

GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT

Rc.No.26808/90/Z1,  
Dated: 4-3-1995.

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

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

\*\*\*

CIRCULAR No.6/95-Z1

Sub:- Submitting of Office Notes – instructions issued.

\*\*\*

In the normal practice whenever any new current is received in any office a file is opened along with office note to keep track of the correspondence in the current file. If for any reason the subject clerk in any seat of any office could not put up an appropriate note, they tend to paste a white paper to the extent of the incorrect note already put up and continue the note file thereafter.

It is informed that this is not a correct practice and should be curbed immediately. All the officers are requested to instruct all the subject clerks including Manager/Superintendent/Draughtsmen etc., who deal with the subjects not the paste a paper on any incorrect note, if any put up already and only to continue with the note by only striking out the incorrect note legibly to avoid creating any doubts in the minds of the officers about the note.

The instructions shall come into force with immediate effect and shall be followed scrupulously. Any failure to follow the instructions and if any such instances come to the notice of the officers, the concerned shall be dealt with suitably under C.C.A. Rules.

Sd/- Dr. C.N. Rao,  
Prl.Chief Conservator of Forests.

To  
The officers in Distribution list 'A'

//TRUE COPY//