

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

C I R C U L A R

It has been observed with concern that subordinate Officers/ officials working in the Department are approaching higher authorities directly and make direct correspondence with this office as well as with the Administrative Department without following the proper protocol by passing hierarchy of the department. There are also standing instructions of the General Administration Department as well as that of Administrative Department (Forests) vide Circular issued under No. FST/ IWDP /04/2017 dated 21.11.2017 conveyed vide this office endorsement No.PCCF/NG/Estt/480/7601-12 dated 29.11.2017 to take disciplinary action against such officers/officials. It has been further observed that many officers/officials are wandering in the Civil Secretariat and leaving station without seeking proper prior permission from the competent authority.

Keeping the above in view, all the subordinate officers /officials are impressed upon not to approach directly to higher authorities and refrain direct communication/correspondence with this office as well as Administrative Department and ensure proper official procedure is followed. Besides all the Officers/ officials are directed not to leave head quarters without prior permission of the competent authority. If any deviation of these circular instructions is found, such Officers/officials shall be dealt under employees conduct rules.

Sd/-

(Suresh Chugh) IFS
Pr. Chief Conservator of Forests
Jammu and Kashmir

No: PCCF/Adm/NG/Estt/*Circular/s/o/732-800* Dated: 24.10.2018

Copy to the:-

1. All Chief Conservators of Forests,
2. All Conservators of Forests,
3. All DFOs.

..... They are advised to circulate the above circular instructions among all the Officers/Officials so as to adhere the instructions in letter and spirit.

(Signature)
(Abdul Gani) IFS 24/10/2018

Chief Conservator of Forests) IFS

(Signature)
24/10/18