

NO.E-1259/2001

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CIRCULAR NO.1/2001

Sub: Speedy disposal of papers received in the Offices – reg.

It is noticed by the undersigned that some of the papers received in various Offices under this Region are not attended to properly in accordance with M.O.P Hence the following instruction are issued for information and strict attention.

1. All Tap pals received in the Office should be attended to promptly on priority basis considering the urgency as per provision laid down in M.O.P.
2. The personal Registers maintained by each Clerk should be inspected by the Supervisory Staff every month and the action taken by sections to rectify the defects should be watched.
3. The “D.O. Letter Register” should be maintained and it should be periodically checked by the J.S./SS/A.A of the Office and ensured that all the important papers are attended in time.
4. The reports due to Government on various petitions are pending with the CF’s/ DEFO’s. Unless the petitions are enquired into within a reasonable period, there is possibility of loosing/destroying evidence. The list of pending reports should be prepared and reply furinished early. Immediate attention should be given to the petitions in which the reports have been called for by the Government.
5. The Asst. Conservator of Forests. SLPS should furnish every month a Statement showing disposal of petition.

The above instruction should be brought to the notice of all the concerned and compliance ensured.

S.P. SINGH
CHIEF CONERVATOR OF FORESTS

Copy to all Conservator of Forests
Copy to all Divisional Forests Officers