

Ref. No. 8209/74/B3.

Dated: 30-1-1974.

Circular No. 1/74.

Sub :— Pension—Discrepancies—in sanction orders—Sending of sanction orders duly signed by Gazetted officers—Instructions issued—Reg.

It has been brought to the notice of this office by the Accountant General that the copies of the proceedings sanctioned pension and Death-cum-retirement Gratuity to Pensioners by the Officers of the Forest Department are being sent to A. G. with the signatures of the N. G. Os instead of Gazetted Officers. As a result, the settlement of pension cases is being delayed on this court. It is specially brought to the notice of the officers that the proceedings of sanction of pension to the pensioners is an important document based on which the pension and D. C. R. G. are being issued by the A. G. office and hence such an important sanction orders should invariably be signed by a Gazetted Officer and not by any Manager, Superintendent, Head clerk or any N. G. O. otherwise the A. G. will not issue pension payment order and Gratuity payment order and there is bound to delay, which will result in unnecessary hardship to the pensioner. All the officers are therefore, requested to see that the pension sanction orders by the Government servants are duly signed by them (i.e., Gazetted Officers) before send them to the Accountant General.

2. It is also brought to the notice of this office that the D. C. R. G. is sanctioned to the survivors of the deceased Govt. Servants even in the absence of valid nominations. As a matter of fact D. C. R. G. should be sanctioned to all the surviving members in equal shares. It is observed that this not being done by many of the pension sanctioning authorities. Due to this the issue of G.P.O. is being held up in the A. G. office incurring unnecessary inconvenience to the dependents of the deceased pensioners. All the Officers are therefore requested to obtain valid nominations Legal Heir certificate etc., and then issue orders sanctioning D. C. R. G. to all the surviving members of the deceased pensioners in equal shares.

3. The officers are requested to avoid recurrence of the omissions pointed out by the A. G. in future and see that the pension sanction order of the Pensioners are issued with the signature of the Gazetted Officer and D. C. R. Gs are sanctioned only after obtaining valid nominations are obtained. These instructions may be strictly complied with in future without giving any chance of complaint from the A. G.

The receipt of these circular instructions may please be acknowledged on the acknowledgment form given below.

Sd/- M. S. KHAN,
Addl. Chief Conservator of Forests.

Circular No. 2/74-B3.

Sub :—Pensions—expeditious disposal of pension cases—Detailed instructions— issued.

According to Art. 907, 908, 912 and 916 of C. C. Rs. as amended in G. O. Ms. No. 95 Fin. (Pen. I) Dept. dated 7-4-65 an officer in his own interest should submit his formal application for pension $1\frac{1}{2}$ years in advance of the date of his actual retirement or the date of proceeding on leave preparatory to retirement whichever is earlier. According to Art. 912 of C. S. Rs. even where the formal application has not been received the Head of office shall draw up the application in Form I as soon as it becomes known that an officer is due to retire within $1\frac{1}{2}$ years or has proceeded on leave preparatory to retirement and shall not delay it till the officer has actually submitted the formal application.

2. Under Art. 916 of C. S. Rs. the preparation of service statement and verification of service shall be under taken by the Head of the office $1\frac{1}{2}$ years in advance of the date of retirement.

3. In spite of the rule position stated above and the G. Os. issued from time to time by the Government for expeditious disposal of pension cases it is observed that the pension cases are being delayed at the sub-offices level for various reasons and as a result lot of inconvenience is caused to retired officer by not getting his pension and D. C. R. G. on the date of retirement or immediately thereafter.

4. It is know fact that the Government are very keen that the pension of an officer who retires should be settled immediately after the retirement.

5. In this connection it is not out of place to mention here a few instances of retired officers whose cases have come to the notice of this office, wherein the pension and D. C. R. G. could not be settled for want of the settlement of certain charges and recoveries reported only just before the date of retirement or after the retirement of the officer.

(i) In one case a Range Officer was allowed to retire from service. After he has retired from service, it has now been reported to the Chief Conservator of Forests that an amount of Rs. 12,000/- is to be recovered from him towards excess expenditure on works etc. In case this fact was brought to the notice of this office earlier while the Range Officer was on duty necessary action could have been taken to recover the amount from him. But now that he is retired and that he is eligible only for a petty sum of pension and D. C. R. G. the recoverable amount cannot be adjusted from the D. C. R. G.

(ii) There is a case of one more Range Officer in which the Sub-Office have indicated certain recoveries and after recoveries the same from his D. C. R. G. the pension and balance of D. C. R. G. was released. After the pension and D. C. R. G. were released the Sub-Offices have reported about the recovery of a further amount from the retired Range Officer. Had the Sub-Offices been prompt and had reported this recovery before the date of retirement of the Range Officer or prior to issue of N. D. C. or before the release of the pension and D. C. R. G. it would

have been easy to recover this amount. But after the release of pension and D. C. R. G. it is not possible to recover any amount.

(iii) In yet another case a serious nature has come to the notice of Chief Conservator of Forests wherein the Sub-Offices have reported about the pendency of serious charges of misappropriation etc. and huge recoveries by way of excess expenditure on works etc. This has been reported just a few days before the date of retirement of the employee when such serious charges and recoveries were pending against the employee that too relating to more than one year it is not clear why the matter was not reported to much earlier to the date of retirement, so that necessary disciplinary action could have been initiated and settled prior to the date of retirement of the employee.

