

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Rc.No.48430/97-Z.1,
Dated: 22-10-1997.

Office of the Principal Chief Conservator of Forests,
Andhra Pradesh, Aranya Bhavan, Hyderabad.

Sri S.D.Mukherji, IFS.,
Prl.Chief Conservator of Forests

CIRCULAR No.13/97-Z.1.

Sub:- Movement of Files – Regarding. ***

In order to improve the efficiency of working, it is necessary that the movement of tappals and files is improved, so that it reaches to concerned officers with least possible delay. However, it has come to my notice that delays occurred as follows:

1. Tappals do not reach to the concerned Clerk in time.
2. The files put up by the Clerk is not seen immediately by the officers concerned and there is a delay in its disposal at different levels.
3. The files seen by Prl.Chief Conservator of Forests does not reach the section in time and this causes delay in disposal.

In order to ensure that there is fast movement of tappals and files, following instructions are issued.

- 1) Every officer must ensure that all the files received by him are seen and sent to the next concerned officer on the same day. In case, the work-load has increased they should carry files to their residence and see that atleast the files are sent by next day morning.
- 2) All the officers including section officers are requested to fix the date under their signature so as to know when the file was seen.
- 3) Whenever an officer is absent, instructions should be left with colleague or subordinate officer or to any-body else under their control to ensure that files which have to go either to the Prl.Chief Conservator of Forests or to the next below officer or section are not held-up.
- 4) Once a draft is approved it should be ensured that fair copy is typed and despatched within (24) hours. In case of delay the reasons should be noted so that some action can be taken to improve the situation.
- 5) Instructions were issued by the Government for Indexing of all the files. Part of this work was done during the File Disposal Week. It was not possible to index all the files during that week. Please ensure that all files are indexed in each section. A copy of the indexed files should be kept with the concerned Conservator of Forests/Chief Conservator of Forests to ensure that files are put up.
- 6) It has come to the notice that the disciplinary cases and complaint cases are not some times communicated to the effected person(s) for their explanation. Whereas the same is indicated in reports to the Government. Please ensure that whenever any disciplinary case or complaint case(s) are pending against any officer, on which action is to be taken, the concerned officer is given an opportunity to give his explanation without delay.
- 7) A personal file should be opened on important matters and keep a copy of such important reference in the personal file. This personal file should be kept with the concerned Chief Conservator of Forests only.

All the Chief Conservators of Forests are requested to review the position periodically and also observe the above instruction when the files passes through them.

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

To
All Chief Conservators of Forests.
Copy to all Officers in the office of the Prl.Chief Conservator of Forests.

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