

Accountant, but also the Divisional Forest Officer, will be held responsible for such irregular action, and both will be liable for disciplinary action.

4. The Accountant General has also brought to the notice of this office that the columns meant for allotment of expenditure and balance provision under D.A. and T.A. bills (vide memorandum above the words for use in the Accountant General's Office) as in A.P.T.C. Form 101, All the officers are therefore requested that the T.A. bills should only be passed for payment only after the columns meant for allotment of expenditure and balance provisions under D.A. and T.A. Bills as referred above are duly filled in. Any discrepancy noticed in this regard are brought to them of this office by the Accountant General in future, the matter will be viewed seriously and persons responsible will be dealt with seriously.

5. The Officers are requested to bring these instructions to the notice of Accountants of their office and obtain their acknowledgement in taken of having noted the contents of this circular and file in the record office copy.

The receipt of this circular may be acknowledged on the proforma given below:

Sd/-Munawar Hussain,
Adml. Chief Conservator of Forests.

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FOREST DEPARTMENT.

Ref.No. 52400/78/N3,
Dated: 30-5-1978.

Office of the Chief Conservator of
Forests, Andhra Pradesh, Hyderabad.

Sri P. S. Rao, I. F. S.,
Chief Conservator of Forests.

CIRCULAR NO. 18/78.

Sub:- Non-Receipt of Schedules in support of recoveries
made from salaries towards G.P.F., A.P.L.I., H.B.A.,
and M.C.A. etc., Regarding.

Ref:- A.G.A.P.II Hyd. No. FAC/VI/21, dt. 6.5.76.

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For deductions made from salaries of officers and staff towards G.P.F., P.L.I., A.P.L.I., H.B.A., M.C.A., Festival Advance Bicycle advance etc., the Divisional Forest Officers, should submit schedules in support of the total amount deducted and shown as credit against the respective heads of account along with the monthly accounts, in time to the Accountant General.

2. Now the Accountant General has brought to the notice of this office that the Drawing Officers are not submitting the schedules of G.P.F., A.P.G.I., H.B.A. M.C.A., Festival advance Bicycle Advance along with monthly cash accounts to Accountant General every month within the time prescribed. In spite of the strict instructions issued by Chief Conservator of Forests, from time to time in this regard, it is observed that the Cash Accounts continue to be submitted by the Drawing Officers to the Accountant General without schedules of various recoveries and without effecting a agreement of the totals as per the schedules, in each case, with the accounts figures. This type of attitude on the part of Drawing officers results in missing credits of recoveries

of advances of the employees, concerned. If such missing credits stand unsettled or unposted in the Ledgers of Accountant General's Office, the person who retires from service, will not be able to get "No dues Certificate" which ultimately leads to abnormal delay in the Settlement of pension and Gratuity of the employees.

3. From the report received from the Accountant General it is evident that the schedules for the amounts indicated below have not been sent Accountant General for the period 4/77 to 1/78 during 1977-78:-

CREDITS:

1. G.P.F.,	..	Rs. 74,454.65
2. P.L.I.	..	Rs. 387.42
3. A.P.L.I.	..	Rs. 49,790.37
H.B.A. (A.I.S. Officers)	..	Rs. 5,342.00
H.B.A. (Other Officers)	..	Rs. 6,528.00
M.C.A.	..	Rs. 3,729.75

DEBITS (Vouchers not received)

1. G.P.F.	..	Rs. 1,982/-
2. M.C.A.	..	Rs. 6,050/-
3. Family Benefit Fund	..	Rs. 1,078/-

The details showing the months for which and the Divisional Forest Officers from whom these schedules and vouchers are due are furnished in the statements enclosed herewith.

4. The Drawing Officers concerned are therefore requested to send the schedules or vouchers or both, as the case may be in respect of the amounts indicated in the statements enclosed, to the Accountant General, A.P.II, Hyderabad within a week of the receipt of this reference, without fail marking a copy to this office. Any default by the Officers will be viewed seriously and the persons responsible. will be dealt with severely.

5. All the Drawing Officers are also requested to ensure that all schedules of G.P.F., A.P.L.I., P.L.I., H.B.A., M.C.A., F.B.A., and other recoveries are duly appended to the cash accounts of the month and the total of recovery schedules of each category tallied with the accounts figures and then only approve the cash accounts, for despatch to the Accountant General. For the omission and commission in the monthly accounts and the enclosed schedules and vouchers, the Drawing Officers are personally responsible. In spite of such clear instructions, if the monthly accounts of any Division are reported to be defective, in any respect, by the Accountant General action will not only be taken against the Drawing Officer, but also the Manager/Superintendent Head Clerk as the case may be and the Accountant concerned. Further the Conservators of Forests are also requested to make it a point to specially inspect this aspect of the accounts while inspecting a Division and see that the schedule and vouchers not sent to the Accountant General along with the monthly accounts are got despatched to Accountant General before the Conservator of Forests finalises the inspection of the Division.

6. This Circular may be acknowledged on the proforma given below.

Sd/- Munawar Hussain,
Addl. Chief Conservator of Forests.

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