FOREST DEVELOPMENT CORPORATION OF MAHARASHTRA LIMITED

(A Government of Maharashtra Enterprise)

No. Desk-PLN/R&M/FSC/C.R.29/24-25/ 1075 Dtd: 18 JUL 2024

CIRCULAR

Subject : FSC Manual Procedure Code for FDCM

Forest Stewardship Council (FSC) has formulated its own policy and issued the guidelines regarding the Standard for India and Chain of Custody certification for certificate holders **(Encl: FSC-STD-IND-01-2022 EN, FSC-STD-40-004-V3-1 EN)**. The same were explained during the workshop held on 15th March, 2024. The same are enclosed herewith as **Appendix - A** for ready reference and further necessary action.

Encl : As above

(Sanjeev Gaur)
Chief General Manager (Planning)

To,

The General Manager, Nagpur Region, Nagpur

The Regional Manager, Chandrapur Region, Chandrapur

The Divisional Managers, Forest Project Divisions,

Nagpur / Bhandara / Yawatmal / Chandrapur / Markhanda / Pranhita / Depot Div. Ballarshah

Registered Office : FDCM Bhavan, 359/B, Hingna Road, Ambazari, Nagpur - 440 036
CIN : U45200MH1974SGC017206 **PAN :** AAACF2982K **GST No.:** 27AAACF2982K1ZD
Ph. No.: 0712-2811905 **E-mail :** md@fdcm.nic.in **Website :** www.fdcm.nic.in

FSC MANUAL PROCEDURE

FOREST DEVELOPMENT CORPORATION OF MAHARASHTRA LTD

SITE ADDRESS: FDCM Bhavan, 359 B, Ambazari, Hingna Road Nagpur - 440036

Chain of Custody and Trademark

Contact details :0712-2811957/2811959

Email: gmplnfdcm@gmail.com

Website: www.fdcm.nic.in

FSC COC Administrator: Sanjeev Gaur, Chief General Manager (Planning)

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TERMS AND DEFINITIONS

Approval date: The date on which an FSC normative document is approved by the approval body.

Assembled product: Product that is constructed from two or more forest-based components (e.g. solid wood and veneer), assembled together to form another product (Plywood, Block Board products, and packaging or printed materials containing different sticker components).

Certification body: A body that performs conformity assessment services and that can be the object of accreditation (adapted from BIS710, 303, 2022, 1659).

Chain of custody: The FSC chain of custody (CoC) is the path taken by products from the forest, or, to the point where the product is sold with an FSC claim and/or is finished and FSC-labelled. The CoC includes each stage of sourcing, processing, trading, and distribution where progress to the next stage of the supply chain involves a change of product ownership.

Claim period: A period of time that has been specified by the organization for each product group for the purpose of making a specific FSC claim. The minimum length of the claim period is the length of time to complete a batch run including receipt, storage, processing, labeling, and sale of the output product.

CoC management system: The organizational structure, policies, procedures, processes, and resources needed to successfully meet the requirement soft his standard.

Complaint: An expression of dissatisfaction provided in writing by any person or organization in relation to the certified organization's conformity to the requirements. The complaint must be applicable to the scope of the organization's CoC certificate and includes the name and contact information of the complain and, a clear description of the issue, and evidence to support each element or aspect of the complaint.

Component: Any individual and distinguishable part of an assembled product.

Conversion factor: The ratio between material quantity entering and leaving a given transformation process used by the organization. The conversion factor is calculated by dividing the output quantity by the input quantity and is applied either to the whole product or to each individual component of a product.

Co-product: Output produced during the process of primary manufacturing of another (principal) product from the same inputs (e.g. sawdust, chips generate during lumber processing).

Delivery document: Document accompanying a shipment of goods that lists physically or Electronically the description, grade, and quantity of the goods delivered. Examples of delivery documents are delivery notes, shipping documents, transport documents, or packing lists.

Effective date: The date on which the published FSC normative document becomes applicable for use.

Eligible input: Virgin and reclaimed input material that is eligible to enter a specific FSC product group depending on its material category.

End-user (end-consumer): A person or organization that purchases and uses a product rather than one that manufactures trades and/or sell it.

Finished product: A product that will not undergo further transformation in terms of processing, labeling ,or packagingpriortoitsintendedenduseorsaletotheend-user.Installation of finished products, the filling of packaging, and cutting to size are not considered product transformation ,unless these activities involve re packaging, changing of the FSC product composition , or relabeling.

FSC-certified material: Input material that is supplied with an FSC 100%, FSC Mix, and claim from an FSC-certified supplier.

FSC-certified product: A product that conforms to all applicable certification requirements and is eligible to be sold with FSC claims on invoice sand to be promoted with the FSC trademarks.

FSC claim: A claim made on sales and delivery documents for FSC-certified output products. The FSC claims are: FSC100%, FSC Mix%, FSC Mix Credit.

FSC control system: System used for controlling the quantities of products in a product group that can be sold with the FSC claims. The FSC control systems are: transfer, percentage and credit systems.

FSC credit: Amount of product (volume or weight) that can be sold from a credit account with an FSC Mix Credit.

FSC100%: FSC claim for products based on inputs exclusively from FSC-certified natural forests or plantations.

FSCMix: FSC claim for products based on inputs of one or more of the following material categories: FSC100%, FSCMix,

FSC percentage: Percentage of claim-contributing inputs to a product group for a specific claim period or job order under the percentage system.

FSC Transaction: Purchase or sale of products with FSC claims on sales documents.

Non-conforming product: Product o material for which an organization is unable to demonstrate that it conforms to the applicable FSC certification requirements and eligibility requirements for making FSC claims.

Online claims platform (OCP): An FSC digital platform where transactions of FSC-certified products by FSC certificate holders are recorded for the purpose of transaction verification.

On-product: The term applied to any FSC-certification-related label or marking that is attached or applied to a product or its packaging. Examples of on-product labels or marks include product tags, stencils, and heat brands.

Organization: The person or entity holding or applying for certification and there for e responsible for demonstrating conformity to the applicable requirements upon which FSC certification is based.

Output: finished products that are produced and/or supplied by an FSC-certified organization with an FSC claim.

Outsourcing: The practice of contracting an internal business process (i.e. activities or tasks that produce a specific service or product) to another organization. Outsourcing activities usually take place outside the organization's facilities. However, the organization may establish outsourcing agreements with other companies operating within its facilities when the organization has no control or supervision over the activities performed by the contractor.

Participating site: A site included in the scope of a multi-site or group certificate. Contractors that are used within the terms of outsourcing agreements are not considered participating sites.

Percentage system: FSC control system which hallows outputs to be sold with FSC claim score responding to the proportion of claim-contributing inputs in a job order or over a specified claim period.

Physical possession: Physical handling of FSC-certified materials and products by the organization (e.g. logging, storage, manufacturing, distribution).Transportation is not considered physical possession in the context of this standard.

Primary manufacturing: Any processing that transforms virgin round wood or VENEER or sawn materials into other products.

Procedure: A specified way to carry out an activity or process.

Product group: A product or group of products specified by the organization, which share basic input and output characteristics and thus can be combined for the purpose of control of FSC output claim sand labeling.

Product type: A general description of outputs based on a classification system specified in FSC-STD-40-004a EN FSC Product Classification.

Sales document: A legal commercial instrument that attests to the sale of a product (e.g. invoice, bill of sale or credit note), serving as a demand for payment and becoming a document of title when paid in full. It can be physical or electronic and it identifies the trading parties, the items sold, and the quantities, dates of sale, and prices.

Site: A single functional unit of an organization situated at one physical location, which is geographically distinct from other units of the same organization. Organization's sub-sites may however be regarded as parts of a site if they are an extension o fit with no purchasing, processing, or sales functions of their own (e.g. a remote stockholding). Contractors that are used within the terms of outsourcing agreements

Supplier: An individual, company, or other legal entity providing forest-based input materials to the organization.

Trader: A person or legal entity that buys and sells wood and/or non-timber forest products and who takes legal possession of the goods. Traders do not conduct any transformation of these products, either directly or throughout sourcing.

Transaction verification: Verification by certification bodies and /or Accreditation Services International (ASI) that FSC output claims made by certificate holders are accurate and match with the FSC input claims of their trading partners.

Transfer system: FSC control system which allows outputs to be sold with an FSC claim that is identical to, or lower than, the input material category and, if applicable, the lowest associated percentage claim or credit claim.

Virgin material: Primary material originating in natural forests or plantations.

PART -I

COMPANY PROFILE

Our Vision - To ensure that forests under our administration control are managed in such a way that they are equipped with sufficient stock of standing quality- timber of all sizes in the form of growing trees at every point of time.

Our Mission -To manage forests in conformity with Management Plans duly approved by the Competent Authority for achieving objectives spelt out in National Working Plan Code.

Working departments - Under the jurisdiction of FDCM there are total 11 Forest Project Division and 1 centralized depot division at Ballarshah out of which 6 Forest Project Division namely Nagpur, Yawatmal, Bhandara, Chandrapur, Pranhita, Markhanda and Ballarshah Depot division is included in the scope of FSC certification procedure.

Introduction of Company -

1. Prior to the creation of the Forest Development Corporation in the State of Maharashtra, Forest Development Board was established by the Government of Maharashtra in 1969 for converting large blocks of low valued mixed forests into valuable stands. Considering the experience of the Forest Development Board and the recommendations of the National Commission for Agriculture, Forest Development Board was metamorphosed into the Forest Development Corporation of Maharashtra Limited ("FDCM"). FDCM was incorporated under the Companies Act, 1956 on 16th February 1974, as a wholly owned Government of Maharashtra Enterprises. FDCM is one of the rare examples of successful forest plantation ventures in our country.

2. The FDCM has lived up to the mandate assigned to it and established valuable teak plantations. With over five decades of experience in raising teak plantations, harvesting based on time-tested silvicultural practices and marketing of timber and other forest produce, FDCM is a trailblazer in production forestry. It ranks among the best-managed State Public Sector Companies in the country with a track record of consistently making profits and paying dividends to the Government. The Company's contribution in generating rural employment is also noteworthy.

Objectives

3. The paramount objectives of the Company as enshrined in its Memorandum of Association are summarized as follows-

i. To develop land in the State of Maharashtra acquired by the Company by purchase, lease or otherwise for forest resources by raising thereon plantations of economically important species like teak, bamboo, khair, semal and such other suitable species as the Company may think fit.

ii. To plant, grow, cultivate, produce and raise plantations of all kinds or varieties of forest plants, trees and crops and natural products of any kind and other agricultural crops and to buy, sell, export, import, process, distribute or otherwise deal in all kinds of forest plants, forest produce, trees, crops, natural products and agricultural and silvicultural cash crops.

iii. To maintain, conserve, protectand preserve plants, crops, trees raised or come up naturally on the lands leased to or owned by the Company.

iv. To undertake maintenance, preservation, protection and development of the existing fauna.

v. To carry on business of felling, converting, dragging, hauling, marketing, processing, standardizing, grading, sorting, distributing and selling the forest products naturally or otherwise grown or raised on the lands leased or owned by the Company.

vi. To carry on business of timber and lumber merchants, lumber yard and saw mill shingle mill and pulp and paper mill proprietors, and to buy, sell prepare for market, process import, export and otherwise deal in timber piles and poles lumber and wood of all kinds.

vii. To manufacture and deal in articles of all kinds in the manufacturers of which timber or wood or any other forest produce is used.

viii. To carry on the business of logging and lumbering, purchasing, acquiring and leasing timber berths, and so far as may be deemed expedient the business of general merchants in any other business which may seem to the Company capable of being conveniently carried on in connection with any of the above or calculated directly or indirectly to render profitable or to enhance the value of the Company's property or rights of the time being.

ix. To carry on business as manufacturers of and dealers in plywood, pulpwood, matchwood, hardwood, wood blocks for flooring and other purposes, boxes, windows, doors, wood pulps, wood wool, masts, spars, derricks, sleepers, tool handless, paneling, woodwork, furniture and articles of all description wholly or partly made from wood or forest produce, the waste products or by-products of wood or forest produce.

4. The present Authorized Share Capital of the Company is 330 crores. And the Paid-up equity Capital is Rs. 323 crores.

5. As per the provisions of the Companies Act 2013, read with the Articles of Association of the Company, the power to appoint Directors on the Board of the Company is vested with Hon'ble Governor of Maharashtra. Experts and eminent person from the forestry profession and Government Officers are appointed on the Board of Directors of FDCM. At present, Hon'ble Minister (Forests) is the ex-officio chairperson with the Principal Secretary (Forests), the PCCF (HoFF) and the Deputy Secretary (Forests) are the ex-officio Directors of the Company. Except for the few senior level posts namely, the Managing Director, Chief General Managers, General Manager and Regional Managers, who are the IFS officers, the FDCM has its own sanctioned staff of about 1680 posts.

Area of Operations

6. Ever since the inception the FDCM, the Government of Maharashtra has leased out forest land across the State to it on certain terms and conditions, few of which are highlighted as under-

i. The FDCM shall utilize the leased lands for the purpose of raising plantations of economically important species like teak, Bamboo etc.
ii. The FDCM shall be at liberty to construct the roads, Buildings structures either of temporary or permanent nature, ancillary to its works on the lands leased to it.
iii. The Government shall not entertain any request for grants of forest lands for Agriculture or any other use and shall not sublet or allot lands leased to it for Agriculture for any other purpose without prior approval of the FDCM.
iv. The forest lands have been transferred to the FDCM in the form of *pattas* without transfer of ownership for Development, Management and Exploitations on the scientific lines.
v. The Government of Maharashtra will have no lien or rights over produced obtained from the crop to be grown in the transfer areas.

vi. The FDCM shall be free to sell, process or utilized in any manner the forest produce obtained by it from the transfer areas and retain the sell produce and other income there from for its own use.

7. At present, the extent of forest areas leased out to the FDCM extends over 3.43 lakh ha, which for the administrative reasons is divided into three Regions namely, Chandrapur, Nagpur and Nashik. The above three Regions are further sub-divided into 12 Forest Project Divisions and 1 Depot Division.

Delegation and Sub-delegation of Administrative and Financial Powers

8. The Articles of Association and Memorandum of Association are the bye-laws framed in furtherance of the Companies Act, whereby the Managing Director has been delegated administrative and financial powers by the Board of Directors for the day-to-day management of the Company. The Articles of Association also contain provisions, whereby the Managing Director has been authorized to sub-delegate such of his powers as he deems fit, to other officers of the Companies subordinate to him. Accordingly, the Managing Director, from time to time has sub-delegated his certain powers to subordinate officials.

