

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Ref.No.71498/91-K.2,
Dated: 21.12.1991.

Office of the Prl.Chief Conservator
of Forests, 'Aranya Bhavan' A.P.,
Hyderabad - 500 004.

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

CIRCULAR NO.22/91-K2.

Sub:- Disciplinary cases - Submission of served
copies of the proceedings and acknowledgement
for receipt of records - instructions issued.

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Instances have come to the notice of this Office in several cases wherein service of proceedings on the individuals with abnormal delays, extending even to several months. Similarly acknowledgement of the records sent are not promptly sent by the addresses. With the result this Office files are kept pending.

2. The final orders containing the decision of the Prl.Chief Conservator of Forests (Proceedings) in duplicate are being sent to the Enquiry Officers (or Officers concerned) for service of the final orders to the individuals and they are being requested to resubmit the duplicate copy with dated acknowledgement of the Delinquent Officer (Served copy) to the Prl.Chief Conservator of Forests. They are also being requested to acknowledge the receipt of records returned to them immediately.

3. As a matter of fact it is the responsibility of the Enquiry Officers/Conservators of Forests/Divisional Forest Officers etc., that no sooner the proceedings are received, in duplicate, alongwith the connected records in their Offices, they should acknowledge the receipt of the records first immediately. Then the copy of proceedings intended to the Delinquent Officer should be immediately got served on the Delinquent Officers, their dated acknowledgement are obtained and the same is resubmitted to the Prl.Chief Conservator of Forests within (30) days of its receipt without fail.

4. All the Officers are instructed to avoid delays in submission of served copies of the proceedings as well as acknowledgements for receipts of records in future.

Contd...2.

5. It is however impressed upon all the Officers to ensure that the punishments imposed on the Delinquent Officers in the proceedings are entered in the service Registers of the individual concerned and copies of such proceedings should also be filed in their respective personal files. The responsibility entirely rests on the head of the respective Office for any consequential effects.

The above instructions should be followed scrupulously. They are requested to ~~acknowledge the receipt of this reference in the Form enclosed.~~

Sd/ Dr.K.Kesava Reddy,
Prl. Chief Conservator of Forests.

To
All the Conservators of Forests in the State.

Copy to all the Divisional Forest Officers,
~~Territorial and Social Forestry, Wild Life.~~

Copy to Superintendents, 'K'/'M'/'T' Sections and
K1, K2, K3, K4, T4 and M3 Sects.

Copy to Stock File.

/ t.c.b.o/

SUPERINTENDENT.

ACKNOWLEDGEMENT

Received Prl. Chief Conservator of Forest's
Ref. No. 71498/91-K.2 (Circular No. 22/91-K2) dated 21.12.91.

Station:

Signature:

Date:

Designation:

Office Seal:
