

Ref.No. 49313/92/T1
Dated: 16-11-1992

Office of the Prl. Chief Conservator of
Forests, A.P. Aranya Bhavah, Hyderabad-4.

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

CIRCULAR NO. 16/92

Sub:- Estt. - F.D.- Preparation and communication of seniority lists of Dy.R.Os, D.Ms., Gr.II, Sr.Assts.Jr.Assts., Typists, Jr. Stenos, Foresters, F.Gs. F.W.s and other watchers as on 1st January every year-Submission of seniority lists as on 1-1-1993 to Prl.C.C.F.-Instruction-Issued.

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It is observed that inspite of repeated of repeated instructions issued for prompt preparation and communication of seniority lists in respect of Deputy Range Officers, Draughtsmen Gr.II, Senior Assistants, Junior Assistants, Typists, Junior Stenos, Attenders, Forester, Forest Guards, Forest Watchers, Watchers, Watchers, Tanadars and other categories and submission of such copies to the Prl. Chief Conservator of Forests it is noticed that they are neither being prepared promptly nor being communicated in all cases to the concerned in time and acknowledgements obtained. With the result, the individuals are being put to extreme inconvenience in getting themselves appraised of their seniority position in their units of appointment resulting in receipt of a spate of representations for fixation of their respective seniorities by the Prl. Chief conservator of Forests. In this connection attention of the officers is invited to section 10 of A.P. Forest Department code and also G.M.No.1008/1 r. 85-1, Forests and Rural Development Department, dated 25.7.1985 wherein orders have been issued to the effect that all the appointing authorities should take prompt action for the preparation, Publication and maintenance of seniority lists upto date every year, on priority basis.

2) An instance has come to the light that seniority of one Forest Guard of Guntur Circle, which was restored by the Conservator of Forests as long back as in 1977, has not been fixed by the concerned Divisional Forest Officer at appropriate place in the seniority list inspite of repeated representation and it was only on the directions issued by the Prl. Chief Conservator of Forests on a representation received from this Forest Guard his seniority with due consequential benefits, could be settled during 1992, after a lapse of about (15) years.

3) In order to avoid recurrence of such lapses, it is considered necessary to impress upon all the officers that every care is required to be taken in preparing the seniority lists on 1st January of every calendar year duly verifying the entries with reference to those entered in the S.R. of the concerned and a certificate to the effect that "the Divisional Forest Officers Conservators of Forests have verified all the entries relating to Deputy Range officers, Draughtsmen Grade-II, Senior Assistants, Junior Assistants, Typists, Junior Stenos, Foresters, Forest Guards, Forest Watchers and other watchers including those on leave, under suspension, on allotment to special Offices State Level Offices and on deputation to foreign service) working in their divisions/ circles and made the entries on the duplicate copy of the lists with reference to their Service registers", should be furnished to the Conservators of Forests which shall be verified during the office inspections of the division offices by the Conservators of Forest and of the offices of the Conservators of Forests by the Chief Conservators of Forests/ Prl. Chief Conservator of Forests.

4) While preparing the lists, the officers should take care that the services of the individuals included in the list in each category

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are regularised and included in the list. Care should also be taken to fill up all the columns of the seniority list without any gaps. For adopting a uniform seniority list in all the Divisions/Circles a proforma is also prepared and appended herewith. The Divisional Forest Officers/Conservators of Forests should invariably adopt this prescribed proforma for all the categories in future. The divisional seniority lists so prepared should be communicated category wise separately and a copy of the same has to be furnished to the concerned conservator of Forests. Similarly Conservators of forests should furnish the divisional seniority lists alongwith the copies of circle seniority lists to Prl. Chief Conservator of Forests.

5) All the Conservators of Forests and Divisional Forest Officers are therefore, requested to get the draft seniority lists as on 1-1-1993 prepared in respect of Deputy Range Officers/Draughtsmen Grade-II, Senior Assistant, Junior Assis. Typists, Junior Stenos, Attenders, Foresters, Forest Guards, Forest Watchers, Other Watchers, Tanadars etc., serve them on the concerned individuals whether working or on leave or on suspension or on other duty or on allotment to special offices/State Level Offices on or before 15-2-1993 and obtain their dated acknowledgements on the duplicate copy of such lists and file them in their offices. It is also informed that the Divisional Forest Officers need not submit the seniority lists direct to the Prl. Chief Conservator of Forests. The Conservators of Forests concerned who receive, such lists for the entire circle in respect of Foresters, Junior Assists Typists, Junior Stenos, Attenders should consolidate them for the circle and submit the same along with the circle seniority lists of Deputy Range Officers, Draughtsmen Grade-II and Senior Assistants to the Prl. Chief Conservator of Forests together with the divisionwise lists of Forest Guards and Forest Watchers/Other Watchers.

6) The seniority lists in respect of the above categories shall be prepared as on 1st January and despatched by 28th February of every year in future. Failure to comply with these instructions entails severe disciplinary action on the concerned establishment assistant, Superintendent and Manager as the case may be.

The receipt of this circular should be acknowledged immediately.

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

To

All the Conservators of Forests/Copy to all the Divisional Forest Officers Territorial.

Copy to Asst. Chief Conservator of Forests (E)/Superintendents A,AA,T and Z Sections. This point may be incorporated in the orders being issued for the circle office inspections from time to time

Copy to A1, A2, AA1, AA2, T2, Z1 and Z2 Assts.

Office of the Prl. Chief Conservator of Forests A.P.Hyd.

Copy to the A.P. Ministerial Staff Stock file/

Copy to Circular Stock file of Z Section .

Copy to the General Secretary, A.P. Forest Range Officers Association.

Copy to the President, A.P.Junior Forest Officers Association.

Copy to the President, Telangana Non-Gazetted Officers Union Forest Department Central Forum.

PROVISIONAL SENIORITY LIST OF
OF DIVISION/CIRCLE AS ON 1.1.199

S.No.	Name of the individual OC/BC/SC/ST Date of Birth	Educational qualifica- tions and Tests passed.	Date of first appointment as ... in Govt. service in Forest Deptt.	Date of appointment to the pres- ent cate- gory.
1.	2.	3.	4.	5.

contd...

The date of regularisation of services and Ref.No. and date in which services were regularised in the present category.	Present pay scale of pay.	Native place District.	Present place of work- ing divn. date which working.	Remarks if any.
6.	7.	8.	9.	10.
