

Ref No. 61837/69-C4

Dated : 20—2—1970.

Circular No. 1/70.

Sub :—Supply of ready made articles treated and seasoned timbers etc. from Saw Mill Divisions—Regarding.

As per Art. 244 of A. P. A. C. Vol. III no inter Divisional adjustments should be made except under special orders of Government and save as provided in Art 245. Accordingly a clarification was issued to the Saw Mill Divisional Forest Officer, Rajahmundry that he need not send any bill of cost and obtain payments either by cheque or in cash from the other indenting forest divisions. He was also instructed to make an entry of these supplies in his registers and exhibit the amount in his revenue figures.

The Divl. Forest Officer, Saw Mill Division, Rajahmundry represented to the Chief Conservator of Forests that he has been receiving indents for supply of requirements of various forest divisions on large scale and if he has to effect the supplies free of cost and by mere national exhibition of the revenue in the registers without the same being brought to the cash book; the financial result of working of the Saw Mill not be correctly reflected. He therefore requested the Chief Conservator of Forests to re-examine the whole matter.

The Divl. Forest Officer, Saw Mill Division, Rajahmundry was at this stage instructed in November, 1969 not to supply any timber or furniture to the Divl. Forest Officers until further orders and the matter has been re-examined in consultation with Accountant General. Under Article 244 A. P. F. C. Vol. III inter-Divisional adjustments are not permitted except under special orders of Government. Art 245 does not apply in the instant case a Government have exempted the Saw Mill Division from maintenance of proforma accounts. Since Art 245 does not apply, the local ruling there under also will not apply and therefore the Divl. Forest Officer, Saw Mill Division, cannot raise debit against other divisions towards the expenditure incurred by him for conversion of timber into fashioned articles and supplying them to indenting divisions. In view of the fact that the S. M. D. has been exempted from maintenance of purforma account it is not necessary to get this division declared by Government as a unit for propose of ascertaining financial results. It is therefore instructed to continue the existing practice of national exhibition of the expenditure in the registers and returns of the S. M. D. The Divl. Forest Officers, S. M. D., Rajahmundry and Jannaram should accept only indents routed through the concerned Conservators to the S. M. D. Forest Officers. The Conservators of Forests are requested to satisfy themselves that the indents provide for the genuine requirements of the Divl Forest Officers before sending them to Saw Mill Divisions.

The S. M. D. Forest Officers are requested to intimate the value of the articles supplying to the indenting officers and the Conservators concerned immediately on their supply.

They are also requested to submit a consolidated report annually so as to reach this office on or before 15th of April every year.

The receipt of this circular should be acknowledge by return of post.

Sd/- Mazharuddin Ahmed,
Chief Conservator of Forests

Ref No 68993/68-R2.

Dated : 17-3-1970

Circular No. 2/70.

Sub :—Criminal justice-Appeals against acquitted and revision petitions-Delay in submission of proposals-Instructions.

- Ref :—
1. C.C's ref. No. 58375/65-R2 (Circular No. 22/66) dt. 13-4-66
 2. C.C's ref. No. 22864/66-R2 (Circular No. 28/66) dt. 29-6-66
 3. G.M No.4527/Courts. B/67-2, Home (Cts B) Dept., dt. 16-1-68 communicated with C. C. F's ref. No. 6581/68-R2, dt. 8-2-68
 4. G.M.No.1217/CTS. B/68-1, Home (Cts. B) dt. 8-4-68, communicated with C.C's ref. No. 31999/R2/68 dated 16-5-68.

Attention is invited to the C.C's references 1st and 2nd cited in which detailed and clear instructions have been issued about the procedure and limitation of period for filing appeals and revisions in the sub-ordinate courts and High Court. Besides the Government in their G.Ms. 3rd and 4th cited have issued instructions for furnishing proposals to the Public Prosecutor by the concerned officers in appeal and revision cases, well within the time and that there should not be undue delay in preferring appeals etc. Yet there are miscalculation of limitation period and submission of proposals to the Public Prosecutor, High Court, after expiry of the limitation period.

2. In an offence case Divisional Forest Officer miscalculated the limitation period and furnished proposals to the public prosecutor, High Court, after expiry of the period. The Public Prosecutor, High Court, reported the matter to Government pointing out the delay in furnishing proposals by the Divl. Forest Officer and that no appeal as proposed by the Divisional Forest Officer could be filed in the High Court. The Government obtained the explanation of the Divisional Forest Officer and directed this office to issue strict instructions to all the Divl Forest Officers to be watchful in prosecution cases and to adhere to the prescribed time limit of appeals etc, and that any default in this respect shall be viewed seriously.

