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GOVERNMENT OF JAMMU AND KASHMIR
DEPARTMENT OF SOCIAL FORESTRY
DIRECTION OFFICE (ESTABLISHMENT SECTION)

Sub: - Direct Correspondence

CIRCULAR

It has been observed that some officials of the Department enter into direct correspondence with the higher-ups thereby violating proper procedure/protocol for their grievance redressal. It has further been observed that some officials are seeking postings of their choice that too in their home districts which is not the right of any official as per the service rules.

“The issue has been seriously viewed by the PCCF/Director, and such tendencies need to be discouraged. All such representations be routed through proper channel and this practice of by-passing the hierarchy needs to be stopped forthwith. Action as warranted under rules shall be initiated against the delinquents”.

As such, I am directed to circulate and enjoin upon all the officials/officers of the Department to ensure that all representations and genuine grievances, if any, be routed through proper hierarchial channel. Controlling officers should interact with their staff and educate them about the requirements of service conduct Rules to maintain discipline and proper code of conduct.

It issues with the approval of competent authority.

Deputy Conservator of Forests (C&E)
Department of Social Forestry, J&K.

No: DIR/DSF/Estt/327-43

Dated: 24/05/2022

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. All Divisional Forest Officers, Social Forestry Department J&K.
4. Notice Board.
5. I/C Website, Direction Office for placing the same on official website of the Department.
6. Circular file.