6. For want of prompt and timely action of the Sub-Officers it is noticed that the retired officers are made to face inconvenience for delay in the sanction of pension and D.C.R.G. due to pending charge sheets and recoveries. As a matter of fact the department is expected to dispose off such charges and recoveries pending against a retired employee before the date of retirement. Further, due to the lapse of the part of the Sub-Offices about the recoveries and charges against the employee, the department will be left in a helpless situation of not being able to recover the Government dues from the retired employees resulting in loss to Government. In order to avoid such lapses on the part of the Sub-Offices and avoid any loss to the Government following instructions are issued.

(1) As per the provisions of C. S. R. quoted above, every officer should submit his application for pension $1\frac{1}{2}$ years in advance of his date of retirement or leave preparatory to retirement whichever is earlier. Even if the application for pension is not received from the officer the Head of the office shall draw up application in Form I, prepare service statements and verification of service $1\frac{1}{2}$ years in advance submit them to the competent authority or if he himself is the competent authority, he should send the pension papers to Accountant General for verification etc.

(2) Pending charges :

- (i) Charges if any pending while holding a particular post in a division should be disposed off by the D. F. O. / C. F. and the same should be recorded in the service book and the proceedings filed in the S. R.
- (ii) If before the disposal of the charge, the employee is transferred out of the divn. the officer in whose division the case was initiated, should dispose off the charge sheet and proceedings, if any, issued in the matter should be marked to the officer concerned under whom the employee is transferred with a specific request to file the proceedings and post the orders of punishment in the S. R. under no circumstances, this procedure should be deviated or over looked, otherwise, the officer concerned will be held responsible.
- (iii) Even if the disposal of the charge is within the competency of the D. F. O. or C. F. after the case is finally disposed off, the D. F. O. or C. F. should send copies of the proceedings, invariably, to the authority competent to appoint the employee. The appointing authority should maintain a stock file or punishments under gone by the each employee for which he is the appointing authority.

- (iv) Such proceedings should also be marked to C. C. F., for the punishments given to employees, for whom C. C. F. is the appointing authority.
- (v) All such disciplinary cases should be settled as far as possible before the date of retirement of the employee. In case there are any serious charges pending against the employee, who is going to retire within a period of 1½ years such serious charges should be reported immediately, the pension sanctioning authority, while submitting pension papers. Any further serious charges against the retiring employee, that will come to notice during the 1½ years period before date of retirement, should also be immediately reported to pension sanctioning authority. Every possible effort should be made to dispose off such cases within a period of three months or at least before the date of retirement of the employee.
- (vi) While submitting pension papers, the Divisional Forest Officers or Conservator of Forests concerned should call for the particulars regarding charges etc. pending against the employee, from the offices where the employee has worked previously and submits a detailed report about the charges pending to the pension sanctioning authority along with the pension papers or immediately thereafter.
- (vii) In case any officer does not report the charges etc. pending against the employee retiring either at the time of submission of pension papers or at least before six months of the date of retirement of the employee, the officer concerned will be solely responsible for the lapse on his part and the action will be taken against him.

(3) Recoveries of Government amounts.

1. All advances such as F. A. ., H. B. A, H. C. A. O. B. A. etc. paid to the employees should be recovered promptly by maintaining ledgers as per Rules. If any advances are outstanding and the employee is transferred to a next station, the L. P. C. should indicate all such recoveries. There should not be any difficulty in finding out the advances outstanding against the employee which are indicated in the L. P. C.

- ii) It is observed that there is always delay in fixing the responsibility in respect of advances on works. It is impressed on the officers that all such recoveries in connection with works advances should be recovered immediately from the pay of the employee. When the completion reports are submitted by the employee to whom the advances are given, they should be promptly checked and orders passed for immediate recovery for excess expenditure incurred if any. In case the employee is transferred to some other divn. or circle, the officer concerned should be immediately intimated of the recoveries pending against the employee. Any way action should be initiated for the recovery of such excess expenditure on works immediately. In case any officer does not report about the recoveries against an employee promptly and at any rate before six months of the date of retirement of the employee, the officer who advanced the amount or the officer who could not report the recovery, in time, as the case may be held responsible for the same and the amount, if not possible to be recovered from the retired employee shall be recovered from the officer responsible.

4. The Conservator of Forests shall check atleast 2 coupes in each division as per details in item 2 and 3 above and 10% of the coupes for upset prices to ensure correctness of the method and reasonableness of rates.

5. The selection of coupes should be at random. For this purpose the coupes may be classified into groups depending on the importance and such other considerations. More coupes should be selected from important groups and less from the other groups.

Other instructions contained in Circular No. 5/68 will however stand for the guidance of the Officers.

The receipt of the circular should be acknowledged.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Rcf. No. 44977/74-J3,

Dated: 13-6-1974.

Circular No. 4/74-J3.

**Sub:— Forests—Khammam Dist—Reservation of Forest Blocks—
Dismissal of Forest Reservation cases in default to non furni-
shing of information by the concerned D. F. Os instructions-
regarding.**

Instances have come to notice that in certain cases, the Forest Settlement Officers have dismissed the reservation cases and returned the papers to the concerned Divisional Forest Officers on the ground that the Divisional Forest Officers failed to furnish the information required by the Forest Settlement Officer in time, or for some other reason which attributes default on the part of the departmental officers.

