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Write-off of losses -
Procedure regarding -

GOVERNMENT OF MAHARASHTRA
Finance Department.

CR1978091101

Circular No. WRO-1078/529/78/ADM-11.
Mantralaya, Bombay-400 032, Dated 11th September 1978.

- READ:- (1) Government Circular, Finance Department, No.FNR-1067/
115802/VII, dated 21st October 1967.
(2) Government Circular, Finance Department, No. FNR-1077/254/
309/GEN-5, dated 19th April 1977.

CIRCULAR:- Instructions regarding procedure to be followed in cases where a write-off of the loss of Government money or property is involved, have been issued vide Government Circular, Finance Department, No.FNR-1067/115802/VII, dated the 21st October 1967 and Government Circular, Finance Department, No. FNR-1077/254/309/GEN-5, dated the 19th April 1977.

2. Government has noticed that the departments adopt a casual approach towards cases involving loss of public money. It is, therefore, hereby directed that the departments/offices recommending write-off of losses should examine each and every case of loss of public money/property with greater care and with an eye to recover the money from the persons who are responsible for the loss before arriving at the conclusion that the loss should be written off. The administrative departments of Mantralaya and heads of departments and offices should ensure that every case of loss of public money in which write-off is recommended is looked into very meticulously so that the concerned departments, heads and offices are conscious

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of their duty and exercise it before according concurrence to or recommending the write-off.

By order and in the name of the Governor of Maharashtra,

B.S. SHIMPI,
Under Secretary to Government,
Finance Department.

To

- The Accountant General, Maharashtra I, Bombay,
- The Accountant General, Maharashtra II, Nagpur,
- The Pay and Accounts Officer, Bombay,
- The Resident Audit Officer, Bombay,
- The Chief Auditor, Local Fund Accounts, Bombay,
- The Senior Deputy Director, Commercial Audit Circle, World, Bombay,
- The Secretary to Governor,
- The Secretary to Chief Minister,
- The Personal Assistants to all Ministers and Ministers of State,
- All Divisional Commissioners,
- *The Prothonotary and Senior Master, High Court of Judicature, Bombay,
- *The Registrar, Office of the Lokayukta and Upa-Lokayukta, Bombay,
- *The Secretary, Maharashtra Public Service Commission, Bombay,
- *The Secretary, Maharashtra Legislature Secretariat, Bombay,
- The Chief Executive Officers of all Zilla Parishads,
- All Departments of the Mantralaya,
- All Heads of Departments and Heads of Offices under the various Departments of the Mantralaya,
- All Desks in Finance Department,
- The Liaison Officer, Mantralaya, Bombay,
- Select File, ADM-11,
- *The Registrar, High Court of Judicature, Appellate Side, Bombay,

*By letter.

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