

GOVERNMENT OF ANDHRA PRADESH  
FOREST DEPARTMENT

Rc.No.8545/97-X2,  
Dated 31-12-1997.

Office of the Principal Chief Conservator of Forests,  
Andhra Pradesh, Aranya Bhavan, Hyderabad.

Sri S.D.Mukherji, IFS.,  
Pri.Chief Conservator of Forests

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Circular No.16/97, Dt.31-12-1997.

Sub:- Forest Dept. - Rewards to informers under the A.P. Forest Reward Rules  
and the S.S.F. Payment of rewards - Instructions - Issued.

Ref:- 1) G.O. Rt.No.323, EFS&T(For-II) Dept., dt.30-7-1997 ✓  
2) CCF Cir.No.27/79 in Rc.No.37603/79/F3, dt.5-8-1979.  
3) PCCF Rc.No.10895/94-X1, dt.3-10-1994.

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In the reference 1<sup>st</sup> cited the Government have allotted an amount of Rs.20.00 lakhs in order to strengthen the secret information system more effectively with an ultimate objective to provide better protection to the forest wealth in the state. If this information system is built systematically with telling effectiveness not only the Forests will be better protected but also more revenue can be realised by way of compounding fee.

2. In order to keep the information system so built alive in future, it is imperative on the part of the Forest officials to keep the names of the persons who furnish the information as guarded secret in Public interest. These persons who render useful service by furnishing information leading to detection of forest offences involving forest produce of great value, will have to be duly remunerated. The Government in the G.O. 1<sup>st</sup> cited have accorded permission to exercise discretion in sanction of the amounts under Secret Service Fund upto the limits of Rs.500/-, Rs.2500/-, Rs.5000/- and 'No limit' in respect of Forest Range Officers, Divisional Forest Officer, Conservator of Forests, Pri.Chief Conservator of Forests respectively.

3. Accordingly to the reference 2<sup>nd</sup> cited above it was informed that the Chief Conservator of Forests only was the competent authority to draw and disburse the amount. Definite orders from the Chief Conservator of Forests for payment under Secret Service Fund were to be obtained by the Divisional Forest Officers. However, in the G.O. 1<sup>st</sup> cited above mentioned all the officers, right from the rank of Forest Range Officer to Pri.Chief Conservator of Forests, have been delegated with powers to sanction the amounts under Secret Service Fund as mentioned in the para (2) of the G.O. cited.

4. ✓ In order to utilize the funds from Secret Service Fund and to keep the names and addresses of the informants texts a guarded secret both in the sanction order and voucher and any other official document the following procedure is formulated to be implemented by the Forest Officers:-

a) A requisition in the proforma in the Annexure-I enclosed herewith, shall be submitted to the Forest Officers mentioned in para (2) above for sanction of amount to be incurred towards contacts and informants under Secret Service Fund. This requisition shall be with reference to the information obtained leading to better protection of forests.

b) Upon receipt of requisition in Annexure-I, the competent Forest Officer shall issue sanction order, in the proforma in Annexure-II, depending on the genuinity of the requisition. This sanction order will be the voucher for the cash book, which shall be numbered according to the cash book.

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c) The Divisional Forest Officer concerned shall send a contingent bill in APTC Form-56, enclosed herewith as Annexure-III, to the Pay and Accounts Officer/District Treasury Officer for clearance. The following document shall be enclosed along with the contingent bill:-

- i) Sanction proceedings (Annexure-II)
- ii) Certificate of requirement for immediate payment (Annexure-IV)
- iii) Certificate of Non-drawal previously (Annexure-V).

d) The Divisional Forest Officers shall submit the month progress report of expenditure and Balance-sheet under Secret Service Fund to the Conservator of Forests concerned and Conservator of Forests return to the Pri.Chief Conservator of Forests in the Proforma in Annexure-VI and VII respectively which are enclosed herewith.

5. The expenditure under Secret Service Fund is debited to the following Head of Account.

2406- Forestry & Wild Life.

01- Forestry

101- Forest conservation Development & Regeneration.

(06)- Forest Protection.

150- Secret Service Expenditure (Non-Plan)

6. The instructions and procedure laid down in this Circular are in supersession of all the earlier instructions and Circulars issued from this office in this regard.

