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FOREST DEPARTMENT

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Ref.No.39690/J2-87  
Dated: 31.10.1987

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

Sri K.V.S.Babu, IFS.,  
Prl.Chief Conservator of Forests.  
& Ex-Officio Secretary to Govt.

CIRCULAR NO. 16/87

Sub: Buildings- Office premises of the Prl.C.C.F. -  
Maintenance and upkeep Nomination of officers  
incharge - instructions - reg.

Ref: CCFs.Circular No.22/82 issued through ref.No.  
53096/82-J4, dt.29.10.82.

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In the circular cited, the Divisional Forest Officer, Hyderabad was nominated as estate officer to look after the maintenance and upkeep of the office building and its premises occupied by the Prl.Chief Conservator of Forests and other sub-offices. These orders were issued when the office of the Divisional Forest Officer, Hyderabad was also functioning in the premises. Now the Divisional Forest Officer, Hyderabad has shifted his office to a private building in the city and he is not readily available in the premises when-ever required. In view of this changed set-up and in supersession of the earlier orders in the circular cited the following arrangements is ordered with immediate effect.

1. The Forest Utilisation Officer, Hyderabad shall be incharge of Guest Rooms. However the Divisional Forest Officer, will continue to attend to the maintenance of these guest ~~rooms~~ rooms as in the past.
2. The Forest Utilisation Officer is nominated as Estate Officer to look-after the entire Prl.Chief Conservator of Forests office building and its premises except the guest rooms for proper maintenance and upkeep.
3. Hence forth the Forest Utilisation Officer will look-after proper upkeep etc. of the building complex and the premises situated within the office compound, with the assistance of subordinate staff at his disposal, making also Dy.Range Officer responsible exclusively for this work.

The Forest Utilisation Officer is hereby permitted to incur petty expenditure under contingencies according to budget provision for clearance of weed growth/emergency works such as clearance of chokage in drainage lines/leakage to water supply lines/repairs to garage shutters etc.

Sd/- PUSHP KUMAR  
CHIEF CONSERVATOR OF FORESTS ( M )

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\*Dr/-