

Circular No.6/1962

Sub:- Incomplete nature of reports – submission of – subordinate officers.

During the camps and field inspections of the Chief Conservator of Forests, it is common that the local officers point out the urgency of field operations (eg. planting works, extraction, roads, buildings etc.) and the works are delayed pending final orders from the Chief Conservator of Forests. The interest and enthusiasm shown by the Officers in the timely execution of the works are highly appreciated.

2. But Chief Conservator of Forests is sorry to point out that in most cases the delay is caused due to the incomplete nature of the report submitted to him and omission of certain important details. In some cases Government sanction will have to be obtained and those will be subject to scrutiny by the Administrative Department and also some times by the Finance Department.

3. The officers in charge of the work may have a complete ideas about it, but unless a comprehensive and clear report touching all aspects is given, it will be difficult for the Chief Conservator's office and the Government for approval. To convince the Government about it, the reasonableness of the rate, as well as how the rate was arrived at have to to be explained. But as a rule such details are not provided while submitting reports. Any number of such omissions can be pointed out. Thus to a great extent, the delay in getting final orders is mostly due to the lack of clarity, insufficient of details etc., in the reports submitted.

4. The procedure followed in such cases may seem cumbersome, but it is to be noted that it is meant to make the matter fool-proof has to be followed by all means.

5. Therefore, while appreciating the earnestness and enthusiasm of the officers, the Chief Conservator of Forests would request them to make sure that they have supplied all the required details so that orders can be passed without any delay caused by further correspondence. It is hoped that all the Officers would fully co-operative in this.

Sd/-

For Chief Conservator of Forests.

Endt. on C1-6145/62 dated 3-3-.62

Copy communicated to all Sub-offices.

Sd/- For Chief Conservator of Forests.

Endt. on L.Dis.4745/62(ML) dated 15-3-'62.

Copy to all Divisional Forest Officers for information and attention.
Copy to Kt., Ch., Tr., and Stock file.

Sd/- Conservator of Forests.

Forwarded/By Order,

Manager.