

FOREST DEPARTMENT

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Ref.No. 3210/78/N3,  
Dated. 17-6-78.

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

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

CIRCULAR NO. 24/78

Sub:- Forest Dept.- Defects and Omissions noticed in  
Schedule dockets for works Vouchers submitted by  
DFOs to A.G. with monthly accounts-instructions  
issued-Regarding.

Ref:- CC's Circular No. 15/77(105189/77N3) Dt. 13-12-78.

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In the Circular instructions issued in the references  
cited the Officers of the Forest Department were requested to  
strictly follow the provisions of Local Ruling 3 under article  
282-297 of Account Code Vol.III.

2. The Accountant General has now brought to the notice  
of the Chief Conservator of Forests that inspite of issuing  
the above instructions from this office, there has been  
practically no improvement in the mode of submission of the  
works vouchers. As a matter of fact, the Accountant General  
has pointed out several omissions in the submission of schedule  
docket of works vouchers that are being submitted to Accountant  
General along with monthly accounts. In view of the above the  
following further instructions are issued.

3. As per Local ruling 3 under article 282-297 of the  
account code Vol.III separate schedule docket for works sanc-  
tioned by the Divisional Forest Officers and those sanctioned  
by the Conservator of Forests and higher authorities are requi-  
red to be furnished to the Accountant General along with the  
monthly accounts. But from the Accountant General's reference  
it is evident that the Officers of the Forest Department are  
not following these provisions and these schedule docket of  
works Vouchers are not being submitted to the Accountant Gene-  
ral. This is a serious lapse on the part of the Forest Offi-  
cers. There are, therefore, requested to see that schedule do-  
ckets of works vouchers are invariably submitted for each Range  
in form F.A.IX, one for works sanctioned by the Conservators of  
Forests or higher authority and the other for works sanctioned  
by the Divisional Forest Officers and all other charges under  
"Conservancy and works" including commission payments. It is  
also insisted that they should strictly follow form F.A.IX in  
submitting the schedule dockets of works vouchers. A copy of  
Form F.A.IX is enclosed herewith for ready reference.

4. It is also observed that only manuscript forms are being  
used as Schedule dockets of works vouchers and col.2 & 3 relating  
to the sanctions viz. "particulars" and "amount", are left blank  
in most of the cases. In some cases merely the remarks "S.O.  
awaited" are noted, although it is highly irregular to incur  
expenditure in anticipation of sanction. Hence, it is impre-  
ssed on the Divisional Forest Officers that whenever they submit  
the schedule dockets for works vouchers in Form.F.A.IX they should  
see that all columns of the schedule dockets are duly filled in and  
no column should be left blank or vague entries are made therein.

5. The prescribed Form of schedule docket of works vrs.i.e. Form  
FA.IX contains two important certificate and these certificates are  
required to be signed by the Divisional Forest Officer. It is  
brought to the notice of this office that impractic manuscript  
forms are adopted and in many cases the certificates are not  
given, and even in few cases where the certificates are written,



the certificates are not signed by the Divisional Forest Officer and the certificates furnished are different from those prescribed in Form F.A IX. All the officers are therefore strictly instructed to see that the form F.A. IX is submitted along with the two important certificates contained in the Form. FA.IX(enclosed herewith) duly signed by the officer. They should submit these certificates, on these prescribed forms only and no other forms of certificate should be adopted for schedule dockets of works vouchers. They should therefore, make it a point not to violate these instructions while submitting F.AIX along with two important certificates.

6. As per Section 136 of A.P.Forest Code each Vr. should contain complete classification as per the budget. Unless full classification is given on the voucher and the item in the schedule dockets are arranged in order of each Major, Minor and sub-head of account, It is difficult to correlate the payments with the amounts shown in the cash account. It is brought to the notice of this office that the works vouchers submitted to the Accountant General, along with cash accounts, do not contain full classification, as stated above, due to which the Accountant General is finding it difficult to verify the amounts shown in the cash accounts with reference to Vrs. Hence the divisional Forest Officers are requested to see that the Vrs. are prepared strictly in accordance with the provisions of section 136 of A.P. Forest Code giving full classification as per the budget, and each item arranged in order of major, minor and sub-Head of Account. For example in the case of D.E. works the Divisions are merely indicating the classification as 140-Minor works whereas the classification as per the budget Estimates is "313. Forests -M.H. 15 Forest Conservation and Development-S.H. (01) Departmental Extraction of Forest Produce etc. 140-Minor works. Keeping in view the above example they should furnish complete classification on the Vrs. as per the budget.

7. Further in the work vouchers, it is brought to notice that columns relating to the Measurement book no. page and date are left blank. Since these are very important particulars to verify the genuineness of the vouchers, the Divisional Forest Officers should see that these particulars are invariably furnished in the concerned columns and avoid such omissions in future.

8. Section 136 of A.P. Forest Code also envisages that all the vouchers should be invariably passed for payment by the DFOs. But as has been reported by the A.G. neither "pass order" are being recorded in a number of cases nor the receipts are being passed for payment. These are very serious omissions, which can not be brushed aside lightly. The officers are, therefore requested to see that all works vouchers should be passed for payment by the DFOs and all Vrs. with pass orders are sent as valid vouchers along with schedule dockets for works with the monthly accounts to A.G.

9. The officers are therefore requested to scrupulously follow the above instructions while submitting schedule dockets of works vouchers (FA.IX) along with monthly accounts to the A.G. In case any lapses in submission of these works Vrs. are brought to the notice of this office, it should be noted that a serious view will be taken and disciplinary action will be taken not only against the Accountant, Head Clerk, Supdt. of the Division but also against the officer concerned.

The receipt of this reference should be acknowledged by return of post.

Sd/-, Munawar Hussain,  
Asst. Chief Conservator of Forests.