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GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Rc.No.19047/97-H2,
Dated: 8-5-1997.

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

Rc.No.
Dated:

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

CIRCULAR No.8/97H2.

Sub:- Motor Vehicles — Consumption of Petrol/Diesel — upto-date maintenance
LOG BOOK — Instructions — Issued.

The Log Books with due entries of P.O.Ls, drawn during the month, with Abstract indicating mileage / 1 litre Petrol will have to be produced at the end of each month by the Driver concerned before the Gazetted Assistant (N.T.) for verification. This will facilitate verification of P.O.L. account and passing the P.O.L. bills for that month. This practice is very essential because Gazetted Assistant (N.T.) has to attest each bill and pass the bills certifying that the entries were taken into the LOG BOOK.

In this connection, it is informed that Government have issued instructions in their G.O.Ms.No.1386, General Administration (OP.II) Department dated 31-10-1961, that, "It is the duty of the Driver attached to the Government vehicles to get the entries in the LOG BOOK filled in. Officers of all ranks using Government vehicles should note in the LOG BOOK in their own hand writing the mileage at the start and after completion of their trips after verifying mileometre and give sufficient particulars regarding movements and purpose to indicate that the journies were on official business".

Hence, all the Officers of the Prl.Chief Conservator of Forest's office are requested to ensure that the necessary entries regarding the Petrol/Diesel and oil drawn for their vehicles are made in their LOG BOOK properly and also furnish the LOG BOOK duly posted up-to date, whenever they require Repairs/Replacements to the vehicles. The Driver may be instructed accordingly.

It is requested to follow the above instructions scrupulously without fail.

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

To
All the Officers (using staff cars), O/o Prl.CCF., A.P., Hyderabad.
Copy to all the Drivers of Prl.CCF., A.P., Hyderabad.

//TRUE COPY//