

GOVERNMENT OF JAMMU AND KASHMIR
DEPARTMENT OF SOCIAL FORESTRY
J&K-SRINAGAR

Sub: Administrative Inspection (s) for subordinate offices.

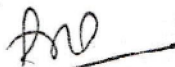
C I R C U L A R

The Commissioner/Secretary to Government, Forest, Environment & Ecology has strictly instructed to submit details of Administrative Inspection reports to Administrative Department on regular basis fortnightly to ensure proper maintenance of records, implementation of rules and regulations.

It is, as such, impressed upon all Controlling Officers/ DDO's of this department to undertake administrative inspections of their respective subordinate offices on regular basis. However, the administrative inspections are to be made by the following officers/officials of the offices as shown against each hereunder:-

Sr. No.	Inspecting Authority	Office (s) to be Inspected
1	Addl. PCCF/Director & staff designated by him	Regional Offices/ Divisional Offices
2	Regional Director & staff designated by him	Concerned Divisional Offices/ Range Offices
3	Divisional Forest Officer & staff designated by him	Concerned Range Offices

The inspection reports must reach this office within fifteen days as per the proforma (*enclosed*) for further action at this end.


Addl. PCCF/Director,
Department of Social Forestry,
J&K, Srinagar

No: /496-511

Dated: 22-06-2018

Copy for information and necessary action to the:-

1. Regional Director, Department of Social Forestry, Jammu.
2. Regional Director, Department of Social Forestry, Kashmir.
3. Dy. Conservator of Forests (C&E), Direction Office.
4. All Divisional Forest Officer (s), Department of Social Forestry, J&K.
5. I/C Website for placing the circular on official website