

DEPARTMENT OF FOREST AND WILDLIFE
GOVERNMENT OF NCT OF DELHI
A-BLOCK, 2ND FLOOR, VIKAS BHAWAN,
I.P ESTATE, NEW DELHI-110002.

No.F.1(13)/DCF(HQ)/Estt./Suspension/2019/Part File/ 15607-12 Dated: 06.2.26

OFFICE ORDER

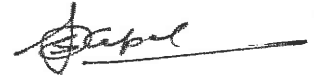
It has been observed that in certain matters/files the timely disposal of official work is not happening due to internal and intra-departmental activities as well as long-drawn inter-departmental processes and related coordination between departments/offices. Some times officials are not processing the matters/files in time bound manner.

In order to ensure effective monitoring and timely disposal of such cases, all officers and officials are hereby warned to exercise due diligence, promptness, and effective coordination while dealing with official files, particularly in matters involving inter-departmental references and linked cases. Any objections raised shall be examined expeditiously, and replies thereto shall be furnished in a comprehensive and time-bound manner so as to minimize avoidable delays.

The concerned officers especially all Section In-charges shall ensure strict adherence to prescribed procedures and timelines and discharge their official duties with utmost responsibility, efficiency, and conscientiousness.

All important works are to be regularly followed up & pursued with concerned authorities. Delay on important works due to negligence will be viewed seriously & action deemed as fit will be initiated.

This issues with the approval of the competent authority.



(Shyam Sundar Kandpal, IFS)
PCCF/Head of Department,
Department of Forests & Wildlife,
GNCT of Delhi.

Copy for necessary action: -

1. All Section In-charges at HQ of Department of Forest & Wildlife, GNCT of Delhi

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Copy to: -

1. PS to PCCF/HoD of Department of Forest & Wildlife, GNCT of Delhi
- ✓ PA to CCF of Department of Forest & Wildlife, GNCT of Delhi
3. PA to CF of Department of Forest & Wildlife, GNCT of Delhi
4. PA to DCF(HQ) of Department of Forest & Wildlife, GNCT of Delhi
5. PA to DCF(P&M) of Department of Forest & Wildlife, GNCT of Delhi



4/2/26

(Shyam Sundar Kandpal, IFS)
PCCF/Head of Department,
Department of Forests & Wildlife,