



**TAMILNADU FOREST PLANTATION CORPORATION LIMITED**  
**(A Govt. of Tamilnadu Undertaking)**

**INFORMATION HAND BOOK**  
**OF**  
**TAMILNADU FOREST PLANTATION CORPORATION LIMITED**  
**(TAFCON)**

**(UNDER RIGHT TO INFORMATION ACT, 2005)**

**Regd. Office : Karur Main Road, Tiruchirapalli – 620 101.**  
**03<sup>rd</sup> February, 2018**

# CHAPTER – 1

## ***Introduction***

### ***1.1 Background***

This **handbook** is published under the **RIGHT TO INFORMATION ACT, 2005 BY TAMILNADU FOREST PLANTATION CORPORATION LIMITED** (A GOVERNMENT OF TAMILNADU UNDERTAKING) (hereafter called as **T AFCORN**), which is made accessible to common people through the media of books, notice boards, and departmental libraries and through Internet as envisaged in the ACT.

### ***1.2 Objective / purpose of this handbook***

The objective of this handbook is to provide for setting out the practical regime of right to information for citizens to secure ***access to information*** under the control of T AFCORN in order to ***promote transparency*** and ***accountability*** in the working of the T AFCORN and for matters connected therewith or incidental thereto.

### ***1.3 Intended users of this handbook***

- i) All the Industries / Public who purchase Eucalyptus, Casuarina, Bamboo and other miscellaneous wood from the **Corporation**.
- ii) All the Cashew Traders / Merchants who purchase Cashew nuts and Cashew usufruct.
- iii) All common people particularly farmers / cultivators / planters etc who wants to get information regarding cultivation practices of above species.
- iv) All the general public and Departments / Institutions who purchase Eucalyptus Clonal seedlings / Cashew grafts / Gooseberry grafts.
- v) All the Institutions / Departments, who wants to avail the consultancy services of the **Corporation**.

## **1.4 Organisation of the information in this handbook**

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## ***1.5 Definitions***

In these articles, unless the context otherwise requires

- (a) “Board” means the Board of Directors:
- (b) “Company” means the Tamil Nadu Forest Plantation Corporation Limited.
- (c) “Directors” mean the Directors for the time being of the Company.
- (d) “Dividend” includes Interim Dividend.
- (e) “Government” means the Government of Tamilnadu.
- (f) “Member” means the duly registered holder from time to time of the shares of the Company.
- (g) “Month” means Calendar month.
- (h) “Persons” includes corporations as well as individuals.
- (i) “Share” means share in the share capital of the Company.

1.6 Contact person in case some body wants to get more information on topics covered in the handbook as well as other information also.

For getting more information, ***Public Information Officer*** of this office as mentioned under Chapter 17 may please be contacted.

## ***1.7 Procedure and Fee Structure for getting information***

I. **Fees**- Every application for obtaining information under sub section (1) of Section 6 of the Act shall be accompanied by an application fee of rupees ten by cash or by demand draft or banker’s cheque payable in the head of account, as may be specified by the public Authority.

II. For providing information under sub section (1) of Section 7 of the Act, a fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable in the head of account, as specified below:

1. Rupees two for each page (in A4 or A3 size paper) created or copied
2. Actual charge or cost price of a copy in largest size paper
3. Actual cost or price for samples or models; and
4. for inspection of records, no fee for the first hour and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

III. For providing the information under sub section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker’s cheque in the head of account as specified below;

- i. for information provided in diskette or floppy rupees fifty per diskette or floppy and
- ii. for information provided in permitted form at the price fixed for publication.

Fees shall be credited under the following head of account.

“1.1711 Miscellaneous Receipts – collection of fees under Tamil Nadu Information Rules 2005”.

The Public Information Officer shall receive the cash or Demand Draft from the applicant and arrange to remit the fee under the above head of account in the Banks.

## CHAPTER – 2

(Manual – I)

### ***Organization, Functions and Duties***

(Manual under Section 4(1)(b)(i) )

#### **Organisation**

Tamilnadu Forest Plantation Corporation Limited was established on 13.06.1974 with headquarters at Tiruchirapalli incorporated under ***Indian Companies Act, 1956***. The Government of Tamilnadu wholly owns the Corporation. The Corporation manages about 71,54,050 hectares forest area obtained on lease from the Tamilnadu Forest Department. The Forests include Reserved Forests and Protected Forests constituted under ***Tamilnadu Forest Act, 1882***.



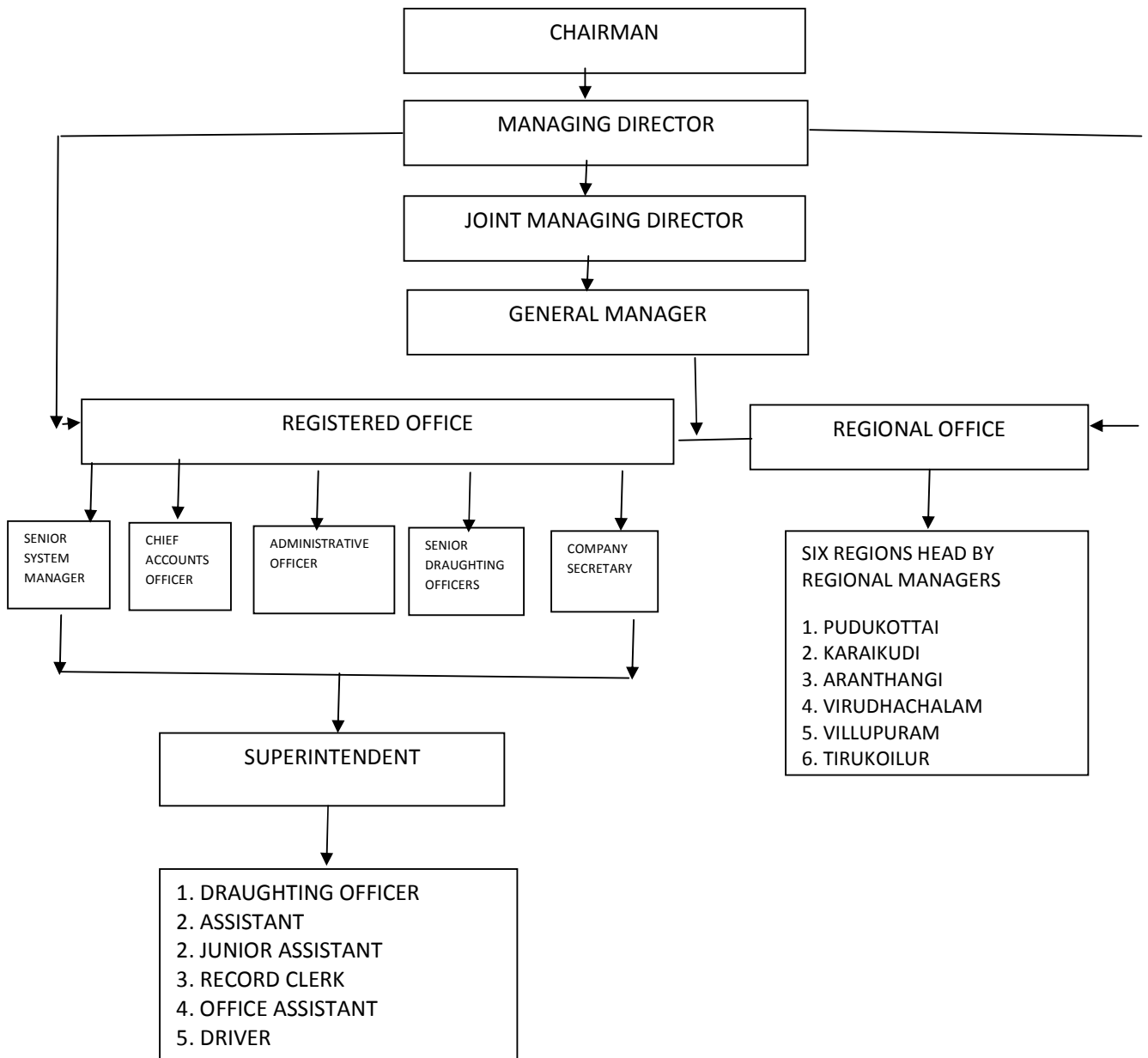
Registered Office at Trichy

It is an organization under corporate sector, governed by a **Board of Directors** with 8 members including a Chairman as the apex body. The Board, an Apex Body, controls the activities of the Corporation. The constitution of the Board is as follows,

1. Chairman (Full time) - Principal Chief Conservator of Forests
2. Director - Principal Secretary to Government, Environment & Forests Department.
3. Director - Principal Chief Conservator of Forests (Chief Wild Life Warden)
4. Director - Director of Horticulture & Plantation Crops Department.
5. Director - Additional Secretary to Government, Finance Department.
6. Director - Deputy Secretary to Government, Industries Department.
7. Director - Managing Director - Additional Principal Chief Conservator of Forests.
8. Director - Joint Managing Director – Chief Conservator of Forests.

The Corporation is administered and managed by **Managing Director** in the rank of Additional Principal Chief Conservator of Forests on deputation from Tamilnadu Forest Department. The Corporation has Six unit officers heading 6 Regions, a Flying Squad are working directly under the control of Managing Director. One Joint Managing Director and a General Manager on deputation from Tamilnadu Forest Department assist the Managing Director. In addition, one **Chief Accounts Officer (FAC)**, one Company Secretary, an **Administrative Officer**, three **Senior Draughting Officer** and a **Senior System Manager** assist the Managing Director on financial matters, Secretarial, establishment, technical aspects and computerization respectively.

