

8626

Copy of Circular No.12/69 dated 7-4-1969 -No.D2.28285/69  
dated 4--5--1971.

Ref: Circular No.12/69 dated 7--4--1969.

It is ordered in the circular cited that tender forms should not be issued under the signature of the Managers or the Head Accountants and that it should necessarily be signed by the Divl.Forest Officers or Asst. Conservators of Forests as the case may be.

It is reported by the Conservator of Forests, Perumbavoor that it will not always be possible to issue tender forms to the parties as and when they came for purchasing the forms as the Divl.Forest Officers or the Asst.Conservators of Forests are touring Officers. It is also not fair to ask them to remain in the office till the concerned officer returns from tour.

To overcome this difficulty it is suggested by the Conservator of Forests that the tender forms can be approved and signed by the Divl.Forest Officers or the Asst.Conservators of Forests prior to its issue and kept under the safe custody by the Managers or the Head Accountants for issue after receipt of its value. An account of such tender forms should be kept in respect of each work for which tender forms are to be issued.

The Conservator's suggestion is accepted.

Sd./Chief Conservator of Forests.  
Endt. on ML.8704/69 /L.Dis.dated 24-5-71.  
Copy to TR, CH, KT, ML, HA section. Copy to Stock file.

*[Signature]*  
26-5-1971  
For Conservator of Forests,  
Central Circle, Trichur.

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