

The Orissa Kendu Leaves Manual, 1973

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The Orissa Kendu Leaves Manual, 1973Chapter-I General

1.

The State Government have decided to take up the Kendu Leaf Trade departmentally with effect from January, 1973. According to the decisions of the State Government, the Forest Department will attend to collection, processing, bagging and storage of Kendu leaves and the Orissa Forest Corporation Ltd., will market the processed leaves on behalf of the State Government. This Scheme will operate within the general frame work of Orissa Kendu Leaves (Control of Trade) Act, 1961 and Rules made thereunder. The Scheme will also be subject to the terms and conditions of the Agreement to be signed between the State Government and the Orissa Forest Corporation Ltd. For this purpose the following organisational set up has been approved by Government.

2. Organisation.

- There shall be a separate Head of Department designated as the Additional Chief Conservator of Forests (Kendu Leaves), who will remain at the head of the entire Kendu Leaf Organisation in the field. The Chief Conservator of Forests shall be associated in all important policy matters. The Chief Conservator of Forests shall be kept informed of progress of implementation of the Scheme from time to time. The Kendu Leaf producing areas in the State have been divided into 3 Conservator Circles and 18 Divisions. Each Kendu Leaf Circle shall be in charge of a Conservator of Forests (Kendu Leaves) and each Division shall be in charge of a Deputy Conservator of Forests (K.L.). Each Division shall be provided with the required number of Assistant Conservator of Forests, Range Officers or Deputy Rangers, Foresters and Forest Guards for successful implementation of the Scheme. Besides the regular staff as above, each Division shall have seasonal staff like Munshis Checkers, Head Checkers, Binding Moharirs, etc., to be appointed for specific periods. A Kendu Leaf Division shall on the average comprise of an area capable of producing 20,000 quintals of processed leaves approximately and may have 8 to 10 Kendu Leaf Ranges. Each Kendu Leaf Range shall

ordinarily be in charge of a Forest Ranger or a Deputy Ranger. More than one K.L. Unit as notified by Government in notification No.3457-C.F., dated the 20th February 1969 may be kept in charge of Range Officer or Deputy Ranger depending on the size of the Units. Each Range shall have such number of phadies (Collection centres) as may be decided by the Deputy Conservator of Forests (K. L.) having regard to the number of phadies existing previously. The Range Officer or Deputy Ranger in charge of Range will be assisted by requisite number of Foresters and Forest Guards in day to day operations. The area to be commanded by each Phadi and Checker's beat will be decided by the Deputy Conservator of Forest (K.L.).Chapter-II Duties and Responsibilities

3. Additional C.C.F.

- (i) The Additional Chief Conservator of Forests will remain in overall charge of the Kendu Leaves Trade in the State. He will advise the State Government on matters connected with Kendu Leaf Trade. It shall be his endeavour to run the organisation on business like lines. He shall supervise the work of Kendu Leaf circles and divisions and review the progress of work from time to time regularly and keep Government informed.(ii)He shall issue suitable instruction to the Conservator and Deputy Conservators of Kendu Leaf as and when necessary to remove bottlenecks and ensure smooth implementation of the scheme.(iii)Whenever he deems necessary, he shall issue suitable instructions to the Conservators and Divisional Forest Officer's of the Territorial Divisions in matters incidental to Kendu Leaf Trade.(iv)He shall prepare proforma accounts on different Kendu Leaf Divisions annually and submit the same to Government and A.G., Orissa.(v)He shall ensure that all officers and staff are employed in time in proper positions at different levels.(vi)He shall remain responsible for smooth and efficient implementation of the K.L. Trade scheme and try to ensure increase of revenue from the Kendu Leaves Trade.

4. Conservator Kendu Leaves.

- The Conservator, Kendu Leaves shall supervise the work of each Kendu Leaves Division under his control. Among other functions, he shall look into the following aspects:-(i)He shall ensure appointment and posting of officers and staff at different levels including the seasonal staff.(ii)He shall ensure maintenance of discipline among different categories of staff in his circle.(iii)He shall ensure timely operations of coppicing, repair and construction of phadies, collection, processing, binding, bagging, storage, transport and disposal of Kendu Leaves in each division as per work schedule and agreement.(iv)He shall review the progress of various operations in his circle and report the same fortnightly to the Addl. Chief Conservator of Forests (K.L.).(v)He shall remain responsible for production of quality leaves stipulated for different units in his circle and shall also try to exceed the stipulated number of bags in each unit.(vi)He shall ensure proper co-ordination between the Kendu Leaves staff on the one hand and the territorial staff and employees of the Orissa Forest Corporation on the other. Difficulties may be brought to the notice of Additional Chief Conservator of Forests, (Kendu Leaves).(vii)He shall inspect every at least 5 per cent of the total number of phadies in each Division in the collection season and 15 processing and binding centres in each Division in his circle at the time of processing in the course of his tours.(viii)He shall see that the terms and conditions of Agreement entered into with the Orissa Forests Corporation Ltd., are implemented.(ix)He shall also be responsible for such other works as may be entrusted to him.

