

**THE JAMMU & KASHMIR STATE FOREST CORPORATION****Circular**

It has been noticed that lot of representations from the employees of the J&K State Forest Corporation are being received at the Head Quarter directly addressed to the Managing Director, J&K SFC without any endorsement from their respective Controlling Officers. Even copies of the representations are not submitted to their Controlling Officers for information. This is in violation of the conduct rules.

All the employees of the J&K State Forest Corporation are advised to send their representations through proper channel only. In extreme exigencies, an advance copy of the representation addressed to the Controlling Officers may be submitted to the Managing Director giving justification for submitting advance copy. However, the original document must be routed through proper channel only. Any representation received at the Headquarter that have not come through proper channel shall not be acted upon.

  
Managing Director  
20/10

No. 3286-3326 /Bix/SFC dated 06-11-2012

Copy for information and necessary action to the:

1. All Chief General Managers, J&K SFC.
2. Director Finance, J&K SFC.
3. All General Managers, J&K SFC.
4. OSD to Hon'ble Chairman, SFC.
5. Personnel Officer, J&K SFC.
6. Deputy Financial Advisor (Hqr) J&K SFC.
7. All Deputy General Managers, J&K SFC.
8. Dy. Financial Advisor (Audit) SFC Srinagar.
9. Private Secretary to the Commissioner/ Secretary to Govt, Forest Department.
10. All Divisional Managers, J&K SFC.
11. All Sectional Heads J&K SFC.
12. All Associations, J&K SFC.
13. Notice Board.
14. Website [www.jksfc.com](http://www.jksfc.com)
15. Circular file.

  
Managing Director  
20/10