

Copy of Circular No.22/60 dated 22-6-60 on A5-693/59 from the Chief Conservator of Forests, To All Conservators and Divisional Forest Officer.

On an inspection of the Conservator's Office, Quilon it has come to the notice of the Chief Conservator of Forests that the work of postings of Form No.7 and the compiling of timber accounts are all in arrears in the various Divisions of the Circle. How this can be remedied was discussed with the Conservator of Forests and the Conservator of Forests pointed out that at present the contract section clerks after dealing with only contracts and separate clerks is in charge of timber accounts, the later being put solely for this dull and laborious work. No body is interested in this work and once somebody is posted for this work, he promptly goes on leave. To get out of this it was suggested that there should not be any separate clerk for the work of posting form No.7 instead of having separate clerks for contracts and timber accounts etc., the work of contracts and compilation of timber accounts will be put together and apportioned between them, and the clerks who deal with the contract for one or two ranges, according to the intensity of the work, will be responsible for all the timber returns also pertaining to that Ranges. The final compilation can be done in the Account branch.

The liability of a particular contract will not be settled without a certificate from the concerned section clerk to the effect that the form No.7 has been posted up-to-date.

The Divisional Forest Officers and Conservator will adheres to the above suggestions and set right the timber accounts in their officer. Any delay noticed hereafter in this regard will entail the concerned section clerks, Superintendents and the head of the office for suitable disciplinary action.

Receipt of this circular should be acknowledged.

Sd/- Chief Conservator of Forests.

Endt. on A1-5503/60, dated 1-7-60.
Copy to sections A2, Rt., ML, TR, and Ch.
Copy to Circular file and stock file.

By Order,

M A N A G E R.