

No.FS.11059/84.

OFFICE OF THE CONSERVATOR OF FORESTS
CENTRAL CIRCULAR, TRICHUR -20.
DATED: 26.9.1984.

CIRCULAR No.1/84

Under para 116 of the Manual of Office Procedure, a Fair Copy Register is to be maintained in all Offices. All files received for Fair Copy is to be entered in the register. The date of despatch is also to be entered against the respective files.

Though a register is maintained it is seen that it is not posted with all the information's. The name of the Typist to whom a file is marked for typing is not furnished. So also the date of despatch is not noted against all the files.

The following instructions are issued in the matter.

1. The Serial Number should be for the whole calendar year and not for each day separately. When a letter is typed and dispatch the serial number in the register should be rounded off in red ink. The serial number in the fair copy Register should be noted in the relevant letters in the file also.
2. The name of the Typist to whom a file is marked for typing should be noted in the register.
3. The date of dispatch should be invariably noted.
4. The files for fair copy should be entered in the register by the section clerks.
5. The dispatch Clerk will put up the register twice in a week to the Senior Superintendent to verify whether there is undue delay in fair copy and also whether there are arrears.
6. Section Clerk concerned should also see that papers are got typed and Despatched promptly. If any undue delay is noted the position is to be Informed to the Senior Superintendent or Administration Assistant or the Conservator of Forests in time so as to take corrective measures.

All the staff members are requested to follow the above instructions strictly.

For Conservator of Forests, Trichur.

To

All Sections.D
Typist / C.A.
Senior Superintendent
Administrative Assistant.
Copy to Stock file (F.S)