

CHAPTER I

SYSTEM OF ACCOUNTS IN THE FOREST DEPARTMENT

1.1. Main features of the system of Accounts.....1
1.2. Transactions of the Forest Department2

CHAPTER II

RELATIONS WITH THE ACCOUNTANT GENERAL

2.1. General5
2.2. Communication of Sanctions.....5
2.3. Accountant General's inspection6
2.4. Results of audit6

CHAPTER III

APPROPRIATION AND CONTROL OF EXPENDITURE

3.1. Introductory10
3.2. Distribution of appropriation.....10
3.3. Watching of Actuals11
3.4. Savings, reappropriations, etc.....12
3.5. Inevitable payments.....14

CHAPTER IV

ACCOUNTING PROCEDURE FOR CASH TRANSACTIONS IN THE FOREST DEPARTMENT

4.2. Receipts.....16
4.3. Disposal of money received18
4.4. Withdrawals from the Treasury20
4.5. Disbursements23
4.6. Bills and vouchers.....24
4.7. Prohibitory Orders and Injunctions25
4.8. Cash Book26
4.9. Cheque Books and Receipt Books.....33

CHAPTER V

ADJUSTMENT REGISTER OR TRANSFER ENTRY BOOK..... 35

CHAPTER VI

ACCOUNTS OF TIMBER AND OTHER FOREST PRODUCE

6.1.	General	37
6.2.	In Ranges and Forest Depots.....	37
6.3.	In Sale Depots.....	41
6.4.	In Divisional Forest Offices.....	42
6.5.	In the Offices of the Conservator of Chief Conservator of Forests.....	43
6.6.	Annual stock account	44
6.7.	Seigniorage, Tariff and Schedule of value for timber and other forest produce ..	45
6.8.	Verification of stock of timber, etc.....	45

CHAPTER VII

ACCOUNTS OF STORES, TOOLS AND PLANT, LIVE STOCK, ETC.

7.1.	Rules regarding purchase and other matters	47
7.2.	Classification of Stores	47
7.3.	Registers to be maintained	48
7.4.	Custody and verification of Stores	50
7.5.	Livestock.....	50
7.6.	Tents.....	52

CHAPTER VIII

REVENUE

8.1.	General	53
8.2.	Sale of timber and other forest produce	54
8.3.	Miscellaneous Revenue.....	57
8.4.	Outstanding on account of Revenue	58
8.5.	Refund of Revenue	60

CHAPTER IX

ESTABLISHMENT CHARGES

9.1.	Pay and allowances.....	62
9.2.	Contingent charges.....	64

CHAPTER X

WORKS ACCOUNTS

10.1.	General	66
10.2.	Initial Records	67

10.3.	Muster Rolls.....	67
10.4.	Payments to Temporary Work-charged Establishment.....	70
10.6.	Payments for work done or supplies made.....	76
10.7.	Materials at site.....	80
10.8.	Register of works.....	83
10.9.	Suspense accounts.....	84
10.10.	Closing the accounts on completion of work.....	85
10.11.	Contractor's Ledger.....	86

CHAPTER XI

SUSPENSE, DEPOSIT AND OTHER TRANSACTIONS

11.1.	Suspense.....	87
11.2.	Deposits.....	88
11.3.	Forest Advances.....	93
11.4.	House building advances, Motor car advances, Mosquito net advances, Cycle advances, Onam advances etc.....	94

CHAPTER XII

TRANSACTIONS WITH OTHER DIVISIONS, DEPARTMENTS AND GOVERNMENTS

12.1.	General Rules.....	96
12.2.	Transactions with other forest divisions.....	97
12.3.	Transactions with other departments.....	98
12.4.	Transactions with other Governments.....	99

CHAPTER XIII

ACCOUNTS OF DIVISIONAL FOREST OFFICES

13.1.	General.....	101
13.2.	Incorporation of the accounts of Subordinate Officers.....	102
13.3.	Scrutiny of accounts.....	103
13.4.	Compilation of Accounts.....	105
13.5.	Settlement of accounts with Treasuries.....	111
13.6.	March and March supplementary accounts.....	112
13.7.	Review of unsettled accounts.....	113
13.8.	Correcting in Accounts.....	114

CHAPTER XIV

MONTHLY RETURN, ETC.

14.1.	Ranges and Depots	116
14.2.	Division Offices	117
14.3.	Conservator's Office.....	118
14.4.	Duties of the Conservator in regard to accounts of his subordinates.....	118

KERALA FOREST DEPARTMENT CODE

VOLUME II

ACCOUNTS PROCEDURE

CHAPTER I

SYSTEM OF ACCOUNTS IN THE FOREST DEPARTMENT

1.1. Main features of the system of Accounts

1.1.1. The system of accounts in the Forest Department of this State is generally based on the P.W.D. pattern of accounts and its main features are:-

- (i) The Divisional Forest Officer is the primary disbursing officer of the Division who is permitted to obtain by cheques on civil treasuries the funds required for all disbursements for the working of the Division.
- (ii) All departmental receipts are collected either by him or on his behalf and paid into civil treasuries or remitted to his account with the treasury by the parties concerned. In either case the amounts are accounted for in his books.
- (iii) The accounts of these receipts and disbursements including the transactions of subordinate officers acting on his behalf are compiled under his supervision by an accountant and are submitted monthly to the Accountant General who audits them against sanctions and appropriation of funds and incorporates them in the general accounts of Government.
- (iv) The Administrative Officer to the Chief Conservator of Forests, the Conservators of Forests, the Forest Utilisation Officer, the Principal, Kerala Forest School, Wayalar, Forest Veterinary Officer and any other officer authorized by Government are also permitted to draw cheques on civil treasuries to meet expenditure on pay and allowances of the staff and contingencies of their office and render compiled accounts to the Accountant General like any Divisional Forest Officer for audit and incorporation in the general accounts of Government. The rules and procedure prescribed for the Divisional Forest Officers are applicable to these officers also, as far as maintenance and submission of accounts are concerned.

- (v) The Divisional Forest Officer has also to maintain clear and detailed accounts of all forest produce collected by him as well as of all stores received by him and make these accounts available for audit by the Accountant General.
- (vi) The expenditure on conservancy and works and capital expenditure on forests are incurred in accordance with a sanctioned annual plan of operations against provisions made therefore under the concerned budget heads. In the accounts of the Divisional Forest Officers these charges are recorded separately for each scheme or work.
- (vii) The Divisional Forest Officer has also to maintain separate accounts of out-turn and expenditure for each working circle for which a working plan has been sanctioned or for any scheme or forest for which Government may so direct.

1.1.2. It is not sufficient that an officer's accounts are correct to his own satisfaction. A disbursing officer has to satisfy not only himself but also the Audit Department, that a claim which has been accepted is valid, that a voucher is complete proof of the payment which is supports and that the account is correct in all respects. It is necessary that the accounts are so kept and the details so fully recorded so to afford requisite means for satisfying any enquiry that may be made into the economy or bonafides of the transactions. It is further essential that the record of payments, measurements and transactions in general must be clear, explicit and self contained so as to be producible as satisfactory evidence in a court of law and that all transactions involving the giving or taking of cash, stores, other properties, rights, privileges and concessions which have money value are brought to account promptly.

1.2. Transactions of the Forest Department

1.2.1. Main transaction: The transactions of the department mainly related to the exploitation, preservation and development of the forests in the State. The exploitation of forests involved collection and utilisation of forest produce. Sale of timber and other produce to the public, their supply to other departments, Governments, Corporations, etc., and their appropriation for departmental use are transactions relating to utilisation of forest produce. The proceeds of these transactions from the major items of revenue for the department. The department undertakes all forest works connected with the collection of forest produce, and preservation and development of forests. It also carries out, with certain exceptions all civil works of the department not costing more than Rs. 2 lakhs. Civil works of the department costing over Rs. 2 lakhs are carried out through the Public Works Department.

Incidental to the execution of these works the department has to undertake the acquisition and upkeep (maintenance) of stores, tools and plant and livestock. The major items of expenditure in the department pertain to transactions connected with the above works and the administration of the department. The above receipts and expenditure are finally accounted for in the books of the forest officers.

1.2.2. Subsidiary transactions: These transactions give rise to a number of subsidiary transactions like obtaining funds from the treasury for incurring expenditure, remitting receipts realised into the treasury, receiving stores from other departments, etc., which through not accounted finally in the books of the forest officers have to pass through their accounts.

The accounts of all these transactions shall be maintained in accordance with the general provisions in Account Code, Volume I and the rules in this code.

1.2.3. Classification of transactions: The above transactions of the department may be broadly classified as indicated below:

- (i) Revenue heads – for receipts creditable finally to Government in the accounts of the forest officers.
- (ii) Expenditure heads – for charge adjustable finally in the accounts of the forest officers.
- (iii) Debt heads – for certain receipts and payments held in suspense pending clearance by payment or recovery (as the case may be) in cash or otherwise. The suspense accounts for transactions of this group are treated either as heads subordinate to expenditure heads or as independent heads of account or as subheads in the accounts of works.
- (iv) Remittance heads – for receipts as well as payment for cash, stores, forest produce or other values received from or paid to or on behalf of other departments, Governments, etc.

1.2.4. Detailed classification: The transactions under each of the above groups are further subdivided for accounts purposes. The detailed classification of the account heads used in respect of forest accounts is given in Appendix I of this Code. The major and minor heads for the classification of forest receipts and expenditure are prescribed by the Comptroller and Auditor General of India and the sub-heads, detailed heads of units of grants and appropriation by the State Government. The authorised arrangement of heads may not be altered except in consultation with the Accountant General. All transactions of receipts and expenditure shall at once be accounted for under the final or debt or remittance head concerned if that be known, but if the exact head of

account cannot be ascertained at once the transactions shall be classified under 'Deposits' if a receipt or under 'Miscellaneous Advance' if a charge.

1.2.5. Capital and Revenue expenditure: Forest expenditure is classified as 'Capital' or 'Revenue' in accordance with the general principles governing allocation of expenditure between Capital and Revenue and the criterion specified in G.O.(P) 206/65/Fin., dated 22nd June 1965. The principles to be observed in deciding whether an item of expenditure should be charged to Capital or Revenue are as follows:-

In the case of a new undertaking all initial outlay on the first construction and equipment and all outlay on maintenance thereof until the undertaking reaches a productive stage shall be classified under Capital.

In the case of an existing undertaking, expenditure which improves the earning capacity of the undertaking – in the case of a forest the yield capacity – shall be treated as Capital expenditure.

Expenditure which merely maintains the earning capacity at its previous level shall be classified under Revenue.

All expenditure for the working and upkeep of an undertaking as also expenditure on such renewal and subsequent replacements and such additions and improvements or extensions as may be considered desirable to be charged to Revenue, instead of increasing the capital cost of the undertaking shall be charged to Revenue.

Expenditure on new works up to Rs. 1 lakh in the case of individual works and up to Rs. 5 lakhs in the case of works of the same character and forming part of a scheme having a continuity of time, purpose and space, shall be charged to Revenue even though they satisfy the definition of Capital.

CHAPTER II

RELATIONS WITH THE ACCOUNTANT GENERAL

2.1. General

- 2.1.1.** The Divisional Forest Officer as the primary disbursing officer of the Division is responsible not only for the financial regularity of the transactions of the whole Division but also for the maintenance of the accounts of the transactions correctly and in accordance with the rules in force. He is also required to submit his accounts to the Accountant General for audit and for incorporation in the general accounts.
- 2.1.2.** The account returns which have ordinarily to be submitted to the Accountant General are dealt with in Chapter XIII of this volume. But the Accountant General is authorised to call for such additional accounts, registers, documents and subsidiary papers having relation thereto, as he may require for elucidation thereof, to exercise the prescribed audit checks.
- 2.1.3.** The Divisional Forest Officer is responsible to see that his accounts and those of his subordinates are not allowed to fall into arrears; but if arrears or confusion arises which, in his opinion, cannot be cleared without the assistance of the Accountant General, he should at once apply for such assistance and at the same time, intimate the Conservator of Forests of the situation. He may also, if circumstances warrant, either at the time of original report to the Conservator, or after the rectification, indicate if any disciplinary proceedings are called for.
- 2.1.4.** The Divisional Forest Officer should not at any time hesitate to seek the advice of the Accountant General in any important matter connected with accounts in his Division, or in the application of financial rules and orders, concerning which there are doubts.

2.2. Communication of Sanctions

- 2.2.1.** As a general rule every sanctioning authority is responsible that all sanctions and orders against which audit of receipts or disbursements is to be conducted by the Accountant General are communicated to him in accordance with such procedure as may have been prescribed.
- 2.2.2.** All sanctions to estimates, contract agreements, and other items of expenditure accorded by officers higher than the Divisional Forest Officer shall be communicated by them to the Accountant General. A return of estimates sanctioned by the Divisional Forest Officer shall be furnished to the Accountant General every month.

2.2.3. Orders affecting the personal emoluments, posting, leave, etc., of gazetted Government servants shall be communicated to the Accountant General by the sanctioning authority. If the order affecting a gazetted Government servant is notified in the Gazette as separate intimation to the Accountant General is not necessary.

2.2.4. All order revising sanctioned scales or sanctioning the creation or abolition of permanent or temporary appointments, shall at once be communicated to the Accountant General.

2.5.5. Sanctions to write off stores, etc., accorded by the Divisional Forest Offices and Higher authorities shall also be communicated to the Accountant General.

2.3. Accountant General's inspection

(i) The Accountant General will arrange for periodical test audit and local inspection of the accounts of any Forest Office, and the head of that office is responsible that the Accountant General is afforded all facilities in the discharge of his functions and furnished with all records and accounts for the purpose. No information, to which the Accountant General has a statutory right of access, should be withheld from him.

(ii) Inspecting Officers are required as far as possible, to discuss with the head of office the draft of their inspection report before submitting the same to the Accountant General. For this purpose, the head of office should be present during the last days of the inspection.

2.4. Results of audit

2.4.1. (i) The result of all audits, whether monthly or periodical are communicated by the Accountant General to the head of the office in the form of audit notes, objection statements, inspection reports, letters or memoranda.

(ii) Every Government servant should attend promptly and at the earliest to all objections and orders, etc., communicated by the Accountant General and pay proper and careful attention in dealing with them. Replies to the Accountant General should be based on the officer's personal knowledge. It is improper to pass on the explanation of the subordinate without adequate examination. Reports submitted in such a cursory manner will lull suspicion for the time being, but may lead to greater irregularities afterwards.

(iii) It is not the duty of the Accountant General to obtain the orders of Government before enforcing compliance in respect of his

objections. The departmental officers are bound to obtain all relevant orders of Government to avoid or clear objections.

- 2.4.2.** (i) Each audit note should be returned to the Accountant General with fifteen statement and inspection report should be returned with current replies within a month of receipt. The time limits shall on no account be exceeded.
- (ii) Inspection reports and objection statements, in original, should be returned through the Conservator after Divisional Forest Officer has recorded his replies thereon. The Conservator will pas orders in respect of matters which he is competent to deal with finally and record his remarks, with a note on the action taken on all other points, before returning the documents to the Accountant General.
- (iii) The Audit Officer if he considers necessary would report the names of officers who keep objection unremedied for more than three months to the Chief Conservator of Forests and for more than six months to the Government. In cases of repeated or habitual delays in clearing objections and replying inspection reports, Government will not hesitate to order stoppage of the pay of the officers concerned. The head of office shall nor ordinarily sanction or recommend the increment of officers unless he is satisfied of their work in clearing objection statements and inspection reports, and every time an increment is due, this aspect of their work should be reviewed impartially.
- (iv) If, owing to delay in clearing objection, any amount becomes unadjustable the same will be recovered **pro rata** from all the officers during whose time the item remained under objection
- 2.4.3.** An administrative authority should not ordinarily consider any representation or protest, against an order of recovery ordered by the Accountant General unless the protest or representation is received within three months from the date on which the officer concerned received the first intimation of the order of recovery.
- 2.4.4.** (i) Once a transaction has been recorded in the objection statement, or otherwise challenged the responsibility of having the objection removed will devolve upon the Divisional Forest Officer. The Accountant General if considered necessary will also report to higher authorities all important items and all serious delays in the adjustment of individual objections.
- (ii) An audit objection is usually removed by obtaining the requisite sanction, by making the necessary recovery, by correcting or completing the account or vouchers, by furnishing the necessary document or information, or by otherwise securing compliance

with the provisions of a specified rule. On receipt of the objection statement, the head of office shall take steps to remove the objection by adopting the appropriate procedure indicated in each instance. Delay, if any, experienced in securing orders, etc., may be explained to the Accountant General by interim reports.

- (iii) The Accountant General would keep under objection any transaction coming to his notice which is not covered by adequate sanction, or involves an excess thereon or a deviation there from. In some cases, the Divisional Officer would have taken action to regularise the transactions, or excess over sanction or other deviations, or would have already accorded or obtained the requisite sanction to regularise the expenditure. But, if the necessary intimation of sanction does not reach the Accountant General when the accounts in which the irregular transaction is included are being audited, the Accountant General would raise the objection as he cannot assume that proper sanctions have been secured. The Divisional Forest Officer shall, therefore, give the Accountant General prompt and timely intimation of all such sanctions and orders as are required for audit as to avoid issue of objections. Similarly all transactions for which adequate authority does not exist, but sanction for the same has been sought for, may also be intimated without waiting for receipt of objection statement.
 - (iv) A reduction in the number of objections can be effected only by observing the requirements of the financial and other rules bearing on every transaction, and by taking timely action to accord or obtain, as the case may be, such sanctions or orders as may be required in cases in which excesses over sanction or deviation from rules have occurred. Timely action should also be taken in all cases where an objection may normally be anticipated due to reasons of which every officer ought to be conversant by his experience and knowledge of rules.
 - (v) Important points in inspection reports or objection statements which are not settled to the satisfaction of the Accountant General or the Chief Conservator of Forests would be reported to Government for final decision.
- 2.4.5.** (i) A register should be maintained in every office in Kerala Financial Code Form No. 4 for recording objections communicated by the Accountant General. In the Divisional Forest Office it should be kept on the Manager's table and all objections received should be duly got posted therein, and the objection statement circulated in the office, fixing a time limit for every clerk to attend to that portion of it which relates to the work distributed to him. The Manager should keep a

close watch till it is fully attended to and returned. The Divisional Forest Officer shall call for the register and the statements frequently and locate delays and delinquencies and take immediate action further against the same suitably. Conservators should examine this register and objection slip in the Divisions under the control regularly every month. Adequate steps shall be taken against insufficient progress in this respect.

(ii) A similar method should be adopted in replying inspection reports of every kind. Such replies as “being looked into” “being submitted” “shall be attended to”, etc., are improper and discourteous and should not be allowed by the head of office to find a place in communications to any authority.

2.4.6. The Accountant General furnishes monthly from the audited figures a summary of revenue and expenditure and annually a statement showing final figures of receipts and expenditure to the Chief Conservator of Forests to facilitate reconciliation of the departmental figures with the audited figures and preparation of the budget estimates for the ensuing year. The figures so furnished by Accountant General should be checked with departmental figures and a certificate of correctness or mistakes if any, noticed should be furnished to Accountant General immediately by the Chief Conservator of Forests. The reconciliation work should be completed immediately on receipt of statements from the Accountant General with a view to ensure the incorporation of the correctness required in the accounts at the earliest.

CHAPTER III

APPROPRIATION AND CONTROL OF EXPENDITURE

3.1. Introductory

3.1.1. The procedure to be observed by all officers concerned in regard to the preparation of the annual budget estimates and control of expenditure with reference to sanctioned grants and appropriation is detailed in the Kerala Budget Manual. The instructions contained therein shall be followed by officers of the forest department to the extent they are applicable to forest revenue and expenditure.

3.1.2. Revenue is realised and placed to the credit of Government as it falls due under the statutory or other rules governing it, but expenditure can be incurred only against a grant voted by the legislature or against the sum allotted by Government to meet charged expenditure. The incidence of expenditure between voted and charged is determined by the relevant provisions of the Constitution of India.

Expenditure can be incurred by a Divisional Forest Officer (including other disbursing officers) on a work or other object only if-

- (i) Sanction either special or general of competent authority authorising the expenditure exists,
- (ii) Funds to cover the charge during the year have been provided by competent authority, and
- (iii) The expenditure conforms to the relevant provisions of the Constitution and to the financial rules, regulations and orders issued by competent authority.

3.1.3. For payments chargeable to the accounts of other Divisions, Departments or Governments and repayments of deposits a Divisional Officer does not necessarily require any specific provision of funds within the appropriations for his own Division. It is sufficient to see that such payments are made only in accordance with the rules in the relevant chapters of this Code.

3.2. Distribution of appropriation

3.2.1. (i) As soon as the budget for the year is passed and communicated, the Chief Conservator of Forests will distribute the amount under the several heads among the Conservators and other gazetted officers working directly under him. The Conservators, in turn, will distribute the amounts among the disbursing officers. While carrying out the distribution, the Chief Conservator of Forests may retain in his own

hands a small sum from which he can sanction additional amounts sought by Conservators when necessary. The Conservators may likewise retain small sums with them so that they may sanction small amounts asked for by the disbursing officers subordinate to them.

- (ii) Copies of the distribution statements sanctioned by the Chief Conservator of Forests and the Conservators shall be forwarded to the Accountant General simultaneously with their communication to subordinate officers.
- (iii) As a rule, expenditure based on sanctioned scales, such as pay of permanent establishment, should be watched for the State as a whole. But travelling allowances other than fixed travelling allowances and non recurring contingencies may be distributed among disbursing officers.
- (iv) The appropriation for the following heads should be under the control of the Chief Conservator of Forests:-
 - (a) Pay of officers.
 - (b) Pay of establishment; both permanent and temporary.

Area mentioned does not fall under this Circle.

3.2.2. Provisions made in the budget does not authorise expenditure until the provision has been accepted by the competent authority and appropriation granted. Mere sanction of appropriation does not warrant expenditure without proper estimate sanction. Likewise, sanction of an estimate conveys no authority to start work unless funds have been allotted.

3.2.3. The revised budget estimates do not authorise any expenditure. If provision is made for additional expenditure in them, it is necessary to apply separately for the additional appropriation required, unless this has already been sanctioned. Similarly, reductions in any provision of funds in the revised estimates do not obviate the necessity for formal surrender of any amount provided in the budget estimates which is not likely to be utilized.

3.3. Watching of Actuals

3.3.1. It is an important function of the Divisional Forest Officers or other disbursing officers to keep a constant watch over the progress of expenditure, as they are ultimately responsible for keeping the expenditure within the allotments given to them. They should accordingly keep themselves informed of such circumstances as may affect the progress of expenditure in order to take timely action for obtaining funds or surrendering possible savings as the case may be. The special procedure for forest department prescribed in Article 78 of

the Kerala Budget Manual may be followed for watching the expenditure against the allotments. This contemplates preparation of progressive statement of expenditure every month in forms J & K of the Budget Manual by the disbursing officers, consolidation of the statements in the Chief Conservator's office in form L and reconciliation of the figures with the summary of expenditure furnished by the Accountant General every month. In the review of expenditure by the disbursing officers through the progressive statement of expenditure, undischarged liabilities and anticipated credits, if any, should also be taken into account so that proposals for extra funds or surrenders may be correctly made.

3.2.2. (i) In addition to the monthly progressive statements of expenditure required to be furnished under the provisions of the Kerala Budget Manual as indicated in paragraph 3.3.1. above, the Divisional Forest Officer should forward to the Conservator a progressive statement of revenue in Form No. 98 for each month, and this should be forwarded along with the progressive statement of expenditure in Form No. 99, so as to reach him not later than the 10th of the succeeding month. This statement shall also be compiled from the monthly divisional accounts rendered to the Accountant General.

(ii) The Conservator should, in turn, prepare a similar consolidated return for the whole circle and forward it to the Chief Conservator of Forests along with the prescribed progressive statement of expenditure, so as to reach him not later than the 18th of the month.

(iii) The Chief Conservator of Forests should obtain similar statements for each month, before the 18th of the succeeding month, from the disbursing officers working directly under him, and then consolidate all the statements, and his own, into a single statement so that he may watch revenue as a whole for the department and warn the institution where proportionate realisation for each given period is not reached, or take appropriate action when there are short falls.

3.4. Savings, reappropriations, etc.

3.4.1. (i) The rules regarding savings in appropriations, expenditure on items not provided for in the budget estimate, re-appropriation, etc., may be in Chapter VII of the Kerala Budget Manual.

(ii) When expenditure in excess of the allotment is unavoidable in any case, as for instance, if an unforeseen demand should spring up for a certain forest produce, which if not met at once may involve a loss of revenue, it is desirable that the expenditure be met. But the Chief Conservator of Forests should arrange to

meet the extra expenditure by redistribution, or reappropriation or supplementary appropriation according to rules prescribed. Applications to Government for additional funds will ordinarily be compiled with only if the additional grant will be more than covered by a corresponding increase of revenue, to earn which the grant is required.

3.4.2. Annual Appropriation Accounts:- (i) For the preparation of the annual appropriation accounts the Chief Conservator of Forests should furnish the Accountant General by the 1st of September each year a statement showing particulars of original grant, supplementary grant, reappropriation and surrenders sanctioned, as well as the final expenditure. Important cases of variations between final grants and actual expenditure which call for special mention should be explained in detail, pointing out the particular scheme, works, programmes, etc., under which variations are appreciable, analysing the reasons therefor and pinpointing the actual items which mainly contributed to the variations. The explanations for variations should be concise and clear. It should be fully informative and specific reasons for variations should be stated in precise and clear terms. The explanation should also contain information on the following points:-

- (a) Whether the variations were inevitable and could not have been anticipated or foreseen;
- (b) Where savings were not surrendered, whether timely enquiry was made before the close of the year that the object for which the provision was made would be completed during the year and whether the amount was retained on the basis of definite information that the expenditure would have to be met during the year;
- (c) Where savings was due to non-implementation of schemes, full details of the schemes and specific reasons for non implementation and non surrender of surplus funds;
- (d) Where there are excesses over grants due to execution of schemes or other objects for which there was no allotment for adequate provision, the position should be clearly indicated pointing out steps taken to regularise the excesses before the close of the year;
- (e) Where there are variations caused by non reconciliation of departmental figures with figures booked in the audit office, the position as to why the reconciliation could not be completed should be stated;

- (f) When the variation is caused by misclassification, the details as following should be furnished:-
 - (1) Nature and amount of expenditure misclassified;
 - (2) Heads of account under which misclassified;
 - (3) Heads of account under which it ought to have been classified;
 - (4) Whether the misclassification was pointed out earlier to the Audit Office.
- (ii) Separate statements should be forwarded for Plan and Non-Plan schemes.
- (iii) Similarly variation between budgeted and actual figures of revenue realisation should be furnished in the prescribed form together with explanation for the variation.
- (iv) The Conservators shall be responsible for collecting materials from their subordinate officers and forwarding their statements to the Chief Conservator of Forests after due scrutiny in time, so as to furnish the consolidated figures to the Audit Office on the due time.

