

Copy of Chief Conservator's Memorandum No.P1-42997/63 dated 03-12-1965 to all Sub Officers and Sections.

Sub:- Procedure to be followed for reference with specified time limit

Ref:-

It has been observed by Government in Memorandum No.17986/F2/65/AD dated 01-12-1965, that according to standing orders relies are to be sent to references within the time limit specified whenever a time limit is fixed. If, by any reason, the Officer feels that there may be some delay for collecting details etc. he has to intimate the facts to Government and request for further time. The Officers will see that this procedure is scrupulously followed hereafter. Any laxity will be viewed seriously.

All Officers of this Department and Sections are requested to follow this procedure strictly.

Sd/- for Chief Conservator of Forests

Endt. on PC-23168/65 dt. 17-12-1965

Copy to the Divisional Forest Officers for information and strict attention.

Copy to Sections ML and Stock file.

Conservator's Office,  
Chalakydy.

For Chief Conservator of Forests.