



**Government of Jammu and Kashmir
Forest Department J&K Civil Secretariat**

Srinagar/Jammu
www.jkforestadm.nic.in

MOST URGENT

C I R C U L A R

23rd September, 2013

Attention of all the Head of Departments of Forest Department is invited towards Circular dated 27th October, 2010(**copy enclosed**) whereunder it was made clear that invariably the sanctions to the deputation of the Officers are granted excepting a few, that too due to some administrative reasons.

It has been observed that the proposals for post facto sanctions to the deputations of Officers are submitted indicating that the Officers are allowed to proceed for trainings without prior approval of the Government. It is also observed that the proposals are submitted late to the Administrative Department, as a result many difficulties are being faced in obtaining the approval of the competent authority in advance. Besides, no officer deputed for training has so far submitted feedback note to the Administrative Department, as was laid down under above Circular.

It is once again enjoined upon all the Head of Departments of Forest Department to ensure that the deputation proposals are submitted atleast one week before the scheduled date of training and also feedback note sent to the Administrative Department by all the Officers deputed for various trainings within three days after their return. No Officer shall be allowed to draw his TA etc. unless a feedback note is sent to the Administrative Department. The above Circular instructions may be followed in letter and spirit.

(Sheikh Ejaz Iqbal)IAS

**Commissioner/Secretary to Government
Forest Department**

No: FST/Ser/04/2011-I

Dated: 24-09-2013

Copy to the:

1. All Head of Departments _____
2. OSD with Hon'bl Minister for Forests.
3. Special Assistant to Hon'ble Minister of State for Forests/Fisheries(I/C)
4. PA to Commissioner/Secretary to Government, Forest Department.
5. PA to Additional Secretary to Government, Forest Department.
6. Stock file/web site/Office file.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT, FOREST DEPARTMENT


Sub: Deputation of IFS Officers outside the State.

CIRCULAR

Requests for sanction of deputations of IFS Officers outside the State are received in the Administrative Department. Invariably sanctions to the deputation of officers are granted, excepting a few, that too due to some administrative reasons.

It has been observed with a concern that no Officer has ever sent a feedback note after his return from the training, to the Administrative Department. The role of Administrative Department is not only to issue sanctions but also to assess fruitfulness of the training for the department. Moreover it also gives an insight into the extent of seriousness, with which the training has been attended by the officer.

It is therefore impressed upon all the HODs of the Forest Department to ensure that a feedback note is sent to the Administrative Department by all the officers deputed for various trainings after their return. No Officer will draw his TA etc unless a feedback note is sent to the Administrative Department by him. This will be mandatory and there should not be any letup on this account. It should also be ensured by all the HODs that requests for sanction of deputations of officers outside the state are made to the administrative department at least one week before the date of commencement of the training, so that timely sanctions are accorded on time, the post facto sanction culture needs to be done away with immediately.

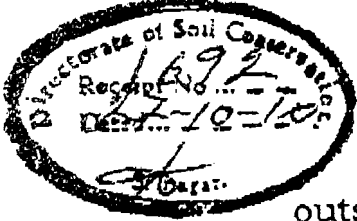

Additional Secretary to Govt.,
Forest Department

No: FST/Ser/43/Depu/2007

Dated: 27.10.2010

Copy to the: -

1. All HODs *Director, Soil Conservation Department 224 G.*
2. Special Assistant to Hon'ble Forest Minister
3. Pvt. Secretary to Commissioner/Secretary, Forests



S/c
Director
27/10

H.C./R.R.9
1/10/10
27/10