3. As already indicated in this office references cited, the Divl. Forest Officers are requested to carefully watch the periods prescribed for filing appeals and revisions in consul-

tation with the concerned Public Prosecutors and see that appeals or revisions as the case may be, are filed within the limitation period. Lapses on this account shall be viewed seriously as they effect Government interests very adversely

4. The receipt of this Reference should be acknowledged urgently in the form enclosed.

Sd/- M. Ahmed
Chief Conservator of Forests.

Rc. No. 36908/67-R2

Dated : 17-3-1970.

Circular No. 3/70.

**Sub :— Forest Offences-Detection of offence cases involving Lorries-
Half year returns-sugmission of-revised instructions-Issued.**

- Ref :— 1. C.C's circular No. 36-A/64, dated 23-12-65.
2. C.C's ref. No. 35906/R1/67, (circular 8/69) dt. 10-10-69.

Attention is invited to the Chief Conservator's circular 1st cited in which the Divisional Forest Officers have been asked to submit to the Chief Conservator of Forests the half yearly returns in offence cases involving lorries. Besides, as per the Chief Conservator of Forest's reference 2nd cited, the half yearly return in question has been converted as an annual return.

2. In this connection, it is considered advisable that the Conservators of Forests obtain the above return from the concerned Divl. Forest Officers, and submit their reports to the Chief Conservator of Forests with their remarks for information, which can be reviewed. The Divl. Forest Officers should submit the returns to their respective Conservators of Forests who in turn will submit their reports to the Chief Conservator of Forests with their remarks. A review will be issued by the Chief Conservator of Forests on the reports of the Conservators of Forests only.

3. The Divisional Forest Officers and Conservators of Forests are requested to take necessary action accordingly.

4. Since the half yearly return on the above subject has been converted as annual return, the Conservator of Forests are requested to obtain the returns from the Divl. Forest Officers for the year 1969 and submit their reports by 15-5-70. Hereafter, the yearly returns should be obtained from the Divisional Forest Officers by 15th April of each year and the Conservators of Forests reports be submitted to the Chief Conservator of Forests by the end of April.

5. The receipt of this reference may be acknowledge urgently in the proforma enclosed herewith.

Sd/- M. Ahmed,
Chief Conservator of Forests.

Ref. No. 38971/70-K4.

Dated : 1-7-1970.

Circular No. 4/70.

Sub :— Activities of Naxalites/Extremists Threat to Forest Officials—Protection by Police—Instructions issued.

Of late there have been encroachments podu cultivations, illicit fellings in the Reserve Forests on large scales, particularly in the Districts of Adilabad, Warangal, Khammam and Srikakulam, by organised gangs instigated by unsocial elements.

The Government and the Inspector General of Police have been addressed in the matter as and when reports of such activities are received from the Divisional Forest Officers and Conservator of Forests. The Inspector General of Police, Andhra Pradesh, Hyderabad issued instructions to all the Superintendents of Police, in the State to afford all possible help to the Forest Officials in their districts if they ask for help against Naxalites/Extremists the reats and violence.

All the Conservator of Forests and Divl. Forest Officers in the State are therefore requested to seek the police help whenever required in curbing the activities of the Naxalites/Extremists in their respective circles and Division sand see that the subordinates discharge their duties unhampered and assure better protection of forests.

They are requested to acknowledge the receipt of this circulars in the following form.

Sd/—P. S. RAO,
Chief Conservator of Forests.

Ref No. 45872/70/L3.

Dated : 2-8-1970.

Circular No. 5/70.

Sub :— Maintenance of Divisional Information Book.

Ref :—1. C. C's Circular No 2/64 Dated 9-1-1964.

2. -do- No. 2A/64 ,, 5-6-1964.
3. -do- No. 2B/64 ,, 19-10-1964.
4. -do- No. 2C/64 ,, 10-12-1964.

In para (1) of Chief Conservator's circular 1st cited instructions were issued to prepare the Divisional information book covering all the items mentioned therein and send one spare copy of Chief Conservator of Forests. Certain further instructions were issued in the circulars referred to in the references from 2nd to 4th cited regarding posting of Divisional Information book upto date with relevant information. And the Divisional Forest Officers were requested to keep the Note Book always upto date to give extracts to the Conservator of Forests/Chief Conservator of Forests at any time.

