FOREST DEPARTMENT

Ref.No. 20158/78/F.3 Data: 19.3.1979.

The Workship in State of The Edition

office of the Chief Conservator of Forests, Andhri Predesh, Hyderabad

Chief Conservator of Forests. 100

CLRCULAR No. 9 79

Sub: - Forest Officer of the cases to be noted by the authorised Officer in the confiscation orders-passed by then Regarding,

One of the Divisional Forest Officers while submitting the confiscation orders in an offence case, has noted certain information in the form of a docket sheet. The details of furnished in the docket sheet are self explanatory and gives a clear picture of the progress made from time to time.

All the Divisional Forest officees are requested to prepare, such docket sheet in all the offence cases/where Vehicles, are involved, while they issue confiscation

/ Specially in the cases.

A specimen of a Docket sheet is enclosed for guidance. This may please be acknowledged by return of post.

> S1/- A.K. Mathur, ddl. Chief Conservator of Forests (WL).

FOREST DEPARTMENT

Ref. No. 93404/78/N3 Dated: 22-4-1979.

TIME TO SELECTION

Office of the Chief Conservator of Forests, Andhra Pradesh, Hyderabad.

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

CIRCULAR NO. 10/79 Accts) Dt. 22-4-1979.

Sup: - Accounts-Certain Irregularities in Vrs. Stores and Stationery Articles purchased are not brought to stock-Instructions-Regarding.

Instances are brought to the notice of Chief Conservator of Forests wherein Covt., racords have been tampered with and manipulaced in fradulant entries were made with the Criminal intention of misappropriating comemment funds.

2. The following are the instances:-

to notice that contingent vouchers have been tampered with manipular lated and foreged by the Accountant after the pass orders of the Divisional Forest Officer on these vouchers and Government money has teen mis-appropriated.

contd....

- ii) It has also come to notice that articles of stores and stationary purchased have not been brought to account.
- 3. The provisions under T.R32, S.R.2 of the A.P.T.C.Vol.I (Extracts of which are enclosed herewith) clearly lays down the procodure for the form, in which vouchers have to be obtained for every payment made on behalf of the Government for purchase of any stores, stationery articles.
- 4. In this connection, attention is also invited to subsidary rule (2) under T.R. 16 of A.P.T.C. Vol. I in regard to the preparation of vouchers and stamping of the receipts.
- 5. As per T.R. 32. S.R.(3) no voucher shall be treated as valid voucher unless it bears a distrint pay order specifying the amount, payable both in words and in figures seperately and signed or iritialled and dated by hand and in ink, by the responsible disbursing office Cashiers and other Government Servants who are authorised to make payments on passed vouchers shall not make any payment on a voucher unless it bears pay order statisfying these requirements. Inspite of such clear instructions laid down in the statutory rules, it is noticed that the disbursing officers of this Department as well as the Accountants or clerks in charge of the accounts are not following these instructions scrupulously marking it possible for misappriating Government funds.
- 7. In order to present such fraudulent practice the following instructions are issued.
- a) The instructions contained in Article 137 of the A.P.F.C., Vol. I are very explicit in this regard, which may be strictly complied with. The clerk in-charge of Stationary and stores must receives every items newly supplied and records its receipt in the register concerned. When the bill in which the charge of the new item purchased it included is brought the clark concerned should verify the article newly purchased and certify on the office copy of the bill regarding taking note of the item newly purchased on the form given below:-
- 1. The item newly supplied for purchased is received in good condition.
- 2. Item newly received is taken note of in stores or stationery register on page
- 3. The bill may be passed for payment air for Rs. (in figures)
- b) On receipt of the above wouther, the disbursing Officer should verify the receipt of items indicated in the voucher, with the entry in the Stationary or Stores Register, sign the relevant entry in the Register and then pass the voucher for payment with the following pass order.

"Passed for payment for Rs. ... (Words)

- c) Before making any payment on voucher the Accountant should satisfy himself, the above requirements before making payment on any such voucher.
- 8. The Divisional Forest Officers are requested to fellow the · above instructions scrupulously. Any deviation from the above referred statutory provisions leading to misappropriation, will make them directly responsible.
 - 9. Receipt of this Circular may please be ack, in the proforma given balow: Sd/- P.S.Rac, Chief Conservator of Forests.