

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Rc.No.18814/97/H2,
Dated 5-5-1997.

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

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

Circular No.7/97/H2

Sub:- Motor Vehicles – Depositing the Govt. vehicles at the Head office
whenever Head office officers go on training/long leave, etc. – Instructions
issued – Regarding.

Due to non-availability of sufficient number of vehicles and drivers at Head office, still there are large number of Officers who are not provided with the facility of vehicles for official use. There is frequent demand from such officers for provision of such facility atleast during office hours to enable them to go to Secretariat and other Government offices and important official works outside the office premises. The available (2) pool vehicle are generally on requisition for use of officers of Government of India and various Committee members visiting Hyderabad for official works. Some times the pool vehicles are also temporarily allotted to Senior Officers when their vehicles are guaraged for repaires. Due to these problems the Officers at Head quarters who are not provided with the vehicles are not in a position to get the facility of pool vehicle whenever they want to go out for other official works. It is found that some officers who are provided with the vehicles, when they go out for training purposes and on leave for long duration are not keeping their vehicles at Head office. To discourage such practice and to see such vehicles are available for use, following instructions are issued:-

1. Whenever the Head office officers who are allotted the vehicles go on long tours, on leave or on training, they are requested to see that the vehicles report to head office along with drivers.
2. Before their departure, they should give their programme to their respective drivers so that the drivers along with the vehicles will report them on their return to Head-quarters.

Drivers should accordingly be advised in this regard.

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

To
All the officers in Head office (who are allotted vehicles)

//true copy//