

**GOVT OF NCT OF DELHI**  
**DEPARTMENT OF FORESTS AND WILDLIFE**  
**A-BLOCK, 2nd FLOOR, VIKAS BHAWAN**  
**IP ESTATE, NEW DELHI-110002**

No.F.1(249)/DCF(HQ)/Misc./2023/P.file /13749-55

Dated: 05/01/26

**ORDER**

The Competent Authority has taken a serious view regarding the missing/untraceable files/correspondences from the office records of the Department.

1. To ensure proper management, safety, and upkeep of official records/files/registers.
2. Maintaining office records and file movement register, ensuring that no unauthorized person gets access to official records.
3. Proper display and systematic arrangement (Section-wise) is important of keeping records.
4. Reporting any missing, damaged or tampered record immediately in writing to the Section Officer/ HOO.
5. That the custodian shall be personally responsible for proper maintenance and safety custody of all assigned records.

Accordingly, the ASO /Dealing Hand /Section In-charge concerned shall act as the custodian of the relevant files, registers and important records under their charge, and shall ensure proper maintenance, timely updating, and safe preservation of the same. Any movement of such records shall be entered and monitored appropriately.

All concerned are hereby directed to strictly comply with these instructions.

This issues with the approval of the Competent Authority.

*Asabesth*  
03/01/2026  
(Jabestin A.)

**Conservator of Forest (HQ)**

To

All Branch-In-Charges of HQ/ Divisions of Department of Forests & Wildlife, GNCTD.

Copy to:-

1. PS to PCCF, Department of Forest & Wildlife, Govt. of NCT of Delhi.
2. PA to CCF, Department of Forest & Wildlife, Govt. of NCT of Delhi.
3. DCF (P&M), Department of Forest & Wildlife, Govt. of NCT of Delhi.
4. DCF (South/ North/ Central/ West), Department of Forest & Wildlife, Govt. of NCT of Delhi.
5. Sr. A.O/ DDO (HQ), Department of Forest & Wildlife, Govt. of NCT of Delhi.
6. Guard File.

*Asabesth*  
03/01/2026  
(Jabestin A.)

**Conservator of Forest (HQ)**