3.5. Inevitable payments

3.5.1. (i) It is an important financial principle that money indisputably payable should not, as far as possible, be left unpaid and money paid should under no circumstances be kept out of accounts, even though the payment is not covered by proper sanction. It is no economy to postpone such payments, which are called inevitable payments, even for the purpose of avoiding an excess over a grant or appropriation. It is very important and essential to ascertain, liquidate and record the payment of all actual and indisputable obligations at the earliest possible date. In principle it is not correct that charges actually incurred in one year or thrown on the grants of another year. If an inevitable payment is required to be made in the absence of funds, the error lies not much in the payment as in the entering into the relevant liability.

- (ii) A disbursing officer may not on his own authority sanction any payments in excess of the funds placed at his disposal, but absence of funds should not necessarily prevent the payment of sums really due by Government. If the disbursing officer is called upon to honour a claim which is certain to result in an excess over the allotment or appropriation, he should take the orders of the administrative authority immediately superior to him before authorising the payment in question.

- (iii) Although it is necessary that inevitable payments should be paid when due, it should not be meant to remove the obligation for obtaining supplementary grants for such expenditure.

CHAPTER IV

ACCOUNTING PROCEDURE FOR CASH TRANSACTIONS IN THE FOREST DEPARTMENT

- 4.1.1. Cash:-** The term 'cash' includes legal tender coins, notes, cheques and drafts payable on demand, It also includes a small supply of revenue stamps. Government securities, deposits, receipts of banks, debentures and bonds accepted as security deposits under Article 304 of the Kerala Financial Code are not to be treated as cash.
- 4.1.2.** Every Government Officer is personally responsible for the money which passes through his hand and for the prompt record of receipts and payments in the prescribed account as well as for the correctness of the account in every respect.
- 4.1.3.** No department may require that any money received by it on Government account shall be kept outside the Government accounts and no officer shall deposit in a bank, any money received by him on Government account or withdrawn by him from Government account, without the special sanction of Government. The private cash or accounts of the staff of the department may not also be mixed up with the public cash or accounts.
- 4.1.4.** The Divisional Forest Officer is the primary disbursing officer in a forest division and all realisations and payments on Government account made by subordinate officers are made on his behalf and on his responsibility. The Administrative Officer to the Chief Conservator of Forests, Conservator of Forests and other officers authorised to draw cheques on treasuries are also considered as disbursing officers (Divisional Forest Officers) and their charge treated as of Divisions for accounting purposes.
- 4.1.5.** The cash transactions of a forest division may be broadly categorised into two, viz.,
- (1) Receipts of money on behalf of Government and their disposal; and
 - (2) Withdrawals of money from the treasury and their disbursements.

They are dealt with the subsequent paragraphs.

4.2. Receipts.

- 4.2.1. Acknowledgements for money received:-** When money is received by a Government Officer on behalf of Government it shall at once be

brought to account in the cash book and a receipt in the prescribed form shall invariably be granted to the payer. If, however, the amount is realised by recovery from a payment made on a bill or other voucher setting forth full particulars of the deduction, a receipt shall be granted only if specially desired by the payer. Receipts in Form No. 117 in triplicate shall be used in Ranges and Deposits. In other offices receipts in Form No. 117 in duplicates shall be used.

- 4.2.2. Cash book entries to be initialled:-** Before signing the receipt for cash actually received the officer should see that the receipt of the money has been duly recorded in the cash book and in token of this check initial and entry in the cash book. If however the officer is in camp while signing the receipt and the cash book at headquarters, he should verify the cash book with the counterfoils of the receipts and affix his dated initials against the entries in the cash book on the next occasion when he sees the cash book or on his return to headquarters whichever is earlier.
- 4.2.3. Temporary receipts to be issued:-** If the Manager or Head Clerk of the office is specially authorised to receive money at headquarters when the officer is in camp the Manager / Head Clerk shall issue a temporary receipt in Form No. 117-A for the money actually received by him and immediately make the necessary entries in the cash book. Final receipts in Form No. 117 should be issued by the officer on his return to headquarters after verifying and attesting the nitres in the cash book and the counterfoils of the receipts.
- 4.2.4. Private cheques and drafts:-** Private cheques and drafts on local banks accepted under proper authority shall be treated as cash and entries in the cash book just like other cash transactions. Final acquittance shall not however be given to the payer until the cheques or drafts have been cleared. When the cheques or drafts are sent to the treasury for realisation they shall be shown in the payment column as remittance into treasury.
- 4.2.5. Register of cheques received:-** If a large number of private cheques or drafts are normally received, they may be initially entered in a register of cheques received and adjusted in Form No. 121 and only the daily total of receipts and remittances entered in the cash book.
- 4.2.6. Drafts on the State Bank of Travancore:-** In case where drafts on the State Bank Travancore are accepted under proper authority, final acquittance may be issued as soon as intimation regarding issue of draft is received from the Bank issuing the draft and the draft itself received from the party.
- 4.2.7. Limit for cash receipts:-** As a rule Range Officers and Depot Officers may receive up to Rs. 250 at a time from the party. For amounts

exceeding Rs. 250, countersigned chalans should be issued including the parties to remit the amount direct into the treasury. However, this limit may be exceeded in the case of part realisation of value at the time of sales. Officers of the Wild Life Preservation Division also may, with the specific sanction of the Chief Conservator of Forests, receive in cash, sums exceeding Rs. 250 towards hire charge of boats from tourists and visitors.

4.3. Disposal of money received

4.2.1. Appropriation of departmental receipts for departmental expenditure:- As a rule, the appropriation of departmental receipts for departmental expenditure is not permissible. The following are however exceptions to the above rules.

- (i) Cash receipts of Range Officers to meet urgent local expenditure in a real case of emergency when there is not treasury at, or within a reasonable distance of the range headquarters and the Divisional Forest Officer considers it necessary and unavoidable to permit appropriation of receipts. Exercise of this discretion should only be in emergent justifiable cases. The amount so appropriated should be shown on the payment side of the Range Officer's cash book as forest advance and brought over to the Advance's account as advance received by appropriation of receipts quoting the Division Officer's sanction for the appropriation. These expenditure should then be incurred as any other expenditure from advances. Whenever cash is thus appropriated, the Divisional Forest Officer will be responsible to see that before the 25th of the month, he sends a cheque to the treasury for the amount utilised, drawn in his own favour and endorsed by himself with the words "Received payment by transfer credit to Forest Remittance". He should also see that the amount is debited in the disbursers's ledger as soon as the copy of the cash book is received in the Division Office.
- (ii) Cattle pound receipts; to meet feeding charges of cattle.
- (iii) Earnest money deposits made by intending bidders at auctions, for returning the deposits of unsuccessful bidders at the close of the sale on each day.

4.3.2. Remittance into Treasuries:- Money realised by officers of the department shall be paid into the treasury for credit to "Forest remittances – I. Remittances into Treasuries". Individual remittance of each item shall be avoided as far as possible. The total collection for the day if it exceeds Rs. 200 shall be remitted in lump on the next working day positively. If the daily collections are meagre, remittance into treasury shall be made every week or whenever the total collection

exceeds Rs. 200. This limit may be raised to Rs. 500 by the Conservator of Forest in the case of Depots and Range Offices, with heavy transactions. It is irregular to keep any cash received by way of revenue, sales tax, etc., beyond the date fixed for closing of accounts and all amounts received should be remitted positively on the closing day.

4.3.3. Register of remittances:- An officer in charge of a cash book shall maintain a register of remittances in Form No. 114-A in which details of all cash sent for remittance shall be entered showing the date on which the amount is sent, name of treasury, amount, cash book items supporting the amount, names of messengers and their escorts (other than a Police escort) and their full signature. On receipt of the chalan receipt, the officer shall examine and initial the chalan after satisfying that it is correct and bears the genuine signature of the officers at the treasury and the treasury seal. The chalan number and date shall be noted in the cash book as well as the remittance register. The same procedure shall be followed in respect of drafts and cheques sent for collection also.

4.3.4. Register of countersigned chalans:- All countersigned chalans issued from an office shall first be entered in a register of countersigned chalans in Form No. 114 and the receipt of the chalan receipts watched through this register. On receipt of the chalan receipts for the countersigned chalans the amount of the chalan shall be entered both on the receipt side as well as the payment side of the cash book classifying the amount on the receipt side under the revenue or other head of account concerned and the amount on the payment side under "Remittances into treasuries".

4.3.5. Revenue collected at outstations:- Forest revenue collected at outlaying stations may be paid into the treasury by making remittances to the Treasury Officer by money orders. No chalan need be presented with such payments. The Treasury Officer will send the Divisional Forest Officer an advise of all remittances received by him by money order each day on which, there is any such transaction. The officer who makes the money order remittances, shall however report the remittances to the Divisional Forest Officer who will obtain, if not already received, the records referred to above from the Treasury Officer. The remitter will use the money order acknowledgement coupons, received back from the treasury for posting his cash book and enclose it as remittance voucher which submitting the copy of his cash book to the Divisional Forest Officer.

4.3.6. Cash collected by officers not in charge of a cash book:- When an officer who is not in charge of a cash book receives money on behalf of Government at exceptional times, he shall not mix it up with the

advance or other cash in his charge. He shall remit the amount at the earliest opportunity to his next superior officer in charge of a cash book, or direct into the treasury accompanied by a chalan in duplicate. The acknowledgement of the treasury and full particulars of the receipt shall be forwarded immediately to the next superior officer in charge of a cash book.

4.3.7. Statement of remittances:- All payments of cash into treasuries made by a forest officer, whether acknowledged or not by the treasury, during the month shall be debited to 'Forest remittances-I. Remittance into Treasuries' in the cash book. Difference, if any, between the amount debited and that acknowledged by the Treasury Officer shall on no account be charged to a suspense head pending adjustment. Statements of remittances in Form No. 95 for the division as a whole shall be prepared separately for each District Treasury including Sub Treasuries under it and reconciled with the treasury figures for which the Consolidated Treasury Receipt is issued by the Treasury Officer.

4.4. Withdrawals from the Treasury

4.4.1. Cash is obtained by disbursing officers of the department by cheques drawn on the treasuries with which they are placed in account with, by the Accountant General. Normally the disbursing officers are placed in account with the District Treasuries within their jurisdiction. The disbursing officers may arrange with the District Treasuries, with which they are placed in account with. To draw cheques on the Sub Treasuries under them.

4.4.2. When it is necessary for a disbursing officer to draw cheques on treasuries outside their jurisdiction, either temporarily or as a standing arrangement he shall approach the Accountant General through the Conservator of Forests for necessary action. No officer may draw cheques on treasuries outside the limits of the State without making previous arrangements through the Accountant General even if his jurisdiction extends beyond the State limits.

4.4.3. Disbursing officers shall provide their subordinate officers authorised to make payments on their behalf, with the necessary funds through advances given, either in cash or by cheques drawn in favour of the subordinate officers.

4.4.4. Rules regarding the drawal of cheques:- (i) The general rules laid down in the Kerala Treasury Rules 239 to 268 regarding drawal of cheques are applicable to the Forest Department also.

(ii) Before a cheque is brought into use all the cheque forms in the book shall be marked by a distinguishing letter. Separate distinguishing letters shall be used by the different disbursing

officers and also by the same disbursing officer for different treasuries including Sub Treasuries. The disbursing officer shall also notify the number of each cheque book which he brings into use from time to time and the number of cheque leaves it contains, to the Treasury Officer. In the case of Sub Treasuries the advices shall be sent through the District Treasuries ordinarily and in urgent cases direct to the Sub Treasury with copy to the District Treasury.

4.4.5. Cheques for replenishing cash in chest:- A cheque drawn for replenishing cash in chest shall be entered on both sides of the cash book, the entry on the payment side being in the 'Bank or Treasury' column and the transactions classified under 'cash from treasury' on both sides.

Note:- For every item classified under 'cash from treasury' on the payment side of the cash book there will be a corresponding entry on the receipt side and in the cash abstract the debits and the credits under cash from treasury will balance each other. No amount will thereto appear under 'cash from treasury' in the monthly accounts.

4.4.6. Lost cheques:- When a disbursing officer receives a report that a cheque issued by him has been lost, he shall at once report the fact to the Treasury Officer / Bank and request him to stop payment of the cheque. The Treasury Officer shall immediately examine the list of paid cheques and, if he finds that the cheque has not been paid, take steps to stop payment. A board showing the list of lost and stopped cheques shall be placed before the clerk concerned in the treasury. The Treasury Officer shall also send the drawing officer a certificate in the accompanying form, when a cheque reported as lost has not been paid and the payment has been stopped.

“ certified that cheque No. dated. for the
..... Reported by the To in favour of
..... has not been paid, and will not be paid, if presented
hereafter.”

On receipt of the certificate duly signed by the Treasury Officer, the Divisional Forest Officer (disbursing officer) shall issue a fresh cheque in lieu of the lost cheque and make necessary entries in the cash book counterfoil of the lost cheque and against the original entry in the cash book, as in the case of a time expired cheque – vide paragraph 4.4.7 below.

4.4.7. Time expired cheques:- If the currency of a cheque expires owing to it not being presented at the treasury for payment within three months from the date of its issue, it may be received back by the drawing officer, who should destroy it, and draw up a new cheque in lieu of it. The fact of the destruction and the number and date of the new cheque should then be recorded on the counterfoil of the original cheque, and

the number and date of the original cheque, that is destroyed, should be entered on the counterfoil of the new one.

The fact, of the new cheque having been issued, should be entered on the date of issue, in red ink, in the cash book, but not in the column for payment, a note being made at the same time against the original entry in the cash book.

4.4.8. Cancelled cheques:- When it is necessary to cancel a cheque, the cancellation should be recorded on the counterfoil and the cheque, if it is in the possession of the drawing officer, should be destroyed. If the cheque is not in his possession, the Treasury Officer / Bank should promptly be advised to stop payment of the cheque. On receipt of the advice, the Treasury Officer shall examine his list of paid cheques. If he finds that it has not been cashed, he will stop payment and send the drawing officer a certificate in the manner prescribed in paragraph 4.4.6 above regarding lost cheques. On receipt of the certificate duly signed by the Treasury Officer, the drawing officer shall write back the entry in his cash book by exhibiting the amount of the cheque as a minus figure on the payment side in the "Treasury Column". A counter reference should be given in the Cash Book, against the original to the second entry of the cheque. A cheque remaining unpaid for twelve months from the date of issue on account of any cause should also be cancelled and reported to the Accountant General. If the cheque is cancelled after the close of the financial year in which it is issued the classification of the minus figure in the "Bank or Treasury" column shall be done as follows:-

- (a) If the original debit was to a suspense, debt, deposit or remittance head the minus figure shall be classified under the same head.
- (b) IF the original debit was to a work the minus figure shall be classified under the particular work except when the work was a maintenance work the accounts of which closed with the financial year. In the latter case the amount shall be classified as 'recoveries on expenditure'.
- (c) If the original debit was to an expenditure head other than a work the amount shall be classified as 'recoveries of expenditure'.

4.4.9. Register of cheques:- All cheques drawn shall be simultaneously entered in the register of cheques in Form No. 85 allotting separate sets of folios for each treasury. Extracts from the register shall be prepared in Form No. 96 for each District Treasury (including Sub Treasuries) and forwarded to the District Treasury Officers for verification and countersignature at the close of every month. The

Treasury Officer will note the dates of encashment against each cheque and return the verified statements duly countersigned. The dates of encashment shall be noted in the register of cheques, with reference to these countersigned statements and the statements forwarded to the Accountant General along with the monthly accounts.

4.5. Disbursements

4.5.1. Offices authorised to draw cheques should pay by cheques except in cases where payments have to be made in cash either owing to the payments being petty and under Rs. ten or due to the nature of payments such as wages of labourers, pay and allowances of establishment, value payable postage, etc.

4.5.2. It is permissible to make payments outside the State for stores purchased, advertisements outside the State for stores purchased, advertisements charges, etc., by obtaining Reserve Bank drafts from the District Treasury in accordance with the rules. Remittances for such purposes for which Reserve Bank drafts cannot be issued by Treasury Officers may be made by postal money order at the public expense.

4.5.3. All payments outside India should be made through the Accountant General in accordance with the orders of Government issued from time to time.

4.5.4. No cheque should be drawn until it is intended to be paid away, and cheques drawn in favour of contractors or others should be made over to them by the disbursing officer direct, and proper receipts obtained. The occasional delivery of a cheque through a Range Officer or Depot Officer is permissible at the discretion of the disbursing officer and the officer thus directed should deliver the cheque himself direct and not through a subordinate under him. The formal receipt of the payee should be obtained and sent to the disbursing officer. The officers thus required to deliver a cheque should not make any entry of the cheque in his accounts, as a payment made by such cheque should appear only in the cash book of the disbursing officer. The subordinate's record of the transaction will be only the correspondence.

Note:- It is a serious irregularity to draw cheques and deposit them in the cash chest at the close of the year for the purpose of showing the full amount of grant as utilised.

4.5.5. Payments due to contractors may be made to their bankers instead of direct to contractors provided that the department obtains (i) an authorisation from the contractor in the form of a legally valid document like a power-of-attorney conferring authority on the bank to receive payment and (ii) the contractor's written acceptance of the correctness of the account made out as being due to him by Government or his signature on the bill before settlement of the

account or claim by payment to the bankers. While the receipt given by the bank, holding a power-of-attorney from the contractor, constitutes a full and sufficient discharge for the payment, contractors should, wherever possible be induced to present their bills duly receipted and discharged through their bankers. Payment on bills of contractors or suppliers endorsed in favour of a bank may be made to the bank, only if the bill is receipted by the contractor or supplier and endorsed in favour of the bank.

4.5.6. As a rule, every payment including repayment of money previously lodged with Government for whatever purpose must be supported by a voucher setting forth full and clear particulars of the claim and all information necessary for its proper classification and identification in accounts. The full name of the work as given in the estimate or the head of account to which the charges admitted in a voucher are debitable or to which the deduction or other credits shown in the voucher are creditable, should be clearly indicated in every voucher.

4.6. Bills and vouchers

4.6.1. The types of transactions in the Forest Department and the bills and vouchers prescribed in each case are shown below:-

- (1) Cash remittance into treasuries – Chalans.
- (2) Daily labour muster roll – Form No. 76 or Casual labour roll – Form No. 77, and Abstracts – Form No. 76-A.
- (3) Receipt for petty charges – Form No. 76
- (4) First and Final bill – Form No. 79
- (5) Running Account Bill – Form No. 80
- (6) Supply of stores, etc. – Bills from firms
- (7) Refund bills in respect of refunds of revenue – Form No. 68
- (8) Deposit repayment voucher – Form Nos 81 and 82
- (9) Pay and allowances of W.E. staff – W.E. rolls Form No. 120
- (10) Salary allowances, etc. – Salary, Establishment and T.A. Bills
- (11) Contingent charges – Contingent bills

4.6.2. The general rules regarding the preparation, completion, etc., of bills and vouchers laid down in rules 162, 163 and 429 to 443 of the Kerala Treasury Code are applicable to the Forest Department as well.

4.6.3. Every voucher must bear a pay order, signed and dated by the responsible disbursing officer. The order should specify the amount payable both in letters and figures.

- 4.6.4.** Except as provided in paragraph 4.5.5. *supra* every voucher should also bear or have attached to it an acknowledgement of the payment signed by the person by whom or on whose behalf the claim is put forth. This acknowledgement should be taken at the time of payment.
- 4.6.5.** If an officer anticipates any difficulty, in obtaining a proper receipt in the proper form, from any person to whom any payment is due, he shall decline to deliver the cheque or cash to him, or to make a money order or other remittance to him until he receives a proper acknowledgement of the payment with all necessary particulars.

In all cases of payment by remittance a note of the date and mode of remittance must be made on the bill or voucher at the time of remittance. In cases of remittance by money order, the purpose of the remittance should be briefly stated in the acknowledgement portion of the money order form.

- 4.6.6.** In the case of article received by value payable post the value payable cover together with the invoice or bill showing full details of the items paid for, may be accepted as a voucher. The disbursing officer should endorse a note on the cover to the effect that the payment was made through the post office and this will also cover the charges for postal commission.
- 4.6.7.** When it is not possible to support a payment by a voucher or by the payee's receipt a certificate of payment prepared in manuscript, signed by the disbursing officer and countersigned, if necessary, by his superior officer should always be placed on record and submitted to the Accountant General where necessary. Full particulars of the claims should invariably be set forth, in the certificate of payment.

4.7. Prohibitory Orders and Injunctions

- 4.7.1.** When money due to a contractor or other creditor is attached by a prohibitory order of a court and is afterward paid into that court, the receipt (to be prepared by the Forest Department) signed by the court should show that the payment is on account of an attached debt and should set forth **inter alia**, the name and capacity of the actual creditor to whom the money is due by the department, on what account it is due, and the number and date of court's order in accordance with which the payment is made. This receipt should be attached to the contract certificate or other bill in which the particulars of the creditor's claim are recorded and should be enfaced in red ink by a reference to that bill, the bill being correspondingly enfaced by a reference to the attached receipt of the Court.

4.8. Cash Book

4.8.1. Divisional cash book:- The cash book is one of the most important account records of the department and should be maintained by all officers authorised as a regular arrangement to receive money on behalf of Government as well as by those empowered to make disbursements out of cash obtained by drawing cheques on treasuries. The Divisional Forest Officers and other Officers who are authorised to draw cheques on treasuries should maintain an account of their cash transactions in the Divisional Cash Book Form No. 72.

4.8.2. Subordinate Officer's cash book:- Subordinate officers who are authorised, as a regular arrangement, to receive money on behalf of Divisional Officer should maintain a cash book in Form No. 71-A. All transactions relating to receipt of money on behalf of Government and their payments into treasury should be accounted for in this cash book. The subordinate officers cash book should be written up in carbon duplicate and one copy furnished to the Divisional Forest Officer on the dates prescribed and for this purpose the cash book is provided with perforated sheets.

4.8.3. Rules for the maintenance of Divisional Cash Book:- (i) The Divisional Cash Book contains two money columns headed (1) cash (2) 'Bank or Treasury' on the payment side to distinguish between payments made by cheques and those made out of cash in chest. A cheque drawn to replenish cash in chest should be entered on the payment side in the 'Bank or Treasury' column and on the receipt side in the single cash column as cash from Treasury vide paragraph 4.4.5 supra. The amount of a cancelled cheque should be entered as a minus figure on the payment side in the 'Bank or Treasury' column and a counter reference given against the original entry in the cash book vide paragraph 4.4.8 supra. A new cheque issued in lieu of a time expired cheque should be entered on the date of issue in red ink on the payment side but only the cheque number without amount should be noted in the 'Bank or Treasury' column. A counter reference should be given against the original entry in the cash book vide paragraph 4.4.7 supra. A payment made partly by the cheque and partly by recoveries creditable to heads of account or works, other than that to which the payment relates shall be entered in the 'cash' and 'Bank or Treasury' columns; the cheque amount in the 'Bank or Treasury'

(ii) Every entry should be concise. The date, number of voucher, if any, and such a brief narration as will indicate unmistakably the nature of the transaction must be entered against each item. The amount debitable or creditable to each separate work, head of account or contractor should be entered separately and

classification indicated clearly in the columns provided for the purpose.

- (iii) The transactions should be recorded as and when they occur and strictly in order in which they take place. If however owing to the disbursing officer being away from headquarters on tour, a cheque issued by him in camp is entered in the cash book maintained at headquarters on a subsequent date, the actual date of issue should be noted in the cash book as the denominator of the fraction the numerator of which should be the date on which the transaction is incorporated in the cash book. A similar procedure should be followed in respect of countersigned chalan receipts and chalan receipts of subordinates not in charge of a cash book received subsequent to the date of actual remittance into the treasury.
- (iv) All items of Revenue received by the respective officers must be fully detailed in the cash book. The entry regarding payment into treasury should give name of treasury, and the number and date of the chalan receipt.
- (v) No lines should be left blank, but if any space on a page of the cash book has to be left blank owing to the whole of the other page of the same folio being completely written up, the blank space should be neatly cancelled by a diagonal line, in red ink, so as to make further on the page impossible. Interpellations of entries are prohibited, as also erasures and over writings. Whenever a mistake is committed, the same must be neatly scored and the correct entries recorded and attested.
- (vi) Acknowledgement of payment should be taken at the time of payment on one of the forms prescribed for the purpose. They should be numbered in a separate series for each month and the serial number of each voucher should be entered in the cash book as soon as the payment transaction is entered therein.
- (vii) An advance given to the subordinate disbursing officer should be entered in the payment column as an actual payment and classified under 'Forest advances'. Simultaneously the amount should be debited in the personal ledger account of the subordinate disbursing officer concerned in form No. 86.
- (viii) The Divisional Cash book should be closed on the last day of the month hand an abstract of the transactions worked out in the cash book In the abstract the total of the cheque column should be shown as a receipt under 'Forest cheques' so that the abstract may balance. The cash balance at the end of the month should be detailed in the cash book.