5. Deputy Conservator of Forests (Kendu Leaves).

(1)The Deputy Conservator of Forests (K.L.) shall be responsible for the following items of work, amongst others -(i)Deputy Conservator of Forests, (Kendu Leaves) shall organize his Office, Range Offices under him, ensure appointment of necessary staff (Non-gazetted) at various levels including the work-charged seasonal staff in time.(ii)He shall prepare a work schedule for the Division and look to the timely implementation of work like inspection of phadies, preparation, Preparation of estimates for their repair and construction, coppicing of operations, collection of quality leaves indifferent phadies, processing, bagging storage and disposal of the same as per work schedule and Agreement with Orissa Forest Corporation Ltd.(iii)He shall remain responsible for production of quality leaves stipulated for each of the units in his Division and shall also take steps to increase production.(iv)He shall look to the proper maintenance of cash and stock accounts at different levels in the prescribed Registers and forms and ensure submission of prescribed returns and reports in time.(v)He shall have control and supervision over expenditure in each unit and thus ensure economy in expenditure having regard to the commercial nature of the scheme.(vi)He shall establish harmony and good relationship with the territorial staff and the employees of the Orissa Forest Corporation Ltd.(vii)He shall have extensive touring to supervise the work of the subordinate staff mainly in phadies, processing centres as may be prescribed.(viii)He shall inspect every month at least 50 per cent of the phadies during collection season and 50 per cent of the processing and binding centres at the time of processing in his Division.(ix)He shall ensure timely delivery of processed bags to Orissa Forest Corporation Ltd., as per delivery scheduled in the agreement and raise necessary bills covering the transaction.(x)He shall ensure discipline among different categories of staff in the Division.(xi)He shall ensure that the terms and conditions of agreement with Orissa Forest Corporation Ltd., are strictly implemented.(xii)He shall also be responsible for such other duties as may be entrusted him.

6. Duties of Assistant Conservator of Forests.

- The following duties amongst other shall be discharged by the Assistant Conservator of Forests in-charge of K.L. Subdivision and Ranges under their charge-(i)He shall inspect every month 50% of the phadies during collection season and 50% of the processing and binding work in the Division or in the Ranges under his charge with the approval of the Deputy Conservator of Forests (Kendu Leaves).(ii)He shall check all coppicing operations in the Ranges under his charge.(iii)All duties which are discharged by Deputy Conservator of Forests in the Divisions shall also be discharged by the Assistant Conservator of Forests in the Ranges in his charge.(iv)He shall assist the Deputy Conservator of Forests (Kendu Leaves) in all matters and shall be responsible for proper discharge of duties assigned to him by the Deputy Conservator of Forests.

7. Duties of Range Officers.

- The Range Officer shall be responsible for overall management of the units and various operations therein as per the work schedule. He shall inter alia perform the following duties in the Range :(i)He shall remain responsible for timely execution of all work in his Range according to work schedule.(ii)He shall ensure completion of repairs and construction of phadies and godowns by 15th

March each year.(iii)He shall make funds available to the Foresters for purchasing kendu leaves and disbursing the wages of labourers engaged at the phadies.(iv)He shall disburse salary and wages of staff.(v)He shall supervise purchase of leaves and check each phadi once in every two days, during collection season.(vi)He shall supervise binding and processing centres once every two days during the period of processing and binding.(vii)He shall arrange transport of kendu leaf bags to the Central Godown.(viii)He shall collect reports on Daily Purchase of Kendu Leaves (K.L. Form No.1) and Daily Report (K.L. Form No.2) of each 'Phadi' and submit the Daily Progress Report of the Range in K.L. Form No.3 to the Deputy Conservator of Forests.(ix)He shall submit Daily Progress of bagging and despatch to the Deputy Conservator of Forests daily.(x)He shall submit all other forms and returns prescribed in this Manual.(xi)He shall render accounts to the Divisional Deputy Conservator of Forests (K.L.) for the sum advanced to him.(xii)He shall maintain all prescribed Registers and ensure maintenance of all Register/Returns at the level of phadies and submit extracts of them punctually to proper quarters.(xiii)He shall take adequate steps for achieving the stipulated production and also take steps to increase production in his Range.(xiv)He shall ensure production of quality leaves in the proportion envisaged in the Agreement with the Orissa Forest Corporation Ltd. He shall also ensure production of processed bags according to quality classes stipulated in the Agreement.(xv)He shall ensure timely operations of coppicing, repair and construction of phadies, collection, processing, binding, bagging storage, transport and disposal of Kendu Leaves in his Range as per work schedule and Agreement with Orissa Forest Corporation Ltd.(xvi)He shall be responsible for overall expenditure in his Range and ensure economy in expenditure having regard to the commercial nature of the scheme.

8. Duties of Forester.

- The duties of the Forester shall be as follows:(i)He shall be responsible for construction and maintenance of phadies and godowns under his charge.(ii)He shall assist the Unit Officer in all matters like coppicing of kendu leaf bushes, collection, processing, bagging, transport and disposal of leaves as per work schedule and Agreement with Orissa Forest Corporation Ltd.(iii)He shall see to the proper maintenance of cash and stock accounts of the phadies in the prescribed registers and forms.(iv)He shall keep the Range Officer informed of the day to day progress of operations in the phadies and also the problems, if any.(v)He shall be responsible for entrocing correct payment to the pluckers and proper maintenance of acquittance roll.(vi)He shall attend to such other duties as may be assigned to him from time to time by the Range Officer.

9. Duties of Forest Guard.

- The duties of the Forest Guard will be as follows :(i)Forest Guard shall help the Range Officer and the Forester in the matter of repair and construction of phadies and recruitment of labour.(ii)The Forest Guard shall assist the Forester at the binding centres and phadis for proper binding of the leaves collected as per the prescribed quality classes.(iii)The Forest Guard in charge of Central Godowns shall be responsible for proper storage and up-keep of the stock stored therein. He shall also be alert against fire and pilferage of the stock stored in the Central Godowns.(iv)The Forest Guard shall also be responsible for any other specific duties that may be assigned to him by the Range Officer and the Forester.

