to time as the markings take place. The format is as under:

Year	Area Ha.	Species	Diameter class in cm. (Number in each class)									
			10-20	20-30	30-40	40-50	50-60	60-70	70-80	80-90	90 & over	Total

COMPARTMENT OUTTURN

68. The format is as under:

Year	Area Felled in hect.	Species	Round Timber	Sawn timber	Fuel wood	Miscellaneous	Remarks

COMPARTMENT HISTORY

69. The format is as under:

Block..... Compartment.....

Year	Event

70. If compartment history with full entries already exists, past entries made by the DFO will be scrutinized by the WPO who may edit them if necessary. Usually no condensation should be necessary.
71. The DFO is responsible for recording current events as they occur and will make his entries on the separate sheet of the form and not on that prepared by the WPO. At the next revision of the plan, the WPO will scrutinize these entries and edit them if necessary.
72. The principal information, which the DFO should record, is as follows:
Felling, Subsidiary Silvicultural Operations, Slash Disposal with costs, Plantations, Control Burning with costs, Fire incidences and damage caused, Damage by other factors like Drought, Storm, Snow, Insect, Fungi, Grazing, etc., Remedial measures taken along with costs, Good seed or seedling years of important species.
73. The entries should be brief and concise; whole or part compartment that was involved should be made clear. For event timings- month or months- should be given.

CHAPTER X

CONTROL FORMS AND DEVIATION STATEMENT

74. General prescriptions of the *working plan* should be written in such a way that it is quite clear as to what constitutes a deviation. Control forms should be prepared to include each of these prescriptions, as well as all definite suggestions regarding other operations left at the discretion of the territorial staff.
75. The WPO should prepare a draft set of control forms to control all the important operations prescribed and suggested in his *working plan*. These forms will then be submitted to the Working Plan Conservator for approval and preparation of final sets.
76. Three permanent sets of these control forms will be prepared in the Working Plan Conservator's office and distributed one set each to *working plan circle* itself, the Territorial Conservator, and the Divisional Forest Officer.

FORMATS OF CONTROL FORMS

77. Following are two formats of control forms:

Coupe Control Form – For the control of all silvicultural operations such as felling, subsidiary cultural operations, cleanings, thinning, burning, etc., which may be prescribed or suggested to be carried out in a given coupe for the duration of the *working plan*.

Felling Control Form – For controlling and maintaining a record of all trees marked for felling and trees retained as seed bearers or to safeguard future yield.

78. The DFO will annually make entries in his copy of the control forms and send them together with the deviation statement in triplicate to the Working Plan Conservator through the Territorial Conservator. After the entries have been checked and approved, the Working Plan Conservator will first get his copy completed and then send the DFO's

copy to the Territorial Conservator. The later will then complete his copy and finally return the DFO's set for deposit in the latter's office till next year. The Working Plan Conservator will send three copies of deviation statement to the PCCF for sanction. After the sanction, one copy each will be sent to the Territorial Conservator and the DFO for their record and the Working Plan Conservator will retain the third copy for his set of control forms.

The control forms should be submitted by the DFO to the Territorial Conservator on or before December 1 and the latter should send them to the Working Plan Conservator concerned on or before January each year.

COUPE CONTROL FORM

79. The format of coupe control form is as under:

Working Circle- Periodic Block-		Felling- Series- Cutting- Section-		Localities prescribed Localities suggested			COUPE CONTROL FORM		Page
Prescription in brief	W.P. para	Year due	As carried out				Excess (+) Or Deficit (-)		
			Year	Block/ Comptt.	Area	Volume	Area	Volume	
1	2	3	4	5	6	7	8	9	10

FELLING CONTROL FORM

80. The format of felling control form is as under:

Working Circle- Periodic Block-		Felling Series- Cutting Section-		Localities prescribed Localities suggested (With Areas)				COUPE CONTROL FORM	
								Coupe No.	Page
Block & Comptt.	Area	Species	Diameter class	Trees marked	Unit Factor	Volume marked	Trees retained	% Trees retained	Remarks
1	2	3	4	5	6	7	8	9	10

CHAPTER XI

DEVIATION STATEMENT

81. Following is the format of Deviation Statement:

STATEMENT SHOWING DEVIATIONS FROM WORKING PLAN PRESCRIPTIONS

Year..... Division.....

