

CIRCULAR No. 10/65

Sub:- Procedure of giving time extension to contractors- instructions – regarding.

As per existing orders for contracts, both supply sales and coupe sales. The following powers have been delegated by Government.

Divl. Forest Officer	One month from date of expiry of the contract
Conservator of forests	2 months from date expiry of the one month Granted by the Divl. Forest Officer.
Chief Conservator of forests	3 months from date of expiry of the two months Granted by the Conservator of Forests.

This means, that six months extension can be granted by the various officers. In all these cases, the order granting time extension has to be issued before the contract becomes null and void in respect of time, ie, the one month extension should be granted before the date of expiry of the contract, the two months 'extension by the conservator of forests should be granted before the one months' time granted by the Divisional forest Officer expire, and so on. If the time extension are not granted when the contract in current, only government could grant the time extension.

In several cases when time extension is granted, this time stipulation is not adhered to, resulting necessitating every case being sent to Government. This increase the work in this office, the conservator of Forest's office and the Divisional Forest Officer's Office. Delay in passing orders and making recommendations to the higher authorities from the subordinate offices is the main reason for this state of affair. It in the Divisional Forest Officer the local authority who is to be whether the contractor could complete the work in the prescribed time, and if not , to sanction or recommend extensions, so as to get the extension before the contract expires. The Divisional forest Officers should send such proposals to the conservator of forests giving at least 10 days time to the Conservator of Forests to grant the 2 months extension he is competent to grant and the Conservator of Forests should also likewise send proposals to the Chief Conservator of forests in 10 days prior to the date of the expiry of the contract period, including the time extension (of 2 months) granted by him. If it is not received here with in the time prescribed, invariably delay occurs in offices and each case has to of to Government. Government will always say that even though powers have been delegated to the Departmental Officers, they are not excersing same. Therefore, the officers will see that they exercise the powers granted to them, within the time schedule prescribed.

Hereafter, if due to failure of the Officers, it becomes necessary for this office to address Government, the officers who have been given powers and who fail to exercise it, will have to be dealt with.

But this does not mean, that in every case, time extension should be granted. Time extension should be granted only in cases where it is absolutely necessary or justifiable and I expect the Officers to use their discretion in this regard.

All the Officers will acknowledge receipt of this circular.

M.P.George,
Chief conservator of forests.

Endt. No.C1-22405/65 dt. 28-7-65.

To

All Conservator, All Divl. Forest Officers, All Asst. Conservator of Forests, The silvicultural Research Officer, Wild Life preservation officer and other sub Officers. Copy to circular file.

Copy to C-section, C Supt.

Copy to P.A., A.O., F.A., and Planning Asst. Conservator of Forests.