10. Duties of Checker.

- (i) The Checker is a seasonal staff to be appointed for a specific period every year.(ii)He shall be responsible for the work in the phadies assigned to him.(iii)He shall go round the Kendu Leaf growing areas under his jurisdiction to ascertain the maturity of leaves for plucking the leaves regularly during the season.(iv)He shall draw up programme for plucking of leaves of the area assigned to him keeping in view suitability of leaves and also take up plucking of leaves in the concerned areas.(v)He shall check the stock account of phadies under his jurisdiction with reference to the quantity of Kendu Leaves purchased and shall certify that the leaves purchased are of proper quality as specified in the Agreement with Orissa Forest Corporation Ltd.(vi)He shall collect from the Munshis a copy of the daily purchase sheet in K. L. Form No.1, countersign it himself and submit the daily report in K. L. Form No.2 in respect of each of the phadies to the concerned Forester.(vii)He shall check up the condition of Kendu Leaves during the stage of drying and ensure proper duration and process of the drying and storage of leaves in the phadies.(viii)He shall be responsible for such other duties as may be assigned to him from time to time by the Head Checker, Forester and the Range Officer.

11. Head Checker.

- The Head Checker who is a seasonal staff shall be responsible for-(i)Preparing a programme for collection of Kendu Leaves subject to the approval of the Range Officer.(ii)Checking and ensuring the production of Kendu Leaves of proper quality.(iii)Assisting the Range Officer in taking up proper drayage and storage of Kendu Leaves.(iv)Assisting the Range Officer in opening and closure of phadis.(v)Supervising processing and bagging and determining the quality class to be assigned to the bags in accordance with the Agreement with the Orissa Forest Corporation Ltd.(vi)Exercising general supervision over coppicing.(vii)Visiting at least 2 Checkers' best every day.(viii)Discharging such other duties as may be entrusted to him.

12. Munshi.

- The Munshi shall be responsible for-(i)Purchasing Kendu Leaves at the phadi keeping quality in view and verifying the number in each keri.(ii)Maintenance of Daily Purchase Sheets of Kendu Leaves in K.L. Form No.1.(iii)Maintenance of Muster Rolls of the daily labour engaged at the phadi.(iv)Proper Drying of the 'keris'(v)Transporting the 'keris' from the drying space to the phadi.(vi)Proper stacking of the keris in the phadi.(vii)Proper custody of the 'keris' till the phadi is sealed and till the leaves are bagged and dispatched.(viii)Making payments for the price of Kendu Leaves purchased to the extent authorised.(ix)Maintaining the prescribed Registers.

13. [Duties of Circle Checker-cum-Binding Moharir. [Substituted vide Orissa Gazette Part III-No. 22/14.6.1991-Order No. 8949-KL (B.-6/91 -F. & E./7.5.1991.)]

- The Circle Checker-cum-Binding Moharir is a seasonal worker to be appointed for a specific period during a year and he shall be responsible for-](i)Carrying out the bush cutting and phadi repairs in

the jurisdiction entrusted to him in proper manner;(ii)Seeing that the Checkers under him carry out their work properly at the time of collection;(iii)Purchasing Kendu leaves of proper quality at the Phadi at the rate fixed by the Government by the Munshis;(iv)Getting the work of drying, transporting and stacking of leaves done properly by the Munshis with the minimum possible cost;(v)Sealing the phadi houses after the stacking of leaves 'Rachel' is completed;(vi)Ensuring timely submission of Kendu leaf Form Nos. 1 and 2 and such other forms prescribed by Government, duly countersigned by the Checker;(vii)Drawing up of a binding programme in his area, recruitment or binding labourers and proper grading and binding at the binding centres as per work schedule as delivery schedule;(viii)Ensuring that leaves fit for manufacture of bidis and not thrown away at the binding centres ; and that the wastage of leaves at the time processing is the minimum;(ix)He should see that bundles and bags are marked properly according to quality as per Agreement;(x)Timely submission of Kendu leaf Form Nos. 4 and 4-A to the Range Officer/Forester as per instructions issued to him;(xi)Ensuring that each bundle or bag is of correct weight and is stored carefully without being affected either by moisture or by white ants or without being otherwise damaged while under his charge;(xii)Keeping proper accounts of any Government money entrusted and rendering accounts of amount to the Forester or the Range Officer as per instructions issued;(xiii)Keeping proper accounts of Hessian, Siali fibre and other Winding materials as well as binding, pressing khuntis, Tarpaulines and other stores from the Forester or Range Officer and keeping proper account of these binding materials and stores. He shall be personally responsible for the stores entrusted to him and for maintaining proper accounts of the binding materials received and used by him;(xiv)He should perform such other duties as may be assigned to him by Head Checker, Forester, Range Officer and other higher officers of Forest Department as the case may be.

14. Duties and Responsibilities of Territorial Staff.

- It is the responsibility of the territorial staff to implement the faithfully provisions of Orissa Kendu Leaves (Control of Trade) Act, 1961 and Rules thereunder. The Territorial Divisional Forest Officer shall safe-guard the interest of Government at all times and take steps to prevent loss of revenue through smuggling. He shall ensure that all his subordinate staff co-operate with the Special Kendu Leave staff in all matters concerning the Kendu Leaf Trade whenever requested. In particular he must ensure that the Checknakas are suitably instructed to prevent smuggling. Proper exercise of powers vested in the territorial officers down to the level of the Deputy Rangers is a must if the Kendu Leaf Trade is to succeed. According Government would expect these officers to scrupulously discharge their duties in this regard. The Territorial Conservator of Forests shall be responsible for any lack of co-ordination as between the territorial staff and the special Kendu Leaf staff.