- (ix) The cash in chest should be verified as often as possible and in any case on the last day of the month and a certificate of verification as given in paragraph 4.8.4 (iii) below recorded in the cash book. A cash balance report in Form No. 97-A should also be prepared on the last day of the month. IF however the Divisional Officer is away on tour on the last day of the month verification of cash should be conducted immediately on his return to headquarters and the certificate recorded in the cash book specifying the reason for the delay.

4.8.4. Rules for the maintenance of subordinate officer's cash book:-

- (i) The subordinate officer's cash book contains two money columns one for receipts and the other for payment into Treasury. The transactions relating to departmental receipts and their remittances into treasury should be entered in the order in which they take place furnishing full particulars and detailed classification for the amounts received.
- (ii) Copies of the subordinate officer's cash book together with the supporting duplicates of receipts and vouchers should be furnished to the Divisional Forest Officer on the 15th and last day of each month after closing the cash book. The subordinate officers cash book may be closed and copies furnished to the Divisional Forest Officer more often if the transactions are heavy.
- (iii) Whenever the cash book is closed the following certificate of verification of cash balance should be recorded in the cash book:-
'I hereby certify that I have personally counted my cash balance on this day the of and found it to agree with the cash balance as sown in the cash book. The entries in the cash book have also been examined with the receipts and vouchers and found to agree throughout." The copy of the cash book furnished on the last day of the month should be accompanied by an abstract of the transactions for the month and a cash balance report in Form No. 97 showing the balance of cash (unremitted revenue) with the subordinate officer. The balance of any advance received for departmental payments should not be included in this balance.
- (iv) Countersigned chalan receipts, etc., received by the subordinate officer should be entered in the cash book as indicated in paragraph 4.8.3 (ii) above.
- (v) Any change in classifications or rectifications pointed out by the Divisional Forest Officer after scrutiny of the copy of the cash book received by him should be incorporated in the subordinate officer's copy of the cash book scoring out the incorrect entry and

inserting fresh entries quoting the Divisional Forest Officers letter No. as authority.

4.8.5. Advances to subordinate disbursing officers (disbursers):- (i)

The Divisional Forest Officers may provide their subordinate disbursing officers with funds for incurring departmental expenditure by means of advances charged to 'Forest advances' subject to the following conditions:-

- (a) Ordinary Divisional Forest Officers may sanction advance to the extent shown below to Range Officers including probationary Assistant Conservators up to a maximum of Rs. 2,000.

Deputy Rangers and Foresters – Rs. 250

Officers in charge of Depots – Rs. 100

In exception cases these limits may be raised by the Conservator of Forests to Rs. 5,000 in the case of Range Officers and by the Divisional Forest Officer to Rs. 500 in the case of Deputy Rangers and Foresters and to Rs. 250 in the case of Officer in charge of Depots.

Note:- The limits shown above do not represent the total amount that may be given to the respective officers but represent the total cash they may keep with them at any time.

- (b) No advance shall be given for a work for which no estimate has been sanctioned.
- (c) There shall be undue delay in the adjustment of the advances.
- (d) The advances shall be limited to the lowest minimum required.
- (e) A second advance shall not be given before the previous one is cleared and fully vouched for.

- (ii) The responsibility for the clearance of these advances rests primarily with the disbursers themselves, but the Divisional Forest Officers are also responsible for the prompt adjustment or recovery of all advances made to their subordinates. Ordinarily every advance should be cleared within 30 days of its issue, and in cases of failure, the Divisional Forest Officer shall institute necessary action against delinquents. Disciplinary proceedings should be launched in all cases where advances are not promptly accounted for by submission of vouchers, which along can be treated as a proof of clearance. A mere statement of payments made by the disbursers will not serve the purpose.

- (iii) Advances to disbursers as specified above should be made only on the basis of an estimate sanctioned by the competent authority.
- (iv) All subordinate disbursing officers should maintain separate accounts for the advances received and payments made out of the same. The 'Advance account' should be maintained in carbon duplicate as in the case of the subordinate officers cash book to facilitate submission of the account to the Divisional Officer. The subordinate officers cash book form with necessary modifications may be used for this purpose.
- (v) All advances received should be entered in the column for receipts and net payments made entered in the payment column in the order in which they are made. Sufficient details should be entered in the particulars column showing the amounts debitable to each work or head of account as also details for the deductions, if any, creditable to other works or heads of accounts.
- (vi) Whenever the balance of advance with the subordinate officer is found to be insufficient for the immediate requirements or on completion of the particular work for which the advance was given or in any case on the last day of the month the subordinate officer should submit one copy of the 'advances account' together with the supporting vouchers to the Divisional Forest Officer from whom the advance was received. The "advance account" should be closed working out the closing balance and also an abstract as follows.

Abstract of Advances Account

Forest Advances (OB + receipts – CB)	Payments debited to (head of accounts)
Amounts recovered from payment vouchers (head of accounts)	
Total	Total

The 'Advance account' submitted should also be accompanied by an application for further advances, if any, required by the subordinate officer showing the balance with him and details of further requirements. The amount furnished

on the last day of the month should be accompanied by a statement of work-war distribution of advances in Form No. 101.

- (vii) Unspent balances of advances received should ordinarily be remitted into the treasury on the last working day of the year. The Division Officers may, however, permit Range Officers to retain a certain amount of the unspent balance for works connected with planting in the current year's regeneration areas.
- (viii) On receipt of the 'advances account' with vouchers from the subordinate officer the vouchers and account should be scrutinised and passed by the Divisional Forest Officer. The total net payments as per the account should be credited in the personal ledger account of the disburser ensuring that the balance as per the 'Advances Account' agrees with the ledger balance. Each voucher should then be incorporated in the Adjustment register giving an adjustment item number and crediting the net amount of the voucher to 'Forest Advances'.
- (ix) Any amount disallowed in the vouchers submitted should be debited to '70. Forest Miscellaneous Advance' against the officer concerned and the classification in the 'Advances Account' corrected accordingly. Necessary corrections should be made in the abstract also and the matter taken up in correspondence with the subordinate officer. On clearing the objection the amount should be debited to the work or head of account concerned per contra credit to '70-Forest-Miscellaneous Advance' through the Adjustment register. IF the amount is recovered in cash the amount should be credited to 'Miscellaneous Advance' in the cash book.
- (x) For posting the work registers and other records these vouchers should be treated like cash vouchers, the number to be entered being the adjustment item number.

4.8.6. Application for advance:- (i) On the first day of every month, Range and Depot Officers shall submit to the Divisional Forest Officer the work-war distribution statement of advances in Form No. 101 so as to be included in his monthly returns due to be received in the Accountant General's Office on the 10th, and also an application for advance of amounts required to meet expenditure on account of sanctioned works. It should be clear, and detailed information showing particulars of work, number and date of estimate sanction, amount sanctioned, amount spent, and balance required should be furnished. Amounts received for one particular work should not be diverted for other works without sanction. Requirements should be precisely

assessed and only such amounts as are essential, and which can be cleared in a months time or earlier, requisitioned. The funds required should be totalled up, the balance in hand deducted, and a cheque sought for only for the balance, keeping in view the provisions of paragraph 4.8.5 above fixing the limits of advance and the maximum which a Range or Depot Officer or other subordinate can keep with him at any time. The above procedure shall be adopted whenever an application for advance is made.

- (ii) Divisional Forest Officers and Managers should exercise a proper and effective check and control over amounts advanced and their clearance by adjustment in accounts, and take such steps as necessary for the implementation of the provisions of paragraph 4.8.5 of this volume.

4.8.7. Rectification of errors:- (i) An entry once made in the cash book should under no circumstances be erased. If a mistake is detected in the Subordinate Officer's cash book before the copy of the cash book is submitted to the Divisional Forest Officer it should be corrected by scoring out the incorrect entry and making a fresh entry in red ink between the lines. All such corrections should be attested by the subordinate officer with his dated initials.

- (ii) If the mistake is detected after submission of the copy of the cash book to the Divisional Office an intimation of the corrections necessary should be sent to the Divisional Office accompanied by a proposed transfer entry. Except as provided above no corrections may be made by any subordinate officer in his 'cash book' or 'advances account' unless authorised by the Divisional Forest Officer.
- (iii) The same principle should be followed in correcting errors in the Divisional cash book. Errors detected before closing the accounts for the month may be corrected as indicated above but errors detected after the closing of the accounts for the month may not be corrected in the cash book. Necessary transfer entries should be proposed in such cases and the fact recorded against the incorrect entry in the cash book.

4.8.8. Verification of cash books by disbursing officer:- (i) The disbursing officer should check all entries in the cash book as soon as possible and affix his dated initials to the last entry checked.

- (ii) Each entry of payment should be compared with the connected vouchers and the voucher itself scrutinised, particular care being taken to see that deductions shown in the voucher are creditable to works or heads of account other than the one to

which the payment relates are posted as receipts on the receipt side of the cash book.

- (iii) He should compare each entry of remittance into treasury with the connected chalans and satisfy that the remittance has been actually credited in the treasury accounts.
- (iv) He should have the total of the cash book checked by a person other than the writer of the cash book.
- (v) He should check the total of the 'Bank or Treasury' column with the progressive totals recorded by him on the counterfoils of the cheques.
- (vi) He should verify the actual cash in chest on the last working day of each month (i.e., immediately after closing the cash book for the month), and record the details in a cash balance statement and also certify to the cash balance, in the cash book specifying the amount. If however, the disbursing officer is away on tour on the last day of the month verification of cash should be conducted immediately on his return to headquarters and the certificate recorded in the cash book specifying the reasons for the delay.
- (vii) If any item the cash book balance does not agree with the actual cash in chest the book balance should be made to agree with the physical balance by making necessary receipt or payment entry in the cash book classifying surplus under 'Forest deposit' on the receipt side and deficiency under "Miscellaneous Advance' on the payment side. The difference should be investigated and the amount cleared by, proposing necessary transfer entries or by recovery or payment as the case may be.

4.9. Cheque Books and Receipt Books

4.9.1. Cheque books required by Divisional Forest Officers and other officers authorised to draw on treasuries or the bank should be obtained by them from the district treasury concerned. Receipt books required by them and their subordinates authorised to receive Government money should be obtained from the Superintendent, Government Presses direct by them and distributed to the subordinate officers according to requirements.

4.9.2. Every cheque books or receipt book should be carefully examined by the Divisional Officer counting the number of forms in each book immediately on receipt and a certificate of count recorded in the fly leaf. In the case of books issued by the Divisional Officer to his subordinate officer the certificate of count recorded by the Divisional Officer will not dispense with the examination of the books by the

subordinate officer. he should make a fresh count in each case and record the certificate of count against on the fly leaf as soon as the books come into his hand.

- 4.9.3.** Cheque books and receipt books received should be entered in a register of cheque books and receipt books and kept in the personal custody of the Divisional Officer or other officers authorised to sign the cheque or receipt. This register should be periodically reviewed by the Divisional Officer and any unusual delay in bringing into use any book enquired into. An assurance should be obtained in such cases from the officer concerned that the book is in his personal custody and contains the full number of forms intact.
- 4.9.4.** Counterfoils of used books should be returned to the Divisional Office for record. The date of receipt back of the used book should be noted against the concerned book in the register of cheque books and receipt books. The counterfoils received back should also be checked with the cash book and examined generally to see that the writings do not indicate any irregularity or disregard of rules requiring action on the part of the Divisional Forest Officer.

CHAPTER V

ADJUSTMENT REGISTER OR TRANSFER ENTRY BOOK

5.1.1. Adjustment entries or transfer entries are entries intended to transfer an item of receipt or charge from the account of a work in progress or a regular head of account to the account of another work or head of account and are necessary

- (a) In order to correct an error of classification in the original accounts;
- (b) In order to adjust by debit or credit to the proper head of account or work, and item outstanding in the suspense account or under a debt head;
- (c) In order to bring to account certain classes of transactions which do not pass through the cash book, e.g.-
 - (i) For original credit or debit to remittance heads based on transactions not appearing in the cash book, e.g., supply of timber and other stores to other departments and Governments when the value is adjustable by book transfer;
 - (ii) For credits to forest deposits on account of balances due to contractors on closed accounts;
 - (iii) For credit to Revenue heads on account of revenue not realised in cash;
 - (iv) Fore debit to the heads concerned, expenditure incurred by subordinate officers out of 'Forest advances' given to them;
- (d) In order to respond to a remittance transaction advised by the Accountant General or direct by the division or department concerned if the corresponding debit or credit to the remittance head has not already appeared in the accounts;
- (e) In order to relieve the accounts of a work in progress of items which have ceased to be debitable to the estimate for the work or of suspense charges which can no longer be kept within the accounts of the work.

5.1.2. Every transfer entry should be supported by the authority in Form No. 74A or an order of the Divisional Forest Officer on any other document like the final bills of contractors, accepted invoices, 'advance account

vouchers', etc., which should set forth all the necessary particulars for further scrutiny.

- 5.1.3.** All transfer orders should be signed by the Divisional Forest Officer who should see that no transfer entry is made in the accounts unless admissible under the rules and that a transfer entry is proposed as soon as it becomes necessary. Transfer entry order initiated by subordinate officers should be countersigned by the Divisional Forest Officer in token of acceptance.
- 5.1.4.** All transfer entry orders should set forth such explanation of the corrections or adjustments proposed as would establish the correctness and necessity of the order.
- 5.1.5.** All transfer entry order should be registered immediately in the Adjustment register (Transfer entry book) in Form No. 74 and serially numbered. A separate serial should be given for each month and the register closed at the end of each month working out an abstract of the transactions.

CHAPTER VI

ACCOUNTS OF TIMBER AND OTHER FOREST PRODUCE

6.1. General

6.1.1. The Forest Department deals, besides cash, in large quantities of timber, firewood, ivory, sandalwood and variety of other forest produce. For purposes of accounts all timber and other produce, which are capable of yielding cash return, shall be treated like cash, and proper and prescribed accounts shall be kept by all officers with the same care with which they are bound to keep cash accounts, and all the rules which regulate cash transactions shall equally well apply to timber and other produce in the matter of their accounting and safe keeping, and any loss of the same in any manner would be treated as it were a loss of Government money.

6.2. In Ranges and Forest Depots

6.2.1. Marking and felling Register:- Measurements of all trees marked for felling shall be entered in the marking and felling Register in Form No. 2 and an extract of the same, i.e., the marking list in duplicate shall be submitted to the Divisional Forest Officer as soon as the marking is completed. Normally the entries should be made directly in the register and a separate register maintained for each coupe. The register should be in the custody of the Range Officer. In cases where the markings are made by the Deputy Ranger or Forester the measurements may be entered in a field book first and the marking register filled in before the marking list is furnished to the Divisional Forest Officer. The checking of the marking of trees in the field should in all cases be done with reference to the entries in the marking register initialling with dates the entries checked. As soon as the trees are felled measurements of the entries bole of timber shall be recorded in column 9, 10 and 11 of the register. Here also the entries shall be made directly in the register or where authorised, through the field book in which the entries are made against the original markings. In the latter case the 'marking and felling register' shall be filled in at the end of each day. The field book shall also be filled with the marking register as soon as the fellings are completed and measurements of boles recorded. Any remarks to be entered in the 'marking and felling register' regarding the standing trees or boles should first be recorded in the field book (in Form No. 124), in all cases where entries are first made in the field book. Columns 12 to 17 of register regarding 'net yield'

shall be filled in with reference to the measurements recorded in the field measurement books in Form No. 84.

6.2.2. Field measurement books (Form No. 84):- Each log or scantling shall be measured at stump site and the measurements recorded in a field measurement book. The marking number of the tree, the log number, the stock number, species and measurements shall be recorded at site. After each set of measurements the cubical contents of each log shall be worked out against each log and an abstract showing the species No. of logs and total quantity worked out in the field measurement books. The certificates regarding measurements and check measurements shall also be recorded in the field measurement books and the books handed over to the Range office for further action. Before handing over the field measurement books the registering officer shall also fill in columns 12 to 17 of the marking register. Separate field measurement books may be used for each coupe so that the measurements in respect of each coupe or contract may be recorded in consecutive pages in the same field measurement book. After the measurements in respect of all the trees marked in the coupe have been recorded in the field measurement books, blank pages if any may be utilised for recording measurements relating to another coupe entrusted to the same registering officer, provided an index showing the pages relating to each coupe in furnished on the front page. The name of the coupe, name of contractor, if any, the name of the registering officer and the date of measurement shall invariably be recorded on each page of the field measurement book. Erasures or over writings in the measurements recorded should be avoided and any corrections found necessary should be made by fresh entries after scoring out the incorrect entry over the initials of the registering officer. in registering the logs only the number allotted to the particular coupe shall be used and when the numbers allotted have been exhausted fresh numbers shall be obtained from the Range Office.

(b) Measurements of other produce extracted by Government agencies shall also be recorded in field measurement books.

6.2.3. Register of receipts:- (i) Separate registers in Form No. 3 should, as a rule, be opened for each group and description of produce; such as:-

‘A’

1. Timber including drift and waif wood and confiscated timber;
2. Ivory;
3. Firewood and charcoal.

‘B’

1. Cardamom;
2. Bamboos and reeds;
3. Minor forest produce.

Note:- Particulars ivory taken to stock accounts shall be entered in red ink.

- (ii) On receipt of the field measurement book in the Range Office the quantities and abstract worked out in the field measurement book shall be checked and the measurements entered in the Range register of receipts. The field measurement books shall also be checked with the entries in the marking register and large differences, if any, between gross yield and net yield investigated. The posting in the register of receipts shall be completed and the field measurement books returned to the registering officer within three days.

In respect of mahazar logs, thondy articles, etc., when they are taken to stock, the stock number will be assigned and measurements recorded in a field measurement book issued for the purpose. Entries in the register of receipts should be made after verifying the field measurement book with the mahazar.

- (iii) Three copies of the abstracts worked out in the field measurement book shall be prepared in the Range Office. One copy shall be forwarded to the Divisional Forest Officer, one copy filed in the stock receipts file for the month and the third copy filed in the concerned contract file.
- (iv) The register of stock receipts shall be closed at the end of each month and an abstract shoeing the opening balance, receipts during the month, disposals during the month and the closing balance for the month worked out and recorded in the register. This abstract shall be prepared species-wise and shall show the quantity (number and volume) of each species. The balance as worked out in this register should agree with the details of undisposed logs ad per the register and also with the balance as per Form No. 5. A certificate to this effect shall also be recorded in the register every month.

6.2.4. Register of disposals:- (i) Timber and other forest produce collected in the Ranges are disposed of by any of the following methods:-

- (a) Transfer to sale depots or other Ranges.
- (b) Issue for use on departmental works.
- (c) Conversion.
- (d) Write off

(e) Sales.

In all cases of disposals by transfer to sale depots or other Ranges, the logs, etc., shall be shown as disposed of in the register of stock receipts, on receipt of the acknowledgement from the depot or other Range, noting the depot stock number or other range stock number against the item. An abstract of each such acknowledgement shall be simultaneously entered in a register of disposal in Form No. 4. Where timber and other produce are issued for use on works, the name of the work and orders sanctioning the issue shall be noted against each item in the register of stock receipts and the disposals noted individually in the register of disposals. Disposals noted individually in the register of disposals. Disposals by conversion shall be noted in the register of receipts by appropriate remarks against the items giving reference to the stock receipt items under which the products of conversion are accounted for. These items shall also be recorded individually in the register of disposals. Items written off shall also be similarly recorded individually in the register of disposals after noting the write off sanction against the items in the register of receipts. In the case of sale the disposals shall be noted in the register of receipts by noting the bill number against each item. An abstract of each bill shall also be entered in the register of disposals.

- (ii) The mere fact that a produce has been auctioned or measured over and bill or invoice issued should not be sufficient justification to show them as disposed in stock and disposal registers. The criterion to decide whether a produce or article has been finally disposed off is the recovery of the full value thereof. As soon as the full value has been recovered and a permit issued for their removal, the produce may be shown as "Disposed" in the connected records, the permit being issued on the date the value is brought into each accounts.
- (iii) Separate registers shall be maintained for each group and description of produce as in the case of the register of receipts in Form No. 3.
- (iv) The register of disposals shall be closed at the end of each month working out a species-wise abstract of the disposals during the month and the column for disposals in the abstract in Form No. 3 filled in.

6.2.5. Conversion register:- Whenever timber is converted into materials or into more than one log after it has come to stock, a conversion register shall be maintained by the officer in charge of the work. The

round timber shall first be measured and registered and brought to stock in Form No. 3 before any conversion is permitted. The conversion register shall show the stock number, species, measurements and round volume of the log on the one side, and the measurements and number of the resultant materials, their volume and stock number on the other hand. The difference in volume and percentage of loss by conversion should also be shown. A copy of the "Conversion register" should be submitted to the Divisional Forest Officer every month along with Form No. 3 quoting the authority for conversion.

6.2.6. Register of receipts, issues and balance of timber and other produce:- An agency wise and species-wise abstract of timber and other produce received in the Range shall be maintained in this register in Form No. 5 in such a manner as to serve as a running account showing the produce on hand from the closing of the previous month, receipts and disposals during the month and the closing balance for the month. Separate species-wise and agency-wise abstracts of the receipts and disposals noted in the Form No. 3 and 4 shall be prepared and posted in this register. The closing balance worked out in this register should agree with the closing balance in Form No. 3.

6.2.7. Procedure for accounting produce involved in forest cases:- (i) Timber and other forest produce involved in forest cases shall with the sanction of the court, be worked down outside the Reserve soon after detection of the case and stored in Depots, or in the premises of the Range Offices or quarters of Foresters or Guards, provided that they can be sold at reasonable prices. On no account shall they be sold within the forests. When the case is compounded, they shall promptly be brought into stock accounts. When a case has been prosecuted, the produce shall be brought to stock only after the court has ordered its confiscation and on the expiry of the appeal period. When either of these events has transpired or compensation recovered and credited in accounts, the produce shall be brought to stock immediately. Delays beyond one day is irregular.

(ii) Till such time as the produce is ripe for being brought to stock accounts for final disposal the 'register of properties seized' as prescribed in paragraph 7.5.3. Volume I shall be the stock account for the seized properties.

6.3. In Sale Depots

6.3.1. Measurements:- All timber and other produce received at a sale depot shall be checked with the permit or pass accompanying the produce and their measurements recorded in a field measurement books as contemplated in paragraph 11.1.5, Volume I. The directions regarding

recording of measurements in paragraph 6.2.2 supra should be followed in the Depots also.

6.3.2. Register of receipts:- (i) A register of receipts in Form No. 3 shall be maintained in all sale Depots and all receipts as recorded in the field measurement books entered in the register. This register shall be maintained in the same manner as the register in the Ranges, noting the disposals of each item and working out the species-wise abstract of receipts, issues and balances.

(ii) On receipt of timber or other produce at the Depot, they shall, be examined, measured, registered and taken to Depot stock and the receipt of the produce at the Depot shall be acknowledged by the Depot Officer within 24 hours in Form No. 12 as contemplated in paragraph 11.1.4 (iv), Volume I.

(iii) The balance stock of timbers of all previous years except the one just closed, as on 1st April shall be entered in year-wise order in a new register for the current year and a copy of the same submitted to the Divisional Forest Officer. As soon as such lists are received their correctness should be verified in the Divisional Forest Office and immediate steps taken for disposal of such old logs. Divisional Forest Officers should also inspect such logs when they go to the Depots to conduct auction sales.

(iv) Disposal of logs brought forward may be noted in the new register and the original entries on the old register rounded off in red ink. Disposals of balance stock of the previous year which are not brought forward should be noted in the original register itself. During inspection of Range and Depot Offices the Divisional Forest Officer should pay particular attention to the scrutiny of these items and the correctness of their entries and disposals.

6.3.3. Register of disposals:- A register of disposals in Form No. 4 shall be maintained in all Depots in the same manner as in Ranges.

6.3.4. Register of receipts, issues and balances:- This register shall be maintained in Form No. 5 as in the case of Ranges.

6.3.5. Firewood sale depots:- In Sale Depots usually handling large quantities of firewood, a separate and detailed form of stock register should be kept in Form No. 3-A and the register balanced at the close of each day's transaction.

6.4. In Divisional Forest Offices

6.4.1. Returns received:- Every Forest Depot (Ranges) or Sale Depot shall submit to the Divisional Forest Officer (i) a copy of the stock register in

Form No. 3 or 3-A every fortnight. The copy for the first 15 days shall be submitted on or before the 20th and that for the remaining days of the month on or before the 7th of the succeeding month. The latter will be accompanied by a copy of the abstract recorded in the register.

- (ii) A copy of Form No. 5 receipts, issues and balances of timber and other produce with a certificate that the quantity of timber and other produce shown as balance on the last day of the concerned month is correct.

Note:- Returns relating to sale of timber, etc., are dealt with in Chapter VIII of this Volume.

6.4.2. Stock register:- The copies of the stock registers and stock abstracts received from the Ranges and Depots shall be checked in the Division office in detail with reference to the copies of the field book abstracts, mahazar, etc., received from the Ranges and Depots and filed separately for each month arranging them in the same order for all months.

The stock abstracts shall be particularly checked to see that they agree with the details in the register of stock receipts and a consolidated stock abstract for the Division as a whole prepared in a register. Copies of the consolidated stock abstract shall be forwarded to the Conservator of Forests and the Chief Conservator of Forests before the 25th of the succeeding month.

6.4.3. Division register of receipts, issues and balances of timber, etc:- Copies of Form No. 5 received will be checked in the Division Office with reference to the field book abstracts, bills, etc., and filed separately for each Depot or Range.

A Division register of receipts, issues and balances of timber, etc., in Form No. 5 shall be maintained so as to present an agency-wise and species-wise abstract for the Division as a whole by copying the entries from the Range and Depot returns in the register. The order in which the ranges and depots are entered in this register shall on no account be altered. This register shall be totally and agreed with the stock abstract and a copy of the Division register furnished to the Conservator.

6.4.4. Detailed instructions for preparing and checking Form Nos 5, 6, 8 and 9 are contained in Appendix IX to this Code.