In this connection, it is pointed out that the Government or any person who had made a claim under the A. P. Forest Act is required under section 14 to appoint any person to appear, plead and act on their behalf in the course of any enquiry of proceedings under this act. This would mean that the Divisional Forest Officer is as much a party before the Forest Settlement Officer and should take all such action as a prudent party would take to sustain and justify the interests of the department. From the awards of the Forest Settlement Officer it would be noticed that the Divisional Forest Officers have delayed furnishing information required by the court in time. These instances have also gone to the notice of the Secretary to Government in Forests and Rural Development and the Government in turn have taken a serious note of the lapses on the part of the departmental officers in this regard.

It is further pointed out that the Forest Settlement Officers are continued under forest budget and as such it is the duty of the Departmental officers to co-operate with the Forest Settlement Officers in all possible means, enable them to quicken the progress of settlement and thus help reduce the cost of settlement on the departmental budget. This point was brought to the notice of the concerned many a time but they did not appear to have realised the importance involved in it.

It is once again impressed that there is great need for the departmental officers to co-operate with the Forest Settlement Officers in all possible ways and to see that the Settlement cases are smoothly settled in the shortest possible time. They should not give room for re-occurrence of similar instances at least in future.

They are also informed that if any lapses on the part of the departmental officers is brought to the notice of the Chief Conservator of Forests in this regard, the Chief Conservator of Forests will be compelled to take drastic action against such officers.

They will please acknowledge the receipt of this circular by next post.

Sd/- T. V. Subba Rao,
Chief Conservator of Forests.

Ref. No. 20780/70-K2,

Dated : 29-6-1974.

Circular No. 5/74-K2.

Sub :— Establishment—Forest Department—Certain instructions in respect of submission of proposals for reduction in Pension of subordinates for unsatisfactory work—Reg.

In a case when the Chief Conservator of Forests submitted proposals to Government for reduction in pension of a certain Forest subordinate his unsatisfactory work as the Government alone are competent to do this under Article 470 of C. S. R. (Pension Code), the Government have negated the proposals for reduction in pension of the accused officer and given a ruling that cut in Pension cannot be ordered as a routine matter unless it is established that the officer had all along had a bad record. There must be series of acts of commission and omission and not one single act.

In view of the above ruling of Government which was not there previously, it is impressed upon all the Conservators of Forests and territorial Divisional Forest Officers that they should strictly observe the above ruling in dealing with disciplinary cases and in proposing and recommending reduction in pension of the subordinates for unsatisfactory service.

This Circular should be acknowledged in the form enclosed.

Sd/- M. S. KHAN,
Chief Conservator of Forests.

- iii) While submitting pension papers of the employee the head of the office should obtain a N. D. C. from all the offices concerned where the employee has worked previously. After obtaining such certificates only a final report regarding the recoveries should be reported to the pension sanctioning authority. Even in such cases if any officer does not report about the recoveries etc, in time and the recoveries are brought to the notice after the date of retirement of employee and when it is not possible to recover it from D. C. R. G. and or pension, it shall be recoverable from the officer not reporting the recovery earlier.

7. It is impressed on the officers that every care should be taken to finalise pension cases as expeditiously as possible and that charges and recoveries pending against the officer should be disposed off as far as possible before the date of retirement, so that the officer may have an opportunity to defend himself or clarify his position.

Sd/- M. S. KHAN,
Addl. Chief Conservator of Forests.

Ref. No. 27655/74-K3.

Dated : 29-3-1974.

Circular No. 2A/74.

Sub :- PUBLIC SERVICES — Forest Department — Suspension of subordinates continuance beyond 6 months proposals submission of—Intimation of placing subordinates under suspension—Instructions—Regarding.

In spite of issue of clear instructions on many an occasion, proposals for extension of suspension period are not being submitted well in advance, to enable this office to submit to Government before the expiry of the earlier period and obtain Government sanction.

Recently the Government have observed as follows :

“In the absence of orders for the continuance of suspension being issued well in advance of the expiry of the earlier period, the delinquent gets automatically restored to duty. Retrospective suspension is not valid in law and as such delay in extending the period of suspension causes a legal lacunae”

Recently a Range Officer was placed under suspension by a Conservator of Forests and the Chief Conservator of Forests is not aware of it till the writ Petition filed by concerned individual is received from the High Court. In future whenever subordinates are placed under suspension, the authority competent to place the subordinate under suspension should submit at once a report direct to Chief Conservator of Forests briefly the reasons that led to the suspension.

In the light of the facts explained above proposals for extension of the period of suspensions should hereafter be sent to Chief Conservator of Forests well in advance i. e. 2 months

In advance of the date of expiry of the period of last sanction and to ensure this all the authorities competent to place the subordinates under suspension should maintain a register & watch this. Any proposal received late will not be forwarded to Government.

The receipt of this circular may be acknowledged at once.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Ref. No. 79294/66/74
Dated : 24-5-1974.

Circular No. 3/74.

**Sub :—Forest Leases—Checking of marking and demarcation of trees
Survey and demarcation of timber and fuel coupes and
scrutiny of upset prices statement prepared for annual sale—
Revised instructions—Issued.**

Ref :—C.C's Circular No. 5/68 communicated in C.C.F's Ref. No. 79294/66-D1, dated 21-2-68.

