

TR-9249/62

Office of the Conservator of forests,
Chalakudy, Dated: 05-10-1962.

CIRCULAR

The estimates for working down timber and firewood from the supply coupes, are now being prepared and submitted at tendered rates. The estimates are not prepared according to schedule of rates approved for various item of work. This procedure has been objected to by the Accountant General. In order to adopt a uniform procedure and to avoid objections from Accountant General, the Divisional Forest Officer's are informed that they should prepare estimates based on sanctioned schedule of rates for various item of works and submit before calling for tenders for works. All the details of work to be done and corresponding item of schedule of rate should be shown in detail in the estimate.

In addition to the above provision for payment of advertisement charges should also be included in the estimate. It should also be specified whether there is budget allotment for the expenditure.

The Divisional Forest Officer's are requested to adhere to the instructions strictly in future.

The receipt of this circular should be acknowledged.

Sd/-
Conservator of Forests,

To

All Divisional Forest Officers in the Circle.
All contract sections, H.A. and Superintendent.

for Conservator of Forests.