

2. Annual Plan of Operations

2.1 Preparation:

Every year an Annual Plan of Operations (APO) will be prepared well in advance forecasting works and activities to be taken up during the next financial year including maintenance of ongoing works and initiating fresh works. Each Forest Range Officer will prepare Annual Plan of Operations for the respective Range for the works to be taken up in the next financial year and submit to Divisional Forest Officer (D.F.O.) by end of October, every year. The Annual Plan of Operations shall consist of:

1. Compensatory afforestation to be done in lieu of diversion of forest land for non-forestry use under the Forest (Conservation) Act, 1980
2. Forest and wildlife conservation and protection works within forest areas undertaken and financed under the programme.

It shall include maintenance and continuation of all ongoing works that are required to be continued and initiation of fresh works if any. Prescriptions of working plans shall be the guiding principles for preparation of shelf of activities in the Annual Plan of Operations.

The Annual Work Plan shall be accompanied by cost estimates and appropriate maps and sketches detailing the works.

The Divisional Forest Officer shall scrutinize and compile Range level Plans and submit the same to the Chief Conservator of Forests / Conservator of Forests of the respective Circle by 30th November. The Chief Conservator of Forests/ Conservator of Forests of the Circle shall scrutinize and compile Division level plans and submit the same to the Prl. Chief Conservator of Forests by 15th December.

2.2 Approval:

The Prl. Chief Conservator of Forests will finalize the Annual Plan of Operations for the entire State by 15th January and place the before the Steering Committee and obtain the approval.

The approved Annual Plan of Operations for each Circle/Division/Range shall be communicated before commencement of the next financial year.

Deviation to the activities included in the Plan will not be entertained once they are approved by the Steering Committee. Modifications to the works included shall be submitted with proper justification by the concerned Divisional Forest Officer to the Conservator of Forest/Chief Conservator of Forests who in turn with his proper recommendations submit the same to Prl .Chief Conservator of Forests. Such deviations have to be got approved by Steering Committee in any subsequent meeting of the said Committee. Only on receipt of such approval, the works shall be executed.

2.2.3 Release of Funds:

Funds required for utilization as per the Annual Plan of Operations approved by the Steering Committee shall be kept at the disposal of the Prl. Chief Conservator of Forests.

Similarly all the Divisional Forest Officers implementing activities approved in the Annual Plan of Operations shall also open interest bearing zero balance accounts in their respective head quarters in any nationalized banks.

Soon after approval of the Annual Work Plan or on the 1st of April whichever is later, funds required for the first quarter will be released from the central account held by the Prl. Chief Conservator of Forests to the account held by the CCFs / CFs through Electronic Clearance System. There upon subsequent releases will be made as and when the releases made in a given financial year are utilized.

The DFOs shall maintain all records along with voucher / ledger books etc., as prescribed under A.P. Financial Code / Act and Rules at Division level. A monthly progress report and details of expenditure incurred under each component of NPV and CA shall be submitted by 5th and 10th of every month. The accounts at division level shall be audited by the approved Chartered Accountant on the Panel of Comptroller and Auditor General of India (CAG) at the end of the financial year who will issue an audit

certificate before the end of May of the next financial year. The Divisional Forest Officer shall retain all passed and paid bills in the Division Office along with Cash Book and produce the same for verification and audit during Internal Audit done by the circle office once in quarter and during Annual Office Inspections.

2.2.4 Cash book

Monthly broad accounts of CAMPA of _____ Division for the month of _____

RECEIPT			UTILIZATION		
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount
	<u>O.B</u> 1.In Division Bank A/c's 2. In Division in cash 3.CB. with FROs. Receipt during the month 4.Received from Prl. CCF 5.Other receipts (sale of tender forms etc.) 6. Interest accrued 7.Receipt from user agencies if any 8.Any other receipts.			Payments made to 1.Compensatory afforestation 2. Forest and Wild life Protection 3. Forest and Wild life management including Biodiversity conservation 4.Infrastructure development and maintenance 5.Training and capacity building 6.Monitoring and Evaluation 7.Administrative expenses	
	Total receipts			Total utilization	

2.2.5 Maintenance of records:

The following records are required to be maintained at different levels of Offices.