In Chief Conservator's circular cited, instructions were issued regarding checking of marking and enumeration of trees, survey and demarcation of timber and fuel coupes and scrutiny of the upset price statements prepared by the subordinates. The entire position in respect of above items has been reviewed keeping in view of the importance of the upset prices in the present contract and views of the Conservator of Forests. It is felt that certain modifications are necessary to the instructions already issued in the above Circular.

2) In partial modification of the instructions contained in the circular cited, the following revised instructions are issued for the guidance of the Conservator of Forests and Divisional Forest Officers and other subordinate offices with immediate effect. The Conservator of Forests, Divisional Forest Officers and other staff should attend to the various items of work in each division annually before sales are held as detailed below.

1. Survey, demarcation and marking of coupes should be done by Officers not below the rank of a Forester.

2. The Range Officers should check all items of work in atleast 50% of the coupes (subject to a minimum of one coupe in each section) which will include survey, demarcation, marking and sample plots for upset price (if any) and the estimated out-turn. The Range Officer will invariably check the upset price statement of all coupes to ensure correctness of rates adopted.

3. The Divisional Forest Officer shall check all items of work in atleast 10% of the coupes (subject to a minimum of 2 coupes in each Range) as per the details in item 2 above. He shall also check the upset price statement of atleast 25% of the coupes in this division to ensure correct calculations of yield, rates etc.

Circular No. 6/74.

Sub :— Forests—Complaints Petitions — Allegations made against Forest Officials—Enquiry delay on the part of officers—Instructions—Reg.

At the meeting of the Conservators of Forests held on 17/19th April, 1974 the question of enquiry into the petitions regarding illicit fellings, destruction as well as connivance of subordinates, misappropriation, corruption, etc., was discussed (Item. 5 of the minutes of the meeting communicated in Chief Conservator of Forest's Ref. No. 23491/74-H5, dated 26-4-1974). The Conservator of Forests were also supplied with lists of cases pending within their circles and the Flying Squad parties. All the Conservators of Forests have promised at the meeting the Conservators of Forests have promised at the meeting to expedite action on all the pending petitions by end of June 1974.

A list of the pending cases as on 1-7-74 is enclosed. It is seen from the list that none of the Conservators of Forests have been able to dispose off the old pending cases as promised and the number of cases disposed off by June was very negligible inspite of the promises made by the Conservators of Forests.

It is brought to the notice of Conservators of Forests that Government are very particular regarding prompt enquiries into all such petitions and are not prepared to brook any delay on the part of the officers to whom the petitions are sent for enquiry. In this connection a copy of the D. O. Lr. No. 2672/For. II/71—3 dt. 3-7-1974. from the Secretary to Government, Forests and Rural Development Department is enclosed. The Conservators of Forests are therefore requested to make it a point that all such petitions of complaints and allegations against Forest officials are enquired into immediately and within a month at the latest and whatever evidence is available is gathered on the spot without giving any scope to the culprits to tamper with or suppress the evidence due to efflux of time.

In many of the cases the tendency of the officers is to put off any such enquiry on the plea of heavy work or nonavailability of time. It is pointed out that such attitude only defeats the very purpose of an investigation into the veracity of the petitions and taking suitable action against the culprits before the damage is great. Any procrastination of probe will only encourage the subordinates to continue their nefarious activities more unscrupulously thus making heavy the losses to Government or inconveniences to the public.

All the Conservators of Forests are therefore requested to examine the cases pending with their subordinates and call for their explanations on all cases pending with them for over three months by listing out the cases and submit the same to this office immediately and not later than 20th July, 1974 at the latest for necessary action. They are also requested to see that reports are received within one month of the receipt of the petitions by them and forwarded to Chief Conservator of Forests with remarks at once.

Any failure on the part of the Conservators of Forests in adhering to the instructions issued will be viewed very seriously. It is therefore requested to take keen personal interest on all such petitions received by them or referred to them.

The receipt of this circular may please be acknowledged.

Sd/- M. S. KHAN,
Chief Conservator of Forests.

Copy of D. O. Lr. 2672/For. II/71-13, dt. 3rd July 1974 from Secretary to Government, Forests and Rural. Development Department addressed to the Chief Conservator of Forests Andhra Pradesh Hyderabad.

Dear Sri Kha,

Please see your office letter No. 47287/71-K3, dt. 19-5-74. I regret to point out that the inordinate delay of 2 years taken by the Conservator of Forests, Hyderabad requires explanation. Knowing the subsceptibility of the Foerst Department to complaints like this one would expect prompt enquiries and disposal of petitions rather than delays of this nature. I do not know many such cases are pending like this with the .Conservators of Forests all over the State. Kindly obtain a list of such cases and see that the reports are sent promptly by the end of this month.

2. You must make it a point to issue instructions to all the Conservators of Forests that in all cases of allegations of misappropriation, corruption etc. the Conservators of Forests should not take their own time to make enquiries. They should send their reports within a month failing which I am afriad we will have to call for their explanations. Delays as in the present case will defeat the very object of good Government and must not therefore, be tolerated at any level. Please send a copy of the instructions by name cover to me, so that we can watch further action in the matter from the Secretariat.

