

Copy of Government Circular Memorandum No.18105/F.6/65/Home. dated 30<sup>th</sup> July 1966 Home (F) Department to all Heads of Departments.

Sub:- Original vouchers in possession of audit office production before the Departmental investigating officers procedure for – instructions issued

Ref:- 1. Circular Memorandum No.45272/F6/64/Home dated 6-2-65

2. Do No.6978/F.6/65/Home dated 26-4-65

3. Letter No.24/108/64/AVD dated 6-4-65 from the Govt. of India. Ministry of Home affairs.

4. Letter T.M.V./15-210/96/121 dated 28-6-65 from Accountant General, Trivandrum.

In supersession of the instructions issued in the Circular Memorandum referred to as first and second paper above, the following procedure is laid down for obtaining original documents in the custody of audit offices by the Departmental investigating officers other than those of the Police Department. In cases where the Departmental inquiry officer of the Department or the tribunal for Departmental proceedings or any tribunal specially appointed for the purpose considers that it is not possible to proceed with the enquiry without securing the original documents which are in possession of the audit offices, the inquiry officer should report the matter to the Secretary to Government in the Administrative Department. The Secretary to Government should after satisfying himself that there is sufficient justification for obtaining the original documents personally address the Accountant General by same to hand over the documents in original to the Inquiry Officer indicating that copies including photostat copies would not serve the purpose of the Inquiry Officer. The Accountant General will then arrange for those documents to be handed over to the Inquiry Officer as early as possible after retaining photostat copies. The Photostat copies should be compared with the original and certified to be correct both by a gazetted officer in the audit Department nominated by the Accountant General and by the investigating officer. The original documents should be returned in tact to the audit office as soon as it has served the purpose of investigation.

The Heads of Departments and departmental investigating officers other than police officers are requested to adhere the above procedure in future.

Endt. On A.F.Dis24568/65 dated 4-8-65

Copy forwarded to all Conservator of Forests. Divisional Forest Officers etc for information and guidance.

Sd/- for Chief Conservator of Forests

Endt. On F.Dis.15515/65 dated 21-08-1965

Copy to all sections circular file and stock file.

Conservator's Office,  
Chalakudy.

For Conservator of Forests