

FOREST DEPARTMENT

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Ref.No. 53070/78/N1,  
Dated: 29-5-78.

Office of the Chief Conservator  
of Forests, Andhra Pradesh-Hyd.

Sri P.S.R., I.F.S.,  
Chief Conservator of Forests,  
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CIRCULAR NO. 17/78

Sub:- Double payment of T.A. to Sri D. Rajan, D.M., II  
O/c. DEO. Logg. Divn. B. ar chalam-Regarding.  
Ref:- AG's D.O No., FADI/Unit.III/460, Dt. 4.5.78.

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As per Act. 84 of A.P.F.C. Vol. I, the competent authority may grant to a Government servant an advance towards the travelling expenses during a journey on tour, including any journey on tour. It should be adjusted in full at once when the Government servant returns to head quarters on completing the tour, if it has not been fully adjusted. When a Government servant has drawn an advance of this kind he should not be granted a second advance of the same kind until the first advance has been fully adjusted. All drawing officers should maintain a register in Form 23 for recording the advances paid and the recoveries made with a view to watch the eventual adjustment of the advances. This register should invariably be looked into for previous advance, if any, paid and their adjustment before passing bills for tour advances.

2. The Accountant General has brought to the notice of this office that during the course of audit of certain Forest Division the Audit Party of A.G's office has detected a case wherein double claim and payment of T.A. to a Govt. Servant was made. The Accountant General has also observed that such an irregularity has occurred apparently due to improper check over the T.A. Bills and adjustment of tour advances and requested this office to take necessary action to prevent such double claims of T.A. in this Department.

3. In the first instance it is stated herewith that the provisions of the Financial Code Vol. I. quoted in the Para 1 above are very explicit in this matter. In case the officers of the Department strictly observe these rules, such irregularities will not occur. However the Drawing Officers of this Dept. are hereby instructed that no second advance should be given to an employee, unless the first advance should be given to an employee unless the first advance is fully adjusted by way of eligible T.A. and if the eligible T.A. falls short of the T.A. Advance the balance amount should be adjusted by cash remittance through challan. Further, whenever any T.A. Advance is to be sanctioned to an employee, the T.A. Advance Register, maintained in accordance with Form 23 of under Act. 84 of A.P.F.C. Vol. I should be put up invariably to the Divisional Forest Officer, or Drawing Officer duly posting it upto-date, with a certificate by Accountant concerned that no previous advance (in part or in full) is pending recovery. After duly verifying the entries in the T.A. Advance Register, that the previous advance has been fully adjusted and only after finding that the certificate given by the Accountant is correct, as per the entries in the Register, the Drawing Officer should sanction the advance to the employee. In case the second advance is given, without fully recovering the first advance, not only the



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,

Adsl. 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