

**GOVERNMENT OF JAMMU AND KASHMIR  
DEPARTMENT OF SOCIAL FORESTRY**

*Sub: General cleanliness and punctuality in the offices.*

**CIRCULAR**

The cleanliness of work areas and improvement in the over-all ambience of office buildings/premises as also punctuality on the part of the officials should be reviewed on regular basis by controlling officers so that there is a visible improvement in the work culture and useful environment in and around the offices. The importance of clean and tidy office gives an air of efficiency and also observance of punctuality is essential for maintenance of office decorum & discipline.

In this context, I am directed to circulate following instructions for strict compliance by all officers of the Department to help them to discharge their responsibilities in a more effective and efficient manner: -

- 1) *There should be no old furniture/furnishing/equipment lying around in corridors, or common areas near staircases in any office of the Department.*
- 2) *Covid Appropriate Behavior should be ensured in all the offices by wearing masks properly, using hand sanitizers and adhering to social distancing norms. Display boards and posters be installed about observance of CAB in each office. Automatic hand sanitizer dispensers should be installed in the offices.*
- 3) *Dustbins should be provided in the rooms, corridors and washrooms for putting waste paper and garbage & also no dust or garbage be spread in the office complex/ premises.*
- 4) *The officers/officials concerned shall take special interest in weeding out of obsolete papers/files after action on the issues considered thereon has been*

completed under the guidelines contained in relevant rules.

- 5) The Face recognition biometric attendance device should be installed in main offices and monthly attendance report be furnished to next higher office on regular basis.

  
02/07/21

Shweta Deonia,  
Dy. Conservator of Forests (M&E),  
Department of Social Forestry, J&K

No: DIR/DSF/M&E/523-40

Dated: 02-7-2021

Copy for information and necessary action to the: -

1. PCCF/Director, Department of Social Forestry, J&K for favour of information.
2. Regional Director, Department of Social Forestry, Jammu.
3. Regional Director, Department of Social Forestry, Kashmir.
4. Dy. Conservator of Forests (C&E), Direction Office.
5. All Divisional Forest Officer (s), Department of Social Forestry, J&K.
6. Notice Board.
7. I/C Website, Direction Office for uploading on official website.