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Government of West Bengal
Directorate of Forests
Office of the Principal Chief Conservator of Forests (HoFF)
Aranya Bhawan, Block LA-10A, Sector -III, Salt Lake City,
Kolkata - 700 106.

No. 11350 / HRD / 2E - 1090 / 18

Dated : 31.01.2018

To : 1) All the Chief Conservators of Forests, W.B.
2) All the Conservators of Forests, W.B.
3) All the Divisional Forest Officers, W.B.

Sub : Training Programme on Preparation of Inquiry Reports and Disciplinary Proceedings.

It is observed that all our officers are not well-versed in preparation of inquiry reports, preparation of chargesheets and in matters connected with disciplinary proceedings. Accordingly, it has been decided to organise two days training-cum-workshop on these issues at Kolkata in the month of February/March, 2018. This programme will be useful for all the officers from ADFO to CCF level. Accordingly, you are requested to give your option for attending this programme. Once an option is given one should make it a point to attend the programme unless some emergency arises.

In addition, the DFOs are advised to nominate one of their ADFOs for attending the training programme after obtaining their option.

The option letter should reach the undersigned by name on or before 9th February, 2018, positively.



(N.V. Raja Shekar)

Addl Principal Chief Conservator of Forests,
Human Resource Development

No. 11351 / HRD / 2E - 1090 / 18

Dated : 31-01-2018

Copy forwarded for information & necessary action to :-

- 1) The Principal Chief Conservator of Forests, Wildlife.
- 2) The Principal Chief Conservator of Forests, North Bengal.
- 3) The Principal Chief Conservator of Forests, Research, Monitoring & Development
- 4) The Director, Sundarban Biosphere Reserve.



(N.V. Raja Shekar)

Addl Principal Chief Conservator of Forests,
Human Resource Development