Statutory Powers under the Indian Forest Act 1927 and the Wild Life (Protection) Act 1972

9. While leasing out forest areas to the FDCM, one of the conditions stipulated by the State Government is that the Corporation shall be responsible for the protection and the conservation of forest lands under its administrative control. Accordingly, soon after the incorporation of the FDCM, the Government of Maharashtra empowered and invested the FDCM officials with the statutory powers under the Indian Forest Act, 1927, which have been revised and further modified from time to time and updated on 21.05.2013, so that they can discharge their functions as forest-officers within the meaning of the said Act.

10. Similarly, the State Government has appointed the field functionaries of the FDCM as the Wild Life Wardens and has also authorized them wherever necessary, with statutory powers under Wild Life (Protection) Act, 1972. Further, the Chief Wildlife Warden has also delegated his powers under section 5 of the Wild Life (Protection) Act, 1972 to the FDCM officials vide notification dated 25.07.2013. With such investment, authorization and delegation of statutory powers, the field functionaries in the FDCM exercise the same powers as that of the forest officers of the State Forest Department, with regards to the protection and conservation of forests and law enforcement under the said legislations.

Mode of Working in the Past

11. Almost entire forests assigned to the FDCM are dry deciduous in nature, with teak as the principal species. Being strictly shade intolerant, teak species requires bright sunshine for its vigorous growth. This implies that, if any undesired growth in the form of shade tolerant and

inferior species is not cleared to make the conducive conditions for the principal species, i.e. teak and its associates, the latter is bound to be suppressed by the former.

12. Apart from the aforesaid scientific reasons, Teak is one of the most time-tested sources of superior timber in the world. Teakwood can withstand the vagaries of nature due to its closely packed grains and high content of natural oil exuded by the tree, which makes it termite-proof and water-resistant. This is what gives teak its unmatched durability and makes it the most favored material for construction purposes. The Great Marathas and the British could build their empires on the strengths of their naval power, which was itself based on ships made of teak. Apt to say, ***"age cannot wither it, nor custom stale its infinite variety"***……

13. Teak is a versatile timber with a unique combination of strength, durability, workability, and great aesthetic appeal. It is a naturally beautiful timber with its typically straight grain and pleasing golden brown color. Among all the teak varieties of the world, the Central Indian teak (also known as the CP Teak) is the finest, due to its superior quality and alluring visual appeal. Furniture made of the CP teak can last for hundreds of years, thereby making it an important carbon sink.

14. With aforesaid consideration, after the formation of the Forest Development Board in 1969, and later the FDCM, Teak plantations to the tune of 1,24,355 ha. were raised by clear felling the forests during the period 1970-87. After the moratorium on clear felling imposed in 1987, FDCM was entrusted with the task of afforestation of degraded forests as well as forest waste lands during 1988-91. Total area tackled under the said Massive Afforestation Programme during this period was 2,35,608 ha. Teak/Bamboo plantations were raised under the World Bank aided Maharashtra Forestry Project during 1992 to 2000 over 1,20,905 ha.

Cardinal Principles of Production Forestry Followed by the FDCM

15. In the words of W.E. D'arcy, the author of the treatise, titled as 'Forest Working-Plans in India'—

"The Timber growing is one of the few kinds of creative processes in which both product and productive machinery are the same thing. The wood of the stem cannot be removed without destroying the machinery (Growing Stock) that produced it. A clear distinction must, therefore, be drawn between the trees that must be left to produce more wood and the surplus trees that can be regarded as product and harvested."

16. Similarly, David M. Smith, in his masterpiece named as 'The Practice of Silviculture' quotes—

"Paradoxical and repugnant to certain influential segments of public opinion, useful forests are <u>created and maintained</u> chiefly by the destruction of judiciously chosen parts of them. One of the characteristics of life is death, if there were no death, there would be no space for new life."

17. Sticking to the philosophy cited above, the paramount consideration of forest management for the FDCM is that, in furtherance of robust economy and to attain self-sufficiency, it is essential that the country has sufficient stock of standing quality-timber of all sizes in the form of growing trees at every point of time. Therefore, the FDCM considers that the Forests must be managed and maintained in such a manner, that it's manager should always be equipped to meet sudden demand of quality-timber of all sizes, arising out of unforeseen exigencies.

18. With above considerations, the FDCM has been managing its forests, following the cardinal principles listed out as under—

i. To ensure maximum Current Annual Increment.

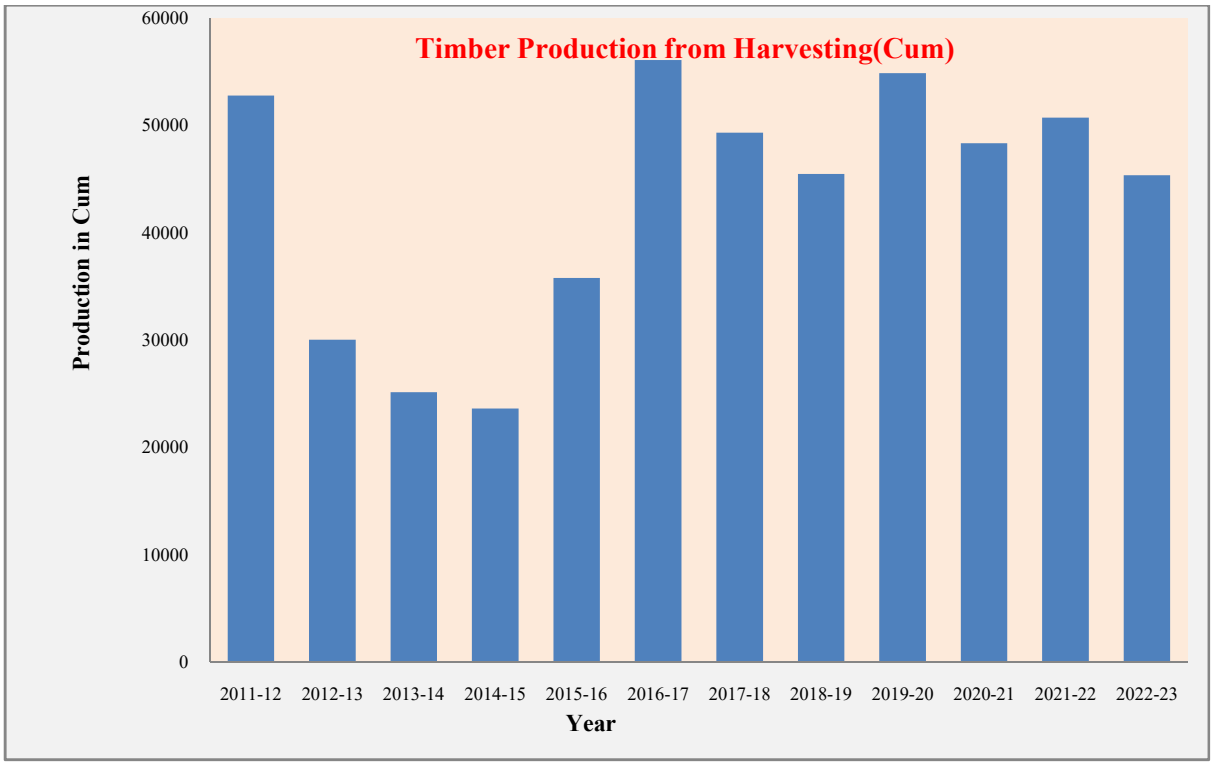
ii. To ensure that the said maximum CAI is accumulated on the main stems of the vigorously growing trees of principal species, and not on the deceased, suppressed and malformed ones.

iii. While ensuring (i) and (ii) above, to further ensure that the productivity of the site is not deteriorated in future.

Entire working of forests managed by the FDCM is on the touchstones of the above-mentioned cardinal principles.

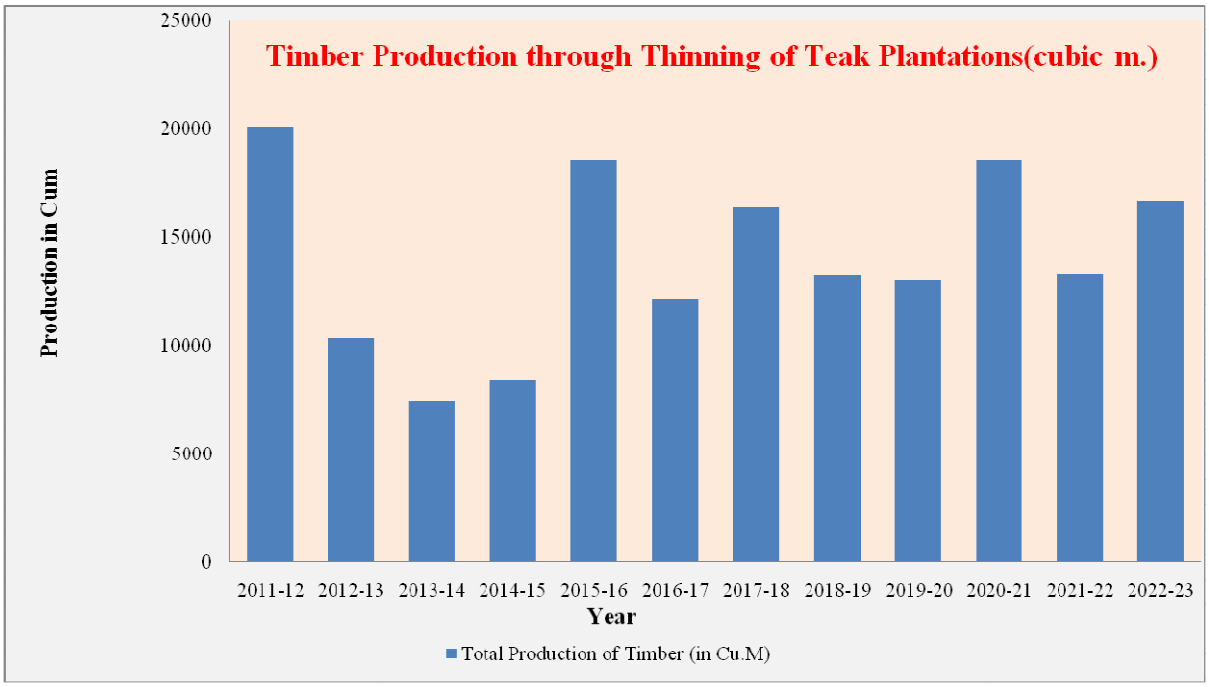
New approach in tackling irregular, uneven-aged forests

19. Vast tracts of forests managed by the FDCM fall in the category of irregular, un-even aged forests on varied composition, making their scientific management, challenging, and intriguing. The FDCM took up this challenge and came up with the unique Silvicultural System named as, **Conversion to Uniform System with Supplemental Artificial Regeneration of Genetically Superior Stock**, more commonly known as the Over-wood Removal (OWR) System. After several rounds of deliberations at the highest level in the Ministry, this silvicultural system was accorded approval by the MoEF in the year 2001. Since then, it has been adopted in FDCM as well as in few of the Forest Divisions in the Maharashtra Forest Department. This system is based on the objective criteria of Critical Crop Girth, which shall be discussed in the succeeding paragraphs. Pure teak plantations under the aforesaid silvicultural system have been taken up since the year 2002 and about 35000 ha. areas ha .forests been tackled accordingly. Year-wise production from harvesting is shown below.



The Thinning Regime Developed by the FDCM

20. Majority of the forest areas managed by the FDCM are dry deciduous, predominated by the shade intolerant teak and its associate species. As mentioned in the preceding paragraphs, prior to the years 1987 and after 2002, the forests have been managed under the even aged system. This necessitates the introduction of sound thinning regime, aimed at manipulation of stands to obtain the optimal CAI on judiciously selected trees of principal species. With this objective, the FDCM has developed its own thinning regime. These guidelines are enforced since the year 1999. About 33% of the Revenue is realized through the thinning operations in the FDCM. The timber-production from thinning is shown as below.


Timber Production through Thinning of Teak Plantations(cubic m.)
Production in Cum
25000
20000
15000
10000
5000
0
2011-12
2012-13
2013-14
2014-15
2015-16
2016-17
2017-18
2018-19
2019-20
2020-21
2021-22
2022-23
Year
Total Production of Timber (in Cu.M)


Latitude: 21.034641
Longitude: 79.895424
Elevation: 345.21±5 m
Accuracy: 4.3 m
Time: 08-04-2021 13:33
Note: com.no.191 T.P.2002
section - 1,2,3,4,5,6
Area- 95.00 hacter Thinned Area
20th Year Teak Plantation
Powered by MoteCam

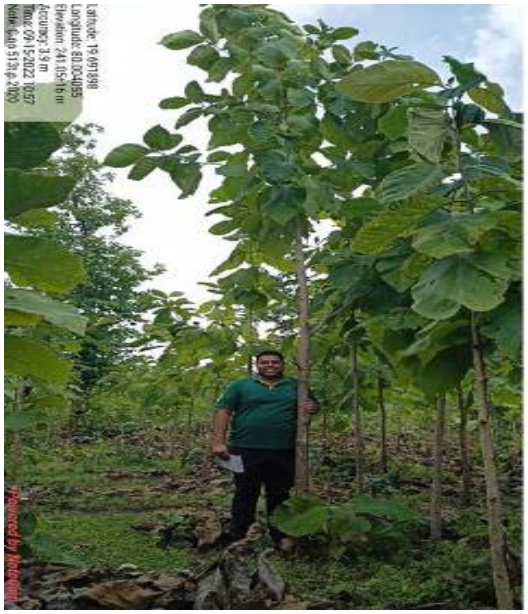
Management Practices in respect of Irregular Uneven Aged forests: The Critical Crop Girth

21. The even aged teak stands are managed with the help of Yield Tables and Stand Tables. However, under the practical situation, forests officers do encounter with crops, which are mostly of Irregular and Uneven Aged type with one or more girth classes either completely missing or largely suppressed. Often, crops themselves have varied degree of compositions with shade-tolerant species, malformed, crooked, dead, diseased and dying trees and coppices.

22. To meet this challenge, unique silvicultural system named as "**Conversion to Uniform System with Supplemental Artificial Regeneration of Genetically Superior Stock",** also known as the Overwood Removal (OWR) System has been devised by the FDCM. Under this system, irregular and uneven aged forest areas are divided into grids having areas 100m X 100m. To ensure the objectivity for harvesting, a parameter, known as the **Critical Crop Girth** is used to determine the suitability of a particular grid for its harvest. The forest area is harvested grid-by-grid, if and only if average crop growth of a given section is found to be more than the Critical Crop Girth corresponding to the site quality and crop-composition to which particular grid belongs to.

