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OFFICE OF THE CONSERVATOR OF FORESTS,
CENTRAL CIRCLE, TRICHUR, dt.3.2.1982.

From

T.K.Raghavan Nair, I.F.S.,
Conservator of Forests,
TRICHUR.

To

The Divisional Forest Officer,
Trichur/Chalaky/Vazhachal/Malayattoor/Kalady
Asst. Conservator of Forests, Social Forestry,
Office of the Divl. Forest Officer, Trichur.

Sub: Social Forestry - Supervision of works -
sparing of vehicles & other arrangements-reg.

Ref: nil

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Sir,

As per order No.G.O.Et. 1594/81/Forests of 26.12.1981 an Asst. Conservator of Forests has been posted to this circle for the Social Forestry Works. Accordingly Sri.M.Pamachandran, Asst. Conservator of Forests has joined duty here on 27.1.1982. Following arrangements are ordered in this connection.

1. The Assistant Conservator of Forests will be accommodated in the office of the Divl. Forest Officer, Trichur. He will draw pay and allowances from there.
2. Clerical assistance and stationery required by Asst. Conservator of Forests and Range Officers will be made available to them by Divl. Forest Officers, Trichur/Chalaky/Vazhachal and Malayattoor.
3. Departmental vehicles of the Trichur/Chalaky/Vazhachal / Kalady and Malayattoor division will be spared to the Asst. Conservator of Forests whenever needed and available for sparing on request.
4. For the present the Asst. Conservator of Forests will look after the works of Social Forestry Range Officers. If any modification is necessary further orders will be issued shortly.
5. Fund application from Social Forestry Range Officers will be endorsed by Asst. Conservator of Forests and on the basis of this, concerned Divl. Forest Officer will issue work advance to them. For this, note on fund application if necessary, indicating the position of estimate, funds and previous advance drawn will be put up to Asst. Conservator of Forests by the concerned section in the division office and he, in turn, will send the same to the Divl. Forest Officer with his remarks/recommendations.

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6. Vouchers for works being supervised by the Asst. Conservator of Forests will be passed after due scrutiny and check measurement or inspection by him and given to Account section of the Division office for incorporation in division accounts. Divl. Forest Officers concerned will ensure necessary clerical assistance of the concerned section in his office. Asst. Conservator of Forests will be responsible for the proper execution of works which he is supervising.

7. The Divl. Forest Officers will make available necessary assistance from his field staff to the Asst. Conservator of Forests and the Social Forestry Range Officers to the maximum possible extent.

8. Asst. Conservator of Forests will draw up advance tour programme get it approved by Conservator of Forests and furnish copy to all Divl. Forest Officers and Social Forestry Range Officers for their inspection. *information*

9. In case the Asst. Conservator of Forests and Divl. Forest Officer feel that there is likely to be any delay in issuing work advance to Range Officers after endorsement by the former as prescribed in para 5 above they may ~~with~~ *with* the mutual consultation make some temporary alternative arrangements under intimation to me.

10. Asst. Conservator of Forests should discuss with me the programme of works in the field once in 10 days.

11. Estimates submitted by Social Forestry Range Officers will be checked up by concerned Division office and submitted to Divl. Forest Officer through the Asst. Conservator of Forests.

12. In case of any difficulty in implementing these orders or for proper ~~functioning~~ *functioning* of the system, such matters will be brought to my notice by the Divl. Forest Officers and Asst. Conservator of Forests.

Yours faithfully,

[Signature]
for Conservator of Forests

Copy with (CL) submitted to Chief Conservator of Forests (VL)
Priva drum for favour of information.
Copy to TE/CH/ML/VC/R/32/A3/EA sections for information.
do Administrative Assistant for information
do Stock file (PS)
do Social Forestry R.O.

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25 copies

[Signature]
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