

Copy of Circular No. 19/60, A5-633/59 dated 22-6-60 from the Chief Conservator of Forests, To All Divisional Forest Officers and Conservators.

During the inspection of the Quilon Conservator's Office, it was brought to the notice of the Chief Conservator of Forests that posting of ledgers in all the Divisions are found to be done in a most careless manner. Only on the payment side the ledgers are posted, whereas the credit side is completely left blank. This procedure is irregular. This practice should be stopped forthwith. The Divisional Forest Officers are informed that they should see that the ledgers are brought up-to-date within a month at the latest, after which the Chief Conservator of Forests will be conducting a surprise inspection of each and every division office and if this cardinal work is seen neglected, the Divisional Forest Officers will be taken to task. The Divisional Forest Officers will bestow their personal attention to this and avoid trouble.

Undue haste is also shown in payment to contractors in this regard. It is enough if only one payment made to a contractor in a month. It is also suspected that to make piece meal payments to contractors, the credit side of the ledgers are not filled up. The payments to the contractors need be done once in a month and that too after receipt of Kolevila statements.

Receipt of this circular should be acknowledged.

Sd/- Chief Conservator of Forests.

Endt. on A1-5501/60, dated 1-7-60.

Copy to Sections A2, D, Kt, ML, TR, and CH.

Copy to circular file and stock file.

Sd/- Conservator of Forests. Chalakudy.

Forwarded/By Order,

M A N A G E R