2. Even after issuing specific instructions the Divisional Forest Officers have not been submitting the Chief Conservator's copy of Divisional Forest Officers to send (2) copies of Divisional Information Books to the Conservator of Forests out of which one is meant for the Chief Conservator of Forests for some reason or other, the Chief Conservator's copy is not at all being received in many cases.

3. It is ordered that the following items should also be included in the Divisional Information Book.

Item 27. Details of Teak seed production Areas in the Division.

„ 28. Details of Elite trees of Teak selected in the Division.

„ 29. Details of Eucalyptus seed production areas in the Division.

4. It is therefore, ordered that *with immediate effect* the Divisional Forest Officers should submit *one copy of Divisional Information Book*, covering all the items mentioned in previous circulars, to the Chief Conservator of Forests direct by name *together with a D. O. letter*.

5. To this extent these instructions supercede the instructions issued in the Circulars cited, in so far as submission of Divisional Information Book to Chief Conservator of Forests is concerned.

The receipt of this Circular should be acknowledged.

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

Ref. No. 49918/70-J3

Dated : 6-8-1970.

Circular No. 6/70.

Sub :— Records - Pertaining to reservation cases - Closing of - Instructions - Issued.

It has come to the notice of the Chief Conservator of Forests that a file of Conservator of Forests Office dealing with section 4 of notification of a block has been destroyed'' due to efflux of time'' and is not available when required for verification now. This file was closed as D.Dis. and due to efflux of time, it was destroyed as per the report of a Conservator of Forests. The files dealing with reservation of forest blocks are very important and should not have been closed as D.Dis., as a routine file which is liable for destruction after a specific period. These files should be with the Forest Department, till the block remains under the control of the Department, and made available for verification at a subsequent date, if any litigation arises.

2) Hence, all Officers are requested to close the files in which reservation either under section 24, 3 or 15 is dealt with as 'R' Dis. in future. All such files are to be permanently preserved in the concerned Offices.

3) These instructions may be kept in view, while preparing the destruction lists and in case L. Dis., or D. Dis., files wherein the correspondence relating to reservation was dealt are found, they may be converted as R. Dis., files.

4) The circular instructions may be acknowledged in the form attached and resubmitted by return of post.

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

Ref. No. 2740568-M4

Dated: 13-8-1970.

Circular No. 7/70.

Sub:—Acquisition and disposal of movable properties—strict compliance with the provisions of Conduct rules—Reg.

The Government have observed that of late the officers are not properly observing the Conduct Rules while purchasing or selling or acquiring property etc. and desired that the provisions of the Conduct Rules should be impressed on them and to instruct them to comply with its provisions scrupulously. In view of the above orders of Government, the following instructions are issued.

I.F.S. Officers :—The attention of all I. F. S. Officers is invited to A. I. S. (Conduct) Rules, 1968 communicated in this office Ref. No. 35796/70 M. 4 dt. 2-8-70 and they are requested to strictly abide by these rules as regards the acquisition and disposal of movable and immovable properties, their attention is invited to sub-rule (3) and (4) under Rule 16. Under the provisions of these rules, the following particulars should invariably be furnished whenever seeking permission of the Government.

- i) Particulars of the property.
- ii) Price.
- iii) Name and address of the party.
- iv) Whether the officer has or had any official transaction with the party.

All I F. S. Officers are informed that they should obtain previous sanction of the Government whenever necessary and under no Circumstances they should enter into transaction without prior sanction of the Government wherever it is required.

State Service Officers :—Their attention is invited to A. P. Civil Service (Conduct) Rules, 1964 by which they are governed. All the State Service Forest Officers are requested to adhere to these rules. In the matter of acquiring or disposing of immovable or movable property their attention is drawn to Rule 9 of A. P. Civil Service (Conduct) Rules 1964 and they are requested to strictly follow the procedure laid down therein. The following particulars should invariably be furnished whenever seeking permission under Rule 9 of A. P. Civil Service (Conduct) Rules 1964. While purchasing or selling any movable or immovable property, they should invariably, obtain previous sanction or permission of the competent authority, whenever necessary as per Rules, without fail.

- i) Particulars of the property.
- ii) Price.
- iii) Name and address of the party,
- iv) Whether the officer has or had any official transaction with the party.

All State Forest Officers are requested to comply with the provisions of A. P. Civil Service (Conduct) Rules, 1964 scrupulously.