A brief **Organization chart** is given below



The Registered office of TAFCON is located at Trichirapalli. The plantations are raised in 186 Reserved Forest lands spread over 9 districts namely Trichirapalli, Pudukottai, Thanjavur, Perambalur, Karur, Sivaganga, Cuddalore, Villupuram and Thiruvannamalai districts of Tamilnadu. These areas are divided into **Six Plantation Regions** namely *Pudukottai, Aranthangi, Karaikudi, Vridhachalam, Villupuram and Tirukoilu*. The Corporation also has a *Flying Squad* under one Assistant Conservator of Forests. The Managing Director exercises administrative, financial and operational control over the Regional Managers / Flying Squad. The plantation regions have basic units of protection and management called as *Ranges* manned by Ranger. The statement showing details of TAFCON area, Region-wise / Species-wise is given below:

### I. Area details as per Existing Agreement

Area under existing agreement	... 75,568.24 ha.
* Area covered by Encroachment, washed out by floods etc.,	... 1,442.47 ha.
	-----
Total	... 77,010.71 ha.
	-----

### II. Area details of Melchangam Farm

TAFCON has taken charge of the Farm on 17-05-06	3924.82 Ha
<b>Grand Total</b>	<b>80935.53 Ha.</b>

### III. Present condition

Opening balance	... 80,935.53 ha.
* Area covered by Encroachment, washed out by floods etc.,	... (-) 1,442.47 ha.
Subsequently handed over back to Forest Department for various purpose during the period	... (-) 5,771.73 ha.
Area handed over to Forest Department (Melchengam Range)	... (-) 2,181.48 ha.
	-----
Net area	... 71,540.50 ha.
	-----



**Statement showing details of the area in Region / Species wise**

Area Details As on 31-08-2017 (in ha.)						
S. No.	Region	Eucalyptus	Cashew	Others	Unsuitable areas pond, Lake, Rocky, Odai, Road etc.,	Total
1	Aranthangi	7404.30	907.05	38.89	416.64	8766.88
2	Karaikudi	9568.77	2023.49	19.22	1399.71	13011.19
3	Pudukkottai	9739.16	1011.09	124.23	1097.10	11971.58
4	Tirukoilur	14238.09	0	44.68	717.25	15000.02
5	Villupuram	7989.28	2284.83	252.74	404.98	10931.83
6	Vridhachalam	3289.52	8180.35	6.08	383.05	11859.00
	<b>Total</b>	<b>52229.12</b>	<b>14406.81</b>	<b>485.84</b>	<b>4418.73</b>	<b>71540.50</b>

Each Range is further sub divided into *Sections* and *beats* under the charge of Foresters, Forest Guards and Watchers respectively. The *Ranger* is the key functionary responsible for execution of protection and management works. The Ranger reports to the Regional Manager. There are 24 ranges, 104 sections and 125 beats in total under TAF CORN. The TAF CORN has total sanctioned strength of 547 consisting of all categories, including deputationists. The present strength of employees actually in position is 293. These include 283 employees from Corporation and 10 are from Forest Department. The field staffs are responsible for protection as well as implementing technical issues in the field while the remaining are technical and supporting staff in office. The protection and executive staff of this Corporation namely Ranger, Forester and Forest Guard were empowered to protect the forest lands and its properties entrusted to them by invoking provision of the *Tamilnadu Forest Act, 1882 vide G.O.Ms.No.266/F & F (FR.V) Department, dated 12.3.1975.*

## **2.1 Objectives**

The **main objectives** of the Corporation are;

- 1) To acquire on lease from the Government of Tamilnadu, such forest area as may be decided by Government in Trichirapalli, Pudukottai, Thanjavur, Ariyalur, Karur, Sivaganga, Cuddalore, Villupuram and Thiruvannamalai districts of Tamilnadu which are already planted with Eucalyptus, Cashew and Casuarina or which are suitable for raising these species and develop land for raising forest plantations in particular of Eucalyptus, Cashew, Casuarina and such suitable species in the State of Tamilnadu for the purpose of development of industries based on their produce and to meet the needs of the public in regard to fuelwood and other forest produce and to take over from the Government whether in full or in part of the right and liabilities in so far as they relate to such forest area.
- 2) To plant, grow, cultivate, produce and raise plantations of all kinds or varieties of forest plants, trees and crops and natural products of every kind and other agricultural crops and to buy, sell, export, import, process, distribute or otherwise deal in all kinds of forest plants, tree crops, natural products and agricultural crops.
- 3) To carry on the business of planters, cultivators, sellers and dealers in timber, plywood, pulpwood, matchwood and such other products of every description and to manufacture, dispose of, sell and deal in products of such plantations and other forest crops of every description.

B. The **other important objectives** are;

- a) To establish, own and run industries for manufacturing forest produce.
- b) To promote the development of forest industries.
- c) To promote the development of recreational facilities wild life resources and land scope.
- d) To produce, grow process, export, and import all varieties of forest seeds and seeds of all kinds.
- e) To provide for the welfare of employees or ex-employees of the Company
- f) To carry on and engage in the business of providing consultative and technical services in forestry and forest based companies within the objects of the company.

### III C. Other Objects:

- 1) To deal in all kinds of chemicals manures, fertilizers, pesticides, weedicides, fungicides, pharmaceutical products required for the plantation industry.
- 2) To deal in all kinds of equipments for logging, conversion, hauling and transport of forest produce, agricultural machinery and equipments, machine tools and metals of all kinds, feel oils, lubricants and to establish and run engineering and repair work shops of all descriptions.
- 3) To carry on and engage in the business of providing consultative and technical services in forestry and forest based industries within the objects of the Company.

IV. The liability of the Members is limited.

V. The Authorised Share Capital of the Company is Rs.10, 00, 00,000 (Rupees Ten crores) divided into 1, 00,000 (One lakh) equity shares of Rs.1, 000 (Rupees one thousand) each. The paid-up share capital of the Company is Rs.5, 64, 00,000 consists of 54,600 equity shares of Rs.1, 000 each entirely held by the Government of Tamil Nadu.

### *2.2 Mission / Vision Statement*

#### **Vision**

*“To establish environmentally acceptable, economically viable, highly productive plantations in the rain fed marginal lands by optimal utilization of the available Natural resources through implementation of cost effective, adoptable, acceptable package of practices based on Research findings”.*

*2.3 Brief history of the public authority and context of its formation* }  
} Furnished under “Organisation”  
}

*2.4 Duties of the public authority* }

### *2.5 Main activities / functions*

#### **Functions**

The basic functions of the TAF CORN are production, protection and management of forestlands under its charge and to raise plantations of economically important species.

## **A). ACTIVITIES :**

### **I. PLANTATIONS:**

#### **A. EUCALYPTUS:**

1. **Raising:** Eucalyptus is one of the species, which produces quality pulpwood for paper and newsprint making. Therefore, Eucalyptus has been planted in an area of 52,229.12 ha. in the Corporation. Two species namely *Eucalyptus tereticornis* and *Eucalyptus camaldulensis* were planted extensively depending upon the soil, rainfall and temperature prevailing in Corporation. These two species are highly suitable to semi-arid conditions like Tamilnadu State.

The mean yield of Eucalyptus plantation per ha. in a rotation of six years is about 20 tonnes in seed origin plantations and 30 tonnes in Clonal plantations. Annually the Corporation has to supply between 1,50,000 and 2,00,000 MT. of pulpwood to wood based industries mainly M/s. *Tamil Nadu Newsprint and Papers Limited* and M/s. *Seshasayee Paper and Boards Limited*. The production of pulpwood per annum is in the order of about One lakh Fifty thousand M.T.

Until 1999, the Eucalyptus plantations were raised mainly through seedlings of *Eucalyptus tereticornis* and *Eucalyptus camaldulensis* and as the plantations were raised through seeds, the variability was high resulting in low yield over the years. In order to increase the yield per unit area, the Corporation launched **clonal forestry** in Eucalyptus through shoot cutting methods (**macro propagation technique**). Superior clones have been identified after series of trials tested in different fields, which would yield 3 to 4 times more than the present yield. Therefore, the Corporation has launched clonal forestry from the new millennium 1999 – 2000. Superior tested clones of Eucalyptus brought from Andhra Pradesh, Tamil Nadu are being utilized in this programme. Annually, the Corporation is tackling about 3,000 ha., under *Eucalyptus plantation* from the year 2000 onwards. So far the Corporation has raised 56,229.12 ha., under Eucalyptus plantations. The clonal plantations planted in various tract in the Corporation are expected to yield between 20 MT per ha., in the poor sites and 40 MT per ha., in the productivity high potential sites. The Corporation has programmed to harvest clonal plantation at the end of 6<sup>th</sup> year and at the end of 5<sup>th</sup> year in Padugai Range. Presently, we are using the ITC clones viz., **C-3, C-7, C-226, C-271 and C-274 and TAF CORN Clones TAF-4 and TAF-52 which are seeded**

to be Gall wasp tolerant as well as high productivity clones. The growth parameter taken in various field in respect of different clones in Eucalyptus are furnished with photographs of 1999 and 2000 plantations.



CLONAL MULTIPLICATION AREA



LABOURERS PLACED THE DRESSED SHOOT CUTTINGS INTO THE POLY BAGS FILLED WITH PROPER ROOTING MEDIUM

The *Provenance Trial Experiments* laid out during 1981 of *Eucalyptus tereticornis* and *Eucalyptus camaldulensis* have brought to focus the superiority of provenances of *Kennedy River*, *Laura* and *Mt Garbine of Australia* when compared to all the other provenances including the local variety cultivated for many years.

Based on this, *Kennedy River* and *Laura provenance* seeds were imported from Australia and during 1994-95, 10 ha. of area in all the 6 Regions were planted with these seedlings.

Eucalyptus seeds were imported from Australia of the highest yielding provenances based on the research trial of 1981 and were used to raise plantations during 1996. These plantations were converted in to seed production Areas in the year 2004. From these Seed Production Areas, seeds are collected and very high yielding plantations are raised every year from 2004-05.

