



Government of Jammu and Kashmir
Civil Secretariat, Forest Department

Subject: Correspondence with Administrative Department.

CIRCULAR

It has been observed that some officers of subordinate offices enter into direct correspondence with the Administrative Department or endorse communications to Administrative Department directly without following the proper protocol. This practice of by-passing the hierarchy needs to be stopped forthwith.

All the subordinate offices are impressed that the communications / correspondence with the Administrative Department need to be exclusively signed by the Head of Department concerned and no officer subordinate to the HODs shall communicate or endorse correspondences directly to the Administrative Department unless specifically asked to do so.

By order.

Sd/-
(Muhammad Afzal), IAS
Secretary to Government
Forest Department

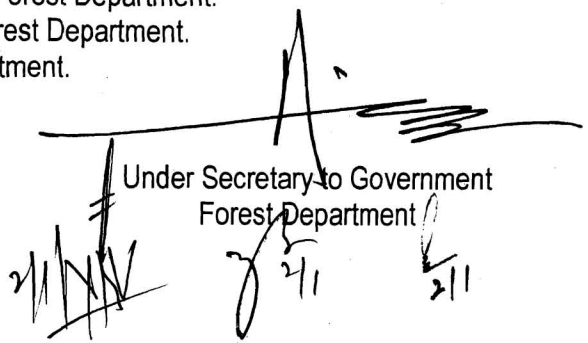
No: FST/ Land/ 23/ 2013

Dated: 02.01.2014.

Copy to: -

1. All Heads of Departments, Forest Department _____
2. OSD with Hon'ble Minister for Forests.
3. Special Assistant to Hon'ble MOS Forests.
4. Private Secretary to Secretary (Forests).
5. ✓ I/c Website for uploading on official website.
6. PA to Special Secretary (P) Forest Department.
7. PA to Special Secretary (Technical) Forest Department.
8. PA to Additional Secretary (I) Forest Department.
9. PA to Joint Director (P&S), Forest Department.
10. PA to FA / CAO, Forest Department.

Under Secretary to Government
Forest Department


21/11/14