

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Rc.No. 33903/2000/K2
Dated: 11.1.2001.

Office of the Pri.Chief Conservator of Forests,
Andhra Pradesh, Hyderabad

Sri K. Subba Rao, IFS,
Pri. Chief Conservator of Forests.

-000-

Circular No. 1/2001/K2

Sub: Public Services - Forest Department - Disciplinary action under
A.P.C.S.(CCA) Rules 1991 - Procedure to be followed in case of recoveries
- Reg.

-000-

It is generally observed that whenever excess expenditure incurred by the staff has to be recovered, the Divisional Forest Officers / Conservators of Forests are resorting to issue Proceedings directly, ordering for the recovery of the same. While doing so the procedure as prescribed under A.P.C.S.(CCA) Rules 1991 is generally not being followed.

The recoveries normally fall under the following categories:

- 1) Recovery of Government loss viz., value of the missing timber, missing stores material etc.
- 2) Excess expenditure arrived at after finalising the completion reports. Under this category the excess expenditure incurred could be of the following two types.
 - c) Due to adoption of higher rates, and / or
 - d) Due to showing of more quantities than actually executed in the field.

In some of the cases where such recovery orders are being passed without following the procedure as laid down under A.P.C.S.(CCA) Rules 1991, the A.P. Administrative Tribunal, while setting aside such recovery orders, has been directing to give notices to the Applicants and to follow the procedure as prescribed under A.P.C.S.(CCA) Rules 1991.

In this connection they are informed that 'Recovery' is one of the minor penalties under Rule 9(iii) of A.P.C.S.(CCA) Rules 1991. In all such cases disciplinary action can be initiated under Rule 22 of A.P.C.S.(CCA) Rules 1991 (for imposing a minor penalty) or under Rule 20 of A.P.C.S.(CCA) Rules 1991 (for imposing a major penalty). In the former case it can be finalised within (45) days and in later case within a maximum period of 4 to 5 months time.

In view of the above in all cases where excess expenditure is detected action may be taken as indicated below.

- (a) To give a notice to the person responsible, to remit the excess expenditure incurred by him, by fixing a maximum time limit of one month.
- (b) In case of failure to remit the amount within the stipulated time, to initiate disciplinary action under A.P.C.S.(CCA) Rules 1991 under relevant Rule position and to pass recovery orders.

The receipt of the reference may be acknowledged in the proforma enclosed. The reference may be arranged to be communicated to all the officers working under their control for necessary action and compliance reported.

Sd/- K. Subba Rao,
Pri. Chief Conservator of Forests.

To
All the Conservators of Forests (Territorial and Functional)
Copy to the table of Pri. Chief Conservator of Forests
Copy to the Addl. Pri. Chief Conservator of Forests (Admin.) / the Addl. Pri. Chief Conservator of Forests (Dev.) / Chief Conservator of Forests (Vig.) / Conservator of Forests (Vig.) / Dy. Conservator of Forests (Vig.).
Copy to Superintendent P, X, K, L Sections.
Copy to the S.F. (K Section).

SPATCHED

15 JAN 2001

Signature of Clerk

//t.c.b.o.//

Superintendent