

No.D1-57876/91.

Office of the Chief Conservator of
Forests, Thiruvananthapuram,
23.1.92.

C I R C U L A R N O. 3/92

Sub:- Availing leave by IFS Officers and SFS Officers forwarding applications in time - directions - issued.

It has com to the notice of the undersigned that many of the IFS Officers and SFS Officers are in the habit of forwarding leave applications to this office only after availing of the leave applied for. This has resulted in granting expost- facto sanction or forwarding leave application to Govt. very late. Govt. has seriously observed the late receipt of applications for leave from IFS Officers. It has to be ensured that the leave applications are forwarded by the subordinate officers to this office in time.

All IFS Officers and SFS Officers are here by directed to see that the leave applications are forwarded to this office well in advance and incase the leave applications are forwarded after availing of the leave, proper justification for the delay has to be furnished.

Receipt of this circular should be acknowledged.

G. MUKUNDAN
PRL. CHIEF CONSERVATOR OF FORESTS

To all IFS Officers and SFS Officers.

To Stock File/C1-Sectio/Geneal Stock File.

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To

T.M. Manoharan
CF, Central Circle
Thrissur.