

Proceedings of Prl.Chief Conservator of Forests, Thiruvananthapuram

Sub:- Forest Department-Duties and responsibilities of Asst.Conservator of Forests (SI&P) – fixing of orders issued.

Read:-1. Order No.D1-64022/89 dtd 1-11-1990 of prl. Chief conservator of Forests, Thiruvananthapuram
2. Lr.No. OF P4-1171/96 dtd 19-4-2001 of Conservator of Forests (Wildlife) Northern Region, Palakkad.

ORDER NO.D2 – 13382/2001 DTD, 29-6-2001

As per the orders read as first paper duties and responsibilities of Technical Assistants to the Conservator of Forests were prescribed. The Conservator of Forests,(Wild life)Northern region, Palakkad in his letter read as second paper has suggested that the duties and functions now attended to by the Technical Assistant in Territorial circle offices can also be assigned to Asst. Conservator of Forest (SIP) in Wildlife Circles since they have enough time to there duties as well. This suggestion is accepted and accordingly the following orders are issued with immediate effect.

The Asst. Conservator of forests (SIP) of wild life Circles are assigned the following duties and responsibilities in addition to the present duties.

- (1) Subject to the limit of financial power delegated to the Asst, Conservator of Forests/Divisional Forests officer they will sanction purchases under office expenses temporary advance from provident Fund, Establishment bills and vouchers relating to the Conservator's office
- (2) Submission of Monthly Accounts to Accountant General
- (3) Preparation of Monthly Progress Reports
- (4) Audit noted and inspection notes
- (5) Office inspection of Range wherever directed by the Conservator of Forests
- (6) Examination of files relating to estimated disciplinary cases etc. as instructed given by Conservator of Forests.
- (7) Any other assigned given by Conservator of Forests

K. Sasidharan Nair
Prl, Chief Conservator of Forests

To

The Accountant General Trichur (with CL)
The Pr: L Chief Conservator of Forests (D&P) Thiruvananthapuram
All Chief Conservator of Forests
All sub officers and Branch officers
Copy to Accounts section
Stock file
Kb/30.6
Endt.E2-7840/2001 dt 22-8-2001
Copy to senior Administrative Assistant