

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

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Office of the Prl. Chief Conservator
of Forests, A.P. Aranya Bhavan, Hyd-4.

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CIRCULAR NO. 15/92

Sub:- Estt.-F.D.- Transfers and postings of staff delay
in relief and evading to join at the places of post-
ing- Instructions to prevent such incidents issued.

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The authorities competent to effect transfers of staff of
various categories in the department are

1. Prl. Chief Conservator of Forests for Multizonal, Zonal cate-
gories such as Managers, Superintendents, D.M. Grade-I etc.
inter circle transfer of Forest Range officers and for deputa-
tion to foreign service and allotment on tenure basis of all
categories.
 2. Conservators of Forests, for those categories for which circle
is the unit of appointment such as senior Assistants, D.M.
Grade-II, Dy. Range Officers etc.
 3. Divisional Forest Officers for the District cadres such as
Forest Guards, Foresters, Jr. Assts etc.
- Transfers and postings are normally ordered on the following
grounds:

1. On administrative grounds
2. On request by the individuals
3. On Promotion to the higher posts
4. On deputation to foreign service
5. On allotment to Special/State level office
6. On reversion to a lower post etc.

Of late, it is observed that the incidences of abnormal delays
in relief of the subordinates and their dilatory tactics to evade
joining at the place of posting are increasing. It is quite surpris-
ing to note that even in cases where the transfers are effected
either on the request of the individuals or on the recommendation of
the concerned administrative authority i.e., Divisional Forest
Officer or Conservator of Forests relief is delayed for weeks to-
gether often running in to months for some reason or the other. In
some cases the individuals, after relief, proceed either on authorised
or on unauthorised leave and sometimes do not even intimate to the
authority who issued the orders resulting the post lying vacant
for indefinite period leading to administrative inconvenience and dis-
location of work. This is more perceptible in those cases where
the staff are transferred and allotted to Special/State level offices
on tenure basis. In some cases after proposing the names, the
concerned officers themselves are not relieving the subordinates
on the pretext that their relief will hamper the on going works.
Even in cases of postings on promotion, the incumbents are not
upto their choice. This sometimes leads to delay in regularising
the services of juniors till their seniors join duty. This in turn
is affecting their seniority when inter-se seniority lists of staff
of more than one unit are prepared for promotion to next higher
category resulting in avoidable correspondence and representations
to restore seniority etc.

Whatever may be the reason for transfer i.e. on administrative
grounds or to fill up the post in special offices where time bound
works are executed such as C./P. Works in T.C.P. Circle or on request
or on promotion, delay in relief and joining of the individuals
leads to dislocation of work and sets a chain reaction affecting
others who are also transferred. In some cases the very purpose of
transfers and postings gets defeated if the individual is not relieved
in time and evades to join at the new place of posting.

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In view of the above, all the officers in the department are requested to follow the following guidelines to prevent recurrence of such incidences in future.

1. Proper relief arrangements should be made while ordering transfers and all the subordinates who are transferred either on administrative grounds or on request, should invariably be relieved within 15 days from the date of receipt of orders.
2. All the subordinates who are transferred on promotion also to be relieved within 15 days from the date of receipt of such orders with instructions to join at the place of their postings immediately after availing minimum joining time, if permitted. In this connection attention is invited to G.O. No. 550, General Administration (Ser.A) Department, dated 3-10-1988 read with G.M.No. 1182/Ser.A/89-2, General Administration Dept., dated 19.6.1989 communicated in Prl.CCF Ref.No. 9355/90/T1 dated 5.2.1990 wherein Govt. have allowed 30 days joining time from the date of receipt of orders of promotion or appointment by transfer. Further, their attention is also drawn to the G.M.No. 2251/Spl.A/90-1 G.A.D. dated 8.11.1991 communicated in Prl.CCF Ref.No. 77482/90/M1, dated 21.11.1990 in which certain instruction in respect of delay in joining in the new places of posting are issued. If the individuals avoid joining at the place of posting on promotion within the time allowed, they have to forego their rights of promotion and their promotion orders are liable for cancellation. This should be made clear to all the subordinates.
3. After relief, the Conservators of Forests and Divisional Forest Officers should not grant any leave for longer period without justification and without intimation to the transferring authority i.e. Prl. Chief Conservator of Forests of Forests as the case may be.
4. If any delay in relief by the Concerned officers is noticed, they will be personally held responsible for future complications that may arise.
5. If the subordinates resort to delaying tactics and fail to join at the new place of posting, deterrent disciplinary action may be initiated against them by invoking the provisions in A.P.C.S(CCA) Rules, 1963.
6. All the officers are requested to note the above guidelines and bring them to the notice of the subordinates working under their control. The receipt of the circular should be acknowledged immediately.

Sd/- Dr.K.Kesava Reddy,
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