

To have a clear picture of the cases in which action is to be taken the Conservators of Forests should prepare lists of all the Government Servants Gazetted and Non-Gazetted working under their control (1) who are due to retire on 28-2-1983 (2) 31-12-1983 and (3) during the period from 1-1-1984 to 1-9-1984. The Conservators of Forests are also requested to submit monthly progress reports clearly indicating the action taken during the previous month and steps proposed to be taken during the current month to reach this office by 10th of succeeding month.

The receipt of this Circular instructions may please be acknowledged.

Sd/-T.Krishna Murthy,
Addl. Chief Conservator of Forests.

Forest Department

Ref.No.51504/82-AA2
Dated:22--2--1983

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

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

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CIRCULAR NO.5 83

Sub:- Establishment - Forest Department - Allotment of
Staff to special Division on tenure basis - Proce-
dure of allotment - Instructions - Issued.

Instructions were issued in this office Circular No.4/78 (Ref.No.13252/78-AA2) dated 3-3-78 that the posts in special and state level offices and institutions are to be filled up by drafting persons from either local or adjacent territorial divisions, in whose territorial jurisdiction the special offices/ division lies or to be filled up by direct recruitment by the unit officers (territorial division).

2. It was also pointed out, that no temporary candidate or junior most staff members should be drafted to work in special division, in view of the fact that it may happen that in the present unit a senior may get reverted or ousted for want of vacancies while the junior member continues in service in the special divisions.

3. It is brought to the notice of the Chief Conservator of Forests that some of the unit officers are proposing overaged/untrained/understayed/recently transferred persons in the panels submitted for selecting persons to work in special divisions. Some times some subordinates who have been in special duties for quite some times are also being proposed again for such assignments. Persons not found suitable in the territorial division are being proposed for such posts. It is a known fact that the work in many special divisions, such as Flying Squads, Working Plan, Wild Life, Social Forestry, Logging Divisions etc., the work is more

P.T.O.

strenuous in nature than in territorial divisions. Therefore it is necessary that persons proposed to these special divisions must be (i) less than 45 years of age, (ii) energetic, (iii) trained, (iv) preferably who are overstayed or almost overstayed in the present places of working, (v) have not ~~xxxxxx~~ record or having been working in special duties earlier and (vi) must ~~xxxxxx~~ not have bad record or having enquiries/charge sheets of serious nature pending against him, as a general rule.

4. All unit officers (with territorial jurisdiction) are therefore directed to follow above instructions taking into account the aptitude, suitability, age, length of service whether they worked in special duties with post, training and experience they had in the respective fields etc., ~~sub-~~ before the persons are in the panel. The proposals should be submitted as per the instructions contained in Chief Conservator's Circular No.17/82 (Rc.No.45066/82-A1) dated 24-8-1982 as amended further in Cir.No.17/82 dt:31-10-1982. The panel for the required categories should be submitted in the enclosed proforma.

5. The person allotted to such special divisions from territorial division shall work on tenure basis and will be reverted back after completing the tenure period of 3 years or earlier if it is on administrative grounds, on specified orders of the Chief Conservator of Forests.

8. The above orders will come into force with immediate effect and should be followed scrupulously.

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

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

P R O F O R M A

Particulars of candidates proposed for special division to work on tenure basis panel of Range Officers/Foresters/Forest Guards from _____ Division for the year _____

Sl. No.	Name.	Designation	Age & Date of Birth	Direct Recruit or Promotee	Trained or untrained	Date from which he is working at the present place
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1.	2.	3.	4.	5.	6.	7.
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Continued;

Whether he was worked in special duties earlier if so details.	Aptitude and suitability.	Whether he is on duty or on leave	Remarks.
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8.	9.	10.	11.
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NOTE: This proforma is in addition to the proforma prescribed in C.C's Circular No.17/82-D, dt.24.8.82 and No. 17/82, Dt. 30.10.1982.

// True Copy : By Order //

Sd/- J.D.J. David.

Government of Andhra Pradesh
Forest Department.

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Rc. No. 11051/83/N3.
Date: 22.2.1983.

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

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

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CIRCULAR NO. 6/83.N3 (ACCOUNTS).

Sub: FORESTS DEPARTMENT - Officers and staff retiring
on superannuation as per G.O. Ms. No. 36/Fin. Plg/
dated 8.2.1983 - Issue and settlement of A.R.
Advances - Instructions - Issued - Reg.

Ref: G.O. Ms. No. 36/Fin. & Plg. dated 8.2.1983 communi-
cated with CCF's No. 8213/83.B4, dt. 10.2.1983.

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In pursuance of the orders issued in the G.O. cited,
15 Asst. Conservators of Forests, 53 Range Officers will be retiring
on the A.N. of 28.2.1983 vide C.C.Fs. Ref. No. 8679/83.N1 dt. 14.2.1983
and CCF's Ref. No. 3494/83.A1 dated 15.2.1983.

2) As per Art. 257 of the A.P.F.C. 101 the responsibility
for the repayment of advances recoverable rests primarily with the
Govt. servant, who receives it, but the D.F.O. or any other officer
issuing advances is also responsible for the recovery of all advances
made to the subordinates. Hence, the D.F.Os/Asst. C.Fs. who are draw-
ing and disbursing officers and other disbursing officers. Similarly,
the R.O. and other disbursing officers are also equally responsible
for getting the advances recovered by way of work done or by cash
recovery.

3) Now that several Asst. C.Fs./D.F.Os. R.Os. are retiring
from service on the A.N. of 28.2.1983, it is necessary that they
should not indiscriminately issue A.R. advances to their subordinates
some of whom are also retiring from service, as otherwise there is
every responsibility of the Govt. amount being left unadjusted misused
etc.

4) Under the above circumstances the D.F.Os who are retiring
from service on the A.N. of 28.2.83 are hereby advised not to issue
fresh amounts as A.R. advances particularly to the subordinates who
are also retiring from service. However, if it becomes absolutely
necessary they are advised to issue advances to the barest minimum
required for the works as that the works may not suffer and see that
all the advances issued are recouped by work done or by cash reco-
very before they retire from service on 28.2.1983.

5) They should see that for all the works executed by the
retiring officers (Range officers and subordinates from the advances
already given, necessary check measurement should be done by the
competent authority, as prescribed in the A.P. Forest Code A.P. Fin.
Code/CCFs Cir.M on the subject.

6) The C.Fs. are requested to see that the officers, who
are retiring from service, do not issue A.R. advances, more than the
requirement and leave any amounts not adjusted before they retire
from service. The above instructions issued should be scrupulously
followed.

7) The receipt of this memo should be acknowledged.

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

/True copy/.