

Letter No.E1-7918/75 Office of the Conservator of Forests, Evaluation Wing, Trivandrum.

1. Introduction : The circumstances under which the enquiry was started may be given in this part. Details of references from other offices, if any, may also be shown in this part.
2. Allegations: (a) The various allegations originally made may be given in brief under separate number.
(b) Other allegations which came to notice during the enquiry may also be given in this para after (a)
3. Accused Officers: Service particulars (as far as available) of the different officers concerned in the enquiry may be given here. These accused officer may be given Nos. also:
As Accused (s) X Y Z etc.
4. Witnesses: Brief statement showing relevant points may be given. Each witness may be named and given a number eg: W1 ABC etc. in the brackets after giving each witnesses statement, may be shown if his statement supports any allegation or not; if so give the number of allegations supported. Brief statements of accused Officers, if they are questioned, may also be mentioned in this part. If statements of witnesses are got signed that fact may be indicated. If not that fact also may be mentioned.
5. Documents: In this part, mention may be made in brief almost the various documents which have been taken into custody, if done. Whether these documents support any allegation or not may be shown in brackets. Mention can also be made about documents which were merely perused during enquiry but not taken into custody.
6. Findings: From the evidence available, fair and just finding on each allegation may be give here. This part must be objective and show if allegations are substantiated or not. Recommendation regarding the nature of punishment should not be given in the enquiry report.
7. Conclusion. The enquiry officer may give briefly any further remarks not covered by VI above.

(Signature of Enquiry Officer)

Place:

Date:

Endt.on B2-11396/75.

Office of the Chief Conservator of Forests,
Trivandrum, dated 27.3.75.

Copy to all officers of above the rank of Assistant Conservator of Forests for information and attention.

Copy to all Branch Officers in Office.

Copy to the stenos to the C.C.F.

Stock File/B Superintendent

Copy to B1, B3, B4 & B6.