

**- STANDING ORDER NO. 1/1998-99
RECOVERIES FROM THE STAFF**

BY

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It has been observed that uniform procedure is not being followed regarding recoveries from the staff. It is, therefore, necessary to consolidate all instructions and issue them in the form of a standing order.

Recoveries can be classed under two categories namely recovery from the muster rolls and bills ordered at the time of sanction of the muster rolls and bills, and recoveries on account of other loss to the Government as a result of negligence like damage to plantations, shortage of targets, earth work, monitoring and evaluation reports illicit fellings etc. If in any muster roll or bill sanctioning authority is convinced that excess work has been charged or substandard work has been done or sub standard material has been purchased the sanctioning authority will sanction the vouchers subject to the necessary recovery, which can not be classified as punishment under Haryana Civil Services Punishment and Appeal, 1987. It is a conditional sanction of the muster rolls & bills. The disbursing officer will charge muster roll or bill only if the recovery is affected at the time of disbursement. It will be the sole duty of the disburser to ensure recovery at the time of disbursement. If the disburser fails to affect the recovery and charge the muster rolls or bills the Divisional Forest Officer will disallow the expenditure and raise the cash balance of the disburser. The muster roll or bill and the corresponding recovery must be charged in the same month. It should be clearly understood that the sanction of the muster rolls/bills is conditional and if the condition is not fulfilled by the disburser the sanction will not be considered valid and the expenditure will be considered unauthorized in the cash book. It must be clearly understood that the disburser will be personally responsible for the recoveries in cases where muster rolls or bills are sanctioned subject to recovery. If the Divisional Forest Officer feels that the recovery is the result of carelessness and negligence ^{and} is deliberate, absence from site of works; disciplinary proceedings will be started in addition to the recovery made. The recoveries will be entered in the muster roll register and not in the recovery register. The muster roll register will now be maintained on the proforma attached Annexure 'A'.

The procedure prescribed above relates to recovery of M/rolls and bills ordered by the DFO, but not recommended by the RO. There may be cases in which the RO or his Assistant detects some irregularity in the M/Roll and they recommend recovery from the FG or the R.A. In such cases the recovery will be ordered against the concerned official and will be entered in the recovery register instead of the M/Roll register. The M/Roll/bill will be sanctioned subject to the recovery but the official concerned will be made responsible for the recovery.

The recoveries other than the muster rolls and bills are considered as punishment under the rules. Under the rules, show cause notice is required to be given before

ordering the recovery. An explanation in the shape of show cause notice has to be called for, giving the details of the loss and fixing the responsibility. The show cause notice may state as to why disciplinary action should not be taken against him. A period of 15 days may be given for getting the reply. The Range Officer will personally deliver the explanation and send the receipt to the Divisional Forest Officer within 7 days of receipt of explanation letter from the DFO. It has been observed that repeated reminders are issued to get the reply. It may be clearly noted that if no reply is received the orders should be issued after expiry of prescribed time. It will be the duty of the dealing Asstt./Clerk to put the case to the DFO/CF/CCF after expiry of prescribed time. In case the recovery is heavy i.e. more than Rs.5000/-, proper procedure may be followed under rule 7/8 by charge-sheeting the delinquents. Recovery should be ordered by the competent authority in the ratio of 25% : 37½% : 37½% respectively from RO, RA and FG. In addition to this DFOs will also be liable for disciplinary action. The recovery order should be a speaking order. It should contain the history of the case, letter number vide which explanation was called, analysis of explanation and justification for recovery ordered. Supt./Dy. Spdt. will be responsible for ensuring that the order is properly drafted. A copy of the order will be filed in personal file of the Range Officer and a copy of the same order may be endorsed to the Accountant General for keeping proper entries of the recoveries. If the order relates to a class III employee, two copies of the office order should be sent to the CCF/Conservator of Forests who in the later case will forward one copy to the PCCF so that the personal file of class three employees at circle and direction level are properly maintained.

When the office order for the recovery is put up for signature, it should be numbered before hand and the office order should be put up alongwith the recovery register which will be initialed by the DFO. Whenever any recovery is ordered by a higher authority the order of the recovery will be entered in the register by the Dy. Supdt. who will be personally responsible for the same.