6.5. In the Offices of the Conservator of Chief Conservator of Forests

6.5.1. The Conservator shall consolidate the stock abstracts received from the several Divisions in a register for the Circle as a whole and forward a copy of the same to the Chief Conservator of Forests. In the Office of the Chief Conservator of Forests these abstracts will be consolidated in

a register for the Department as a whole after checking the same with the abstracts received direct from the Divisions.

6.6. Annual stock account

6.6.1 (a) In addition to the monthly stock abstracts furnished to the Conservator each Division shall prepare a consolidated stock abstract for the year immediately after the accounts for March are closed. This abstract shall show the opening balance for the year, total receipts during the year, total issues during the year (quantities written off if any shall be shown separately) and the closing balance for the year under each species. This account shall also show the value of the stock at schedule rates for the year. The opening balance, the receipts during the year, issues during the year and the closing balance shall be valued at the scheduled rates. The closing balance for the previous year and the opening balance for the year should agree as far as quantities are concerned but may not agree in respect of values due to the changes in schedule rates. The difference in value shall be treated as appreciation or depreciation due to revaluation and a further value abstract prepared as follows.

Opening balance as valued at the
close of the previous year	
Appreciation / depreciation due to
revaluation	
Opening balance at current schedule
rates	
Receipts during the year	...
Total	...
Issued during the year:-	
Disposals	...
Losses, write off, etc.	...
Closing balance	...

(b) These accounts shall be forwarded to the Conservator of Forests on or before the 15th May / June. The Conservator shall consolidate the accounts for the Circle as a whole and forward the same to the Chief Conservator of Forests before the 15th June for consolidating the stock account for the department as a whole. The consolidated account shall be reconciled with the registers in the offices of the Conservator and Chief Conservator of Forests.

- 6.7. Seigniorage, Tariff and Schedule of value for timber and other forest produce
- 6.7.1.** (i) Seigniorage and tariff values of timber and important forest produce are fixed by Government from time to time for the State as a whole. Whenever it appears that the revision of any particular item or group of items or inclusion of fresh items is necessary the Chief Conservator of Forests shall prepare revised lists of seigniorage and tariff values and submit them to Government for sanction.
- (ii) No fixed time limit is prescribed for the revision of these rates. However, the rates fixed shall be reviewed by the Chief Conservator of Forests and Conservator of Forests once every five years and their findings reported to Government with proposals, if any, for the revision of the sanctioned rates.
- 6.7.2.** (i) Scheduled rates for timber are fixed by Government for each year. A schedule once sanctioned shall be valid till the schedule for the succeeding year is sanctioned. The issue of Government sanction to the revised schedules shall not be delayed beyond the 15th May and officers of the Forest Department are responsible that all the necessary data are submitted to Government in time.
- (ii) During the month of April every year the Divisional Forest Officers shall submit the prescribed data for revision of the scheduled rates of timber to the Conservators who shall submit the same to the Chief Conservator of Forests with their remarks. The Chief Conservator of Forests shall then prepare the schedule for the whole State and submit it to Government for sanction.
- (iii) This sanctioned rate will be followed as the accepted rate at which timber, etc., will be supplied to other departments of Government or quasi Government concerns or such other institutions to whom Government may sanction supplies unless other rates are prescribed in the sanctions.
- 6.8. Verification of stock of timber, etc.
- 6.8.1.** The stock at each forest and Sale Depot shall be verified:-
- (i) When there is a transfer of charge of the Officer-in-charge of the Depot.
- (ii) At the time of the half yearly inspection of the Depot by the Divisional Forest Officer.
- (iii) As and when Government / Chief Conservator of Forests / Conservator of Forests / Divisional Forest Officer may direct.

- 6.8.2.** The Depot registers shall be correctly balanced at the time of the verification as aforesaid, and the balance actually verified in the field. The verifying officer shall submit to his immediate superior a special report of each stock taking, and enclose a certified list of the balance stock – both unsold, and sold but not removed – and point out the results of the verification.
- 6.8.3.** The Conservator of Forests shall watch the implementation of these provisions and take such steps as he desires necessary to ensure that verification of Depot stock is promptly carried out in conformity with the provisions of this Code, and report the names of the defaulting officers to the Chief Conservator of Forests during January, every year.
- 6.8.4.** The stock of timber and other produce in Government custody in the Ranges shall similarly be verified by the Range Officer annually and report with a certified list of balance stock submitted to the Divisional Forest Officer. He shall check selected items of the list during his tours. Every officer in charge of a Depot shall prepare a quarterly statement of undelivered logs and forward copies to the concerned. On receipt of the same the Divisional Forest Officer and Range Officer shall institute an immediate investigation to trace out the logs and record the result and intimate the same to the Depot Officer, besides taking such steps as to ensure their timely delivery at the Depot. This quarterly statement should be prepared in Form No. 55.

CHAPTER VII

ACCOUNTS OF STORES, TOOLS AND PLANT, LIVE STOCK, ETC.

7.1. Rules regarding purchase and other matters

7.1.1. (i) Detailed rules and instructions applicable to all departments regarding stores required in public service are contained in Kerala Financial Code, Volume I, Chapter VII, article 136 – 172. These provisions are supplemented by the provisions of the rules in the Stores Purchase Manual. In regard to particular classes of articles such as books, periodicals, stationery and printing, clothing, liveries, etc., supplemental instructions will be seen in the Book of Financial Powers and the rules in the Stationery Manual. All these rules enumerated above are applicable to the Forest Department also. The rules in this code are framed to supplement the above rules in order to suit certain special requirements of the Forest Department.

(ii) Powers of Forest Officers in regard to purchase, repairs, write off, sales, etc., of stores, tools and plant are given in Appendix IV to the Code.

7.2. Classification of Stores

7.2.1. Stores, tools and plant belonging to the Forest Department shall generally be classified as follows:-

A

- (a) Surveying and other instruments.
- (b) Machinery
- (c) Tools
- (d) Office and Rest House furniture
- (e) Tents
- (f) Uniform and Accoutrements
- (g) Spare parts of vehicles
- (h) Miscellaneous items

B

Expenditure stores such as building materials, small stores and house fittings.

Note:- The stores described in this paragraph do not include timber and other forest produce for which separate accounts are maintained as specified in Chapter VI of this volume.

7.3. Registers to be maintained

7.3.1. A register in Form No. 13 shall be maintained in every Forest Officer where any articles of store is handled, as a record of all receipts, issues and disposals of the stores enumerated in paragraph 7.2.1. above. This register must be written up as articles are received, issued, or disposed, and should be closed and balanced at the end of each financial year. Each articles of furniture should be marked with a number, which shall be its permanent number in the register. The value of each articles entered in the register should be the cost price of its acquisition, and will remain so in the register until finally disposed of.

Column 12 and 13 of the register in Form No. 13 are intended to show the total stock of stores in the institution and not merely the stock at headquarters. Issues to sub offices, which do not affect the total stock, shall be entered in columns 8 to 11 in ordinary ink, while final disposal, by loss, depreciation, write off, sales or transfer to other Divisions should be noted in red ink. In every case, the details of orders and dates should be recorded in support of the transactions.

7.3.2. (i) As far as possible expendible stores such as building materials, small stores and house fittings shall be acquired only for specific works. If however, such articles are held in stock for general purpose a separate account of such stores shall be kept in Form Bo. 13 in all offices dealing with such materials. When material are issued to any particular work, steps should be taken to transfer the cost thereof to the work by write back from the service head to which they were originally charged. It should be remembered that such expendible stores are intended for purposes different from those of the permanent equipments such as furniture, tools and plant, etc., described in paragraph 7.2.1. above. All issues of such materials for works shall be made only on the strength of indents (Form 19) in duplicate duly passed by the Divisional Forest Officer. Acknowledgement of the material shall be recorded by the Officer in charge of the work on both the copies. One copy of the indent shall be filed by the issuing officer with the register in Form 13 and by the other copy sent to the supplied officer together with a transfer entry order for acceptance and transmission to the Divisional Forest Officer. All issues other than for works shall be accompanied by Issue notes in Form No. 17 in duplicate one copy of which should be received back with acknowledgment and

filed with the register. Necessary adjustment of value should also be proposed in all such cases.

- (ii) The accounts of materials purchased for specific works and stores at site of such works should be maintained in accordance with the separate rules on the subject contained in paragraph 10.7.1 to 10.7.4. of this volume.
- (iii) From the register in Form 13, a half yearly statement of Stores, Tools and Plants in Form No. 107 should be prepared showing the opening balance, receipts and issues during the half year and the closing balance. The statement for the half years ending September and March should be prepared and furnished before the close of October and April respectively to the Divisional Forest Officer. The Divisional Officer should consolidate the statement for the Division and as a whole and furnish the same to the Conservator before the 15th November and May respectively.
- (iv) All annual account of stores showing the total value of the opening stock, total value of receipts during the year, total value issued during the year and total value of the closing stock should also be prepared after the accounts of the year are closed. The closing stock should also be valued at market rates or cost price whichever is less and carried over to the register for the subsequent year. The difference between the total book value as worked out in the account and the total value after revaluation should be treated as loss due to depreciation.

7.3.3. The Divisional Forest Officer shall also maintain a register in Form No. 14 in which separate pages shall be allotted for each Range and Depot in his Division and all issues of stores to the Range or Depot recorded. A similar register shall be maintained in Chief Conservator's Office and Conservator's Office for any stores issued by them. All issues of stores under category A Shall be accompanied by an "Issue Note" in Form No. 17 in duplicate one copy of which shall be returned to the issuing officer with the dated acknowledgement of the receiving officer who may retain and file the other copy in his office. These issue notes shall be serially numbered in the office of issue. The number of the articles shown in the Issue Note shall correspond with the number of the article shown in Form No. 13 of the office of issue. The issue notes shall be filed along with the register in Form No. 14 by the issuing officer and along with the register in Form No. 13 by the receiving officer. The number and date of the "Issue Note" should be recorded in Form No. 13 by the receiving officer. When store articles are transferred from one institution to another as a temporary measure, the issuing officer shall note the details in Form No. 13 kept

in his office and show them as issue while the receiving officer shall bring them to his stock accounts in Form No. 13 to avoid loss, etc., to oversight.

7.3.4 Transfer of Stores and Livestock:- (i) Conservators and Divisional Forest Officers are competent to sanction transfer of livestock, stores, tools or plant from one unit to another within their charge; transfer from one Circle to another being made by the Chief Conservator of Forests.

(ii) In all cases of such transfers, even as a temporary measure, necessary deletions should be made by noting disposals in the stock accounts at source and additions made in the accounts at the receiving end and all transfers should be under cover of proper written receipts.

7.4. Custody and verification of Stores

7.4.1. Custody:- Chief Conservator of Forests, Conservators of Forests, Divisional Forest Officers, Wildlife Preservation Officer, Working Plan Officers, Silvicultural Research Officer, Special Deputy or Assistant Conservators of Forests, Forest Utilisation Officer, and Principal, Forest School may delegate the duty of custody of stores in their office to a recognised store-keeper, subject to the rules in Article 170 of Kerala Financial Code.

7.4.2. Verification:- (i) All articles of stores should be verified at the time of the periodical inspection of offices by the Divisional Forest Officer. All furniture and other stores should be verified at least once a year in the manner prescribed in Article 169 of the Kerala Financial Code.

(ii) The Divisional Forest Officer should take his registers in Form No.s 13 and 14 with him while inspecting Range and Depot Offices and should compare and check the entries with the Range or Depot Register, balance the registers, and check the stores actually in hand.

(iii) Discrepancies found on verification and loss of stores shall be dealt with as per Articles 171, 318 and 319 of the Kerala Financial Code. Unserviceable articles and surplus stores shall be disposed of in accordance with the provisions of Articles 164 to 168 of the Kerala Financial Code. Report for the disposal of unserviceable articles shall be sent in Form No. 18.

7.5. Livestock

7.5.1. In these Divisions where livestock is kept, an account shall be kept of the livestock, both in the Divisional Forest Office and the Range Office in Form No. 20 and a fortnightly report of the work done and the cost

- of upkeep must be submitted by the Range Officer to the Divisional Forest Officer in Form No. 21. A quarterly statement in the same form must be submitted by the Range Officer to the Divisional Forest Officer and by the Divisional Forest Officer to the Conservator. Any large variation from the figures of the previous quarters should be explained in the remarks column. These fortnightly and quarterly reports should be carefully scrutinised and reviewed by the Divisional Forest Officer and the Conservator.
- 7.5.2.** Annual requirements of rations and essential medicines to be administered as a routine should be assessed during January every year and bulk purchase arranged before the end of March so that supplies may be received from the beginning of the ensuing financial year. The quantities thus obtained should be stores in the Divisional Forest Office or Range Office for issue as and when necessary. Bulk purchases should be spread evenly during the different months to avoid damages or loss in storage.
- 7.5.3.** A register showing daily receipts, issues and balance of rations and medicines should be kept in the prescribed Form No. 22 and this register should be checked closely by the Range Officer and the Divisional Forest Officer.
- 7.5.4.** Another register of elephant-wise daily issue of rations should be kept in Form No. 23 and the Range Officer and the Divisional Forest Officer should see that all rations issued are properly used in feeding elephants. For his purpose the Divisional Forest Officer should fix a feeding hour when alone should the animals be fed on food prepared out of the ration issued.
- 7.5.5.** A work roll should be kept for each elephant in Form No. 24 and the work roll and abstract submitted to the Divisional Forest Officer every week.
- 7.5.6.** Working hours of each elephant will be prescribed in consultation with the Forest Veterinary Officer from time to time.
- 7.5.7.** A service register for each elephant should be maintained in each elephant camp.
- 7.5.8.** The Forest Veterinary Officer will visit elephant camps regularly and is responsible for the health of the elephants. Each elephant camp will be in charge of a Forester and he will be assisted by sufficient number of Guards according to the number of elephants, nature of their work, etc.
- 7.5.9.** A separate register should be kept to record hire charges on each elephant showing dates and details of work. The Chief Conservator of Forests shall prescribe the necessary register.

7.5.10. It shall be competent for the Chief Conservator of Forests to prescribe additional registers or returns, to regulate the upkeep of elephants.

7.5.11. Elephant camps and livestock shall be inspected by the Chief Conservator of Forests, Conservator and the Divisional Forest Officer as often as possible.

7.5.12. An annual account of livestock showing the opening balance for the year, (both number and value) receipts during the year, disposals during the year and the closing balance for the year should be prepared in the Division Office soon after the accounts for the year are closed. The livestock at the close of the year should be revalued and any difference due to revaluation shown as appreciation or depreciation due to revaluation and a further closing balance as per valuation struck in the annual accounts.

7.6. Tents

7.6.1. The rules regarding the supply and maintenance of tents are given in Appendix X to this Code.

CHAPTER VIII

REVENUE

8.1. General

8.1.1. The main item of revenue of the department is the sale proceeds of timber and other forest produce. The proceeds are accounted for under two distinct heads of account, viz., (i) timber and other produce removed from forests by Government agency and (ii) timber and other produce removed from the forests by consumers and purchasers. The accounts to be maintained and the returns to be submitted in respect of these items of revenue are dealt with in paragraphs 8.2.1. to 8.2.4. below. The other items of revenue are leases, licence fees, hire of boats, hire of elephants, rent on buildings, fines and forfeiture, etc. The revenue collected shall be brought to account in accordance with the classification prescribed in Appendix I.

8.1.2. Distinction must be made between receipts which are finally creditable to Government as revenue of the department and transactions which represent merely such cash or other value received as has either to be eventually, to be repaid or to be utilised to meet the cost of some service to be rendered or already rendered. Receipts of the latter class are creditable to the debt, deposit, or remittance head concerned and are not subject to the rules of this chapter.

8.1.3. It is not permissible to take credit for revenue to the head concerned until it is realised. Divisional Officers are responsible, that demands are made as revenue falls due, that steps are taken with a view to effect prompt realisation of all revenues, regular or occasional, and that proper records are kept to show in respect of all items of revenue, recurring or non-recurring, the assessments made, the progress of recovery and the outstanding debts due to Government.

Note:- As an exception to the general rule, the following may be credited as revenue before realisation:-

- (i) Sale proceeds of timber etc., sold on credit to sister departments and other Governments for which book adjustments are made.
- (ii) Sale proceeds of materials or articles charged to the final head stores, tools and plant under 70(b), sold on credit, when their value is creditable to the minor head Miscellaneous under L1 debit to Miscellaneous Advance.

8.1.4. The recovery of all debts due to Government should receive the special attention of the Divisional Forest Officer and no debt should be remitted or written off except under the orders of competent authority.

8.1.5. Every Government servant who is entrusted with the duty of collecting any revenue due to the Government should assess the demands

carefully and collect the revenues promptly. He should maintain proper accounts of the collections, watch the progress of collections against the total demand and take prompt steps for collection of arrears.

- 8.1.6.** Range Officers and Depot Officers are primarily responsible for the collection of all revenue due from their charges. Any case of delay or default should immediately be brought to the notice of the Divisional Forest Officer besides taking such steps as are within their powers to effect realisation. The Divisional Forest Officers shall keep careful watch of collections and all cases of delay and arrears, through the outstanding statements, and take adequate measures for recovering arrears.
- 8.1.7.** In all agreements executed with contractors and lessees and the like, there should be ample provision to realise outstanding and other dues from them, not only from their security deposit in that particular contract, but from their assets, movable or immovable, including securities or duties as per other contracts on any charge in the department.
- 8.1.8.** If, in spite of taking all legal and possible steps, some arrears still remain uncollected and the Divisional Forest Officer is convinced that the same is irrecoverable, he should apply to the competent authority to write off the irrecoverable arrears after reviewing the responsibility on the part of any subordinate in the circumstances that led to the recovery being impossible, thereby necessitating a write off. See general rules in Chapter III, Kerala Financial Code.

8.2. Sale of timber and other forest produce

- 8.2.1. Sale of timber and other produce collected and removed by Government Agency:-** (i) A register in Form No. 6 shall be maintained in all ranges and depots to record all such sales the proceeds of which are credited to the Revenue head of account LI(a). Timber and other produce removed from the forest by Government Agency. Sale of confiscated forest produce, drift and waifwood, credited to the above revenue head shall also be recorded in this register. The entries in this register shall therefore comprise of all disposals by sale of timber and other produce shown in Form No. 5 and shall show the totals of each institution separately. A copy of the register for each month shall be forwarded to the Divisional Forest Officer on or before the 7th of the succeeding month.
- (ii) On receipt of the returns in Form No.6 from the subordinate institutions, they shall be checked, corrected, and errors or omissions reconciled in the Divisional Forest Office. The return in Form No. 6 should always be accompanied by the return in

Form No. 9 “Outstandings on account of Revenue” and the same shall duly be checked along with Form No. 6.

- (iii) When the checking and reconciliation are completed, a monthly summary for the whole division shall be prepared from the returns of the sub offices, the relevant information being recorded in the consolidated Form No. 6 and No. 9 Statements, separately for each institution as regards the various entries.
- (iv) A list of timber etc., to be sold in auction shall be prepared in Form No. 11 in all cases of sales by auction to show the details of logs etc. in each lot to be sold, the highest bid for each lot, the name of the bidder etc. The signature of the bidder shall also be obtained in this list. Separate lists in Form No. 11 shall be prepared in each case of sale of confiscated forest produce and drift and waifwood in the sale depots. However, where such sales are carried out expensively, the Divisional Forest Officer may prescribe that one list in Form No. 11 may be prepared for drift and waifwood and another for confiscated produce recording all relevant information regarding the sales in the concerned files. An abstract of the sales shall be prepared in Form No. 11-A in all cases of sales by auction. This abstract should accompany all sale lists in Form No. 11.
- (v) **Bill Books:-** A bill book in Form No. 116, printed in triplicate, shall be used in connection with the sale of timber or other produce from depots. On each transaction taking place, a bill shall be prepared and one copy should be given to the purchaser. Another copy should be submitted to the Divisional Forest Officer as supporting voucher for the cash book, and the counterfoil preserved as the office copy. The Cash Book item and date of credit of value should be recorded in the counterfoil.
- (vi) **Invoices:-** In the case of sales to sister departments, the Divisional Forest Officer shall prepare invoices in triplicate in Form No 15 and as directed in Article 129 of the Kerala Financial Code, Volume I and forward them to the competent authority of the department for acceptance and return. The invoices shall be prepared on the basis of the bill in Form No. 116 issued by the subordinate Officer and after checking the entries in the bill.
- (vii) **Receipt books:-** For all payments received a receipt in the prescribed form shall be issued by the officer receiving payment. In Ranges and Depots receipt books in Form No. 117 printed on pink coloured paper in triplicate shall be used. The original shall be given to the purchaser, the duplicate submitted to the

Divisional Forest Officer along with the cash book copy and the triplicate (counterfoil) preserved as office copy. In the Divisional Forest Office, Conservator's Office and the Chief Conservator's Office receipt books in Form No. 117-A printed in duplicate on pale green paper shall be used.

- (viii) The pages of both the bill books and the receipt books must be machine numbered before they are issued for use in any office. The pages shall be correctly counted and a certificate to that effect, specifying the actual number of pages in each book, furnished in the book under the dated signature of the Divisional Forest Officer. The receipt books shall always be kept under lock in any office where it is stocked or used and its use carefully watched and accounted for.

The issue of receipts for money in manuscript forms is strictly prohibited. A notice to the effect that such receipts are informal and invalid and are not to be accepted by purchasers, shall be exhibited prominently in some conspicuous places in all offices, both in English as well as in the language of the region. The Divisional Forest Officers shall be responsible for placing orders for printed bill books and receipt books sufficiently early and securing an unfailing supply and for exercising proper check on their issue and use.

8.2.2. Permits:- For all timber and other forest produce sold a permit as prescribed under the Timber Transit Rules shall be given by the persons authorised to grant it before any of the aforesaid produce could be removed by the purchaser. This permit shall, as a rule, be issued only after payment, in full, of all dues. The form of permit may be altered by the Chief Conservator of Forests with the sanction of Government as circumstances may require.

8.2.3. Sale of timber and other produce, cut, collected and removed by consumers and purchasers:- (i) All timber and other produce cut, collected and removed from the forests by consumers and purchasers shall be entered in the monthly statement prepared in Form No. 8. This statement will show all sales of which the proceeds are credited under revenue head LI(b) 'Timber and other produce removed from the forests by consumers and purchasers'. All other items of revenue to be credited under LI(b) and LI(d) shall also be entered in this form. A copy of the statement should be forwarded to the Divisional Forest Office on or before the 7th of the succeeding month.

- (ii) When the price of the produce entered in column 7 is only partially realised or not realised at all, the number and date of

the relevant sanction for deferring the realisation should be noted in the remarks column.

- (iii) On receipt at the Divisional Forest Office, Form No. 8 and its corresponding Form No. 9 shall be checked and reconciled and a monthly summary for the whole Division prepared as in the case of Form No. 6 and its corresponding Form No. 9, in the manner provided in paragraph 8.2.1. (iii) above.

8.2.4. Leases:- All leases of lands or of forest produce shall be entered in a register of leases in Form No. 16. This register shall be maintained in Divisional Forest Offices, Range Offices and if necessary on Depot Offices. In the case of lease of land for the terms of years only the actual amount falling due shall be shown as demand in the register and also in Form No. 8 for the month in which the amount falls due. The balance due at the end of the month shall in the normal manner be exhibited in Form No. 9 referred to in paragraph 8.3.5. below. In respect of lease of produce the full amount of lease shall be shown in the lease register as well as in Form No. 8 except when the lease is granted at a fixed annual amount in which case only the amount falling due shall be shown. In Form No. 9, the arrears as per Form No. 8 shall be shown and full details regarding the dates on which the instalments are payable shall be noted in the remarks column. In the case of leases of produce an estimate of the quantity of produce to be removed shall be made, whenever practicable, and the estimated quantity entered in column 4 of form No. 8 when the amount of lease is entered in column 7 of the form.

8.3. Miscellaneous Revenue

8.3.1. Fines and forfeitures, compounding fees in forest offences, rent of buildings, hire of elephants, hire of boats, ground rent, etc., which cannot properly be accounted for under the minor heads LI(a) (b) and (c) are accounted for under the minor head (d) miscellaneous. All such items falling due shall be entered in Form No. 8 and their realisation watched through Form No. 9. In respect of rent of buildings a register of demand, collection and balance of rent on forest buildings shall be maintained in all Divisional Forest Offices to watch the realisation of rent on individual buildings and the monthly totals of demand, collection and balance alone entered in Form Nos. 8 and 9. A D.C.B statement of rent on forest building shall be prepared every month from this register for watching the prompt realisation of rent. A schedule of 'Miscellaneous Revenue' detailing the several items collected during the month shall be prepared every month in Form No. 97 and furnished with the monthly account.

8.3.2. Vakka charges and grazing fee shall be recovered at rates fixed by Government from time to time on the basis of timber worked down, in all cases where they are recoverable and credited to Miscellaneous Revenue. In all timber extraction works a clause to this effect specifying the rates fixed should be included in the agreement.

8.4. Outstanding on account of Revenue

8.4.1. Register of outstandings:- (i) All items of revenue, including those shown in Form No. 6 and Form No. 8 which are not fully realised during the month shall be entered in Form No. 9 (Outstandings on account of revenue). It shall be prepared separately for Form No. 6 and Form No. 8 and forwarded to the Divisional Forest Officer before the 7th of the succeeding month. To distinguish the returns easily, Form No. 9 to Form No. 6 may be printed on light pink paper and that for Form No. 8 printed on pale green paper. The returns for March in each year should be accompanied by an explanation of the circumstances under which each item of revenue, which has been outstanding for six months and more, remains unadjusted and action taken to recover the same.

(ii) All entries in respect of such items remaining unadjusted for more than six months shall be made in red ink only.

(iii) The Divisional Forest Officer shall review the statements in Form No. 9 personally during every month and take such steps as are necessary to realise the outstandings. Whenever the Divisional Forest Officer visits the headquarters of a sub office, he shall obtain the Form No. 9 statements and connected records and files, review them and issue necessary orders for the expeditious realisation of outstandings. Suitable disciplinary proceedings shall be instituted against any officer who has failed to take sustained action for the recovery of items outstanding for over six months.

