

Office of the Conservator of Forests,
Central Circle, Trichur.

Copy of Chief Conservator's No.P3.51201-76 dated 23-9-1976 addressed to the Sub Officers.

Sub:- Evaluation of current works – Maintenance of vouchers for departmental works –
Non-maintenance of duplicate vouchers etc. – further instructions – issued.

Ref:- 1. Chief Conservator's CircularNo.26/76 (P3.20566/76) dated 3-4-1976.
2. Letters No.VES.3454/76 d/18-8-1976 from the Conservator of Forests, Evaluation.

The Conservator of Forests, Evaluation has since pointed out that first and final bills are still maintained in some of the Ranges in erstwhile Malabar areas in place of petty charge receipts and that these bills are not maintained in duplicate. In some Ranges though the Petty charge receipts are maintained in duplicate, the duplicate copy is not signed by the payee but certified as true copy by the Range Officer. In the absence of the payees signature it is not possible to verify the same in the duplicate copy.

In continuation of the circular a first cited the following further instructions are therefore issued in the matter.

All the P.C.Rs. above Rs.100/- are to be prepared in duplicate, the original to be stamped and signed while the duplicate a copy should also be signed but without stamp. The original is to be sent to Accountant General and the duplicate is to be retained in the office. The first and final bills, wherever used should also be in duplicate and both the copies signed by the payees.

Yours faithfully
Sd/-
For Chief Conservator of Forests

Endt. on HA.21749/76 dated 24-10-1976.

Copy to sections ML, CH, KT, TR, MR, D and stock file.

For Conservator of Forests
Trichur

And/12-11-1976.