

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

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Re.No.1-212/95-Z.1,
Dated: 2-3-1995.

Office of the Pri.Chief Conservator of Forests,
Aranya Bhavan, A.P., Hyderabad.

Dr. C.N.Rao, I.F.S.,
Pri.Chief Conservator of forests.

C I R C U L A R No.4/95-Z1

Sub:- Establishment – Forest Department – Posting and transfers – Delay in
implementation of orders etc. – Avoidance of – Instructions – Issued.

Several instances have come to the notice of the Pri.Chief Conservator of Forests where in the employees are bringing interventions both political and otherwise in the matters of their transfers and postings before and after issue, thereby causing avoidable administrative inconvenience and delay in the implementation of orders already issued at different levels. It is hereby ordered that any transfers and postings orders once issued shall not be canceled, modified or not implemented without the express permission of the Pri.Chief Conservator of Forests, even if such instructions are issued by Government.

Instances have also come to the notice of the Pri.Chief Conservator of Forests where in staff transferred are not relieved from their posts immediately landing to several complaints, allegations and other concomitant administrative problems. In the interest of healthy administration an individual transferred shall be given relief immediately. In all the cases of transfer it is advisable to direct the transferred employee to hand over the charge to the adjacent employee and proceed to the next station. It is also advisable that the field staff at the level of Forest Range Officer and below joining at the new station shall not be allowed to join by the controlling officer unless there is a relief certificate issued by the previous controlling officer that he has been relieved from the old station and that he has handed over all the records, stores, seized and confiscated material under his custody at the old station. This will avoid a lot of hardship to the employees especially at the time of their retirement when they have to be given the no dues certificate.

Instances have also come to the notice of the Pri.Chief Conservator of Forests that some of the staff upon relief from the old station are applying for long leave and avoiding to join at the place of posting which is causing a lot of dislocation of work and other administrative problems. The attention of the officers is invited in this connection to the orders issued in Govt. Memo. No.2251/Special.A/90-1, G.A.(Special.A) Department, dated 88-11-1990 communicated in Pri.CCF. No.77482/90-M1, dt. 21-11-1990 where in it was directed that "once a posting is issued, an officer has to necessarily take up the new assignment and in the normal course should not apply for leave. In case of extreme necessity to go on leave, the officer concerned is expected to join the new post first and then proceed on leave after getting the leave duly sanctioned by the competent authority. It was also informed that failure of an officer to join immediately the new post to which an officer is transferred will be viewed with displeasure. It is therefore ordered that an employee transferred from a post shall not be sanctioned leave unless he joins at the place of posting and he should be issued a notice immediately to join at the place of posting on pain of disciplinary action fixing a time limit of 15 days and if does not join within the stipulated time disciplinary action shall be initiated against him.

It is also noticed that some officers and staff, on coming to know of their transfers, are submitting ante-dated leave applications. It is impressed on all officers competent to sanction leave not to entertain such leave applications from individuals under orders of transfer under any circumstances and officers granting such leave will be held responsible in cases of violation of these instructions.

All the Officers are informed that any violation of the above instructions will be viewed very seriously and officers involved in transgression of the above circular instructions shall be summarily dealt with.

The receipt of the above circular may please be acknowledged immediately.