

Government of Andhra Pradesh  
Forest Department

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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.

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CIRCULAR NO. 19/79

Sub:- Establishment - Forest Department - Deputation of staff  
(Executive) and Ministerial to the Andhra Pradesh  
Forest Development Corporation - Guidelines for deputation - Reg.

Ref:- 1) C.C.F's D.O.Lr.No.17858/79/A.1, dt:28-2-1979  
2) M.D., APFDC Lr.No.6.5.254/79/4043 dt:23-5-1979

The following guidelines are prescribed to the deputation of staff both Executive and Ministerial (Gazetted and Non-Gazetted) to the Andhra Pradesh Forest Development Corporation Ltd., Hyderabad. All the officers are requested to follow the guidelines scrupulously.

1. Whenever any officer is required on deputation either from the I.F.S. or the State Service Cadre, the Corporation will suggest a panel of 2 names for each post (one Direct Recruit and one Promotee).
2. As far as non-gazetted Executive and Ministerial staff are concerned, the staff working in a particular division or circle may be proposed for deputation for working in the respective area.
3. Regarding deputation of staff, the concerned Regional Managers will first discuss the issue with the respective Conservator of Forests who will take the views of the respective Divisional Forest Officers so that the persons suggested may not evade to join the Corporation and also the position of the record of service of the individual could be screened by them to assess the situation. After discussion and finalisation, the panel of names so selected will be submitted by the concerned Regional Manager and Conservator of Forests to the Managing Director and the Chief Conservator of Forests respectively.
4. The names of the individuals who will retire within three years should not be selected for deputation to the Corporation.
5. Whenever any member of the staff is required from a particular category, the Managing Director will address the Chief Conservator of Forests indenting the persons at the proportion of two individuals for each post and the Chief Conservator of Forests will release the required member from out of such indent by the Managing Director keeping in view the Department's requirement and other administrative considerations.
6. Government in their G.O.Ms.No.323 F&RD (For.IV) Dept., dated 19-11-1976 have specifically authorised the Chief Conservator of Forests to depute subordinates to the Andhra Pradesh Forest Development Corporation for a period of (3) years to start with as per F.R. 110(c) and F.R.114, the maximum period of

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deputation can be extended upto 5 years subject to the terms and conditions laid down in G.O.Ms.No. 204 Finance & Planning (Fin.Wing.F.R.II) Dept., dated 21-5-1976 and G.O.Ms.No.417 Finance & Planning (F.W.FR.II) Dept., dt:22-9-1976 and G.O.Ms.No.16 Finance & Planning (FW.FR.II) Dept., dt:11-1-1979. It is therefore desired that the deputation of any Gazetted or Non-Gazetted (Executive and Ministerial) staff member to the Andhra Pradesh Forest Development Corporation will be for a minimum period of 3 years to start with unless his services are required in the department due to exigencies of service before the term of deputation expires. If the Andhra Pradesh Forest Development Corporation requires the continuance of the services of the staff member for a further period of 2 years, it will be extended accordingly provided that in the exigencies of service his service may be requisitioned by the Department before the expiry of the Deputation term.

7. Once a staff member is deputed to Corporation for the said term, he shall not ordinarily be repatriated to the Department before the said term expires, unless the exigencies of service require him in the Department in which case the Department shall initiate the repatriation proceedings. The Corporation can also repatriate any person before the term of deputation expires to the parent department, if he is found not suitable in the Corporation or the activities of any individual are prejudicial to the interest of the Corporation. But the reasons for such repatriation should be indicated, so as to issue repatriation orders.

8. If the Corporation desires to repatriate any staff member as per F.R.126 who is on deputation after completion of deputation period, the Corporation shall inform the Chief Conservator of Forests one month prior to the expiry of deputation so as to enable the Chief Conservator of Forests to issue orders for that staff member in the Department.

9. Disciplinary proceedings pending against the officer or staff before deputation will be dealt with by the Department as per rules in force on the subject while the Corporation will deal the disciplinary cases that may arise during the period of deputation.

10. The Corporation shall maintain the Personal Files, Service Registers, Leave account, G.P.F. and other service schedules of the Gazetted and Non-Gazetted staff on deputation. However, the personal files of Gazetted Officers shall be maintained by the Department after they are received from the Corporation.

11. The leave account, sanction of leave including surrender leave and leave for L.T.C. etc. except for I.F.S. officers shall be looked after by the Corporation for the officers on deputation. Intimation regarding sanction of leave, L.T.C. increments etc. to the non-gazetted staff need not be informed to the Department but the entries may be made in the respective Service Register other records and leave account as per F.R.115, 116, 117, 120 to 126 and the rulings and instructions thereunder. In respect of Gazetted Officers (I.F.S.) the leave may be got sanctioned from the Government directly by the Corporation. The applications



- for leave etc., need not be marked to the Chief Conservator of Forests. An intimation regarding the period of leave availed availment of Home Town visit and L.T.C. of the Gazetted Officer may be intimated to the CCF from time to time or at convenient intervals of every 3 or 6 months, as decided by the Corporation so that the monthodex and other registers in CCF, Office could be posted up-to-date. All the officers are requested to follow the above guidelines scrupulously.

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