

GOVERNMENT OF ANDHRA PRADESH
(FOREST DEPARTMENT)

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Ref.No.42994/91/Admn.1.

Date: 29-7-1991.

Office of the Principal Chief
Conservator of Forests,
Andhra Pradesh, Aranya Bhavan,
Yellandu.

Dr. K. Kesava Reddy, IFS.,
Prl.Chief Conservator of Forests

CIRCULAR NO. 15/91.

Sub: - FOREST DEPARTMENT & Tour Days of Conservators
of Forests/Divisional Forest Officers/Sub-Divi-
sional Forest Officers - Certain instructions -
issued.

With the increased tempo of the developmental activities in the past one decade, apart from several new Divisions, and Circles, some Senior level posts above the I.F.S. Supertime scale posts have been created. For proper execution of works timely and frequent inspection by various level of Officers is a must but this should not lead to the distraction of the executive staff from their field work whether it be of protection of forests or nursery and plantation activities. Timely inspections on the part of the Divisional Forest Officers is very essential to guide and check-measure the works for successful implementation of several developmental activities both under Plan and non-plan. Similarly inspections by the Conservators of Forests of the forests, nurseries, plantation and other works is equally essential aimed at giving technical guidance to the field officers and also to solve the administrative problems.

2. While more frequency of inspection of forests, nurseries, plantations and works etc., by the Divisional Forest Officers is very much desired towards improvement as it keeps the staff alert, it will be against such improvement of these inspections are more frequent by the Conservators of Forests as it is observed such frequent visits by the Conservators of Forests is keeping away the staff from their duties who have further been observed spending more time in attending on the Conservators of Forests in their camps more as a protocol.

3. The subject has therefore been discussed in the recent Regional Meetings of various Divisions, Circles, convened by the Principal Chief Conservator of Forests and based on these discussions, the following instructions are issued.

3.1 The Divisional Forest Officers/Sub-Divisional Forest Officers incharge of territorial and social Forestry Divisions or Sub-Divisions shall make 18 night halts in a month touring not less than those number of days during which they shall cover all Ranges under their jurisdiction. No exception shall be permitted. This is as prescribed under the Forest Code. Any deviation shall be reflected in their Annual Confidential Reports (A.C.R.) and in probation reports in case of Probationers. A specific mention of this shall be made by Conservators of Forests in the Annual Confidential Reports (A.C.Rs)

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on the aspect of tour days which will reflect the effort of the Officer concerned on Forest Projection.

- 3.2 Nodal Officers as nominated by the Conservator of Forests having jurisdiction over the area/district shall represent all the other Officers for the District in Districts Meetings unless otherwise specifically if any Officer is required to attend any Meeting. Exception to this will be the Meetings by Hon'ble Chief Minister, Hon'ble Forest Minister and Hon'ble Minister of the respective District.
- 3.3 No Conservator shall tour for more than 12 days in a month in his Circle. During these days all the Divisions in his charge shall be covered and the items mentioned in Divisional Information Book (D.I.B) shall be reviewed every time they tour, apart from conducting other officials business like inspections, enquiries, meetings, sales etc. All the Ranges will be covered by rotation. This arrangement on the number of tour days of Conservators of Forests gives them time to exercise better control, and more time to tune up the Circle administration. The tour on the part of the Conservators of Forests shall thus aim at yielding meaningful results and will not as a shock treatment to the erring staff apart from allowing time to the subordinate officers and staff to get on with their normal works undisturbed and undistracted.
- 3.4 An exception to this shall be the posts of Conservators of Forests attached to the Office of the Principal Chief Conservator of Forests.
- 3.5 Visits to Hyderabad for any Meetings and other official work shall be excluded from reckoning of 18 days in cases of Divisional & Sub-Divisional Forest Officers and 12 days in respect of the Conservators of Forests.
4. No Officer shall visit Hyderabad officially unless specifically ordered by Principal Chief Conservator of Forests / Chief Conservators of Forests.
5. No Officer shall visit Hyderabad on Court/Tribunal work except in case of supreme Court work or in case of contempt charge. All legal matters shall be referred by them to expressly to the Assistant Conservator of Forests (Law) and only an office assistant shall come with counter affidavits and connected documents to meet the Government pleader through Asst. Conservator of Forests (Law).
6. Whenever any Officer visit Hyderabad officially he shall come and call on the Principal Chief Conservator of Forests and all Chief Conservators of Forests with their Divisional Information Book (D.I.B) / Circle Information Book (C.I.B).
7. For any deviation or infringement to these Circular instructions disciplinary action shall be taken.
8. All the Officers are required to acknowledge and receipt of this Circular.

Sd/- Dr.K.Kesava Reddy,

Prl.Chief Conservator of Forests.

To
All Officers of Distribution List 'A'
Copy to the Asst. Conservator of Forests (Law) O/o.Prl.CCF.AP,Hyd.
Copy to the table of Prl.Chief Conservator of Forests.
Copy to the table of all Chief Conservators of Forests.
Copy to the Circular File (T4.seat).

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