

GOVERNMENT OF KERALA

ABSTRACT

Forest Department – Establishment – Delegation of powers to the Administrative Assistants in the Office of the Conservators of Forests – Orders Issued.

AGRICULTURE (FOREST ESTT) DEPARTMENT.

G.O. MS.No.172/73/AD.

Dated, Trivandrum, 22-5-1973.

Read: 1. G.O. MS No 42/71/Agri. dated 26-2-1971.
2. G.O. MS No 134/71/Agri. Dated 24-4-1971.
3. Letter No EI-10720/71 dated 17-6-1971 from the Chief Conservator of Forests.

ORDER

As per the G.O. read as first paper above, a post of Administrative Assistant has been created in the Office of the Conservator of Forests (Private Forests), Kozhikode. In the G.O. read as second paper, three posts of Administrative Assistants have been created i e. one each in the Officers of the Conservator of Forests, Quilon, Trichur and Kozhikode. The Chief Conservator of Forests has proposed delegation of certain powers to the Administrative Assistants mentioned above.

Governments have considered the proposals and are pleased to order that the following financial and administrative powers be deluged to the Administrative Assistants.

Financial Powers:

1. To draw establishment pay bills and contingent bills of circle offices;
2. To sanction temporary withdrawals from provident fund up to in 500/- (Rupees five hundred only) subject to the other conditions and initiations under the rules of the found.
3. To sanction investigation of arrear claims by the Accountant General of the non-gazetted officers in the circle office which are more than 3 years old.

Administrative Powers:

- i. To sign fair copies of letters to the Accountant General to the Government and the Chief Conservator of Forests provided drafts to approved by the Conservators of Forests.
- ii. To Approve drafts of routine nature relating to timber turns and replies on inspection reports, audit objections, work clearness arrears of revenue, public Accounts Committee etc.
- iii. To sanction destruction of old records as per rules.

- iv. To sanction all kind of eligible leave (other-than study and special casual leave) and restricted holidays to all non gazetted ministerial staff in the circle office.
- v. To sanction all kinds if eligible leave other than study leave and special casual leave into all executive and protective staff within the circles other than Ranges.
- vi. To attest all registers and periodical maintained in the circle office including acquittance rolls and service books.
- vii. To pass and countersign all indents for stationary and
- viii. To conduct inspection of Range Officers and depot officers within the Circle, the Inspection being confined to the administration letters.

(By Order of the Governor)
P. Krishnan Nair,
Under Secretary.

To

The Chief Conservator of Forests.

The Accountant General (This Order issues with the concurrent of Finance Department).

The Finance Department (Vide No.18622/A&D/C2/73Fin.dated 1-3-1973).

The Administrative Assistants (through Chief Conservative of Forests).

Endt.on EI 10720/71 dated 3-7-1973.

Copy forwarded to All Subordinate Officers of and above the 2 of Asst. Conservator of Forests and Forests Veterinary Officer, Konni

Copy to All Section heads (in office)

Copy to Stock file.

For Chief Conservator of Forests.