

PERSONAL - ATTENTION

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ALL OFFICERS ARE REQUESTED TO GO THROUGH THE INSTRUCTIONS BEFORE
PASS ON TO OFFICE.

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Rc.No.16758/93-Y1,
Dated: 27-2-1995.

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

Dr. C.N. Rao, I.F.S.,
Prl.Chief Conservator of forests.

CIRCULAR No.3/95

Sub:- PENSIONS - Expeditious disposal of Pension cases - Further
instructions - Issued.

- Ref:- 1) PCCF's Circular No.7/88 (Rc.No.53405/88/B4), dated 16-9-1988.
2) PCCF's CCF Mis.No.59/89, dated 18-9-1989.
3) PCCF's Circular No.6/93 (Rc.No.16758/93-Y1), dated 22-4-1994.
4) PCCF's Circular No.21/91-Y1 (Rc.No.649693/91-Y1, dated 1-11-1991.

Detailed instructions have been issued by the Government in their
G.M.No.18982/A/183/PSC/88-1 Finance (PSC) Department, dated 23-7-1989 and
G.M.No.18982/A/183/PSC/88-2, Finance (PSC) Department, dated 23-7-1989
communicated in the reference 2nd cited for settlement of Pension cases and se that
Pension and retirement benefits are paid on the date on which he would have received
salary but for his retirement. Inspite of clear instructions majority of the Pension cases of
Executive staff of the Department are being received only after retirement of the
employees, with abnormal delays.

2. The following instructions are reiterated for the guidance of Conservators of
Forests/Divisional Forest Officers for finalisation of Pension cases.

I. Preparation of pension Papers:

1. Pension papers of Government employees due to retirement with in the next
(18) months should be got prepared and submitted to the Pension Sanctioning Authority.
2. Preparation of Pension papers should not be delayed on any plea like
expeation of some orders from superiors or reports from subordinates or verification of
works or finalisation of disciplinary cases or cases pending with in Courts or any where
or appeals on recovery of amounts relating to works etc.

II. Finalisation of disciplinary cases:

1. Disciplinary cases already initiated before retirement may be finalised and
findings submitted to Government through the proper channel for obtaining Government
orders vide note under rule 9(2)(a) of Andhra Pradesh Revised pension Rules 1980.
2. Disciplinary cases which are not initiated before retirement, but proposed for
initiation of disciplinary action may be submitted to Government through proper channel
for obtaining Government orders for initiating disciplinary action for the cases in respect
of any events which took place not more than (4) years vide Rule 9(2)(b) of Andhra
Pradesh Revised pension Rules 1980.
3. All disciplinary cases, recovery orders etc., should be finalised on top priority
before retirement.

III. Finalisation of No Due Certificate:

In order to settle the pensionary claims of executive staff expeditiously the
following steps should be taken.

1. By watching expenditure by the Accountant/Draughtsman in each item of work
before admitting the expenditure and sending the vouchers to Accountant General.
2. By sanctioning the estimates sub-motto based on the actuals if the Divisional
Forest Officer satisfies himself the work executed is in order. Otherwise the expendi

3.(a) By proper scrutiny of Fund application by the Draughtsman section so that the funds are released for sanctioned works only.

3.(b) It should be ensured that no work is taken up without a sanctioned estimate. Timely sanction of estimates will eliminate many of the problems.

3.(c) The controlling officers should ensure that the Completion Report of any work is finalised within 15 days of completion of the work. After end of a financial year, no fresh funds should be issued to any executive staff, unless he submit all the C.R's pertaining to the previous year. If this is done, the executive staff will be free from the problem of recoveries.

4.(i) Wherever the officer is transferred from one office to another office, the Divisional Forest Officer should issue No Due Certificate to the Officer concerned after due verification. A copy of No Due Certificate should also be sent to the office to which he is transferred.

4(ii) If no No Due Certificate is sent to the office to which is is transferred immediately after transfer of the Officer, the recoveries in No Due Certificate may be treated as NIL. Any losses found after retirement or after lapse of (4) years, the concerned staff who have failed to take action to detect the losses etc. with in (4) years after relief should be held responsible.

5.(i) The Officers are in the habit of furnishing of No Due Certificate in the 1st instance and later on revising it. Such revised No Due Certificates should not be accepted.

5(ii) If any losses are found after furnishing the No Due Certificate for such losses, the concerned staff should be held responsible for detecting the same after furnishing the No Due Certificate.

6. Though the recovery orders are issued much earlier they are not being implemented and are being included in the No Due Certificate. Disciplinary action should be initiated against the staff concerned for not effecting recoveries immediately after recovery orders are issued.

7. Lumpsum amounts are being shown in the No Due Certificate which is not correct. The details of recoveries should be mentioned in the No Due Certificate as follows:

Ref.No. and Date in which
Recovery orders are passed.

Amount to the recovered

8. The amounts pending snaction of estimates, non-receipt of C.Rs or pending scrutiny of C.Rs, amount hold under objections as per Audit Para etc. which are not ordered for recovery by the competent authority before retirement should not be included in the No Due Certificate.

GENERAL:-

9. This issue needs personal attention of the Divisional Forest Officer and the Regional Officer on this important issue. Unless, this particular malady is not removed, the staff will be facing undue hardships after retirement. Please troat this problem with a HUMANE TOUGH without sacrificing the interest of the Government.

Sd/- Dr. C.N. Rao,
Pri.Chief Conservator of Forests

To
All Officers in Distribution List 'A'

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