

6th Manual: Categories of documents held by the Authority or which are under its control

A statement of the categories of Documents that are held by Forest Department under its control

S.NO	TITLE	CUSTODIAN
A)	Annual Administrative Report.	O/o PCCF
B)	Working Plans of all Forest Divisions	DFO
C)	Management Plans for private areas falling in Ropar, Nawanshahar, Pathankot , Hoshiarpur and Dasuya Forest Divisions.	DFO
D)	Notification related to PLPA 1900	O/o PCCF/ All Offices
E)	Notification related to RF/PF	O/o PCCF/ DFO
F)	State of Forest Report, 2013 published by Forest Survey of India	O/o PCCF
G)	Nursery stock register	BEAT/RO
H)	Timber Form No. 7, 8, 9, 10, 11, 12, 15.	DFO
I)	Plus and Minus memo on Stock Returns and Timber Form No. 16.	DFO
J)	Store and Stock register Form No. 16.	DFO
K)	Timber Form No. 17.	DFO
L)	Cash books by all the Drawing and Disbursing Officers (DDO) and sub disbursers.	DDO
M)	Budget Control Forms at DDO and sub disbursers level	DDO
N)	Forest Account Form No. 4, 12, 13, 14, 15	DDO
O)	Despatch and receipt registers.	ALL OFFICES
P)	Register of Damage Reports.	RANGE OFFICES/DFO
Q)	Register of prosecution cases	RANGE OFFICES/DFO
R)	Register of Forests (at Divisional level)	DFO/RFO
S)	Control Forms	DFO
T)	Plantation Journals and Forest Journals.	DFO/RFO
U)	Enumeration Registers	DFO/RO
V)	Field Book (enumeration register)	FG/BO
W)	Mustroll	FG/RO/DFO

Wildlife Wing of the Department

Manual-VI

i) Categories of documents held by the Authority under its control

1) Management Plans of Protected areas

- a) Bir Bhunerhari (2007-08 to 2016-17)
- b) Bir Bhadso (2007-08 to 2016-17)
- c) Bir MotiBagh (2006-07 to 2015-16)
- d) Bir Aishwan (2006-07 to 2015-16)
- e) Harike (2008-09 to 2017-18)
- f) Takhni Rehampur (2008-09 to 2017-18)
- g) Kathlour-Kashulya (2012-13 to 2021-22)
- h) Lalwan community Reserve (2009-10 to 2022-23)
- i) Kashpur Community Reserve (2009-10 to 2014-15)
- j) Rakh Sarai Amanatkhan Conservation Reserve (2013-14 to 2022-23)

2) Master Plans

- k) Chhatbir Zoo (2009-2029) 1) Mini Zoo Bir Talab Bathinda (2009-10 to 2029-30)

ii) Notifications

Protected Areas

- a) Bir Bhunerhari (WLS Patiala) (No. F-150/50 dt. 28.02.1952)
- b) Bir Bhadso (WLS Patiala) (No. F-150/50 dt. 28.02.1952)
- c) Bir MotiBagh (WLS Patiala) (No. F-150/50 dt. 28.02.1952)
- d) Bir Aishwan (WLS Sangrur)(No. F-150/50 dt. 28.02.1952)
- e) Bir Dosanjh (WLS Patiala) (No. F-150/50 dt. 28.02.1952)
- f) Bir Mehas (WLS Patiala) (No. F-150/50 dt. 28.02.1952)
- g) Bir Gurdialpura (WLS Patiala) (No.
- h) Harike (WLS Ferozepur) (No. 34/7/99-Ft-IV/16393 dt. 18.11.99)
- i) Takhni Rehampur (WLS Hoshiarpur) 34/10/99-Ft- IV/7182 dt. 08.06.99
- j) Kathlour-Kashulya (WLS Gurdaspur) 34/4/2007/Ft-5/13255 dt. 27.10.2009.
- k) Lalwan community Reserve (No.46/78/2007/17t.5/6084 dt. 22.06.2007)
- l) Kashpur Community Reserve (No 6133 dt. 28.06.2007)

- m) Rakh Sarai Amanatkhan Conservation Reserve No. 34/8/201-Ft.-5/3008 dt. 31.03.2010.
- n) Abohar (WLS Ferozepur) 40/4/98/Ft- IV /11505 dt. 07.09.2000
- o) Jhajjar Bacholui (WLS Ropar) (No. 34/31/03. Ft.4/19747 dt. 11.12.03
- p) Nangal (WLS Ropar) (No 34/2/2009/Ft.5/7069 dt. 10.08.2009.

iii) Notifications

- 1) The Wildlife (Protection) Punjab Rules 1975 vide No. GSR. 108/C.A. 53/72/S. 64/75 dt. 06.11.1975.
- 2) Rules Regarding fixation of fee for grant or renewal of permit to hunt under section 12 of the wildlife (Protection) Act, 1972 .
- 3) The wildlife (Protection) Punjab 1st Amendment Rules 2004 (No. GSR. 8/C.A.53/72/S.64/Amd.(4)/2004 Dt. 23.01.2004.
- 4) Wildlife (Protection) Punjab (Amendment) Rules 2006 vide no. 32/8/05/Ft.5/11783 dt. 26.09.2006.
- 5) Punjab State Board for Wildlife vide no. 1/7/2000.Ft.5/494 dt. 17.01.2013.
- 6) Regarding Compensation to the farmers about the damage to their crops, cattle killing and lose of human being by wild animals vide No. 1/7/2000-Ft.5/4022 dt. 17.06.2013
- 7) Notification for hunting of wild boar in the state vide no 34/18/2004/Ft.5/791 dt. 30.01.2014.
- 8) Notification regarding State Bird vide No. 34 (13)Ft.IV-83/6048 dt. 15.03.1989.
- 9) Notification regarding. State Animal vide No. 34 (13) Ft.IV-83/6048 dt. 15.03.1989.
- 10) Notification regarding Health advisory committee to give suggestions regarding the health and related matters of the animals at Chhatbir Zoo. Vide No.34/16/2010/Ft.15/6614 dt. 12.08.2011.
- 11) Notification for compliance of policy guidelines by Industrial entrepreneurs/units in the Eco-sensitive zones surrounding Wildlife Sanctuaries/ Zoos of Punjab State vide Notifications No. 26/218/08-Ft.5/676 dt. 25.01.2013.