

A(10)-1440/2011

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O/o Principal Chief Conservator of Forests,
Forest Headquarters,
Thiruvananthapuram
Dated: 07..04..2011

Circular No.5/11

Sub:- Forest & Wildlife Department - Forest Development Agency (FDA) - Delay in preparation of FDA accounts - Circular issued - reg.

Ref:- AG's letter No. IAU (IV)/111/Prog/10-11 dated 29..11..2010.

There are certain projects and schemes to be implemented in the Forest Department for which funding is through Forest Development Agencies. All offices where funds are received through FDAs, should maintain its FDA accounts certified by a Chartered Accountant and produce the same to the Accountant General for audit along with related records and registers. This being the correct procedure, the Accountant General, vide his letter under reference has intimated that some of the Divisional Forest Officers are not preparing their FDA accounts in time and the same are not made available for audit and verification by the Audit Party from the office of the Accountant General. Accountant General has also intimated that delay in preparation of FDA accounts and non-availability of records for audit cause difficulties in the working of the audit team. In order to avoid such instances in future, Accountant General has suggested that Divisional Forest Officers, who are maintaining accounts of Forest Development Agency should inform in advance to the Accountant General that their accounts of FDA are ready for audit, indicating the year up to which the accounts are ready, so that the Accountant General can arrange their audit programme. Accountant General has also suggested that any anticipated delay in getting the FDA accounts ready for

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audit, may also be intimated to his office, sufficiently in advance so as to enable them to re-schedule their audit programme.

Therefore, all Divisional Forest Officers are directed to maintain the FDA accounts up to date, as per guidelines issued in this regard, and fact intimated to Accountant General for audit under intimation to Addl. Principal Chief Conservator of Forests (E&TW).

Delay in preparation of FDA account and non-submission of records for Accountant General's audit will be viewed seriously.

The receipt of this circular may be acknowledged and action taken report submitted to undersigned on or before 30.04.2011.



Principal Chief Conservator of Forests

1. Copy to Accountant General with covering letter.
2. Copy to Chief Conservator of Forests (E&TW)
3. Copy to All Divisional Forest Officers for urgent necessary action.
4. Copy to all Additional Principal Chief Conservator of Forests, Chief Conservator of Forests for monitoring the delay in preparation of FDA accounts.
5. Copy to Senior Finance Officer, Internal Audit Wing.

