

Forest Department

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Re.No.100080/77/M3,  
Dated: 7.10.77

Office of the Chief Conservator  
of Forests: A.P., Hyderabad.

Sri P.S. Rao, I.F.S.,  
Chief Conservator of Forests.

CIRCULAR NO.11/77/M3

Sub: Estt: Forest Department: O/O the Chief  
Conservator of Forests: Communication  
of G.Os: Instructions: Issued.

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Of late it is observed that the Government Orders received are not being properly marked to all Officers of this office and Superintendents and thus much inconvenience is being caused in circulation. In view of the above it is hereby ordered that all Government Orders should be communicated to Conservator of Forests (Estt), all Asst. Chief Conservators of Forests/Asst. Conservators of Forests, Accounts Officers, Gazetted Assistant (Non-Technical) and to the tables of Chief Conservator of Forests, Addl. Chief Conservators of Forests I, II and III and all Superintendents, Head Draughtsman and Manager and their acknowledgements should be obtained in the connected file.

No file should be closed unless all the officers and Superintendents acknowledge the receipt. The subject clerks, Superintendents are responsible to see that the G.Os are served on all and their acknowledgements obtained before closure of the file. These orders are come into force with immediate effect.

The Despatch clerk is requested to see that when the file comes to despatch, instead of obtaining acknowledgements of the officers and staff of the office of the Chief Conservator of Forests in Section Tappal Distribution book it should be sent through the file and their acknowledgement should be obtained in the file itself.

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

To  
The Despatch Clerk.  
Copy to Conservator of Forests (E), All Asst. Chief Conservator of Forests, Asst. Conservators of Forests, Accounts Officer-I and II, Gazetted Assistant (Non-Technical).  
Copy to All Superintendents.  
Copy to all subject clerks and inward clerk and M5.  
Copy to the tables of Chief Conservator of Forests, Addl. Chief Conservators of Forests I, II and III.

/ t.c.b.o. /