

Copy of letter No.DA12/II/SFC (3)/60 dated 19-5-1964 from the Accountant General, Kerala to the Chief Conservator of Forests, Trivandrum.

Sub:- Audit of contracts and agreements –

Ref:- 1) Govt. of Kerala, Finance Department Circular No.50430/DA-4/Fin. dated 05-12-1960.  
2) No.26958/DA/4/Fin. dated 19-9-1961.

As per the instructions contained in the Government circular mentioned above, all departmental officers are required to forward to this office lists of all contracts and agreements entered into by them during each month so as to reach this office at least by the 5th of the succeeding month. (This list is to be furnished in the form appended to the Government Circular cited 2nd). In addition they are also required to forward copies of all contracts and agreements involving amounts of Rs.50,000/- and above and all rate or running contracts immediately after their execution. If no contract has been entered into by a department during a particular month that fact is also to be intimated to this office. It has been noticed of late that the above returns due to this office are not being furnished regularly and consequently it becomes difficult for this office to exercise the checks required to be conducted in audit in respect of such contract and agreements. I, therefore, request that the instructions contained in the Government circulars cited may please be observed strictly and the specified returns furnished to this office on the due date (i.e. 5th of each month) positively in so far as the major head “39 M.S.D.O.” is concerned.

I also request that the instructions contained in the above circulars may be brought to the notice of your subordinate officers under intimation to this office for strict compliance in future. A list of officers under your control who are authorised to enter into contracts and agreements may also please be furnished to this office.

Receipt of this letter may please be acknowledged.

Sd/-  
Assistant Accounts Officer.

Endt. on A2-17681/64 dated 5-6-1964.

Copy forwarded to all subordinate officers for information and attention. This is in continuation of this office Endt. on C1-22416/62 dated 10/14-7-1962. They are requested to forward the lists of all contracts and agreements entered to by them during each month together

with copies of all contracts and agreements involving amounts of Rs.50,000/- and above and all rate or running contracts immediately after execution direct to the Accountant General on the due date as desired by him in his letter under reference.

Chief Conservator's Office,  
Trivandrum.

Sd/-  
For Chief Conservator of Forests.

(True copy)

For Conservator of Forests.