

Circular No.56/78

Sub:- Disposal of tender and sale papers — Delay — Avoidance of — Instructions issued.

In a Division eventhough the tender for the extraction of timber was called for on 23-8-1978, the tender papers for obtaining Government sanction were received in the office of the undersigned only on 25-11-1978 i.e. after a lapse of three months. When the Conservator of Forests was asked to explain the reason for the delay the Conservator of Forests has reported that though tenders were invited on 23-8-1978, the tender papers were received by him only on 17-10-78 and the reply to the clarification called for on 26-10-78 was received only on 17-11-78. The Divisional Forest Officer has explained that though he had asked the Range Officer to report whether the work could be taken up departmentally, the report from the Range Officer was not received till the tender papers were submitted to the Conservator of Forests. This is not a satisfactory state of affairs. In such cases the Conservator of Forests should have initiated necessary action against the subordinates who have caused undue delay in replying to the various references. In such matters unless there is prompt follow up action, papers will get delayed. The present system of raising queries and waiting for replies is mainly responsible for it. At the level of the Divisional Forest Officer and the Conservator of Forests such doubts should be cleared by discussions to the extend possible. The attention of the Conservator of Forests are invited to the above instructions and they are directed to note this for future guidance.

Sd/-

Chief Conservator of Forests.

To

All the Conservator of Forests and Divisional Forest Officers.

The Executive Engineer, Forest Engineering Division.

Endt. on ML.595/79/D.Dis/18-1-1979.

Copy to sections CH, KT, TR, HH, ML and stock file.

Copy to Senior Supdt., and Addl. Asst.

for Conservator of Forests,

Trichur.