Teak Plantations under the OWR System





Critical Crop Girth

23. As stated earlier, the productivity of a site can only be maintained, if the crop is mature or over mature; it would deteriorate, and the deterioration shall be in proportion to its immaturity. Keeping this phenomenon in mind, such values of Crop-Girth have been worked out in respect of sites of various quality-classes having different sets of composition of species which can be considered as an indicator of maturity of that crop. In other words, a forest on a site of given quality class having crop-girth equal to or exceeding the value of such a Crop-Girth, if felled under clear felling system, would ensure respectively maintenance or improvement in productivity of the site; and the forest having crop-girth less than the said value of Crop-Girth, if felled, the productivity of the site shall go down resulting into the failure of new reproduction to grow on the lines the previous crop (clear felled crop) had grew. Such a value of crop-girth is termed as **"Critical Crop Girth"** in respect of that site quality class and that composition of species in the forest.

24. The **Critical Crop Girth** (CCG) is a function of productivity of site (that is to say, Site Quality with respect to the principal species) and growth pattern of the species present in the crop. It may be defined as a value of crop-girth, called Critical Crop Girth, in respect of a forest, such that, if the actual crop-girth of the forest taken up for reproduction under the clear-felling system, is less than the said value of Critical Crop Girth as applicable to that site and composition of species, the productivity of the site shall deteriorate, and this deterioration shall be in direct proportion to the difference between the two crop-girths. In other words, the productivity of a forest site shall be maintained/improved, if and only if, the crop-girth of the forest intended to be replaced with new reproduction is equal to or more than the value of the CCG.

25. To further elucidate on this point, if "g" is the actual crop-girth of a forest and "G" is the Critical Crop Girth for that site and the composition of species, then the productivity of the site shall be maintained while replacing the crop with new reproduction under clear felling system, if only if $g \geq G$; and if $g < G$, then the deterioration of site shall take place in due course and the extent of deterioration shall be directly proportional to G minus g. That is to say, more the deference between the value of the CCG and the actual crop-girth of the forest in question, more would be the deterioration in the productivity of the site.

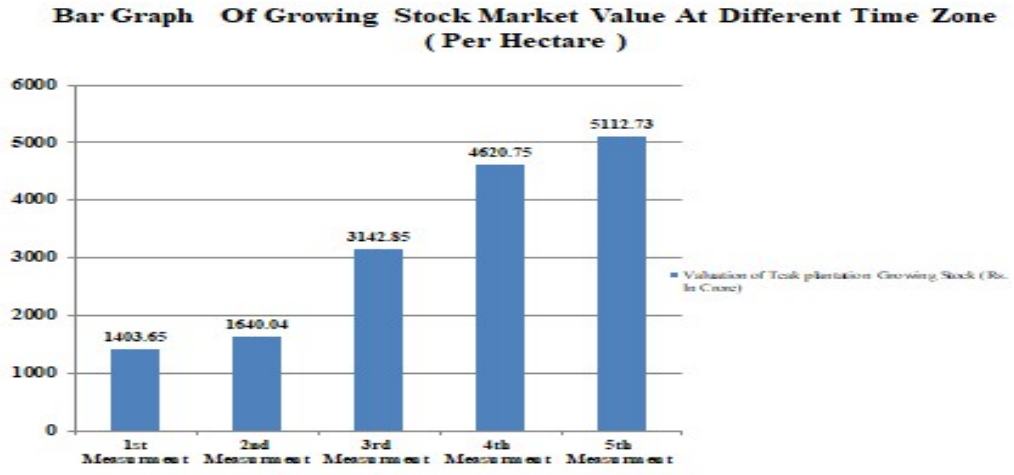
26. Based on thorough field exercise and observations, FDCM has worked out the Critical Crop Girth for different teak site qualities and crop compositions, chart of which is reproduced below---

Top height in meters	**All India** Teak Site Quality		**Top height** in meters
40			40
39			39
38	**SITE QUALITY I, I/II**		38
37			37
36	CCG in cms.	Proportion of Teak,Ain, Bija,Haldu &Kalam	36
35			35
34			34
33			33
32	110	Above 40%	32
31	95	20% to 40%	31
30	80	less than 20%	30
29			29
28			28
27			27
27	**SITE QUALITY II, II/III**		27
26	CCG in cms.	Proportion of Teak,Ain, Bija,Haldu	26
25			25
24			24
23	85	Above 40%	23
22	75	20% to 40%	22
21	65	less than 20%	21
21	**SITE QUALITY up to III**		21
20	CCG in cms.	Proportion of Teak,Ain, Bija,Haldu	20
19			19
18			18
17	70	Above 40%	17
16	60	20% to 40%	16
15	50	less than 20%	15
15			15
14			14
13			13
12			12
11			11
10			10
9			9
8			8
7			7
6			6
5			5
4			4

Plantation Inventory

27. For effective managing of growing stock and other dynamics of the crop, particularly teak plantations, a Plantations Inventory Unit was established in 1993 under World Bank aided Maharashtra Forestry Project with the mandate to carry out inventorization of the existing teak plantations and to assess the productivity of the teak plantations, so as to estimate the total growing stock and its monetary value.

28. So far, inventory measurements conducted at the regular interval of 5 years from 1995-96 till 2019-20 revealed that the market value of the growing stock of teak plantations is worth about Rs. 5100 crores.



The State of the Art Nurseries

29. FDCM has developed expertise in production of quality Teak Root Shoots in its various Nurseries spread across the State. FDCM is using its Nursery stock for raising its own production. Apart from that, the teak root shoots produced by the FDCM are in regular demand by the Teak bearing States.

Chulband Nursery District Gondia



Quality Teak Seeds Collection, processing and marketing

30. The quality of seeds is the paramount requirement for successful raising of teak plantations. Sticking to this basic principle, the FDCM has identified and developed its own Teak Seed Stands (SS) and Seed Producing Areas (SPA) in the forest areas assigned to it to ensure that seeds used in the raising teak plantation is collected from the identified sources only. Specific provisions and methodology have been embodied in the Management Plan itself for maintenance of Seed Stands (SS) and Seed Producing Areas (SPA) so that this vital aspect of teak plantation management is adequately taken care of. Dedicated staff has been deployed for seed collection from the aforesaid identified sources from where collected seeds are sent to the seed processing units.

31. Mere collection of teak seeds from the identified sources is not adequate unless it is processed before its use in Nursery. To achieve this objective, dedicated Seed Units are in place at Nagpur and Ballarshah (Chandrapur) where the collected seeds pass through different stages of processing after which they are stored following the strict protocol. Apart from internal use of treated seeds in the FDCM itself, they are in great demand in the adjoining States like Andhra Pradesh, Telangana, Madhya Pradesh and Chattisgarh.

Seed Processing Unit Nagpur







Publications

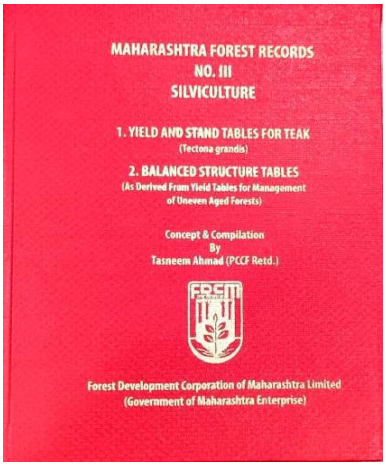
I-Yield and Stand Tables for Teak

32. Ever since its inception in 1974, the FDCM is not only raising and maintaining the teak plantations created by it but is also instrumental in taking care of teak plantations raised in the past by the Forest Department, prior to the creation of the FDCM. Thinning is one of the most vital tending operations in the management of teak plantations and therefore for determining the correct measures of thinning in various teak site qualities and ages, yield and stand tables are the most important and vital tools.

33. Yield and Stand Tables for Teak were first published by the Forest Research Institute of Dehardun in 1959 in the FPS system. These tables were later converted into metric system by Shri. M. Y. Sawoni and Shri. R. D. Gadkari published by the FDCM in 1977. With this, came the change in spacing of teak plantations from 6 feet X 6 feet to 2m X 2m, thus bringing down the per hectare requirement of plants at the time of planting from 2990 to 2500. Later, in the year 2003, the next edition of Yield Stand Table was published which was made more user friendly with the class interval of 5 cm.

34. Yield-Tables, which are available at present, are technically applicable for pure Even Aged stands of Teak. However, as stated in preceding paragraphs, under practical situations, instead of pure even-aged teak stands, forest-officers do encounter with crops, which mostly are of Irregular and Uneven Aged type, with one or more girth-classes either completely missing or suppressed. Quite frequently, crops themselves have varied degree of composition with shade-tolerant species, malformed, crooked, deceased, dying and dead trees and coppices. Under such circumstances, it becomes imperative that basic reading material should be readily available, which can be applied with uniformity and without subjectivity and personal bias in field situation.

35. To overcome these difficulties, the FDCM has come up with the revised Edition of Yield Tables providing the Balanced Structure Table which can reasonably be applied to the Uneven-Aged Forests in determining the population of trees in different girth classes in various site qualities, corresponding basal areas and volume. These Balanced Structure Table have been verified from the Yield Table applicable to the Even Aged Stands and are very much helpful in the field for the management of irregular, Uneven-Aged forests which are encountered under the practical situation. The revised Edition has been published in September, 2021.



II Local Volume Tables for Teak and its Associates

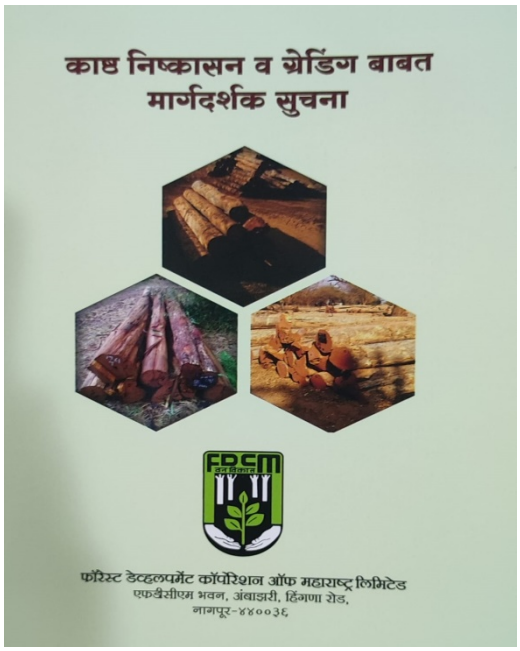
36. In various judgments following the order dated 12.12.1996 in the landmark Godavarman case, Hon'ble Supreme Court has mandated that felling must be commensurate to the regeneration. Accordingly, seeking permission for annual felling and regeneration involves furnishing precise figures about the extent of exploitation in the ensuing year.

37. Areas under the administrative control of the FDCM are primarily teak forests *having ain, haldu, bija* and *dhawda*etc. as its main associates. So far as teak is concerned, the anticipation of annual yield is based on the Local Volume Tables prepared by the FDCM in 2003. Local Volume Table straightway gives the site-quality wise volume of stem timber and small woods as per the girth classes. However, in absence of any authentic data in respect of associate species, the same Local Volume Table is used on the assumption that the growth pattern of the associates, would by and large, be similar to that of teak.

38. To achieve the reasonable accuracy in assessing the Yield from associated species of teak, the FDCM has recently taken up the task of preparing Local Volume Tables for the major associates of teak. The Local Volume Table are expected to be ready very soon.

III Grading Rules

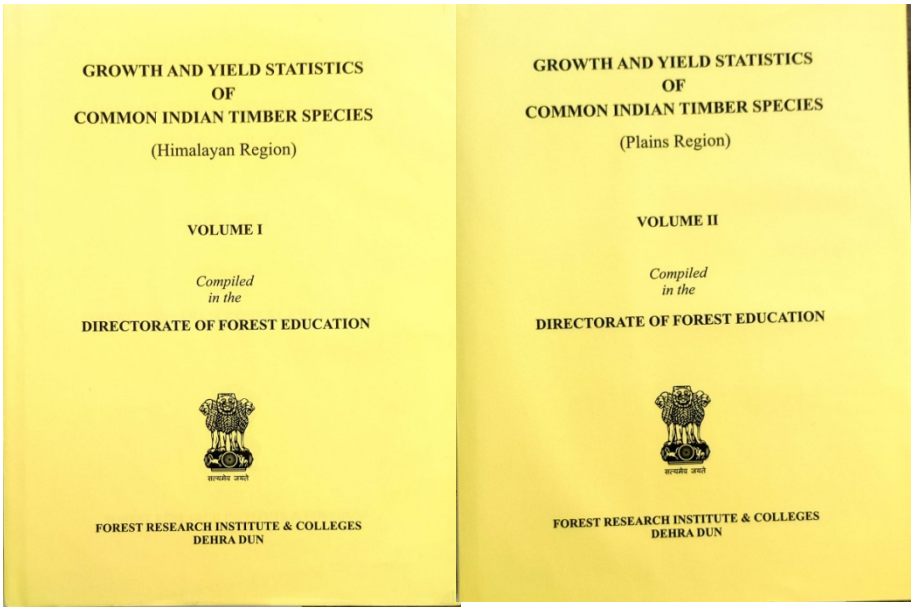
39. Auctioning of timber is one of the major commercial activities undertaken by the FDCM. Howsoever, scientific and technical methods of timber harvesting are applied, the harvested timber cannot withstand the test of market forces unless it is presented and offered in the manner acceptable to the prospective buyers. The FDCM has devised its own Grading Rules, which are scrupulously followed while grading the timber for the purpose of auction. These Grading Rules have been duly published in vernacular and have been made available to the Depot staff.



IV Growth and Yield Statics of Common Indian Timber Species

40. With the re-arranging of the subject matter of 'forests' from State List to Concurrent List, a significant change was introduced through the 42nd Constitutional amendment of 1976, whereby the Union Government came to gain a greater say in forestry matters. Following the myriad directions of the Apex Court in the landmark Godavarman case, the Central Government mandated that approval to Working Plans should be obtained from the Core Committee of the MoEF. The National Working Plan Code 2014 (earlier 2004) sets the guiding principles for obtaining approval for Working Plans. All these developments have certainly helped in streaming forest management, but at the same time, made the job of forest-officers more daunting.

41. It is therefore imperative that the forest-officials are equipped with authentic and reliable data, with the help of which they would be able to predict various growth parameter, including yield with reasonable degree of accuracy. Search for published literature in this connection led to the serendipitous discovery of a precious gem in the form of a compilation of desired data for Common Indian Timber Species. Published by the Directorate of Forest Education, Forest Research Institute & Colleges Dehradun, this Compilation in two Volumes, dating back to the year 1967 and 1970 respectively.



42. Volume I covers Timber Species of Himalayan Region and Volume II gives details about species of the Plains. The Preface of the said Publication mentions that it is a compilation from numerous publications, including general volume and yield tables published by the Forest Research Institute & Colleges Dehradun during 40 years prior to 1967, several working plans, and volume or out-turn tables of species of local importance published by the State Forest Department.

