

5. A statement of the categories of documents that are held by it or under its control.

a) Relating to organization of Forest Department

- Register of casual leave.
- Service Book Register
- Register of Character rolls
- Register of security deposits by contractors
- Register of security deposits by staff

b) Relating to the management and working of the Forest Department

- Register of boundary pillars
- Register of survey sheets & maps of forests
- Working Plans and Control forms
- Compartment history files
- Plantation journals
- Nursery journals
- Register of land outside the govt. Forest owned by the Department for roads and buildings.
- Register of areas closed u/s 33 of IFA
- Register of private forests notified under the HP Private forests Act.

c) Relating to accounts and out turn of forest produce.

- Register of receipts in deposits (form No.5)
- Register of disposal from depots (form No.6)
- Register of receipts and issues of timber and other produce in deposits (form No. 7)
- Sale of timber and other produce cut and collected by Govt. agency (form No. 8)
- Revenue from timber and other forest produce cut & collected by consumers and purchasers (form No.10)
- Outsanting on account of Revenue (form No.11)
- Particulars of items outstanding unadjusted for the last more than one year.
- Register of forest produce given free (form No.12)
- Register of forest produce given at privileged rates (form No.12)
- Register of forest produce and other property sized and disposed of monthly (form no.17)
- Register of periodical dues
- TD register

d) Relating to accounts of live and dead stock

- Return of live and condition of animal
- Register of stores, tools and plants (form No.16)
- Register of store for consumeable articles (MF7)
- Case Book (form No.24)
- Cash balance
- Cheque Books
- Register permit books (form No. 15)
- Record of sanction works
- Pay bills
- TA bills
- Muster rolls register
- Contractors and disbursers ledger and abstract thereof (form No.13)
- Classified abstract of revenue (form No.14)
- Schedule of remittance to the treasury
- Record of sanctions accorded by the conservator and PCCF HP
- Record of plantation raised

e) Relating to correspondence:

- Register of files and cases
- The keeping of document cases (with title pages) according to the prescribed proforma
- Register of receipts and dispatch
- Hand book of circulars to subordinates

f) Relating to miscellaneous office business:

- Register of books & maps
- Register of printed forms
- Register of stationery
- Departmental Code, Civil Service regulation, forest Rules and regulations, if kept upto date.
- Pr. CCF/CF circular files
- Allotment of works among clerks
- Register of landed immovable property owned by staff
- Uniform register
- Register of fires

g) Relating to legal matters

- Damage report register
- Register of cases compounded

- Register of prosecution cases
- Register of Nautor
- Register of agreement
- Register of shooting license
- Regist of Govt. buildings
- Register of roades and paths
- Register of soil cosneration works micro-watershed wise.