Chapter-III
Working Procedure and Reporting

15. Collection.

(1)Coppicing will be done in accordance with the work schedule framed for the Division. It shall be the duty of the Ranger to ensure that coppicing starts and finishes in accordance with the approved programme. The Forester shall be responsible for maintaining the muster roll on the basis of which wages will be paid to labourers engaged in coppicing. Where considered necessary coppicing may be done on job basis. Progress of coppicing will be reported in the fortnightly progress report in

Kendu Leave Form No.14 by the Deputy Conservator of Forest concerned.(2)Green leaves offered at phadies will be purchased by the Munshi and purchased during the day will be entered in the daily purchase sheet in Kendu Leaf Form No.1. For each padhi a daily purchase register will be maintained in this form. This form will be serially numbered and will be supplied in bound books with 100 pages in duplicate. The duplicate copy will be submitted by the Munshi to the Forester daily through the Checker. The original copy which will contain the acquittance will be retained in the register for reference and record.(3)The Munshi will also maintain muster rolls in the prescribed form of the Forest Department for casual labourers entertained at the phadies in connection with collection, drying and storage of leaves. The Forester will make weekly disbursements to the casual labourers engaged on muster roll.(4)The Munshi will enter the abstract of daily purchase of Kendu Leaves with progressive total in the "Daily Report" in Kendu Leaves Form No.2 to be supplied in books of 100 pages in duplicate. It shall be closed daily duly signed by the Munshi and countersigned by the Checker and will be forwarded to the Forester who in turn will send it to the Range Officer.The Original copy of the "Daily Report" in Kendu Leave Form No.2 for each phadi as countersigned by the Checker and forwarded by the Forester will form the voucher for the leaves purchased during the day for the purpose of Range Accounts.(5)The Range Officer on receipt of the Kendu Leaves Form No.2 for different phadies shall consolidate the same in Kendu Leaves Form No.3 to exhibit progress made in purchase of green keris in respect of different units in his Range from day to day and shall submit daily a copy of the same to the Deputy Conservator of Forests (K.L.). The number of leaves to be kept in each keris shall be as may be decided by the Additional Chief Conservator of Forests.

16. Processing.

(1)When processing in the phadi or binding centre is taken in hand, the daily progress of classification of processed leaves, binding, bagging, and transportation of processed bags to the Central Godown will be reported in Kendu Leaves Form No.4 which shall be maintained in duplicate for each phadi binding centre by the Forester. It will be countersigned by the binding moharir and forwarded to the Range Officer.(2)The Range Officer on receipt of the Kendu Leaves Form No.4 for different phadies binding centres of his Range shall consolidate the same in Kendu Leaves Form No.5 to exhibit the daily progress and stock position of processed bags according to quality classes and shall submit a copy of the same to the Deputy Conservator of Forests (Kendu Leaves) daily.(3)The processed bags will be transported to the Central Godowns from different binding centres or phadies under cover of transit permits in Kendu Leaves Form No. 6 to be issued by the Forester. The transit permit book shall be of 100 pages in triplicate. The transit permit books and pages therein shall be numbered serially. The processed bags on transit will be accompanied by two copies of the transit permit. One copy will be retained at the Central Godown and the other copy shall be returned back to the Forester by whom the permit was issued with necessary endorsement by the receiving officer at the Central Godown.(4)At the time of processing of leaves and binding of leaves into bundles, an identification card of size 4" x 2" showing the kendu Leaves Unit No. and the signature of the binding Moharir will be inserted inside in the bundle to facilitate its identification at any later time. The identification cards shall be in Kendu Leaves Form No.7.(5)The Range Officer will maintain a bound register in Kendu Leaves Form No.8 separately for each Kendu Leaves Unit in respect of his Range showing the total collection of Kendu Leaves during the season phadi-wise and

total production of processed Kendu Leaves in different quality classes for each binding centre or padhi. The Register will also exhibit the production of leaves and processed bags during the preceding 3 years in the unit, if available.

17. Disposal.

(1) The Range Officer on obtaining the daily progress report of bagging and despatch in Kendu Leave Form No.4 will maintain a register showing the receipt and disposal of processed bags of different grades at the Central Godown in Kendu Leaves Form No.9 and a weekly return in Kendu Leaves Form No. 10 shall be submitted by him to the Deputy Conservator of Forests.(2) On receipt of intimation from the Orissa Forest Corporation Ltd., through their Divisional Manager, the Deputy Conservator of Forests (Kendu Leaves) will order release of Kendu Leaves bags from the Central Godown to the Orissa Forest Corporation Ltd.(3) The Range Officer releasing the stock of Kendu Leaves bags to the Orissa Forest Corporation Ltd., or their officers or agents or purchasers duly authorised will intimate the same weekly or earlier on completion of the release of stock to the Deputy Conservator of Forests (K.L.). The officer, agent or purchaser duly authorised by the Orissa Forest Corporation Ltd., for taking delivery of the processed Kendu Leaves bags from the Central Godown will sign the delivery receipt in Kendu Leaves Form No. 11 which shall also be signed by the Range Officer concerned. The delivery receipt books and pages therein shall be numbered serially and each book will contain 100 pages in triplicate. The original copy will be submitted to the Deputy Conservator of Forests (K.L.) for raising bills against the Orissa Forest Corporation Ltd., and the duplicate copy will be handed over to the Orissa Forest Corporation Ltd.(4) The Deputy Conservator of Forests (K. L.) on receipt of the release intimation and the delivery certificate from the Range Officer (K. L.) will prepare bills towards cost of bags in quadruplicate in Kendu Leaves Form No. 12. A copy of the bill will be sent to the Managing Director, Orissa Forest Corporation, Ltd., under Registered Post with A. D. and duplicate and triplicate copy will be sent to the Conservator of Forests (K.L.) and Additional Chief Conservator of Forests (K. L.) for their information and record and the fourth copy with original delivery receipts will be retained in the divisional office.(5) The bills so prepared will be entered in a "Adjustment Register" in Kendu Leaves Form No.13 at the Divisional and the Circle level as also at the level of the Additional Chief Conservator of Forests. The Deputy Conservator of Forests (K.L.) the Conservator of Forests (K.L.) and the additional Chief Conservator of Forests will be expected to make monthly review of payments made pursue this matter with the Orissa Forest Corporation Ltd. The Additional Chief Conservator of Forests shall submit a return in K.L. Form No.15 to Government in Forest Department on the 10th of Every month. The return will cover payment against bills submitted to Orissa Forest Corporation Ltd., till the end of the preceding month. The Additional Chief Conservator of Forests will obtain information from the Conservator of Forests (K.L.) and Deputy Conservator of Forests (K.L.) in such manner as he thinks fit.

