

Sub: Defects noticed in the Annual Establishment returns Annual Reports.

Ref: Letter No. TMV/13-4/61-62/331 dated 2-11-61 from the Accountant General, Kerala.

The Accountant General has brought to the notice of Government that a check of the Annual Establishment Returns as on 1-3-'61 so far received in his office has disclosed the following general defects in the preparation of the Returns by the various departmental officers.

1. The returns for permanent and temporary establishments are prepared in one and the same sheet and not separately, in some cases.
2. In many cases the dates of birth are given in different eras in different years' returns i.e. while it is indicated in Malabar era in the previous year's return, it is shown in Christian era in the current year's return and vice versa. The date of birth should be indicated uniformly in all returns keeping in view the rules on the subject.
3. In several cases, the present pay is not shown in the prescribed column on the ground that the service book is not available.
4. The statement of new names (Form 40) is not received with the returns in many cases.
5. List of officers attaining superannuation within one year are not generally furnished.
6. In many cases, the certificate of verification of the entries in the Annual Establishment Returns with the Service Book has not been furnished.
7. In several cases the dates of birth have been omitted. Orders of Government sanctioning the posts have not been indicated. Dates of first appointment to Government Service are not noted. Pay and dates of birth have been incorrectly noted and statements which should accompany the main returns are wanting. In column 7 of the return only one serial number is given for all grades of employees. Separate serial numbers may be given for each class of employees. Particulars of last grade employees are noted in some cases. This is not necessary.
9. In some cases, the bills with which health certificates were attached have not been noted.
10. Names of persons who joined the establishment after 1-3-61 have been included in the returns. This mistake may be avoided. The return should show the position on the 1st March of the year.
11. In some cases more than one transfer of an incumbent takes place and post in which he was employed during the year may be mentioned with dates in column 2 of Form 40 to facilitate easy check with reference to the returns of the previous year.
12. The form of the Annual Establishment Return in the T.C. area (Forms 39 and 40 of T.F.A.C. Vol. II) is different from the form prescribed in the M.F.C. and followed in Malabar area (Forms 4, 4a and 5 of M.F.C.). The latter does not contain all the columns given in the Form in T.F.A.C. It is desirable that the form in T.F.A.C. is followed throughout the Kerala State, to ensure uniformity. It is presumed that the Form in the proposed Kerala State will meet the purpose.
13. Other defects such as preparing the returns in blank paper without using the printed forms, quality of the paper used etc. are also noticed. In view of the fact that these returns are to be preserved as permanent records, it is desirable that they are prepared in thick durable paper.

The fact that such defects are noticed in the checking of these returns clearly shows that they are not prepared with proper care and according to instructions prescribed in the Codes. Heads of Departments/Offices should avoid such defects and omissions in preparing the Annual Establishment Returns in future, bearing in mind the importance of these returns at the time of verification of pension claims. It has also been brought to light that a very large number of returns have yet to be received from the departmental offices in spite of the instructions issued by Government in G.O. No. TMV/13-4/61-62/331 dated 2-11-61.

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(By order of the Governor)  
T. P. Belakrishnan Uani,  
Asst. Secretary.

FINANCE DEPARTMENT.

Dated, Trivandrum, 6-12-1961.

No. 72739/EB3/61/Fin.  
Copy forwarded to:-  
All Heads of Departments & Offices.

Sd/-  
Superintendent.

Endt. on E1.2956/61.

Office of the Chief Conservator of Forests,  
Trivandrum, Dated, 13--12--'61.

file. Copy forwarded to all sub. offices, E2, E3, E4 and E5 and stock

By order,  
*Chinnappa*  
Superintendent.

PK.20