

NO.E-1259/2001.

Office of the Chief Conservator of Forests
Northern Regions, Kozhikode.
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Dated 28.11.2001.

CIRCULAR NO.2/2001

Sub: Submission of reports to Government/ Chief Conservator of Forests etc. -
Strict instruction to be followed.

Ref: Nil

It has come to the notice of the undersigned that the Conservator of Forests and Divisional Forest Officers are not giving proper attention while furnishing their reports to the Government /chief Conservator of Forests.

Addressing the correspondence to an office not concerned with the issue will cause confusion, and delay in action at various levels to avoid such a situation; the following instructions are issued for future guidance.

1. Regarding the matters which pertain to the duties and function of Chief Conservator of Forests (Northern Regions) all information should be sent through the Chief Conservator of Forests (Northern Region). In case, direct information has been called for by the Government /Principal Chief Conservator of Forests (northern Region). In case, direct information has been called for by the Government / Principal Chief Conservator of Forests. Report may be submitted direct to them considering the urgency. However a copy of such report should invariably be submitted to this office.

2. In some cases, it is noticed that letters are addressed to more than one chief Conservator of Forests requesting orders/directions etc. This type of correspondence will create confusion at Government level when two chief Conservator of Forest send their reports to Government or it may result in inaction at both ends. Therefore the correspondence should be addressed to the Chief Conservator of Forests concerned and

copy marked to others, if required. If action is required by Chief Conservator of Forests (Northern Region) the letter should be addressed accordingly.

3. Regional Chief Conservator of Forests being the Controlling officer of Northern Regions, all important matters taking up in your areas should be informed to this office also.

All the Conservator of Forests and Divisional Forests Officers in the Region North are directed to adhere to the instructions in this Circular in future. Receipt of this Circular should be acknowledged.

S.P. SINGAL

CHIEF CONSERVTOR OF FORESTS

To,

The Conservator of Forests,
Central Circle, Trichur/
Copy to All the Divisional Forests Officers.