

Haryana Forest Development Corporation

(Haryana Government Undertaking)

Regd. office
Bays No. 27-28
Sector-4, Panchkula-134112
Haryana, (India)

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No.

Dated:

From: Managing Director,
Haryana Forest Development Corporation,
Panchkula.

To: All Regional Managers,
Haryana Forest Development Corporation.

Sub: - Monthly Meeting.

The monthly meeting of all Regional Managers will be held on 11th July, 2011 at 11.00 A.M. at Hisar office. You are, therefore, requested to attend of the meeting on the date, time and venue fixed.

Managing Director,
HFDC, Panchkula.

Endst. No.

Dated.

A copy is forwarded to the following for information and necessary action:-

1. General Manager, HFDC, Panchkula.
2. Superintendent o/o MD, HFDC, Panchkula.

Managing Director,
HFDC, Panchkula.

Information to be Supplied for Monthly Meeting of RMs

1. Index/check list showing whether all items/proformas are complete or un-complete on proforma **I**.
2. Wood harvesting statement on proforma **IIA & IIB**.
3. Depot wise balance of wood on proformas **IIIA & IIIB**.
4. Average sale price of forest produce (species wise) on proforma **IV**
5. District wise purchase price due of the volume received, purchase price to be paid for volume felled, purchase price paid for the volume felled and purchase price balance for the volume felled of the trees purchased from Forest Department and other Government Departments, Institutions/Farmers/Panchayats on proforma **VA & VB**.
6. Supply/Stock position of forestry material/trading activities on proforma **VIA-J** alongwith purchase & supply cost (only for RM, Ambala, Kurukshetra & Hisar).
7. Marking lists (marking lists allotted, charge taken of marking lists, marking lists returned & marking lists balance) of Forest Department on proforma **VIIA** and other than Forest Department on proforma **VIIIB**.
8. Depot checking reports of Regional Managers/Forest Rangers (Separate) on proforma **VIII**, along with specific reference of shortage, if any.
9. Expenditure statements on proforma **IX**.
10. Income statements on proforma **X**.
11. Monthly accounts (Bank and Case) on proforma **XI**.
12. Profit and loss statements on proforma **XIIA & XIIB**.
13. Fixed Deposits Receipts on proforma **XIII**.
14. Advance Income Tax on proforma **XIV**.
15. Sales Tax/VAT deposited and assessment of Sales Tax/Vat on proforma **XVI**.
16. The outstanding amounts of supply of forestry material/trading activities on proforma **XVIIA-B** (only for RM, Ambala, Kurukshetra & Hisar).
17. Leave salary and Pension contribution on proforma **XVIII**.
18. Audit para's on proforma / Reply of Audit para's from AG, Haryana **XIX**.
19. Staff position on proforma **XX** (Showing shortage/Excess).
20. Progress report of felling under Forest Conservation Act.
21. Latest position of recovery form Debtors.
22. Progress report of recoveries from staff.
23. Position of Charge Sheets under Rule 7.
24. Position of enquires.
25. Position of Court cases
26. Position of pension cases alongwith list of employee who will be attaining age 55 years in next 6 months and 1 year.
27. Details of manufacture& supply of crates to Food Supply Deptt. & Confed & others.
28. Regional Manager, Gurgaon to submit sitewise details of work executed, expenditure incurred, payment received, balance work and balance payments.
29. Any other item to be discussed by RMs/GM.
30. Position of Assets Register.