

Copy of:

Government of Andhra Pradesh  
Forest Department

Ref.No. 51715/85-T4  
Dated: 5.9.1985

Office of the Prl.Chief Conservator  
of Forests, A.P.Hyderabad.

Sri V.S.Sastry, IFS.,  
Prl.Chief Conservator of Forests

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CIRCULAR NO.21/85-T4

Sub: Establishment - Office of the Prl.Chief Conservator  
of Forests - Proceeding on leave without prior  
sanction - instructions issued.

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It has come to the notice of the Principal Chief Conservator of Forests that members of Principal Chief Conservator of Forests office are proceeding on leave without prior sanction of the competent authority. Therefore, all the members of the Prl.Chief Conservator of Forests office are informed that they will have to avail the earned leave, half-pay leave, and extraordinary leave, only on prior sanction of such leave by the competent authority. If any body goes on leave without sanction, they will have to run the risk of disciplinary action.

2. The members of Ministerial staff and Last grade servants, should submit their leave applications to the concerned, Asst.Chief Conservator of Forests and leave sanction will be entertained only on the recommendation of the concerned Asst.Chief Conservator of Forests.

3. The Senior Assistant incharge of T4 should entertain the leave sanction only on the specific recommendation of the concerned Asst.Chief Conservator of Forests. The T4 should get the leave sanctioned before the end of the month. If, for any reason, a leave remains not sanctioned, he should immediately inform the Accountant on the day before the disbursement of salaries in writing.

4. The Accountant Office of the Prl.Chief Conservator of Forests will please ascertain the list of cases to when the leave is not sanctioned from T4 before disbursement of salaries and take action to withhold the salaries for the periods not covered by sanction of leave.

Sd/- D.V.Rao,  
Addl.Chief Conservator of Forests  
(E&P)

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