With best wishes,

Yours sincerely,
Sd/- K. V. S. Suryanarayana,
Secretary to Government.

Ref. No. 63514/74/EI.

Dated: 19-7-1974.

Circular No. 7/74.

Sub :— Plus Trees of Teak Production—submission of Half-yearly certificate instructions—Issued.

25 Plus trees of Teak are located in various divisions and detailed below :—

Sl. No.	Division	Range	Block of RF	Plus trees Indentification
1.	Adilabad	Utnoor West	Utnoor Block	AP AD UW1
2.	Adilabad	"	"	AP AD UW2
3.	Kaghaznagar	Bijjur	Compt, 220 Gudem Block	AP MZ B1
4.	"	"	Compt. 226 "	AP KZ B2

(1)	(2)	(3)	(4)
5. Mancheria	Neekavi	Compt. 195 Chennur Block	AP M N1
6. "	"	Compt. 195 Chennur Block	AP M N2
7. Karimnagar East	Azamnagar	Near Sakaram Teak Plantation	AP KE AZ1
8. Mancheria	Neekavi	Kothur Block	APM N3
9. Karimnagar East	Azamnagar	Compt. No. 122 South Singaram Block	AP KE AZ2
10. "	Bhupalpally	C. No. XII Rampur	AP KE B1
11. Warangal North	Eturnagaram	Compt. No. 121 Chityal Block	AP NW E1
12. Bhadrachalam North	Bhadrachalam	1932-Nagi Reddy Teak Plantation	AP NB B1
13. "	Venkatapuram	1933-Teak Plantation	AP NB V1
14. Bhadrachalam South	Chintur	Rerapalli Hill R. F. 1938-Teak Plantation.	AP SB C1
15. "	Lakkarvam	Sukka Mamidi old nursery.	AP SB L1
16. Nandyal	G. B. M.	1945 Teak Plantation.	AP ND GI
17. "	Veligode	1946 Teak "	AP ND VI
18. Atmakur	Bairlutu	1906-Woods "	AP AK B1
19. "	Dornal	1908 " "	AP AK D1
20. "	"	" "	AP AK D2
21. "	"	" "	AP AK D3
22. "	Pecheruvu	1910-Woods "	AP AK P1
23. Kakinada	Addathegala	Marripakala Reserve	AP KK A1
24. Visakhapatnam	Chintapalli	1935 Sanivaram Teak Plantation	AP VS C1
25. "	"	"	AP VS C2

2. There are henotypically superior trees, forming foundation for further tree improvement of the species and hence deserve full protection and preservation.

3. To ensure that they are not lost or lost sight of, the following instructions are issued for the maintenance of the plus trees.

- (a) The markings made on the plus trees shall be renewed once a year.
- (b) Fencing raised round the plus tree shall be repaired frequently and maintained.
- (c) The concerned Divisional Forest Officer shall visit the plus trees in the Division atleast once in six months and submit a certificate to the Conservator of Forests, territorial Circle, with a copy to the Conservator of Forests, Research & Development Circle in the following form.

"I certify that the plus tree bearing nos.....
located in this Division were inspected by me during the six months ending
.....and they, are intact and maintained satisfactorily".

- (d) While handing over charge of the beat and section, in which the plus trees are located, the relieving Forest Guard and Section Officer shall show the plus trees physically to their successors and make a note of the fact in the T. C. R. as well as in their report book.
- (e) The Conservators of Forests shall also inspect the plus trees during their biennial field inspections and make a mention about their condition in the inspection notes.

The receipt of this circular may be acknowledged in the form enclosed.

Sd/- M. S. Khan,
Chief Conservator of Forests.

Circular No. 8/74. K-2.

Sub :— Forest Department—Disciplinary proceeding against subordinates procedural irregularities—avoidance of instructions issued.

- Ref :— 1. C. C. F. Circular No. 19/63, dated 2-7-1963.
2. —do— No. 21/64, dated 8-6-1964.
3. —do— No. 35/64, dated 26-7-64.
4. —do— No. 48/65, dated 1-12-65.
5. —do— No. 11/67, dated 11-9-67.
6. —do— No. 14/67, dated 15-11-67.
7. —do— No. 15/68, dated 23-6-68.
8. —do— No. 21/68. dated 26-9-68.

The attention of all the Officers dealing with A. P. C. C. A. Rules is invited to the circular instructions issued regarding procedural irregularities to be avoided by them in disposal of disciplinary cases. The above Circular instructions have been issued in addition to various Government orders on the subject communicated to them. In spite of these instructions, the authorities concerned are committing grave procedural irregularities in the disposal of disciplinary cases.

In one case a Divisional Forest Officer dismissed a Forest Guard and when the memorial went to Government, the Government observed serious procedural irregularities, committed by the Divisional Forest Officer as follows:

- i) When the Delinquent Officer requested for an oral enquiry the Divisional Forest Officer failed to conduct such an enquiry.
- ii) When an oral enquiry was conducted later on, no evidence was heard nor recorded in support of the charges. The Enquiry Officer failed to arrive at the truth or falsify of the charges.
- iii) After conducting an oral enquiry, no fresh show cause notice was issued but an earlier Show cause notice issued prior to oral enquiry was relied upon which is wrong.
- iv) The penalty of dismissal imposed was one of the major penalties and the Delinquent Officer was not supplied with a copy of enquiry report and given a second or further opportunity to defend as per instructions 13 (iv) of Appendix VI to A. P. C.C.A. Rules.

