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

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

CIRCULAR NO.4/78.

Sub:-Estt. Forest Dept.-Executive and Ministerial  
staff - drafting of on tenure basis to the  
special duty posts in R & D Circle-Procedure  
of allotment - Instructions - Issued.

Ref:- CCF's Ref.No.9808/72/A1 dt.d.12-2-72 and  
16-11-72.

1. In supercession of the instructions issued in Chief Conservator of Forests reference cited on the above subject and consequent to the implementation of the scheme of localisation cadres in respect of Non-gazetted posts in Forest Department under six point formula as approved in G.O.Ms.No. 612/Forests & Rural Development (SPF) Dept. dt. 3-7-76, the following offices of the Forest Dept. are declared as special offices / Establishments, State level offices / Institutions.

I. SPECIAL OFFICES:

1. Coffee Plantation Project, Visakhapatnam.
2. State Silviculturist divisions.
3. Working Plan Divisions.
4. Flying Squad Divisions.
5. Logging Project Circle, Khammam.

II STATE LEVEL OFFICES - INSTITUTIONS:

1. A.P. School of Forestry, Yellandu.
2. Research & Development Circle, Hyderabad.
3. Project Formulation Circle (including F.U.O's Office, Hyderabad)
4. State Trading Circle, Hyderabad.

and that the posts in these divisions/offices, are to be filled by drafting persons from each of the zonal cadres in respect of Range Officers, Circle cadres in respect of Dy. Range Officers, Foresters and below, from Divisional cadres on equitable basis in such ratio as may be prescribed by the Chief Conservator of Forests from time to time on tenure basis for a period of not exceeding 3-years at a time. From this it is clear that for filling up of the posts in these special division offices, no direct recruitment to these posts by the special division offices being the unit officers, is resorted to be these posts are to be filled by drafting the persons from either local or adjacent territorial division offices, who are the Unit Officers for the respective territorial divisions, or to be filled up by direct recruitment by the Unit officers (Territorial divisions). These instructions should be kept in view, whenever the vacant posts of special divisions offices of Executive as well as Ministerial staff are to be filled up.

2. As regards the drafting of the persons i.e., Range Officers, Dy. Range Officers, Foresters, Forest Guards and Forest Watchers of Executive Staff and Ministerial Staff etc. it is considered desirable to prescribe the following



procedure which should be strictly adhered to in future.

Procedure to be followed in regard to drafting of personnel to the special duty posts coming under the jurisdiction of the Research and Development Circle.

2. 1. Taking into account the existing sanctioned posts and vacancies that may arise in the Research & Development Circle, Units, the Unit Officer with the territorial jurisdiction and the respective officers of the Research & Development Circle will prepare a panel for the required categories, taking into account the aptitude of the staff, seniority, length of the service they worked on special duties, age etc. will complete the panel work in the first fortnight of December every year and submit to the respective Conservator of Forests before 15th December of that year.

2. 2. No temporary candidate or junior most staff member should be put on the panel in view of the fact that it may happen that in the parent units for want of vacancies, a senior may get ousted while the junior member continues in service.

2. 3. The Conservator of Forests (Territorial) and Research and Development circle will then approve the same and submit it to the Chief Conservator of Forests before the end of December. It will be the responsibility of the Conservator of Forests Research & Development Circle to submit the approved panels to the Chief Conservator of Forests within the specified time i.e. by December end, every year.

2. 4. The panel period will be one year starting from first January of every year and the panel will be reviewed and renewed taking into consideration the changed circumstances, such as transfers, deputation promotion, retirements and so on.

2. 5. The transfer and allotment of staff to Research and Development circle shall be effected with the concurrence of Conservator of Forests, Research & Development Circle.

2. 6. The personnel allotted to Research from territorial circles shall work on tenure basis and will be reverted back only after completing the tenure period of 3-years or earlier if it is on administrative grounds.

2. 7. Whenever vacancy arises in any unit of Research & Development Circle, the Conservator of Forests, Research and Development Circle, will request the Chief Conservator of Forests for the release of persons from the panel which will then be done.

3. The above instructions will come into force with immediate effect and they should be followed scrupulously.

4. The receipt of this circular instructions should be acknowledged in the proforma appended.

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

To  
All the officers of D.D.A.

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