

MONTHLY REVIEW REPORT FORMAT
(to be compiled by the Circle-in-Charge and sent in .doc format by e-mail)

Forest protection

PORs

Circle	Division	No. Of PORs pending in court during month (including old cases)	No. Of PORs drawn up during the month	No. Of PORs in conviction during the month

CORs

Circle	Division	No. of cases compounded during the month	Compensation realised during the month (Rs)

UDORs

Circle	Division	No. of cases recorded during the month

Forest fire

Circle	Division	No. of cases reported during the month

Major development constraints if any

Circle	Division	Constraint

License of Wood based Industries

Circle	Division	Category	New licenses issued during the month	No. of licenses renewed during the month	Total No. of licensed units at end of month
		General			
		Secondary			
		Other			

Saw Mill Shifting

Circle	Division	Total mills shifted to the Division during the month	Total mills shifted out of the Division during the month

Closure of Saw Mills and other wood based industries units

Circle	Division	Total saw mills / units closed during the month	Total saw mills / units at end of month

Administration

Submission of tour notes by CCF / CF

	Reference of last tour note submitted (period of tour to be mentioned)	Particulars of tours for which notes are pending	Action taken on pending tour notes
CCF			
CF			

Submission of daily diaries by DFO / ADFO / ACF/ AO

	Reference of last diary submitted	Particulars of months for which diaries are pending	Action taken on pending diaries
DFO			
ADFO			
ACF / AO			

Submission of Monthly Establishment Return

Circle	Division	Reference of monthly return submitted	Particulars of months for which returns are pending	Action taken on pending returns

Submission of Estimates

Circle	Division	Estimates submitted		Particulars of estimates remaining pending	Action taken on pending estimates
		No. of estimates	Date of submission		

Submission of Monthly Accounts

Circle	Division	Accounts submitted		Particulars of accounts remaining pending	Action taken on pending accounts
		Month	Date of submission		

Synopsis of mandatory daily reports submitted by DFOs during the month

Incident	Circle	Division	Date of occurrence	Time of occurrence	Details
Death of staff					
Death of villager by wild animal / firing / etc					
Injury caused by wild animal					
Death of important wild animal					
Assault on staff					
Accident involving staff					
Arrest of staff					
Forest Fire					
Any other important incident					

Any other significant issue (paragraph of upto 100 words)

(NAME OF OFFICER) DESIGNATION CCF / CF