Under the above circumstances all the officers are requested to go through the above circular instructions and also the instructions contained in A. P. C. C. A. Rules and brush up

their knowledge of the rules and instructions regarding disciplinary matters and avoid procedural irregularities in future.

The receipt of this circular may please be acknowledged at once.

Sd/-M. S. KHAN,
Chief Conservator of Forests.

Ref. No. 41427/74/A1.

Dated : 12-8-1974

Circular No. 9/74.

Sub :— Public Services-Forest Subordinate Service-transfer of Forest Subordinates within 3 years—Regarding.

- Ref : 1. G. O. Ms. No. 1289 GAD(Ser. A) dt. 6-11-73.
2. G. O. Ms. No. 210 GA(Ser. A) dt. 23-11-65.
3. G. M. No. 5309/For.II/65-1, dt. 23-11-65.
4. G. M. No. 2016/66-8 G. A(Administrative Cell) Deptt. dt. 12-12-66.
6. G. O. Ms. No. 153 F & RDD (For. I) dt. 15-5-74.

In the G. Os. cited, it was ordered that Government servants should not be transferred before they complete 3 years stay in a particular station.

In the Memo. 3rd cited orders were issued that whenever transfers are called for within 3 years the previous sanction of next higher authority for such transfers should be obtained.

In the reference 5th cited powers were delegated to Conservators of Forests to transfer a Range Officer or a Dy. Range Officer even before they have actually completed three years of stay in a particular station; for valid reasons without obtaining prior approval of the Chief Conservator of Forests with a stipulation that such transfer should be reported to the Chief Conservator of Forests promptly recording therein justification for moving a person within 3 years.

It is observed that the Conservators of Forests are not furnishing reasons either in the foot note of the S. O. or through a separate letter, for transfers ordered by them. It is also observed the Conservators of Forests are making too many transfers and too frequently. The Conservators of Forests are requested to note that the general principles laid down in the various orders of Government have not been cancelled, even though powers however been delegated to them. Hence whenever transfer is ordered the following instructions should be borne in mind.

- i) Transfer should be made during the school vacation as far as possible.
- ii) Transfer should not be made from one place to another, before the Government servant has put in a service of 3 years as far as possible.
- iii) Leave applications should be normally accepted, except when sent to avoid transfer.

- iv) Particular disabilities like the condition of health of a Government Servant education of his Education should be allowed for.

The ground for transfer "Administrative Reasons" should be used only when the transfer is made in the interest of administration on genuine ground to avoid appeals from the affected persons; on the ground that the transfer is vitiated by impropriety.

Similarly no Range Officer or Deputy Range Officer should be kept at a particular station in a territorial Range for a period of more than 3 years, as per the instructions contained in G. M. 2016/663-G A (Adl. Cell) dt. 12-12-66. In case it is proposed to deviate from this principle, the Conservators of Forests should submit specific proposals with justification, for such retention for orders of the Chief Conservator of Forests.

The receipt of this circular should be acknowledge.

Sd/- M. S. Khan,
Chief Conservator of Forests,

Ref. No. 43810/74-R2.

Dated : 19-8-1974.

Circular No. 10/74.

Sub :— Destruction of Forests of more than Rs. 10,000/- Immediate report to Government—Instructions—Regarding.

At present Government are being informed immediately in the event of any loss of property on account of theft, fire, destruction due to floods etc. Now Government have issued instructions that immediate reports should be sent to Government whenever large scale destruction of forests occur, where the value involved is more than Rs. 10,000/-.

All the Divisional Forest Officers are requested to report the destruction of forests and above value of Rs. 10,00/- in any one case immediately on occurrence to the Chief Conservator of Forests while sending a copy of their report to the Secretary to Government in Forests & Rural Development (For. IV) Department. The destruction of forests reported should be in any one case but not a cumulative figure at any point of time.

The receipt of this circular should be acknowledged.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Circular No. 11/74-

Sub :— Assessment Rolls in respect of Officers working in the Forest Department—Further instructions—Issued.

Ref :—C C's Ref. No. 84719/68-M4, dated 9-2-1974.

In G. O. Ms. No. 1433 Food & Agriculture Department, dated 31-12-1973 communicated in the above reference, Government have communicated assessment rolls for the following personnel to be adopted from the year 1973-74 onwards.

1. Divisional Forest Officer (Territorial Divn.)	Annex. 'A'
Working Plan Officer (A.C.Fs.) (Resources Survey)	Annex. 'B'
Sub-Divl. Forest Officer	Annex. 'C'
2. Range Officers (Territorials) (Research)	Annex. 'D'
3. Range Officer/Foresters (Research)	Annex. 'F'
(Territorial)	Annex. 'G'
4. Forest Guard	Annex. 'H'
5. Range Officer/Dy. Range Officer/Foresters (Working Plan Divn.).	Annex. 'I'

In CC's Ref. No. 84718/68-M1 dated 10-10-1973 proposals were submitted to Government to prescribe the above assessment rolls. Pending receipt of Government approval, all the Conservators of Forests were requested to adopt the assessment rolls for the year 1973-74. The Conservators of Forests were specially requested to ensure that the tasks enumerated in the assessment rolls are fixed immediately and the targets to be achieved by 31-3-1974 and then assessed at the end of the period.

