

**STANDARD OPERATING PROCEDURE
(SOP) FOR INDENTS, SAWN TIMBER
AND ROUND LOGS MANAGEMENT**

Government Saw Mill, Chatham

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<i>Annexure I – Order No. dt.</i>	

Standard Operating Procedure (SOP) for Indents, Sawn Timber & Round Logs Management Government Saw Mill, Chatham

1. Introduction

This Standard Operating Procedure (SOP) lays down the procedure for systematic management of indents, advance payment, sawing operations, and disposal of sawn timber and round logs at the Government Saw Mill, Chatham. The SOP aims to improve efficiency in operations, facilitate timely disposal of sawn timber, and ensure smooth functioning of the Mill while providing better service to the Public.

2. Background

The Government Saw Mill, Chatham, has been facing operational challenges in managing sawn timber indents and disposal. Over time, the seniority list of indenters has increased, due to huge demand, limited supply and limited productions, leading to extended waiting periods for indenters. Additionally, issues relating to accumulation of sawn timber and effective inventory management have been observed, resulting in operational constraints in timely disposal of sawn timber.

In the absence of a structured SOP governing advance payment, collection timelines, proper disposal methods, and sawing patterns, difficulties have been experienced in aligning sawing operations with demand. Accordingly, this SOP has been framed to provide an operational framework for indent management, inventory management, timber disposal, and sawing activities based on practical considerations.

3. Objectives

The objectives of this SOP are:

- i. The equitable, transparent and efficient distribution of the Natural Resource amongst the public in general and Islanders.
- ii. To improve efficiency in disposal of sawn timber.
- iii. To ensure timely collection of sawn timber and discourage delayed lifting.
- iv. To streamline coordination and communication with indenters.
- v. To regulate sawing operations in a systematic manner to avoid accumulation of sawn timber.

- vi. To ensure systematic inventory management, including segregation, pricing, and disposal of sawn timber, round logs and salvage timber.
- vii. To ensure effective implementation of the approved discounted rates of sawn timber.
- viii. To support effective monitoring and control through proper record-keeping and inventory management.

4. Purpose

The purpose of this SOP is to establish a standardised, transparent, and accountable framework for the end-to-end management of indents, sawing operations, inventory control, and disposal of round logs, sawn timber, and salvaged timber at the Government Saw Mill, Chatham.

It aims to ensure operational efficiency, timely disposal, optimal resource utilisation, and improved service delivery to indenters, while facilitating effective monitoring, digital integration through e-SMART, and administrative control for orderly and sustainable functioning of the Mill.

5. Digital Enablement through e-SMART

The e-SMART (e-Saw Mill Application and Resource Tracking) system has been implemented to modernise saw mill operations by replacing manual registers and fragmented paperwork with a unified digital platform. The system enables end-to-end digital tracking of logs and timber through QR-code-based identification, supports accurate inventory management, and enhances transparency in production, sales, and disposal processes. It facilitates citizen services such as online registration, indent generation, and access to digital bills and gate passes, thereby improving efficiency, accountability, and service delivery in timber procurement and disposal.

6. Standard Operating Procedure

6.1 Online Indent Application for Sawn Timber & Round Logs

- i. Indenters shall apply for procurement of sawn timber and round logs through the official online portal (www.gsmchatham.andamannicobar.gov.in) by duly registering on the portal with address proof, ID proof and unique PAN Card & Phone Number. The registration shall be validated after scrutiny of the authenticity of the submitted document.

- ii. The registered user can apply for indent by filling the indent form and attaching the necessary documents sought in the portal. The user manual may be downloaded from gsmchatham.andamannicobargov.in/assets/doc/user_manual_for_user.pdf.

6.2 Verification and Confirmation of Indents

- i. The forms will be checked for correctness/authenticity of the information provided vis-à-vis the category in which the indent is applied.
- ii. The documents attached shall be checked for authenticity as per the indent submitted.
- iii. The verification will result into acceptance/rejection based on the documents and shall be communicated through portal only.