Sd/- P. S. RAO.
Chief Conservator of Forests.

Ref. No. 28770/69-K2.

Dated : 13-8-1970.

Circular No. 8/70.

**Sub :— Forest Department—Completion of Departmental works—
Instructions issued.**

Several instances have come to the notice in the past that the Departmental Works envisaged in the plan of operations were executed and completed in a most hurried manner at the fag end of the financial year with no regard to the specifications in the sanctioned estimates and payments towards the works were made even without check-measurement by the competent authority. In some cases no proper measurement books were maintained at all. This sort of practice consequently leads to corruption, and misappropriation of Government money by the public servants of the departments.

It is therefore impressed upon the Divisional Forest Officers to take adequate steps well in time to get the works executed and completed before the end of the Financial year in accordance with the specifications in the sanctioned estimates and to get the works properly check-measured by the competent authority before payments are made and expenditure booked. These instructions should be followed scrupulously and execution of departmental works in hurried manner at the end of the financial year giving rise to serious irregularities and malpractices should be avoided in future.

Receipt of this circular should be acknowledged by return of post.

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

Circular No. 9/70.

Sub :— Reservation of forest blocks - Submission of draft proposals under section 24, 25, 26 and 27 of Andhra Pradesh Forest Act 1967-Instructions issued-Reg.

In para 1 of Chief Conservator's circular 2/67, communicated through Chief Conservator's Ref. No. 10071/67/J1, dt. 22-2-67, all the Officers connected with reservation work were informed that the forest acts either of the Andhra Area or of the Telangana Area did not prescribe any initial notification under section 26/29 as a prelude to section 4. There is also no legal bar to notify an area proposed for reservation straight away under section 4 of the act without any need to first get the same notified under section 26/29. As such, in cases where section 4 proposals could be submitted with all enclosures after survey and demarcation without much loss of time the Divisional Forest Officers and other officers connected with reservation work were instructed to submit section 4 proposal directly without loss of time. These instructions were issued with a view to bring all forest areas proposed for reservation quickly under the purview of the forest act for systematic management. Though more than 3 years have elapsed by now, there remain still a large number of forest blocks (both in Telangana and Andhra Areas) for which neither section 4 proposals have been finalised and submitted nor action has been taken to give legal protection under sections 26/29 of Andhra/Telangana Old Forest Act or section 24, 25, 26 and 27 of new act of 1967 so far. With the result that such forest areas continued to be under the control of Forest Department without any legal backing and keeping the forest administration in an nebulous position to protect these areas. It is, therefore, considered absolutely essential to provide initial protection to facilitate easy management of all such area. Therefore, the following instructions are issued *for immediate compliance.*

The Divisional Forest Officers or other Officers entrusted with reservation work are requested to take *immediate action* to submit proposals under section 24, 25, 26 and 27 of A. P. Forest Act 1967 in respect of all forest blocks proposed to be reserved for which submission of notifications under section 4 is likely to be delayed by them. To decide each case whether or not to notify under section 24, 25, 26 and 27 of the Forest Act, the following clarifications are issued.

- i) In respect of the blocks where section 4 proposals have been finalised and submitted to the Collectors or Conservators of Forests concerned, there is no need to submit draft proposals under section 24, 25, 26 and 27 of the Forest Act. But the concerned Divisional Forest Officer and the Conservator of Forests must bestow personal attention and see that they are quickly submitted to the Chief Conservator of Forests.
- ii) In cases where the forest blocks have been notified under section 29 and 30 of Hyderabad Forest Act 1355 F. and finalisation of section 4 proposals are expected to be submitted very shortly, there is no need to take action to submit draft proposals under section 24, 25, 26 and 27 of the Andhra Pradesh Forest Act 1967.
- iii) In cases where the blocks were notified under section 26 of Andhra Pradesh (Andhra Area) Forest Act 1882 and submission of section 4 proposals is likely to

be delayed by the Divisional Forest Officers, proposals to notify them as protected forests under section 24 of the new act should be submitted immediately.

- iv) In cases where the blocks were already notified under section 24 of A. P. Forest Act 1967, only notification under sections 25 to 27 need be submitted.

A copy of the draft notification recently approved by Government under section 24, 25, 26 and 27 of Andhra Pradesh Forest Act 1967 is communicated to all the Officers for guidance as a model. They are requested to submit proposals in respect of cases where notification under section 24 to 27 is required immediately through the Collectors and Conservators of Forests concerned. They are requested to acknowledge the receipt of this circular in the form appended to this circular and submit them by return post.