18.

Fortnightly progress report in Kendu Leaves Form No.14 will be submitted by the Deputy Conservator of Forests (K.L.) on 5th and 20th of every month to the Conservator of Forests (K.L.) with copy to Divisional Forest Officer of the concerned Territorial Divisions, the Additional Chief

Conservator of Forests and the Forest Department. The Conservator of Forests (K.L.) will be expected to conduct a review of the progress on receipt of the Fortnightly Progress Report of the Divisional Forest Officers (K.L.) keeping the following points in view-(i)Preparation for the collection season in the light of the work schedule for different Kendu Leaf Divisions.(ii)Progress of collection, processing, binding, bagging etc., vis-a-vis target fixed.(iii)Stock delivered to Orissa Forest Corporation vis-a-vis the schedule of delivery.(iv)Difficulties faced in operation and steps taken to solve them.(v)General.Under item (V) co-operation received from the public and any other information having a bearing of production and marketing may be indicated.Their Fortnightly Review should be sent to the Additional Chief Conservator of Forests (K.L.) with a copy to the Chief Conservator Forests and the Forest Department so as to ensure that the Review reaches the concerned levels by 10th and 25th of every month. The Additional Chief Conservator of Forests (K. L.) will keep close watch over the progress of the operation at all stages and will prepare a Review Report on the same points as indicated above and send the Fortnightly Review Report to the Forest Department so as to reach the Department by 15th and 30th of every month with copy to the Chief Conservator of Forests.Chapter-IV Miscellaneous

19.

(1)Unless the Deputy Conservator of Forests has special reason to discontinue a phadi, all phadies previously maintained should be continued. The Deputy Conservator of Forests should before end of December, decide in consultation with the Range Officer and the head Checker, opening up new phadies for the coming season.Efforts should always be made to have phadies on Government lands.Such phadies which have been located on private lands may be used on payment of cost of materials in accordance with the delegation of financial powers.Construction and hiring of phadies & repair of phadies - The Deputy Conservator of Forests is empowered to take on hire storage facility in private premises for storing kendu leaves at places where phadies are not maintained.Depending upon the length of storage, a phadie may be purely of 'Jhatimati' where leaves are processed during the collection season or temporary structure with mud plastered on 'Jhatimati' wall and a roof of straw where leaves are processed in the beginning of rains or semi-permanent structure with mud walls or walls of sun-dried bricks and a roof of straw or of narla tiles where processing is much delayed. Construction of phadies shall be in accordance with delegation of financial power made.(2)Before the end of January every year the Range Officer shall inspect each phadi in his charge and prepare and estimate for construction and repairs to the phadi and with the approval of Deputy Conservator of Forests, (Kendu Leaves) take up construction and repairs of such phadies at the scale prescribed. The scale of construction and repairs has been prescribed in letter No.806-F.A.H., dated the 16th January, 1973.(3)Construction & hiring of Godowns & Buildings - Construction and hiring of godowns and buildings shall be in accordance with specific delegation made by Government in letter No.806-F.A.H., dated the 16th January 1973 as amended from time to time.

20. Forest materials for the Phadis.

- The Deputy Conservator of Forests will send a requisition to the Territorial Divisional Forest Officer having jurisdiction over the phadi, for sanction of forest materials required for the repairs or

new construction. On receipt of sanction of the Territorial Divisional Forest Officer, the Range Officer (K.L.) will obtain the forest materials at rates applicable i.e., at single royalty.

21. Certificate of Range Officer.

- The Range Officer shall satisfy himself that the construction or repairs of phadis have been properly carried out and furnish a certificate to the Deputy Conservator of Forests before the 1st of April that all the phadis in his charge are ready.

22. Coppicing.

(1)Kendu bushes put up fresh flubs of leaves after getting an impetus by coppicing. The Head Checker, with the approval of the Range Officer and Deputy Conservator of Forests shall implement the programme of coppicing operation. The operation in the jurisdiction of each phadi should be so phased as to ensure a continuous flow of mature leaves when the collection season starts. Setting fire to the forests to induce production is strictly prohibited.(2)Estimate of coppicing - The Range Officer shall prepared a detailed estimate of the cost of coppicing operation based on the expenses of the previous years and the anticipated- increase because of addition of new areas for coppicing or for other reasons and obtain the approval of the Deputy Conservator of Forests before the middle of February. Where coppicing is done on job basis the estimates shall be as decided by the Deputy Conservator of Forests keeping in view actual cost in previous years.(3)Second coppicing - Should a natural calamity like untimely rainfall, hail-storm or fog occur where by leaves are damaged before they mature, a second coppicing may be taken up by the Head Checker on obtaining prior approval of the Deputy Conservator of Forests. The extent of damage shall be reported to the Deputy Conservator of Forests by J.,e Range Officer.