43. The FDCM in collaboration with the Maharashtra CAMPA took this opportunity and privilege to reprint the above mentioned publication in its original form. This is our humble tribute to the hard work, commitment and perseverance, dedication and professional competence of the forests of the bygone years who have passed of such a valuable legacy to the posterity. These reprints have been circulated among the premier forestry institutions across the country.

E-auction

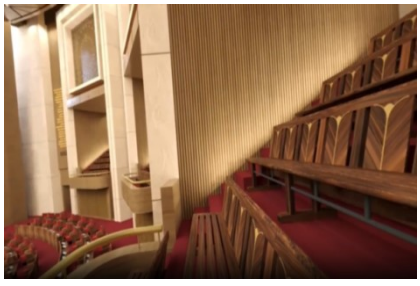
44. The FDCM has been carrying out ground auctions ever since its inception. Prior to this, the Forest Department has been traditionally conducting the ground auctions. However, in furtherance of the e-Governance policy of the State Government and to ensure more transparency in the system, the FDCM has introduced e-auction for the forest produce since 2017. This innovation has facilitated the customers and users to participate in auction without physical presence. Presently NIC is the Authorized Service Provider for the FDCM.

Sawn Timber Trade

45. The unique characteristics of teak and its high price in the market have led to the ingress of several imitation products in the market, whereby low-quality timber is passed off as teak after chemical treatment and polishing. Even when the product is genuine, the string of middlemen operating between the producers and the end-consumers, result in escalation of price beyond the reach of the ordinary consumer. This prompted FDCM to venture into the production and marketing of sawn timber (lumber), to give the end-consumers access to high-quality timber at competitive prices.

46. The State Government has been kind enough to handover the Saw Mill Units at Allapalli to the FDCM, where the production of quality Sawn Timber from the timber harvested from the forests. During the last, one and half years, FDCM has been able market Sawn Timber not only to the common customers but has also succeeded in making available quality Teak to the prestigious projects at National level like the Central Vista, and Ram Temple Trust at Ayodhya. Through the said value addition, the FDCM is hopeful for playing vital role in making available the genuine timber at competitive prices.









Profit Earning Since 1987

47. FDCM is one of the few State Forest Corporations which have been earning profits on perpetual basis. The FDCM has been earning profits continuously since the year 1987-88 and has been contributing accordingly to fulfill its commitments under the CSR activities as well as paying annual dividends to the State Government regularly.

The Corporate Social Responsibility (CSR)

48. As per section 135(1) of the Companies Act, 2013, every Company having net worth of Rs. 500 Crore or more, or turnover of Rs. 1000 crore or more or a net profit of Rs. 5.00 crores or more during the immediately preceding financial year shall constitute a Corporate Social Responsibility Committee of the Board. As per sub section (5) of the Section 135, the Board of every company referred to in sub section (1), shall ensure that the Company spends in very financial year, at least two percent of the average net profits of the Company made during the three immediately preceding financial year in pursuance of its Corporate Social Responsibility Policy. In furtherance of the aforesaid statutory provisions the FDCM has contributed following amounts towards the CSR activities.

Year	Amount (in Rs lakh)
2018-19	203.90
2019-20	254.62
2020-21	212.00
2021-22	198.50
2022-23	192.00







Contribution in enhancing the protected Areas Network in the State

49. Common perception among the masses is that the forests assigned to the FDCM are solely managed from the commercial point of view in total disregard to conservation and protection of wildlife habitats. However, ground realities testify that the regular working of forests on the basis of sound principles of silviculture practice not only optimizes the growing stock and current annual increment but also automatically takes care of improvement of wildlife habitat. As stated in preceding paragraphs, the silvicultural practices implemented by the FDCM for the management of the principal species, namely teak and its associates require the significant opening of canopy to allow sunshine to assist regeneration and growth also facilitates development of grasslands, which attract the herbivore. The increase in herbivore population in turn, ensures the availability of necessary prey-base for the carnivores, thus restoring the food chain to its normalcy. As a clear manifestation of this phenomenon, as much as about one lakh hectares of forest areas under the management of FDCM for more than four decades have been opted by the State Government to be declared as Sanctuary and National Parks over last decade.

Turnkey Plantation

50. As a measure of diversification of its activities, the FDCM has been taking up Turnkey plantations on the areas provided by various Government and Semi Government agencies like Municipal Corporations, National Highways, Public Works Department, Western Coalfield Limited, NTPC etc.

<u>Turn-key Plantations taken up by the FDCM</u>





51. FDCM is also instrumental in developing and maintaining of garden at Rajbhavan premises at Nagpur.

Rajbhawan Garden at Nagpur being maintained by the FDCM





Eco-tourism

52. The Government of Maharashtra has declared the State Eco-tourism policy in the year 2007. In furtherance of the said Eco-tourism policy, the State Government has handed over certain Government Rest Houses and Tourism facilities in and around forests to the FDCM to be operated in tune with the guidelines issued by the Central Government and State Government from time to time. Accordingly, the FDCM has fulfilled its commitments and obligations.

Eco-tourism Complexes maintained by the FDCM



Eco-Tourism Complex, Bor, Wardha



Eco-Tourism Complex, Pitezari, Gondia

The Balasaheb Thackeray Gorewada International Zoological Park, Nagpur

53. One of the India's largest Zoos, the Balasaheb Thackeray Gorewada International Zoological Park at Nagpur is a **jewel in its crown**, being conceived, developed and managed by FDCM. In 2011, the State Government assigned the task of development, operation and management through the FDCM. The implementation to the policy decisions taken in the year 2011, could only be done during 2017-2019. The incorporation of the Joint Venture Company with the association of the Private Investor, namely the EsselWorld Leisure Private Ltd. happened in 2018. Following this, the execution of the first major component of the Zoo, namely the **Indian Safari** was expedited and completed during 2018-2019.

54. Following the exit of the private partner, the Zoo is now operated by the FDCM through its wholly owned subsidiary company. The Zoo has been inaugurated by the Hon'ble Chief Minister of Maharashtra on 26th January 2021. Spread over an area of about 564 ha, the Zoo is a marvelous testimony of the *ex-situ* wildlife conservation. It has already secured a permanent place among the major tourist centers in Vidarbha Region.

55. A unique attraction in the form of **Walking Trail** shall be starting very soon. Besides that, the execution of the next major component of the zoo, namely the **African Safari** is expected to commence shortly.

Gorewada Zoo and Safari, Nagpur





Employees Welfare Measures

56. No organization can thrive, unless the human resource at its disposal is properly taken care of. At present, the FDCM is having a working staff of about 1000 personnel in administrative, supervisory and executive capacities. The FDCM has taken following measures for its staff in the recent past-

i. Applicability of 7th pay Commission

The Government of Maharashtra has been kind enough to implement the recommendation of 7th Pay Commission to the FDCM staff with effect from 1st July, 2021.

ii. Incentives

FDCM has introduced a novel scheme of rewarding its employees with incentives which are categorized in three classes, namely Organizational, Group and Individual. Under first category, all employees of the FDCM are rewarded with annual incentives which are linked to their pay scales. The latter two categories are performance linked incentives. Incentives in these categories are given based on the performance of the Group of employees and the individual employees. Annual budgetary allocation to the tune of Rs. 7.00 crores is earmarked for this purpose and employees are being benefitted with this unique scheme for last 3-4 years

iii. Group Medical Insurance Policy

Like their counterpart in the State Government, the FDCM employees are also entitled for the medical reimbursement for themselves and their families. However, the reimbursement as per the Government Policy is restricted only to certain diseases of serious nature. Under practical circumstances many of the diseases are not covered under the Government Policy. Therefore, in order to tackle these issues, FDCM has introduced Group Medical Insurance Policy through the National Insurance Company. The sum assured is Rs. 3 lakhs per member, which includes the employees themselves, their spouses, children and parents. The annual premium is paid by the FDCM to the Insurance Company. This scheme has been introduced from 2021-22 and since then all employees and their families have been immensely benefitted with this scheme.

iv. Assistance through Banking Sector

Banking Sector has improved its facilities over the last few years and managed such facilities which were unexplored in the FDCM till date. To take care of the requirements of its employees, FDCM has entered into MoU with various Banks offering great number of facilities linked with the salary account of the concerned employees. Under such scheme the Banks are offering the life insurance cover up to Rs. 50 lakhs, besides many other benefits.

v. Ex-gratia Assistance

As stated in the preceding paras, the field functionaries of the FDCM are invested with powers under the Indian Forest Act, 1927 and Wild Life (Protection) Act, 1972. These field functionaries are also discharging their functions while handling man-animal conflict situations. Under such circumstances, these field functionaries are susceptible for eventualities and therefore, the FDCM has adopted the Government Resolution, whereby the

employees are entitled for financial assistance of Rs. 25 lakh in case of death and up to Rs. 3.60 lakhs in case of permanent disabilities. Apart from this, the FDCM also offers ex-gratia assistance of Rs. 5.00 lakh to the next of kin of the deceased employees.

vi. Training for Enhancement of Professional Skills

In order to equip its officials and employees with necessary professional skills and in order to improve upon their professional competence, the FDCM has prepared training modules for them in respect of various subjects. Such trainings are being regularly conducted at State Training Academies. Experienced trainers in different are engaged for conducting such trainings.

vii. Sport Activities

In order to take care of the physical health of its employees and to inculcate spirit of healthy competition among them, the FDCM has resumed the Sport activities both at the Regional Level as well as State Level.

Shri Sudhir Mungantiwar, Hon'ble Minister (Forests) gracing the FDCM Sports Meet 2023







PART - II

SCOPE OF MANNUAL

Creation of the specialized organs for production forestry by the State of Maharashtra in the form of FDCM was primarily aimed for raising plantations of economically important species, paramount of which is teak. Accordingly, the FDCM was incorporated as a Company under the Companies Act, 1956, which is an undertaking of the Government of Maharashtra. The Company has been leased out forest areas by the Government of Maharashtra for its operations and functioning on annual lease basis. The domain of Company stretches out to raising of plantations of economically important species, scientific management of forests under its administrative control, harvesting of timber and other forest produce based on time tested sound principles of silvicultural inconformity with the extant policy of the Central Government as well as the State Government.

2.0 FDCM is one of the pioneer State Forest Development Corporations in the country and among leading producers of teak timber in a country. Teak is a shade intolerant species and requires utmost professional skills and extreme care for its optimal growth. It is worth mentioning that the rotation period of teak plantation has been fixed at 80 years by the FDCM, based on standard baseline data. Apart from the yield realized in final felling at the rotation age of 80 years, intermediate yields in the form of thinning carried out for the first time at the age of 10 years and thereafter at successive intervals of 5 years also results in substantial yield in terms of timber and small wood. Needless to mention that right from collection of Teak Seeds from Teak Seed Orchards (TSO), Seed Stands (SS) and Seed Production Areas (SPA), their treatment, sowing in Nurseries to prepare the teak root shoots and their plantations in forest, carrying out various tending operations in the form of weeding, cleaning (4^{th} year and 7^{th} year), thinning operations, final felling, logging, lumbering, transportation from felling sites to the auction depot, preparation of lots and depot maintenance etc., require huge labourer deployment both unskilled and semiskilled during the entire life spam of the crop.

3.0 As stated above, being a Government owned Company, the FDCM is duty bound to take care about the well being of the work force which is deployed for carrying out such operations. Needless to mention, that apart from taking care that all forestry operations are carried out by the Company are in absolute conformity with the scientific standards, the Company should also strive and take care for safeguarding human rights and rights of workers. The large work force deployed in carrying out such operations which primarily comes from the tribal and remote areas, are taken care in accordance with the existing Rules and Regulation laid down by the Central and State Government. The ultimate aim is to ensure that the final product in the form of timber and other forests produce by the FDCM following fair practices without committing any violations of Rules and Regulations laid down by the authorities.

4.0 It is worth mentioning that with substantial increase in population and consequently, expansion of agrarian economy, increased cattle population has resulted in exponential shrinkage of forestry resources over the last few decades. Ever increasing globalization pattern has also increased pressure on forestry sector with the result that precious timber products are in great demand especially in developed countries in Europe as well as American Continent. The said paradigm shift has placed the entire humanity with the grave responsibility to ensure that its limited and precious forests and its products are produced with least damage to the natural resources. Not long ago, major forest produce like timber used to be harvested with least attention to the mitigation measures.

5.0 Climate change related threats have compelled all the nations to give serious thoughts to contribute towards carbon sequestration. Under such scenario, the quantification of carbon sequestration has become the necessity of all the countries across the globe and India is no exception. However, such quantification requires the authentic data relating to the life-cycle of various tree species found in the country. Estimation of growth and yield of timber species, has always been a challenging task for the forest officers. After all the life-cycle of a tree, right from the seedling stage up to its harvestable age is entirely a biological phenomenon and estimating the same, based on mathematical and statistical models is inherently a dicey venture.

6.0 with the re-arranging of the subject matter of 'forests' from State List to Concurrent List, a significant change was introduced through the 42nd Constitutional amendment of 1976, whereby the Union Government came to gain a greater say in forestry matters. Following the myriad directions of the Apex Court in the landmark Godavarman case, the Central Government mandated that approval to Working Plans should be obtained from the Core Committee of the MoEF. The National Working Plan Code 2014 (earlier 2004) sets the guiding principles for obtaining approval for Working Plans. All these developments have certainly helped in streamlining forest management, but at the same time, made the job of forest-officers more daunting.

7.0 The United States Conference on Environment and Development (the Earth Summit at Rio-de-Janeiro, 1992) resolved to promote environmentally appropriate beneficial and economically viable management of the World Forests. This was followed by bringing system of voluntary accreditation and certifications of products and process through independent third party to ensure that not only the forests products are outcome of following standard scientific practices but also to see that the production is the result of sticking to the basic principles, Rules and Regulations and to verify that the producers has fulfilled all social obligations towards the human work force whose hard work has been the major contributory for obtaining such products.

8.0 So far as India is concerned, adequate safeguards have been embodied in its Constitution which has a dedicated chapter ensuring Fundamental Rights of its citizens. These Fundamental Rights include equality before Law, prohibition of discretion on the ground of race, casts, sex or place of birth, equality of opportunities in matters of employment. In furtherance of fundamental

principles to ensure human liberty and care, the Indian Parliament and State Legislature have enacted various legislations prohibiting forced labour in any form. Statues are in place prohibiting Child Labour (Child means a person below 14 years of age) in timber handling along with special legislations, providing safe environment to women at work place. In built statutory provisions are in place to ensure equal pay for equal work ensuring minimum wages duly notified by the respective Government prohibiting unfair labour practices, liberty to form Union and Associations etc.,

9.0 Being a Government owned Company, the FDCM is a 'State' within the meaning conferred to it in Article 12 of the Constitution of India. By virtue of being State, above mentioned constitutional and statutory provisions are binding on FDCM, which has obeyed the same in their letter and spirit. In order to fulfill its mandate as a commercial wing of the State Government, and an organization practicing the Responsible Forest Management. FDCM aspires to market its products and offer the same both to the Domestic as well as International Market under the coverage of certification by an independent and third party, duly recognized at the international level. In this background, the FDCM has strived to secure 100% certification of its products namely Round as well as Sawn Timber including chain of custodies from the Forest Stewardship Council which has been established in the year 1993 as a follow up of the Earth Summit held in 1992.