## **2. Intensive Cultural Operation in Eucalyptus:**

This work is started in the Corporation since 1997 onwards. This Intensive Cultural Operation work which is being undertaken in the 2<sup>nd</sup> and 3<sup>rd</sup> rotation plantation in the next year of felling of 1<sup>st</sup> and 2<sup>nd</sup> rotation crops involves thinning of unwanted, small coppice

shoots from each stem retaining three to four promising stems from each stump for better growth and development and clearing and uprootal of weeds, ploughing to conserve moistures and to decompose organics litters. This method helps in water conservation and promotes growth of trees vigorously. Also, the ICO works in second rotation 4<sup>th</sup> year are being carried out.



1993 ARIMALAM RANGE UNIT- V (155.68 Ha)

### ***3. Mid rotation:***

Silvicultural intervention in the mid rotation period improves the soil fertility and conserve the soil moisture. Such a treatment increases the yield, depending upon the soil. Hence, mid rotation is taken up as maintenance work at 4th year of 1<sup>st</sup> rotation Eucalyptus clonal plantation.

### ***4. Research on Eucalyptus:***



Plus tree

Many clones of the recent selections are exhibiting superiority over the best existing clones. Clones that are most suitable for problem soils like saline-alkaline and drought prone sites are being identified and multiplied.

**B. CASHEW:**

1. **Raising:** The Corporation has large holding of **14,406.81** ha. under cashew plantations, produces between 1,800 and 2,000 M.T. of cashew nuts depends upon weather conditions. The Corporation raises Cashew plantations with proven **clonal plants** VRI-III at 204 plants per ha. at the espacement of 7M x 7M by converting over matured and seed origin less stocked cashew plantations. The Corporation has raised Cashew graft plantations since 1992.



ROOT STOCK OF CASHEW FOR GRAFTING



CASHEW GRAFTS PLANTS KEPT IN THE MIST CHAMBER FOR FUSION



13 NUTS IN ONE PANICLE WHICH IS JUST TOUCHING THE GROUND



2 YEAR OLD CASHEW GRAFT PLANTATION



CASHEW FRUITS



CASHEW FRUITS

2 YEAR OLD CASHEW GRAFT PLANTATION

## ***2. Intensive Cultural Operation in Cashew:***

This operation is aimed at upgrading the productivity of the plantations. Cashew plantations suffer from pest attack, congestion, weed competition and soil compaction. Hence, Intensive Culture Operation is resorted to such plantations once in 3 years. This operation envisages removal of dead and diseased trees, clearing and uprootal of weeds and followed by deep disc ploughing, thinning etc. Corporation tackles about 2,500 to 3,000 ha, annually. This operation improves the quality of plantations, thus increasing the yield.



1995 MUDUKULAM CASHEW PLANTATION



1994 MUDUKULAM CASHEW PLANTATION

## ***C. OTHER PLANTATIONS:***

Plantations of other species like Teak, Bamboo etc., are under smaller extent and they are being maintained.

## ***B). MANNER OF WORKING FOLLOWED:***

### ***1. Raising Plantations:***

TAF CORN has been raising Eucalyptus and Cashew plantations on a large scale by adopting clonal and grafting technology under the direct execution of Rangers /Foresters and supervision by Regional Manager. The work is carried out by engaging labourers through daily wages on contract basis. The quality clones / grafts and seeds are collected and utilized by TAF CORN in their own Nursery.



The works involved in raising plantations such as clearing, uprootal, ploughing, pitting and planting are time bound and seasonal and these works are executed through petty contractors.

Works are carried out in accordance with the rates approved under Corporation Schedule of Rate (CSR) of TAFCON and as per this estimates are prepared. The CSR is revised every year for the items required based on the escalation of cost. The works are inspected by the Regional Managers and super checking done by the superiors. Inter Regional checking is done every year by other Regional Managers. Assistant Conservator of Forests (Flying Squad) is also mandated to inspect on the instructions of General Manager, Joint Managing Director and Managing Director. For buildings and other civil works, tenders are floated as per the rules in force as in the case of Government.

## **2. Harvesting of Plantations:**

### **a) Eucalyptus:**

On completion of 6-year rotation cycle / 5-year rotation cycle in Padugai Range, the yield of pulpwood is assessed. The yields so assessed are super checked by Regional Managers/other superiors. The plantations are allotted to user industries (TNPL / SPB) based on the seigniorage rate fixed by the Government.

The trees are cut/debarked and stacked (@ 2M x 1M x 1 M size) and released after checking in the field by the respective officers. The rejects obtained after harvesting of pulpwood ie. Eucalyptus *top ends and milars* are stacked by the Paper Mill and sold to public by TAFCON thro' sale/tender cum sale. Harvesting and transport is done by the Paper Mills. TAFCON supervises the harvesting work and monitors the transport by weighbridges and check posts owned by TAFCON.

### **Supply of Pulpwood in TAFCON**

<b>Year</b>	<b>Quantity removed in MT.</b>	<b>Revenue (in lakhs)</b>
2000-01	47846.500	644.97
2001-02	77478.660	910.00
2002-03	106110.922	955.00
2003-04	143878.615	1458.00
2004-05	128985.233	1787.33
2005-06	91675.966	1650.38
2006-07	120846.200	2175.23
2007-08	55033.625	1041.50
2008-09	136722.820	2850.47
2009-10	151056.894	3646.41

2010-11	193539.578	4905.88
2011-12	187102.496	4864.27
2012-13	213550.000	6086.00
2013-14	227699.950	6910.57
2014-15	164961.823	5586.53
2015-16	152974.725	5165.71
2016-17	177951.722	6908.57

**b) Cashew:**

The yield of cashew trees is assessed during the time of flushing/flowering and the right to collect and remove cashew usufructs is sold once in a year thro' tender cum auction sales in each Region.

**Cashew Revenue Details**

<b>Year</b>	<b>Leased out area in ha</b>	<b>Revenue (in lakhs)</b>	<b>Average Revenue per ha.</b>
2001	15164.31	315.69	2082.00
2002	15307.10	295.15	1928.00
2003	15213.36	209.75	1379.00
2004	14800.93	303.66	2052.00
2005	16968.43	512.61	3021.00
2006	16837.39	590.16	3505.00
2007	16888.68	520.87	3084.00
2008	16690.78	601.48	3604.00
2009	15789.00	616.49	3905.00
2010	14340.13	570.10	3976.00
2011	12918.37	484.65	3519.00
2012	12959.39	625.24	4825.00
2013	12636.46	567.32	4490.00
2014	10100.13	362.72	3591.00
2015	12041.61	545.93	4534.00
2016	11965.52	908.15	7590.00
2017	10260.95	812.85	7921.76

### ***3. Protection works:***

To protect the wealth of TAF CORN is the prime duty of all field staff. In case of any illicit felling is noticed action is taken as per rules. The Flying Squad is also monitoring protection activities of the resources of TAF CORN.

### ***4. Sales:***

TAF CORN has been periodically selling the following forest produces to cater the needs of common public through sale / tender cum sale by giving wide publicity. The sales are conducted in respective Regions so as to facilitate the local public to participate and get benefited.

#### ***a). Sale of Cashew thopes:***

The right to collect and remove raw cashew nuts from the cashew area having matured trees of seed origin and also high yielding grafts. The normal fruiting season is from January - June. This is one of our major sales conducted once in a year.

#### ***b). Sale of raw cashew nuts:***

The raw cashew nuts collected by TAF CORN from selected plantations or no bid plantations are stored in go-downs in each Regions and sold by way of tender.

#### ***c). Top ends and Milars:***

After harvesting of pulpwood there will be rejects (Top ends & Milars) which are stacked @ 2 M x 1 M x 0.75 M in the field. Each stack weighs 350 kg. and it is sold to public. Since this is ideal for fuel wood to all sector of public, this sale is conducted every week in the Regional Office.

#### ***d). Other misc. firewood:***

The uprooted materials /other misc. materials are also sold in auction.

#### **e) Procedure for the sale of various Forest Produces in TAF CORN**

The intending participants / willing public have to register themselves as a Registered contractor in all the Regions (or) where they want to participate by remitting the

prescribed fee for registration which is in existence (The present fee is Rs.3,150/-per Region / person). This is valid for one calendar year. The registration has to be renewed by remitting the prescribed fee (present fee is Rs.750/-) before 31<sup>st</sup> January of every year.

Sales / Tender / Tender cum sales will be held in the respective regions. The registered contractors have to remit EMD as per the conditions for sale and in tender / tender cum sale, the amount to be remitted only by way of Demand Draft as mentioned in the condition of sale / tender / tender cum sale notices. The sale / tender / tender notices will be sent to all the registered contractors and notified in the Newspapers whenever required as per rules.

The registered contractors can participate by obtaining tender schedules after remitting the prescribed fee and the sale / tender / tender cum sales will be conducted as per the conditions of the sale / tender notices.

## **CHAPTER – 3**

### **Powers and Duties of Officers and Employees**

(Manual under Section 4(1)(b)(ii) )

#### **3.1 Powers and Duties of Officers and Employees.**

**CHAIRMAN:** The Chairman is a senior-most position in the Corporation and is conducting the meetings of the board and general meetings in TAF CORN in terms of notice and agenda.

**MANAGING DIRECTOR:** The Managing Director is the Chief Executive and vested with the requisite powers as delegated in the first board meeting for smooth running of the administration and management of the whole of the affairs of the company and exercise the powers as per the direction of the Board.