23. Collection and estimate of production.

- The Range Officer and the Head Checker shall jointly estimate the anticipated production after due consideration of the various factors involved and submit a report to the Deputy Conservator of Forests by the end of March to enable him to arrange funds for the collection. If the estimated production is not expected to reach the previous year's performance, causes contributing to the shortfall should be clearly explained.The Deputy Conservator of Forests after such checks as he may wish to make, shall submit his estimate of anticipated production to his Conservator by the 15th of April together with the basis of his estimate. The time for collection of leaves in respect of individual phadi areas will be decided by the Range Officer in consultation with the Head Checker and subject to the approval of the Deputy Conservator of Forests.

24. Price of Kendu leaves.

- Kendu leaves fit for manufacture of bidis offered for sale shall be purchased at the purchasing centres at the rates fixed by Government for the year under Section 4 of the Orissa Kendu Leaves (Control of Trade) Act, 1961.The Range Officer shall notify the prices fixed by Government to the

Munshis, Checkers and Supervisors in his charge. The Forester shall cause to be exhibited at each purchasing centre in his charge the prices at which kendu leaves will be purchased.

25. Counting of Keris.

- It is customary for the persons offering kendu leaves for sale to spread out the keris in neat rows and columns to facilitate quick counting of their numbers which procedure may be followed.

26. Separate spreading out.

- It shall be the duty of the Munshis to ensure that each days' collection is separately spread out.

27. Drying of Keris.

- The length and the process of drying will be as decided by the Checker subject to such modification as the Head Checker will make. Ordinarily keris are dried for four days with face upwards and another four days with face downwards, which period will, however, very depending upon the intensity of sunlight and weather conditions.

28. Loss or damage of keris.

- Where phadi adjoins a bustee, the Forester with the previous approval of the Range Officer will engage a labourer toward of cattle from trampling over the keris spread out to dry. The Choukidar at the phadi who is contingent employee may if convenient be employed for this purpose on wage basis. Displacement of keris by storm or terrential rainfall shall be promptly reported by the Munshi who shall take immediate steps to retrieve the keris so displaced. Any damage to the keris from hailstorm shall similarly be promptly reported. On receipt of such intimation the Range Officer shall make inspection to asses the loss and report to Deputy Conservator of Forests (K.L.) within 24 hours.

29. Storing of keris.

- The Checker shall decide, subject to over all responsibility of the Head Checker and the Range Officer, the time for removal of the dried keris to the phadi. Storing of keris inside a phadi shall be on raised platform with a thick layer of spoitt leaves or straw spread on the top of the stack. Care should be taken to ensure that the keris are not spoiled from moisture seeping through the ground and walls nor from leaks in the roof. Stacks in the phadi may be made into suitable compartments.

30. Sealing of Phadi.

- On completion of storing of keris, the phadi shall be sealed by having the doors closed and by plastering the doors flush with the walls with mud plaster. Periodical checks may be made to ensure that the stored leaves are not damaged by insects or by moisture. Inspection of phadis - It shall be

the duty of the Forester to inspect frequently the phadi stored with leaves till the phadi is opened for processing and satisfy himself that the phadis are in good condition.

31. Processing.

- Processing and bagging shall be done by competent labour under the general supervision of the Head Checker and Forester. Services of a Binding Moharir may be utilised for the constant supervision needed at the Phadi. The Head Checker assisted by the Binding Moharir will be responsible for the efficiency of processing and bagging and the grade of processed leaves. The Range Officer will decide the sequence the phadis for processing.

32. Purchase of bagging and other materials.

- The Deputy Conservator of Forests is empowered to purchase bagging materials like Hassin cloth, Tarpaulins, Siali fibre, Sutli and such like required in his Division for a year in accordance with delegation of financial powers in letter No.806-F.A.H., dated the 16th January, 1973 and subsequent modifications, if any.

33. Transport and processed bags.

- Transport of processed bags to Central Godwons shall be as may be decided by Range Officer. All disposal from the Central Godown shall be under the authority of the Deputy Conservator of Forests.

34. Purchase of leaves from Growers.

- Purchase of leaves from the growers will be in accordance with rates for raw and dried leaves to be prescribed by Government from time to time. Where a minimum price per bag of one quintal of processed dry leaves is prescribed, the Deputy Conservator of Forests (K.L.), in his discretion, may offer 15 per cent over and above the minimum rate keeping in view the quality and grade of leaves. For payment at a higher rate prior approval of Conservator of Forests (K.L.) may be taken.

35. Quality control.

(1) For control of quality in production of Kendu leaves, a committee consisting of representative of the Orissa Forest Corporation Ltd., as per provisions in the Agreement with the Corporation will be constituted. (2) Gradation of leaves shall conform to the following quality specifications unless otherwise decided - (a) First grade leaves should ordinarily be more than 6" in length, free from cracks, thin, without prominent veins, pliable, greenish grey colour and non-pubescent. (b) The second grade leaves should ordinarily be between 5" to 6" in length having all other qualities of the first grade. (c) The third grade leaves should be of all lengths, thicker than 1st and 2 grades, slightly pubescent with less pliability and indifferent colour. (d) The fourth grade leaves should be of inferior quality. After bagging of the leaves in bundles, the grade of quality of the bundle should be indicated

on the bag in ink like grade 1st, 2nd, 3rd, 4th or mixed. Grading of Kendu Leaves should be very carefully done and processed leaves of the required grades ensured. So that there is no cause for controversy in the matter and revenues to the State are ensured.