Serial No. of deviation	Control book name, form no. Page	Reference to <i>working plan</i>		Nature of deviation requiring PCCF's sanction
		Paragraph	Nature of Prescription	

82. The DFO will forward through the Territorial Conservator typed copies of this form in triplicate yearly with his copy of control forms. No explanatory remarks are required on this form, but these should be given in the forwarding letter. One copy of the statement will be returned to the DFO and another to the Territorial Conservator after the deviations have been sanctioned by the PCCF. If the PCCF or the Working Plan Conservator's sanction has been obtained in advance, the sanction number and date should be quoted in the last column.

83. All deviations, which permanently alter the basis of management laid down in a *working plan*, will require prior sanction of the PCCF. All deviations, which do not permanently alter the basis of management and with the necessity of which he agrees, may be approved and sanctioned by the Working Plan Conservator on behalf of the PCCF. In case where there is difference of opinion between the Working Plan Conservator and the Territorial Conservator, the former will refer them to the PCCF for instructions. The PCCF/CFWP, as the case may be, will countersign the deviation statement.

84. Minor deviations can be sanctioned at the level of the CF Working Plan or the PCCF as the case may be; but the PCCF, before sanctioning the

major deviations of following nature, will necessarily take prior approval of the Regional CCF of the Ministry of Environment & Forests:

- (i) change in Silvicultural System;
- (ii) clear Felling of Natural Forest;
- (iii) formation of new Felling Series; and
- (iv) large scale felling due to natural calamities, which cannot be adjusted against future yield.

CRITERIA AND INDICATORS OF SUSTAINABLE FOREST MANAGEMENT

85. The Government of India, the State Government, and IIFM- Bhopal are in the process of finalizing the criteria and indicators for monitoring and evaluation of Sustainable Forest Management. As and when these are finalized, the monitoring and evaluation of implementation of the *working plan* will be done accordingly.

CHAPTER XII

OTHER IMPORTANT MATTERS

APPLICATION OF MODERN TECHNOLOGIES

86. Forest resources assessment and mapping are the most important requisites for the preparation of the *working plan*. Use of Remote Sensing (RS) has become an important tool in the Forest Resource assessment and management. GIS and GPS have further added to these capabilities. The WPO may use them if facilities are available. From satellite data the minimum map-able size is of the order of 2-3 hectares. Maps thus prepared have high degree of planimetric fidelity and are compatible to computer data handling. GIS is the tool for collecting, storing, retrieving, transferring, and displaying geographically referenced spatial data with its corresponding attribute information to meet a specific requirement. Various data can be stored in the digital maps in the form of layers. These layers can be overlaid and manipulated to generate new information. Various layers found useful for *working plan* map on 1:50,000 scale are given below:

Forest density, Forest type, Site Quality, Contours, Soil map, Road network, Encroachments, Volume data, Wild life sighting, Villages, Boundaries, Research plots, Fire affected area, Plantations, Other layers.

87. The remote sensing results need to be verified for accuracy on the ground. This can be achieved through GPS. This instrument will help the WPO to precisely locate the points on the ground and compare the remote sensing results on random basis. Differential Global Positioning System (DGPS) is useful for boundary survey and later on transferring the boundaries for updating the maps prepared using remote sensing data & GIS.

