

F. No.1/2/2010/Forests  
Office of the Principal Chief Conservator of Forests  
& Head of Forest Force  
Forest Department: Manipur

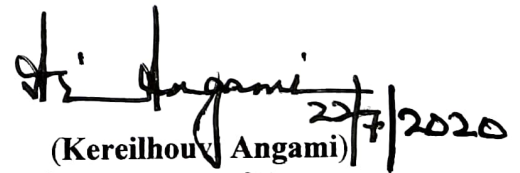
**O R D E R**  
Imphal, the 22<sup>nd</sup> July, 2020.

**Sub: Protocol for attending meetings outside the Department and in Secretariat for developing better inter-Departmental coordination and follow up strategy - reg.**

It has been observed that many a times officers of the Department attend meetings outside the Department and in Secretariat but do not report back the discussions held there and the follow up actions supposed to be taken by the Department. This leads to communication gap and adversely affects the inter-Departmental coordination and timely compliances. To avert such kind of situation, all officers and staff in the Department shall mandatorily follow the below-mentioned protocol henceforth:

1. Before attending a meeting in other Departments, the concerned officer shall apprise his/her Controlling Officer. Depending on the importance of the matter, the Controlling Officer may also seek advice of the PCCF & HoFF to convey the appropriate views of the Department in the meeting.
2. Meetings in Secretariat or meetings with Hon'ble Chief Minister, Ministers or MLAs shall invariably be brought to the notice of PCCF & HoFF in advance. The action points discussed during the meeting shall be recorded by the attending officers and reported to the PCCF & HoFF through their Controlling Officers.
3. The commitments to be made by the attending officers should be within the framework of the mandate of the Department, extant Laws/Rules, Scheme guidelines and general principles being followed. Any commitment made outside such framework will be the responsibility of the attending officer.

**This is issued for strict compliance by all the officers and staff of the Forest Department.**

  
(Kereilhouv Angami) 22/7/2020

Principal Chief Conservator of Forests  
& Head of Forest Force  
Govt. of Manipur

**To**

1. All Addl. PCCFs.....
2. All CCFs.....
3. All CFs....
4. All DCF/DFOs/Directors.
5. All ACFs.....

**They are informed to direct their field staff for strict compliance.**

**Copy for information to:**

1. Addl. Chief Secretary (Forests, Environment & Climate Change), Govt. of Manipur.
2. Guard File.