#### **POWERS DELEGATED TO MANAGING DIRECTOR:**

- a) to open and operate on the bank account / accounts of the Company and where in India in any of the Nationalized banks and to sign, on the Company's behalf, bills, notes, receipts, acceptances, endorsements, cheques, dividend warrants, releases Contracts and documents:
- b) to institute, conduct, defend, compound, or abandon any legal proceedings and also to compound and allow time for payments or satisfaction of any debts due and of any claims or demands by or against the Company or arbitration, and to observe and perform any award thereon.
- c) to act on behalf of company in all matters relating to Bankrupts and insolvents.
- d) to make payments of all kinds without any limit, except as specified in these articles, in respect of matters connected with Company:
- e) to make and give receipts, release and other discharges for money payable to the Company and for the claims and demands of the Company;

- f) to appoint, permanent, temporary, workcharged or on contingent payment basis, if necessary, granting on discretion, advance increments, not exceeding five stages, in the scale of pay, dismiss, remove or suspend any employee, agent or servant of the Company whose maximum of the scale of pay does not exceed Rs.3540.00 P.M\*\*. subject to the condition that a statement of appointment made be placed before the Board at its next meeting. (\*\* Rs.750.00 modified as Rs.3540.00 as per 77th Board Meeting held on 23.3.1988 – Pay scale taken into account based on the VI Pay Commission recommendations).
- g) to grant leave of any kind, transfer any where in India, accept resignations take disciplinary action, suspend and inflict punishments of all kinds;
- h) to make all the applications to local state or Central Government authorities on behalf of the Company for permit, privilege, Concession, authority or licence of all kinds, including import licence or use of any other facilities, such as water, electricity, gas, telephone, teleprinter etc. and to make payments for such permit privileges, concession, authority licence or use of facilities as the case may be;
- i) to open letter or credit, Indian as well as foreign, to overdraw or obtain such credit, not being term loan from any bank on behalf of the Company;
- j) to make advance payments of all kinds for any purpose.
- k) to comply with provisions of any enactment applicable to the Company including regulation of working hours, holidays, leave etc. except in so far as it relates to framing of service rules and modification of service conditions to employees already serving, which shall be decided by the Directors.
- l) to negotiate terms with the employees on behalf of the Company during the period of strike, in full or otherwise, declare lockouts of the Company, as a whole or in specified units or sections and to lay off any individuals or group of employees during emergencies.

- i. The Managing Director shall have full and absolute power to consider and decide whether an occasion is emergent or not for this purpose.
  - ii. Where declaration of lock outs or lay off during periods which are not of emergent nature shall be decided by the Directors;
  
- m) to permit travel, any where in Tamilnadu by any of the employee of the Company, including himself experts, consultants, apprentices, etc., and at discretion, allow travel by a higher class.
  
- n) to take in any apprentice and decide their terms, depute employees to undergo training or to attend seminars etc. any where in India.
  
- o) to sanction expenditure of all kinds such as purchases, works etc. on schemes approved by the Directors without any limit and regularize at discretion excess expenditure upto 20% of the sanctioned cost.
  
- p) to sanction expenditure for works, purchase or Contingencies which are not approved by the Directors upto a limit of Rs.5,00,000/- and regularize excess expenditure upto 10% over the sanctioned cost, subject to the condition that the matter be reported to the Board at its next meeting;
  
- q) to accept, lowest tender without any limit and in case of single tender with negotiation upto Rs.5,00,000/- and dispense with tenders for works or purchase upto Rs.2,00,000/- at any one time.
  
- r) to enter into agreement of all kinds and sign documents in connection with such agreements on behalf of the Company;
  
- s) to draw a panel of legal advisers and the rate of their remuneration to be placed at the Board at its next meeting;

- t) to sanction expenditure for participating in any exhibition, meeting entertainment, demurrage warfage etc.
- u) to hire accommodation, release advertisements, purchase stationery, Office equipments etc. insure the assets of the Company and incur expenditure thereon.
- v) to waive earnest money deposit, Security Deposit guarantee liquidated damages etc.
- w) to sanction refunds of all kinds;
- x) to offer quotations on behalf of the Company to third parties.
- y) to declare assets as unserviceable or obsolete or write down their value and fix their price as well as the mode of disposal, write off irrecoverable amounts, or losses due to theft or negligence or other wise; provided the aforesaid powers exercised in respect of items of assets whose value does not exceed Rs.10,000/- and subject to a limit of Rs.2,00,000/- in a year.

#### **JOINT MANAGING DIRECTOR:**

To assist the Managing Director in implementing the policy of the Corporation as decided by the Board of Directors and execute the directions in both technical and administration.

#### **POWERS DELEGATED TO JOINT MANAGING DIRECTOR**

##### **I) Accounts:**

- 1) Addirtional change to the post of General Manager until further orders.
- 2) To sign all cheques and vouchers jointly with Chief Accounts Officer for all payment/ funds released to the units approved by the Managing Director in the absence of Managing Director.
- 3) To approve the expenses vouchers/bills more than Rs.25,000/- to Rs.50,000/- except monthly pay bills.
- 4) To purchase of stationery of all kinds, printing items, office equipments including furniture, electrical and electronic equipments etc., upto Rs.20,000/- in each case.



5) To sanctioning the subscription of journals, forestry magazines/ books without any monetary limit, but limited to budget provision and to sanction and purchase of books without any monetary limit (It should not exceed Rs.50,000/- in a year).

**II) General:**

5) Joint Managing Director will supervise all the field operations and to achieve the targets fixed.

6) The Joint Managing Director will decide and act on all matters relating to the allotment of pulpwood coupes to the industries, working of the coupes, super-checking of yield assessment, regulation and management. Correspondence with paper industries etc. Correspondence with Government on policy matters, price fixation and allotment of pulpwood will be dealt by the Managing Director.

7) a) To exercise powers of disciplinary authority for Rangers, Superintendents of Head Office & Unit Offices and pass orders on charge under 56(b) [major] of TAFORN Service Regulations.

b) Joint Managing Director is the appellate authority on the orders passed by the General Manager.

8) Processing and reply to Chief Minister's Special Cell petitions, enquiry of allegation petitions against the unit level officers of Head Office and Regions.

9) Confirmation of all sales based on the fair price approved by the Managing Director except lease of Cashew thopes, sale of Cashew-nuts and sale of teak.

10) Granting of extension of voidah for 2nd time for all the leases by imposing penalty.

11) To scrutinize the diaries of Regional Managers.

12) All the files dealt by the Managing Director routed through Joint Managing Director.

**III) Technical:**

13) To sanction expenditure on works and purchases etc., on the schemes approved by Board of Directors or Managing Director and accept tenders more than Rs.6 lakh as per the provision in the CSR and model estimate approved by the Managing Director.

14) To scrutinize Completion Reports and file them more than Rs.6 lakh.

15) To monitor the activities of Flying Squad and monitoring the performance etc.

## **GENERAL MANAGER:**

To assist the Managing Director / Joint Managing Director in general administration, technical matters and field activities.

## **POWERS DELEGATED TO GENERAL MANAGER**

### **I) Accounts:**

- 1) Additional Charge to the post of Chief Accounts Officer until further orders.
- 2) To approve the expenses vouchers/bills more than Rs.5,000/- to Rs.25,000/-
- 3) To sanction of all kinds of advances to staff, Leave Travel Concession to all Unit Officers and staff in Registered Office.
- 4) To sanction Tour/Transfer Travelling Allowance bills and Medical reimbursement bills of all staff and Unit Officers in Registered Office including to ratify the outside jurisdiction journey performed by all the staff and Unit Officers within the State.
- 5) Files relating to sanction of Maintenance of motor vehicle, control over the vehicle and Drivers, fuel advance to the Drivers of the vehicles in Registered Office and sanction of fuel bills and to sanction works for repairs to Motor vehicles etc., upto Rs.10,000/- at a time.

### **II) General:**

- 6) All establishment matters such as sanction of increments, pay anomaly etc., except policy, transfer & postings.
- 7) a) To exercise powers of disciplinary authority for Rangers, Superintendents of Head Office & Unit Offices and pass orders on charge under 56(a) [minor] of TAFCON Service Regulations.  
  
b) General Manager is the appellate authority on the orders  
  
passed by the Regional Managers
- 8) General Manager will supervise all the field operations and to achieve the targets fixed.

- 9) To sanction purchase of stationery upto Rs.5,000/- at a time.
- 10) To check the yield assessment done by the Regional Managers for all the coupes and leases.
- 11) To supervise the works of the Junior Technical Assistant and his performance.
- 12) Preparing the agenda of Board Meetings.
- 13) To grant all kinds of leave (other than Casual Leave) to all staff upto Section Heads in Registered Office, except leave which requires referring to Medical Board.
- 14) Enquiry of allegation petitions to all staff upto the level of Rangers, Superintendents of Head office and unit officers.
- 15) Files related to Right to information Act, diaries of Rangers and closing files.
- 16) To take Annual Office Inspection of Regions.

### **III) Computer Section:**

- 17) To manage the Computer Section and watching the performance etc., To sanction for purchase of hardware components / peripherals to the Computer not exceeding Rs.25,000/- at a time.
- 18) To deal with the subject G.I.S. of the Corporation.

### **REGIONAL MANAGER:**

Regional Manager is responsible for production, harvesting, regeneration, protection & conservation of resources under his control. He exercises control and supervision over the staff in his jurisdiction. He is responsible for protection of forest against encroachment, forest fire, and theft, Illicit felling, poaching, grazing, handling forest offence cases etc. He has to conduct timely sale of cashew, pulpwood, firewood etc., to optimize revenue to the company and controlling expenditure. He operates under the administrative control of the Managing Director and delegated financial powers on par with the District Forest Officers in the Forest Department.

**ASSISTANT CONSERVATOR OF FORESTS, FLYING SQUAD:**

The main work of the Assistant Conservator of Forests, Flying Squad is to monitor and protect the resources of Corporation from illicit fellings from the plantations of different species raised in Corporation area over the years. He has to also enquire the allegation petitions received from public and others. In addition, to make yield assessment, inspection of plantations and monitor the transporting of forest produce by vehicles in TAF CORN areas. Presently, the Regional Manager, Pudukottai, is holding Full Additional Charge (FAC) of this post until further orders.

