



**Address:-**

May to October: Forest Complex, Shiekh Bagh, Lal Chowk, Sgr-190001.  
Phone: 0194-2483937, Fax: 0194-2455027.  
November to April: Van Bhawan, Below Gumat, Jammu-180001.  
Phone: 0191-2560585, Fax: 0191-2547276.

**Government of Jammu and Kashmir  
Office of the Pr. Chief Conservator of Forests, J&K, Jammu**

**CIRCULAR NO: 01 OF 2012  
D A T E D: 15-12-2012**

It has been observed during surprise visits to various field offices and even through other sources that field officers of the Department leave their headquarters without proper permission from their controlling officers for official or other purposes and do not remain available at the headquarters thereby leading to inconvenience to the general public, visiting these offices, and it is also violative of standing Government instructions.

The Administrative Department has also noticed such a situation and have issued circular instructions vide Circular No.01-FST of 2012 dated 03.10.2012 that the forest officers at Divisional Headquarter shall not leave station without permission and abstain from taking Government vehicles outside their Territorial jurisdiction.

It is, therefore, enjoined upon all the DFOs of the Department not to leave their respective headquarters without due permission from their controlling officers and also under intimation to this office. They will invariably submit their monthly tour diaries and work done reports to this office by or before 5<sup>th</sup> of every succeeding month, failing which this office will be constrained to initiate disciplinary action against erring officers and the same fact will also be reflected in their APRs.

**(Vinod Ranjan) IFS  
Pr. Chief Conservator of Forests  
Jammu and Kashmir**

No.PCCF/Adm/ 3171-3236

Dated 15.12.2012

Copy for information and necessary action to the:-

1. Commissioner/Secretary to Government, Forest Department, Civil Secretariat, J&K, Srinagar.
2. Chief Conservator of Forests, Jammu/Kashmir.
3. Conservator of Forests, Agrostology/Central/Working Plan Circles.
4. OSD to Hon'ble Minister for Forests for information of the Hon'ble Minister.
5. All Divisional Forest Officers/Project Officers.
6. I/c website for hosting on website.
7. Circular File.