

Ref.No.28934/81-N3,
Dated:5--6--1981

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

Sri Munawar Hussain, I. F. S.,
Chief Conservator of Forests.

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CIRCULAR NO.19/81-N3 (Accounts)

Sub:- Public Services - Accounts - Sanction of L.T.C. to
the employees - Irregularities - Instructions issued-Rg

- Ref:-
- 1) G.O.Ms.No.15 Finance dt:17-1-1973
 - 2) G.O.Ms.No.266 F&P (TA) dt:4-10-1975
 - 3) Cir.Memo.No.26709-B/114/74/76 dt:8-4-76 F&P (TA)
 - 4) G.O.Ms.No.366 F&P (FW-TA) dt:25-8-1976
 - 5) G.O.Ms.No.436 F&P (FW-TA) dt:13-10-1976
 - 6) G.M.No.14992/F/109/77 dt:22-4-1977
 - 7) G.O.Ms.No.214 F&P (TA) dt:22-6-1977
 - 8) G.M.No.43582/245/TA/77 dt:31-5-1977
 - 9) G.M.No.83808-C/564/TA/79-1 dt:23-1-79 F&P (TA)

During the Internal Audit of the accounts of Divisional Forest Officers, it has come to the notice that L.T.C. is being granted to the employees indiscriminately and without proper verification of the claim with reference to the Government Orders on the subject.

Recently, the Accountant General has also brought to the notice of this office that in certain Divisions, L.T.C., claims are sanctioned inspite of glaring inconsistencies and fictitious claims being supported by false particulars etc.

In this connection, attention of all the Drawing Officers in the Department is invited to the instructions of Government communicated in G.Os and Government Memos. cited above. The Government Orders referred to above have sufficiently emphasised that the Controlling Officers should strictly scrutinise the L.T.C.bills of the employees as per the instructions of the Government issued from time to time, before passing the L.T.C. bills for payment. But it is surprising to note that inspite of such clear instructions from the Government, L.T.C.bills are being passed without proper scrutiny and check by the controlling or drawing officers giving scope for the subordinate officers to misuse the L.T.C.

The Controlling and Drawing Officers are therefore requested to be very vigilant in passing the Leave Travel Concession bills, and see that the L.T.C.bills are scrutinised and checked thoroughly with reference to the check slip enclosed herewith. It is only after the Controlling and Drawing Officers are satisfied fully that the L.T.C.bill is genuine and fulfils all the conditions specified in the check slip, then only the L.T.C. bill be passed; otherwise it should be disallowed and the advance paid already should be recovered, besides initiating disciplinary action against the employee preferring the claim. Inspite of such clear instructions issued in regard to passing of L.T.C.bills, if any L.T.C.claims are subsequently found by the Internal Audit Party or by the Accountant General, to be not correct, all concerned will be liable for disciplinary action which should be noted. All the Officers are requested to acknowledge the receipt of the Circular on the proforma given below.