

Ref.No. 58203/81-N3,  
Dated: 17.12.1981.

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

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

Circular No.36/81. dated: 17.12.1981.

Sub:- Furnishing of Advance figures and Civil Accounts-  
Regarding.

Rel:- This Office Circular No. 26/79 (Accounts),  
Dated : 6.8.1979.

In the Circular cited, instructions were issued to all the Drawing Officers to send the monthly Cash accounts along with relevant vouchers, schedules, etc., so as to reach the Accountant General, A.P.II, Hyderabad on or before 15th of the succeeding month to which the account relates and to send a certificate to the Conservator of Forests concerned to this effect. The Conservators of Forests were requested to send a consolidated certificate to this office in respect of submission of monthly accounts by the Drawing Officers so as to reach this office by 20th.

In spite of issue of such clear instructions from this office, it is observed that several of the Divisional Forest Officers have submitted their monthly accounts to the Accountant General, A.P.II, Hyderabad with inordinate delay, as a result of which the accounts of these Divisions have been eliminated from the Civil Accounts of the State.

It is pointed out here that the Divisional Forest Officers being Drawing and Disbursing Officers are primarily responsible for proper and prompt submission of accounts to reach the Accountant General in or before 15th of the succeeding month to which accounts relates. Hence, if the monthly accounts of the Division have not reached the Accountant General on or before 15th of the succeeding month, and the Division accounts are eliminated from state accounts, I hold the Divisional Forest Officer personally responsible for this serious lapse. As a matter of fact, I find the list of such defaulting officers on the increasing side, due to which the matter has assumed serious nature and the Government have taken a very serious view in the matter and called for the explanations of such defaulting Divisional Forest Officers.

Since the Conservators of Forests are Controlling Officers for the Divisions under their control, I want that the Conservator of Forests should have first hand information of such defaulting Divisional Forest Officers to that they may pull up the Divisional Forest Officers and see that such delays in rendering of monthly accounts to the Accountant General are avoided. Hence in future, all the Drawing and Disbursing Officers (Divisional Forest Officers) are requested



to inform the Conservator of Forests concerned by wire by 25th of the succeeding month about the submission of monthly accounts to the Accountant General, after obtaining the acknowledgement of Accountant General. This is the basic task of the Divisional Forest Officer and any lapse in this regard, will not be tolerated, in future.

After receipt of the above information of the dates of submission of accounts of the Divisional Forest Officers of the Circle, the Conservator of Forests should submit a consolidated certificate for his entire circle including his circle office, to Chief Conservator of Forests by 30th of the next month, as called for in Chief Conservator of Forests' Circular cited above.

With the issue of these Circular instructions, the Circular No. 26/79 (Accounts), dated. 6.8.1979, stands modified to the extent necessary.

The Divisional Forest Officers, and Conservators of Forests are requested to acknowledge receipt of this circular on the proforma given below:

Sd/-S. Raghavan,  
Adil. Chief Conservator of Forests.

[illegible]

DEPARTMENTAL TEST - OFFICE PROCEDURE & ACCOUNTS  
SHORT NOTES

COMPLETION REPORT :

On completion of any work sanctioned by a competent authority, a completion report in Form FA 3 will be submitted by the FRO exhibiting the amount sanctioned and actually spent. The completion report will give an explanation item by item of the difference between the quantity, rate and cost of the work executed and those entered in the sanctioned estimate.

In respect of works sanctioned by the DFO, the CRs with completion circle have to be submitted by the FRO to the DFO. For works sanctioned by the CF, the CR will be submitted to the CF duly countersigned by the DFO with such remarks as are necessary in respect of the work.

CRs are required only for works but not other item such as purchase of stores, tools plants, payment of compensation for land etc.,

(Section 127 of A.P. Forest Department Code )

ABSENTEE STATEMENT: -

In any Range Establishment, if any RO/Forester/FG is absent on leave, on deputation or under suspension in any month, the drawing officer i.e. DFO/CF as the case may be will send an absentee statement from the month to the AG, showing in details the arrangements made in consequence of each absentee.

(Section 157 of A.P. Forest Department Code )