THE SUB DIVISION OF FOREST AREAS

88. There are four distinct and recognized sub-divisions of forest area as under:

S.No.	Type of Sub Division	Name of Sub Division	Denotation
1.	Legal	Reserve Forest	RF
		Protected Forest	PF
		Village Forests	-
		Private Forests	-
		Others (As defined by Supreme Court)	-
2.	Territorial	Block	Local name
		Compartment	Arabic numbers. Thus 6
		Sub-Compartment	Compartment number and a small letter. Thus 6a.
3.	Administrative	Division, Range	Name
		Beat	Name or number
4.	Management	Sub-compartment	Already explained above as 6a
		Cutting Section	-
		Felling Series	Mainly name sometimes even a Roman or Arabic numeral
		Working Circle	Name of Species or management system
		Periodic Block	By Roman numbers. Thus PB-I
		Coupes	By Roman numbers. Thus Coupe V

JOINT FOREST MANAGEMENT

89. Joint Forest Management is sharing of responsibilities, authority, and usufructs between the Village Community or the Forest User Group and the Forest Department on the basis of an agreement between the two. The management of the jointly managed forest is done through the provision of a micro-plan prepared by the Community on PRA basis and with the technical help of the officials of the Forest Department. Since the micro-plan is prepared with the technical guidance of Foresters, there are little chances of any conflict between the *working plan* and micro-plan prescriptions. Since Joint Forest Management is new and at evolving stage, it will not be wise to make any comment at this stage. Only thing which has to be ensured is that the micro-plan prescriptions do not violate the silvicultural prescriptions of the *working plan* especially those related to sustainable forest management and regulation of yield of major forest products. Approval of JFM micro-plan from Ministry of Environment & Forests is not necessary as they are covered by the macro level prescriptions of *working plan* of the *forest division*. Any deviation from the macro level prescriptions will require prior approval of the Regional CCF.

WORKING PLAN FOR AREAS NOT UNDER THE MANAGEMENT OF FOREST DEPARTMENT

90. This will depend on the extent of the area for which *working plan* is to be prepared. General headings, in which the *working plan* can be written, can be as under; but there is no hard and fast rule. The local DFO, the Territorial Conservator, and the Working Plan Conservator can use their discretion.

PART – I

Area dealt with – location

Details of Forest Land – Legal, Boundaries, Area, Rights of others if any

Description of the Forest Crop

Analysis and valuation of the crop

Past management practices and changes required

PART – II

Basis of Proposals

Working Circle wise description

Necessary measures for protection of forest

Plantation measures

Estimated revenue and expenditure

Control and records

91. Approval of the above categories of *working plans* will be done by the Regional CCF as in the case of *working plans* of Forest Divisions.

CONTROL OF CENTRAL GOVERNMENT

92. The National Working Plan Code has to be followed by each State Government and Union Territory for all categories of forests as defined by the Supreme Court in its judgement dated 12.12.1996. No commercial harvesting of any forest produce can take place unless it has been carried out under the prescriptions of a *working plan/scheme* approved by the Ministry of Environment & Forests through its Regional CCF.
93. The Regional CCF of Ministry of Environment & and Forests will especially monitor following points:
 - 93.1 Preparation of the *working plan* is according to prescribed procedure, i.e., Consultations, Field visit, First PWPR, Writing of *working plan*, Preparation/updating of maps, Writing/Editing of Compartment Histories, and Prescribing of Control Forms.
 - 93.2 The *working plan* prescriptions are being followed and the system of annual up dating of Compartment Histories and Control Forms is in place.
 - 93.3 Harvesting is not exceeding the natural regeneration. This can be monitored through field visits, reports, and money provided in the budget for plantations and silvicultural operations.

94. There will be flexibility in following matters and the State Government can also take decision at its level.
- (a) Organizational matters
 - (b) Administrative matters
 - (c) Intensity of sampling
 - (d) Formats of Compartment Histories
 - (e) Formats of control forms
 - (f) Additional chapters/information in the *working plan* (Deletions are not allowed)
 - (g) Scale of maps if the prescribed ones are not available. They have to be SOI maps in any case
 - (h) Colour schemes of stock maps
95. In case of any difficulty the matter may be raised before the DG Forest & SS to the Government of India, whose decision will be final.