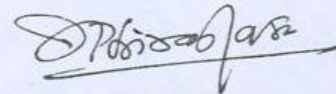


Standing order No. 1 / 2005-06 Dated: 29/12/2005
By Shri J.P.L. Srivastava, IFS, Principal CCF, Haryana

Forest Department undertakes plantations on various categories of lands. In order to improve the quality of work done and to physically verify the quantity of work done reported, the following instructions are issued:

1. The two Divisions of Monitoring and Evaluation (M & E) will carryout checking of at least 50% sites of first year plantations, covering at least 30% of the total area planted. At least 20% area of second year plantation and at least 10% area of third, fourth and fifth year plantation must also be checked.
2. There will be two parties in each range one headed by Range Officer himself and other headed by a Deputy Ranger. The Checking report submitted by Deputy Ranger will be checked and counter signed by Range Officer. The Divisional Forest Officers (M&E) will personally check at least 10% of the total sites checked by various parties. Checking report will be signed by the DFO (M&E).
3. DFO (M&E) and his field staff will do checking work in the first two weeks of the month. In the third week they will prepare report and discuss it with Divisional Forest Officer (Territorial) and concerned staff, in person. In the fourth week, DFO (M&E) will visit head quarter with the report to discuss it with concerned CCF. The DFO (M&E) will also take schedule of checking programme of next month form the concerned CCF.
4. DFO (M&E) will send checking schedule/ tour programme of M & E team to the concerned DFO (Territorial). M & E staff will immediately after checking of a range must hold discussion with concerned Range Officer (Territorial).DFO M & E will also have meeting with concerned DFO(T) every month to discuss his report.
5. In case of disputed sites or sites where glaring short comings have been reported, there must be a joint inspection of DFO (M&E) and DFO (T) in the third week of the month as mentioned in para (3) above.

6. It is duty and responsibility of Territorial Conservator to prepare Action Taken Reports (ATRs). There will be quarterly submission of ATRs by CFs to CCF. Chief Conservators will take quarterly meeting on ATRs; CF(FC) will arrange quarterly review meeting under the chairmanship of concerned CCF. In the month of April, ATRs of preceding year must be completed.
7. In case shortage of works is reported action right up to range officer will be initiated. Conservator of Forests (Territorial) will be responsible for the initiation of action. He will be the authority responsible for taking final decision in the case where no shortage is reported. In cases where shortages have been reported the final decision in the case will be taken by the CCF concerned.
8. Action should be initiated immediately and it will be responsibility of Territorial Conservators to ensure that action on each Monitoring and Evaluation report is taken and every case is finally disposed off within a period of three months of the submission of the report by DFO M&E irrespective of the punishing authority.
9. Monitoring and Evaluation Division will also carry out checking for survival of plants distributed under Farm Forestry.



**Principal Chief Conservator of Forests,
Haryana ,Panchkula**

Endst. No. 1342-1400

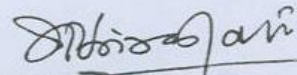
Dated: 2-1-06

Copy to:

All CCFs

All CFs

All DFOs



**Principal Chief Conservator of Forests,
Haryana ,Panchkula**