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GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Rc.No.18181/97-A1,
Dated: 24-9-1997.

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

Sri S.D.Mukherji, I.F.S.,
Pri.Chief Conservator of forests.

CIRCULAR No.12/97/A1

Sub:- Establishment – Forest Department – certain proposals from C.Fs for transfer of subordinates who found ineffective/unfit – Instructions to take further action – Issued.

The Officers in the address entry are informed that they are of the ban on transfer of Government employees with effect from 11-6-1997. In spite of the ban on transfers of Conservators of Forests are sending proposals for transfer of subordinate staff with reasons inefficiency/nonworthy to hold the posts and some subordinates are not following the written/oral instructions of superiors which is causing loss to Government etc., In all such cases the Conservators of Forests are not taking any action against the subordinates who are found ineffective/unfit and simply submitting the proposals for transfer of the subordinates.

In view of the above the following guidelines are issued to the Conservators of Forests/Divisional Forest Officers for future action.

1. Whenever any subordinate is found ineffective/unfit in any post held by him, the fact should be brought on record and he should be given written instructions for improving his work. If the subordinate is still not improving his position, a clear mention has to be made in the Confidential Reports/Record Sheets so that there will be chance of punishing him/stop promotion/placing him to a non-focal posts etc.
2. When there is a deliberate disobedience on any post of the subordinate which is causing financial loss/ dislocation of works not meeting the targets fixed etc. then the concerned officer has to prepare and serve the draft article of charges on the subordinate and then submit proposals for transfer of the subordinate to non-focal post.
3. As there is no ban to effect the transfer of the subordinates against whom disciplinary action is initiated, the transfer proposals can be submitted to the competent authority.

All the officers are requested to follow the above instructions in future. The receipt of the Circular may be acknowledged by return of post.

Sd/- S.D.Mukherji,
Pri.Chief Conservator of Forests

To
All the Conservators of Forests/Divisional Forest Officers
including Special Circles and Divisions.

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