

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

C I R C U L A R

It has been observed with utmost displeasure that the field staff including the employees associated with certain unions are seen roaming in the complex of Directorate without proper permission of the controlling officers. This sort of working is affecting the conduct and functioning of the Department.

In this regard, I am directed to circulate following instruction for strict compliance by all the officers/officials of the Department: -

1. *It should be ensured that the officers/official of the Department visit Direction Office (Srinagar/Jammu) only in case they are called by the competent authority and in case any official is required to attend Direction Office for official/personal work, he/she may leave the place of duty with proper permission of his/her controlling officer*
2. *It is further enjoined upon all the officers/officials of the Department to remain alert on duty at their respective places of postings & take due care of social forestry assets & ensure that no damage/encroachment or untoward takes place.*
3. *All the officials should always be available at their place of duty.*

All controlling officers will ensure that above instructions are conveyed to all the officials in their respective jurisdiction for strict compliance.


Shweta Deonia,

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

No: DIR/DSF/M&E/572-87

Dated: 05-7-2021

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 Officer (s), Department of Social Forestry, J&K.*
4. *Notice Boards (All offices).*
5. *I/C Website, Direction Office for uploading on website (jksocialforestry.nic.in).*