

Copy of Ref. No.A6.38275-87 dt.30-9-1988 from the Chief Conservator of Forests, Trivandrum to All Branch Officers.

CIRCULAR NO.33/88

Sub:- Forest Department – Advance – Miscellaneous Advance – Outstanding against Officers – Timely intimation of –

It has come to my notice while hearing appeal petitions against disallowed amounts under Miscellaneous advance that details of recoveries made from salaries of officers against Miscellaneous advance are not intimated to the respective Divisional Forest Officers to whose credit the amount should ultimately figures.

In the circumstances, the following instructions issued on the matter.

- (1) Whenever recovery of Miscellaneous advances outstanding against an officer is effected from his salary, the details of the recovery should be furnished to the Divisional Forest Officer concerned to whose credit the amount should ultimately reflect.
- (2) In cases where the amounts are remitted by Chelan, the Chelan receipts should be forwarded to the concerned Divisional Forest Officers in whose accounts it should be credited.
- (3) The Divisional Forest Officers should not eliminate the Miscellaneous advances outstanding against the officers from their accounts on the plea that the officer concerned was transferred to other Division. They should eliminate the advance from their accounts only on receipt of clearance from the Divisional Forest Officers who finally arrange to effect the recovery.
- (4) In cases there Revenue Recovery proceedings are to be initiated for recovering the amount, action should be initiated by the Divl. Forest Officer concerned under whose credit the amount should ultimately figure.

Receipt of this Circular should be acknowledged.

Sd/-
M. SIVARAJAN,
PRINCIPAL CHIEF CONSERVATOR OF FORESTS.

Endt. on A2.9196/88 dt. 13-10-1988

Copy to Stock File.

Sd/-
Conservator of Forests.

Approved for issue

Head Accountant.