

OFFICE OF THE CONSERVATOR OF FORESTS,
CENTRAL CIRCLE, TRICHUR 17-8-1984.

OFFICE ORDER No.7/84

The government have ordered that personal Registers should be inspected at-least twice in a month. Accordingly, the following dates have prescribed for inspecting the personal Registers every month. All the Sections are requested to put up their personal Registers along with Running Note on the dates note against each to the concerned Supervisory officers for inspection. If the due date of inspection becomes a holiday, it should be put up on the next working day.

The personal and –periodical Registers should to put up along with the Running Note to the Conservator of Forest concerned up supervisory officers after obtaining replies to the Running Note.

<u>SECTION No.</u>	<u>DUE DATES OF INSPECTION.</u>	<u>INSPECTING OFFICER.</u>
A2 -	8 th and 23 rd of every month	Jr. Superintendent.
R -	10 th and 25 th -Do-	-Do-
VC -	12 th and 27 th -Do-	-Do-
A1 -	5 th and 20 th -Do-	Sr. Superintendent.
E1 -	3 rd and 18 th -Do-	-Do-
E2 -	7 th and 22 nd -Do-	-Do-
E3 -	9 th and 24 th -Do-	-Do-
A3 -	11 th and 26 th -Do-	-Do-
CH -	6 th and 21 st -Do-	-Do-
D -	13 th and 28 th -Do-	-Do-
D1 -	15 th and 30 th -Do-	-Do-
	(In February the last working Day).	
ML -	3 rd and 18 th of every month Administrative Asst:	
TR -	5 th and 20 th -Do-	-Do-
G1 -	7 th and 22 nd -Do-	-Do-
G2 -	9 th and 21 st -Do-	-Do-
C4 -	10 th and 25 th -Do-	-Do-
Sw &)		
HA)	12 th and 27 th -Do-	-Do-
FB -	13 th and 28 th -Do-	-Do-

(P.Viswanathan,)
ADMINISTRATIVE ASSISTANT.

To

All Section concerned.

Copy to Jr. Superintend, Sr. Superintend & Adm: Assistant

„ „ File FS/8340/84.

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