

GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT  
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Ref.No.79930/85-T4,  
Dated. 24-12-1985.

O/O PRINCIPAL CHIEF CONSERVATOR OF  
FORESTS, ANDHRA PRADESH, HYDERABAD

SRI T.KRISHNA MURTHY, IFS.,  
PRINCIPAL CHIEF CONSERVATOR OF FORESTS.  
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CIRCULAR NO.24/85-T4

Subject:- Correspondence from Subordinate officers -  
furnishing of Reference No. of the Principal  
Chief Conservator of Forests -Reg.

Reference:- Arising.

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Instances have come to the notice that certain sub-ordinate officers, while submitting the reports to the Principal Chief Conservator of Forests, are not indicating the reference No. and date of Principal Chief Conservator of Forests, thereby it has become very difficult to mark the correspondence received from the sub-offices to the correct section to which it belongs at the time of distribution of papers in Inward section. Therefore, the following circular instructions are issued.

- (a) Subordinate officers should invariably note the ref. No. section, and date of the Principal Chief Conservator of Forests in all the references that are meant for Principal Chief Conservator of Forests.
- (b) If a report is sent to Prl.Chief Conservator of Forests as a fresh proposal, without any previous correspondence from the Principal Chief Conservator of Forests, it should be specifically mentioned against Ref. as 'ARISING'.
- (c) In the absence of any referencing as indicated in (a) or (b), the report of the subordinate officer is liable to be returned at the distribution level itself from Inward section with the signature of the Manager.
- (d) In case the subject is being dealt in two or more sections in the O/O The Prl. Chief Conservator of Forests, the subordinate officer has to submit necessary number of copies of his report for marking to concerned sections for necessary action.

The receipt of the Circular may please be acknowledged.

Sd/- T.KRISHNA MURTHY,  
Prl. Chief Conservator of Forests.

To  
All Officers of Distribution List 'A'.  
Copy to Manager.