7. Conservators of Forests are requested to acknowledge the receipt of the Circular by return of post.

Sd/- S.D. Mukherji,  
Pri.Chief Conservator of Forests

To

All the Conservators of Forests (T), Wild Life Management & Field Director, Project Tigar, Srisailam. They are requested to communicate the Circular to all Divisional Forest Officers and Forest Range Officer under their control at once and obtain transmit their dated acknowledgement.

//TRUE COPY//

ANNEXURE-I

10/97

To  
The Forest Range Officer/  
Divisional Forest Officer/  
Conservator of Forests/  
Prl. Chief Conservator of Forests,  
\_\_\_\_\_/Range/Division/Circle.

Sir,

Sub:- Sanction of Secret Service Fund – Regarding.

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I submit that, I require an amount of Rs. \_\_\_\_\_ (Rupees: \_\_\_\_\_)

towards contacts and informants during the month of \_\_\_\_\_ 199

The amount may kindly be sanctioned from Secret Service Fund and paid to me.

Yours faithfully,

ANNEXURE-II

PROCEEDINGS OF THE FRO/DFO/CF/PCCF.

Present:-

Rc.No.

Dated:

ORDER:

Sanction is hereby accorded for drawal of Rs. \_\_\_\_\_ (Rupees: \_\_\_\_\_  
\_\_\_\_\_ only) from Secret Service Fund for  
payment to informants of Secret Service in Range/Division/Circle.

The above expenditure is debitable to the Head of account 2406- Forestry &  
Wildlife, 01-Forestry M.H., 101- Forest Conservation, Development and Regeneration-  
S.H., (06)- Forest Protection, 150- Secret Service Expenditure (Non-Plan).

Sanctioning Forest Officer  
(FRO/DFO/CF/PCCF)

To  
The Requisitioning Officer (FRO/DFO/CF)



Signature and  
Designation of  
The Drawing officer

Balance available:

Note:- The Progress of expenditure should be recorded under each sub-head of appropriation and, if so directed by a controlling authority, under each of detailed account head.

A.P.T.C. FORM 50 - Contd.  
For use of Controlling Officer

Passed for Rupees (in words)

I certify that in support of every charge of more than Rs.50/- made in this bill, a receipt or other voucher has been given me, and is now in my possession. The receipts and Vouchers for items in excess of Rs.200/- are attached to the bill with the exception of those noted above which will be sent after payment; and I am responsible that the receipts and vouchers for all other items of more than Rs.50/- are in proper form and order, and that they have been so cancelled that they can not be used again to support claims against the Government. All bills to be paid by bank transfers also appended.  
Memo No.53613/1714/Accts.63-5, dt:28-12-1963.

Dated:

(Signature)  
Controlling Officer

Examined and entered.  
Accountant.

Pay Rupees( )  
Officer-in-charge of the Treasury

Treasury, dated the

Spare for pre-audit encasement in respect of bills submitted for pre-audit.

For use in the Accountant General's office  
Head of Service chargeable

Admitted for Rs.  
Objected to Rs.  
Reasons for objection

Auditor

Senior Accountant

Spare for pre-audit encasement in respect of bills submitted for pre-audit.

FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE

Head of Service chargeable.

Admitted for Rs.  
Objected to Rs.  
Reasons for objection

AUDITOR

SENIOR ACCOUNTANT

ANNEXURE-IV

CERTIFICATE

This is to certify that an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) claimed vide contingent Bill-C.B.No. 12/0576-197-96 is required for immediate payment to the informants and other sources for the services already rendered.

Divisional Forest Officer,  
\_\_\_\_\_ Division

16/97

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ANNEXURE-V  
CERTIFICATE

head of  
detailed

STATEMENT SHOWING THE SECRET SERVICE FUND EXPENDITURE FOR THE  
MONTH OF \_\_\_\_\_, 199

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ception  
hat the  
m and  
support  
ended.

Signature of the D.F.O. \_\_\_\_\_ Division

ANNEXURE-VII  
BALANCE SHEET OF SECRET SERVICE FUND FOR THE MONTH OF \_\_\_\_\_, 19\_\_\_\_

1+2 Equal

Signature of the D.F.O.  
\_\_\_\_\_ Division

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Prl. Chief Conservator of Forests

//TRUE COPY//

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