

19 June 2008

From : Senior Chief Executive, Ministry of Agro Industry & Fisheries  
To : Supervising Officers in Charge of Ministries/Departments

**Felling of Trees and Lopping of Branches in  
Government Compounds**

It has been noted that the centralisation of the tender exercise at the level of this Ministry regarding the abovementioned works involves several unnecessary steps which leads to considerable delay in the final execution of same.

2. A survey carried out recently has revealed the following:
  - (a) the average time taken to finalise the exercise is four to five months, which is already too lengthy, but there are cases where the contract has been awarded one year after approval of tender due to late receipt of the Departmental Warrant; and
  - (b) the works involved in certain public compounds cost below Rs 20,000 and do not therefore require any tender exercise. Direct contracting effected by Ministries/Departments concerned would have enabled prompt execution of the works.
  
3. With a view to expediting the process, the procedures are being streamlined as follows:
  - (i) Ministries/Departments should henceforth carry out their own procurement exercise, after obtaining authorization from the Forestry Service for the felling of trees and lopping of branches in public compounds;
  - (ii) The Forestry Service shall submit to Ministries/Departments concerned appropriate specifications/relevant conditions and a list of potential contractors relative to the felling/lopping works;

- (iii) Ministries/Departments shall accordingly carry out their own procurement exercise;
- (iv) Felling/lopping operations by successful bidders shall be carried out under the supervision of the Forestry Service;
- (v) After satisfactory completion of the works Ministries/Departments shall effect payment to successful bidders upon submission of appropriate claims, duly certified by the Forestry Service; and
- (vi) The Forestry Service shall advise on the disposal of wood obtained from felling/lopping operations.

4. Please note that the Forestry Service will continue to carry out minor felling/lopping works after receipt of a Departmental Warrant from the concerned Ministry/Department.

5. It would be appreciated if the contents of this circular could be brought to the attention of all officers concerned and all Parastatal Bodies operating under the aegis of your Ministry, for the smooth implementation of the new arrangements.



**(N. Boodhoo)Mrs**  
**Ag. Senior Chief Executive**