**CHIEF ACCOUNTS OFFICER (FAC):**

To look into the affairs of Company accounts and in-charge of the Company law matters and Board Meetings.

To be the advisor to the Managing Director in all-financial matters.

**COMPANY SECRETARY:**

To look into the affairs of Secretarial function and to assist the Managing Director for ensuring compliance with statutory and regulatory requirements and for ensuring that decision of the Board of Directors are implemented. Presently, the Company Secretary is holding Full Additional Charge (FAC) of this post until further orders.

**ADMINISTRATIVE OFFICER:**

To be in-charge of administration of head quarters and to assist the Managing Director in day-to-day administration.

**SENIOR SYSTEMS MANAGER:**

To be in-charge of Computerized activities of Corporation and related matters. He is primarily responsible for identifying, developing and implementing projects and take initiatives to meet the stakeholders demands and needs.

**FOREST RANGER:**

To carry out with the help of Foresters / Forest guards and according to the direction of his superiors, all works connected with forestry operations and other ancillary works as

per the sanctioned management plans, approved estimates. Disbursement of wages to the labourers, writing of daily cashbook, maintaining of cash and timber accounts safe custody of Corporation's cash and property. Forest conservation and protection of wildlife, control and management of labourers employed.

**FORESTER:**

To work under the supervision of Forest Ranger and assist them in carrying out all forestry and other ancillary works, protection of forests and preservation of wildlife, investigation of offences, issue of transit passes, collection of grazing revenue and dealing with in forest offences, and any other duties that may be allotted pertaining to forests and forestry works.

**FOREST GUARD & FOREST WATCHER:**

Protection of forests, forest produce & wildlife in his beat or in his charge, execution of various forestry operations and detection of forest offences, and any other duties that may be allotted pertaining to forests and forestry works.

## CHAPTER – 4

### **Procedure followed in the decision making process, including channels of supervision and accountability** (Manual under Section 4(1)(b)(iii) )

4.1. The **Corporation** has three tier administrations. The **Range** is the unit of administration and the range units are under the supervision and administration control of the **Regional Manager**. The Ranges and the Regions are under the over all supervision and administrative control of Managing Director.

<b>Activity</b>	<b>Description</b>	<b>Decision making process</b>	<b>Designation of final decision making authority</b>
Goal-setting and Planning	The annual targets for regeneration and harvesting works.	Managing Director	Board
Budgeting	Consolidated budgeted estimates of the Region to the Corporation office.	Managing Director	Board
Formulation of programmes, schemes and projects	The Schemes/ Projects are prepared at Corporation office.	Managing Director	Board
Recruitment of personnel	Assessment of personnel for recruitment / hiring is made at Corporate office	Managing Director	Board
Release of funds	Consolidated funds requirement for the Region for the month is obtained from the Regional Manager.	After due examination, funds will be released to the Region for the month.	Managing Director
Implementation / delivery of service / utilization of funds	Ranger will utilize the funds for execution of works	The Regional Managers releases the required funds to the Ranges	Managing Director.
Monitoring and evaluation	Ranger executes the works	Ranger	Regional Manager
Gathering feedback from public	Not applicable		
Undertaking improvements	New technologies in regeneration, introduction of new species etc.	Regional Manager	Managing Director.

4.2 **Organizational chart depicting flow of authority, supervision and accountability**  
*Organization chart is given under chapter -2.*

4.3. Not applicable.

## CHAPTER – 5

### Norms set for the discharge of functions

(Manual under Section 4(1)(b)(IV))

#### 5.1. Norms/ Standards for discharge of its functions/delivery of services.

Since the TAF CORN, being a commercial organization/corporate sector, the activities are confined to raising and maintenance of plantations in **Reserve Forest** areas and marketing of **forest produce**. The **Corporation** is not a service organization. However, if any grievances are received, they are being attended to.

## CHAPTER – 6

### Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

(Manual under Section 4(1)(b)(v) )

6.1. List and gist of rules, regulations, instructions, manuals and records used by the employees for discharging functions.

Sl. No.	Description	Gist of contents	Price of the publication, if priced.
1.	Memorandum and Articles of Association of Tamil Nadu Forest Plantation Corporation Limited	Objective of the Corporation etc.	Not for sale.
2.	Circular instructions	Technical instructions on various issues relating to regeneration and maintenance of plantations, marketing, accounts etc.	Not for sale.
3.	Accounts Manual	Accounting procedures	Not for sale.
4.	Records	Not applicable	Not applicable
5.	Publications	Nil	Nil

## **CHAPTER – 7**

### **Categories of documents held by the Public Authority under its control**

(Manual under Section 4(1)(b)(vi) )

7.1. Information about the official documents by the public authority.

The **Corporation** does not have any records/documents relating to matters of public interest.

## **CHAPTER – 8**

### **Arrangement for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

( Manual under Section 4(1)(b)(vii) )

Being a corporate sector, the Board of Directors is the apex body for formulations of policy and its approval and accordingly it is implemented by TAF CORN.

## **CHAPTER – 9**

### **Statement of Boards, council, committees and other bodies constituted as its part**

(Manual under Section 4(1) (b) (viii))

The activities of the Corporation are being controlled by the Board,an Apex Body. The constitution of the Board is

- |                            |   |
|----------------------------|---|
| 1. Chairman<br>(Full time) | - Principal Chief Conservator of Forests                                    |
| 2. Director                | - Principal Secretary to Government,<br>Environment & Forests Department.   |
| 3. Director                | - Principal Chief Conservator of Forests (Chief Wild Life Warden)           |
| 4. Director                | - Director of Horticulture & Plantation Crops Department.                   |
| 5. Director                | - Additional Secretary to Government, Finance Department.                   |
| 6. Director                | - Deputy Secretary to Government, Industries Department.                    |
| 7. Director                | - Managing Director - Additional Principal Chief Conservator of<br>Forests. |
| 8. Director                | - Joint Managing Director – Chief Conservator of Forests.                   |

The Board meet once in a quarter and review the physical and financial performances of the Corporation and taking policy decision on specified matters, sets goals and targets etc. The Managing Director implements the decision of the Board. The Regional Managers execute the works based on the target and goals set out by the Board.



**Information on Board of Directors of TAFORN**

Name of Board	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its Meetings accessible for public
Board of Directors of TAFORN Ltd (appointed by the Government of Tamilnadu)	Chairman	To occupy the Chair and conduct the proceedings in the Board Meeting.	Not open to public
	Managing Director	Chief Executive of the Company and implement the policies as decided by the Government and Board of Directors including day to day affairs of the Corporation.	
	Joint Managing Director	To assist the Managing Director in implementing the policies as decided by the Government and Board of Directors including day to day affairs of the <b>Corporation</b> .	
	Principal Secretary to Govt. E & F Department  Member from T.N.Forest Dept.  Additional Secretary to Government, Finance Department  Director of Hort. & Plantation Crops Department  Dy. Secretary, Industries Department  <b>Total 8</b>	To attend the Board Meeting and to decide the policies of the <b>Corporation</b> and review it's functioning.	

**CHAPTER – 10**  
**Directory of Officers and Employees**  
 ( Manual under Section 4(1)(b)(ix) )

**Directory of Officers and Employees**

Sl. No.	Name of Office/ Administrative unit	Name, Designation & Address of Officer / Employee	Telephone & Fax Office Tel: Residential Tel: Fax:
1.	Chairman, Tamilnadu Forest Plantation Corporation Ltd., Chennai.	Dr. H. Malleshappa, I.F.S., Principal Chief Conservator of Forests and Chairman & Managing Director (FAC), TAFCON, TBGP Office Campus, Tambaram-Velacherry Main Road, Medavakkam (Post), Chennai – 600 100	<b>Phone:</b> (Off) 91-44-24473303. <b>FAX:</b> 91-44-24473303. <b>E-Mail:</b> cmntafcorn@dataone.in
2.	Managing Director, Tamilnadu Forest Plantation Corporation Ltd. Trichirapalli.	Dr. H. Malleshappa, I.F.S., Principal Chief Conservator of Forests and Chairman & Managing Director (FAC), TAFCON, Karur Main Road, Mallachipuram, Kambarasampettai Post, Tiruchirappalli. Tamil Nadu, South India. PIN- 620 101.	<b>Phone:</b> (Off) 91-431-270 6602. 91-431-270 6604. <b>FAX:</b> 91-431-2702771. <b>Mobile:</b> 94877-04751. <b>E-Mail:</b> tafcorn@yahoo.com
3.	Managing Director, Tamilnadu Forest Plantation Corporation Ltd. Trichirapalli.	Mr. K.V.Giridhar, I.F.S <b>Joint Managing Director</b> TAFCON, Karur Main Road, Mallachipuram, Kambarasampettai Post, Tiruchirappalli. Tamil Nadu, South India. PIN- 620 101.	<b>Phone:</b> (Off) 91-431-270 6602. 91-431-270 6604. <b>FAX:</b> 91-431-2702771. <b>Mobile:</b> 94877-04752 <b>E-Mail:</b> tafcorn@yahoo.com
4.	Managing Director, Tamilnadu Forest Plantation Corporation Ltd. Trichirapalli.	Mr. K.V.Giridhar, I.F.S <b>General Manager(FAC)</b> TAFCON, Karur Main Road, Mallachipuram, Kambarasampettai Post, Tiruchirappalli. Tamil Nadu, South India. PIN- 620 101.	<b>Phone:</b> (Off) 91-431-270 6602. 91-431-270 6604. <b>FAX:</b> 91-431-2702771. <b>Mobile:</b> 94877-04753 <b>E-Mail:</b> tafcorn@yahoo.com
5	Managing Director, Tamilnadu Forest Plantation Corporation Ltd. Trichirapalli	Mr. R.Mathan, <b>Chief Accounts Officer (FAC),</b> TAFCON, Karur Main Road, Mallachipuram Tiruchirappalli. Tamil Nadu, South India.	<b>Phone:</b> (Off) 91-431-270 6602. 91-431-270 6604. <b>FAX:</b> 91-431-2702771. <b>Mobile:</b> 94877-04772 <b>E-Mail:</b> tafcorn@yahoo.com
6	Managing Director, Tamilnadu Forest Plantation Corporation Ltd. Trichirapalli.	Mr. R.Neethirajan, <b>Assistant Conservator of Forest,</b> <b>Flying Squad (I/C),</b> TAFCON, Karur Main Road, Mallachipuram, Kambarasampettai Post, Tiruchirappalli. Tamil Nadu, South India.	<b>Phone:</b> (Off) 91-431-270 6602. 91-431-270 6604. <b>FAX:</b> 91-431-2702771. <b>Mobile:</b> 94877-04755 <b>E-Mail:</b> tafcorn@yahoo.com