8.4.2. Outstanding to be collected under the Revenue Recovery Act:-

In the collection of outstanding the Divisional Forest Officers should exercise their discretion very carefully and see that coercive steps are taken in time for the realisation of the outstandings. They shall not exercise their discretion beyond a certain limit in favour of adopting persuasive process thereby affecting the interests of Government. Advices for recovery of amounts due to Government under the Revenue Recovery Act should be issued to the Revenue Recovery authorities not later than six months from the date of default. The Divisional Forest Officer should satisfy himself that resort to coercive process of recovery could wait even for this period. In cases of doubt it is perhaps safer to advise collection under Revenue Recovery Act even earlier. The

Divisional Forest Officer shall be responsible for any loss to Government due to failure on his part to initiate revenue recovery proceedings.

The Divisional Forest Officers should furnish every month a review of the outstandings together with a D.C.B. of amounts advised for action under the Revenue Recovery Act to the Conservators. The D.C.B. should be in the following form:-

- (i) Balance advised for recovery and pending recovery at the beginning of the month.
- (ii) Amount advised for recovery during the month.
- (iii) Total of items (i) and (ii).
- (iv) Amount collected during the month out of item (iii).
- (v) Balance at the end of the month (Details of each item advised for recovery to be furnished separately in the above form).

The Conservators should consolidate the D.C.B. statement received and furnish the consolidated D.C.B. in quadruplicate together with their view of outstandings to the Chief Conservator of Forests on or before the 10th of the succeeding month. The Chief Conservator of Forests should consolidate these reviews and D.C.B. and furnish them to Government in the administrative and finance departments and the Board of Revenue by the 20th of the succeeding month.

8.4.3. Register of amounts written off:- (i) If any outstanding becomes irrecoverable inspite of all the prescribed formalities in this respect having been gone through with meticulous care, it should be written off the accounts under the orders of the competent authority. This should, however be resorted to as a last measure, when all efforts at realisation have failed.

- (ii) The amounts thus written off under proper authority shall be entered in Form No. 9 in the column "Recoveries during the month", a reference being made in the remarks column to the sanction authorising such write off.
- (iii) All amounts written off shall be entered in a register kept for that purpose, care being taken not to exceed the powers delegated. All records connected with write off sanctions should be filed in chronological order and placed before the Accountant General and his staff when accounts are audited by them in each Office. The register shall show the particulars of the outstandings, period from which outstanding amount involved, authority for write off, date of write off and the correspondence file number. Separate pages should be allocated for write off

sanctioned by the Government, Chief Conservator of Forests, Conservator of Forests and Divisional Forest Officer.

- (iv) The provision shall apply for other write off sanctions as well, such as stores, tools and plant, dryage and wastages, machinery and property, building, etc.

8.4.4. Powers of Forest Officers for sanctioning write off of irrecoverable outstandings may be seen in Appendix IV to this Code.\

8.5. Refund of Revenue

8.5.1. When, for any reason, the Forest Department is unable to fulfil its obligations to parties from whom money has been recovered in advance, the amount recovered from the unsuccessful applicant should be refunded at the very earliest opportunity, as it is unfair to retain the money in respect of which the Department has no further interest. Such refunds are necessary often as in the case of cancelled sales, recovery of excess over actual dues by errors in calculation, etc.

8.5.2. Kudivila payment under Travancore-Cochin Forest Act (Act ((of 1952) is also treated as a refund of revenue. The State monopoly over Royalties in the erstwhile Travancore State has been finally lifted by the Government and the few unsettled old claims that may be pending may be settled on the basis of the rules given in Appendix XXIV to this Code.

8.5.3. The powers of Forest Officers to sanction refund of revenue are contained in the Book of Financial Powers and also in Appendix IV of this Code. In case not covered by any devolution of powers the sanction of Government is necessary.

8.5.4. In the case of claims for refund of revenue a refund bill in Form No. 68 should be prepared. Before signing the refund bill in respect of any item of revenue, the officer concerned who received the amount and brought it to account should trace the original records relating to the receipt of the amount and see that the particulars of the refund are recorded against the original entry of the receipt in the Departmental accounts in order to make it impossible to entertain by mistake or oversight a further claim of refund of the same amount. The particulars of refund should be noted on the counterfoils of the receipt originally given, if any, and any other acknowledgement given to the payee, and, as far as possible such receipts should be got back at the time of making refunds and destroyed.

8.5.5. The refund bill duly signed by the claimant and the Divisional Forest Officer should then be forwarded to the treasury for verification of remittance and, on return, the refund effected by drawing a cheque observing the limits prescribed by Government. Details of payment

- should be recorded in the cash book against the original entry. However, no further verification at the treasury will be necessary if the consolidated Treasury receipt for the particular month has been received by the Divisional Forest Officer, who will in that case, conduct the verification and note the particulars of refund against the original credit in his accounts.
- 8.5.6.** In the case of payment of kudivila at fixed rates, the bill will be in Form No. 70 and a statement of refunds made on account of kudivila should be forwarded to the Conservator every month in Form No. 71.
- 8.5.7.** Bills for payment of kudivila will be prepared in the Divisional Forest Office and the certificate of verification of the claim and its genuineness will be furnished by the Divisional Forest Officer.
- 8.5.8.** Divisional Forest Officers may sanction refunds or payment of kudivila up to the financial limits fixed in the powers delegated to them. If the amount exceeds the limit the order of competent authority shall be obtained. No bill for refund of revenue or payment of kudivila beyond the powers of the Divisional Forest Officer to sanction refund shall be paid by the Divisional Forest Officer before the sanction of competent authority is received and noted in the bill and a certified copy of the order is attached to the bill.
- 8.5.9.** The authority sanctioning a refund shall furnish in the order of sanction a certificate to the effect that the restrictions prescribed by Government in regard to time-limits for claims for refunds in Article 44 of the Kerala Financial Code, Volume I have not been contravened. If the authority himself is the drawing Officer the certificate shall be recorded on the bill.
- 8.5.10.** A register of refund bills shall be maintained in the Divisional Forest Office in Form No. 69.

CHAPTER IX

ESTABLISHMENT CHARGES

9.1. Pay and allowances

- 9.1.1.** Bills for pay and allowances of the permanent and temporary establishments in the Forest Department are not presented at the treasury for payment. Such bills are also paid by cheques by the disbursing officers of the department. In this respect they function like Treasury Officers and exercise all the checks exercised by the Treasury Officers in respect of establishment bills. The rules regarding preparation and examination of bills relating to claims of Government servants contained in Chapter V of the Kerala Financial Code, Volume I and rules 162-186 of the Kerala Treasury Code, Volume I are applicable to the Forest Department as well.
- 9.1.2.** Gazetted Government servants shall draw their own bills and present them to the disbursing officer concerned instead of at the treasury. The pay and allowances including leave salary and honorarium of gazetted officers shall be disbursed only on the authority of a pay slip issued by the Accountant General. One copy of the pay slip of all gazetted officers of the Forest Department shall be forwarded to the concerned disbursing officer by the Accountant General. The disbursing officer shall after scrutiny of the bills presented, issue a cheque for the net amount due, to the officer. T.A. bills and medical reimbursement bills of gazetted officers do not require a special authorisation from the Accountant General provided they are not time-barred in which case pre-audit by the Accountant General is necessary.
- 9.1.3.** Bills in respect of claims of non-gazetted establishments prepared in accordance with the general rules contained in the Kerala Financial Code and the Kerala Treasury Code shall be presented by the drawing officers concerned to the disbursing officers (in certain cases the drawing officer is also the disbursing officer). The disbursing officer shall after necessary scrutiny issue a cheque for the net amount in favour of the drawing officer who will cash the cheque and disburse the amount to the concerned persons. Undisbursed amounts, if any at the end of the month shall be short drawn in the next bill. The drawing officer may, if the above procedure will cause inconvenience, retain the undisbursed amount for a period of three months.
- 9.1.4.** The disbursing officer shall account for the gross amount of the bill on the payment side of his cash book by noting the total deductions in the cash column and the cheque amount in the cheque column.

Simultaneously the total of deductions shall be entered on the receipt side of the cash book. On the payment side the transaction shall be classified under 'Establishment charges' and on the receipt side as "deduction from the Establishment charges". The detailed classification for the gross charges and the deductions shall be given in the Register of Establishment Charges.

9.1.5. Register of Establishment charges:- A register of establishment charges in Form No. 122 shall be maintained by all disbursing officers. Separate folios shall be allotted in this register for each subhead relating to establishment and details of all bills paid entered in this register. In respect of each bill the charges under each detailed head like pay of officers, pay of establishment, dearness allowance, etc., the gross amount, details of deductions under income-tax, G.P.F., P.L.I., etc., and the net amount shall be entered in the respective columns. The gross amount, the total deductions and the net amount of each bill as per the register should agree with the corresponding entries in the cash book. The register shall be closed at the end of each month hand a statement of establishment expenditure in the same form as the register prepared for each month. The details of gross amounts and total deductions as per the register shall be agreed with the totals of 'Establishment charges' and 'deductions from Establishment charges' as per the cash book. In the cash abstract for the month the detailed classification for the total establishment charges as worked out in the register of establishment charges shall be adopted.

9.1.6. The classifications for the several deductions made in the bills shall be as follows:-

- (i) Recoveries of expenditure shall be dealt with as per the general rule contained in Chapter V of the Kerala Account Code, Volume I.
- (ii) Income-tax deductions shall be classified under "Adjusting account between Central and State".
- (iii) Deductions on account of Life Insurance premia other than State Life Insurance (Official Branch) shall be classified under "Forest remittances – miscellaneous remittances".
- (iv) All other deductions shall be classified under the appropriate heads of account like G.P.F., O.B.A., etc.

9.1.7. The total deductions for the month on account of Life Insurance Premia payable to the Life Insurance Corporation as worked out in the register of establishment charges shall be paid by cheque to the Life Insurance Corporation on the last day of the month. The payment shall be debited to 'Forest remittances – miscellaneous remittances' in the cash book. The total credits to miscellaneous remittances on account of

Life Insurance deductions as per the register of establishment charges and the total payments of Life Insurance Corporation shall be entered in a separate register every month to ensure that all amounts deducted have been paid to the Life Insurance Corporation.

Bills on account of Objection Book Advances, festival advances, etc., shall also be accounted for in the register of establishment charges initially classifying them under 'Establishment charges' in the cash book. Detailed accounts for these shall however be maintained by the drawing officers and the recoveries watched by them. No account adjustment or formal transfer of credits shall be effected when consequent on the transfer of an incumbent, the recoveries in respect of advances given in one division are effected in another division. The recoveries to be effected in such cases are advised through the last pay certificates and incorporated in the detailed accounts maintained in the new division for watching the recoveries.

9.2. Contingent charges

9.2.1. The rules in Chapter VI of the Kerala Financial Code, Volume I regarding incurring of contingent expenditure are applicable to the forest department also. The powers of the forest officers in the matter are given in Appendix IV to this code.

9.2.2. Payments made on account of contingent charges should be brought to account in the first instance in the cash books like works payment. Simultaneously the charges should be entered in a register of contingent charges in Form No. 10 of the Kerala Financial Code (Vide Article 118, Kerala Financial Code, Volume I). At the end of the month all contingent charges (including adjustment transactions) should be consolidated in a contingent bill headed 'not payable at treasury' and the bill forwarded with the monthly account supported by vouchers except in respect of items for which vouchers are not to be submitted to Audit under the rules.

9.2.3. Service Postage stamps:- The stamps required should be obtained from the treasury by presenting an indent in Form TR. 63 together with a cheque for the value of the stamps, drawn in favour of the Treasury Officer concerned. The cheque should be made out only in the official designation and not in the personal name of the Treasury Officer. The certificates required in Rule 192 of the Kerala Treasury Code should also be furnished with the indent in Form TR. 63. Along with the stamps the Treasury Officer should furnish a receipt in Form TR. 23 for the cheque received by him and this receipt should be attached to the consolidated contingent bill referred to in paragraph 9.2.2. above.

CHAPTER X

WORKS ACCOUNTS

10.1. General

10.1.1. The expenditure on any work will normally comprise of the payments for labour engaged and cost of materials used or of payments to contractors for completed items including labour and materials supplied by them. In addition there may be other items like supplies made or services rendered by other divisions, departments or Governments, or materials issued from other work or stores which are adjusted in the accounts and also cash receipts taken in reduction of expenditure. All these transactions are incorporated in the general accounts of the division in the manner prescribed in chapter 13 of this volume and from there in the general accounts of Government. Since the units of classification in the general accounts are certain heads of account and not individual estimates for works or contract accounts, it is necessary to maintain separate accounts in the Range or Depot and Divisional Offices for regarding (1) the cost of individual works and (2) the transactions of individual contractors. These are known as works accounts.

10.1.2. The primary object of the accounts of works is to exhibit simply but accurately the actual cost of the work done. It should at the same time satisfy the needs for statistical information and facilitate analysis of the comparative cost of the various classes of work. It should also enable the Divisional Forest Officer to exercise an efficient financial control over the expenditure on the work. The Divisional Forest Officers personal knowledge of the arrangements for the execution of the work and of the actual progress of the work must be supplemented by a comparison of the cost as recorded in the accounts with the value received in the shape of work done, every month. This monthly comparison is possible, especially in the case of large works executed over a long period, only if the total cost of the work is split up into convenient parts so as to facilitate comparison of the recorded cost of each part with the work done thereon. The work accounts are therefore designed to serve this purpose.

10.1.3. In recording the cost of an individual work in the accounts no attempt is made to include therein any charge on account of general services like Establishment and tools and plant the entire cost of which is adjusted in the general accounts under the prescribed heads of classification. If, however, any service connected with a work is

rendered by another division, department or Government and the claim made by it includes an authorised charge on account of such general services the charge may be accepted and adjusted in the accounts of the work as part of the cost of the work.

10.2. Initial Records

10.2.1. The initial records upon which the accounts of work are based are:-

- (a) The Muster Roll.
- (b) The Casual Labour Roll; and
- (c) The Measurement Book (includes field measurement book).

The subordinate in charge of a work done by daily labour shall maintain a muster roll showing the labour employed, the amount payable and the work actually done where it is susceptible of measurement. The measurement book shall be used for recording the measurement of work done or supplies made and for preparing (if so arranged) or checking, the bills and accounts of contractors and suppliers.

10.2.2. The initial accounts and vouchers connected with the charges relating to works must invariably specify:-

- (a) the full name of the work as given in the estimate;
- (b) The name of the competent part (or subhead) of the work if separate accounts are kept for each component part;
- (c) The name of the contractor and agreement number in the case of works done by contractors; and
- (d) The charges, if any, which are of the nature of recoverable payments and the names of contractors or others from whom recoverable.

10.3. Muster Rolls

10.3.1. Except for permanent and temporary employees whose pay is charged to the head 'Establishment' and the members of the work charged establishment, all persons who are engaged departmentally for execution of works should be regarded as labourers, and their wages should be drawn only on muster rolls in Form No. 76. A muster roll is the initial record of labour employed, each day, for a work and it must be written up by the Government servant in immediate charge of the work. It must be written only in ink.

10.3.2. The following rules must be strictly observed in preparing muster rolls:-

- (i) The muster roll must be prepared and written up daily by the Officer in immediate charge of the work. Range Officers and others in charge of the work, who are required to inspect the work frequently during execution, should obtain the muster roll, test check the attendance of labourers and attest the same under his dated initials. Divisional Forest Officers, while on tour, should also do so. Ordinarily, vouchers in muster rolls, while coming up for audit in the Divisional Forest Office should be particularly examined to see if the Range Officer has test checked, and if so the frequency of his test check.
- (ii) One or more muster rolls may be kept for a work but never shall it be kept in duplicate. One muster roll may be kept for several small works of the same estimate provided that the total wages paid do not exceed the aggregate of the several items involved.
- (iii) Labours may ordinarily be paid every week ending a Saturday, unless the work is of a shorter duration and their acknowledgements obtained in the muster roll. IF local conditions necessitate, payments may be made less frequently, but each period chosen for payment should be determined locally and should be uniform thereafter, as far as possible. Separate rolls must be kept for each period thus covered by a payment. All payments above Rs. 20 to any individual mazdoor should be covered by a stamped receipt.
- (iv) The daily attendance and absence of every labourer, and fines inflicted on him, should be recorded daily in part I of the muster roll in such a way as-
 - (a) to facilitate correct calculation of the net wages of every persons for the period of payment.
 - (b) to render it difficult to tamper with, or to make unauthorised corrections or alterations in the entries once made;
 - (c) to facilitate the correct classification of the cost of labour by works and sub heads wherever necessary.
- (v) Payments on muster rolls should be made or witnessed by Rangers or Depot Officers in charge of the work, who should certify to that effect individually or by groups, at the same time specifying in both words and in figures, at the foot of the muster roll, the total amount paid on each date. If any item remains unpaid, the details thereof should be recorded in a register of unpaid wages in Form No. 123.

- (vi) Subsequent payments of the unpaid items should be made on Hand receipts giving and the payments noted against the entries in the 'register of unpaid wages'.
- (vii) All wages not claimed within three months shall ordinarily be forfeited. However, wages remaining unpaid for three months should be reported to the Divisional Forest Officer, who will decide in each case whether the liability should continue to be borne in the account of the work concerned.
- (viii) Progress of work done by labourers should be recorded in part II of the muster roll in all cases where the work is susceptible of measurement. It is not susceptible of measurement a remark to this effect should be recorded. An abstract of the muster roll should also be prepared in Form No. 76A.
- (ix) Unless otherwise ordered, Rangers and Depot Officers in whose charges works are executed, may pay the labourers in time.

10.3.3. In view of the importance of the muster roll as an initial record, the following precautions should be observed with regard to the custody and issue of muster rolls:-

- (i) A register shall be maintained in every Divisional Forest Office to account for receipts and issues of muster rolls. When muster rolls are received they should be counted and their numbers recorded in the register under a certificate and then kept under lock and key. They should not be taken out unless ordered by the Divisional Forest Officer.
- (ii) Muster rolls should be issued only as per formal indents of subordinate officers, which should be placed before the Divisional Forest Officer for his orders. Only such number as sanctioned by the Divisional Forest Officer, will be issued at a time.
- (iii) At the time of issue, the muster rolls will be serially numbered and the date of issue recorded under the number e.g., 41/18th November 1968. The Divisional Forest Officer will then affix his dated initials. The numbering and initialling will be done at the top of the inner side of the roll, the number alone being noted on the facing page. The serial numbers shall be entered in the issue column of the register also.
- (iv) As a rule, the Divisional Forest Officer should regulate the issues of the muster rolls to see that there is no undue accumulation of the same in the sub office as to induce misuse. Forms once issued should be valid for only two months, but where the Range headquarters is at an inconvenient distance it

may be accepted as valid for 3 months. On the expiry of these periods, they should be got back, renumbered and redated for fresh issue.

- (v) Only muster rolls which conform to the above rules should be accepted as valid vouchers.
- (vi) The receipt back of the muster rolls issued should be watched through the register, by noting the date of return of the muster roll in the register as and when they are returned either as vouchers or as time expired or unused rolls.
- (vii) The entries in part II on the facing sheet, should be looked into and all cases of delay located and remedied.
- (viii) Every case of loss or destruction of muster rolls should be personally enquired into by the Divisional Forest Officer.
- (ix) The Divisional Forest Officer is responsible for the proper accounting of all muster rolls received by him in one year and should frequently test check all issues, receipts, etc., and ensure that there is no misuse or malpractice. The number of unused muster rolls in stock at headquarters should be handed over at the time of transfer of charge under proper acknowledgement.

10.3.4. Casual labour rolls:- In exceptional and urgent cases where labourers are employed casually for short periods, payment may be made on a casual labour roll in Form No. 77. Casual labour rolls may not be used when the cost of work done is expected to exceed Rs. 50 or when the labour is expected to be engaged for at least a week. The casual labour roll forms should be kept with the muster rolls and issued with discretion. An abstract in Form No. 76A shall be prepared in respect of casual labour rolls also.

10.4. Payments to Temporary Work-charged Establishment

10.4.1. Subject to such general or special orders as may be issued by Government the entertainment of temporary work charged establishment requires the previous sanction of the Divisional Forest Officer or the Conservator of Forests as the case may be. The sanction should specify in respect of each appointment (i) the rates of pay and allowances, (ii) the period of sanction and (iii) the full name of the work (as given in the estimate) and the nature of the duties on which the person would be employed.

10.4.2. Government have sanctioned the absorption of all full-time work establishment employees who have been continuously in service from a date prior to 1st April 1965 into regular establishment vide G.O.(MS) 336/68/Agri., dated 4th July 1968 reproduced as Appendix XXVI.

10.4.3. Pay and allowances of the temporary work charged establishment should be drawn and paid on Form No. 120 "Pay bill of work charged establishment". A consolidated bill in this form should be prepared monthly for each Range, Depot or Section as may be convenient. The names and claims of the entire establishment concerned including those of the absentees if any should be shown in each bill. The names should be grouped by works and sanction to the entertainment of the staff quoted in each case. The Range / Depot Officer should also certify that the persons were on duty during the periods shown against them and were employed on the work and on the duties for which the appointments were sanctioned.

10.4.4. Pay bills may be signed at any time on the last working day of the month in which the pay is earned though the payment thereof is not due before the first working day of the following month. When however the services of a person is dispensed with it is permissible and desirable to settle up his account at once.

10.4.5. Form No. 120 "Pay bill of work charged establishment" is a combined pay bill and acquittance roll. The acquittance for all pay disbursed should be obtained in the bill itself. Any amount remaining undisbursed on the day fixed for closing the accounts of the month should be entered in a simple register furnishing full particulars of the charges and reference to the bill in which the amount remains unpaid. Subsequent payments should be made on hand receipts furnishing reference to the bill in which the charge was originally included and the item number in the bill. Suitable notes of payment should be recorded against the original entries in the register so as to guard against a second payment.

10.4.6. Travelling expenses:- Claims for travelling expenses to members of the Temporary Work charged establishments should be preferred on Hand receipts, furnishing necessary particulars of the journey performed and of the expenses claimed. These claims should be countersigned by the Divisional Forest Officer prior to payment.

10.4.7. All payments to Temporary work-charged establishment whether on account of pay and allowances or in recoupment of travelling expenses should be debited to the works or which they are employed.

10.5. Measurement Books (Form K.P.W. 21)

10.5.1. The measurement book is the basis of all accounts of quantities of work done, whether by daily labour, piece work or schedule contract and supplies made. It is the original record of actual measurement or count. Payments for all works done otherwise than daily labour and for all supplies received, are made on the basis of measurement records in

the measurement books. The measurement books have therefore to be considered as very important account records. All the measurement books received in a division shall be serially numbered, the pages machine numbered and a certificate regarding the number of pages recorded in the book. A register in Form No. 109 showing the serial number of each measurement book, the name and designation of the Officer to whom issued, the dates of issue and return shall be maintained in all Division offices to watch the receipt, issue and final return of the measurement books. The blank books shall be kept under lock and key and issued only on proper indents and receipts. The officers to whom the books are issued are personally responsible for the books and should hand over to his successor all the measurement books with him detailing them in the transfer papers.

10.5.2. In recording measurements in a measurement book (including field measurement book) the following general rules shall be strictly observed:-

- (i) Measurements shall be recorded only by Divisional Forest Officers, Rangers, Depot Officers or other executive subordinates in charge of works to whom measurement books have been supplied for the purpose.
- (ii) Before using the book it should be verified if the pages have been machine numbered and the certificate of the correct number of pages furnished by the Divisional Forest Officer. Only such books should be used.
- (iii) All measurements should be neatly taken down in the measurement book and no where else. All entries should be recorded only in ink.
- (iv) Each set of measurement should commence with entries stating:-
 - A. In the case of bills for work done:
 - (a) Full name of work as given in the estimate and details of orders sanctioning the estimate.
 - (b) Situation of work.
 - (c) Name of contractor or agency.
 - (d) Number and date of his agreement, if any; and
 - (e) Date of measurement.
 - B. In the case of bills for supply of materials, for example Road metal, earth, sand, etc.-
 - (a) Name of supplier.

- (b) Number and date of his agreement, if any, or order.
- (c) Purpose of supply; and
- (d) Date of measurement.

and should end with dated signature and designation of the person making the measurement and recording them. A suitable abstract should then be prepared which should show in the case of measurements for works done, total quantities of each distinct item of work.

- (v) As all payments for work or supplies are based on quantities recorded in the measurement book, it is incumbent upon the persons taking the measurements to record the quantities clearly and accurately. If the measurements are recorded in connection with a running contract account, on which work has been previously measured, he is further responsible to see that-
 - (a) reference to the last set of measurements is recorded; and
 - (b) if the entire job or contract has been completed, the fact is recorded prominently over his signature.
 - (c) If the measurements taken are the first set of measurements in a running account, or the first and final measurements, this fact is suitably noted against the entries in the measurement book.
- (vi) The signature of the contractor or his authorised agent should be obtained in the measurement book after each set of measurements, with the endorsement "I accept the measurement". In case of illiterate men, their thumb impression should be taken in the presence of an independent witness, whose attestation should be obtained.
- (vii) No contract certificate or bill should be signed without crossing ff in red ink the corresponding entries in the measurement book and the document, on which payment is made, should invariably bear reference to the number and pages of the book in which the detailed measurements are recorded. In cases of payments for timber and other forest produce entries in the field measurement book need only be bracketed and payment details recorded in red ink against them. Necessary entries should be made in the stock registers also. The stock number of the produce and the page number of the field measurement book should also be furnished on the payment voucher.
- (viii) Entries should be recorded continuously in the book. No blank pages should be left, or torn out. Any page left blank

inadvertently must be cancelled by drawing diagonal lines, the cancellation being attested and dated. No entry should be erased, affaced or otherwise tampered with. If a mistake is made, it should be corrected as per general rules prescribed in this code and attested by the officer responsible. As far as possible, wrong entries may be cancelled, initialled and freshly recorded. When any measurements are cancelled, the cancellation must be authenticated by the dated initials of the officer ordering the cancellation, or by a reference to his orders and initialled by the officer who made the measurements. In either case, the reasons for cancellation should be recorded.

