

FOREST DEPARTMENT.

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Ref. No. 10374/80/N3.
Dt. 1.5.80.

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

Sri P. S. Rao.
Chief Conservator of Forests.

Circular No. 7/80/N3(Accounts).

Sub: Forests - Submission of CTRs and CTIs duly
reconciled with Treasuries - Instructions -
Regarding.

From the reports received from Accountant General's office it is evident that a large number of CTRs and CTIs relating to various Divisions of the Forest Department duly reconciled from the Treasury Office concerned have not been submitted to the Accountant General since 1964-65. It is also brought to notice that the D.F.Os. are not maintaining the register to watch the adjustment of remittances as prescribed in G.O. Ms. No. 2637/Food & Agri. Department dated 30.10.65 communicated in Chief Conservator of Forests Ref. No. 37396/64/C3 dated 24.11.1965.

2. According to S.R. 17 under T.R. 10 of the A.P. Treasury Code Vol. I the District Treasury Officers should send the CTRs to the D.F.Os. on first working day of each month. According to Art. 81 of the A.P. Account Code Vol. II the D.F.Os. should arrange to have a monthly settlement of accounts with Departmental Officers concerned. As per G.O. Ms. No. 2637/F&A, dated 30.10.1965, the date for sending of CTRs by the District Treasury Officers to the concerned Departmental Officers has been changed from 1st working day of the month to 4th of each month. Since it is the responsibility of the Department to see that all remittances to Forest Department are properly accounted for as the revenue of the Forest Department all the Drawing and Disbursing Officers should depute their clerks in charge of accounts to the Treasury alongwith schedule of remittances and schedule of cheques drawn and get it reconciled by the Treasury not later than 4th of each month and get a reconciliation certificates from the Treasury on the same date and send them to Accountant General alongwith monthly accounts so as to reach the Accountant General by 15th of next month, to which the Account relate.

3. However detailed instructions have been issued by the Govt. in their G.O. Ms. No. 2637/F&A dt. 30.10.65 a copy of which is also enclosed herewith.

4. Several of the D.F.Os. have reported about delays in issue of reconciled CTRs and CTIs by the Treasury Officers. In order to avoid such delays the Director of Treasuries and Accounts has already issued detailed instructions to District Treasury Officers to pay personal attention to this matter and see that no delay occur in the issue of reconciled CTRs and CTIs. In case of delays the D.F.Os. concerned may bring the fact to the notice of Director of Treasuries and Accounts, Hyderabad, direct as per the minutes of the meeting held on 21.6.1979, communicated in this office Ref. No. 100859/77/N3 dt. 19.7.79.

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5 It is observed that the Drawing and Disbursing Officers are not maintaining the register for watching the adjustment of forest remittances month after month. As a result huge amounts are left unreconciled in each Division. This fact has also been brought to the notice of this office by the Accountant General. Hence all the Drawing and Disbursing Officers are requested to maintain a register to watch the Treasury remittances in form T.A.12 under Art.58 of the A.P. Account Code Vol.II (sample form is enclosed). The officers are further requested to watch the adjustments of Treasury remittances month after month and check the progressive totals. It is not sufficient because the Treasury gives the verification certificates for the amounts accounted for during the month only, where some more amounts will be left unaccounted for during that month. It is observed that the Officers are not watching the adjustment of such unaccounted for amounts, by the Treasuries in the subsequent months, which procedure is wrong and such a practice is a clear violation of financial rules. Hence the Drawing and Disbursing Officers are requested to maintain the register properly and watch the adjustment of remittances every month with reference to the verification certificates issued by the Treasury.

6 All the Drawing and Disbursing Officers are requested to scrupulously follow the above instructions and see that CTRs and CTIs are duly reconciled by the Treasuries on the due dates referred above, and sent along with monthly accounts to the Accountant General, A.P.Hyderabad. They should also maintain the CTRs register and watch the adjustment of remittances every month properly.

They are requested to acknowledge receipt of the Circular on the proforma given below.

Sd/- Raghavan,
Addl. Chief Conservator of Forests.

/True copy/.