10.0 In light of the background mentioned above, the FDCM has strived to secure 100% FSC certification for six of its management units namely Markhanda, Pranhita, Chandrapur, Nagpur, Bhandara and Yavatmal Forest Project Divisions as well as Ballarshah Depot. The certifications covers species namely, (i)Tectona grandis, (ii)Terminalia tomentosa, (iii) Pterocarpus marsupium, (iv)Anogeissus latifolia, (v) Chloroxylon swietenia. The details of such units are is tabulated as under-

S.No.	Forest Project Division	FDCM Region	Forest Area(Hectare)
1	Markhanda	Chandrapur	34259.43
2	Pranhita	Chandrapur	25450.78
3	Chandrapur	Chandrapur	23896.93 (Erstwhile W.Chanda)
			5964.11 (Erstwhile C.Chanda)
4	Bhandara	Nagpur	31482.93
5	Nagpur	Nagpur	22143.13
6	Yavatmal	Nagpur	27370.58
7.	Ballarshah Depot	Chandrapur	226.00
		Total	**170793.907**

11.0 Once the certification is secured, the FDCM intends to use the same on the items in the manners listed below-

i. Round Timber
ii. Sawn Timber produced using the above mentioned Round Timber.
iii. Packets of seeds collected from the said units.
iv. Display Board on various sites in forestry operations namely Nursery, Plantation Sites, Auction Depot, Office Building, Advertisement Sign Board, Official Website, Letter Heads, Invoices, Bills and letter envelops and other official display materials like calendars, Books etc., and other official publications like books, periodical and souvenir etc.,

12.0 The scope of manual is to cover following main activities as per requirement of FSC-COC standard (FSC-STD-50-001 V2-1 and FSC-STD-40-004-V3-1 EN

S.No.	Name of Office	Site Address
1	Head Office, Nagpur	FDCM Bhavan, 359B, Ambazari, Hingna Road, Nagpur 440036
	Nagpur FPD	
2	Markhanda FPD	Vanvikas Bhavan, Gaurakshan Ward, Ballarpur, Chandrapur.
	Ballarshah Depot	
3	Pranhita FPD	Aranya Niwas, Sironcha Road, Allapalli.
4	Chandrapur FPD	Tathashu Building, Raambagh Forest Colony, Mul Road, Chandrapur
5	Bhandara FPD	Near Railway Crossing, Nagpur Road, Bhandara
6	Yavatmal FPD	Vanbhavan, Administrative Building, Church Road, Yawatmal

PART III - UNIVERSAL REQUIREMENTS

1. CoC management system

1.1 FDCM has implemented and maintained a COC management system adequate to its size and complexity to ensure its continuous conformity to all applicable certification requirements ,including the following:

A. Chief General Manager (Planning) is appointed as management representative who has overall responsibility and authority for the organization's conformity to all applicable certification requirements.

B. Implement and maintain up-to-date documented procedures covering the certification requirements applicable to the scope of the certificate.

C. Defined the key personnel responsible for the implementation of each procedure.

Additional Management personnel responsible for departmental FSC Standard Procedures, training and assisting with maintaining records include:

All relevant members of staff demonstrate awareness of the organization's procedures and competence in implementing the organization's Chain of Custody management system.

RESPONSIBILITY MATRIX

S.No	Responsibility	Person Responsible	Tenure
1	**COC Administrator**	Chief General Manager (Planning)	5 Years
2	**Training**		Every year 2times
3	**Complaints Mechanisms**	1)Chief General Manager (Planning) at Head office level 2) Regional Manager, Chandrapur & General Manager, Nagpur at regional level and 3) Concerned Divisional Managers at divisional level	Every year
4	**FSC Core Labor requirements**		Every Year
5	**Health and Safety**		Every Year
6	**Material Sourcing**		Every year
7	**Supplier Validation**		Every Transaction
8	**Material Receipt and Storage**		Every Year
9	**Production &Conversion Factor**		Every Year
10	**System and Balances**		Every Year
11	**Labeling and Promotion**		Every Year
12	**Accounts and Documents**		Every Year

D. Train staff on the up-to-date version of the organization's procedures to ensure their competence in implementing the CoC management system. The training will be done by Chief General Manager (Planning) to all relevant staff members twice a year minimum on FSC Systems and general awareness. The training records will be maintained by Assistant Manager (R&M) at Head office level and at field level concerned Regional Offices will be maintained record of Regional Level Training. If a new joining takes place, then a special training will be conduct for the new joined to aware him with the FSC COC Procedure and training records will be maintained thereof.

Training needs related to FSC COC will being taken care of by concerned Regional Manager / General Manager / Divisional Managers at field level and they will conduct training on annual basis or as and when required on the basis of training manual attached under **APPENDIX- A.**

FSC training and all FSC records has been given to the following and it has been stipulated that all the records of FSC must be preserved for 5years.

Procedures

FDCM will follow the established procedures and/or work Instructions set forth in this document. Basically, in our company following Stages are considered as Critical Control Points as per requirement of FSC COC Standard. These CCPs are:

Raising Nurseries, Plantation activities, Thinning activities, Annual Felling Operation, Depot Management, Conducting Auctions / Invoicing (Invoicing by Account Department), Account Data Maintenance of FSC Material monthly and annually.

E. Maintain complete and up-to-date records of the documents that are relevant to demonstrate the organization's conformity with all applicable certification requirements which will be retained for a minimum period of five (5) years. At a minimum, the organization will keep records of the following documents as applicable to the certificate scope: procedures, product group lists; training records; purchase and sales documents; material accounting records; annual volume summaries; trademark approvals; records of suppliers, complaints.

Chief General Manager (Planning) at head office level and concerned Regional Manager / General Manager at Regional level and Divisional Manager at divisional level will maintain all records computerized (in excel) for determining annual volume summary for each product.

1.2 The organization will apply the eligibility criteria specified in Part VI to define its eligibility for single CoC certification.

1.3 The organization will commit to the FSC values as defined in FSC-POL-01-004 by signing a self declaration that the organization is not directly or in directly involved in the following activities:

- Illegal logging or the trade in illegal wood or forest products;
- Violation of traditional and human rights in forestry operations;
- Destruction high conservation values in forestry operations;
- Significant conversion of forests to plantations or non-forest use;
- Introduction of genetically modified organisms in forestry operations;
- Violation of any of the ILO Core Conventions, as defined in the ILO Declaration on Fundamental Principles and Right sat Work, 1998.

1.4 The organization will commit to occupational health and safety (OHAS). At a minimum the organization has appointed concerned Regional Manager / General Manager at Regional level and Divisional/Assistant Manager at divisional level as an OHAS representative, he will established implement procedures adequate to its size and complexity and train its staff on OHAS. In year he will conduct at least once training on Health and Safety.
The company is having its own health and safety policy and procedures which areas below:

- To reduce risk of accidents and occupational ill health,
- To reduce lost time and to increase employee morale,
- Tocomplywithregulations,whichreducesthelikelihoodofpayinglegalcostandcompensation,
- To improve recognition on of employees and public.

Creating a safe work environment is critical to the success of all business and is one of the best ways to retain staff and maximize productivity. The following occupational procedures are maintained at concerned Divisional Offices.

HEALTH AND SAFETY POLICY

1. The Insurance/EPF schemes are applied in the company and all the workers are covered under these schemes.
2. The operators are given on job trainings.
3. The work sheds are having enough access and airy.
4. To provide First Aid in Company for minor injuries and for major taking workers to nearest hospital. Immediate medical expenses are borne by the company.
5. All workers are given gloves, mask & helmet e.t.c.

HEALTH AND SAFTEY PROCEDURES

- Recordable injuries and instruct employees on the procedure to be followed.
- Keep records of all accidents / incidents involving on-employees, ensuring the details of their status e.g. Visitor, contractor e.t.c.is recorded.
- Keep records of all accidents/incidents, detailing those that are reportable and how they were reported.
- Keep details of occupational health, including how this was reported to the Authority where appropriate.
- Investigate all accidents, including 'minor & major 'incidents, to prevent recurrence.
- Ensure first aid (see First Aid Policy) provision is readily available.
- Ensure that those responsible for managing work likely to result in exposure to hazardous substances are adequately trained and competent.
- Maintain records of all hazardous substances used or created on the premises and keep manufacturers safety data sheets, where appropriate.
- Assess the risks to health from exposure to hazardous substances and determine the control measures needed.
- Record the assessments and review them periodically or when changes occur.
- Introduce effective control measures to ensure exposure to substances hazardous to health is eliminated or reduced to the lowest possible level.
- Monitor exposure to hazardous substances, and undertake an appropriate from of health surveillance, where necessary.

- Inform, instruct and train employees about the risks and the precautions to be taken to protect from the harmful effects of hazardous substances.

- Maintain in effective working order, all plant and equipment provided to control exposure to hazardous substances and fulfill our legal duties in relation to statutory examinations, where required.
- Provide personal protective equipment where they are required.

- Ensure all personal protective equipment will adequately protect the individual from the hazard.

- Fits properly and is as com for table as possible.

1.5. FSC core Labor requirements

1.5.1 In the application of the FSC core Labor requirements, the organization will give due considerate on to the rights and obligations established by national law, while at the same time fulfilling the objectives of the requirements.

1.5.2 The organization will not use child Labor.

1.5.2.1 The organization will not employ workers below the age of 18, or below the minimum age as stated under national, or local laws or regulations, whichever age is higher, except as specified in 2.2.

1.5.2.2 In countries where the national law or regulations permit the employment of persons between the ages of 18 to 20 years in light work, such employment should not interfere withschooling nor, be harmful to their health or development .Notably ,where children are subject to compulsory education laws ,they will work only outside of school hours during normal daytime working hours.

1.5.2.3 No person under the age of 18 is employed in hazardous or heavy work except for the purpose of training within approved national laws and regulations.

1.5.2.4 The organization prohibits all forms of child Labor.

1.5.3 The organization eliminates all forms of forced and compulsory Labor.

1.5.3.1 Employment relationships are voluntary and based on mutual consent, without the threat of a penalty.

1.5.3.2 There is no evidence of any practice' s indicative off or cedar compulsory Labor, including, but not limited to, the following:

- Physical and sexual violence
- Bonded Labor
- With holding of wages /including payment of employment fees and or payment of deposit to common employment
- Restriction of mobility/movement
- Retention of passport and identity documents
- Threats of denunciation to the authorities.

1.5.4 The organization ensures that there is no discrimination in employment and occupation.

1.5.4.1 Employment and occupation practices are non-discriminatory.

1.5.4.2 The organization respects freedom of association and the effective right to collective bargaining.

1.5.5.1 Workers are able to establish or join worker organizations of their own choosing.

1.5.5.2 The organization respects the full freedom of workers' organizations to draw up their constitutions and rules.

1.5.5.3 The organization respects the rights of workers to engage in lawful activities related to forming, joining or assisting a workers' organization, or to refrain from doing the same, and will not discriminate or punish workers for exercising these rights.

1.5.5.4 The organization negotiates with lawfully established workers' organizations and/ or duly selected representatives in good faith and with the best efforts to reach a collective bargaining agreement.

1.5.5.5 Collective bargaining agreements are implemented where they exist. Policy statement: We are an equal opportunity employer, believes in No discrimination on Sex, caste, creed, religion. Quality and safety of employees and assets is prime focused and child Labour is prohibited.

1.6 The organization maintains an up-to-date self-assessment in which it describes how the organization applies the FSC core Labor requirements to its operations. The self-assessment will be submitted to the organization's certification body.

1.7 The organization has deputed Chief General Manager (Planning) at head office level and concerned Regional Manager / General Manager at Regional level and Divisional Manager at divisional level handle complaints and will ensure that complaints received regarding the organization's conformity to the requirements applicable to the scope of the organization's COC certificate are adequately considered, including the following:

- Acknowledge receipt of the complaint to the complainant within two(2) weeks of receiving the complaint;
- Investigate the complaint and specify its proposed actions in response to the complaint within three (3) months. If more time is needed to complete the investigation, the complainant and the organization's certification body will be notified;
- Take appropriate actions with respect to complaints and any deficiencies found in processes that affect conformity to the certification requirements;
- Notify the complainant and the organization's certification body when the complaint is successfully addressed and closed.
- A separate data file will be opened for each complaint comprising all communications with the concerned party as to the complaint nature and the actions taken to rectify the problem. All FSC related complaints will be recorded in the below format.

Sl. No.	Detail of Complaint	Complaint related to	Date of Complaint received	Action Taken	Documentation	Date of closure of complaint	Preventive Action taken

The organizations have procedures in place to ensure that any non-conforming products are identified and controlled to prevent their unintended sale and delivery with FSC claims. Where non-conforming products are detected after they have been delivered, the organization will undertake the following activities:

- Notify Certification body and all affected direct customers in writing within five business days of the non-conforming product identification ,and maintain records of that notice;
- Analyze causes for occurrence of non-conforming products ,and implement measures to prevent their re-occurrence;
- Cooperate with certification body in order to allow the certification body to confirm that appropriate actions were taken to correct the non-conformity.

1.8 The organization supports transaction n verification conducted by Control Union and Accreditation Services International (ASI), by providing samples of FSC transaction data as requested by the certification body.

1.9 The organization will support fiber testing conducted by its certification body and ASI by surrendering samples and specimens of materials and products, and information about species composition for verification upon request.

1.10 The organization demonstrates compliance with other certifications schemes as evidence of conformity to Section7-'FSC core Labour requirements.

1. MATERIAL PRODUCTION - Concerned Divisional Manager

1.1 FDCM is one of the pioneer State Forest Development Corporations in the country and among leading producers of teak timber in a country. Teak is a shade intolerant species and requires utmost professional skills and extreme care for its optimal growth. It is worth mentioning that the rotation period of teak plantation has been fixed at 80 years by the FDCM, based on standard baseline data. Apart from the yield realized in final felling at the rotation age of 80 years, intermediate yields in the form of thinning carried out for the first time at the age of 10 years and thereafter at successive intervals of 5 years also results in substantial yield in terms of timber and small wood. Needless to mention that right from collection of Teak Seeds from Teak Seed Orchards (TSO), Seed Stands (SS) and Seed Production Areas (SPA), their treatment, sowing in Nurseries to prepare the teak root shoots and their plantations in forest, carrying out various tending operations in the form of weeding, cleaning (4^{th} year and 7^{th} year), thinning operations, Felling activities as per approved Management Plan, logging, lumbering, transportation from felling sites to the auction depot, preparation of lots and depot maintenance etc., require huge labourer deployment both unskilled and semiskilled during the entire life spam of the crop.

