



The Jammu and Kashmir State Forest Corporation

C I R C L A R

MOST URGET

In order to compile and update the information regarding Division-wise/Circle wise staff position of J&K State Forest Corporation, all the Drawing and Disbursing Officers/Controlling Officers of J&K State Forest Corporation are requested to furnish the Annual Establishment Return of Officers/Officials working in their respective Divisions/Circles by or **before 30th of August, 2017** as per the proforma given below. The information needs to be **provided on hard copy and soft copy as well as mail at tahaahuzair@gmail.com:**

#	Name of the officer/officials	Parentage	Residence	Designation
1	2	3	4	5

Qualification		Date of Birth	Pay Scale		Category if any
Academic	Technical		Pay Band	Grade Pay	
6		7	8		9

Initial appointment, with Order No. & date	Date of promotion to present grade	Present place of posting in Coup/Range/Office	Stay at present Division/Circle	Remarks
10	11	12	13	14

Non-submission of the information by any of the officer will be dealt seriously and the salary for the month of August, 2017, shall not be released to the defaulting officer(s).

Sd/-
Managing Director

No: 2354-90/Bix/SFC

Dated: 17.08.2017

Copy for information and necessary action to the:

1. Director Finance, J&K SFC Jammu
2. All Chief General Managers/General Managers J&K SFC
3. All Dy. Financial Advisors, J&K SFC
4. Personal Officer/Incharge Secretary J&K SFC
5. All Dy. General Managers J&K SFC
6. All Divisional Managers J&K SFC
7. Incharge Website J&K SFC.
8. Concerned file

General Manager (Adm)