

who draw their own bills, the following certificate should be appended to the bill in which the amount of advance is claimed.

"Certified that the transaction in respect of which the House Building Advance has been sanctioned and finalised. The Cheque/Demand Draft may please be issued in the name of (Vendor)".

Instances have come to the notice of the Government that the cheque/Demand Drafts are being issued in the name of the loanees. With the result, the loanees are encashing the loan amount and keeping in Banks and earning interest which is quite contrary to the House Building Advance Rules.

3. In view of the position explained above all the Treasury Officers and Pay & Accounts Officer are, therefore, requested to keep in view the above orders before passing the bill submitted by the Officers and see that the Cheque/ Demand Draft should be issued in the name of the Vendor only.

Sd/- V. Subramaniyan,
Joint Secretary to Government.

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FOREST DEPARTMENT

Ref: No. 105651/78/N2 Office of the Chief Conservator of
Dated: 17.11.1978. Forests, Andhra Pradesh, Hyderabad.

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

CIRCULAR NO. 39/78.

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In the recent inspection of the accounts of certain Divisions, it has come to notice that the Security Deposits pledged in favour of Divisional Forest Officers were encashed, but instead of adjusting the amounts of S.Ds towards Government dues, were misappropriated by indicating fictitious and fraudulent challan Nos. etc., in the cash book and relevant records. Had the statutory provisions of Financial Code been followed strictly such a grave irregularity would not have occurred.

2. Attention is therefore invited to Art. 291 and 292 of A.P.F.C. Vol.I Extract of Arts. 291 and 292 of A.P.F.C. Vol.I is however enclosed herewith for ready reference.

3. The S. Ds pledged by the contractors infavour of the Divisional Forest Officers as per the sale notice and agrément conditions shall not be shown in the Cash Book but should be shown in a register "S. Ds Register" under Form. 17 as prescribed under Art. 276 of A.P.F.C.Vol.I.

4. Under Art. 285 of A.P.F.C. Vol. I, the post Office savings Bank pass books, fidelity bonds, and security bonds or agreement should be kept in the safe-custody of the Divisional Forest Officer.

5. In view of the above statutory provisions, the S.Ds in the shape of D.Ds, S.B, Account Pass Books, Bank Guarantees, Promissory Notes, pledged in favour of Divisional Forest Officers, by the contractors should be duly entered in the S.D Register with full details and submitted along with the files concerned and S.Ds. pledge in favour of Divisional Forest Officers (in whichever shape they were and pledged) to the Divisional Forest Officers for personal verification and attestation against each item of S.D. Similarly as and

when S.Ds. are released full details of adjustment, or release of part adjustment and part release, with Vr.No.s and date, Lease File No. of Offence file No., other relevant details should be invariably entered against the original item of S.D. and then only the S.D. Register with all relevant documents and records should be submitted to Divisional Forest Officer for check and verification and for necessary attestation. If this procedure is strictly followed, manipulations and misuse of S.Ds can not occur.

6. For adjustment and release of S.Ds, the Divisional Forest Officers, have no option, whatsoever, to deviate from the procedure laid down in Art.292 of APFC Vol.I. Further the Divisional Forest Officer should see that the S.Ds pledged in favour of Divisional Forest Officers in whatever shape they are should be got adjusted in the Treasury or Bank, as the case may be like any other Departmental receipts. In no case the S.Ds should be encashed for purpose of adjustments towards Government dues. In case it is inevitable to encash the S.Ds as when there is no Treasury facility, at the station where the Bank account is opened, it should be ensured by the Divisional Forest Officer that the encashed S.D. amount, is properly and promptly remitted through challan towards Government dues and properly accounted for in the Divisional Cash Book and details indicated in the Security Deposit Register and other relevant records.

7. For release of S.Ds., pledged in favour of the Divisional Forest Officers to the contractors, the procedure as laid down under Art.291 of the A.P.F.C.Vol.I should be scrupulously followed. For the S.D. amounts refunded to the contractors in full or part, the stamped receipt of the lessee party should be obtained in the S.D. Register, itself, against the relevant item. Necessary space should be left for this purpose in the register. Mention should of course be made about this in the connected file before it is duly recorded.