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

Copy of :

Certain Forest Blocks Declared as Reserved Forest.

Kesali North Forest Block in Salur taluk or Srikakulam District.

(G. O. Ms. No. 2010, Food & Agriculture (Forest-III) 12th November 1969)

No. 448.

In exercise of the powers conferred by section 24 of Andhra Pradesh Forest Act, 1967 (Act I of 1967) the Government of Andhra Pradesh, hereby declares the forest land described in the schedule below (delineation in the map kept in the office of the Chief Conservator of Forests (Andhra Pradesh) to be a protected forest with effect from the date of publication of this notification in the Andhra Pradesh Gazette.

The Schedule

District :	Srikakulam
Division :	Srikakulam
Taluk :	Salur
Range :	Salur
Name of the villages :	Kesali Village with its Hamlets
Name of the block proposed to be protected :	Kesali North Block
Area of the Block proposed to be protected :	5,000 Acres (2023.42 Hectares).

Boundary Description

East :— Reserve Forest line of Kedikalivalsa Beat of Kosikapeta village.
South :— Forest boundary of Moduga Block.
West :— Orissa State Boundary and Butchampadu Block Boundary of Parthapuram Village.
North :— River Vegavathi.

Upon such notification under section 24 of the Forest Act, 1967 the provisions of sections 25, 26 and 27 will apply and the following acts are protected in the said block.

1. As per powers delegated under section 26 (1)-a all kinds of trees and all classes of trees in the said protected forest are reserved from the date of publication of this notification in the Andhra Pradesh Gazette.

2. As per powers delegated under section 26(1) (1)-b Quarrying of stone or burning of lime or charcoal, or the collection or subjection to any manufacturing process or removal of any forest produce in the said forest and the breaking up, or clearing for cultivation, for building, for lending cattle or poultry other purpose of the said forests are prohibited from the date of publication of this notification in the Andhra Pradesh Gazette.

3. As per powers delegated under section 27 (1) 6 lending, keeping or causing any fire except for such reason and subject to such conditions as the Divisional Forest Officer may specify from time to time is prohibited from the date of publication of this notification in the Andhra Pradesh Gazette.

4. As per the powers delegated under section 27 (1) (b) prohibited from hunting, shooting, firing, poisoning of water and setting of traps and snares in the said forest from the date of publication of the notification in the Andhra Pradesh Gazette.

5. Under the powers delegated under section 27 (3), the Government, however, appoints the District Forest Officer, Srikakulam to give out any areas or any produce of the said trees in the said block to be leased out to the Andhra Pradesh Schedule Tribes Corporation Limited or to any persons as per rules.

6. Whoever contravenes any rule said above shall be punishable as specified in section 27 (2) of the said Act.

Sd/- Ghulam Ahmed,
Deputy Secretary to Govt.

Ref. No. 19279/70-B4.

Dated : 7-10-1970.

Circular No. 10/70.

Sub:—Loans and Advances—Advances for purchase of Ready Built Houses—Forwarding of—Instructions—Issued.

It is observed that many of the applications for advances for purchase of ready built houses are not either properly filled in by the applicants or scrutinised properly by the forwarding officers. Most of the columns are left blank Eg., the particulars of houses proposed to be purchased are not furnished and the columns are left blank. Under the rules an applicant is required to furnish the surety from the Government permanent servant drawing pay not less than the pay of the applicant and the surety should not be a loanee and should not have stood surety in any other case.

The information in this regard is not furnished against relevant columns or it is stated that this is not applicable in regard to the applicant. This information should be furnished

invariably, as in all the case of loans for ready built houses, the sureties have to be furnished under rules. With a view to to ensure proper examination of the applications, a check slip is prescribed and furnished herewith. This should be filled in by the Conservator of Forests and sent along with each application after verification and attestation. Applications not accompanied with these check slips will be returned.

The receipt of this may please be acknowledged.

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

CHECK SLIP

Application for advance for ready built house.