Name of the Register	Range	Division	Circle
1. Treatment maps:- Geo reference maps	Range	Division	

with Lat - Long details The surveyed sketch of the area, type of soil, operations suitable shall be entered.			
2. Cash book/Bank account & Pass book:- The funds received by bank account, withdrawals shall be noted month wise and reconciliation with bank every month shall be made	Yes	Yes	
3. Plantation/Nursery journal:- The surveyed sketch of area treated, copy of estimate, treatment viz., raising nursery, plantation, protection, etc. shall be recorded. The observations of R.O/DFO./CF on inspection of the area shall be recorded. The follow up action on observations wherever necessary shall be recorded.	Range	Copy at division	
4. Work register:- Copy of sanctioned estimate, voucher wise, operation wise expenditure particulars shall be recorded year wise. The C.R. for the work for each year shall be submitted to DFO/competent authority. Copies of CR's. Maintained at Range/ Division/ Circle level.	Range	Division	
5. Register of usufruct:- All the usufruct such as grass, firewood/timber/bamboo any other material obtained in due course shall be recorded. The sale proceeds shall also be recorded. The amount shall be deposited in the bank account and intimated by R.O .to DFO./CF.			
6. Register of stores:- All the material procured in a range for CAMPA works shall be recorded and its utilization, balance available be maintained. The procurement of vehicles or any other heavy machinery shall also be entered.			
7. Cash Book	Range	Division	
8. Bank account pass book		Division	
9. Appendix.I (A.R.advance & recovery) Statement	Range	Division	
10. Vouchers Copies of all vouchers through which payments made under CAMPA shall be maintained at Division level.		Division	
11. B to J Registers:- If any vehicle purchased under the Scheme is available the Range/division/circle have to be	Range	Division	Circle

maintain these registers.			
12. Measurement Books:- With measurements of all the works executed and amounts paid written by officer executing the work, check measured by R.O. and test checked by DFO/Sub DFO or any other higher authority.	Range		
A.R Ledger	Range	Division	
Work docket sheer (FA IX)	Range	Division	
Utilization Certificate	-	Division	Circle

Following is the job chart of various officers implementing activities under CAMPA

Sl. No.	Level of officer	Job chart
1.	Prl. Chief Conservator of Forests	Implementation of decisions taken by the Steering Committee, all functions detailed in the APFD Code, nominating Chartered Accountant for audit of Division Accounts, compilation, scrutiny and submission of Annual report to the steering committee, coordination with the Executive Committee, Steering Committee, Governing Body, Govt. of India and Govt. of Andhra Pradesh.
2.	Chief Conservator of Forests/Conservator of Forests	Overall supervision, technical guidance, Scrutiny and compilation of Annual Plan of Operations, annual utilization certificates, monthly progress reports and annual scheme completion report and their submission to the Prl.CCF. Sanction of estimates coming within his

		competence and filing their completion reports, internal audit of accounts of divisions and test checking works as per delegation detailed in the APFD Code, all other functions detailed in the APFD Code.
3.	Divisional Forest Officer	Supervision of execution of works approved in the annual plan of operations within the Division, receiving and accounting funds for implementing these works, payment for works as per Bills passed, retaining Bills after their payment, rendering monthly utilization certificate of the funds utilized to the Prl. CCF through the respective CCF/CF, Sanction of estimates coming within his competence and filing their completion reports and test checking works as per delegation detailed in the APFD Code, all other functions detailed in the APFD Code, assisting in audit of accounts.
4.	Sub Divisional Forest Officer	Supervision of execution of works approved in the annual plan of operations within the Sub Division, sanction of estimates coming within his competence and filing their completion reports and test checking works as per delegation detailed in the APFD Code, any other work entrusted by DFO, CCF/CF and Prl. CCF, all

		other functions detailed in the APFD Code.
5.	Forest Range Officer	Supervision of execution of works approved in the annual plan of operations within the Range, sanctioning estimates coming within his competence and filing their completion reports, maintenance of cash book for payments made by him, check measurement and passing Bills for payment and test checking works as per delegation detailed in the APFD Code, all other functions detailed in the APFD Code.
6.	Forest Section Officer	Supervision of execution of works approved in the annual plan of operations within the Section, recording and check measurement of works as per delegation detailed in the APFD Code, all other functions detailed in the APFD Code.
7.	Forest Beat Officer	Supervision of execution of works approved in the annual plan of operations within the Beat, recording of works as per delegation detailed in the APFD Code, all other functions detailed in the APFD Code.

Monitoring and Evaluation: The concurrent monitoring of works taken up / to be taken up utilizing the CAMPA money has to be done. The primary monitoring and evaluation should be done by the implementing Agency / State itself and secondary monitoring and evaluation shall be done by independent agency to be nominated by the State.

The CCFs / CFs shall establish a primary monitoring mechanism to ensure 100% verification of works at division level, 10% at circle level. 2% verification of works shall be done at State level.