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Government of Andhra Pradesh,
Forest Department

Ref.No.123347/84/A4.
Dated: 19-1-1989.

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

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Shri Pushp Kumar, IFS., CIRCULAR 1/90
Prl.Chief Conservator of Forests

Sub:- F.D - A.P.Junior Forest Officers' Association -
Representation for purchase of Motor Cycles to the
members of their association from Private agencies
on hire purchase - Instructions to effect the
recoveries - R e s a r d i n g.

Ref:- G.O.Ms.No.307, IFS&T(For-IV) Dept.Dt.28-8-1989
communicated in F.CCF's Ref.No.123347/84/A4.
Dt. 9-9-1989.

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In the reference cited, the Government have accorded permission for supply of Motor Cycles to the members of A.P. Junior Forest Officers' Association either through S.T.C or through any private agency on hire purchase basis on mutually agreed terms between the association and the Agency/Company. The Drawing Officers of Forest Department are also permitted to effect the monthly recoveries towards instalments from the concerned employee on the written commitment of the employees and remit the amount to the Agency/Company. Such recoveries however do not form as part of Government Accounts and Separate accounts have to be maintained by the Drawing Officers in respect of such recoveries and remittances.

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In-view of the orders issued by the Government, all the Drawing Officers are requested to maintain separate Accounts for such of the recoveries made from the salaries of the employees to whom the private agencies or S.T.C has made arrangements for sanction of loans to the members of A.P.Junior Forest Officers' Association with their mutual agreement. As these recoveries do not form part of Government Accounts, a Register in the following form may be maintained for such advances.

REGISTER FOR MOTOR CYCLE ADVANCE ETC. ADVANCED BY PRIVATE AGENCY/COMPANY TO THE MEMBERS OF A.P.JUNIOR FOREST OFFICERS' ASSOCIATION IN TERMS OF G.O.MS.NO.307, E.F.E.S&T(For-IV)Dept. Dt. 28-8-1989.

Sl. No.	Name of the employee	Divn/Range	Name of the Agency through whom advance taken.	Amount of advance	Names of Surtities
1	2	3	4	5	6
Designation of Surtities	No. of Instalments to be recovered	Amount of Instalment.	Interest on the loan		
7	8	9	10		
Details of recoveries month wise.	Particulars of remittances in which amount is remitted.	Cost of DD/Remittance charges collected from the loanee.	Ref.in which the amount remitted to the Agency.	Remark	
11	12	13	14	15	

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In addition to the above, the Drawing Officers are requested to obtain an undertaking from the loanees and also from the surtities who should be Government Servants of Forest Department that in default of payment of any

instalment, the amount will be recovered summarily from the salaries of the loanees as well as from the surities with interest without any intimation to the loanee or surities. The Drawing Officers should make arrangements to maintain a similar register in Ranges and issue instructions to Range Officers to affect the cash recovery while disbursing salaries and remit the amount through demand draft in favour of private agency from which the loan was advanced. The demand draft should be furnished to the Divisional Forest Officer, who in turn should send it to the concerned agency. The Divisional Forest Officers are also requested to instruct the Range Officers that the loan recoveries should be made on the due date of payment which will be generally in the first week of the month. The Divisional Forest Officers should prescribe a suitable date for recovery of the instalment and remitting the amount through D.D. to the concerned Agency. They should ensure that the recoveries should be made and remitted to the agency well before the stipulated date mutually agreed to by the Association and the Private Agency.

The Divisional Forest Officers are requested that before according the acceptance of cash recovery they may keep in view the following conditions that are to be fulfilled by the members of the A.P. Junior Forest Officers' Association,

1. Whether the loanee is a Regular Government Employee and approved probationer at least in the initial category of his appointment.
2. The application should be processed by the A.P. Junior Forest Officers' Association with their recommendation for acceptance of recovery.
3. The surities should be furnished by the loanee and the surities should specify that in default of payment by the loanee, the loan due to the company or agency can be recovered from their salaries summarily with interest. The surities also should be permanent members of A.P. Forest Subordinate Services and should not be less than that of the cadre to which the loanee belongs.
4. The drawing Officer should consider the gross salary of the employees, recoveries such as G.P.F., A.P.G.L.I., G.I.C and other cash recoveries already in existence and the proposed recovery and finally decide on the soundness of payment of instalments by the loanee before accepting the undertaking and surities.

The above instructions may be kept in view before accepting the recovery from the members of the A.P. Junior Forest Officers' Association who are likely to purchase vehicles with the financial assistance by the Private Agencies.

To

Sd/- PUSHP KUMAR
Prl. Chief Conservator of Forests

All the Officers in List "A"
Copy to the President, A.P. Junior
Forest Officers' Association.

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