

G2-20877/68.

8611

CIRCULAR NO. 2/68.

81108888, the Conservator
of Forests, Dated 30-11-68.

Referencing and arrangement of files.

The attention of the subject clerks in this office is drawn to the instructions contained in Chapter VI of the Manual of Office procedure and they are requested to act accordingly.

They will keep separate note files and current files. The pages in the current and note files should be numbered separately in ink and shall be referenced by quoting the page number.

for Conservator of Forests.

To The Section clerks, A1, A2, E1, E2, D, DL, ML, KM, CH, TH, PG, R, H.A.,
G 1 and G 2.

Copy to Circular file, Stock file and S.S.
L.18.12.