6.3 Process for Disposal of Indent

- i. The indent shall be considered based on the seniority list that shall be prepared on first-come, first-served basis.
- ii. Indenters shall be intimated for confirmation of their indents through WhatsApp messages or telephonic calls made by the Office of the Forest Ranger (Yard), Mill Division. (The intimation timing may vary depending upon demand in a particular category.)
- iii. Failure of the indenter to confirm the indent within the stipulated period (3 days from intimation) shall result in cancellation of the indent, and the indenter shall not be entitled to any right or claim for issue of sawn timber against such cancelled indent.
- iv. The indenter shall visit GSM Chatham on the intimated date with original and one photocopy of the indent, attached documents and the tentative amount as indicated on the indent form.
- v. Advance Payment and Collection of Sawn Timber:
 - An advance payment of a minimum of 30% of the total value of sawn timber shall be paid by the indenter on the same day after document verification and before the measurement of the timber.
 - After measurement, the indenter shall make the balance payment and collect the sawn timber preferably on same day or within 2 Working Days from the generation of the proforma invoice/measurement.

- The lifting after 2 Working Days from the generation of proforma invoice/measurement shall be done after the approval of DCF(MD) with the payment of ground charges.
- vi. The seniority list of indenters shall remain valid up to a cut-off date to be notified by the competent authority. Upon such cancellation, all pending indents shall stand nullified, and no claim for allotment shall be entertained thereafter.

6.4 Sale of Round Logs

- i. Interested indenters, including members of the general public, may purchase round logs (**Except Cat I A**) from Government Saw Mill, Chatham. However, the sawing of round logs shall be done within the premises of GSM Chatham and only the sawn timber and its by-product shall be taken by the indenter.
- ii. After seasoning, logs shall be lifted and placed at a designated location, from where interested indenters may select the logs of their choice (Not all Logs shall be available for the sale but only the designated ones would be available).
- iii. The procedure for disposal of sawn timber mentioned in **Clause 6.3** shall be followed for round logs as well. The sale and disposal of the selected round logs shall be completed within 3 working days of selection.
- iv. Sawing of selected logs shall be carried out once a week, subject to operational feasibility.
- v. Sawing shall be carried out in the presence of the indenter or an authorised representative.
- vi. Upon measurement, the sawn timber shall be disposed of on the same day upon issuance of the gate pass, subject to completion of payment formalities.
- vii. Each round log shall be affixed with a QR code for identification and record purposes.
- viii. The sale and disposal operations may be monitored through CCTV, subject to availability and installation.
- ix. Approved category-wise rates of round logs shall be applied as notified from time to time.

6.5 Sawing Operations

- i. Sawing operations shall be planned and executed in a category-wise manner to avoid accumulation of sawn timber.
- ii. Timber of High Demand category shall generally be sawn on 3-4 days/week basis, while other categories may be sawn at intervals of 4-5 days, subject to operational feasibility.
- iii. Sawing patterns shall be assessed through Demand-Supply across category and adjusted based on operational outcomes.

6.6 Inventory Management & Sale of Discounted Timber

- i. Sawn timber shall be systematically segregated based on the date of sawing and the timber condition and managed to ensure effective inventory control, timely disposal, and accurate tracking.
- ii. All timber shall be arranged at designated locations within the Forest Range (Yard) shed, in category-wise, year-wise, and size-wise rack/sheds with proper labelling in yellow paint indicating Shed No./Rack No./Cell No./Year of stocking etc.
- iii. The list of old stock of sawn timber indicating category, size, and year of stocking shall be published at the beginning of each quarter through the official portal and notice board as part of inventory disclosure and disposal facilitation. Indenters may opt for collection of such stock (**Except Cat IA-Padauk**), subject to approval of the Deputy Conservator of Forests (Mill Division) and completion of prescribed formalities. The indenter needs to write "From Existing Stock" (FES) in Remarks Column in Indent.
- iv. The stock that has been categorised as fuelwood/sawdust **as per Order T/09 dt. 30.03.2026** shall be shifted to a single designated location for ease of identification, inspection, and disposal.
- v. Salvaged timber shall be segregated year-wise and category/size-wise, as feasible, and disposed of **as per Order T/09 dt. 30.03.2026**
- vi. After segregation of lots, the stock shall be inspected and certified by the Physical Verification Officer (PVO) and the committee constituted by PCCF(ANI) **vide O/O**