36. Insurance of stock.

- All Kendu leave stock in phadis and Central Godowns shall be insured against damage by fire so long as the stock is in Government custody. Insurance of the stock after it is handed over to the Orissa Forest Corporation Ltd., will be the responsibility of the Corporation.

37.

The Orissa Forest Corporation Ltd., has been appointed as the selling Agents of the State Government under Section 10 of the Orissa Kendu Leaves (Control of Trade) Act, 1961 in respect of Kendu leaves purchased by the Government. As such all facilities should be afforded to all authorised officer, agents and purchasers of the Corporation. Kendu Leaves Form No. 1 Daily purchase of Kendu Leaves [In duplicate] Page No. Book No. At Phadi (Depot) Unit No. in Kendu Leaves Range Kendu Leaves Division

Date	From whom purchased or collected	Quantity purchased from Growers	Quantity collected from pluckers	Rate paid	Amount paid to	Signature of Grower/Plucker	Remarks		
Growers	Pluckers	Growers	Pluckers						
1	2	3	4	5	6	7	8	9	10

Forwarded to the Forester Signature of Munshi Countersignature of Checker Kendu Leaves Form No. 2 Daily Report [In duplicate] Name of Kendu Leaves Division Unit No. Name of Phadi (Depot) Date

	Number of keris purchased	Value of purchase	Remarks
1	2	3	4

Up to the day

During the day

Total

Forwarded to the Forester Signature of Munshi Countersignature of Checker Kendu Leaves Form No. 3 Daily progress report of the Range on Kendu Leaves purchased [In duplicate] Unit No. Name of Kendu Leave Division Date

Keris purchased	Value of Keris purchased	Remarks				
Opening stock	Purchased during the day	Total keris	Value of previous purchase	Value of day's purchase	Value of total purchase	
1	2	3	4	5	6	7

Note - Keri represents.....leaves
Signature of Range Officer.....Range
Kendu Leaves Form No. 4 Daily Progress of Bagging and Despatch at Phadi/Binding Centre (In Duplicate)
Name of Kendu Leaves Division.....Name of Kendu Leaves Range.....Unit No.....Name of Phadi or Binding Centre

Quality of processed bags	Stock of processed bags	Despatch of processed bags	Closing balance of processed bags	Transit permit No. and destination of bags dispatched today	Remark
Opening balance	Processed during the day	Total bags	Previous despatch	Todays despatch	Total despatch
24 Bharti	12 Bharti	24	12	24	12
1	2	3	4	5	6
					7 8 9 10 11 12 13 14 15 16 17

Forwarded to the Range Officer.....Foresters' Signature
Counter-signature of Binding Moharir
Kendu Leaves Form No. 5 Consolidated Daily Progress Report on Baggings and Despatch at the Range Level (In Duplicate)
Kendu Leaves Unit No.....Name of Kendu Leaves Division.....Date.....

Name of Phadi or Binding Centre	Quality of processed bags	Stock of processed Kendu leaves bags	Despatch of processed Kendu Leaves bags	Closing balance	Remarks
Opening balance	Processed during the day	Total bags	Previous despatch	Todays despatch	Total despatch
24 Bharti	12 Bharti	24	12	24	12
1	2	3	4	5	6
					7 8 9 10 11 12 13 14 15 16 17

Forwarded to Deputy Conservator of Forests (K.L.).....Signature of Range Officer.....Range
Kendu Leaves Form No. 6 Transit permit [In duplicate]
Page No.....Book No.....Kendu Leaves Unit No.....Name of Phadi or Binding Centre.....Date of issue
Means of Transport Name of the Driver or Carter Quantity of processed Kendu leaves bags (24 Bharti or 12 Bharti)

Designation Date of expiry of validity Signature of Forester Acknowledgment by the Officer-in-charge
of Central Godown Kendu Leaves Form No. 7 Identification Card

2" { |

Forest Department, Orissa

Kendu Leaves Unit No.

Signature of Binding Moharir

|-|| 4"} Kendu Leaves Form No. 8 Register of Kendu Leaves Purchased and Processed in the
Season Name of Kendu Leaves Division..... Name of Range..... Kendu Leaves Unit
No..... Year.....

Name of Phadi	Total leaves collected during the three preceding year	Number of Processed bags during the three preceding years	Total processed bags obtained during the current year	Remarks									
1st preceding year	2nd preceding year	3rd preceding year	1st preceding year	2nd preceding year	3rd preceding year	Grade							
I	II	III	IV	Mixed	Total								
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Kendu Leaves Form No. 9 Stock Position of Kendu Leaves Bags in Central Godown Name of Kendu
Leaves Division..... Name of Kendu Leaves Range..... Place of Central
Godown.....

Date	Grade of processed bags	Opening balance of bags	Bags received during the year			
24 Bharti	12 Bharti	Name of Phadi or Binding Centre	Transit permit No.		No. of bags received	
24	12					
1	2	3	4	5	6	7 8
Total stock of bags	Bags dispatched during the year	Closing balance of Kendu leaves bags	Remarks			
		No. of bags despatched	Transport permit No. and date	Reference to delivery receipt No. 24 12 and date		
24	12					
24	12					
9	10	11	12	13	14	15 16 17

Grade of Kendu Leave bags	Progressive		Stock in hand in the beginning of week	Received during the week	Despatched during the week	Closing balance	Remarks														
	total receipts upto the end of previous week	total despatch up to the end of previous week																			
24 Bharti	12 Bharti	24	12	24	12	24	12	24	12	24	12	24	12	24	12	24	12	24	12	24	12
1	2	3	4	5	6	7	8	9	10	11	12	13	14								

Forwarded to Deputy Conservator of Forests (Kendu Leave).....Signature of Range Officer.....Kendu Leave RangeKendu Leaves Form No. 11Delivery Receipt(In Triplicate)Book No.....Page No.....Name of Kendu Leaf Range.....Date.....Name of Central Godown.....