<b>Sl. No.</b>	<b>Name of Office/ Administrative unit</b>	<b>Name, Designation &amp; Address of Officer / Employee</b>	<b>Telephone &amp; Fax Office Tel: Residential Tel: Fax:</b>
7.	Managing Director, Tamilnadu Forest Plantation Corporation Ltd. Trichirapalli.	Mr. R.Mathan, M.Com.ACMA,ACS <b>Company Secretary</b> TAFCON, Karur Main Road, Mallachipuram, Kambarasampettai Post, Tiruchirappalli. Tamil Nadu, South India. PIN- 620 101.	<b>Phone:</b> (Off) 91-431-270 6602. 91-431-270 6604. <b>FAX:</b> 91-431-2702771. <b>Mobile:</b> 94877-04772. <b>E-Mail:</b> <a href="mailto:tafcorn@yahoo.com">tafcorn@yahoo.com</a>
8.	Managing Director, Tamilnadu Forest Plantation Corporation Ltd. Trichirapalli.	Mr.K.Yoganathan, <b>Administrative Officer</b> TAFCON, Karur Main Road, Mallachipuram, Kambarasampettai Post, Tiruchirappalli. Tamil Nadu, South India. PIN- 620 101.	<b>Phone:</b> (Off) 91-431-270 6602. 91-431-270 6604. <b>FAX:</b> 91-431-2702771. <b>Mobile:</b> 94877-04756 <b>E-Mail:</b> <a href="mailto:tafcorn@yahoo.com">tafcorn@yahoo.com</a>
9.	Managing Director, Tamilnadu Forest Plantation Corporation Ltd. Trichirapalli.	Mr. J. Joshua Kamalanathan, M.Sc (C.S)., M.B.A.,PGDCA <b>Senior Systems Manager</b> TAFCON, Karur Main Road, Mallachipuram, Kambarasampettai Post, Tiruchirappalli. Tamil Nadu, South India. PIN- 620 101.	<b>Phone:</b> (Off) 91-431-270 6602. 91-431-270 6604. (Direct) 91-431-2703522 <b>FAX:</b> 91-431-2702771. <b>Mobile:</b> 94434-47878. <b>E-Mail:</b> <a href="mailto:tafcorn@yahoo.com">tafcorn@yahoo.com</a>
10.	Managing Director, Tamilnadu Forest Plantation Corporation Ltd. Trichirapalli.	Mr. S. Suresh Kumar, <b>Senior Draughting Officer</b> TAFCON, Karur Main Road, Mallachipuram, Kambarasampettai Post, Tiruchirappalli. Tamil Nadu, South India. PIN- 620 101.	<b>Phone:</b> (Off) 91-431-270 6602. 91-431-270 6604. <b>FAX:</b> 91-431-2702771. <b>E-Mail:</b> <a href="mailto:tafcorn@yahoo.com">tafcorn@yahoo.com</a>
11.	Regional Manager, Tamilnadu Forest Plantation Corporation Ltd. Pudukottai	Mr. N. Ganesan, <b>Regional Manager</b> TAFCON, Indira Nagar, Machuvadi, Pudukottai Pudukottai District. Tamil Nadu, South India. PIN- 622 004.	<b>Phone:</b> (Off) 91-4322-270 683. <b>Mobile:</b> 94877-04764
12.	Regional Manager Tamilnadu Forest Plantation Corporation Ltd. Aranthangi	Mr. R.Neethirajan, B.Sc., M.A, <b>Regional Manager</b> TAFCON, 44.G, Pattukottai Road Aranthangi Tamil Nadu, South India. PIN- 614 616.	<b>Phone:</b> (Off) 91-4322-270 683. (Res) 91-4322-270 796. <b>Mobile:</b> 94877-04760

<b>Sl. No.</b>	<b>Name of Office/ Administrative unit</b>	<b>Name, Designation &amp; Address of Officer / Employee</b>	<b>Telephone &amp; Fax Office Tel: Residential Tel: Fax:</b>
13.	Regional Manager, Tamilnadu Forest Plantation Corporation Ltd. Karaikudi.	Mr. S. Nesamani, B.Sc., <b>Regional Manager</b> TAFORN, 5 <sup>th</sup> Street, South Extension, Subramaniapuram, Karaikudi, Sivaganga District. Tamil Nadu, South India. PIN- 630 001.	<b>Phone:</b> (Off) 91-4565 -224 828. (Res) 91-4565-224 773 <b>Mobile:</b> 94877-04762
14.	Regional Manager, Tamilnadu Forest Plantation Corporation Ltd. Vridhachalam.	Mr. D.Chandran, <b>Regional Manager</b> TAFORN, 450/1, Periyar Nagar (S), Vridhachalam, Cuddalore District. Tamil Nadu, South India.  <b>PIN- 606 001.</b>	<b>Phone:</b> (Off) 91-4143-238 922. <b>Mobile:</b> 94877-04766
15.	Regional Manager, Tamilnadu Forest Plantation Corporation Ltd. Villupuram.	Mr.P. Rajmohan, <b>Regional Manager</b> TAFORN, 12, Chairman Subburayalu Street, West Shanmugapuram, Villupuram, Villupuram District. Tamil Nadu, South India.  <b>PIN- – 605 602.</b>	<b>Phone:</b> (Off) 91-4146-223 771. <b>Mobile:</b> 94877-04768
16.	Regional Manager, Tamilnadu Forest Plantation Corporation Ltd. Tirukoilur.	Mr.M.Selvam, <b>Regional Manager</b> TAFORN, 81, Hospital Road, Tirukoilur, Villupuram District. Tamil Nadu, South India.  <b>PIN- 605 757</b>	<b>Phone:</b> (Off) 91-4153-252 341. <b>Mobile:</b> 94877-04770

## CHAPTER – 11

### Monthly remuneration received by each of its Officers and Employees

(Manual under Section 4(1) (b) (x))

11.1. **Information** on remuneration and compensation structure for Officers and employees in the following format.

Sl. No.	Designation/ No. of posts	Monthly remuneration for the cadre Rs.	Pay Band + Grade Pay (in Rs.)	System of compensation to determine remuneration as given in regulation.
1.	Chairman 1	2,07,800/-	Apex Scale Rs.80,000/-	Central Govt. Pay Scales (AIS/IFS Officers)
2.	Managing Director 1	VACANT		-do-
3.	Joint Managing Director 1	1,77,887/-	37400-67000+ 10000	-do-
4.	General Manager -	VACANT		-do-
5.	Chief Accounts Officer -	VACANT		As per the Pay scales approved by the Govt. of Tamil Nadu from time to time.
6.	Senior Systems Manager 1	96,926/-	15600-39100 + 6600	-do-
7.	Administrative Officer -		15600-39100 + 5400	-do-
8.	Company Secretary 1	56,519/-	15600-39100 + 6600	-do-
9.	Senior Draughting Officer 3	2,02,248/-	9300-34800 + 5100	-do-
10.	Regional Managers 6	5,18,448/-	15600-39100 + 6600	-do-
11.	Superintendents 8	3,43,741/-	9300-34800 + 4800	-do-
12.	Computer Operator Spl Grade -	VACANT	9300-34800 + 4300	-do-
13.	Jr. Draughting Officer 1	37654/-	9300-34800 + 4200	-do-
14.	Assistants 12	2,27,225/-	5200-20200 + 2800	-do-
15.	Junior Assistants 29	7,54,367/-	5200-20200 + 2400	-do-
16.	Steno-typists 3	1,77,085/-	9300-34800 + 4800 9300-34800 +4400	-do-
17.	Typist 1	20,092/-	5200-20200 + 2400	-do-
18.	Record Clerk 1	16,363/-	4800-10000 + 1400	-do-

Sl. No.	Designation/ No. of posts		Monthly remuneration for the cadre Rs.		System of compensation to determine remuneration as given in regulation.
19.	Rangers	24	9,49,216/-	9300-34800 + 5100	As per the Pay scales approved by the Govt. of Tamil Nadu from time to time.
20.	Foresters	81	2,43,753/-	9300-34800 + 4400	-do-
21.	Forest Guards	96	21,36,112/-	5200-20200 + 1900	-do-
22.	Forest Watchers	6	8,04,013/-	4800-10000 + 1650	-do-
23.	Senior Clonal Watchers	3	67,283/-	5200-20200 + 1900	-do-
24.	Supervisor	1	50,844/-	9300-15600 + 4400	-do-
25.	Junior Technical Assistants	1	Vacant	9300-34800 + 4300	-do-
26.	Drivers	9	1,65,720/-	5200-20200 + 2400	-do-
27.	Office Assistants	4	1,74,136/-	4800-10000 + 1300	-do-
28.	Office Watcher	1	17,345/-	4800-10000 + 1300	-do-
29.	Sweeper	-	-	4800-10000 + 1300	-do-
30.	Electrician	1	27,847/-	5200-20200 + 1900	-do-
31	Sweeper (special Scale of Pay)	3		1300-3000+300	
	TOTAL		300		

## CHAPTER – 12

### The Budget Allocated to each Agency including plans etc.

(Manual under Section 4(1) (b) (xi))

The Corporation carries out its physical activities like raising of plantations every year. The Corporation manages all these operations through the internal generations of resources by way of sale of pulpwood, cashew etc.

