

Ref.No.118124/76-J1
Dated: 24.2.1977

Office of the Chief Conservator of
Forests Andhra Pradesh, Hyderabad.

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

Circular No. 2/77

Sub:- Monthly D.O. Reports of Conservators of Forests
Standardised Proforma - Communicated - Instruc-
tions - Reg.

--:-

The Monthly D.O. reports that are being received from the Conservators of Forests are lacking in many particulars. The Monthly D.O. reports are meant to reflect the various aspects of the Forest Administration in each circle of the State., and that is the only source by which the problems and the performance of each Conservator of Forests in his circle are assessed. It was, therefore, considered necessary to have a standard proforma of the monthly D.O. report and the Conservators of Forests are requested to highlight their activities under the following headings.

1. Triennial Field Inspections.
2. Other Field Inspections:-
 - i) Nurseries and Plantations;
 - ii) Coupes under working which are leased to contractors; and
 - iii) Others.
3. Departmental extraction scheme as per the minutes communicated in CC's Rc.No.52678/76-V3 dt. 7.5.76.
4. Depot Inspections.
(The details and progress of extraction should be indicated under this head as per instructions issued in CC's Rc.No.52678/76-V3 dt. 7.5.76.
5. Sales
6. Meetings.
7. Implementation of schemes under Plan and Non-plan (other than departmental Extraction Schemes)
(Details to be furnished under each head separately)
8. Protection of Forests and Wild Life
9. D.P.A.P. works.
10. Disciplinary cases
11. Complaint cases.
12. Office Inspections.
13. Surprise inspections of Division and Range offices as per CC's D.O. Rc.No.P 29/ dt. 15.11.75.
14. Other important events.

2. There is considerable delay in receipt of monthly D.O. reports from the Conservators of Forests in the office of the Chief Conservator of Forests. The Conservators of

Forests are requested to see that the monthly D.O. reports are drafted in time and that they are received by the Chief Conservator of Forests, Addl. Chief Conservators of Forests-I, II and III by 15th of the succeeding month.

3. According to section 109 of the Andhra Pradesh Forest Department Code, the Conservators of Forests are expected to spend on an average (15) days in camp during each month and the Conservators of Forests are therefore requested to see that they spend maximum time in the field.

4. These instructions shall come into effect at once and the monthly D.O. for the month of February 1977 should be sent in the prescribed proforma by 15th March, 1977. As usual, the monthly D.O. should be sent to the same address of Chief Conservator of Forests, Addl. Chief Conservators of Forests, I, II and III.

The receipt of this circular may please be acknowledged.

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

To
All the Conservators of Forests,
Copy to Circular file of CC's Office (M3).
Copy to Stock files of J1 and V3.
Copies to the Tables of Chief Conservator of Forests,
Addl. Chief Conservators of Forests, I, II and III.

/True Copy/

DEPARTMENTAL TEST NOTES FAMILY SHORT NOTES
(Ruling 1 under Rule 2(iii) of
T.A. Rules.

The following points to be noted while treating a person as the member of Govt. Servant's family for the purposes of Travelling Allowances:-

- (i) He should be wholly dependent on the Govt. Servant and residing with him.
- (ii) Parents of a Gazetted Officer shall not be treated as members of his family.
- (iii) Parents do not include adopted-father, adopted-mother, Step-father, Step-mother.
- (iv) When the Government Servant has more than one wife, claim for T.A. shall be limited to one wife only.
- (v) When both husband and wife who are employees of the A.P. Government are transferred at the same time or within six months of his/her transfer, from one and the same old station to one and the same new station, only one of them shall be entitled to travelling allowance as on transfer, the other being treated as a member of his/her family not in the employment of the A.P. Government (Note 3 under Rule 2(iii))

Who are treated as members of the family; i) Wife/Husband, (ii) Children (iii) Step Children (iv) Adopted Son (v) Parents in the case of NGOs (vi) Married daughter not placed under protection of her husband (vii) widowed daughter.

Who are not treated as members of the family;- i) Adopted daughter, ii) Married daughter placed under the protection of her husband iii) Parents in the case of Gazetted officer iv) Brother, v) Sister.