

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Ref. No. 3878/85-M3,
Dated: 20.1.1985.

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

Sri V. S. Sastry, I.F.S.,
Principal Chief Conservator of Forests.

CIRCULAR No. 3/85-M3.

Sub:- Forest Department - Officers from Mofussail
visiting Hyderabad - Instructions Issued - Reg.

It is observed that Officers from Mofussail are visiting Hyderabad for Official work in the Office of the Chief Conservator of Forests or elsewhere. But not recorded of their visit or work carried out is available in the Chief Conservator's Office. It is felt necessary to maintain a record of the visits made by officers from Mofussail in the Office of the Chief Conservator of Forests.

2. There are some standing orders in this regard. In suppression of all other orders, the following instructions are issued.

3. The Conservators of Forests who visit Hyderabad should invariably call on the Principal Chief Conservator of Forests and the Chief Conservator of Forests Concerned. The other visiting officers of the Department should contact the Addl. Chief Conservators of Forests and in their absence the concerned Asst. Chief Conservator of Forests / Asst. Conservators of Forests and inform the result of their visit.

4. Since it is not possible to keep track without maintaining any record in Chief Conservator's Office it is found essential that the officers visiting Hyderabad should submit information in duplicate the following proforma and take back one copy duly signed by the concerned Addl. Chief Conservator of Forests or Asst. Chief Conservator of Forests/Asst. Conservator of Forests of the Chief Conservator's Office for claiming the T.A.

FORM OF REGISTER

Sl. No.	Name of the Officer and designation.	Date of arrival at Hyderabad.	Nature of work transacted with concerned file No. of DFO/CF. and CCF.
1.	2.	3.	4.
Date of Departure from Hyderabad.	Date initial of the visiting Officer.	Dated initial of the Officer concerned in the CCF's Office.	

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5. The concerned Officers of the Chief Conservator's Office will send the duplicate slips to the Addl. Chief Conservator of Forests (admn) who will put up a review of these visits to Principal Chief Conservator of Forests and Chief Conservators of Forests once in a week for their perusal and necessary orders.

6. These orders will come into force with effect from 1.2.1985.

7. The Officers in the Distribution List 'A' are requested to acknowledge receipt of this circular in the form enclosed.

Sd/- V.S. Sastry,
Principal Chief Conservator of Forests.

To
All the Officers in the distribution List 'A'
Copy to Circular stock file.

//true copy//

Sd/- Manager.