

Ref: No. 27811/82/L1,
dated: 12.7.1982.

Office of the Chief Conservator of
Forests: Andhra Pradesh: Hyderabad

Sri A.K. Mathur, I.F.S.,
Chief Conservator of Forests.

CIRCULAR NO. 14/82

Sub:- Acquisition and disposal of movable or immovable properties - Submission of Certain particulars and strict compliance with the provisions of conduct rules - Instructions issued.

Ref:- CCF's Circular No. 7/70, dated: 13.8.1970.

In this office Circular cited, instructions were issued to adhere to the Conduct Rules and to furnish full particulars in the Immovable Property Statements. Though clear instructions were issued, yet, it is observed that the Officers are not observing A.P. Civil Service (Conduct) Rules, 1964, while recommending purchasing, selling or acquiring movable or immovable property etc. Hence all the Officers are requested to adhere to these Rules scrupulously.

In the matter of acquiring or disposing of movable or immovable property, their attention is drawn to Rule 9 of A.P. Civil Service Conduct Rules, 1964. They are requested to strictly follow the procedure laid down therein. While purchasing or selling any movable or immovable property, they should obtain previous sanction or permission of the competent authority, whenever necessary as per Rules, without fail. The following particulars should invariably be furnished whenever seeking permission under Rule, 9 of A.P. Civil Service Conduct Rules, 1964.

- (1) Particulars of property i.e., Survey Number or House Number, name of the Street, Village or Town, Taluk and District and Pin Code No.
- (2) Extent.
- (3) Cost.
- (4) How the amount is met.
- (5) Name and address of the party.
- (6) Whether the Officer has or had any official transaction with the party.

The Divl. Forest Officers/Conservators of Forests while forwarding the applications for sanction or permission of competent authority are also requested to state clearly whether the source of income furnished in the application is considered reasonable or otherwise. The application addressed to the Chief Conservator of Forests should be submitted within a fortnight with full particulars from the date of receipt of the applications positively with their specific recommendations, as any delay either in sanction permission or otherwise indefinitely will lead to complications.

Receipt of this reference may please be acknowledged immediately.

Sd. A.K. Mathur,
Chief Conservator of Forests.