8. It is impressed on the Divisional Forest Officers that the Divisional Forest Officers are Treasury Officers in the Forest Department and a great personal responsibility rests on them to take all precautions against possible misappropriation and loss to Government.

9. The strict enforcement of these instructions should be checked by the Conservators of Forests in their annual inspections, as well as, in their monthly surprise inspections. The Accounts Officers should also particularly check this aspect during their inspections to obviate any misappropriation of Government money by way of encashment of S.Ds in future.

10. The receipt of the Circular may please be acknowledged in the proforma given below:

Sd/-P.S.Rao,
Chief Conservator of Forests.

An Extract of Article 291 of A.P.F.C. Vol.of Repayment of Cash Deposited in the Post Office Savings Banks.

291. When an amount lodged in the Post Office Savings Bank as a Security Deposit under Article 281 is no longer required, the departmental authority to which it is pledged (pledgee) should obtain from the person, who pledged the Security, the receipt originally granted to him or the pass book or a fresh receipt duly signed and witnessed. Such receipt should be duly numbered and filed, and the numbers should be entered in the Register of Security Deposits. After obtaining a proper receipt, the pledgor should deliver the post Office Savings Bank pass book to the person, who pledged the Security and furnish him with an application in the form prescribed by the Postal Department for the withdrawal of the balance at the credit of the account together with the interest due on it. The pledgor should

sign the application and enter the name of the person, who pledged the the Security as that of the messenger or agent entitled to receive payment. The person who pledged the security will then be able to withdraw the amount due to him from the post office savings bank.

An Extract of Article 292 of A.P.F.C. Vol.I of Adjustment of Claim against a Security Deposit Lodged in the Post Office Savings Bank.

292. When the pledgee has a claim on behalf of the Government against security deposit account pledged to him in the Post Office Savings Bank (in accordance with rule 45 (f) or (g) of the Post Office Savings Bank Rules at a Post Office which has direct transactions with the treasury and the amount of the claim is to be credited to the Government he should send the pass book to the Post Office with the usual application for withdrawal, duly signed by him and with the words "To be adjusted by transfer in the Government accounts to the credit of the Department (Stat-) written in red ink across it. The Post Office will make the necessary entries in the pass book and send the pledgee a treasury receipt the treasury voucher for the amount withdrawn. If the pledgee does not receive the treasury voucher by the next day after that on which he sends the application he should call for it from the Post Office. On receipt of the Treasury Voucher the departmental authority which applied for the withdrawal should verify the entries, countersign it and forward it to the Treasury or Sub-Treasury Officer as soon as possible, in accordance with the procedure prescribed in this connection in the A.P. Treasury Code (See instruction 19 under Treasury Rule 10).

If the Post Office at which the Security deposit account in the Post Office Savings Bank has been opened has no direct transactions with the treasury, the pledgee should apply to the Post Office for the withdrawal of the amount required in the ordinary manner and on receipt of the amount, should remit it into the treasury like any other departmental receipt.

When , after a transfer or payment, a pass book shows any balance in favour of the depositor, the Postmaster will return it to the pledgee. When the account is closed by a transfer or payment the Postmaster will not return the pass book to the pledgee, but will deal with it in accordance with the Post Office Savings Bank Rules.

"/true copy"/

Sd/- Superintendent .

507 - Superintendent .

FOREST DEPARTMENT

Ref.No. 103158/78/J4

Office of the Chief Conservator of
Forests, A.P., Hyderabad.

Dated: 25.1.78.

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

CIRCULAR NO. 40/78.

Enclt. No. G.O, Ms. No. 630 TR&B (Rds (1) Dept. dt. 24.9.77.

1. Communicated.
2. The Forest Roads are mostly metalled roads or unmetalled roads. The norm prescribed against the above the two categories for less than 450 C.V.P.D. may be adapted for providing funds in the B.E. for annual maintenance of roads. They are requested to acknowledge the receipt of this reference by return of post.
3. Information on the length of roads in each Division may please be submitted in the form prescribed by 30.12.78.

