



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests, Head of Forest Force
Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata:: 700 106
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Visit us at: www.westbengalforest.gov.in



No. **ICS/2M-989117(III)** Dated :
To : 1. The Principal Chief Conservator of Forests, Wildlife.
2. The, Principal Chief Conservator of Forests, RMD.
3. All Addl. Principal Chief Conservators of Forests.
4. All Chief Conservators of Forests & Field Directors.
5. All Conservators of Forests & Jt. Director, SBR
6. All Divisional Forest Officers/Dy. Conservator of Forests/Directors & Field Director, STR & Director, WBFS, Dowhill.

Sub : Use of State Emblem and format of Official letter – Reg.

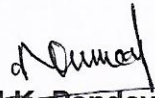
Ref : PCCF(HoFF) Office email Dt. 8th February, 2018

With reference to above the undersigned had issued directions regarding compulsory use of State Emblem in all Official, demi-official letters and publications etc., and have also communicated a standard format to be followed by the Officers of this Directorate by email cited above.

However, it has been noticed that many communications are received in this Office devoid of the formality of an Official communication as required and even with a missing State Emblem.

So, it is hereby directed that henceforth all official letters sent from any office of this Directorate should be written invariably in the format of letter enclosed along with. Each letter should be addressed with "Sir/Madam" irrespective of the recipient. Any letter signed by another person "For" somebody must write his name and designation and the letter should state "I have been directed....."

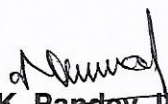
This shall be given immediate compliance.


(N.K. Pandey, IFS)

Principal Chief Conservator of Forests, HoFF
West Bengal

No. **6089 ICS/2M-989117(III)**
Copy forwarded to the CCF, MIS to upload this in the official website.

Dated : **18/09/18**


(N.K. Pandey, IFS)

Principal Chief Conservator of Forests, HoFF
West Bengal



Government of West Bengal
Directorate of Forests

Office of the.....



No.

Dated :

To :

Sub :

Ref :

Sir/Madam

Name.....

Designation.....

No.

Dated :

Copy forwarded for information to :-

- 1.
- 2.
- 3.

Name.....

Designation.....