

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Ref.No.37477/85-P3
Dated: 22-12-1987

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

Sri K.V.S.Babu, I.F.S.,
Prl.Chief Conservator of Forests
Ex-Officio Secretary to Govt.
(Forest)

-:-

CIRCULAR NO. 21/87

Sub: Cash handlings officers - Declaration of cash on
their person - Instructions issued.

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It is hereby ordered that all officials handling Government Cash like, Cashiers, Accountants, Range Officers, Tanahdars and others shall declare everyday their personal cash carried by them. This shall be entered in a register by the official on reaching the office every morning with his initials in the following form. The register shall be maintained by the Head of the Office, or Manager or Office Superintendent, as the case may be who should also check. This order shall be strictly followed with immediate effect. The heads of offices are requested to ensure that the instructions are complied with and they should also check it at times.

Sd/- K.V.S.Babu,
Principal Chief Conservator of Forests.

To

All officers in distribution list-A.
Chief Accounts Officer and Accounts Officer-II,
O/o the Prl.Chief Conservator of Forests, A.P.Hyderabad.

FORM

Date	Amount of cash ----- Notes (Denami- / Coins nation	Total amount	Date signature of the person having cash	Dated signature of the person checking
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// True Copy //

*DR/-