- (ix) The measurement book should be provided with an index, which must be kept up-to-date. Separate measurement books must be kept for works done by daily labour, works done on contract and for supplies. Completed measurement book must be sent to the Divisional Forest Office for record.
- (x) The measurement book should be made available for inspection of the Accountant General when necessary.

10.5.3. Standard Measurement Books:- (i) Standard measurement books may be maintained for buildings in order to facilitate preparation of estimates for annual repairs where the items are recurring year by year, when such standard measurement books are maintained, it is permissible to utilise them for purpose of preparing contractor's bill for such repairs, so that it may not be necessary to take detailed measurement on each occasion.

- (ii) Where such standard measurement books are maintained, the original entries and measurements should be recorded legibly and should be certified by the Divisional Forest Officer in his own handwriting to the effect that the measurements and abstracts recorded are correct for the purpose of preparing annual repair estimates and contractor's bills. All corrections, if any, should be attested by the Divisional Forest Officer himself.
- (iii) Standard measurement books should be numbered in alphabetical series so as to distinguish them from ordinary measurement books and the two should not be mixed up.
- (iv) When a payment has to be made based on the standard measurements, the officer preparing the bill should certify in the ordinary measurement book in which the bill is recorded and in the bill that the whole of the work (or the works since previous running bill, as the case may be) as per standard measurements (the details of which should be specified) has been done, and

that it has not been previously billed for in any shape or payment effect.

- (v) Standard measurement books are also to be kept in the same form No. 84 prescribed for ordinary measurement books and accounted for in Part II of the register prescribed in paragraph 10.5.1.
- (vi) The Divisional Forest Officer shall periodically inspect, the standard measurement books in his Division and certify that the entries therein have not been tampered with, that all correction due to additions and alterations in the buildings have been made in the books and that books are reliable and up-to-date records.

10.5.4. Check measurements:- (i) The measurements recorded in the measurement book shall be check measured by the Divisional Forest Officer or an Assistant Conservator of Forests before any payment is made on any bill on the basis of the recorded measurements.

- (ii) The fact of check measurement by the Divisional Forest Officer or any Assistant Conservator of Forests should invariably be recorded in the measurement book at the time of check measurement, under his dated signature or initials, and the actual items check measured should also be indicated by his initials, placed in a line with the item checkmeasured.
- (iii) The object of checkmeasurement is to detect errors in measurement and to prevent fraudulent entries. Checkmeasurement should, therefore, be conducted with discretion and method, those items being selected which appear obviously incorrect or which would be most easily susceptible or fraud, or which would be most easily susceptible or fraud, or of the bill if inaccurate. The Divisional Forest Officer should be careful not to establish a uniform or set pattern of checkmeasurement, and should vary his methods frequently to give the desired result.
- (iv) Entries such as “measured in my presence” cannot be accepted, and they are irregular. The proper and valid certificate is ‘check measured by me on
- (v) When measurement are taken jointly by officers and subordinates, the measurements should be recorded and signed by the senior most among them.
- (vi) It should always be borne in mind that the responsibility for the accuracy of measurements always rests with the officer who recorded the measurements and that the further check

measurement of the work by a superior officer will not in any way absolve him of his responsibility for the quality and quantity of work done, the accuracy of its measurements, and agreement with specification, estimate provision and other allied matters. The officer who check measured the work would be responsible to the extent that he could have discovered an irregularity during check measurement.

- (vii) These principles apply to check measurement of timber also. In the case of timber, it is desirable that Divisional Forest Officers carry out an exhaustive check of the measurement of rosewood particularly those of 72”
- (viii) In exceptional cases where check measurements have not been carried out the reasons should be clearly recorded in the connected records. But this rule will not apply to timber and firewood, ivory, sandalwood, ebony and such other costly produce which should necessarily be check measured before any bills are paid or sales effected.
- (ix) In the case of produce which are sold by weight, the office check measuring it should note in the concerned register the stage of seasoning and dryage if he thinks that a reduction in weight may be anticipated before final disposal of the produce, when a further weighing may be necessitated.
- (x) Payments for work done on daily labour need not be deferred till check measurement, since the basis of payment is not the recorded measurements in such cases.

10.5.5. Loss of measurement books:- Every officer is bound to take adequate care of all measurement books in his charge. If any measurement books are lost, the matter should at once be reported to the Conservator of Forests who will deal with it. The Conservator of Forests is competent to write off the loss, but should take disciplinary action as he finds necessary in each case.

10.6. Payments for work done or supplies made

10.6.1. Forms of bills and vouchers:- (i) For payments made other than on muster rolls and casual labour rolls the authorised forms of bills and vouchers are the following:-

- (a) First and final bill (Form No. 79).
 - (b) Running account bill (Form No. 80).
 - (c) Head receipt for petty charges (Form No. 78).
- (ii) For all civil works, the forms used for bills and vouchers in the Public Works Department may be used in the Forest

Department also – Kerala Public Works Department Form Nos. 22 and 23 (B Form).

- (iii) First and final bill should be used for making payments both to contractors and suppliers when a single payment is made for a job or contract on its completion. A single form may be used for making payment to several payees if they relate to the same work (or the same head of account in the case of supplies) and are billed for at the same time.
- (iv) Running account bill is intended both for contractors for work done and for suppliers. It should be used for contracts for work when only “on account” payments are made to contractors. This form should contain accounts of a single contractor only but should set forth complete details of quantities of the different classes of work done or supplies made.
- (v) Head receipt for petty charges is a simple form of voucher intended to be used for all miscellaneous payments for which other special forms are not suitable.

10.6.2. Preparation, examination and payment of bills:- (i) Before the bill of a contractor is prepared the entries in the measurement book relating to the description and quantities of work or supplies should be scrutinised by the Range / Depot Officer and all calculations should be arithmetically checked under his supervision. The rates allowed should be entered by the Range Officer in the abstract of measurement and the bill in the prescribed form got prepared from the measurements.

- (ii) Full rates as per agreement, catalogue, indent or other order should be allowed only if the quantity of work done or supplies made is up to the standards stipulated in the approved specifications. When the work or supplies fall short of the standards specified and it is permissible under agreement conditions to make a final payment if the contract is determined, or an “on account” payment if the contract is to run on, only such a fraction of the full rate should be allowed as is considered reasonable, with due regard to the work remaining to be done and the general terms of the agreement.

Note:- In respect of works for which the contract rates have already been approved by competent authority the Range Officer may permit the executive subordinate in charge of the work, if he has already been authorised to record measurement, to enter in the abstract of measurements or the bill itself the rates at which he recommends payment for the work done provided.

- (a) that no increase over the authorised rates is recommended without the prior sanction in writing of the competent authority.

- (b) that when the authorised rate has not been fully earned a suitable reduction is made therein and the reasons thereof recorded briefly for the consideration of the Range Officer.
- (c) that it is made known to the contractors that the rates entered by the subordinate are subject to the approval of the proper disbursing officer.
- (iii) Before signing the bills the Range Officer should compare the quantities in the bill with those recorded in the measurement books and see that all the rates are correctly entered and that all calculations have been checked arithmetically. When the bill is on the running account it should be compared with the previous bill. The memorandum of payments should then be made up, any recoveries which should be made up, any recoveries which should be made on account of the work or supply or other account being shown therein. If the Range Officer is empowered to pay the bill, he should then record a formal pay order specifying both in words and figures only the net amount payable though the payee should be required to acknowledge in his acquittance the gross amount payable inclusive of recoveries made from the bills.

Note:- If the payee does not know English and sign in his mother tongue, the amount acknowledged by him should be noted in the language known to him. If the payee is illiterate, his thumb impression may be taken on the receipt and attested by a witness.

- (iv) If the Range Officer is not empowered to make the payment the bill should be submitted with the measurement books (field measurement books need not be submitted) to the Divisional Forest Office where the payment will be authorised by the Divisional Forest Officer after necessary scrutiny.
- (v) From the measurement book all quantities should clearly be traceable into the documents on which the payments are made. When a bill is prepared for work or supplies duly measured, a remark to the effect “bill submitted to the on” should be endorsed in the abstract of measurements. The officer who actually disburses the amount should enter the number and date of the voucher passed for payment with a remark “paid on by voucher No. dated” in the abstract of measurements.
- (vi) Payment for work done or supplies made on a running account should ordinarily be made monthly. The up-to-date as well as since previous quantity and amount of each distinct item of work or supply should be shown separately in the bill. Such payments should be treated as payments on account subject to adjustments in the final bill. When the final payment is made on

a running account, the payee, if he is able to write should add in his own handwriting that the payment is 'in full settlement of all demands'. If he is illiterate or is unable to write beyond signing his name, these words should be filled in by the officer making the payment and explained to the payee before obtaining his signature or thumb impression.

Note:- In addition of the words "in full settlement of all demands" does not preclude the disbursing officer for entering a further bonafide claim which may have been omitted from the final bill by mistake or inadvertence.

(vii) A separate running account is maintained in respect of each contract. Transactions relating to two or more separate estimates should not be brought on to the same running account.

10.6.3. Payments for work done on lump sum contracts:- (i) For works done on lump sum contracts detailed measurements are not necessary except in respct of additions and alterations.

(ii) Part payments may be made on the strength of a certificate furnished by a responsible officer not below the rank of an Assistant Conservator, to the effect that by superficial or general measurements or by some other suitable method (which should be specified) he has satisfied himself that the value of the work done is not less than a specified amount in conformity with the contract agreement and that, with the exception of authorised additions and alterations, the work has been done according to the prescribed drawings and specifications.

(iii) Final payments may be made only on detailed measurements in respect of additions and alterations and on receipt of a certificate of completion of work according to the prescribed drawing and specifications from the officer not below the rank of an Assistant Conservator.

10.6.4. Aids to contractors:- As a rule advances or recoverable payments may not be made to or on behalf of a contractor. Advances on the security of materials brought to site are also not permissible. However, it may sometimes be necessary in the interest of work to engage labourers or contractors or to incur other liabilities on behalf of the contractor concerned with a view to complete a work which he has neglected or failed to complete. In such cases it is permissible to spend Government Funds on behalf of the contractor in accordance with the terms of this agreement. Issue of departmental materials to contractors and recovery of the cost thereof from the contractor's bills are also permissible under certain circumstances vide paragraph 10.7.3. infra.

10.7. Materials at site

10.7.1. Source of receipt:- Materials required for works are not generally stocked by the department but obtained according to necessity from Government stores or by transfer from other works where there is a surplus or by purchase. In any case the materials are acquired for specific works and the cost thereof charged to the works concerned. Expendible stores like building materials, small stores, house fittings, etc., if any, stocked for general purposes may be issued for use on specific works and their cost charged to the works concerned by credit to the service head to which they were originally charged.

10.7.2. In the case of works executed departmentally or through contractors whose contract is for labour only, the materials acquired and brought to the site of a work shall be in the custody of the Range Officer in charge of the work and shall be issued for use on the work according to requirements. A numerical account of all such materials shall be maintained in Form No. 83 for each work by the executive subordinate and the Range Officer in charge of the work. All materials obtained by purchase or from Government stores shall be measured immediately on receipt and the measurements recorded in a measurement book, They shall be simultaneously entered on receipt side of the account in Form No. 83 giving a brief reference to the measurement book. In the case of materials obtained by transfer from other works or from general stock with the department they shall be checked with the issue note or transfer entry order concerned and brought to account in the register giving reference to the issue note or transfer entry order. As the materials are issued for use on the work they shall be duly entered on the day of issue on the issue side of the account. The account shall be balanced monthly and also whenever there is a transfer of charge or whenever a verification of materials is required to be made.

10.7.3. Issue of materials to contractors:- (i) The issue of materials to contractors who have contracted for completed items of work is generally permissible only in the following circumstances:-

- (a) When it is necessary to retain in the hands of Government the supply of controlled or imported materials, the free use of which is restricted due to control or foreign exchange rules;
- (b) When in the interest of work or with the object of utilising existing stock it is desirable to retain in the hands of Government the supply of certain other materials as well; and
- (c) A condition to this effect has been inserted in the contract.

- (ii) In all such cases the contract should specify:-
 - (a) The materials to be supplied by Government for use on the work.
 - (b) The place or places of delivery and
 - (c) The rates at which the materials will be supplied.

The contractor should be held responsible for obtaining from Government the materials required for the work and for making payments therefore by deduction from his bills at the specified rates regardless of fluctuations in the market.

- (iii) No carriage or incidental charges shall be borne by Government for taking the materials beyond the stipulated place of delivery and no other materials may be supplied to such contractors.
- (iv) However, materials in stock with the department may be issued to a contractor for use on works, provide the contractor requests for such issues and the issues are authorised by the Divisional Forest Officer who should specify the rate at which the materials will be issued. The rate of recovery shall on no account be less than the market rate at the time of supply or the book value whichever is higher.
- (v) Petty issues not exceeding Rs. 50 for each contract may be made at book value at the discretion of the Range Officer.
- (vi) Materials acquired for issue to a contractor should be handed over to him immediately on receipt and the value at the stipulated rate debited to him after obtaining an unstamped receipt from him. Any difference in the value should be accounted for under 'final charges' or under a separate sub head 'additional charges on materials issued to contractors', as the case may be, in the account of the work.
- (vii) The contractor is not at liberty to remove the materials from the work site and all use of the material should be regulated by the executive subordinate in charge of the work. He may, if necessary, maintain an account of the materials in Form No. 83.

10.7.4. Verification of materials at site:- (i) The unused balance of materials at site should be verified by the Range Officer at least once in a year or immediately on the completion of the work, whichever is earlier. Whenever this verification is carried out a report of the same should be forwarded to the Divisional Forest Officer in Form No. 83 by noting therein the actual verified balances and signing the certificate of verification. The report should also indicate the action taken or proposed to be taken.

- (a) to adjust discrepancies, if any, and
 - (b) in the case of a completed work, to dispose of the surplus left at site.
- (ii) Discrepancies if any, may be due to differences between actual receipts and issues with those recorded in the registers and accounts, arising from errors in measurements, or in posting the accounts, or from losses of materials by carelessness, inadvertences, fraud or neglect on the part of the subordinate.
- (iii) The difference should be carefully investigated and adjusted as follows:-
- (a) Shortage and losses for which any subordinate is held responsible should be adjusted by prompt recovery under the orders of the Divisional Forest Officer, the amount being credited to the work. The question of any disciplinary action may be separately examined in deserving cases.
 - (b) Other actual losses which are irrecoverable should be written off under orders of the competent authority, subject to the powers of write off delegated to him. (See Appendix IV). No further adjustment in accounts is required in this case.
 - (c) Materials found in excess should be brought to materials at site account in Form No. 83, under receipts, with remarks, 'Materials found in excess on verification'.
- (iv) The unused materials at site should be verified whenever there is a transfer of charge of the officer in charge of the work and the fact separately recorded in the charge report.
- (v) On or before actual completion of the work, when no further issues of materials are required for the work, steps must be taken to dispose of all surplus materials by sale, or transfer to other works, etc. The value of the materials should be debited to the work to which they are transferred, and, if sold, the value realised should be credited to the work of which they are the surplus. The manner of disposals should be recorded in the "materials at site" Account.
- Note:-** A reference as to the manner of disposal of surplus materials; or adjustment of deficit should be given in the completion report.
- (vi) Surplus materials brought to site by a contractor may not be taken over by the department on any account. Departmental materials issued to contractors and found surplus on completion of the work may if they are in good condition and required for

other works be taken over by the department at the rate stipulated in the agreement or the market rate whichever is less.

10.8. Register of works

10.8.1. The permanent and collective record of expenditure incurred in the Division during the year on each work is maintained in the Register of works. In respect of works costing Rs. 50,000 and above and executed departmentally or through contractors whose contracts are for labour only, a detailed Register of works in Form No. 60A shall be maintained. For all other works the Register of works in Form No. 60 shall be maintained.

10.8.2. The register of works shall be posted from the cash and adjustment vouchers. Before posting the vouchers in the register of works they shall be entered in a schedule docket for the month for each work so as to collect together all the vouchers relating to a particular work. All charges finally debitible to the accounts of the work shall be posted in the column for 'final charges' in Form No. 60 or in the columns for final sub heads in Form No. 60A as the case may be. there are certain transactions which cannot be treated as final charges on the work or the classification of which cannot be correctly determined immediately. In order to accommodate such transactions suspense accounts are opened within the accounts of the work. The register of works provided columns for these suspense accounts also. The suspense accounts within the work accounts are dealt with in paragraph 10.9.1 to 10.9.4 of this volume.

10.8.3. In posting the register of works the following instructions should receive special attention:-

- (i) Since the register of works is not a classified account of works, and index classifying the works under the prescribed heads of account should be provided in the register to facilitate easy reference.
- (ii) The sanctioned amount of estimate should be entered in respect of each work. When supplementary estimates are sanctioned the amounts sanctioned should be entered below the corresponding amounts of the original estimates and both totalled. When a revised estimate is sanctioned the account of the original estimate should be closed and the revised estimate entered on a fresh folio prominently marked 'revised estimate' in red ink and a reference to the folio on which the original estimate is to be found should be entered thereon.

- (iii) In the case of works for which specific appropriations are sanctioned individually, the amount of appropriation should be noted in the register at the top of the page. Any addition or deduction made during the year also should be noted in the same place.
- (iv) The blank vertical columns in the register of works in Form No. 60A should be utilised for the final sub heads of the estimate costing over Rs. 5000. Both quantity and amount should be posted in these columns. Sub heads costing Rs. 5,000 and less should be clubbed together in one column and no quantity should be entered in this column.
- (v) Every month the totals for the month and the up-to-date totals should be worked out in red ink in each column.
- (vi) Posting of the Register of works should be completed before the date of submission of the monthly accounts to the Accountant General and the register submitted to the Divisional Forest Officer for review. The entries for the month should be initialled (and dated) by the Divisional Forest Office in the column provided for the purpose, in token of having examined the entries and found them correct. Actual as well as probable excesses in the total cost of a work or sub head should receive the special attention of the Divisional Forest Officer who should take necessary steps to regulate the excesses.

10.8.4. At the close of every year, the registers of sanctions and registers of works should be closed, and all incomplete and deferred works for which completion reports or statements have not been forwarded should be carried forward to the new year's registers.

10.9. Suspense accounts

10.9.1. The suspense heads opened within the accounts of a work are (i) materials (ii) contractors and (iii) labour.

10.9.2. **'Materials':-** This suspense head should be opened only in the case of works the accounts of which are kept by sub heads. The cost of the materials acquired for the work and brought on to the materials at site accounts in Form No. 83 is debited initially under this suspense head. On completion of the work the data quantities of the materials for each sub head of the work should be arrived at on the basis of the actual work executed and their cost debited to the sub heads concerned by credit to the suspense head 'materials'. The date quantities of materials should also be compared with the total issues in Form No. 83 and differences if any explained in that register. Surplus materials at site should be disposed off by transfer to other works or otherwise and

necessary credit afforded to the suspense head 'materials'. The balance if any under the suspense head 'materials' should be debited to a final sub head 'additional charges on materials issued to works' and the suspense head "materials" cleared before closing the accounts of the work.

10.9.3. 'Contractors':- This suspense head is opened in the case of works executed through contractors. The cost of materials issued and other recoverable debit to contractors on account of the work their recovery should be accounted for under this suspense head. Amount withheld from contractors bill and their subsequent release also should be accounted for under this suspense head. This head is also intended for watching the ultimate payment of the unpaid balances of contractors' accounts. The account of the contractor should be closed as soon as his contract is completed. If he delays to receive final payment for more than one month after the final bill has been passed a note to this effect should be recorded in the bill. The account of the work as passed in the bill should be incorporated in the work accounts and the amount due to the contractor removed from the accounts of the work by credit to the head 'forest deposit' to be dealt with thereafter under the rules relating thereto. If the final account shows that the contractor has already been over paid or that the account closes with a balance due by him the account should be settled by a recovery in cash or otherwise, but if an immediate recovery is not practicable the balance should be removed by debit to the head of account 'Miscellaneous Advances'.

10.9.4. 'Labourers':- This suspense head is opened for watching the clearance of the unpaid wages of labourers. Unpaid wages in a muster roll should be credited to this suspense head and the full amount of the muster roll debited to final heads within the work accounts. Subsequent payments on Hand receipts should be debited to this suspense head. If the wages of labourers remain unpaid after the completion of a work the accounts of the work may be kept open for a period of three months. Thereafter the accounts of the work should be closed leaving the credit balance under the suspense head 'Labourers' unadjusted. If the amount is subsequently claimed and paid, the payment should be charged to a fresh estimate under the same head of service as the original work, a note being recorded against the closing entry in the original work in the Register of works.

10.10. Closing the accounts on completion of work

10.10.1. The accounts of a work should be closed as soon as possible after the actual completion of the work. All liabilities on the work should be settled promptly. Money indisputably payable should never be left

unpaid. It is no economy to postpone inevitable payments and it is very important to ascertain liquidate and record the payment of all actual obligations at the earliest possible date. Before the accounts are closed on completion of the work it should be seen that all adjustments necessary under the rules have been duly made, that all liabilities have been liquidated or brought to account and that the balances under the suspense heads materials, contractors and labourers have been cleared as indicated in paragraphs 10.9.2 to 10.9.4 supra.

10.10.2 When the work is completed and accounts of it have been closed a double line should be drawn below the final entries in the Register of works and a note made in Red ink 'work completed in". This note should be signed by the Divisional Forest Officer and should be treated as the authority for closing the accounts of the work.

A completion report / statement shall also be prepared and recorded as contemplated in paragraphs 10.12.1 to 10.12.5 of volume I, noting the fact in the Register of works.

10.11. Contractor's Ledger

10.11.1. Accounts relating to contractors should be kept in the contractor's ledger Form No. 86. A separate account should be opened for each contractor for each work except when the work or supply entrusted to the contractor is not important and no payment other than a first and final payment is made to him. If, however, materials are issued to the contractor or payments are made on his behalf a ledger account should be opened.

10.11.2. The cost of materials issued to a contractor should be debited to his account on the strength of the unstamped receipt obtained from the contractor. Any payment made on behalf of the contractor should also be debited to this account. When payments are made to the contractor on a running account bill sinceby him should be credited to his account and the actual payment including recoveries creditable to other works or heads of account debited therein. The cash book voucher number and particulars of the transaction should also be noted in the ledger.

10.11.3. The ledger accounts should be closed and balanced monthly. The balance as per the ledger should agree with the progressive total of the column for the suspense head 'contractors' in the accounts of the work concerned. Periodically all the personal accounts in the ledger should be examined to see (i) that the balances do not remain outstanding for a long time without justification and (ii) that in the case of running accounts, bills are prepared at reasonable intervals.

CHAPTER XI

SUSPENSE, DEPOSIT AND OTHER TRANSACTIONS

11.1. Suspense

11.1.1. Payments or charges held under suspense are classified under the minor head "Suspense" of the major head "70 Forests" and their subsequent clearance by recovery or adjustment treated as reduction of expenditure under this major head. The detailed head under "suspense" relating to these transactions is 'Miscellaneous Advance'.

11.1.2. The transactions recorded under "Miscellaneous Advance" are divided into four classes.

- (1) Sale on credit.
- (2) Expenditure incurred on deposit works in excess of deposits received.
- (3) Losses, retrenchments, errors, etc.
- (4) Other items.

11.1.3. When materials or articles charged to the final head "Stores, tools and plant" or to the accounts of a work are sold on credit their value should be debited to "Miscellaneous Advance" under the sub head 'Sales on credit' so that the accounts of the stores or work may be kept correctly and the recovery of the value from the local body or individual concerned may be watched through the regular accounts of the division. Sale, if any, of timber and other forest produce on credit may not, however, be accounted for under this head vide also paragraph 8.1.3. supra.

11.1.4. Expenditure on deposit works, if any, undertaken by the department has to be limited to the amount of deposit received. Any expenditure on a deposit work, in excess of the deposit received shall be charged to 'Miscellaneous Advance' and its recovery watched.

11.1.5. Losses of cash, deficiencies in cash, recoverable losses of stores or deficiencies in stores, errors in accounts awaiting adjustment, etc., are accounted for under the sub head 'Losses, retrenchments, etc.' Vide also paragraph 1.2.4 and 4.8.8 of this volume.

11.1.6. All debits the allocation of which is not known or which cannot be adjusted until the recovery or settlement is effected or write off ordered are accounted for under the sub head "other items". Recoverable outstandings pertaining to works, the accounts of which have been closed, amounts disallowed from the accounts of advances

rendered by the subordinate disbursers and recoverable debit not pertaining to the accounts of a work and advances to work establishment are some of the items appearing under this sub head. Vide also paragraph 4.8.5 and 10.7.4 of this volume.

11.1.7. The detailed accounts of all these transactions shall be maintained in a suspense register in Form No. 65. Separate folio shall be set apart for each sub head and complete details of all the items entered so as to facilitate watching the clearance of individual items.

The register shall be closed monthly working out an abstract showing the opening balance, debits during the month, credits during the month and closing balance under each sub head. An extract of the register showing the affected items shall also be prepared every month in the schedule of Miscellaneous Advance to accompany the monthly accounts of the Division.

11.1.8. Items in the 'miscellaneous advance' account shall be cleared either by actual recovery or by transfer, under proper sanction or authority to some other head of account. Items or balances which may become irrecoverable may not be so transferred until ordered to be written off.

The outstanding items in the register should be reviewed by the Divisional Forest Officer every month and appropriate action taken to clear the items. In no case should an item be allowed to remain outstanding for more than six months.

11.2. Deposits

11.2.1. Deposit transactions of the Forest Department may be broadly classified into:-

- (i) Revenue deposits.
- (ii) Criminal court deposits,
- (iii) Forest deposits, and
- (iv) Interest bearing securities.

