

GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT

Rc.No. 64010/96/M3(ii),  
Dated: 29-05-1997.

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

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

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CIRCULAR No.9/97/M3

It has been observed that some persons are in a habit of availing leave without sanction from the competent authority. Instances have also come to the notice where the persons after transfer send leave application and stay away from duty without joining the post. Such absence from duty is causing dislocation of the office work. In view of this following instructions are issued.

All members of the organisation (Forest Department) are requested to avail leave, only after obtaining prior sanction from the competent authority. Those who remain absent from duty, without obtaining prior sanction of leave from the competent authority would do so on their own risk. Such absence will be treated as willful absence from duty and their pay and allowances may not be admitted for the period of absence, besides initiating disciplinary action.

It is further informed to all controlling officers that whenever they receive any leave application, orders should be passed either accepting or rejecting the same. The absentee officer should make necessary arrangements to ensure the receipt of all such communications from the competent authority. Non-receipt of communication would not be accepted as a reason for continuing absent from duty.

Any officers noted in the address entry are requested to issue similar instructions to the officers working under their control obtain acknowledgement and file in their office.

Receipt of this reference be acknowledged by return of post.

Sd/- Mukherji,  
Prl.Chief Conservator of Forests

To  
All Officers in distribution list of Forest Department

// true copy //