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Ref.No.76541/88-M3,
Dated: 21-9-1988.

OFFICE OF THE PRL. CHIEF CONSERVATOR
OF FORESTS, ANDHRA PRADESH: HYD.,

SRI.K.V.S. BABU, I.F.S.,
PRINCIPAL CHIEF CONSERVATOR OF FORESTS &
EX.OFFICIO SECRETARY TO GOVERNMENT(FORESTS)

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C I R C U L A R NO: 8/88

Sub: - ADVANCES -- A.R. Advances to Forest Range Officers-
Payment of by cheques - instead of Cash - Regarding.
Instructions - issued.

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It is brought to the notice of Principal Chief Conservator of Forests that some of the Drawing Officers, have drawn heavy amount through self cheques and paid A.R. Advances to the Range Officers in cash though the Divisional Forest Officers are expected to give A.R. Advances through cheques only to the Range Officers. According to section 144 of A.R. Forest Department Code, the Divisional Forest Officers and other officers who are empowered to draw cheques against drawing accounts may make payments either in cash or by cheques. Cheques should be used as much as possible for large payment.

According to Section 153 of A.P. Forest Department Code, the Range Officers have to obtain advances from the Divisional Forest Officer, by preventing an application in Form No.50. The Divisional Forest Officer after scrutiny of the application for advances, issue cheques and note the cheque No. and date on the reverse side of the application and sign it. This confirms that the A.R. Advances should be paid through cheques only. Making payment of A.R. Advances by Cash is violation of above provisions of A.P. Forest Department Code.

In the past several times instructions have been issued to all Drawing officers insisting them to pay A.R. Advances through cheques. The Accounts Officers also have pointed out during the course of internal Audit that the A.R. Advances should be paid though cheques only.

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Inspite of above instructions, recently it has come to notice of Chief Conservator of Forests (Social Forestry) the Divisional Forest Officer, Social Forestry, Srikakulam Division has drawn huge amounts through self cheque and made payments of A.R. Advances in Cash to Range Officer. This is a serious lapse on the part of Divisional Forest Officer and clear violation of Codal provisions.

It is therefore, once again impressed on all Divisional Forest Officers and other officers of the Forest Department who are empowered to draw cheques, that they should not make payment of A.R. Advances to Range Officer by Cash, but they should issue cheques only in favour of concerned Range Officer. Failure to follow this procedure will entail is-disciplinary action.

If there are any special extraordinary circumstances requiring payment of A.R. Advances in each in such cases, the prior permission of the Conservator of Forests, should be obtained to make payment as A.R. Advances to Range Officers by Cash. The Conservators of Forests, should not permit this in a routine way, but should examine very carefully and take decision and report the same to Principal Chief Conservator of Forests.

Sd/- PUSHP KUMAR,
CHIEF CONSERVATOR OF FORESTS (M)

To

All Divil. Forest Officers, and other
Drawing Officers.

All Conservators of Forests.

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Ref.No.904
Dated:2.1.

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It is not applying office adm knowledge of by the Chief Forests. C old hut mate reports of t Officer/Sub- and a big sm to be ensure gurce and t t. This is conclusions. f rules is aw only an n-charge of knowledge of hat longx e arely on the legality. properly i know the c rvator of e duty of t ear wise.

The Cons e circular ficers worl itably.

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