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GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Rc.No.27661/94-X2,
Dated: 10-7-1998.

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.12/98

Sub:- Forest Dept. - Tour diaries of Officers and staff - timely submission and review - Regarding.

It has come to my notice that many of the members of staff and some officers are not submitting their weekly or fortnightly tour diaries in time. Instances have come to notice where diaries have been submitted with delays upto 6 months. Some of the staff is found to be in the habit of submitting their diaries in a bunch instead of doing so promptly within the time prescribed in the A.P.F.D. Code. The same is noted with displeasure. Delay in the submission of diaries defeats the very purpose for which they are required to be submitted.

It's not a mere formality for justifying the claim of salaries. It is a powerful tool for Human Resource Management as well as for control and guidance of the staff by their superiors, if used properly.

Therefore, all the officers are directed to obtain the tour diaries of their subordinate staff/officers in time every week/fortnight, as the case be, critically review their activities through diaries and help guide to perform their duties in a better way through this instrument.

Non-submission or delay in submission of tour diaries shall be viewed seriously and disciplinary action will be initiated against the defaulters.

All the officers are also directed to review this item during their visits to Circle/Division/Range offices to ensure full compliance of the above instructions.

Receipt of the reference may be acknowledged by return of post.

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

To
All the officers in Distribution List 'A'.

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