

GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT

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Rc.No.9033/81/15,  
Dated:21.2.1981.

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

Sri A. Ramakrishna, I.F.S.,  
Chief Conservator of Forests.

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CIRCULAR NO: 5/81

Sub:- Discipline Hard and sincere work - Basis of  
good administration.

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When I entered service some three decades ago, even as a Probationer under-going preliminary training, before being sent to the Forest College, Dehra-Dun, no Range Officer, much less other ranks, dared to appear before me in any dress other than the prescribed uniform displaying all the accoutrements. Uniform is the very basis of discipline and since our officers and men - Range Officers down-ward-have to protect the valuable forests kept in their custody, a uniform has been prescribed to infuse fear and respect for the forest authorities in the unscrupulous public, who may attempt to transgress the forest laws for their own benefit and also infuse in the public a sense of confidence that there is a disciplined machinery provided by the Government to look after the valuable public property, namely the forest. Therefore, it is absolutely necessary that this essential principle of discipline and its strict enforcement is duly observed by every one to whom it applies, whenever he appears before his superior particularly when the superior is on duty. I am sure every member of the Forest Service and Forest Subordinate Service will agree with me in this regard and see that he carries out the intention of the Government in this regard religiously.

2. Instances are coming to my notice about the slackness in the discharge of the duties at Range Officers and below levels, resulting in transgression of Forest laws by unscrupulous anti-social elements wantonly with or without the knowledge of the former, resulting in large-scale cutting of valuable trees and trading in illicit timber and other forest products. It is easy to haul up the subordinate staff for this kind of loss to Government, as they are directly responsible for protection, but if it is realised that there is a superior officer at the helm of affairs and that this officer, though not charged with the protection duty directly, is still charged with the duty of supervising and organising his men to meet any situation, one will not fail to appreciate and apportion the responsibility for such loss amongst everyone concerned. I am therefore constrained to high-light this role of the Divisional Forest Officers, who are the real custodians of the valuable forests and request them to inspire confidence in their men by themselves exercising strict vigilance and carrying out frequent field inspection and see that every one at every level does his duty sincerely.

p.t.o.



3. Instances have also come to my notice that some of the Range Officers are treating their subordinates as tools for enriching themselves. The subordinates at lower levels come from a stratum of society which is unfortunately backward in education and economic status. They naturally fall victims to certain base tendencies of their immediate bosses and fall an easy prey to temptations held out by unscrupulous persons for temporary gain. Ultimately these subordinates at lower level are made scape-goats for the mal-practices by others.

4. I have received reports, confirmed by enquiries, that some Range Officers are pocketing money legitimately due to the subordinates either in the form of salaries or advance for works to be carried out. This again reflects on the Division administration as the Divisional Forest Officer who is in over-all charge of the Division should not allow such mal-administration. The Divisional Forest Officer should make it part of his routine to enquire and check the Range Officers as well as the subordinates about all matters of importance during the course of their tours in order to ensure that everything goes on well and there is no cause for complaint.

5. The Divisional Forest officer represents the Department at District level and the image of the Department undoubtedly depends on his conduct not only as an expert in Forestry matters, but also as a good organiser of team work. He must endeavour at all times to uphold the high esteem in which his post is held for the Divisional Forest Officer is still held generally to be good at executing works entrusted to him in time and satisfactorily.

6. The role of the Conservators of Forests in the administration is no less significant and pivotal. Being a very senior Forester, he should set an example not only in hard and sincere work, but also in critical and analytical study of the problems confronted by his juniors and guide them in evolving rational and judicious solutions. While the Divisional Forest Officer and the men under him present a well-knit efficient team of foresters, the Conservator of Forests should be looked upon as the non-plying captain of the team, providing a perennial fountain of inspiration and guidance. He should not only make his officers and men work hard, but also plan their action on proper lines, so that the public also will repose faith in him. Many problems affecting the public can be solved at the Conservator's level itself, if they are examined carefully. The Conservator should make it a point to listen patiently to public grievances during their tours and initiate remedial measures himself without just passing on the representations to the Divisional Forest Officer in a routine manner. It is not only doing their duty but it also amounts to creating confidence in the public, which attitude will develop a very desirable and harmonious report between the two wings of the State for the general welfare of the State.

Contd.3.



7. Now that the Directorate is strengthened by four Addl. Chief Conservators of Forests, in addition to the Chief Conservator of Forests and the Addl. Chief Conservator of Forests are only part of the Directorate. I request the Addl. Chief Conservators of Forests review the total activity of the Department during their tours and not confine their attention only to the subjects assigned to them. They should take connected important files and particularly review the state of protection, progress of disciplinary cases which flow from unsatisfactory protection, progress of realisation of revenue, disposal of offences and execution of works.

8. I am sure this reminder of the basic duties and responsibilities of the officers of the Department will have a salutary effect and they will all strive hard for maintaining the reputation of the Department for discipline and hard work.

9. The receipt of this circular should be acknowledged by return of post.

Sd/- A. Ramakrishna,  
Chief Conservator of Forests.

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DEPARTMENTAL TEST - OFFICE PROCEDURE VARIOUS DISPOSALS OF FILES  
SHORT NOTES

The following are the various kinds of disposals detailed under Dist. Office Manual.

N. Dis = These disposals are those that are to be sent out in original with a reply.

L.Dis = Lodge disposals which are to be destroyed after one year.

D. Dis = These are destroy disposals which are to be destroyed after (10) years.

R.Dis = Retain disposals are those that are to be retained permanently.

**AVERAGE EMOLUMENTS:-**

Average emoluments means the average of the emoluments drawn during the specific period of 10 months to the date of retirement. This period has to be taken for the purpose of calculation of pension. During this period, if any leave is granted without allowances.

An equal period before the period of (10) months shall be included. The average emoluments includes substantive pay & Spl. Pay but excludes compensatory allowance.