

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

F.No.1(285)/DCF(HQ)/Estt/Misc/2023/ 12386-94

Date: 05.12.2025

OFFICE ORDER

In order to ensure timely disposal of official works and maintain accountability in day-to-day functioning, the following directions are hereby issued for strict compliance by all staff members and dealing hands (both permanent and contractual employees) of the Department of Forests & Wildlife, GNCTD:

1. Maintenance of Daily Work Register:

- ✓ All staff members and dealing assistants shall maintain a *Daily Work Register* (format enclosed as Annexure-I) recording the details of tasks performed by them on each working day. This is to be updated every day by the dealing hand.

2. Disposal of Pending Work:

- ✓ All officials and staff shall ensure that no files, letters, or tasks remain pending unnecessarily and shall make every effort to dispose of all work expeditiously.

3. Weekly Counter Verification by Officer In-charge of the Section:

- ✓ The Officer In-charge of each section shall counter-verify the Daily Work Registers of staff on a **weekly basis** to ensure correctness and completeness. In case of any discrepancy, the same should be conveyed in writing to the employee concerned.

4. Fortnightly Review Meetings:

- ✓ The Officer In-charge of every Section shall convene a **fortnightly review meeting** to review the pendency of work and resolve bottlenecks, if any. Important pending issues should be brought to the notice of senior officers.

5. Accountability for Non-Compliance:

- ✓ Non-compliance of the above instructions will be **viewed seriously** and may invite administrative action as deemed appropriate.

This order shall come into force with immediate effect and shall be adhered to in letter and spirit.

This is issued with the approval of PCCF & HoD.


(Dr. P. Viswakannan)
CCF(Admn.)

Copy to:

1. PS to Principal Chief Conservator of Forests, GNCTD – for kind information.
2. PA to Chief Conservator of Forests (Admn.), GNCTD
3. Conservators of Forests (HQ) – for information and necessary action.
4. Deputy Conservators of Forests (P&M) – for information and necessary action.
5. Deputy Conservators of Forests (S/W/C/N) for information and necessary action.
6. All Section In-charges, HQ – to ensure strict compliance.
7. All Dealing Assistants (permanent and contractual), HQ – for strict compliance.
8. Guard file.
9. IT cell for uploading on the website of the Department.

Date:

S. No.	File No. / Dak No. / Reference	Brief Description of Work	Remarks

 **Signature of Staff / Dealing Hands**

(to be signed by the dealing hand by the end of every working day)

Verification by Section In-charge / Reporting Officer(to be done on every Monday)

(Signature & Date)