- Organization has adopted following Input specification for above mentioned material.

Specification	Output FSC Material Prodcut	Activity	Species	FSC Control System
FSC 100%	W1.1 Roundwood (logs)	Primary manufacturer	1) Tectona grandis, 2) Terminalia tomentosa, 3) Pterocarpusmarsupium, 4) Anogeissuslatifolia, 5) Chloroxylon swietenia.	Transfer system
FSC 100%	W5.4 Planks Solidwood (sawn)	Primary manufacturer	1) Tectona grandis, 2) Terminalia tomentosa, 3) Pterocarpusmarsupium, 4) Anogeissuslatifolia, 5) Chloroxylon swietenia.	Transfer system

1.2 The organization will have procedures in place to check the sale and /or delivery documentation to confirm that:

- The supplied material type and quantities are in conformity to the supplied documentation;
- The FSC claim is specified;
- The supplier's FSC COC code is quoted for material supplied with FSC claims.

1.3 The organization will ensure that only eligible inputs and the correct material categories are used in FSC product groups' as defined in Table B.

Table B. Eligible inputs according to the FSC claim specified for the outputs of a product group

FSC output claim specified for the product group	Eligible inputs
FSC 100%	FSC 100%
FSC Mix x% / FSC Mix Credit	FSC 100%, FSC Mix x%, FSC Mix Credit, FSC Recycled x%, FSC Recycled Credit, controlled material, FSC Controlled Wood, pre-consumer reclaimed, post-consumer reclaimed.
FSC Recycled x% / FSC Recycled Credit	FSC Recycled x%, FSC Recycled Credit, pre-consumer reclaimed, post-consumer reclaimed.
FSC Controlled Wood	FSC 100%, FSC Mix x%, FSC Mix Credit, controlled material, FSC Controlled Wood.

1.4 Organizations are not sourcing non-FSC-certified virgin material for use in FSC product groups as non-controlled material.

1.5 Organizations does not reclaim materials from primary or secondary processing at their own site therefore this is N/A.

1.6 The organization may classify material held in stock at the time of the main evaluation by the certification body and material received between the date of the main evaluation and the issue date of the organization's CoC certificate as eligible input, provided that the organizations able to demonstrate to the certification body that the materials meet the FSC material sourcing requirements.

2.MATERIAL HANDLING : Concerned Divisional Managers

2.1 In cases where there is risk of non-eligible inputs entering FSC product groups, the organization will implement the following segregation methods:

- Physical separation of materials;
- Temporal separation of materials;
- Identification of materials.

FDCM has defined and established the following system for receipt of material: For FSC-COC certification incoming material is categorized as:

Material Details	Species	Input Specification Claim
W1.1 Roundwood (logs)	1) Tectona grandis, 2) Terminalia tomentosa, 3) Pterocarpus marsupium, 4) Anogeissus latifolia, 5) Chloroxylon swietenia.	FSC 100%
W5.4 Planks Solidwood (sawn)	1) Tectona grandis, 2) Terminalia tomentosa, 3) Pterocarpus marsupium, 4) Anogeissus latifolia, 5) Chloroxylon swietenia.	FSC 100%

- Material sourced from different Forest Management Activities is received at sale depots of concerned divisions.

- Maintain separate register for issue &receiving of FSC material.
- Up to date record of material received at Sale Depots is maintained by concerned Divisional office.

3. FSC MATERIAL & PRODUCT RECORDS

3.1 All FSC Certified materials will be received by the sale depot directly and all the requirements of FSC- STD-40-004-V3-1would be complied by the division office only.

All FSC material will be separately accounted for and will be separately placed in proper demarked area at concerned sale depot. Concerned Divisional Managers will lead the production department and he will ensure all FSC procedures to be followed.

For each sold material or invoice, the organization will identify the main processing steps involving a change of material volume or weight and specify the conversion factor(s) for each processing step or, if not feasible, for the total processing steps. The organization will have a consistent methodology for calculating conversion factor(s) and will keep them up-to-date.

Conversion Factor:

For each product group the organization will identify the main processing steps involving a change of material volume or weight and specify the conversion factor(s) for each processing step or, if not feasible, for the total processing steps.

The organization has specified the methodology for calculating the conversion factor(s) and ensures that conversion factors are kept up to date. The company is maintaining the conversion factor product wise. Conversion factor for each product group is calculated as below:

OUTPUT/INPUT*100=Conversion factor for that product group.

Tracking of material balances and processing waste to ensure complaint FSC claims. Conversion

Ratio of Semi Finished to Finished products for various products is as follows:

Product Name	Conversion Ratio	Wastage
W1.1Round logs	5%	-
W5.4Planks Solidwood (sawn)	50%	-

3.2 The organization will maintain up-to-date material accounting records (e.g., Timber Account) of materials and products in the scope of the FSC certificate, including:

- Inputs: Production of material (if applicable);
- Outputs: sales of timber, document number, date, product description, quantities, FSC claim, and applicable claim period or invoice.
- FSC percentage calculations and FSC credit accounts.

PROCEDURE FOR MATERIAL RECEIVING

1) As per approved Management Plan marking activities will be carried out according to the marking felling operations were done.
2) Felled material is measured and dragged to Jungle Depot and then transported to Sale Depot
3) Once material unload at Sale Depot the record of material will be maintained in intake register.
4) FSC Material will be segregated & properly arranged in special lot colored (Green tag) will be parted on FSC certified material.
5) Lotted intake material will be kept in auction. sale result is published after successful auction process. Invoice will be generated, as per legal compliances of the sold material.
6) Payment will be made by the buyer as per the sales conditions. Once the all dues cleared by the buyer the delivery order will be issued from the division office to range.
7) Material is disposed & transport with Transit Pass with hammer mark on it.
8) Separate ledger will be maintained for FSC material.

All FSC materials will be stored in the identified and specified areas only with especially marked/displayed status. In case of FSC material, the Company will ensure that inputs used for FSC product group remain clearly identifiable and conveniently separable by product group's as FSC-100%, or Mix Credit as relevant.

To accomplish this, trained receivers will use any of the following methods for clearly and prominently marking each new arriving FSC certified wood with "FSC":

- Use permanent, dark colored marker to label the material with "FSC" where it is clearly seen.
- A color tag (Green tag) will be pasted on cover of the FSC procured material.

If an FSC mark or label is moved or destroyed by moving the material for storage or Production purposes, then new marks or labels will be applied.

3.3 Organizations that are certified to FSC and other forestry certification schemes and that have inputs and outputs that simultaneously carry claims from these schemes will demonstrate that the quantities of products are not in appropriately counted multiple times.

3.4 The organization will prepare reports of annual volume summaries (in the measurement unit commonly used by the organization), covering the period since the previous reporting period, demonstrating that the quantities of output products sold with FSC claims are compatible with the quantities of inputs, any existing inventory, their associated output claims, and the conversion factor(s) by product group.

Concerned Divisional Manager of FDCM Ltd., will prepare annual statement of the FSC material received and sold depot wise as follows:

- ✓ Inputs /raw materials received
- ✓ Inputs used for Production
- ✓ Inputs still in stock (basically should be equal to material received-production)
- ✓ Outputs still in stock
- ✓ Outputs Sold

4. SALES - Concerned Divisional Managers

4.1The organization will ensure that sales documents (physical or electronic) issued or products sold with FSC claims include the following information:

- Name and contact details of the organization;
- Information to identify the customer, such as name and address of the customer (except for sales to end consumers);
- Date when the document was issued;
- Product name or description;
- Quantity of products sold;
- The organization's FSC certificate code associated to FSC-certified products;
- A clear indication of the FSC claim for each product item or the total products as specified in Table C.

Table C. Eligible FSC claims for output products according to each FSC control system

FSC output claim specified for the product group	FSC control system		
	Transfer system	Percentage system	Credit system
FSC 100%	√	N/A	N/A
FSC Mix x%	√	√	N/A
FSC Recycled x%	√	√	N/A
FSC Mix Credit	√	N/A	√
FSC Recycled Credit	√	N/A	√
FSC Controlled Wood	√	(see Clause 9.9)	(see Clause 10.10)

4.2 If the sales documentation issued by the organization is not included with the shipment of the product and this information is relevant for the customer to identify the product as being FSC certified, the related delivery documentation will include the same information as required in Clause 4.1andareference linking it to the sales documentation.

4.3 The organization will ensure that products sold with an FSC 100% & FSC Mix on sales documentation do not carry any labels from other forestry certification schemes.

4.4Organizations may identify products exclusively made of input materials from small or community producers by adding the following claim to sales documents: "From small or community forest producers". This claim can be passed on along the supply chain by certificate holders.

4.5The organization will not buy or sale products with the 'FSC Controlled Wood' claim on sales and delivery document.

4.6If the organization is unable to include the FSC claim and/or certificate code in sales or delivery documents, the required information will be provided to the customer through supplementary documentation (e.g., supplementary letters). In this case, the organization will obtain permission from its certification body to implement supplementary documentation in accordance with the following criteria:

- There will exist clear information linking the supplementary documentation to the sales or delivery documents;
- There is no risk that the customer will misinterpret which products are or are not FSC certified in the supplementary documentation;
- Where the sales documents contain multiple products with different FSC claims, each product will be cross-referenced to the associated FSC claim provided in the supplementary documentation.

4.7The organization may opt to downgrade an FSC output claim as presented in TABLE C. The FSC label will correspond to the FSC claim made on sales documents, except in the case of retailers selling finished and labeled products to end-consumers.

5. COMPLIANCE WITH TIMBER LEGALITY LEGISLATION

The organization will ensure that its FSC-certified products conform to all applicable timber legality legislation. At a minimum, the organization will:

- Have procedures in place to ensure the import and/or export of FSC certified products by the organization conform to all applicable trade and customs laws 1(if the organization exports and/or imports FSC products).
- Upon request, collect and provide information non species (common and scientific name) and country of harvest(or more specific location details if required by legislation) to direct customers and/or any FSC-certified organizations further down the supply chain that need this information to comply with timber legality legislation. The form and frequency of providing this information may be agreed upon between the organization and the requester.
- Provide proof of compliance with relevant trade and customs laws like bill of lading, Shipping Documents, Export Invoice etc.
- This is not applicable as we are not dealing in reclaimed wood.

6. FSC-CORE LABOR-REQUIREMENTS

6.1 In the application of the FSC core Labor requirements, the organization will give due consideration to the rights and obligations established by national law, while at the same time fulfilling the objectives of the requirements.

6.2 The organization will not use child Labor.

6.2.1 The organization will not employ workers below the age of 18, or below the minimum age as stated under national, or local laws or regulations, whichever age is higher, except as specified in6.2.2.

6.2.2 In countries where the national law or regulations permit the employment of persons between the ages of 13 to 15 years in light work, such employment should not interfere with schooling nor be harmful to their health or development. Notably, where children are subject to compulsory education laws, they will work only outside of school hours during normal daytime working hours.

6.2.3 No person under the age of 18 is employed in hazardous or heavy work except for the purpose of training within approved national laws and regulations.

6.2.4 The organization will prohibit all forms of child Labor.

6.3 The organization will eliminate all forms of forced and compulsory Labor.

6.3.1 Employment relationships are voluntary and based on mutual consent, without the threat of a penalty.

6.3.2 There is no evidence of any practice's indicative of forced or compulsory Labour, including, but not limited to, the following:

- Physical and sexual violence
- bonded Labor
- withholding of wages/including payment of employment fees and or payment of deposit to commence employment
- restriction of mobility/movement
- retention of passport and identity documents
- Threats of denunciation to the authorities.

6.4 The organization will ensure that there is no discrimination in employment and occupation.

6.4.1 Employment and occupation practices are non- discriminatory.

6.5 The organization will respect freedom of association and the effective right to collective bargaining.

6.5.1 The organization respects the full freedom of workers' organizations to draw up their constitutions and rules.

6.5.2 The organization respects the rights of workers to engage in lawful activities related to forming, joining or assisting a workers' organization, or to refrain from doing the same, and will not discriminate or punish workers for exercising these rights.

6.5.3 The organization negotiates with lawfully established workers' organizations and/ or duly elected representatives in good faith and with the best efforts to reach a collective bargaining agreement.

6.5.4 Collective bargaining agreements are implemented where they exist

PART IV - CONTROL OF FSC CLAIMS

1. ESTABLISHMENT OF PRODUCT GROUPS FOR THE CONTROL OF FSC CLAIMS

1.1 The organization has established product groups for the purpose of controlling FSC output claim sand labeling. Product groups may be formed by one or more output products that:

A. Belong to the same product type in accordance with FSC-STD-40-004-V3-1.

B. Are controlled according to the same FSC control system.

1.2 The following additional conditions apply for the establishment of product groups under the percentage and / or credit system:

A. All products will have the same conversion factor. If not, they may still be grouped under the same product group.

B. All products will be made of the same input material (e.g., pine lumber) or same combination of input materials.

1.3 The organization will maintain an up-to-date list of product groups specifying for each:

A. The product type(s)of the output products in accordance with FSC-STD-40-004a;

B. The species (including scientific and common names), where the species information designates the product characteristics.

Product Group List: The Organization will establish FSC product groups for all products that will be sold with FSC claims and maintain an up-to-date and publicly available summary.

Specification	Output FSC Material Product	Activity	Species	FSC Control System
FSC 100%	W1.1 Roundwood (logs)	Primary manufacturer	1) Tectona grandis, 2) Terminalia tomentosa, 3) Pterocarpusmarsupium, 4) Anogeissuslatifolia, 5) Chloroxylon swietenia.	Transfer system
FSC 100%	W5.4 Planks Solidwood (sawn)	Primary manufacturer	1) Tectona grandis, 2) Terminalia tomentosa, 3) Pterocarpusmarsupium, 4) Anogeissuslatifolia, 5) Chloroxylon swietenia.	Transfer system

2. TRANSFER SYSTEM

Box 5. Transfer system application

The transfer system is an FSC control system which provides the simplest approach for the determination of output claims by transferring the FSC claims of inputs materials directly to the output products. Through segregation from ineligible materials, the link between input and output material is assured through all stages of an organization's processes.
The transfer system can be applied to all types of product groups, FSC claims, and activities.
There are no valid output claims for pre-consumer reclaimed wood since it is not considered an eligible input in the transfer system.