From the assessment rolls of Divisional Forest Officers, Working Plan Officers and Asst. Conservators of Forests for the year 1973-74 received so far, it is seen that tasks were not fixed because the G. O. was received only on 31-12-1973 and consequently achievements were not recorded for obvious reasons. The reporting officers have merely given their grading on their personal knowledge of the work done by the officer. This has not achieved the desired objective in the assessment roll.

The Conservators of Forests are informed that they had ample time before them to fix the tasks (wherever it is possible), for the Divisional Forest Officers, Working Plan Officers, Sub-Divisional Forest Officers and subordinate staff for the year 1974-75 and it is presumed that they have fixed the tasks in the first week of April 1974 itself for the Officers under them so that at the close of the year 74-75 there will not be any difficulty in recording the achievements in the assessment rolls. If they have not done so, the Conservators of Forests are requested to go ahead and fix the tasks for the year 74-75 without further delay and report compliance by 30-9-74.

In some cases it may not be possible to fix tasks at the beginning of the year. In such cases the tasks on hand for the year 74-75 and achievements during the year can be recorded at the close of year. For example, in disposal of disciplinary cases targets can be fixed only keeping in view the cases pending as on 1-4-74 but it may not be possible to take into account the Disciplinary cases initiated during 74-75. The best course, in such cases would be to take the total number of pending cases at the close of the year i.e. on 31-3-75 and take into consideration the disposals at achievement as illustrated below.

Basic tasks.

Disposal of Disciplinary cases (40)

(*) Old cases 25

New cases 15

40

Achievement.

(20) 50% disposed

In the light of above illustration, the quantum for each basic task and the achievement has to be depicted in all the assessment rolls.

It should be ensured that grading in the assessment roll is done carefully and commensurate with the achievement:

The grading can be as follows :

Excellent

76% and above.

Good

60% to 75%

Fair

50% to 59%

Bad

Below 49%

Unlike the assessment rolls for the year 73-74, the Conservator of Forests are requested to see that the Assessment Rolls for 74-75 are submitted in a shape fulfilling the objective for which the assessment Rolls were prescribed.

The receipt of this circular may please be acknowledged.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Circular No. 12/74.

Sub :- Establishment—Fixation of Selection Grade pay of Foresters in the Region Restriction to that of the Junior most Dy. Range Officer of the Region, wherever the Dy. Range Officer is working—Instructions issued.

It is observed that the pay of Foresters appointed to selection grade is not being fixed as per rules and the Divisional Forest Officers have been following different procedures in different divisions. With a view to have a uniform procedure in the entire Department it is essential to follow the correct procedure in all cases relating to fixation of pay selection grade Foresters.

2. In this connection attention of the Sub- Officers is invited to the following:—

- i) Government U. O. Note No. 808/PC/69-1 Finance Department dt. 26-7-1969 communicated in Chief Conservator's Ref. No. 48129/69/L3, dt. 19-8-69.
- ii) G. O. Ms. No. 278 Finance (Pc) Department dt. 9-6-72 communicated in Chief Conservator's No. 48129/69/L3, dt. 7-7-72.

3. As per para 3 (iii) of the U. O. note referred to in item (1) of para 2 above a "person promoted to a Selection Grade shall draw the minimum of the "Selection Grade" provided if his senior in the higher promotion category should be drawing less than such minimum his pay shall be limited to the pay being drawn by such senior, in his own scale". According to para 3 of G. O. referred in item (2) of para 2 above, "Where there are number of feeder units/Categories to a higher post and promotions to the higher post are made on the basis of integrated seniority list of persons from the feeder Units/Categories the pay of the persons appointed to the Selection Grade in any of the feeder units/categories shall be limited to the pay drawn by the junior most person acting in the Higher post irrespective of the feeder unit/category from which he was been promoted to the higher post, if the pay drawn by him in the higher post happens to be less than the minimum of the pay of the selection grade scale of the post of the feeder Unit/Category.

4. As per the Government instructions quoted in para 3 above, the post of a Forester is a feeder category to that of a Dy. Range Officers and the divisions are the feeder units. For promotion of Dy. Range Officers the region is the unit. The selection grade pay of a Forester in any Forest Division has therefore to be restricted to the junior most Dy. Range Officer of the Region wherever the Dy. Range Officer may be working. Whenever the Divisional Forest Officers appoint Foresters to the Selection Grade, they must ascertain the pay drawn by the Junior most Dy. Range Officer from the Conservators of Forests of the Region accordingly restrict the Selection Grade pay of the Forester to that of the junior most Dy. Range Officer in the Region.

5. The above instructions also apply to in all cases of fixation of pay in respect of Selection Grade L. D. Cs and U. D. Cs where the promotions to the next Higher Category are made on circle and Regionwise respectively.

6. All the Conservators of Forests and Divisional Forest Officers and other appointing authorities are requested to follow the instructions carefully and take action accordingly.

7. The receipt of this circular should be acknowledged.

Sd/—P. S. RAO,
Chief Conservator of Forests.

Ref. No. 109365/74-M4.

Dated: 1—12—1974.

Circular No. 13/74.