1. Name and Designation of the applicant :
2. Has the applicant been granted previously any advance for purchase of conveyance or house building advance and whether he has fulfilled all the conditions in respect of the Loan, and if so furnish details. Whether any advance was granted from his G.P.F. for house building purpose previously and if so furnish details :
3. Is the application submitted in duplicate and attested by the Head of the office.
4. Is an agreement form furnished in duplicate.
5. Is a separate to declaration in regard to house property, if owned by him, his wife, or minor children furnished and (House or house site acquired through hire purchase or otherwise).
6. Is the above declaration verified with the particulars in the latest annual landed property statement, and found correct and attested;
7. Are the Service particulars and particulars of pay etc., verified and found correct :

8. Has the applicant been granted advance for house site previously and has he fulfilled the conditions in respect of the advance. Has the amount been repaid with interest. The amount, if any, outstanding should be stated :
9. Have all the particulars regarding the ready made house to be purchased furnished in the application along with a plan of the House.
10. Is the name etc., of the surety (permanent Govt. Servant) furnished in the application and are all the particulars of pay and service etc. verified and found correct. Is the willingness of the surety furnished? Basic pay of the surety to be specified and the date of retirement to be specified.
11. Is the surety, a loanee and has he stood as surety in any other case.
12. Is an agreement for sale of the Ready Built house, with the intending seller furnished on a stamped paper worth Rs. 1-50.
13. Total emoluments with monthly deductions to be specified :
14. Is this a first application or whether the applicant has previously applied for the loan, if so, the dates of application and CC's Endt , if any, may be furnished.

Ref. No. 75143/D2/70

Dated : 1-12-1970

Circular No. 11/70.

Sub:—Leases—Bamboos Coupes—Sanction of Additional Routes and sale depots—Reg.

Ref :—C C F's Rc. No. 30463/64/D2 dt. 11-1-65.

C C F's Circular No. 12/67 Rc. No. 53159/67/D2 dated 29-9-1970.

An Instance has come to the notice, wherein a Divisional Forest Officer, allowed a new route and depot in respect of a bamboo coupe, suddenly at the time of sales, on a representation made by few contractors, who attended the sales. This action of the Divisional Forest Officer, will lead to complications. Besides, the very fact such route or routes and depot or depots which should have been allowed, are not included in the original sale notice shows the incompetent manner in which the Divisional Forest Officer drafted the sale notice.

Therefore in partial modifications of the orders issued in the circular second cited, it is hereby ordered that the Divisional Forest Officers should examine all aspects well in advance and incorporate in the original sale notice itself, all routes of extraction, depots, etc. If at the time of sales there is demand for route or routes and depot or depots is considered essential to obtain better revenue if necessary even the sale may be postponed on the responsibility of the Divisional Forest Officers and a notice should be issued including the new routes in order to ensure wide publicity. This is essential because in a bamboo coupe routes of extraction are the "Keys" for better revenue and if by granting additional routes and depots, without prejudice to the protection of the forests, better revenue can be realised, it should be done.

Receipt of this circular may please be acknowledged in the enclosed form.

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

Ref. No. 76632/70-N2.
Dated : 5-12-1970.

Circular No. 12/70.

Sub :- T. A. Bills—Office copy—T. A. Bills register maintenance of in Divisional Forest Officers and Circle Officers—discontinuance of—Reg.

On a reference received from Accountant General, to investigate into the matter regarding submission of true copy T. A. bills by the Divl. Forest Officer, Atmakur, the Internal Audit party headed by Accounts Officer, visited Atmakur Forest Division recently and enquired into the circumstances that led to submission of true copy T. A. bills. It is noticed that office copy T. A. Bills have not been fair copied in time and sent to Accountant General, as voucher along with list of payments. The practice in vogue in Divnl. Forest Officers, Officers and circle offices seem to be first prepare office copy of T. A. bill into the Register maintained for the purpose and made payment after obtaining pass orders of Divl. Forest Officer, or C. F., as the case may be. At the time of sending the accounts, the F. C. of T. A. bill is prepared from the office copy and enclosed to list of payments as voucher after obtaining pass orders of concerned officer.

The Accountant General held that the above procedure is a clear deviation from the rules. The maintenance of register of the type mentioned in para 1 above is not in accordance with rules and has further led to delay in sending voucher in time to Accountant General. In order to see that the T.A. bills vouchers are enclosed to list of payments in time, it is hereby ordered that the maintenance of office copy T. A. bills register be dispensed with forthwith. The claims should be preferred by the employees themselves who under taken the tours, within the prescribed limit of time, in T. A. bill form in duplicate. The bills thus presented in duplicate should be passed simultaneously and one copy retained as office copy record for reference, and other sent to Accountant General with list of payments, as voucher. The procedure should be implemented strictly with immediate effect.

The receipt of this circular should be acknowledged at once.
The receipt of the circular may be acknowledged in the form enclosed.

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