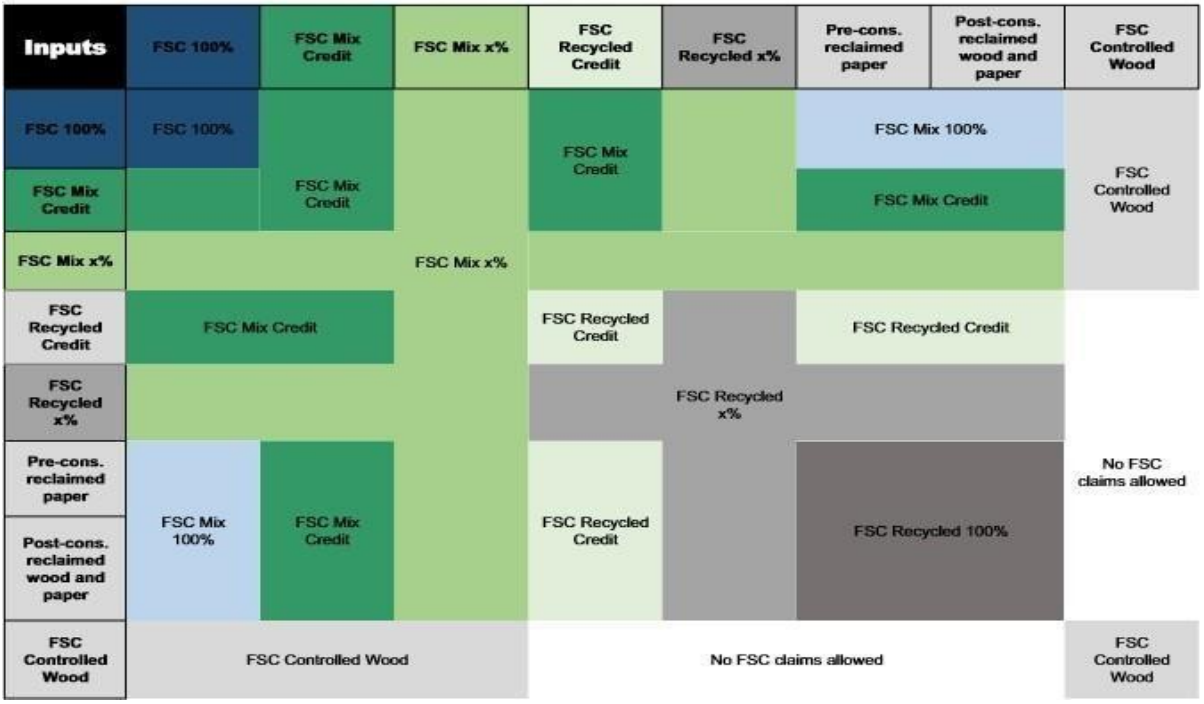
NOTE: Non-timber forest products used for food and medicinal purposes are restricted to the transfer system only.

2.1 For each product group, the organization will specify job orders for which a single FSC claim will be made.

2.2 For job orders in which inputs belong to a single material category carrying an identical FSC claim, the organization will determine this to be the corresponding FSC claim for the outputs.

2.3 For job orders in which inputs of different material categories or associated percentage claims or credit claims are combined, the organization will use the lowest FSC claim per input volume as the FSC claim for the outputs, as indicated in Table D.

Table D. Possible combinations of FSC input claims and resulting output claims when applying the transfer system



Processing Claims

FSC Product can be labeled for three types of claims depending on the input used and the claims we would like to use in our system:

- Transfer System.

The control system's responsibility lies with FDCM. The organization will determine for each claim period or job order the appropriate FSC claim according to one of the following control systems specified for the product group:

a)Transfer system: Applicable to all product groups;

NOTE: For FSC100% product groups the transfer system will be applied.

PART V- SUPPLEMENTARY REQUIREMENTS

1. FSC LABELLING REQUIREMENTS –

1.1 The organization may apply the FSC label on FSC-certified products following the requirements specified in **FSC-STD-IND-01-2022 EN**

Table E. FSC claims and corresponding FSC labels

FSC claims for the outputs	FSC label
FSC 100%	FSC 100%
FSC Mix percentage of at least 70%	FSC Mix
FSC Mix Credit	FSC Mix
FSC Recycled wood - percentage of at least 70% post-consumer reclaimed	FSC Recycled
FSC Recycled paper - no threshold applies	FSC Recycled
FSC Recycled Credit	FSC Recycled

1.2 Only FSC products that are eligible for FSC labeling may be promoted with the FSC trademarks.

FDCM will be responsible for obtaining labeling and marketing permission from certification body and maintaining labeling and promotion records. Labeling and promotion records will be kept on a spreadsheet and maintained for Five years from date of claim.

SYSTEM FOR DETERMINING IF A PRODUCT WILL BE LABELED

All the following must apply for a product to be labeled:

- Transfer system is used to identify appropriate claim.
- All claims based on complete FSC certified material (If a non– certified material issued to create the output; no claim will be made.)
- FDCM will not put any other label than FSC claim on product.

LABELING AND PROMOTION RECORD KEEPING PROCEDURES

Labeling and promotion records will be kept on a spread sheet and maintained for Five years from date of claim. The FSC Chain-of-Custody related accounting records, maintained for five years Include:

- FSC related invoices.
- Purchase Orders.
- FDCM Invoices for FSC.

USING THE FSC LOGO -

The FSC logo may be used on Round Timber, Sawn Timber produced using the above mentioned Round Timber. Packets of seeds collected from the said units. Display Board on various sites in forestry operations namely Nursery, Plantation Sites, Auction Depot, Office Building, Advertisement Sign Board, Official Website, Letter Heads, Invoices, Bills and letter envelops and other official display materials like calendars, Books etc., and other official publications like books, periodical and souvenir etc., invoices to promote that FDCM is FSC certified and that the Company can supply FSC certified products for this we will take prior approval from Certification body.

The organization does not use the FSC trademarks in the following ways:

- In any way that could cause confusion, minister predation or loss of credibility to the FSC certification scheme.
- To imply any FSC endorsement or responsibility of the organization's activities outside of the certificate scope.
- To imply any FSC responsibility to produce products, documents or promotional materials.
- In product band names, company names or website domain names translated to another language with no English included.

- The FSC trademarks are not used together with the marks of other forest certification schemes in a way which implies equivalence or in a way which is advantageous to the FSC trade marks in terms of size or placement.

- Any information about FSC that is in addition to FSC trademarks and labels included in any material has been given prior approval by Certification body.

- All new FSC trade mark uses have been submitted to Certification body for approval.

- For each on-product claim, the organization has selected the correct FSC label based upon the FSC claim that the product has been supplied with or is qualified for.

- The organization has applied the FSC 100%, FSC Mix label exclusively to products eligible for an FSC100%, FSC MIX claim.

PROMOTIONAL USE OF FSC TRADE MARK:

- The FSC trademarks are not used to promote product quality aspects not covered by FSC certification. Any claims regarding qualities outside the control of FSC, such as other environmental attributes of the product, are separated from text about FSC.
- Catalogues, brochures, and on-line sales websites include the promotional panel or its elements in a prominent place. A link or text such as "Look for FSC certified products" is included next to the panel, where the products are not all on the same page. FSC certified products are indicated by using the logo or with "FSC certified" in the product description.
- The FSC trademarks are not used on business cards to promote the organization's Certification.
- For FSC trademarks used for promotion at trade fairs the organization has clearly marked which products are FSC certified and the products carry an FSC label; or if no products are displayed, a visible disclaimer stating, "Ask for our FSC certified products, "or, "We can provide FSC certified products upon request, "is present.

Precautions and sale for labeled materials:

FDCM will ensure that material which will be further processed is cleared of any labels or segregation marks before sale. In case if the product is carrying any other label, we will clear that properly and then we are going to process it further. This responsibility lies with concerned Divisional Managers for materials received with a label from Jungle Depots itself. The company is ensuring that the materials are cleared of any such labels before sale with an FSC claim.

We also ensuring that products sold with FSC Claims do not carry any labels from other forestry conformity assessment schemes. Marks of other forestry certification schemes are not used on the same product. The organization ensures that material which will be sold unchanged is checked for being correctly labeled according to its FSC material category, unless the organization does not gain physical possession of the material.

PART VI - ELEGIBILITY CRITERIA FOR COC CERTIFICATION

ELIGIBILITY FOR SINGLE SITE COC CERTIFICATION

FDCM is eligible for Single site CoC certification :

- Under the scope of the single CoC certificate are:

  i. Operating under a common ownership structure;

  ii. managed under direct control of the certificate holder; in an exclusive business relationship with each other for the output materials or products covered by the scope of the certificate;

  iii. Located in the same country.

APPENDIX - A

FDCM FSC Training Program : Chief General Manager (Planning)

All employees with responsibilities to process any FSC Chain-of-Custody materials are required to attend an FSC Chain-of-Custody training program annually (or as & when required in the year and also in case of new employee join the FSC procedure implementation), according to the training measures for the department in which they work as required for FSC Certification.

MATERIAL RECEIPT AT SALE DEPOT- CONCERNED DIVISIONAL MANAGERS.

Statement of Training: We have completed FSC Chain- of- Custody training on the following procedures

- Ensure that FSC material received at sale depot of each Forest Project Division should be well segregated according to FSC and non FSC details.
- Ensure that all relevant records are maintained as per requirements of FSC standard and the same have to be preserved for a period of at least five years.

LOGGING AND GRADING OF MATERIAL AT SALE DEPOT - Concerned Divisional Manager

Statement of Training: We have completed FSC Chain- of- Custody training on the following procedures

- Ensure comparison of FSC material with regard to FSC claim
- Ensure that all the material mentioned in the invoice has been received with proper FSC claim
- Ensure FSC material are marked as FSC material properly and segregated in a separate place having regard to FSC product group list.
- Ensure that all relevant records are maintained as per requirements of FSC standard and the same have to be preserved for a period of at least five years.

SALES, MARKETING & PROMOTION - Concerned Divisional Managers

Statement of Training: We have completed FSC Chain of Custody training on the following procedures:

- ❖ Ensure that FSC logo must be used for only such products which are eligible for labeling.
- ❖ Ensure that Name & contact details of FDCM will be mentioned on the Invoices.
- ❖ Ensure that Name & contact details of customer will be written on the Invoices.
- ❖ Ensure that product description, quantity and FDCM FSC COC code must be mentioned on the Invoices and packing list.
- ❖ Ensure the maintenance of labeling and promotion records as per requirements of FSC standard and the same have to be preserved for a period of at least five years.
- ❖ Ensure all FSC logo requirements and specifications are met when using the FSC logo on Invoices or other item to promote that FDCM is FSC certified and that the company can supply FSC certified products.

Accounting

Statement of Training: We have completed FSC Chain of Custody training on the following procedures:

- ✓ All customer invoices relevant to FSC wood claims will include:
  - FSC product description
  - FSC Chain of Custody code
  - The FSC claim for each product item or the total products (if the FSC claim is the same for all items on the invoice and this is clearly indicated product): FSC 100%, FSC Mix Credit.
- ✓ The FSC Chain-of-Custody related accounting records will be maintained for five years and include:
  - FSC related invoices
  - Purchase Orders
  - FDCM invoices

APPENDIX - B
(Annual Volume Summary)

Inputs/Outputs details for the financial year ----------

A) For Round logs

Site Involved (if more than one certified)	Product Type according to FSC-STD-40-004a-V2-1 EN	Species	FSC Material Category	Opening Stock of Timber Material (CMT)	Current Financial Year Timber Production in stock (CMT)	Total Timber Material in stock (Col. 4+5) (CMT)	Total Timber Material Sold (CMT)
1	2		3	4	5	6	7
Nagpur	*W1.1 Round logs*	1) Tectona grandis, 2) Terminalia tomentosa, 3) Pterocarpusmarsupium, 4) Anogeissuslatifolia, 5) Chloroxylon swietenia.	FSC 100%				
Bhandara							
Yavatmal							
Chandrapur							
Markhanda							
Pranhita							
Depot Division Ballarshah							

B) For Sawnwood

Site Involved (if more than one certified)	Product Type according to FSC-STD-40-004a-V2-1 EN	Species	FSC Material Category	Opening Stock of Timber Material (CMT)	Current Financial Year Timber Production in stock (CMT)	Total Timber Material in stock (Col. 4+5) (CMT)	Total Timber Material Sold (CMT)
1	2	3	4	5	6	7	8
Nagpur	W5.4 Planks Solidwood (sawn)	1) Tectona grandis, 2) Terminalia tomentosa, 3) Pterocarpus marsupium, 4) Anogeissuslatifolia, 5) Chloroxylon swietenia.	FSC 100%				
Bhandara							
Yavatmal							
Chandrapur							
Markhanda							
Pranhita							
Depot Division Ballarshah							

APPENDIX - C

FSC TRADEMARK USE PROCEDURE AS PER FSC-STD-50-001 V2-1

1. General Requirements

1.1. Forest Development Corporation of Maharashtra have following FSC trademarks uses:

- On-product labels (directly pasted / printed on the products to indicate that the product is FSC certified)
- Promotional use of FSC trademarks (to indicate that the company is FSC certified and have capacity to produce and sell FSC certified products)

1.2. The following registered trademarks of FSC can be used by the company:

(a) the name

Forest Stewardship Council

(b) the initials

FSC

(c)the FSC logo



(d)the 'Forests For All Forever'– full mark



(e) The 'Forests For All Forever'– logo with text mark



1.3. Only the FSC label generated from the FSC trademark portal shall be used. Any kind of alteration is not allowed. Both on-product and promotional labels can be generated viahttps://trademarkportal.fsc.org/portal/login.php

1.4. The 'FSC logo' and the 'Forests For All Forever' marks shall include the trademark symbol ® in the upper right corner when used on products or materials to be distributed in a country where the relevant trademark is registered.

1.5. The symbol ® shall also be added to 'FSC' and 'Forest Stewardship Council' at the first or most prominent use in any text; one use per material is enough (e.g. website or brochure). For use in a country where the trademark is not yet registered, use of the symbol TM is recommended.

The Trademark Registration List document is available in the FSC trademark portal and marketing tool kit. The list is subjected to regular updates and therefore this shall be referred frequently for the revised latest version.

1.6. FDCM shall submit all intended uses of FSC trademarks to its certification body (Control Union) for approval. All artworks in clear and adequate resolution shall be provided to the certification body for approvals. Any art work can be printed after obtaining the approval.

Company can have an own approved trademark use management system within the company along with the following conditions:

- the organization shall demonstrate a good understanding of the requirements in question by submitting a sufficient number of consecutive correct approval requests to the certification body for each type of intended use (e.g. both on-product and promotion use shall submit requests for each)
- All requirements as stated at Annex -1 of FSC-std-50-001V2-01shall be followed.

