

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Ref. No: 20078/92-21.

Dated: - 5-5-1992.

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

Dr. K.K. RESAVA REDDY, IFS.,
Prl. Chief Conservator of Forests.

Circular No: 5/92-21

Sub: - Forest Department- Protocol - Certain
instructions- Issued.

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1. There are specific instructions and guidelines issued by the Government with regards to the protocol that is to be observed in case of VVIPs, VIPs, Ministers, MPs, MLAs and other dignitaries. There are no specific guidelines with regards to the protocol to be observed in respect of departmental officers of all levels and cadres right from some years, officers of all levels and cadres right from the I.F.S supertime scale down to the uniformed staff members have been expressing and voicing their feelings as well as view points incertain informal gatherings and meetings on the issue of protocol, some in a realway and some in a lighter vein. It is therefore decided to formulate certain written conventions to be followed and observed scrupulously by one and all so that certain healthy traditions could be established without giving room to any misgivings or mis-understandings.

2. 1 Protocol arrangements of the VVIPs, VIPs, Ministers, MPs, MLAs and other specified dignitaries : The Government instructions of on the subject shall be followed.

2.2 Protocol arrangement for the Forest Department Officers.

An/Assistant Conservator of Forests level of officer assisted by an Uniformed forest Range Officer and an attender shall receive or see off the Principal Chief Conservator of Forests and Conservator of Forests at the Airport/Railway Station. In case of a Conservator of Forests a uniformed Deputy Range Officer or in his absence a Forester assisted by an attender shall be the members to receive or see off. The bungalow watcher shall be present at the guest house, keeping up the guest house and its premises neatly. If the arrival time of the touring officer at the guest house is in between 7 AM and 8 PM, the local officers shall call upon the officer arrived, only after arrival of the officer. No officer need wait at the guest house indefinitely. If the arrival time of the touring officer is between 8 PM and 7 AM they need not see the arrived officer unless specially, called for an any urgent work, during that period. The concerned local officers can call upon the officer the next morning to ascertain and carryon the official business. If any urgent business is to be transacted the touring officer on arrival shall send word to the concerned, officer. It is also further ordered that wherever a Forest Guest House exist, the touring officers shall invariably stay and camp in the Forest Guest House only unless it is not available for occupation for any reason and not in other buildings. This will facilitate in keeping our buildings and premises neat and clean.

3. No officer whose head quarters is the same where the touring officer has arrived on tour shall join for the breakfast lunch, tea or dinner. When there is an assembly of officers for any group discussions regional meetings or state level meetings,

or state level meetings, to save time, the headquarters Divisional Forest Officer shall arrange for common breakfast, working lunch, tea or dinner depending upon the time of such meeting strictly on contributory basis collecting a reasonable amount to cover the entire expenses per head for breakfast, lunch tea or dinner respectively by circulating an informal note to the officers gathered. The headquarters Forest Range Officer shall act as duty officer during such camps and gatherings.

4. The rest house bill along with camp expenditure shall be cleared promptly by the camping officers. Many a times it happens that the officers going on tour depend upon the local officers for their return journey reservations may be by Air, Rail or Road. The touring officers shall clear such fares to the headquarters Forest Range Officer before leaving the camp.

5. If the touring officer may be Principal Chief Conservator of Forests, Chief Conservator of Forests or Conservator of Forests is going out on tour to divisions or ranges, unless specifically required for a specific purpose, the concerned Conservator of Forests should not travel from another division/district just to see the senior officer even if he/she is Principal Chief Conservator of Forests and Divisional Conservators of Forests, Conservators of Forests shall wear Khaki dress during the field visit shedding off multicoloured or other type of dresses. This will infuse a sense of professionalism and discipline amongst one and all.

6. Further the good practice of carrying of beat/section/Range maps, series maps, working plan, flora, compass, field books, tapes, bill hooks, beat hammers, report books, satchels, diary book, pocket, book etc., appears to have been forgotten by the Divisional Forest Officers/Forest Range Officers/Section Officers and Forest Guards. It should be ensured henceforth by the Divisional Forest Officer, that besides invariably carrying with them the above, the staff should be well equipped with all information relevant to the situations.

Sd/- Dr. K. KESAVA REDDY,
PRL. CHIEF CONSERVATOR OF FORESTS.

To
The Officers of Distribution List 'A'.
Copy to the Secretary, Indian Forest Services and State Forest Services Officers Association, A.P. Hyderabad for information.

Copy to the Secretary, Forest Range Officers Association, A.P. Hyderabad for information.