

GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT

Ref.No.81144/78/M1,  
Dated: 10-9-1978.

OFFICE OF THE CHIEF CONSERVATOR OF  
FORESTS, ANDHRA PRADESH-HYDERABAD.

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

CIRCULAR NO.33/78/M1.

Sub:- Establishment-Forest Department-Gazetted Officers-  
Grant of Leave etc. Instructions -Issued.

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Under Fundamental Rules, the Head of the Department is competent to grant earned leave, surrender leave and permission to avail of leave travel concession to all State Service Officers. Government are the competent authority to grant Earned Leave and other leave and permission to avail the Leave Travel Concession to all I.F.S. Officers.

2. However, in contravention to the above rule position, the following instances have come to the notice of this office and it is considered necessary to issue instructions to enable the officers to follow an uniform procedure regarding grant of leave to the Officers of this department. Among the irregularities noticed, it is observed that it has become a regular feature that many of the Officers are going on casual leave or proceeding on availment of public holidays and then extending the same with a request to treat the total period as Earned Leave and the some are even availing the same without prior sanction from the competent authority. It is also noticed that the Officers are submitting their application for grant of leave before the date of their relief. It is further noticed that some of the Officers are proceeding on leave without prior sanction by merely marking advance copies while some are sending their leave applications much after their proceeding on leave. All these instances amounts to irresponsibility and indiscipline on the part of the concerned officer and the period under question amounts to unauthorized absence and desertion of the post. The Gazetted Officers who are mainly responsible for running the administration and who should be a model to their staff in matters of discipline are not following the procedure and rules laid down regarding grant of leave and adhering to the regulations, thereby causing avoidable inconvenience and interruption in the running of smooth administration in addition to setting a bad example to their subordinates at the lower levels. They should behave in a way that is be-fitting a responsible and disciplined a Government Servant so that the subordinate officers working under them emulate them.

It is also observed that some Conservators of Forests are permitting the Officers under their control to proceed on leave without prior sanction from this office which is highly irregular. They are requested not to adopt such a procedure in future, as they are not competent to do so. They shall exercise proper control over their subordinate Officers and dissuade them from going on earned leave without prior sanction from the competent authority. While this is so, in certain other cases, some of the Conservators of Forests are withholding the leave applications of the Officers submitted through them without any reason. This is also

3. To avoid all the above irregular and indisciplined procedures the following instructions are issued.



3.(i) I.F.S. OFFICERS:-

Since the Government are the competent authority for grant of leave to A.I.S., Officers, their leave application should invariably be submitted to this office in duplicate by addressing the applications to the Secretary to Government, Forests and Rural Development Department so as to reach this office at least 30 days in advance before their proposed date of going on leave, marking a copy to the respective Conservators of Forests. The Conservators of Forests concerned should forward the applications of the officers immediately with specific recommendation for sanction or otherwise with their specific views about the relief arrangements to be made so as to reach this office at least 25 days in advance of the proposed date of relief of the officer, so as to submit the same to the Government for sanction or otherwise and to obtain the Government sanction orders and to make suitable relief arrangements.

3.(ii) STATE SERVICE OFFICERS:-

The leave applications should be submitted to the Chief Conservator of Forests through proper channel so as to reach this office at least 30 days in advance of their proposed date of relief, marking a copy to the Chief Conservator of Forests directly indicating therein their leave eligibility. It is their responsibility to ascertain their leave eligibility from their Conservators of Forests who are the custodians of their Service Registers now. The Conservators of Forests concerned should in turn forward the applications of the officers so as to reach this office at least 25 days in advance before the requested date of relief by the Officer duly indicating the leave eligibility of the Officer and with specific recommendation for sanction of leave or leave or otherwise so as to make suitable relief arrangements. The leave applications of the officers should not be forwarded to this office without indicating the leave eligibility of the officer and without their own specific recommendation on the request for grant of leave, and relief arrangements.

4. GENERAL:-

The Conservators of Forests while forwarding the applications of all the officers should invariably offer their specific remarks on the application of the Officers as to whether the leave may be recommended or not to the Government for sanction if it is in the case of I.F.S. Officers and for favour of sanction on by the Chief Conservator of Forests if it is in the case through of State Service Officers. The recommendation of the Conservator of Forests should also contain their proposal on the additional charge arrangements to be made during the grant of leave to the officers in their Circle. In case where the Conservators of Forests are not recommending the leave, the reasons for the same should invariably be recorded failing which this office will not be merely guided by their recommendation to refuse the leave of any officer.

