

L7-019964/87

Office of the Chief Conservator of Forests,
Trivandrum, Dated, 16-6-1987.

CIRCULAR No.20/87

Sub:- Forwarding of statement of facts for approval/onward transmission to Government

Statement of facts in O.S. and O.Ps received from Sub Offices are very often incomplete in many respects. Para-wise remarks are not furnished in many cases. Some times the remarks offered are either vague or general. For filing a good counter affidavit, the sub offices should furnish correct details after verifying the relevant records. Documentary evidences, if available should be submitted for marking as exhibits. Typed copy of the statement of facts should be signed by the Head of office and the same submitted to this office along with copy of the original petition sufficiently early, ie. Three weeks before the date of hearing. Any lapses in this regard will be viewed very seriously. Head of office, Administrative Assistant/Senior Superintendent and Manager will be held responsible for the timely submission of statement of facts.

Kindly acknowledge receipt of this circular order.

Sd/-
Chief Conservator of Forests (P)

To

All Sub offices/copy to all branch officers and section heads in office

True copy

For Conservator of Forests, Trichur.