

FOREST DEPARTMENT

Ref.No.49576/83-N2.  
Dated:22.8.1983.

Office of Chief Conservator  
of Forests, Andhra Pradesh, Hyd

Sri A.K.Mathur, I.F.S.,  
Chief Conservator of Forests.

Circular No.16/83, dt:22.8.83

Sub:- Disbursement of M5 thly pay and allowances of  
subordinates - Range Officers of Forest Dept-  
Reg.

Ref:- GO Ms.No.126, F & P, dt:29.4.77.  
GO Ms.No.159, F & P, dt:23.5.79.

-X-X-X-X-

According to GOs 1st and 2nd cited, the pay and allowances leave salary and other monthly recurring payments to all state Govt. employees and also the salaries, wages to work charged classes and class IV staff paid from contingencies become payable on the last working day of the month to which they relate, except for the month of March which shall be paid on the first working day of April. In case of last working day of the month happens to be a Bank Holiday, the disbursement shall be made on the previous working day.

It has been brought to my notice that the above orders or Government are not being properly implemented by the Divl. Forest Officers as far as Range establishment is concerned. The payments are made much after the due dates. This is contrary to the Government order cited above.

According to existing provisions under Section 153 of A.P. Forest Department Code on the last day of each month Range Officers submit an application to the Divl. Forest Officer

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direct in Form No.50 for the advance required for works during the ensuring month and for pay due to establishment for past months with the following particulars.

Rs.

Probable requirements of month  
with details as in Form No. 50..

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Deduct: Cash balance in hand on:..

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Balance for which Cheque solicited..

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This application is accompanied by the paybills of establishment which is checked by the Divl. Forest Officer on or before the 5th of the following month.

Consequent on the issue of Government orders in GO 1st cited and 2nd cited, the provisions contained in Forest Dept. code under Section 153 requires to be modified suitably to be in conformity with Government orders.

Pending issue of suitable amendments to Sec.153 of A.P. Forest Dept Code, it is hereby ordered that with immediate effect the following procedure should be followed to enable the payment of salary to the subordinates on the last working day of the month.

- i) The Range Officers should prepare the pay bills in duplicate sufficiently in advance and submit them to Divisional Forest Officer by 25th of the Month, along with fund application for the total net amt.
- ii) The Divl. Forest Officer, should pass the bills sufficiently in time and return them to Range Officers along with a separate cheque for the net amount passed by about 28th or 29th as the case may be and instruct the Range Officers to disburse the cash on the last working day of the month.
- iii) The Cheque should be encashed by the Range Officers only on the last working day of the month and payments made on the same day.
- iv) For the present the procedure of accounting remains the same as existing now.

The receipt of this circular should be acknowledged.

Sd/- A.K. Mathur,  
Chief Conservator of Forests.

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