#### A). PHYSICAL TARGETS

	Actuals of 2015-16 (in ha.)	Actuals of 2016-17 (in ha.)	Budget Estimate for 2017-18 (in ha.)
<b>RAISING:</b>			
Eucalyptus	4,349	3,176	3,535
Cashew	711	298	416
Casuarina	--	--	--
Miscellaneous	--	--	--
Nelli	--	--	--
Secondary Timber	--	--	--
	----- 5,060 -----	----- 3,474 -----	----- 3,951 -----
<b>MAINTENANCE:</b>			
1) 2nd year Maintenance Eucalyptus	4,225	4,302	3,176
2) Cashew			
II	976	702	298
III	909	952	702
IV	814	874	952
	----- 2,699 -----	----- 2,528 -----	----- 1,952 -----
3) Casuarina II	--	--	--
4) Nelli II to VII	--	--	--
5) I.C.O.			
Cashew	1,805	4,473	4,069
Eucalyptus.	7,703	8,943	7,659
6) Mid – rotation Maintenance of Eucalyptus Plantation	4,097	4,001	952
7) Research & Development	--	--	--

**B). WORKING RESULTS:**

DETAILS	BUDGET ESTIMATE 2017-2018	ACTUAL FIGURES UP TO 31.03.2017	COMPARATIVE FIGURES UPTO 31.03.2016
<b>(Rs. in Lakhs)</b>			
Sales	6831.90	8412.35	6626.81
ADD: Closing stock	9.52	18.48	19.97
<b>TOTAL</b>	<b>6841.42</b>	<b>8430.83</b>	<b>6646.78</b>
LESS: Opening stock	16.36	19.97	20.36
<b>NET SALES</b>	<b>6825.06</b>	<b>8410.86</b>	<b>6626.42</b>
ADD: Other Income	744.42	886.44	1114.29
<b>GROSS INCOME</b>	<b>7569.48</b>	<b>9297.30</b>	<b>7740.71</b>
<b><u>ADMINISTRATIVE AND OTHER OVER HEADS</u></b>			
i) Operating Expenses	4502.24	5203.41	3711.18
ii) Managing Director's Remuneration	21.00	9.51	22.15
iii) Employees expenses	1865.33	1759.63	1565.30
iv) Repairs & Maintenance	153.75	36.83	77.36
v) Tax	149.62	167.78	268.42
vi) Corporation Social Responsibility	50.00	60.00	59.91
vii) Finance cost	0.00	5.08	0.32
viii) Other Expenses	197.21	143.17	136.16
<b>TOTAL</b>	<b>6939.15</b>	<b>7485.31</b>	<b>5840.80</b>
Profit(+)/Loss(-) before provision for depreciation and taxes	<b>630.33</b>	<b>1911.99</b>	<b>1899.91</b>
<b>Less: Provision for</b>			
i) Depreciation	50.00	39.62	47.88
ii) Interest on arrear lease rent (provision)	0.00	0.00	0.00
iii) Prior period expenses	14.00	4.41	31.96
<b>NET PROFIT / LOSS</b>	<b>566.33</b>	<b>1830.96</b>	<b>1820.07</b>





ICO - Cashew	4473.00	787.13	4441.00	715.00	4271.00	940.34	2415.00	472.13
ICO-Eucalyptus Coppice growth – 2nd rotation – 1 <sup>st</sup> year coppice	2650.00		3302.00	262.01	3098.00	316.88	3095.00	277.60
ICO-Eucalyptus Coppice growth – 2nd rotation – 1 <sup>st</sup> year coppice	4648.00	661.84	3430.00	140.80	3006.00	124.06	2874.00	133.63
ICO-Eucalyptus Coppice growth – 2nd rotation – 1 <sup>st</sup> year coppice	1645.00		2823.00	249.98	1614.00	221.60	2882.00	288.20
	-----	-----	-----	-----	-----	-----	-----	-----
	13416.00	371.13	13996.00	1367.79	11989.0	1602.88	11266.00	1171.56
	-----	-----	-----	-----	-----	-----	-----	-----

**B. Other assets such as buildings, roads, vehicles etc.**

<b>ACTUALS FOR 2016-17</b>	<b>REVISED ESTIMATE FOR 2017-18</b>	<b>BUDGET ESTIMATE FOR 2018-19</b>
Amount Rs. In Lakhs	Amount Rs. in Lakhs	Amount Rs. in Lakhs
81.10	118.13	151.95

## **CHAPTER– 13**

### **Manner of Execution of Subsidy Programmes**

(Manual under Section 4(1) (b) (xii))

Tamilnadu Forest Plantation Corporation does not implement any programme /scheme for which subsidy is provided.

## CHAPTER – 14

### Recipients of Concessions, permits or authorization granted by it

(Manual under Section 4(1) (b) (xiii))

#### 14.1. Names and addresses of recipients of benefits under each programme/scheme

Institutional beneficiaries	NIL
Individual beneficiaries	NIL

## CHAPTER – 15

### Information available in an electronic form

( Manual under Section 4(1)(b)(xiv) )

#### 15.1. Details of information related to the various schemes of the department in Electronic formats.

Electronic format	Description	Contents	Designation and Address of the custodian of information
Website	<a href="http://www.tafcorn.tn.gov.in/">http://www.tafcorn.tn.gov.in/</a>	Activities and various programmes of the Corporation	Corporate office

*( The information can be accessed through Internet throughout the day.)*

## CHAPTER – 16

### Facilities available to citizens for obtaining information

(Manual under Section 4(1)(b)(xv) )

#### 16.1. Particulars of information dissemination mechanisms available to the public.

Facility	Description	Details of information made available
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Notice Board	Offices of TAFCON	Sale Notice, Tender Notice etc.
News paper reports	In the paper editions that are required	Sale Notice, Tender Notice etc.
Websites	<a href="http://www.tafcorn.tn.gov.in/">http://www.tafcorn.tn.gov.in/</a>	Activities of the <b>Corporation</b> , Sale Notice, Tender Notice etc.

## CHAPTER – 17

### Names, designations and other particulars of the Public Information Officers (Manual under Section 4(1)(b)(xvi) )

17.1. Contact **information** about the Public **Information** officer:

**a). Public Information Officer (PIO) and Appellate Authority in Registered Office, TAFCON, Trichy:**

Sl. No	Name of the Office	Public Information Officer/ Appellate Authority	Name & Designation	Contact Numbers	E-Mail
1.	TAFCON Karur Main Road, Mallachipuram, Tiruchirapalli – 620 101	Public Information Officer	Mr. R. Mathan, Company Secretary and Chief Accounts Officer (FAC))	0431 – 2706602 0431 – 2706604 0431 – 2706608 (FAX) 94877 – 04753 (Mobile)	tafcorn@yaho o.com
2.	TAFCON Karur Main Road, Mallachipuram, Tiruchirapalli – 620 101	Appellate Authority	Dr.H. Malleshappa, I.F.S., Managing Director (FAC)	0431 – 2706602 0431 – 2706604 0431 – 2706608 (FAX) 94877 – 04751 (Mobile)	tafcorn@yaho o.com

**b). Public Information Officer (PIO) and Appellate Authority in Office of the Regional Manager, TAF CORN, Pudukottai:**

<b>Sl. No</b>	<b>Name of the Office</b>	<b>Public Information Officer/ Appellate Authority</b>	<b>Name &amp; Designation</b>	<b>Contact Numbers</b>	<b>E-Mail</b>
<b>1.</b>	<b>Regional Manager, TAF CORN, Indira Nagar, Machuvadi Pudukottai – 622 004</b>	<b>Public Information Officer</b>	<b>Mr.S.Saravana Prabu, Superintendent</b>	<b>04322 – 270683 94877 04765</b>	<b>rmpudukkottai@gmail.com</b>
<b>2.</b>	<b>Regional Manager, TAF CORN, Indira Nagar, Machuvadi Pudukottai – 622 004</b>	<b>Appellate Authority</b>	<b>Mr. N. Ganesan, Regional Manager</b>	<b>04322 – 270683 94877 – 04764 (Mobile)</b>	<b>rmpudukkottai@gmail.com</b>

**c). Public Information Officer (PIO) and Appellate Authority in Office of the Regional Manager, TAF CORN, Aranthangi:**

<b>Sl. No</b>	<b>Name of the Office</b>	<b>Public Information Officer/ Appellate Authority</b>	<b>Name &amp; Designation</b>	<b>Contact Numbers</b>	<b>E-Mail</b>
<b>1.</b>	<b>Regional Manager, TAF CORN, 173G, Pattukottai Road, Aranthangi</b>	<b>Public Information Officer</b>	<b>Ms.N.Vallikannu, Superintendent</b>	<b>04371 – 270909 94877 – 04761 (Mobile)</b>	<b>tafcorn1@yahoo.com</b>
<b>2.</b>	<b>Regional Manager, TAF CORN, 173G,</b>	<b>Appellate Authority</b>	<b>Mr. R.Neethirajan, Regional Manager</b>	<b>04371 – 270909 94877 – 04760</b>	<b>tafcorn1@yahoo.com</b>

	<b>Pattukottai Road, Aranthangi</b>			<b>(Mobile)</b>	
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**d). Public Information Officer (PIO) and Appellate Authority in Office of the Regional Manager, TAF CORN, Karaikudi:**