Grade of Processed bags Size of bags

24 Bharti 12 Bharti

No. of bags	No. of bags
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
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68	68
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71	71
72	72
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77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

IIIIIVMixed

Total

Certified that I have taken delivery ofKendu
leaves bags as detailed above.

Certified that I have delivered
..... Kenduleaves bags as
detailed above.

Receiving Officer for the Orissa Forest Corporation Ltd.

Range Officer.....Range

Kendu Leaves Form No. 12(In quadruplicate)Date.....Bill No.....Name of Kendu Leaves Division.....ToThe Managing Director,The Orissa Forest Corporation Ltd.,Bill for.....bags of Kendu Leaves delivered to the Orissa Forest Corporation Ltd., from.....Central Godown vide delivery receipt No..... of Book No Dated.....

Size of bags	Number of bags	Quantity in forms of Quintal	Rate*	Amount	Remarks
24 Bharti	12 Bharti				

Total

Total E. & O. E.

Deputy Conservator of Forests (K. L.).....Kendu Leaves DivisionCopy to Conservator of Forests
Kendu Leaves.....Deputy Conservator of Forests (K. L.).....Kendu Leaves Division.The
rates will be in forms of the Agreement with Orissa Forest Corporation Ltd.Kendu Leaves Form No.
13Adjustment RegisterPage No.....Kendu Leaves Division

Date	Bill	Quantity of processed Kendu Leaves Bags	Total Quantity of	Rate
------	------	--	----------------------	------

		Quintals					
24 Bharti	12 Bharti						
Number of bags	Quintals	Number of bags	Quintals				
1	2	3	4	5	6	7	8
Amount	Reference to delivery receipt No. & date	Letter No. & date of Dy. C.F. in which billis submitted to M. D., O.F.C.	Amount paid by O.F.C. Ltd.	Particulars of intimation regarding payment made	Dr. No. and date	Remarks	
9	10	11	12	13	14	15	

{|

Signature of| Deputy Conservator of Forests (K. L.)Conservator of Forests (K.L.)

|}Kendu Leaves Form No. 14Progress report for fortnight eding.....Name of Territorial

Division.....Name of Kendu Leaves Division.....Number of Units in the Division.....

Part I – (Information in this part should be given for the entire Division)

A.	Basic Information-	On Government land	On Private land
(i)	No. of Phadies in the Division..		
(ii)	No. of Phadies which will be available for Government use.		
(iii)	No. of new Phadies to be constructed for the ensuing season.		
(iv)	No.of staff employed in the trade in the previous season.	(a) Choukidar	
		(b) Munshis	
		(c) Checkers	
		(d) Head Checkers	
		(e) Binding Moharirs	
		(f) Other categories, if any	
(v)	Date of inviting applications from persons mention as at item(iv).		
B.	Progress of work-	Position at the beginning of the fortnight	During the fortnight Total
1.			

- No. of Phadies inspected by D.F.O./A.C.F.
Range Officer
2. No. of old Phadies vacated by the old Agent
 3. Ditto repaired
 4. No. of new Phadies constructed
 5. No. of applications received (categorywise)
 - (a) Choukidars
 - (b) Munshis
 - (c) Checkers
 - (d) Head Checkers
 - (e) Binding Moharirs
 - (f) Other categories, if any
 6. No. of work-charged staff appointed (categorywise).
 - (a) Choukidars
 - (b) Munshis
 - (c) Checkers
 - (d) Head Checkers
 - (e) Binding Moharirs
 - (f) Other categories, if any
 7. No. of Phadi areas in which bush cutting completed.
- C. General information, if any
- Divisional Forest Officer.....Progress Report for the Fortnight ending.....Name of Division.....Unit No.....Total No. of Phadies in the Unit.....(Information in this part should be given Unit-wise)

Part II – {

Item	Position at the beginning of the fortnight	During the fortnight	Total	Remarks
(1) A. Collection-	(1) No. of Phadies in which collection started..	(2) No. of Phadies in which collection completed.	(3) No. of Keris collected	(4) Value paid for Keris
B. Processing and binding-	(i) No. of Phadies taken up..	(ii) No. of bags produced	(a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z)	
C. Stock in Central Godown-	Grade I	Grade II	Grade III	Grade IV
Mixed-	(i) Received from Binding Centres	(a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z)	(ii) Stock handed over to O.F.C. Ltd.	(a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z)
General information, if any-	Divisional Forest Officer(a)12 Bharti = 12 bundles weighing 5 Kg. each :Approximately 60 Kg.(b)24 Bharti = 24 bundles weighing 4 Kg. each : Approximately one quintal. Bags having loose keris will to be made.Kendu Leaves Form No. 15Quantity Delivered To O.F.C. Ltd., and Payment of Bills by O.F.C. Ltd.Return for the period ending month of.....			

Processed K.L. bags delivered to-O.F.C. Ltd.,till end of previous month (in quintals)	Quantity delivered to O.F.C. Ltd.. during themonth under report (in quintals)	Progressive total of processed K. L. bags handedover to O.F.C. Ltd., till the end of the month		
24 Bharti	12 Bharti			
No. of bags	Quintals	No. of bags	Quintals	
1	2	3	4	5 6

Total quantity in quintals	Rate	Amount due	Amount billed for	Amount paid by O.F.C Ltd.	Particulars of payment	Remarks
7	8	9	10	11	12	13