

F.No.A.65011/15/2010-P.II  
Government of India  
Ministry of Environment & Forests  
(P.II Section)  
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Paryavaran Bhavan, CGO Complex,  
Lodhi Road, New Delhi -110003.  
Dated 4<sup>th</sup> October, 2010.

**C I R C U L A R**

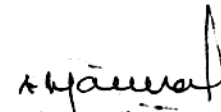
**Subject:- Reporting to Administration by supporting staff after relinquishing of the charge by their officers.**

Instances have come to notice that the personal staff attached to the officers, who have already relinquished their charge, do not report to the Administration for further posting.

2. All the supporting staff/Stenographers/Office Assistants/Peons/Office Attendants attached with the officers are directed that in the event of relinquishing of charge by their officers, they stand under-posting and thus, they are required to report to the Administration immediately and mark their attendance in the relevant attendance register being maintained in P.II Section.

3. Any official who does not comply with the above instructions will be deemed to be on unauthorized absence and disciplinary action will be taken against him/her in accordance with the prevalent rules.

4. Hindi version follows



(ALOK AGARWAL)

DEPUTY SECRETARY (ADMN)

1. Personal staff of all officers/All Office Assistants/Office Attendants in the Ministry of Environment and Forests.
2. NIC Cell, MoEF for uploading this circular in the website of this Ministry.