1.7. The products which are intended to be labeled with the FSC on- product label or promoted as FSC certified shall be included in the organization's certificate scope and shall meet the eligibility requirements for labeling, as stipulated by the respective FSC standard.

1.8. FDCM shall not use FSC trademarks in following ways:

a) In a way that could cause confusion, misinterpretation, or loss of credibility to the FSC certification scheme;
b) In a way that implies that FSC endorses, participates in, or is responsible for activities performed by the organization, outside the scope of certification;
c) To promote product quality aspects not covered by FSC certification;
d) In product brand or company names, or website domain names;

1.9. The name 'Forest Stewardship Council' shall not be replaced with a translation. A translation may be included in brackets after the name:

Eg: Forest Stewardship Council®

2. On-product Label Use

2.1. FDCM shall use the following claims categories for on-product labels:

a) FSC100% b)FSC Mix c)FSC Recycled



2.2. The on-product label shall be used only where all forest-based parts of the product are covered by FSC certification, as specified in FSC-STD-40-004.

Packaging made of forest-based materials is considered a separate element. Therefore, the label may refer to the packaging, the product inside, or both, depending on which elements are certified.

2.3. The FSC label should be clearly visible on the product, its packaging, or both.

2.4. On-product Label elements Following label elements are compulsory:

a) FSC logo
b) Label title (100%/Mix/Recycled)
c) FSC license code (FSC®CXXXXXX)



Product type

Product type is compulsory in certain circumstances:

- The product type shall be specified unless all the materials of the product and its packaging / content are FSC certified.
- Certified material may be specified either by using product type within the label, or by additional text next to it.

Product type shall be always specified:

- On printed publications and on stationery made of paper
- on products containing neutral materials that cannot be distinguished from FSC certified ingredients (e.g. wood fibre used with uncertified neutral materials such as cotton fiber in paper specified as “wood” instead of “paper”).

Specific product names shall not be used as product types. A list of product types (e.g. ‘paper’, ‘wood’) is provided in the trademark portal.

Moebius loop

- The use of the Moebius loop is optional for FSC Mix and FSC Recycled labels
- Moebius loop shall not be used without a percentage figure.

2.5. Company is responsible for compliance with national labeling requirements and consumer protection laws in those countries in which FSC-certified products are promoted, distributed, and sold.

2.6. When a product is FSC labelled, marks of other forest certification schemes shall not be used on the same product.

In catalogues, books, and similar FSC-labelled publications, other forest certification scheme marks may be used for promoting other products or for educational purposes.

2.7. Use of additional FSC logos

- The FSC logo with the license code alone may be applied directly to the product (e.g. heat branded) only if a non-product label is used on the packaging, on a hang-tag, or similar.
- Additional FSC logos or reference to FSC may be used only when the on-product label is visible to the consumer (i.e. the label is accessible without damaging the sales packaging)

2.8. Segregation marks and labeling semi-finished products

- FSC trademarks may be used to identify FSC-certified materials in the chain of custody before the products are finished.
- It is not necessary to submit such segregation marks for approval.
- All segregation marks shall be removed before the products go to the final point of sale or are delivered to uncertified organizations.

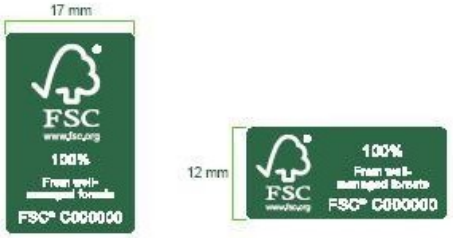
2.9 Size and format of the on-product labels

- FSC labels may be used in portrait or landscape formats.
- FSC labels shall be printed at a size at which all elements are legible.

The recommended size for the label shall be:

a) In portrait format: 17mm in width

b) In landscape format: 12mm in height.



The minimum size for the label shall be:

a) In portrait format: 9mm in width

b) In landscape format: 6mm in height.



Where adding the product type or translation requires more space, the portrait label may be increased in height and the landscape label in width only.

The use of a border around the label is recommended. When a border is not used, the label elements shall not be altered or separated.

2.10. Placement of the on-product label and the logo

There shall be enough clear space surrounding the label and logo to ensure that they remain uncluttered. The minimum space is calculated by using the height of the 'FSC' initials of the logo.

2.11. Colors for on product labels

FSC on-product labels and FSC logo shall be used in following color variations:

- Green negative
- Green positive
- Black-and-white negative
- Black-and-white positive



The green color for reproduction shall be Pantone 626C (orR0G92B66/C81M33Y78K28).

If standard colors are not available for the print area, an available color providing legible contrast on a solid background may be used instead. The label may be produced in positive or negative versions, or as transparent.

2.12. The following actions are not allowed:

a) Changing the proportions of any designs.
b) Changing or adding to the contents of any designs beyond the specified elements.
c) Making FSC appear to be part of other information, such as environmental claims not relevant to FSC certification.
d) Creating new color variations.
e) Changing the shape of the border or background.
f) Tilting or rotating the designs in relation to other content.
g) Violating the exclusion zone around designs.
h) Combining any FSC trademarks or designs with any other branding in a way that implies association.
i) Placing the logo, the label, or the marks on a background that interferes with the design.
j) Placing any trademarks in way that is misleading about what they refer to.
k) Using the shown elements of the 'Forest For All Forever' marks on their own.

3. PROMOTIONAL USE

2.1. Promotional uses

- The FSC logo with the license code may be used on promotional items not for sale, such as mugs, pens, T-shirts, caps, banners, and company vehicles.

- If promotional items are made wholly or partly of wood (e.g. pencils or memory sticks), they must meet the applicable labeling requirements as specified by FSC-STD-40-004, but do not need to carry a non-product label.

- When FSC trademarks are used for promotion at trade fairs, the organization shall:
  - Clearly mark which products are FSC certified, or
  - Add a visible disclaimer stating "Ask for our FSC®-certified products" or similar if No FSC-certified products are displayed.

2.2. Investment claims about FSC-certified operations

- Organizations shall take full responsibility for the use of the FSC trademarks by investment companies and others making financial claims based on their FSC- certified operations.
- Any such claims shall be accompanied by a disclaimer: "FSC® is not responsible and does not endorse any financial claims on returns on investments."

2.3. Promotional panel elements





The logo and promotional designs are available to download via the FSC trademark portal:

- Trademark Portal (https://trademarkportal.fsc.org) for FSC logo and promotional panel.
- Marketing and Communications Toolkit (https://marketingtoolkit.fsc.org) for 'Forests For All Forever marks and download able promotional materials.

2.4. Promotional text

FDCM will use applicable promotional text in line with the trademark standards.

Such as:

"The mark of responsible

forestry" "Look for FSC®-

certified products"

"Choosing FSC® supports responsible forest management"

"By choosing this product, you help take care of the world's forests. Learn more:

www.fsc.org" "By choosing FSC®-certified products, you are supporting responsible

management of the

world's forests"

"The FSC® label means that the materials used for this product come from [see label-specific text]"

FDCM will be developed own wording to accompany the FSC trademark designs, provided FDCM seek approval from Control Union.

2.5. Colour

The FSC logo, promotional panel, and 'Forests For All Forever' marks are all available in Standard color variations.

If none of the standard colors are available for use on printed materials, the FSC logo and promotional panel can be produced using another color, as long as it provides a legible contrast to the background.

2.6. Minimum size

- The minimum size of the FSC logo (including when used as part of the promotional panel) and 'Forests For All Forever' mark is 6 mm, measuring from the top of the tree to base of the letters 'FSC'.
- The minimum size of the 'Forests For All Forever' full mark, with the people and animal silhouettes, is10mm in height.
- The logo and mark must be reproduced at a sufficient size to ensure all the elements are legible.

2.7. Promotional use restrictions:

FDCM will ensure that the “FSC logo”, the ‘Forests For All Forever’ mark, “Forest Stewardship Council” name or initials (FSC)are not used in a way that:

- Causes confusion, misinterpretation, or loss of credibility to the FSC certification scheme
- Implies that FSC endorses, participates in, or is responsible for activities performed by the organization
- Implies FSC certification, such as use on corporate stationery including business cards and email signatures
- Suggests or implies that non-certified products are FSC certified
- Implies product qualities outside FSC standards (e.g. health benefits)
- Includes the FSC trademarks in product brand or company names, such as ‘FSC Golden Timber’ or website domain names relates to sales or sourcing of FSC controlled wood or controlled material implies equivalence to other forest certification schemes (e.g. FSC / xxx certification)
- Disadvantages FSC in terms of size or placement when used on the same promotional material as marks of other certification schemes.
- The FSC trademarks shall not be used in a way that implies equivalence to other forest certification schemes (e.g. FSC / xxx certification).
- The FSC logo or ‘Forests For All Forever’ marks shall not be used on business cards for promotion. A text reference to the organization’s FSC certification, with licence code, is allowed, for example “We are FSC® certified (FSC® C######)” or “We sell FSC®-certified products(FSC®C######)”.
- FSC-certified products shall not be promoted with the certification body logo alone.

APPENDIX - D

Pesticide policy as per FSC-POL-30-001 V3-0 EN

Pesticides are used to afford adequate protection to tender seedlings and young plants. However, their safe handling and use cannot be compromised.

2.0 The Parliament has enacted the Pesticides Act, 1968 and is in furtherence of the said Act, the Central Government has framed the Insecticide Rule 1971, which *inter alia* contain following provisions in view of the human safety measures-

a. Medical Examination of persons engaged in work of handling, dealing or otherwise coming in contact with the insecticides during spraying operations.
b. First Aid Measures.
c. Protective Clothing.
d. Respiratory Devices.
e. Training Of Workers.
f. Aerial Spraying Operations.
g. Disposal of Used Packages, Surplus Materials and washing of insecticides.

3.0 The copy of the above mentioned Insecticides Rules, 1971 is enclosed herewith as **Annexure - 1** for ready reference. All the provisions are self explanatory and must be implemented and enforced without fail.

4.0 Forest Stewardship Council (FSC) has formulated its own policy and issued the guidelines regarding the use of pesticides in the field. It prohibits the use of 48 number of pesticides (Details are shown on page no. 5 to 8 of FSC-POL-30-001a EN document). The detailed guidelines are enclosed herewith for reference and further necessary action. All field functionaries must ensure that the prohibited pesticides shall not be used and the above said guidelines must be adhered to in letter and spirit. (**Enclosure -** FSC-POL-30-001a EN, FSC-PRO-30-001 V1-0 EN, FSC-POL-30-001 V3-0 EN)

5.0 Do's and Dont's for procuring, storage, handling and disposal of pesticides are framed and available on the official website of the Government of India, Ministry of Agriculture and Farmers Welfare. They are reproduced as under -

Do's	Dont's
While Purchasing • Purchase pesticides/biopesticides only from Registered pesticide dealers having valid Licence. • Purchase only just required quantity of pesticides for single operation in a specified area. • See approved labels on the containers/packets of pesticides. • See Batch No., Registration Number, Date of Manufacture / Expiry on the labels. • Purchase pesticides well packed in containers.	**While Purchasing** • Do not purchase pesticides from foot path dealers or from un-licenced person. • Do not purchase pesticide in bulk for whole season. • Do not purchase pesticides without approved label on the containers. • Never purchase expired pesticide. • Do not purchase pesticides whose containers are leaking/loose/ unsealed.
During Storage • Store the pesticides away from house premises. • Keep pesticides in original containers. • Pesticides/weedicides must be stored separately. • Where pesticides have been stored, area should be marked with warning signs. • Pesticides be stored away from the reach of the children and live stocks. • Storage place should be well protected from direct sunlight and rain	**During Storage** • Never store pesticide in house premises. • Never transfer pesticides from original to another containers. • Do not store insecticides with weedicides. • Do not allow children to enter the storage place. • Do not allow children to enter the storage place. • Pesticides should not be exposed to sunlight or rain water.
While Handling • Keep pesticides separate during transportation. • Bulk pesticides should be carried tactfully to the site of application.	**While Handling** • Never carry/transport pesticides along with food/fodder/other eatable articles. • Never carry bulk pesticides on head, shoulder or on the back.
While Preparing spray solution • Always use clean water. • Use protective clothings viz., hand gloves, face masks, cap, apron, full trouser, etc. to cover whole body. • Always protect your nose, eyes, ears, hands, etc. from spill of spray solution • Read instructions on pesticide container label carefully before use. • Prepare the solution as per requirement. • Granular pesticides should be used as such.	**While Preparing spray solution** • Do not use muddy or stagnant water. • Never prepare spray solution without wearing protective clothings. • Do not allow the pesticide/its solution to fall on any body parts. • Never avoid reading instructions on container's label for use. • Never use left out spray solution after 24 hours of its preparation. • Do not mix granules with water. • Do not smell the spray tank.

• Avoid spilling of pesticides solutions while filling the spray tank. • Always use recommended dosage of pesticide. • No activities should be carried out which may affect your health.	• Do not use overdose which may affect plant health and environment. • Do not eat, drink, smoke or chew during whole operation of pesticides.
Selection of Equipments • Select right kind of equipments. • Select right sized nozzles. • Use separate sprayer for insecticides and weedicides.	**Selection of Equipments** • Do not use leaky or defective equipments. • Do not use defective/non-recommended nozzles. Do not blow/clean clogged nozzles with mouth. Instead use tooth brush tied with sprayer. • Never use same sprayer for both weedicides and insecticides.
While applying spray solutions • Apply only recommended dose and dilution. • Spray operation should be conducted on cool and calm day. • Spray operation should be conducted on sunny day in general. • Use recommended sprayer for each spray. • Spray operation should be conducted in the wind direction. • After spray operation, sprayer and buckets should be washed with clean water using detergent/soap. • Avoid the entry of animals/workers in the field immediately after spray.	**While applying spray solutions** • Never apply over-dose and high concentrations than recommended. • Do not spray on hot sunny day or strong windy conditions. • Do not spray just before rains and immediately after the rains. • Emulsifiable concentrate formulations should not be used for spraying with battery operated ULV sprayer. • Do not spray against wind direction. • Containers and buckets used for mixing pesticides should never be used for domestic purpose even after thorough washing. • Never enter in the treated field immediate after spray without bearing protective clothings.
After Spray Operation • Left over spray solutions should be disposed off at safer place viz. barren isolated area. • The used/empty containers should be crushed with stone/stick and buried deep in soil away from water sources. • Wash hands and face with clean water and soap before eating/smoking. • On observing poisoning symptoms give the first aid and show the patient to doctor. Also show the empty container to doctor.	**After Spray Operation** • Left over spray solution should not be drained in or near ponds or water lines etc • Empty containers of pesticides should not be re-used for storing other articles. • Never eat/smoke before washing clothes and taking bath. • Do not take the risk by not showing the poisoning symptoms to doctor as it may endanger the life of the patient.