11.2.2. Revenue deposits:- (i) The following transactions of the Forest Department are classified under this head of account:-

- (a) Earnest money deposits of intending bidders at auction sales;
- (b) Earnest money deposits of tenderers; and
- (c) Security amounts deposited by lessees of usufructs of Government trees or compounds.

- (ii) Earnest money of intending bidders at auction sale may be received by selling officers in cash and the earnest money of unsuccessful bidders returned at the close of the auction. The receipt and repayment of the earnest money will be entered only in the auction register and will not find a place in the cash book of the officer or the regular accounts of the Forest Division.

The earnest money of the successful bidders will be treated as part of the part value to be remitted by the successful bidder and accounted for as forest revenue along with the balance of part value realised from the bidder. A formal receipt shall be issued for the full amount of part value and the amount brought to account in the cash book of the concerned officer. If the sale is not confirmed the part value realised will be returned to the party as refund of revenue.

Earnest money deposits of unsuccessful bidders, not returned at the close of the day shall be treated as Earnest money deposits received in cash and dealt with as indicated in sub paragraph (iv) below.

- (iii) Earnest money deposits of tenders and security amounts of lessees of Government trees or compounds are as a rule remitted into the treasury under Revenue deposits by the parties concerned in favour of the Divisional Forest Officer. The full designation of the officer in whose favour the deposit is made and the purpose for which it is made shall be specified by the depositor and recorded in the receipt granted to him by the treasury. Repayments of those deposits are made by the Treasury Officer on a written order recorded on the original treasury receipt (chalan) by the Divisional Forest Officer. The treasury receipts (chalans) for these remittances under "Revenue deposits" received from the parties are entered in a register of revenue deposits in Form No. 66 and the release of these deposits watched through this register. The receipts themselves shall be kept under lock and key with a list which should be signed by the relieved and relieving officers whenever there is a transfer of charge. These transactions are not entered in the cash book of the division or subordinate offices and therefore do not pass through the regular accounts of the division.
- (iv) If however the amount is received in cash it should immediately be brought to account in the cash book and remitted into the treasury under revenue deposit in favour of Divisional Forest Officer at the earliest opportunity. The receipt as well as the remittance should be classified in the cash book under

“Remittances of Earnest money deposits”. On receipt of the treasury chalan for the remittance in the Divisional Forest Office the same should be entered in the register of revenue deposits and then placed in safe custody. The Divisional Forest Officer while checking the cash book should ensure that all such remittances are supported by the treasury receipts and have been duly entered in the register of revenue deposits.

At the end of each month the Treasury Officer will forward to the Divisional Forest Officer a consolidated receipt for the amounts remitted in favour of the Divisional Forest Officer under “Revenue deposits” showing the R.D. number assigned to each deposit in the treasury. This consolidated receipt should be verified with the treasury receipts and the register of revenue deposits.

- (v) Procedure for the repayment of revenue deposits given in rule 205 to 209 of the Kerala Treasury Code should be followed in repaying these deposits. When the amount under ‘revenue deposit’ has to be adjusted against forest revenue the treasury receipt may be endorsed “Pay by transfer credit to forest remittance” and forwarded to the Treasury Officer together with a chalan for the remittance, for necessary action. On receipt of intimation from the Treasury Officer regarding the transfer credit the amount shall be entered on both sides of the cash book as forest revenue on the receipt side and forest remittances on the payment side.

11.2.3. Criminal Court deposits:- The transactions under criminal court deposits which may be initiated in the Forest Department are the following:-

- (a) Sale proceeds of unclaimed or seized, perishable property;
- (b) Surplus sale proceeds of unclaimed or impounded cattle; and
- (c) Receipts relating to attached disputed property till it is restored.

Any amount received or realised by Forest Officers on account of the above items shall be immediately remitted to the court concerned and shall not be entered in the cash book of the Forest Department. These transactions do not therefore pass through the regular accounts of the division. However, such transactions shall be entered in a register and the final disposal of the amount by the court watched. IF the amount is decided to be credited to forest revenue by the court, a formal requisition may be made to the court for realising the amount and on receipt brought to account in the forest cash book.

11.2.4. Forest Deposits:- (i) Transactions of the following classes come under this head:-

- (1) Cash deposits received from subordinates as security.
 - (2) Cash deposits received from contractors as security, including percentage deduction made from bills towards additional security.
 - (3) Deposits for works to be done.
 - (4) Sums due to contractors on closed works.
 - (5) Other miscellaneous deposits.
- (ii) All the above items under “Forest Deposits” are transactions which pass through the regular accounts of the Forest Divisions.
- (iii) A record of transactions relating to Forest Deposits should be maintained in the Divisional Forest Office in a register in Form No. 65. This deposit register shall show month by month the total receipts and adjustments and the closing balance of each separate item of deposit.
- (iv) Before refund of deposits, otherwise in order, is allowed, or the amount outstanding in deposit account converted into interest bearing security or credited to Government, the original realisation shall be traced and a reference to the payment or credit so recorded against the original entry in the cash book and other accounts as to make the entertainment of a double or erroneous claim impossible. A certificate for such a note having been made, shall be recorded in all vouchers for refunds. Any acknowledgements previously granted shall also be taken back, if possible and destroyed. A note of the repayment or credit shall, in any case be recorded on the counterfoil of the receipt. Bills in Form No. 81 may be used for refund of forest deposits.
- (v) From the deposit register a schedule of deposit in Form No. 90 shall be prepared every month for submission to the Accountant General along with the monthly accounts.

11.2.5. Lapsed and confiscated deposits:- (i) In the accounts of March every year the following classes of items in the Forest Deposits should be credited to Government under “Forests (d) (ii) Miscellaneous – other items” as lapsed deposits:-

- (1) Original deposit not exceeding five rupees, remaining outstanding for one whole account year.
- (2) Balance not exceeding five rupees, of items partly cleared during the year then closing.

- (3) Balances unclaimed for more than three complete account years.

The period should be calculated from the date on which the deposit item or balance, as the case may be, became repayable and not from the date of original credit.

- (ii) Deposits credited to Government as prescribed above, or confiscated under provisions of an agreement or bond, should not be released without pre-audit and sanction of the Accountant General in the manner prescribed in Article 297 of Kerala Financial Code, Volume I. The amount repaid should be treated as a refund of revenue under the major head to which it was credited, and the repayments should be noted in the deposit register against the entry for its credit to Government. Bills in Form No. 82 may be used for this purpose.
- (iii) A list of such lapsed items should be forwarded to the Accountant General along with the monthly accounts for March every year.

11.2.6. Deposit works:- Deposit works are very rare in the Forest Department. When a deposit work is undertaken by the department the full estimated cost together with the percentage charges at rates fixed by Government shall be recovered from the party before the work is started. The accounts of the work shall be maintained in the manner prescribed for P.W. Deposit works in Chapter XV of the K.P.W.A. Code.

11.2.7. Interest bearing securities:- (i) Securities referred to in paragraph 11.2.4 above may be remitted in cash or in the form of interest bearing securities and shall be covered by an agreement or bond setting forth the condition under which the security is held and may be ultimately refunded or appropriated. The forms of the securities acceptable and the conditions under which they may be accepted are given in Article 304 of the Kerala Financial Code, Volume I. The rules contained in Article 278-314 of that code regarding security deposits and their accounts are applicable to the Forest Department as well.

- (ii) Transactions connected with interest bearing securities do not pass through the cash book and consequently do not enter the regular accounts of the division. However, a register showing the receipt and disposal of these securities shall be kept in Form No. 67 "Register of Interest bearing securities" and an annual account in Form No. 67A 'Account of Interest bearing securities' prepared at the close of the year and submitted to the Accountant General along with the accounts for March. This account shall be supported by (a) the acknowledgements of the

depositors for the securities returned or transferred to them during the year and (b) the certificate of the Divisional Forest Officer that all securities shown as outstanding in this account or their acknowledgements by the authorised custodian are in his possession.

- (iii) Securities remitted in cash may be subsequently converted into interest bearing securities at the written request of the depositors by percentage deductions from contractor's bills may not be so converted.

11.3. Forest Advances

11.3.1. Advances to disbursers or in other words advances given to subordinate officers, who are not authorised to draw cheques, for making payments connected with the works entrusted to their charge, are debited to 'Forest Advance' in the accounts of the Divisional Forest Officer making the advance. The rules governing the grant of advances to disbursers and the accounts to be rendered by the disbursers in respect of such advances are given in paragraph 4.8.5 of this volume.

11.3.2. In the Division Office the recovery of the advances paid shall be watched through the 'Disburser's ledger' in Form No. 86 in which the account of each disburser shall be debited with the advances given and credited with the amounts for which vouchers are submitted by him vide also sub paragraph 4.8.5 (vii) supra.

11.3.3. The pages in the disburser's ledger shall be numbered consecutively and an index to the accounts in the ledger maintained on the first page of the ledger. Each account in the ledger shall be balanced on the last day of each month in which any transaction takes place and the balance agreed with the balance as per "Advances account" furnished by the subordinate officer.

11.3.4. An abstract of the disburser's ledger showing the opening balance, total debits, total credits and balance of each disburser shall be prepared every month in Form No. 86-A and submitted to the Accountant General along with the monthly accounts. A work-war distribution of the balance outstanding with each disburser in Form No. 101 showing the date from which each balance is outstanding and the reasons for the delay, if any, in adjusting the balances, shall also accompany this abstract.

11.3.5. All advances given to subordinates should be accounted for by them by proper vouchers. In instances where they are not accounted for properly they should be recovered from them. Should any portion of the advance become irrecoverable by unforeseen circumstances, the amount may be written off under orders of the competent authority to

whom such power is delegated. But this should be done by when all reasonable means of recovery have failed.

11.4. House building advances, Motor car advances, Mosquito net advances, Cycle advances, Onam advances etc.

11.4.1. These advances are paid to departmental officers in accordance with the rules governing them as specified in the Kerala Financial Code and other relevant orders of Government in the matter. In respect of these advances the Divisional Forest Officer functions mainly as a Treasury Officer paying the amounts or bills duly passed by competent authorities and accounting for the deductions or recoveries effected from pay bills. Separate schedules for the debits in the monthly account under each head showing voucher-wise details of the payments shall be prepared and the schedule together with the vouchers submitted to the Accountant General along with the monthly accounts. As regards recoveries from pay bill separate schedules shall be prepared from the voucher-wise details available in the statement of establishment expenditure. The Divisional Forest Officer shall see that the total recoveries as per statement of establishment expenditure and the schedules in respect of each head of account agrees with the amount credited under that head in the monthly accounts and also that the supporting deduction statements are attached with the schedules. The detailed accounts of these advances shall be maintained by the Accountant General.

11.4.2. Where however the Divisional Forest Officer is also the drawing officer, he shall maintain detailed accounts for the amounts drawn by him and watch the recoveries effected from bills cashed by him; just like any other drawing officer. A register of advances in which separate sets of folios are allotted for each category of advance shall be maintained. The details of advances drawn in each month the recoveries effected in each month and the balance at the close of each month shall be noted in this register in such a manner that the balance to be recovered from each officer and the total amount to be recovered from all the officers for whom he has drawn the advances, may be readily available in respect of each category of advance. If any officer to whom an advance has been given in transferred to another office the Divisional Forest Officer shall specify the balance amounts to be recovered in the Last Pay Certificate issued to the officer note the fact against the officer in the register and deduct the amount from the totals as per the register. On the strength of the Last Pay Certificate the amounts shall be included in the registers of the new office. The Divisional Forest Officer shall also intimate the Accountant General in writing full particulars of the amount so deducted from his register. Similarly he shall include in his register amounts advised by other

officers in respect of persons transferred to his office and intimate the details to the Accountant General. No account adjustment shall be effected in the regular accounts of the Division in any of these cases.

CHAPTER XII

TRANSACTIONS WITH OTHER DIVISIONS, DEPARTMENTS AND GOVERNMENTS

12.1. General Rules

- 12.1.1.** The conditions under which one department of the public service may raise debits against another department under the same Government or any department under another Government for services rendered or article supplied to it are regulated by the directions contained in Chapter IV of the Kerala Account Code, Volume I.
- 12.1.2.** The Forest Department shall charge any other department or Government for vegetable, animal or mineral products, extracted from a forest area. Supplies to other departments shall not ordinarily be effected before payment of value either by cheque or by accepted invoices. Supply of specimens for purposes of advertisement, experiment or study and investigations may be made free of cost vide Annexure IV to this code and paragraph 12.3.1. of Volume I.
- 12.1.3.** When a special officer is employed for the acquisition of land for the forest Department or for forest settlement works, the pay and allowances, etc., of the special officer and his establishment and any expenditure on contingencies is debitable to the Forest Department.
- 12.1.4.** Sales tax collected by forest officers shall be remitted into the treasury under sales tad and not under forest remittances. The collections as well as the remittances shall be accounted for in the cash book under "Forest remittances – miscellaneous remittances". Sales tax collected by forest officers along with the value of forest produce, etc., sold by them shall be accounted for in the forest cash books and included in the monthly accounts of the Division concerned just like any other transaction of the Forest Department. The amounts collected shall be classified under sales tax in the cash book and remitted into the treasury along with other collection under forest remittances. In the monthly accounts of the Forest Division the total amount credited to sales tax during the month shall be shown in the schedule of credits to miscellaneous heads of account as a single item and detailed lists in support of the credit furnished to audit. One copy of this detailed list of sales tax collection shall be furnished to the sales tax officer concerned on the 10th of the succeeding month, together with a certificate to the effect that the total of the list agrees with the amount credited to sales tax in the monthly accounts. Necessary adjustment to the credit of the Sales tax Department shall be effected by the Accountant General.

Note:- Similar procedure will be followed if the Forest Department received any amount on behalf of other Departments.

12.1.5. Services rendered or article supplied by one division to another shall not be charged except in the following cases:-

- (i) Stores issued from the materials account for a work.
- (ii) Other services which effect the accounts of a work in progress or Suspense of Deposits.
- (iii) Seedlings supplied by one division to another.

12.1.6. (i) In respect of timber and other forest produce transferred from one forest division to another no value adjustment shall be made. The necessary adjustments in the quantity accounts shall be effected on the basis of the receipt notes furnished by the receiving division.

- (ii) When for the sake of convenience or on administrative or financial considerations, timber and other forest produce from one division are sent to a depot in another division for disposal, no adjustment of value shall be effected wither before or after disposal of the produce. Necessary adjustment shall be effected in the quantity accounts at both ends by the concerned forest officers on the strength of the receipt notes furnished by the receiving depot and the articles received shall be treated as part of the stock of the division to which the Depot is attached. For the purpose of maintaining the statistical registers in the supplying division, the value fetched may be intimated to the supplying division every month through statements of sale effected from timber, etc., received from other divisions, but account adjustments for the value shall be made

12.2. Transactions with other forest divisions

12.2.1. Any transaction originating in a forest division should be classified under the remittance head "Transfer between forest officers" in the books of the originating divisions if it is to be finally accounted for in another forest division. In the case of cash transactions they should be classified under "Transfers between forest officers" in the cash book and in the case of adjustment transactions the classification should be made in the Transfer entry order and the adjustment register.

12.2.2. In all such cases debit or credit invoice in Form No. 15 should be issued in triplicate by the originating division. These invoices should also be supported by necessary vouchers, if any, in the case of debits. The responding division should examine every transfer advised to if for adjustment and if it accepts the transfer, sign the acknowledgement portion of the invoice and return one copy of the same. The responding

division may not accept in part any transfer advised. It may not also reject a transfer because the voucher is not in order or is wanting. If it does not relate to the division it may be rejected altogether, otherwise it should be accepted provisionally and the dispute whether as to the amount or as to the particulars of the transaction settled separately by correspondence with the officer who advised the transfer.

12.2.3. The responding division on accepting the transfer should adjust the same in its adjustment register debiting or crediting the relevant heads of account and crediting or debiting "Transfers between forest officers". The originating division is responsible that the entry in its account is supported by the acceptance of debit or credit as the case may be.

12.2.4. The originating division should enter these invoices in the register of invoices and watch the receipt of the acceptance. The responding division also should register all such invoices received in the register of invoices received (Form No. 73-A) and watch their disposals noting the date of returning the accepted invoices and also the adjustment item number. At the close of the month the division should prepare schedules of credit / debit to "Transfers between forest officers" in Form No. 89 distinguishing the originating and responding items by the letters 'O' and 'R' respectively. The totals of the debit and credit schedule should agree with the total debit and credit to 'Transfers between forest officers' in the monthly account.

12.3. Transactions with other departments

12.3.1. For supplies made or services rendered to other departments on invoice in triplicate in Form No. 15 shall be sent to the departmental officer concerned for acceptance when the cost is to be adjusted by book transfer. The departmental officer shall accept and return the original and duplicate copies of the invoices. On receipt of the invoice the value of supplies made or service rendered shall be credited to the revenue or other head of account concerned and debited to the department supplied under the remittance head "Items adjustable by civil" by proposing necessary transfer entries and incorporating them in the adjustment register. If any cash charges are incurred in the Forest Department in respect of any other department the same shall be initially debited to the remittance head "Items adjustable by civil" in the cash book of the Forest Officer and an invoice in Form No. 15 forwarded by the Divisional Forest Officer to the concerned department for acceptance. A similar procedure should be followed for credits originating in a forest division but adjustable in another department. All these invoices shall be entered in a register of invoices

in Form No. 73 maintained in the Divisional Office for watching the receipt back and adjustment of the invoices.

12.3.2. Schedule of debits / credits to “Item adjustable by civil” shall be prepared every month in Form No. 89 for transmission to the Accountant General along with the monthly accounts. In these schedules all the debits / credits appearing in the cash book and adjustment book shall be entered department-wise and the total agreed with the total debits / credits to ‘Items adjustable by civil’ in the monthly accounts. Reference to the invoices issued shall also be furnished in this schedule. The invoices and other vouchers if any, in support of the debit schedule shall be collected together and attached to a schedule docket in which the voucher-wise details working up to the total of the schedule shall be furnished.

12.3.3. In respect of supplies made and services rendered by the other departments to the Forest Department, the invoices from the departments shall be entered in a register of invoices received (Form No. 73-A) and after verification duly accepted by the Divisional Forest Officer. Two copies of the accepted invoices shall be returned to the supplying officer and one copy retained in the division office. Any adjustment in the accounts shall be effected only in receipt of advice of debit from the Accountant General. On receipt of the advice of debit from the Accountant General the amount will be adjusted through the adjustment book debiting the work or final head of account and crediting the remittance head “Items adjustable by forest”. The fact of adjustment shall also be noted in the register of invoiced received. A similar procedure shall be followed in respect of credits originating in other departments adjustable in the books of the forest department credit invoices being received and accepted and the amounts adjusted in the books by debit to items adjustable by forest or receipt of the advice of credit from the Accountant General.

12.3.4. Schedules of debits / credits to ‘Items adjustable by forest’ shall be prepared every month in Form No. 89. The advice number of the Accountant General, the name of the department and other particulars shall be entered in this schedules and the total amounts as per the schedules agreed with the amount debited or credited to ‘Items adjustable by forest’ in the monthly accounts. These schedules shall also be forwarded along with the monthly accounts.

12.4. Transactions with other Governments

12.4.1. (i) In all the cases of supplies made to other Government including Railways, Posts and Telegraphs Department and Defence services, the necessary debit should be raised by the originating Division on the strength of invoices or issue notes accepted by the

other Government Officers to whom the supplies have been made. On receipts of the accepted invoices or issue notes, necessary transfer entries crediting revenue and debiting the Government concerned should be proposed and incorporated in the adjustment register. The debit should be raised under "Adjusting account" or "Interstate suspense account" concerned quoting the authority for the transaction and should be supported by the accepted invoices or issue note. Schedules of debits to "Adjusting account" or "Interstate suspense account" should be prepared at the close of each month in support of the debits to these accounts in the monthly accounts and the accepted invoices or issue notes attached to the schedule dockets for the "Adjusting Account" or "Interstate suspense account" concerned.

- (ii) These invoices or issue notes should also be included in the register of invoices referred to in paragraph 12.3.1 and 12.3.3 supra. The detailed procedure to be followed in respect of supplies made to the Government of India, Railways, etc., through the Director General of Supplies and Disposals is given in Appendix No. XXVIII.

12.4.2. In respect of supplies made to the Forest Department by other Governments the invoices received should be accepted after verification and returned to the Supplying Officer, who will raise the necessary debit through his Accountant General. The Accountant General, Kerala, will advise the debit to the concerned Divisional Forest Officer who should then adjust the amount in his books by debit to the final head concerned and credit to the remittance head 'Items adjustable by Forest'.

CHAPTER XIII

ACCOUNTS OF DIVISIONAL FOREST OFFICES

13.1. General

13.1.1. The Divisional Forest Officer is responsible not only for the financial regularity of the transactions of the whole division including those of the subordinate officers but also for the maintenance of the accounts of the transactions correctly and in accordance with the rules in force. In the discharge of these responsibilities the Divisional Forest Officer is assisted by the Manager, who is the head of the ministerial staff in his office.

13.1.2. The more important duties of the Manger are detailed below:-

- (1) he is responsible for maintaining correctly all the records connected with revenue and expenditure and for compilation of accounts.
- (2) he is an internal auditor, responsible for scrutiny of all accounts, vouchers, cash book and records connected with the stock and cash transactions.
- (3) he shall also assist the Divisional Forest Officer in all matters connected with accounts, financial transactions, budget estimate, etc., and in the general correspondence of the office.
- (4) He should examine the accounts and return received from subordinate offices.
- (5) He should exercise a check daily in regard to transactions recorded direct in cash accounts, etc., in the Divisional Forest Office.
- (6) He should check all records relating to contracts from the tender or auction list to the final settlement of liabilities and return to security deposit.
- (7) He should keep himself thoroughly conversant with all sanctions and orders passing through his office and with other proceedings of the Divisional Forest Officer and his subordinates which may affect the estimate or accounts of actual or anticipated receipts and charged.
- (8) He is the Financial Assistant to the Divisional Forest Officer in all matters relating to the accounts and budget estimates, or to the operation of financial rules generally. He should keep watch over the appropriations and their expenditure and all liabilities

against grants and caution the officers from exceeding budget sanctions of expenditure.

- (9) he is expected to see that all rules and orders in force are observed in respect of all transactions in the division. If he considers that any transactions or orders affecting receipts and expenditure are such as would be challenged by the Accountant General., it is his duty to bring it to the notice of the Divisional Forest Officer in a written statement of his own reasons and to obtain orders thereon.
- (10) He should always point out to the Divisional Forest Officer if the latter, by inadvertence, exceeds the financial limitations of his powers.
- (11) He should see that all audit objection and inspection notes are attended to in time and correct replies furnished.
- (12) He should conduct an effective test check of accounts and records as per the notes of inspection of Depots and Ranges once an year at least, before the Divisional Forest Officer reviews them, and record his observations in a separate note.
- (13) He should review the work of the office staff once every month and submit running notes to the Divisional Forest Officer.
- (14) He shall be competent to check and examine initial accounts and records of Ranges and Depots under orders of the Divisional Forest Officer, at any time.
- (15) He is responsible to maintain proper discipline among members of office staff.

13.1.3. In Divisions where there are Head Accounts to assist the Manager in the discharge of the above functions the Divisional Forest Officer should allot specific functions to the Head Accountant, even though the Manager is responsible for the discharge of the functions enumerated in paragraph 13.1.2 above.

Items 1, 2, 4, 7, 9, 11, 12 and 14 may preferably be allotted to the Head Accountant.

13.2. Incorporation of the accounts of Subordinate Officers

13.2.1. The accounts of the cash transaction of Range and Depot Officers or other officers authorised to receive dues to Government on behalf of the Divisional Forest Officer or incur expenditure out of advances given to them are maintained in accordance with the provisions of paragraphs 4.8.4 and 4.8.5 of this volume. Detailed accounts of receipts, disposals and balances of forest produce are also

maintained in the Ranges and Depots as contemplated in paragraphs 6.2.1. to 6.3.5. of this volume.

13.2.2. The registers to be maintained and the returns to be submitted by the Range and Depot Officers are given in Appendices XV and XVI to this Code. Copies of the cash book and the 'Advances Account' are submitted to the Divisional Forest Officers along with the supporting vouchers and receipts on the dates specified in paragraphs 4.8.4. and 4.8.5. of this volume.

13.2.3. The cash book copies received in the Division Office should be checked in detail and the correctness of the abstract furnished along with the cash book copy of the last day of the month verified. The abstract and the vouchers should, after scrutiny, be passed by the Divisional Forest Officer and then incorporated in the monthly accounts. Discrepancies, if any, should at once be taken up with the subordinate officer concerned, correcting, if necessary, the cash abstract furnished.

13.2.4. The 'Advances account' should be dealt with as indicated in paragraph 4.8.5 of this volume. Each voucher should be examined and passed by the Divisional Forest Officer for adjustment in the adjustment register, crediting the net amount to "Forest advances" and entered in the adjustment register giving an adjustment item number. The vouchers shown then be posted in the work registers of the Division. The net amount paid as per the 'Advances account' as shown in the abstract should be credited in the ledger account of the disburser.

13.2.5. The accounts of timber and other forest produce received from the subordinate officers should be checked in details and incorporated in the division registers as directed in Chapters VI and VIII of this volume.

13.3. Scrutiny of accounts

13.3.1. In checking the accounts returns from the subordinate offices the Manger of the Divisional Forest Office should see –

- (i) that they have been received in a complete state,
- (ii) that all ums receivable are duly realised and promptly remitted into the Treasury crediting the amount to the proper accounts,
- (iii) that the charges as per the 'Advances account' are covered by sanctions and appropriations and are supported by vouchers complete in all respects,

- (iv) that all vouchers and accounts are arithmetically correct and that they are in all respects properly prepared in accordance with the rules applicable in each case,
- (v) that muster rolls and casual labour rolls are accompanied by the abstract in Form No. 76-A,
- (vi) that the charges are correctly classified,
- (vi) that the charges are correctly classified,
- (vii) that on the basis of rates sanctioned by competent authority and quantities of work done or supplies made or services rendered, duly certified by authorised officers and claims admitted for payment are valid and in order.
- (viii) that the abstracts furnished with the stock accounts are correct and agree with the details as recorded in the accounts and the returns already received from the subordinate offices.
- (ix) that expenditure which is within the competence of the Divisional Forest Officer to sanction or regularise is not incurred as a matter of course by the subordinate disbursing officers without his knowledge.

