

33

7101

Copy of letter No. 46434/Fl/68/Agri. dated 9-10-68 from the Government of Kerala, Agriculture (Forest) Department, To The Accountant General, Kerala, Trivandrum.

8600

Sub- Verification of completion reports in Central Audit - fixation of monetary limit.

Ref:- Your letter No. PAD.I/1/18-21/262 dated 5-7-68.

The impression that Government have gathered from experience of sur-price check of Forest works, by the Finance Inspection works (Wing) is that the irregularities viz., inflation of Master rolls, starting of works without preparation of detailed estimate and sanction from competent authorities etc., are the Chief allegations made out against Forest authorities executing forest works. The allegations received by Government in this regard have on enquiry, been found out to be with certain amount of truth. It is therefore quite necessary that the Forest Officers should invariably furnish the detailed completion reports to the Accountant General. The Higher the limit proposed the greater will be the scope for irregularities and at the same time it may not be practicable to give completion reports to Audit on each and every item of work. It is on this account, the monetary limit was fixed as Rs.500/l by Government. In the circumstances I am to request you to kindly favour Government with your views as to whether the limit now sanctioned need be enhanced still further.

Sd/ Assistant Secretary.

Copy to the Chief Conservator of Forests.

Encl. on D2-39421/68 dated 25-10-68.

Copy forwarded to all Conservators and Divisional Forest Officers for information and attention.

Sd/ For Chief Conservator of Forests

Encl. on D.22443/68 dated 3-11-68.

Copy to Sections, CH, KT, ML, TR, B, PG, SS and B Stock file.

L.25.1. *L*
10-11

28-11-68
For Conservator of Forests, Trichur.

35

of Labour Employed on
Nominal Muster Roll No.
From To

Note.

1. The nominal muster roll is the initial record of the labour employed each day on a work and must be written up daily by the subordinate.
2. In opening the nominal muster roll the work people should be mustered in order and their names taken down according to the classes, and rate of wages, the names of the higher paid workmen being entered first and so on in succession down to the lowest. A little space should be left after each group of names to provide for the entry of the names of additional work-people who may be engaged before the close of the period for which the muster roll is kept.
3. The roll may be prepared monthly.
4. A labour employed in the Nominal Muster Roll should either be personally known to the officer employing him or should be introduced by a responsible person of the locality who can locate him if required. The name and address of the person introducing the worker should be noted in the service card/register.
5. In the case of illiterate labourers thumb impression should invariably be taken in the Nominal Muster rolls for the acknowledgment of money. In all cases when the labourer has his left thumb in the left thumb impression must be taken. In other cases the right thumb impression or impression of any other finger may be taken making a specific note of that fact. It may also be ensured that thumb impressions are clear and do not overlap.
6. The muster roll should be closed immediately after end of the period for which it is kept and the total charge will be allowed by works or subheads of works. The muster roll should when the sent to the Sub divisional or Divisional Officer as the case may

about delay and return it for as should be made or witnessed by available and he should certify or by groups by a distinctive The amount paid on each date as in figures at the foot of

ceeds Rs.20/- a stamped receipt concerned.

absent at the time of payment, will be transferred to the A) and the amount so transferred total of the muster roll said".

In three months, a report of this onal Officer. idgered as day labourers and their on which employed.

tract from the measurement books ork and will be filled in before onal Officer.

Part III is intended to locate f the various subordinates who sue to final return.

in the Divisional Office under ficer before they are issued to er for use on the works.

ld be numbered serially for a he initials of the sub-division er kept for the purpose before ficers for use in the works and hould be watched and noted in

PART III-Particulars of issue and Return of Roll.

No.

Name and designation of subordinate to whom issued.	Date of Issue	Initials of Section Subordinate Officer	Issue Officer rate
Work Superintendent			
Sri.			

Work Superintendent Sri.

MEMORANDUM

Closed and resubmitted to the Measuring Officer

Work Superintendent or other Subordinate

Measured and submitted for audit and payment.

DATED.....

Section Officer or other Measuring Officer.

Contd.

401

Description of class	Sl. No. or Ticket No.	Name.	Dates 1, 2, 3 so on 31	Total No of days	Rate Amount.		Reduction.			
					B.ps.	B.ps.	Cont. P.F.	Misc.	Tot B.D	

Initials of the Officer marking the attendance daily.
Initials of the Inspecting Officer.

Total.

Allocation of Labour B.ps. Deduct amount transferred to the Register of unpaid wages.

Total

Balance paid

(In words)
Net amount paid (in words)
The responsible officer should sign this remark when the disbursements are not actually made by him, though in this presence.

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PAGE -II

4003

DETAILS OF MEASUREMENT OF THE WORK DONE BY THE LABOUR

Reference to estimate No. Name and description of work.

Quantity of work done

Rate Rs. ps.

Up-to-date Since last bill

Total

Amount as per Muster Roll

and recorded in No

Measurement taken on

Roll No.

Page

Dated

19

41

WBS

CASUAL LABOUR ROLL OF LABOUR EMPLOYED ON THE
From To

Description of work done, Nature & quantity of work done.

Rs. ps. Rs. ps.

Total.

Total amount paid (in words)

Disbursing Officer. Certified that the above payments were made by
(Reverse of Form 20).

Notes.

This form should be used in lieu of Nominal Muster Roll only by officers and Upper Subordinates in exceptional and urgent cases where labourers are employed casually for short periods on such work as closing breaches or silt clearance of canals or clearing sudden obstructions on roads etc.

G.K.R/19-2

For CC