No.02 dt. 23.05.2025 for assessment and application of applicable discount rates or for conversion into sawn fuel/sawdust, **as per Order T/09 dt. 30.03.2026.**

- vii. Discounted rates for old sawn timber shall be applied as per the year-wise and category-wise discount structure approved by the competent authority as per **T/09 dt. 30.03.2026**
- viii. CCTV cameras shall be installed at key locations to monitor movement, handling, and disposal of timber, subject to operational feasibility.
- ix. Approved category-wise timber pricing, including discounted rates for old stock, shall be implemented and integrated into the e-SMART software system.
- x. Colour coding for each discount rate category shall be used to facilitate identification of timber categories.
- xi. Section in-charges, including the Forest Ranger (Yard) and Production Manager, shall periodically verify stock arrangements, ensure proper documentation of all movements, and report any discrepancies or operational issues to the Deputy Conservator of Forests (Mill Division).
- xii. Proper registers shall be maintained for inventory movement, and the process shall be subject to inspection by the competent authority.

6.7 Special Provisions for Category I(A) (Padauk)

In respect of Category I(A)-Padauk, the following specific provisions shall apply, in addition to the general provisions contained in the preceding clauses:

- i. Henceforth, indent applications for Category I(A) timber shall be accepted only through the online portal during the period from 1st to 7th of each month. Applications submitted outside this period shall not be considered.
- ii. A maximum of 60 indents per month shall be registered for General Public, subject to an overall monthly ceiling of 30 cubic metres of Category I(A)- Padauk timber.
- iii. The maximum quantity permissible per indenter shall be 0.5 cubic metre.
- iv. The ceiling prescribed under clause 6.7 (iii) shall not apply to issue of short Length Timber to SSI registered units, subject to availability.

- v. Indents received within the prescribed period but remain unprocessed due to the monthly ceiling shall be carried forward to the subsequent month, subject to availability of stock and continued validity of indent.
- vi. All pending indents shall stand automatically cancelled at the end of the year on 31st March every year or up to a cut-off date to be notified by the competent authority. Applicants will be required to submit fresh indents thereafter.
- vii. All other provisions relating to verification, confirmation, payment, and lifting of timber as specified under Clause 6.3 shall apply mutatis mutandis to Category I(A) timber.
- viii. This shall be implemented from 1st June 2026.

7. Monitoring and Reporting

- 1. The Forest Ranger (Yard) shall oversee the management, sale, and disposal of sawn timber, including indent status, collection, and delayed lifting.
- 2. The Production Manager shall oversee planning, execution, and monitoring of sawing operations in accordance with approved sawing patterns and operational requirements.
- 3. Operational issues, including those relating to the e-SMART software, manpower, or machinery, shall be recorded and brought to the notice of the Deputy Conservator of Forests (Mill Division) for examination and necessary action.
- 4. The Forest Ranger (Yard) shall submit a fortnightly report, as per existing practice, detailing the status of pending, cancelled, and uncollected indents to the Deputy Conservator of Forests (Mill Division).

8. Review and Revision

This SOP shall be reviewed periodically based on operational experience and decisions taken in official meetings. Any modification or revision shall be carried out with the approval of the competent authority.

9. Commencement

This Standard Operating Procedure (SOP) shall come into force with effect from 1st June 2026.