5. Instances have also come to notice of this office where some of the officers who were granted leave from a specific date by the Government or by the Chief Conservator of Forests as per their request are not adhering to the date of relief and are getting relieved at their own convenience. All the officers should note that they should not get relieved or relieve themselves after the date from which the leave has been sanctioned. If the officers fail to get relieved by the set date, the orders automatically stand cancelled and they should obtain fresh sanction for grant of leave as per the procedure mentioned above. The Officers who are placed in additional charge should specifically note the above instructions and they are requested not to relieve the officers who are granted leave without revised orders from this office.



No Officer should also leave his post and proceed on leave etc. without specific sanction from the competent authority. All the officers intending to go on leave should invariably mention their full leave address in their leave application. All the officers are requested not to draw their salaries without proper sanction orders from the competent authority regarding grant of leave or regularization of the leave period amounting to unauthorized absence.

6. All the Officers proceeding on leave shall invariably report the specific date of relief and joining at the place of posting under proper T.C.R. The same instructions shall also apply for grant of extension of leave. Officers who desire to proceed on leave suffixing to their joining time on transfer should immediately submit their leave application on the date on which they receive their transfer order duly following the other procedure laid out for sanction or otherwise. The applications of all the officers for grant of leave on medical grounds shall invariably be accompanied by Medical Certificates from Doctors not below the rank of Civil Surgeons failing which their applications will not be considered.

7. All the officers whose leave is sanctioned and proceeded on leave and for whom reposting or other posting orders are not issued, should submit their application for posting orders directly to the Chief Conservator of Forests marking a copy to the concerned Conservator of Forests in such a time that from the date of receipt of their application for posting orders in Chief Conservator's of Forests office, there is atleast clear 15 days time for the Chief Conservator of Forests for obtaining and issuing posting orders to them, failing which the responsibility for the resultant delay in giving posting orders to them will be entirely their credit and not as duty.

8. The surrender leave applications should clearly indicate the date from which they intend to surrender the leave and particulars when it was last sanctioned including the leave eligibility.

9. All the Officers are informed that the above instructions should be scrupulously followed without fail. These instructions will apply in toto to all the officers on deputation excepting where the deputation authorities themselves can sanction leave.

10. The above instructions shall come into force with immediate effect. All the officers are requested to acknowledge the receipt of this Circular in the form appended immediately.

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



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FOREST DEPARTMENT

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Ref.No.54605/78/N2,  
Dated: 21-9-78.

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

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

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CIRCULAR NO. 34/78

Sub:- Forest Dept., - Amendment to Para 137 of Forest  
Dept. Code- Issue of Instructions for revised  
procedure laid down in the amendment-Regarding.  
Ref:- CC's Circular No.20/78(60271/78/N2)dt.13.6.78.  
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In Chief Conservator's Circular cited all the Officers  
of Forest Department were requested to follow the now proce-  
dure as outlined in the amendment with effect from the month  
of July 1978. Now the Accountant General has furnished sim-  
plified revised version of Section 137 of A.P. Forest Depart-  
ment Code, as the previous amendment communicated through the  
above Circular is not clear to the sub-offices with the result  
the Divisional Forest Officers are sending to Accountant Gene-  
ral all acquittance rolls, which are actually to be retained  
in the Forest Offices and made available to Accountant Gene-  
ral's local audit.

A copy of the simplified revised version of Section 137  
of A.P. Forest Department Code has proposed by Accountant Gene-  
ral is enclosed herewith. The Government have been addressed  
to issue necessary amendment to sub-section 2 and 3 of Section  
137 of Andhra Pradesh Forest Department Code, as has now been  
proposed by the Accountant General. In anticipation of the  
sanction of amendment by the Government as proposed by the  
Accountant General A.P.II, Hyderabad all the Officers are  
requested to follow the procedure now suggested by Accountant  
General in the amendment to section 137 of A.P. Forest Depart-  
ment Code enclosed herewith with immediate effect.

The instructions issued in Chief Conservator's Cir-  
cular cited above are treated as cancelled with immediate  
effect.

The receipt of the reference should be acknowledged  
by return of post.

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

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