13.3.2. The Manger should exercise a similar check on the day to day transactions recorded in the division cash book and the bills and vouchers submitted to the Divisional Forest Officer for approval before payment. He should affix his dated initials after the last entry checked in the division cash book and also on the vouchers and bills checked by him.

13.3.3. The Manger should check the works expenditure with the estimates to ensure that the chares incurred are in pursuance of the objects for which the estimate was intended to provide. In the case of works the expenditure on which is recorded by sub-heads, he should check the expenditure on each sub-head with the estimated quantity, the sanctioned rate and the total sanctioned cost and bring to the notice of the Divisional Forest Officer all deviations from the sanctioned estimate.

13.3.4. He should also see that the gross expenditure authorised is not exceeded in the case of works in which receipts on account of sale of dismantled materials, etc., are taken in reduction of expenditure and that surplus receipts obtained are not used for additional expenditure without the orders of competent authority. When any portion of the work is abandoned he should see that the savings due to the abandonment is not utilised towards unauthorised expenditure.

13.4. Compilation of Accounts

13.4.1. Closing the division cash book and adjustment register:-

The cash book of the Division Office should be closed and an abstract worked out in the cash book on the last working day of the calendar month. The adjustment register for the month should be closed and an abstract prepared in the register as soon as possible after the expiry of the month and in time to complete the compilation of the monthly accounts and submit the same to the Accountant General on the due date, viz., 10th of the succeeding month. Before closing the adjustment register, it should be ensured that all vouchers relating to the 'Advance accounts' of subordinates have been adjusted and all necessary transfer entries included in the adjustment register (Form No. 74).

13.4.2. Schedule Docket:- All cash vouchers and adjustment vouchers relating to charges on works or other items of expenditure or disbursement other than establishment expenditure and contingencies should be posted in schedule dockets in Form No. 93. A separate form should be used for each work accounted for in the schedule of works expenditure, and for each separate class of charges including refunds of revenue for which a schedule in any other form has to be prepared under the rules in this chapter. Cash receipts which have to be taken in reduction of expenditure should be posted as refunds with brief particulars of the transactions. After all the vouchers, cash receipts, etc., are posted, the schedule dockets should be totalled and net charged worked out in them.

In respect of works the net charges should be agreed with the net charges for the month in the register of works for each work and in respect of other schedule dockets the net charge should be agreed with the amounts debited in the concerned registers. All the cash vouchers, adjustment vouchers, survey reports with sale account, etc., which are to be submitted to the Accountant General under paragraph 13.4.14 infra should be attached to the schedule dockets.

13.4.3. Schedule of work expenditure:- After reconciling the totals of the schedule dockets with the total charges for the month in the work register in respect of each work, a schedule of works expenditure in Form No. 94 should be prepared detailing all the affected works for the month. This schedule should be in two parts. Part I for works within the competence of the Divisional Forest Officer and Part II for works within the competence of officers higher than the Divisional Forest Officer. The works should be grouped by major, minor and detailed heads of account in each part and the totals of Part I carried over to Part II under the respective heads of account so that the total expenditure under each head of account may appear in Part II of the schedule. In Part II of the schedule the totals of unaffected works

should also be entered in the columns for charges for the year and up-to-date charges under each head of account and the progressive totals for each head of account agreed with the total of the months figure plus progressive totals for the previous month. The schedule dockets should be numbered in the order in which they appear in the schedule of works expenditure and should be noted against each work in the schedule. The estimate number and amount should invariably be noted in the schedule of works expenditure. The totals of each major, minor and detailed head of account should be worked out in the schedule.

Comprehensive schedules showing the details of all the works in progress in the Division, i.e., for which completion reports have not been recorded, should be prepared for September and March (supplemental).

13.4.4. Schedule of Miscellaneous Advance:- This schedule should be prepared in Form No. 91; from the register of Miscellaneous Advance in which the several transactions under Miscellaneous advance are grouped under the four classes referred to in paragraph 11.2.3., of this volume. Only the affected items need be detailed every month but totals of the unaffected items should also be entered as the last item under each class so that the opening balances under each class may agree with the closing balances for the previous month. An abstract showing the totals of each class and the grant totals for the schedule should be worked out in the schedule. The total debit should be agreed with the total of the schedule dockets for Miscellaneous advance. In the schedules for September and March (supplemental) the unaffected items should also be detailed.

13.4.5. Statement of Establishment expenditure:- This statement in Form No. 122 should be prepared from the register of establishment charges as indicated in paragraph 9.1.5. supra. This statement furnishes the expenditure under each detailed head relating to establishment and also the recoveries effected from the pay and allowances of all officers of the department. The totals of the deductions under each head should be credited in the relevant schedules and where necessary be supported by deduction statements. The establishment vouchers should be arranged in serial order by major heads and attached to this statement.

13.4.6. A consolidated contingent bill incorporating all contingent expenditure incurred in cash or by adjustment should be prepared and all contingent vouchers attached to the same.

13.4.7. Classified abstract of expenditure:- Classified abstracts of expenditure in Form No. 126 should be prepared for the major heads 70 Forest and 119 Capital outlay on forests. The expenditure under

each detailed head should be posted from the statement of establishment expenditure and schedule of works expenditure and the debits to Miscellaneous advance from the schedule of Miscellaneous advance. The totals of each minor head and major head should be worked out in the abstract.

13.4.8. (i) Schedule of revenue realised:- A schedule of revenue realised should be prepared in respect of the major head L.I. Forest in Form No. 125. The figures for each detailed head of account under L.I forest as per each cash abstract and the adjustment abstract should be posted in this schedule and the total for the division as a whole worked out. This schedule should be supported by a detailed schedule of Miscellaneous Revenue.

(ii) **Schedule of refunds of revenue:-** Details of all refunds of revenue should be entered in a schedule in Form No. 100 and the total agreed with the total of the schedule docket for the same.

13.4.9. Schedule of forest deposits:- A schedule of forest deposits should be prepared in Form No. 90 from the Register of Forest Deposits in which the deposit transactions are grouped under the five classes specified in paragraph 11.2.4. supra. The procedure indicated in paragraph 13.4.4. above for the preparation of the schedule of Miscellaneous advances may be followed in preparing this schedule also. The total debit as per this schedule should be agreed with the total of the schedule docket for forest deposits.

13.4.10. Other schedules:- The following schedules should be prepared every month if there are any transaction relating to the same during the month.

(i) Schedules of debits and credits of Miscellaneous heads of account should be prepared in Form No. 92 separately for debits and credits. The transactions relating to final heads of account other than those of the Forest Department should be detailed in these schedules separately.

(ii) Separate schedules of debits and credits to 'Adjusting account between Central and State Governments' in Form No. 106. Brief particulars of the transactions, classifications if known and authority should be furnished in the schedules.

(iii) Separate schedules of debits and credits to adjusting account with Railways, Defence and Posts and Telegraphs Department in Form No. 106. Separate schedules should be prepared for each unit or circle.

- (iv) Separate schedules of debits and credits to 'Interstate suspense account' in Form No. 106. A separate schedule should be prepared for the account with each Government.
- (v) Separate schedule of debits and credits showing voucher number and amount, supported by vouchers and deduction statements should be prepared in Form No. 88 for House building advance, etc., under Q. Loans and Advances, General Provident Fund etc. under State Provident Fund, Objection book advance and Onam advance.
- (vi) Separate schedules of debits and credits to "items adjustable by forest" in Form No. 89. Each advice from the Accountant General should be separately shown in these schedules.
- (vii) Separate schedules of debits and credits to "Items adjustable by civil" in Form No. 89. Each accepted invoice should be separately shown. Invoices accepted by the same officer should be collected together and the total for each officer worked out.
- (viii) Separate schedule of debits and credits to "Transfers between forest officers" in Form No. 89. Each invoice should be separately detailed and grouped by divisions or offices and the total for each division or office worked out in the schedule.

In respect of all the above schedules the total debit as per each schedule should be agreed with the total of the corresponding schedule docket.

- (ix) Lists of remittances made in Form No. 95 and cheques issues in Form No. 96 should be prepared. No schedule docket should be prepared for remittances and cheques.
- (x) **Schedule of Forest advances in Form No. 86A:-** This schedule should show the opening balance, debits during the month, credits during the month and closing balance in respect of forest advances given to each subordinate disbursing officer and should be an abstract of the disburser's ledger as contemplated in paragraph 11.3.4. of this volume.

13.4.11. Monthly account:- The monthly account should then be prepared in Form No. 87. On the receipt side of the account the total for the major head L1 as per the schedule of revenue realised, and the total credits to miscellaneous heads of account, forest deposits, adjusting account, etc. as per the schedules referred to in paragraph 13.4.9 and 13.4.10 should be posted. On the expenditure side the totals for the major heads 70 and 119 as per the classified abstract of expenditure and the total debits to miscellaneous heads of account, etc., as per the schedules referred to above should be posted. The last

item in the monthly account should be increase or decrease in cash balance, increase to be shown on the expenditure side and decrease on the receipt side. The net increase or decrease in cash balance for the division as a whole as per the cash books of the Divisional Forest Officer and the subordinate officers for the month should be shown. The opening and closing balances for the Division as a whole should also be shown in the column for major heads, etc., in the monthly account. With the addition of the increase or decrease in cash balance, the total of the receipt side should agree with the total of the expenditure side of the monthly account does not balance, the difference should be located and rectified immediately and if it could not be located in time to submit the monthly account to the Accountant General the procedure suggested in paragraph 1.2.4. and 4.8.8. of this volume should be followed. The correctness of the monthly account should be proved through a consolidated abstract book.

13.4.12. Consolidated Abstract Book:- The abstracts of the cash books of the Division Officer and his subordinate disbursing officers and the adjustment abstract should be posted in the consolidated abstract book in Form No. 127 and the total figures under each head of account for the Division as a whole worked out in the book. Since this book is posted from the balanced abstracts of the cash books and Adjustment register, the expenditure and receipts side of this book should necessarily balance. This consolidated abstract will facilitate location of errors and omissions made in the compilation of the monthly accounts from the schedules and will also service as an independent check over the accounts compiled.

13.4.13. Submission of monthly accounts to the Accountant General:- the monthly account is due to reach the Accountant General on the 10th of the succeeding month. It should be supported by the following documents. The Accountant General may call for any other document schedule to be sent along with the monthly accounts.

- (1) List of documents submitted (Form No. 130)
- (2) Schedule of revenue realised (Form No. 125)
- (3) Schedule of refunds of revenue (Form No. 126 separately for each major head of account)
- (4) Classified abstract of expenditure (Form No. 126 Separately for each major head of account)
- (5) Schedule of works expenditure (Form No. 94 separately for each major head of account).
- (6) Statement of establishment expenditure (Form No. 122) with all vouchers.

- (7) Consolidated contingent bill (Form T.R.61).
- (8) Schedule dockets (Form No. 93) with necessary vouchers, survey reports and sale accounts attached each.
- (9) Schedule of debits and credits to miscellaneous heads of account (Form No. 92)
- (10) Schedule of debits and credits to adjusting account between Central and State Governments (Form NO. 106).
- (11) Do. do with Railways.
- (12) Do. do with the Posts and Telegraphs Department (Form No. 106)
- (13) Schedule of credits and debits to adjusting account with Defence (Form No. 106)
- (14) Schedule of credits / debits to Interstate suspense account (Form No. 106)
- (15) Schedule of Miscellaneous Advance (Form No. 91)
- (16) Schedule of Miscellaneous Revenue (Form No. 97)
- (17) Schedule of credits / debits to Items adjustable by forest (Form No. 89)
- (18) Do do Items adjustable by Civil (Form No. 89)
- (19) Do do Transfers between forest officers (Form No. 89)
- (20) List of cheques drawn (Form No. 96) (in duplicate)
- (21) List of remittances made (Form No 95) (in duplicate)
- (22) Schedule of Forest deposits (Form No. 90)
- (23) Statement of work-war distribution of advances (Form No. 101)
- (24) Abstract of disburser's ledger (Form No. 86A)
- (25) Abstract of Contractor's ledger (Form No. 86A)
- (26) Schedule of E.M.D. remittances (Form No. 129)
- (27) Schedule of miscellaneous remittance (Form No. 129)
- (28) Schedule of debits / credits to House Building advance, G.P.F., O.B.A., etc., (Form No. 88 in duplicate)
- (29) Copy of the adjustment register with abstract (Form No. 74)

13.4.14. All vouchers other than those detailed below should accompany the monthly accounts.

- (1) Vouchers for Rs. 100 and above.
- (2) Muster rolls and casual labour rolls – but the abstracts in Form No. 76A should be furnished.
- (3) Vouchers in support of payments made for the conversion of cash deposits into interest bearing securities.

Note:- Vouchers in support of debits to contractors should be submitted even though falling under the above categories.

13.4.15. The Manager should sign not only the monthly account but also all the schedules etc, accompanying it. The Divisional Forest Officer need not sign all these documents but should necessarily sign the list of accounts, the monthly accounts, the cash balance statement, the copy of adjustment register, the consolidated contingent bill and the schedule of settlement with treasuries. If however he is absent from headquarters the documents may be forwarded without his signature on the due date. On his return to headquarters he should examine the office copies of the documents and connected books and forward to the Accountant General duplicate copies of the monthly account and the contingent bill duly signed by him together with a certificate to the effect that he has examined the office copies of the document submitted with the monthly accounts and that they are in order.

13.5. Settlement of accounts with Treasuries

13.5.1. On the first working day of each month each District Treasury Officer has to send to each Divisional Forest Officer who deals with the treasuries in his district a consolidated receipt in Form T.A. 11 of the Kerala Account Code, Volume II for the total amount received and credited to forest remittances during the previous month in respect of the forest officer's division. To facilitate prompt transmission of the consolidated treasury receipt by the Treasury Officers the Divisional Forest officer should prepare soon after the close of the month a statement of remittance made by him or on his behalf under forest remittances and forward the same to the Treasury Officer for verification and return with the consolidated treasury receipt. The Treasury Officer will after verification point out the differences if any and furnish the consolidated treasury receipt for the amount credited under forest remittances in his books. The discrepancies pointed out by the Treasury Officer should be set right immediately in consultation with the latter.

13.5.2. A similar statement of remittances made by forest officers for credit to R.D. (E.M.D.) remittances during the month should be forwarded to the Treasury Officer immediately after the close of the month by every Divisional Forest Officer. The Treasury Officer will after verification note the R.D. number against each remittance and

return the same to the Divisional Forest Officer duly recording a certificate of verification.

Note:- Earnest money directly remitted by the parties under R.D. will not appear in the cash book of the forest Division and should not therefore find a place in the statement furnished by the Divisional Forest Officer. Only amounts received in cash by forest officers and included in the cash book under E.M.D. remittances will find a place in this statement.

13.5.3. The Divisional Forest Officer should as soon as possible after the expiry of the month forward a list of cheques drawn during the month to the Treasury Officer. The Treasury Officer will note the dates of payments against each cheque paid during the month and also add details of cheque drawn during previous month but paid during the month and furnish a certificate of issue to the Divisional Forest Officer.

13.5.4. As soon as the certificate of receipts and issues are received from the Treasury Officers, the Divisional Forest Officer should prepare the schedule of settlement with treasuries in Form No. 75 and forward the same to the Accountant General. It is the responsibility of the Divisional Forest Officer to see that his transactions with the treasury are settled expeditiously and every attempt should be made to effect the settlement before the monthly accounts are submitted to the Accountant General. On no account should be submission of this schedule be delayed beyond the 15th of the succeeding month. Any delay on the part of the Treasury Officers in furnishing the certificates of receipts and issues should immediately be taken up with the Director of Treasuries direct and habitual delays if any with Government through the Conservator and the Chief Conservator of Forests.

13.6. March and March supplementary accounts

13.6.6. Along with the accounts for March the following documents and certificate should also be forwarded:-

- (i) Original cash balance report of the Divisional Forest Officer and all subordinate disbursing officers.
- (ii) A statement showing the total amount, number of cheques issued during the month and during the last five days of the month.
- (iii) An account of interest bearing securities in Form No .124-A.
- (iv) Statement of lapsed deposits.

The schedule of credits / debits of the heads 'Adjusting account between Central and State', 'Adjusting account with Railways, Defence, Posts and Telegraphs Department and Interstate suspense

account' , should be furnished not later than the 7th April and all correcting entries affecting these schedules should be intimated before the 12th April.

13.6.2. The financial year terminates on the 31st March and actual transactions taking place after that date can on no account be treated as pertaining to the year. It is, however, necessary that as many of the unadjusted outstandings of the year as possible should be cleared within the accounts of the year and the errors in accounts coming to notice after the 31st March should be set right, if possible, without affecting the accounts and estimates of the following year. It is therefore necessary that though the cash accounts should be positively closed on the 31st March the adjustment register should be kept open for transfer entries relating to rectification of errors and settlement of outstandings. The adjustment register should be closed on the 20th May or on such other date as may be prescribed by the Accountant General and the entries consolidated into a special monthly account. This monthly account, known as the supplementary account for the year, with all the necessary accompaniments, should be submitted to the Accountant General on the 1st June following or any other date that may be prescribed by him.

Note:- Accounts of transactions with other Governments and with Railways must be settled completely and communicated to the Accountant General by the 12th April at the latest.

13.7. Review of unsettled accounts

13.7.1. The registers and schedules relating to the suspense the deposit heads of account, register of works, contractors and disburser's ledgers and the register of outstandings on account of revenue should be reviewed monthly so that the steps necessary to effect the expeditious clearance of outstandings whether by actual recovery or by adjustment in the accounts may be taken regularly. Early in March, special steps should be taken to bring all possible reduction in the number and amounts of outstandings at the close of the year. A consolidated certificate of balances other than cash should be forwarded to the Accountant General in Form No. 131 after 'submission of the monthly account for March supplementary'.

13.7.2. The Divisional Forest Officer should also see that remittance transactions, original or responding are settled promptly and should take special steps early in March to clear as many outstandings as possible in the accounts for March. The Divisional Forest Officer should report to the Conservators and the Accountant General all cases where accepted invoices have not been furnished by the officers to whom supplies have been made, even after six months and furnish

the Accountant General with all necessary details to enable him to take up the matter with the concerned officers.

13.8. Correcting in Accounts

13.8.1. No alteration may be made in the accounts of a division after the monthly accounts have been submitted to the Accountant General.

13.8.2. Any correction found necessary after the submission of the monthly accounts shall be effected by proposing necessary transfer entries and incorporating the same in the accounts for the current month provided they are effected before the accounts for the year are closed.

13.8.3. After the accounts for the year are closed except in the case detailed in paragraph 13.8.4 no correction is ordinarily admissible, it being sufficient to make a suitable note of the correction against the incorrect entry or to make the necessary alterations in the progressive figures as may be necessary.

13.8.4. (i) All errors affecting debt, deposit (including suspense) or remittance head shall be corrected, however old or however small they may be, by transferring the wrong debit or credit to the correct head of account by means of a transfer entry. If the transfer affects a Revenue head or Expenditure head the debits or credits should be classified as follows:-

- (a) If the entry to be made is a credit to a revenue head or debit to an expenditure head (other than works) the credit or debit shall be afforded to the concerned head of account.
 - (b) If the entry to be made is a debit to a revenue head or credit to an expenditure head (other than works) the debit to revenue shall be classified under "Deduct – refunds" and the credit to expenditure head shall be classified as "Recoveries of expenditure".
- (ii) Errors affecting the accounts of work shall be corrected by crediting or debiting the work wrongly debited or credited affording contra – debit or credit to the correct work or head of account except when the corrections affect the accounts of a maintenance work, the accounts of which have been closed with the financial year. In the latter case any debit shall be classified under a new maintenance estimate for the current year and any credit classified under recoveries of expenditure.
- (iii) Any wrong debit or credit to a revenue head or expenditure head detected after the submission of the March supplementary

accounts shall be communicated to the Accountant General and dealt with as per his directions except when the amount involved does not exceed rupees ten.

CHAPTER XIV

MONTHLY RETURN, ETC.

14.1. Ranges and Depots

14.1.1. The following returns shall be submitted monthly to the Divisional Forest Officer from each Forest Depot and Sale Depot. Also see Appendix XVI.

- (1) Receipts and issues of timber and other produce in Form No. 5
- (2) Sale to timber and other produce including drift and waif wood, etc., in Form No. 6.
- (3) A copy of the stock register in Form No. 3 or 3A as the case may be with abstract of closing balance.
- (4) Statement of outstandings on account of revenue as per Form No. 6 in Form No. 9.
- (5) Progress report of work done by contractors Form No. 103.
- (6) Statement of working charges (remuneration) due to contractors Form No. 103.
- (7) Cash book copy with certificate of cash balance and cash balance report.
- (8) Form Nos. 8 and 9 to 8 wherever necessary.

14.1.2. All returns received shall be scrutinised and mistakes, if any, reconciled. A monthly summary for the whole Division shall be prepared in the Divisional Forest Office from the returns in Form No. 5, Form No. 6, Form No. 8 and Form Nos. 9 to 6 and Form Nos. 9 to 8 received from the various sub offices. All kinds of produce of the same species and class collected by the same agency shall be grouped together and the number and quantities totalled. The receipts and issues and balance of each forest depot and sale depot should be shown separately in Form No. 5. After preparing the abstracts of the various monthly timber returns received from all the sub offices, the Divisional Forest Officer shall submit to the Conservator of Forests by the 25th of the succeeding month a certificate to the effect that all monthly timber returns due from subordinate offices have been received, checked and consolidated and recorded in the register in Form Nos. 5, 6, 8 and 9.

14.1.3. Office copies of timber returns should be prepared and kept only in bound registers in all offices. The use of loose sheets for this purpose is irregular. The bound registers detailed below shall be maintained in

all Depots, Range Offices and Divisional Forest Offices. Monthly returns shall be prepared and submitted in loose sheets in the same form by Depot Officers and Range Officers. After the subordinate returns are checked, reconciled and compiled in the Divisional Forest Office, the consolidated statement for the whole Division should be recorded in the respective register and the certificate submitted to the Conservator of Forest as prescribed in paragraph 14.1.2 above.

1. Register of receipts, issues and balance timber, etc. Form No. 5
2. Register of revenue from timber, etc. cut, collected and removed by Government Agency ... Form No. 6
3. Register of revenue from timber, etc. cut, collected and removed by consumers and purchasers. ... Form No. 8
4. Register of outstandings on account of revenue ... Form No. 9

14.2. Division Offices

14.2.1. Immediately after the submission of the monthly accounts to the Accountant General, the following returns shall be submitted to the Conservator so as to reach this office not later than the 15th of the month following the one to which the account relates or other due date fixed:-

1.	Return of sanction of estimates granted by the Divisional Forest Officer	Form No. 57
2.	Copies of all returns submitted for audit (vide Article 280) to the Accountant General except schedule dockets and vouchers	
3.	Progress report of sanctioned works	61
4.	Statement of payments on account of Kudivila on account of royalties	71
5.	Statement of Kolevila (remuneration) due to contractors for the month	102
6.	Progress report of works done by contractors for the month	103
7.	Statement of stores, tools and plant (Half-yearly)	107
8.	Statement of fines on recalcitrant witnesses	108
9.	Progress statement of revenue	98
10.	Progressive statement of expenditure	99

11.	D.C.B of amounts advised for action under the Revenue Recovery Act	
12.	Copy of the Division Register in Form No. 5	5

14.2.2. A copy of the consolidated stock abstract and a copy of the Division register of receipts, issues and balance of timber, etc., for the month shall be forwarded to the Conservator of Forests before the 25th of the succeeding month (vide paragraph 6.4.2. and 6.4.3. of this volume).

14.2.3. Copies of the monthly accounts rendered to the Accountant General by the Divisional Forest Officers should be submitted to the Chief Conservator of Forests also simultaneously as they are submitted to the Conservator. The schedule dockets, however are due for submission to the Accountant General only.

14.3. Conservator's Office

14.3.1. Copies of the monthly accounts and of expenditure should be forwarded to the Chief Conservator of Forests by the 10th of the succeeding month.

14.3.2. A copy of the consolidated stock abstract for the circle as a whole should be forwarded to the Chief Conservator of Forests before the close of the succeeding month.

14.3.2. A copy of the consolidated stock abstract for the circle as a whole should be forwarded to the Chief Conservator of Forests before the close of the succeeding month.

14.4. Duties of the Conservator in regard to accounts of his subordinates

14.4.1. (i) The Conservator shall be responsible to see that the Divisional Forest Officers and other subordinate offices under him strictly follow all provisions in the code as also in other codes and order governing account matters of the Forest Department. For his purpose he shall examine and check in detail the returns submitted to him every month. Through these returns he shall exercise an effective control over the revenue and expenditure of the Circle. He shall watch the removals and sales of timber and other forest produce and examine the reasonableness of the rates paid to contractor or by purchasers and consumers. He shall see that all outstandings of revenue are collected promptly and that there are no apparent irregularities which may have an adverse effect on the revenue.

(ii) As regards expenditure he shall exercise a strict control over all items of expenditure including travelling allowance and

contingencies and challenge every item of wasteful or unauthorised expenditure. He shall carefully watch the progress of expenditure against the appropriation for his circle and take timely action for obtaining additional funds in cases of real necessity and for surrendering all surplus funds. He will keep the Chief Conservator of Forests well informed at all times regarding the progress of the various works in the charge and on all matters relating to revenue and expenditure.

- (ii) The Conservator shall further see that all objection statements and inspection notes whether from the Audit Office or from his own or the Chief Conservator's Office are promptly replies to and that irregularities pointed out therein are not repeated.