



## ***Andhra Pradesh Forest Department Code - Vol - II - Appendix - 18***

### **APPENDIX – 18**

#### **(Section 78)**

#### **Rules relating to the payment of Government dues by money orders:-**

##### **A. General:-**

If the amount of money order is more that is due from the remitter, the excess should be entered as an advance on account of future dues. If the amount is less than is due, it should be credited as a payment in part. If the period on account of which the remittance is made is specified, the amount should be credited on account of that period, and of the period is not specified, the remittance should be set off against those dues which have been longest out standing.

##### **B. Remittance of Revenues:-**

1. Divisional Forest Officers should provide themselves, as well as their Range and other revenue remitting officers with ordinary inland money order forms with counter foils, such as are obtainable at all post offices, and these above should be used, all particulars of the remittance being note on the counterfoil.
2. The remitter should make out a money order on one of these forms, filling all details, and particulars of remittance as may be necessary for the Treasury Officer's information.
3. The Treasury Officer, on receipt from the post Officer of the money order, will sign and date the money order and return it to the post officer after cutting off the strip containing the coupon. He will forward to the Divisional Forest Officer, the advice list together with the corresponding strips of coupons of all money orders received during the day.
4. The entry in the remitter's accounts will be supported by the receipt given to the remitter by the post office when the money order was issued.
5. The Commission paid on money orders will be charge to the head "2406 Forestry and Wild Life – 040-Office – Expenses – 041 Service Postage and Telegram Charges" in the Departmental accounts.

##### **C. Remittance of Advances:-**

1. In remitting advances to disbursers, the same procedure as that for remittance of revenue should be followed.
2. The acknowledgement of the money order, received from post office, and the receipt given to the remitter by post office for the money order will be entered in remitter's accounts.