



GOVERNMENT OF MIZORAM
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS
MIZORAM ::: AIZAWL

No.F.21011/1/2004-PCCF/322

Dated Aizawl, the 29th June, 2015.

OFFICE MEMORANDUM

Subject : Submission of diaries by Forest officials.

In the interest of works and with a view to improve the control and supervision of various works and official of this Department, the competent authority is in the opinion that diaries should be submitted by all Officers and subordinate fields functionaries as mentioned below with immediate effect.

- (1) All C.Fs - Tour Diaries to be submitted to PCCF within 10 days from the date of expiry of the tour undertaken.
- (2) All D.F.Os - Monthly Diaries to be submitted to CF with copy to PCCF.
- (3) All A.C.Fs - Monthly Diaries to be submitted to respective Controlling Officer with copy to CF & PCCF.
- (4) All R.Os - Fortnightly Diaries to be submitted to DFO with copy to CF.
- (5) All Foresters/-
Forest Guards Weekly Diaries to be submitted to R.Os with a copy to DFOs.

2. All Conservator of Forests should furnish their comment on the tour diaries submitted by D.F.Os under their disposal, with suggestion, proposal for action to be taken.

3. All Divisional Forest Officers should ensure regular submission of diaries by field functionaries under their disposal.

4. All Divisional Forest Officers should include the suggestion OR problem faced by R.O. highlighted in their diaries while submitting their monthly diaries to CF with comment or suggestion for further action by competent authority.

5. All Conservator of Forests & Divisional Forest Officers should maintain register of Diaries submitted by their respective subordinates and check should also be applied to ensure regular submission of diaries.

6. The Diaries should give in brief for each day the details of works attended/inspected, deficiencies noticed, directions for corrective measures given, estimated progress of work achieved upto the time of inspection against the target etc. Report on compliance/follow up/action taken by subordinates to whom directions for corrective action were given shall also be obtained afterwards by the Controlling Officer.

7. Monthly diaries will be submitted before 10th of the succeeding month, fortnightly and weekly diaries before expiry of the subsequent week. Timely submission of diaries shall be monitored closely by the Controlling Officer who will also take appropriate action against the defaulters under intimation to the officer above controlling officer concerned.

Further, the following guidelines in connection with tour of officer within and outside their jurisdiction are framed for strict compliance as below :-

(1) All C.Fs must obtain the approval of PCCF before leaving the Headquarter on tour or on leave. In case of tour within their own jurisdiction, PCCF should be kept informed of their tour programme by endorsing one copy of their programmes in case prior approval from PCCF cannot be obtained.

(2) D.F.Os should obtain prior permission of their respective CFs for tour outside their respective Division but within their own circle. Tour outside the circle should require the prior permission of PCCF.

(3) All ACFs/ROs working under Division should obtain approval of concerned D.F.O. for tour outside their jurisdiction but within the Division. For tour outside the Division, concerned prior permission of CF must be obtained.

All officers Conservator of Forests/Divisional Forest Officers/Assistant Conservator of Forests and other executing staff are therefore informed to submit their diaries regularly and timely in future through their respective channel and failure on the part of any official will be reflected in the ACRs of the respective defaulters.



(LALRAM THANGA)
Principal Chief Conservator of Forests,
Mizoram :: Aizawl

Memo No.F.21011/1/2004-PCCF/322
Copy to :-

Aizawl, the 26th June, 2015.

- 1) All Conservator of Forests.
- 2) All Divisional Forest Officers for information and necessary action. They are requested to circulate the above Office Memorandum to their respective jurisdiction.
- 3) All Assistant Conservator of Forests.
- 4) All Range Officers.
- 5) Chief Conservator of Forests(Admn)/(P&D).
- 6) Deputy Director (Admn)/Deputy Director (Account)/Superintendent(G).
- 7) Guard File No.16.



Principal Chief Conservator of Forests,
Mizoram :: Aizawl