

No. D4. 21568/68.

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Office of the Chief Conservator of Forests,
Trivandrum, dated 19--9--1968.

CYCLAR NO. 31/68.

Sub:- Forest Department - forwarding of replies in time - instructions on -

Ref:- B.O. letter No. 23544/P&I/68/Agri. dated 16-7-'68 from the Joint Secretary to Government (Dept. of Agri.) to the Administrative Office.

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It has been pointed out that replies to references received from Government are not sent in time. An instance has been cited in which a report called for within 5 days could not be submitted to Government even after seven weeks. The Minister for Forests & Harijan Welfare usually fixes time limits for processing urgent petitions received by him. It is often in respect of these cases, that the Chief Conservator of Forests or other subordinate officer is asked to send up report within the time limit fixed.

2. All officers are instructed to see that reports called for are forwarded within the time limit prescribed. If in any case it is not possible to send up the report within the prescribed period, that fact at least has to be reported within the time limit, showing reasons therefor and action taken. In order to achieve this object, each section in this office and each subordinate office should maintain, with immediate effect, a small book for noting the current number of the paper, short subject and due date of reply of such references. The book has to be referred to daily by the subject Clerks and Head Ministerial Officer.

Copy to all Sub-Officers.

Sd/-
Chief Conservator of Forests.

Endorsement on E1-20260/68 dated 11--10--1968.

Copy to all Section Clerks & Stock File S.S.

TR.


for Conservator of Forests.
Trichur.

C.K.R/10/10/

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