

Copy of Circular No. 4/86 on B3-44719/82 dt. 15.02.86

Form the Chief Conservator of Forests, Trivandrum to all sub- officers and Branch Officers.

Sub: Delay in submission of acknowledged copies of charge memo stringent instruction – issued

It has come to the notices of the undersigned that inordinate delay occur in getting the acknowledged copy of charge memos and show cause notice issued to delinquents , It is observed that the controlling officers through whom, such communication are sent for service pay very little attention in getting them served and get acknowledged even in the case of officers working under them.

Instance are also net rare I which acknowledged copies of such communication are yet to be received even after the lapse of two or three yours. This shown the callous indifference with which these officers are dealing with such matters. There are instances wherein is not working with them. They do not take any pains to verify and ascertain to which station the concerned person was transferred and where he is working at present etc. Such irresponsible way of dealing matters cause a lot of inconvenience to the disciplinary authority in the speedy finalization of disciplinary action. It is needless to say that the inordinate delay in the finalization of the disciplinary action will defeat the very purpose of such action. All the Controlling Officers are, therefore, directed to ensure that whenever charge Memos/ show-cause notice are issued through them to be solved on their subordinates it is their duty to see that the charge Memos/ show cause notice are served on the concerned individuals immediately by deputing a responsible Officer wherever necessary and the acknowledged copies returned to the sander with in 15 days of the receipt of such a communication. Any lapse on the part of the Controlling Officers in this regard will be viewed very seriously and action taken accordingly.

(Sd.) M. Sivaajan,  
Chief Conservator of Forests.

Endt. on G1 2274/ 86(L.Dis) dt. 24.2.1986

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Stock File.

For Conservator of Forests,  
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