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FS.5422/82

OFFICE OF THE CONSERVATOR OF FORESTS.  
Central Circle, Trichur, dt.12.5.1982.

CIRCULAR No.1/82

Sub: Forest Department - Central Circle, Trichur-Monthly Business Statement - submission of - instructions issued - regarding.

Ref: This office Em't. on FS.11234/78 dt. 25.4.1979 .....

As per the reference cited all the section clerks had been instructed to prepare the monthly business statement in respect of their sections and to submit the same to their controlling officers concerned. But it is not seen that the monthly business statement are not properly submitted by almost all of the section clerks.

It is therefore further directed that all of the section clerks or in-charge should prepare the monthly business statement (Proforma enclosed) and submit the same to the Administrative Assistant/ Senior Superintendent/ Junior Superintendent as the case may be on or before 10th of the succeeding month from April 1982 onwards.

*[Signature]*  
for Conservator of Forests,  
Central Circle, Trichur.

- GR
- All sections of this office for attention.
- Copy to the Admi. Asst/Senior Supdt./Junior Supdt. for information and necessary follow up action.
- Copy to stock file (Fs)

17.5.  
25 copies

*[Signature]*