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P4.3180/79

Office of the Chief Conservator of Forests,  
Trivandrum, dt. 19-1-1979.

CIRCULAR No.11/79

7/01

Sub: FOREST DEPARTMENT- strengthening of Statistical cell - appo-  
intment of Compilers in the subordinates Offices- working of  
Ref: G.O.(MS)246/AD dated 12-9-1978

Government in their orders cited, have accorded sanction, among other things for the creation of the post of a compiler each in all circle and Divisional Offices for attending the collection of data or other statistical work. This necessitates certain special instructions regarding the nature of work, the compilers have to attend to.

References relating to statistical information to be dealt with by the compilers. At present in the subordinate offices, not relating to statistical data are being dealt with by clerks, or at times by the Engineering or even survey staff. As they are naturally engaged otherwise, not regarding state information, receive very little attention, and that too after a series of reminders including D.O. letters. One and the same information when supplied from different seats or from the same seat on different occasions, happens to be different. This is the main reason for the consisting in the data supplied by the subordinate offices causing unnecessary and avoidable correspondence, leading to inordinate delay. This problem can be solved if similar papers are dealt with by one and the same seat. As there is a compiler appointed exclusively for statistical work, he/she may be entrusted with such work.

Arrears to be cleared. There are a good no. of references requesting for different data pending reply from subordinate offices. To begin with, the compilers in the circle/ Division Offices, will attend those pending papers, clearing all arrears of statistical work, accumulated in their respective Offices, before 31-1-1979.

The Officers concerned are requested to take action in this regard. The receipt of the circular should be acknowledged.

Sd/-

for Chief Conservator of Forests.

To

All Conservator of Forests, Divisional Forest Officers & Wild Life Preservation Officer.

Copy to all Officers and section Superintendent of this office.

Endt. on E1.17881/78 dt. 30-1-1979.

Copy to ES. section and E1. stock file.

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