<b>Sl. No</b>	<b>Name of the Office</b>	<b>Public Information Officer/ Appellate Authority</b>	<b>Name &amp; Designation</b>	<b>Contact Numbers</b>	<b>E-Mail</b>
<b>1.</b>	<b>Regional Manager, TAF CORN, Subramaniapuram 5<sup>th</sup> Street South, Karaikudi – 630 002</b>	<b>Public Information Officer</b>	<b>Ms.R.Malarvizhi Superintendent</b>	<b>04565 – 224828 94877 – 04763 (Mobile)</b>	<b>rmkaraikudi@gmail.com</b>
<b>2.</b>	<b>Regional Manager, TAF CORN, Subramaniapuram 5<sup>th</sup> Street South, Karaikudi – 630 002</b>	<b>Appellate Authority</b>	<b>Mr.S.Nesamani, Regional Manager</b>	<b>04565 – 224828 94877 – 04762 (Mobile)</b>	<b>rmkaraikudi@gmail.com</b>

**e). Public Information Officer (PIO) and Appellate Authority in Office of the Regional Manager, TAF CORN, Virudhachalam:**

<b>Sl. No</b>	<b>Name of the Office</b>	<b>Public Information Officer/ Appellate Authority</b>	<b>Name &amp; Designation</b>	<b>Contact Numbers</b>	<b>E-Mail</b>
<b>1.</b>	<b>Regional Manager, TAF CORN, 450/1,Periyar Nagar (S) Cuddalore Road, Virudhachalam – 606 001</b>	<b>Public Information Officer</b>	<b>Ms. N.Yamuna, Superintendent</b>	<b>04143 – 238922 94877 04767</b>	<b>rmtafcornvdm@yahoo.com</b>
<b>2.</b>	<b>Regional Manager, TAF CORN, 450/1,Periyar Nagar (S)</b>	<b>Appellate Authority</b>	<b>Mr. D.Chandran, Regional Manager</b>	<b>04143 – 238922 94877 – 04766 (Mobile)</b>	<b>rmtafcornvdm@yahoo.com</b>

Cuddalore Road, Virudhachalam – 606 001				
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f). Public Information Officer (PIO) and Appellate Authority in Office of the Regional Manager, TAFORN, Tirukoilur:

Sl. No	Name of the Office	Public Information Officer/ Appellate Authority	Name & Designation	Contact Numbers	E-Mail
1.	Regional Manager, TAFORN, 2/81, Hospital Road, Tirukoilur – 605 757	Public Information Officer	Mr.G.Senthilkumar Superintendent	04153 – 252341 94877 04771	rmtafcorntkr@yahoo.in
2.	Regional Manager, TAFORN, 2/81, Hospital Road, Tirukoilur – 605 757	Appellate Authority	Mr.M.Selvam, Regional Manager	04153 – 252341 94877 – 04770 (Mobile)	rmtafcorntkr@yahoo.in

g). Public Information Officer (PIO) and Appellate Authority in Office of the Regional Manager, TAFORN, Villupuram:

Sl. No	Name of the Office	Public Information Officer/ Appellate Authority	Name & Designation	Contact Numbers	E-Mail
1.	Regional Manager, TAFORN, 12, Chairman Subbarayalu Street, Villupuram – 605 602	Public Information Officer	Mrs.G.Chandra, Superintendent	04146 – 223771 94877 – 04769 (Mobile)	rmvpm@ymail.com
2.	Regional Manager, TAFORN, 12, Chairman Subbarayalu	Appellate Authority	Mr. P. Rajmohan, Regional Manager	04146 – 223771 94877 – 04768 (Mobile)	rmvpm@ymail.com

Street, Villupuram – 605 602				
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## CHAPTER - 18

### **Other Useful information**

(Section 4(1) (b) (xvii))

#### **SUITABILITY OF EUCALYPTUS IN ALL VARIETIES FOR PLANTING ON A WIDE SPREAD BASIS IN TAMILNADU**

*The genus Eucalyptus has more than 500 species. It is a native of Australia. In Tamil Nadu, the species Eucalyptus tereticornis has been predominantly planted in the plains. Another species Eucalyptus camaldulensis has also been planted although to much lesser extent. Eucalyptus tereticornis is commonly known as Eucalyptus hybrid in Tamil Nadu.*

*These 500 species of Eucalyptus forms extensive natural forest cover of Australia. Over millions of years, these Eucalyptus species has adopted themselves to the various types of soil, rainfall and climatic conditions prevailing over the vast continent. Some species of Eucalyptus growing in marshy lands have adapted to that particular environment by transpiring more water. Hardy species like Eucalyptus tereticornis and Eucalyptus camaldulensis have evolved in areas of rainfall around 200 mm/year (Tamil Nadu average rainfall is 980 mm/year). These species, like camel's adaptation to desert conditions, have adaptation and contrivances to grow fast even under very low rainfall. This species is cultivated in the plains of Tamil Nadu, where the rainfall is moderate.*

*Loss of water from plant to atmosphere happens through the leaves of the plant. This phenomenon is known as transpiration.*

Therefore, the loss of water from the soil by the plant is dependent on,

1. the total leaf area
2. the number of 'stomata' or the pores in the leaves
3. their location, whether on the dorsal side (upper surface facing the sun) or the *ventral (shaded) side*.
4. the position of the stomata in the leaves, whether they or on the surface of the *leaf or sunken (extended) under the tissues*.
5. the wax coating on the leaves to minimize the evaporation.
6. the capacity to reflect the sun light (back to atmosphere (albido effect) of the leaves.
7. size of the leaves and its phyllo taxy (leaves exposure pattern to the sun light).
8. their total root area (root biomass)
9. the depth of their root system in the soil.

*Considering these facts we should compare the use of water between Eucalyptus (the accused) and other species of trees like Mango and coconut.*

*A full-grown mango tree transpires over 80 litre of water per day and coconut more than 100 lit./day. In contrast to these, a 10-year-old Eucalyptus tree transpires about 20 lit/day only. (Lima and O' Loughin - quoted in FAO booklet on ' the ecological effects of Eucalyptus - 1987).*



***The lower rate of transpiration in Eucalyptus tereticornis and Eucalyptus camaldulensis and its hybrids (which are only planted in the plains of Tamil Nadu) is due to the following factors.***

1. The leaf size and numbers are less contributing to the comparatively lesser leaf area of ***Eucalyptus tereticornis***.
2. Lesser number of stomata (pores in the leaves) that too mostly located on the ventral (lower) side of the leaves combined with their sunken position below a waxy layer of cuticle of the leaf epidermis are contributing to the plants efficiency in minimizing the loss of water by transpiration and maximizing biomass production with minimum water.
3. The white waxy coating on the leaves reflects the sun light more effectively thus contributing to the prevention of leaf temperature raise.
4. The phyllotaxy (Pattern of arrangements of the leaves on the branches and their relative position facing the sun) of eucalyptus is in a manner that help the plant to reduce the heat from the sunlight most effectively.
5. The number of branches are very less compared to other forest trees, that too are located on the top 1/5<sup>th</sup> of the total ht.of the tree.
6. The root biomass of Eucalyptus tree is less than 1/10<sup>th</sup> the above ground biomass and that too is confined to the top 11 1.5 mt. of the soil horizon. Therefore, the tree has the possibility of utilizing only the moisture available at depth of maximum 2 mts.
7. Whereas Tamil Nadu receives a total rainfall of 123-lakh hectare meter and ground water availability is only 21-lakh hectare meter. The remaining 77-lakh hectare meter of water is lost without proper harnessing and utilization.

Rainwater falling of the soil is rapidly lost by pan evaporation from the open areas. Water particles are held in the soil capillaries upto the depth of 5' only that too for a day or two only. Afterwards, they are lost from this zone, either by upward evaporation or by downward percolation.

Therefore, it is very essential that some means or contrivances have to be found out that enables maximum utilization of this moisture within minimum period. ***Eucalyptus tereticornis*** (commonly called as Eucalyptus hybrid, grown in the plains of Tamil Nadu), root system does not penetrate the soil to more than 2 mts. depth. The total root system of the Eucalyptus species is confined to the top 3 m<sup>3</sup> of soil mass. In comparison, the root system of ***Prosopis juliflora*** (Velikattan - in Tamil), the thorny species, penetrates the soil upto 40' deep and in many cases extends upto the first layer of underground water to even 60'. That is why that species is able to withstand repeated heckling by people. In contrast, Eucalyptus does not cause any depletion of this acquifer. It only maximizes the utility of moisture that would have otherwise evaporated. The rate of evaporation is much severe in open wastelands of Tamil Nadu. Therefore, the cultivation of variety of Eucalyptus that has in built hydrological auditing mechanism will enhance the rainwater-harvesting quantum. Apart from this, the abundant sun energy that falls on the Tamil Nadu soils also could be effectively harvested by this species by accumulating maximum biomass aided by its very effective photosynthetic mechanism.

***Eucalyptus tereticornis, the species planted in the plains of Tamil Nadu, is entirely rainfed. The soil water content fluctuates according to P/E ratio (that is the ratio between precipitation or rainfall and evaporation from the soil). In these areas, no water drains to the water table. There may be surface run-off during heavy rainstorms. The Eucalyptus plantation makes use of such, otherwise depilatable soil water. The density and growth of the trees depends upon the soil water available to it. Therefore, changing the kind of vegetation makes no difference to the regional hydrology. (FAO - in the publication ecological effect of Eucalyptus 1987).***

The experimental research findings on the Eucalyptus compared to other vegetation with respect to water utility has proved that in moderate rainfall areas like (Tamil Nadu). The efficiency with which Eucalyptus converts sun energy into biomass with the limited amount of water could be considered as the best species under such conditions. Eucalyptus tereticornis also has the adaptations through contrivances for regulating the transpiration thereby reducing the water uptake, when it is not available in its root zone, which does not penetrate more than 2m of depth of the soil.

Place: Trichirapalli  
Date :

Managing Director,  
TAFCORN

Exsiting Dated February, 2018.