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Government of Andhra Pradesh
Forest Department

Ref.No.32570/86-A5
Dt.29.5.87

O/o the Prl.Chief Conservator of
Forests, A.P.Hyderabad.

Sri K.V.S.Babu, IFS.,
Prl.Chief Conservator of Forests

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CIRCULAR NO. 3/87

Sub: Estt.-FD-allotment of staff to special divisions/offices
on tenure basis -- procedure of allotment instructions
issued - reg.

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It is noticed that some of the Divnl.Forest Officers/
Conservators of Forests are proposing overaged/untrained/under-
stayed/recently transferred persons in the panels submitted for
selecting persons to work in special divisions/offices. Sometimes,
~~some~~ subordinates who had been on special duties for considerable
periods, are also being proposed again for such special assignments.
Opinion is gaining ground that persons not found suitable in the
territorial division are being proposed for such posts. The
scope should be given even for such attributions.

Further, the Conservators of Forests/Divisional Forest
Officers are proposing the names of subordinates for allotment to
special divisions/offices and after issue of necessary orders
from this office, they are recommending for cancellation of such
orders on the plea of old age of the individuals, returning from
leave, recently posted to another place etc. All the care should
be taken at the time of submission of panels, and no reports for
exemptions subsequently will normally be entertained.

The work in many special divisions, such as Flying Squad
parties, working plan parties, State silviculturists, Geneticists,
Logging divisions etc., is considered to be exacting in nature
demanding certain technical skills. Therefore it is necessary
that persons proposed to these special divisions must be (1)
energetic 2) trained 3) preferably who are overstayed or almost
overstayed in the present places of working 4) have not been
working for more than one term i.e., 3 years in special duties
earlier 5 must have reasonably good record without having enquiring
charge sheets of serious nature pending against them.

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

All DFOs./CFs. are therefore directed to scrupulously follow
the above instructions taking into account the aptitude, suitability
age, length of service, whether they have worked in special
duties, training and experience they had in the respective
fields, etc before the names are included in the panel. The
proposals should be submitted to the competent authority in
the following proforma.

Contd.2

PROFORMA

Particulars of candidates proposed for special division to work on tenure basis-panel of Range Officers/Dy.R.Os.Foresters, F.Gs. from division for the year

S.No:Name	Desgn.	Age & Dt. of birth	Direct recr-uitment or <u>promotee</u>	Trained or un-trained	Date from he is were the are
			Date of entry into service/ promotion to present post		

Contd:

Whether he has worked in special duties earlier,if so details	Aptitude & suitability	Whether he is on duty or on leave	Remarks
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The above orders will come into force with immediate effect and should be followed scrupulously.

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

Sd/- K.V.S.Babu,IFS.,
Prl.Ch ief Conservator of Forests.

// true copy //

*DR/-