Sub :—Guide lines for the disposal of representations against adverse remarks in the Confidential reports issue of.

Communication of adverse remarks and expeditious disposal of representation made against such remarks are important parts in the proper maintenance of personal files. It is incumbent on the part of the custodian of P. Fs. (i.e., Reviewing Officer) to communicate the adverse remarks soon after he writes his own remarks as Reviewing Officer in the Confidential Report of an officer. Adherence to the following instructions will eliminate ambiguity of the adverse remarks and facilitate the officer reported upon to make purposeful and intelligent representation against the adverse remarks without seeking further clarifications.

Adverse remarks are meant to correct deficiencies in an Officer and to make him useful in the administrative set up. It is, therefore of utmost importance that this purpose is not lost sight of while communicating the Adverse remarks. Precaution has to be taken to see that full opportunity is given to the Officer reported upon to represent against the Adverse remarks in the right perspective.

1. **Communication of adverse remarks :—**Adverse remarks should be supported by a specific evidentiary examples or instances as far as possible. Before communicating the adverse remarks careful check should be made to ensure that all adverse remarks entries are substantiated with evidential examples or instances wherever possible by citing file Nos. with date of report. Where such instances are not furnished, the adverse remark will have to be considered as impression based on adequate contact. If the Reviewing Officer finds that adequate substantiation for the adverse remarks has not been made but in the Confidential Report the Adverse remarks should not be communicated until adequate substantiation for the Adverse Remark is received from the Reporting Officer. In the absence of substantiation for the adverse remarks, the Reporting Officer may be furnished with an extract of the Adverse remarks recorded in the Confidential Report by him with a request to furnish Ref. No. with date for each item of the Adverse remark entry. If the adverse remarks is based on impressions through adequate contacts, the same should be made sure from the Reporting Officer before communicating adverse remarks. After satisfying that all the adverse remark entries made by Reporting Officer have adequately been substantiated the Reviewing Officer should communicate the Adverse remark in duplicate. Acknowledgement for having received the Adverse remark communication should invariably be obtained on the duplicate copy of the adverse remark and should be filed in the P. F. of the officer to denote that adverse remark has been communicated.

2. **Perusal of records** :—If the Officer reported upon desires to peruse the records in support of the Adverse Remarks the Reviewing Officer should straight away address the Reporting Officer to furnish the records, which are to be quoted against each item of the adverse remark as discussed in para (1) above. The Records should be made available to the Officer reported upon for perusal before a responsible officer and certificate for having perused the records should be obtained. After perusal of the records, 10 days time may be allowed to submit representation against the Adverse remark.

3. **Disposal of representation** :—The representation in the light of the above instructions should be complete without any vagueness on the part of the Representationist. Such representation would also facilitate the Reviewing Officer to dispose of the representation without further reference to Reporting Officer for remarks as the Reviewing Officer he only to call for the records quoted as substantiation and examine the representation in the light to the substantiation. This does not preclude the Reviewing Officer from referring the representation to the Reporting Officer for remarks but such course should be resorted to, only when the Reviewing Officer deems it necessary to refer the Representation to the Reporting Officer. In the event a representation is referred to the Reporting Officer for his remarks, it should be ensured that no new facts of substantiation other than those already furnished are brought forth by the Reporting Officer, as such action would deny an opportunity of knowing such fact by the Officer reported upon. Therefore, the Reporting Officer is required to confine his remarks on the representation within the limits of substantiation furnished by him in the Confidential Report.

4. **Expunging of adverse Remarks** :—Orders expunging Adverse Remarks are to be filed in the P. F. at the appropriate Confidential Report promptly. Order expunging Adverse Remarks should be carried out in the Confidential Report by scoring through the Adverse Remarks pasting in up or obliterating it otherwise, under the authentic signature of the Reviewing Officer denoting the Ref. No. and date of such orders. The same should be carried out in the duplicate copy on Adverse Remarks communication filed in the P. F. If the representation for any reason has been rejected, a copy of such order should be filed at the appropriate place in the P. F. In this connection Government are being addressed to amend Rule 8 (d) of the Rules for maintenance of P. F. of Forest Department Personnel issued in G. M. No. 1894/For. II/72-3, dated 26-4-73, to file these papers.

The receipt of the Circular may please be acknowledged.

Sd/- P. S. RAO,
Chief Conservator of Forests.

Circular No. 14/74.

Sub :— Establishment - Forest Department - Submission of advance copy of the representation direct to Minister - Instructions - Regarding.

It is noticed that several subordinate officers are submitting advance copies or mere copies (without address entry to Ministers) of the representations to the Ministers. This practice is contrary to Rule 24 of A. P. Civil Services (Conduct Rules) 1964 and G. M. No. 3506/OP/72-1 Food and Agriculture dated 26-6-72 (copies enclosed for ready reference) Any Government Servant who violates the above Rules and instructions can be dealt with summarily.

In future, if it comes to notice, that any Government servant indulges in such activities, suitable action will be taken against such persons for violating conduct rules.

The officers mentioned below are requested to carefully note these instructions and to bring them to the notice of all the subordinate officers under their control, obtain the acknowledgements and file them in their offices. They are requested to submit compliance report for having done so.

They are requested to acknowledge receipt of the circular.

Sd/- P. S. Rao,
Chief Conservator of Forests.