Sd/- K. Buchi Ram Reddy,
for Chief Conservator of Forests.

KSA*/-

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Total:

Communications-Maintenance of State Highway Roads-Prescribing yardsticks for various types of roads for maintenance -Orders-Issued.

G. C. Msl. No. 630

Date: 24.9.1977
Read the following:

1. G.O.Ms.No.1525,PWD. dt. 21.11.1972.
2. From the C.E (R&B) & (Adm) Lr.85757.-BR(1)/76-C, dt.28.12.76.
3. From the C.E. (R&) Lr.No.85757-BR(1)/76,dt.7.7.77.

In the G.C. first read above, orders were issued prescribing the rates of maintenance charges for various surfaces of State roads.

2. The Chief Engineer (R&B) in his letters 2nd and 3rd read above has reported that the norms prescribed in G.O. 1st read above are just flat rates for the entire State, without taking into consideration the terrain, traffic, etc. The Government of India have set up a Technical Group to devise norms based on the traffic and the terrain the road is going through, which is a more realistic approach. The Sixth Finance Commission has also allotted the maintenance grants based on this methodology only.

3. The Chief Engineer (R&B) has worked out the revised norms for maintenance of the State Government roads based on the recommendations of the Technical Group and current schedule of rates and accordingly submitted proposals for revision of the rates.

4. The Government, after careful examination, approve the proposals of Chief Engineer (R&B) and in supersession of the orders issued in the G.O.1st road above, prescribe the rates for maintenance of state roads as detailed in the Appendix to this order.

5. This order issues with the concurrence of Finance and Planning (Fin. Wing) Department; vide their U.O.No. 2012/Expr.PWD/77-a, dt. 2.8.1977.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G. R. NAIR,
Secretary to Government.

KSA*/-

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Forest Department

Re.No.97425/78-1,
Dated 25-11-1978

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

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

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Circular No.41/78

Endt.No.G.O.Ms.No.706 TR & B (B1-1) Dept., dated 13-12-1977

1. Communicated. 726

2. The instructions issued in CCF Lr.No.17440/68/J4 dated 9-11-1976 fixing the criteria for providing funds in the Budget on percentage of the capital cost of the Buildings may be treated as cancelled.

3. The revised criteria fixed at Rs.0.80 ps. per Sq.Ft. of plinth area may be adopted hence forth for providing funds in the B.F. on annual maintenance of buildings. The revised criteria includes maintenance charges on electrical installation, local taxes etc.

4. The Conservators of Forests and Divl. Forest Officers are requested to submit the information on buildings in the enclosed proforma by 30-11-1978 positively. They are requested to acknowledge the receipt of this reference by next post.

Sd/-K.Buchi Ram Reddy,
for Chief Conservator of Forests,

Buildings - Government of Andhra Pradesh
Abstract

Buildings - Government Buildings - Maintenance limit of expenditure on plinth area basis - Enhancement from Rs.0-68 to Rs.0-80 ps. per square feet - Orders - Issued.

Transport Roads & Buildings (B.I.1) Department

G.O.Ms.No.726

Dated:13-12-1977

Read the following:-

1. G.O.Ms.No.86 PWD dt:3-2-1973
 2. From the C.E., R&B & Admn. Lr.No.T4.S/JE.3/Rents/86/77 dt:23-9-1977
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ORDER

In the Government order first read above, orders were issued fixing the maintenance limit of expenditure of Government Building on plinth area basis at Rs.0-68 ps. per Sq.ft. The Chief Engineer, R&B & Admn. in his letter 2nd cited above has expressed difficulty in maintenance of the Government Building upto the mark within the meagre amounts provided and requested the Government to increase the maintenance cost of Government building from 0.68 per Sft to that of Rs.0.80 per Sq.ft in view of the increase in the cost of building material and labour.

The Government, after careful consideration of the above proposals of the Chief Engineer, R&B & Admn. enhance the maintenance limit of expenditure of Government buildings