A copy for all office orders shall be endorsed to the concerned Range Officers/Dy. Supdt. who will be personally responsible for entering the recoveries in the recovery register of Range Office/Division office. Such copies must be filed in the ACR folder of the official concerned.

Recovery register will be maintained at the divisional level and at the range level. Maintenance of the former will be the responsibility of the Divisional Accountant and that of the latter of the Range Officer. Each register will be page marked and a certificate to that effect will be recorded on the first page. The recovery register will be maintained on the proforma attached (Annexure 'B'). The register will be brought forward every year.

All recoveries during the year will be added under the appropriate column. Recovery will be made at the rate not exceeding 1/3rd of pay. However, it will be desirable to take disciplinary proceedings if the recovery is for a heavy sum say more than Rs.5000/-.

It will be the personal duty of the Divisional Accountant and the Range Officer that the recoveries are effected in the month in which they are entered due for recovery.

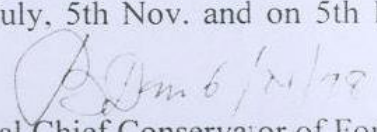
If the Range Officer fails to deduct the recovery and pays full pay in the following month the Accountant will disallow the entire payment and raise the cash balance of the Range Officer concerned. If the employee against whom recovery is due does not accept the pay, the recovery will be adjusted by charging the full or part of the pay as the case may be, in the cash book. In the column of acquaintance the disburser will write that the pay has been received by adjusting against the recovery and the employee refuses to sign it. All deductions will be entered in the register. The recoveries will form part of CRSP/ revenue of the division where the employee is working.

No recovery will be deferred unless stay order has been issued by competent authority or by any Court of law. Filing an appeal against the recovery does not amount to stay of the recovery. Under no circumstances a recovery will be deferred.

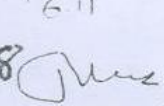
When the employee is transferred, the balance of recovery will be written on the L.P.C. which will be signed by the DFO. If the employee stays within the division the Range Officer will prepare the L.P.C. and submit it to the DFO who will verify the balance of recovery and send it to the concerned Range Officer. The latter will enter the number of DFO's letter No. dispatching the L.P.C., in the column of recovery due.

No Range Officer will disburse the pay unless the L.P.C. has been received through the DFO. If any disburser disburses the pay without the L.P.C., the same will be disallowed by the Divisional Accountant and cash balance raised. Whenever an employee is transferred to another division the DFO will send the L.P.C. to the other DFO giving details of recoveries and ask the latter, to enter the recovery in the recovery register. The confirmation of the DFO where the employee is transferred should be obtained and entered in the recovery register to show that the recovery has been transferred to another division. It will be the duty of the DFO to ensure that inter divisional transfer of recoveries is properly done.

Recovery register will be posted up to date every month and the Accountant will scrutinize each recovery to ensure that no recovery is pending. Writing letter to the Range Officers or sending them reminder for affecting recovery is not enough. Action should be taken for non affecting the recovery as stated above. The Accountant will call for the Range Recovery Register on 5th April, 5th July, 5th Nov. and on 5th Feb., for reconciliation.

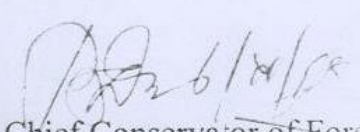

Principal Chief Conservator of Forests,
Haryana, Panchkula.

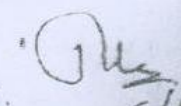
Endst.No. 25112-72

Panchkula, dated the 15-11-98 

A copy is forwarded to the following for information, guidance and necessary action at their level. 6/11

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- 1. All CCFs/CFs/DFOs, Haryana.
 - 2. E.O./Supdt-I, II & III (Direction office.)


Principal Chief Conservator of Forests,
Haryana, Panchkula.

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ANNEXURE 'A'
REGISTER OF RECOVERIES FROM STAFF.

Name of Division/Range _____

S.No. of M/Roll	Date of issue	Name of work	Amt. sancti oned	Amt. of recovery, if any ?	Dr. item vide which recovery made.	Date of sanction	Cr. Vouc -her No.	Signature.
1	2	3	4	5	6	7	8	9

ANNEXURE 'B'
REGISTER OF RECOVERIES FROM STAFF.

Name of Division/Range _____

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