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Narwal Jammu-180006

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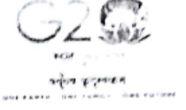
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Jammu & Kashmir Forest Department
Office of the Pr. Chief Conservator of Forests & HoFF



Subject: Pendency in e-Office.

Circular No. 04 of 2023
Dated 11.07.2023

A review of pendency of receipts and files in e-office was taken by the Worthy Pr. Chief Conservator of Forests & HoFF on 5th July 2023. Due to huge pendency showing in case of both receipts and e-offices, the Pr. Chief Conservator of Forests has taken a serious note and has directed to take immediate necessary steps at all the levels to address the pendency. Accordingly, the following actions are hereby advised to address the pendency on urgent basis:-

- i. **Receipt Pendency:** Whereas the rights of closing of receipts are available to all the users by default, the huge pendency in case of receipts is not justifiable. There may be many cases where actions stand taken or there may be multiple copies of same receipts lying in the in boxes of Officers/Officials by citing the relevant reasons in the remarks. The closing of all such receipts should be initiated by all the officers/officials immediately so that receipts pendency can be brought down substantially. (A report generated in respect of Receipt Pendency is enclosed).
- ii. **File Pendency:** Like receipts, the file pendency is also very high. As already explained earlier from time to time, the temporary provision of parking of files is already available with all the officials and the file closing rights are also going to be granted to some of the officials soon. As such all such files which are not in circulation and where cases stand disposed off, should either by parked for specified period of time or can be closed with the provision of the closing rights in the near future. (A report generated in respect of File Pendency is also enclosed).

It is enjoined upon all the Section Heads of this office to take the above immediate necessary steps so that pendency is not allowed to build up. The monitoring of pendency at the highest level shall be taken up regularly and the concerned officials shall be answerable for unjustified pendency. For any technical support in this regard, Mr. Arun Sharma, Website Administrator of this office may be contacted to resolve the issues.

Sd/-
Pr. Chief Conservator of Forests & HoFF
Jammu and Kashmir

No. PCCF/MG/ESH/1596-1619

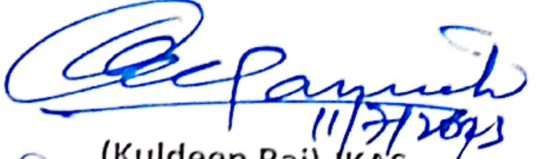
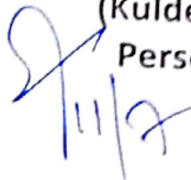

Dated:- 11 07.2023

Copy to :

01. PCCF/Chief Executive Officer CAMPA
02. Pr. Chief Conservator of Forests, Central
03. APCCF/Chief Conservator of Forests Jammu/Kashmir



04. APCCF Working Plan, Research & Trainings
05. APCCF P&P/Nodal Officer FCA
06. Conservator of Forests, Working Plan/Central/RTI/Vigilance
07. Conservator of Forests, Agrostology
08. Joint Director, Planning & Projects, Direction Office
09. Chief Accounts Officer, Direction Office
10. Private Secretary to PCCF & HoFF for information of the PCCF & HoFF
11. Law Officer, Direction Office
12. All Section Heads, Direction office
13. I/C Website Administrator, Direction Office
14. Circular file


11/7/2023
(Kuldeep Raj) JKAS
Personnel Officer
 11/7  11/7