

Forest Department.

Ref. No. 75257/79.N3.
Dated: 17.10.1979.

Office of the Chief Conservator
of Forests, A.P. Hyderabad.

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

...

Circular No. 29/79.N3(Accts).

Sub: Irregular and defective submission of cash
accounts - schedules vouchers etc., avoidance
- Instructions issued of.

....

The Accountant General, A.P. II, Hyderabad has been bringing to the notice of this office innumerable commissions and omissions, in rendering cash accounts, vouchers etc. to him. From this it is clear that the defects reaping into the Accounts of the Division is mainly due to the fact that the drawing and disbursing officers are not evincing prompt interest and care in verification before rendering of accounts to the Accountant General and leaving it to the mercy of the Accountant and putting their Dhoby Mark blindly and later blowing the Accountant for omission and commission. This is to say the least UNFAIR. The drawing and disbursing officers are therefore requested to set apart 3 to 4 days exclusively for verification of accounts before rendering them to the Accountant General and see that the monthly accounts (FR. VII) are sent to the Accountant General within the schedule time in a complete shape and correctly along with all the relevant vouchers schedules. In future the Drawing and Disbursing Officers will be held personally responsible for proper rendering of accounts. The drawing and Disbursing Officers should also check cash accounts in the Division and Range Offices during their tours. So that the entire process of compilation and rendering of accounts is overhauled from the source to the end and not taken up for verification only at the end.

They are requested to acknowledge receipt of this Circular.

Sd/- A. Ramakrishna,
Adml. Chief Conservator of Forests.

/True copy/.

....