

**GOVERNMENT OF MANIPUR
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS & HOFF
MANIPUR:IMPHAL**

OFFICE MEMORANDUM
Imphal, the 17th September, 2018

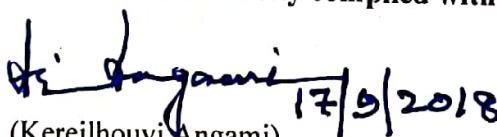
PROCEDURE FOR SUBMISSION OF OFFICIAL DOCUMENTS

Memo No. 1/62/2018/Forests: Though a decision was taken during the Quarterly Review meeting held on 19th August, 2017 that submissions of documents in the Department will be as per the hierarchal setup/order in the Department, it is observed that the DFOs are submitting official documents directly to the Head Office (PCCF & HOFF) without routing through their immediate controlling Officers.

Submission of documents through the immediate controlling officers are mandatory and necessary as the proposals/ reports etc need to be examined, vetted and improved upon by the controlling officers. It is also observed that important documents such as- Quarterly requirement of funds, Sanction of Estimates, Monthly Reports are always submitted at the last minute giving very less time to the controlling Officers for proper examination and vetting. Such practices are viewed seriously and the DFOs have to ensure that the official documents are submitted to their immediate controlling officers well in advance. Head Office (PCCF & HOFF) shall entertain and process official documents routed only through the controlling officers.

Whenever, due to exigency of works, there is need for the DFOs to submit the official documents directly to the Head Office (PCCF & HOFF), necessary advice & instructions in this regard will be duly conveyed.

The above instruction should be strictly complied with.


(Kereilhouvi Angami) 17/9/2018

Principal Chief Conservator of Forests & HOFF
Government of Manipur

Copy to:

1. The P.S. to the Hon'ble Minister (Forest & Evt) Govt. of Manipur.
2. Addl. Chief Secretary (Forests & Evt.), Govt. of Manipur.
3. PCCF (Wildlife)/ PCCF(CC & FCA)
4. All APCCFs
5. All Territorial Chief Conservator/CCF(Wildlife) of Forests for information & n/action.
6. All Territorial Conservator of Forests to ensure implementation of directions.
7. All DFOs/DCFs/Directors for information and necessary compliance on **PRIORITY.**