

CIRCULAR NO. 181

SUBJECT :- Office Library

All the Regional Officers in this Organisation have already been informed to maintain Accession Register for Library Books as required under Government Notification. Finance Department, No. MCE.1072/987/72/VI, dated 20th October 1972 under this office letter No. E/11519, dated 8th May 1973.

In order to have a uniform procedure for issuing Library Books and their proper maintenance it has now been decided that a Issue Register for Library Books should be maintained in the following form :-

Register of issue of Library Books

Serial No.	Name of Book	Accession No. given in the Accession Register	To whom issued
1	2	3	4

Date of issue	Receivers signature	Date of return	Initial of the Library Clerk	Remarks
5	6	7	8	9

The Officers or any member of the staff shall furnish their requisition for books to the Library Clerk, through Superintendent (E. and A.) as and when they require the books. On receipt of the requisition for books the Library Clerk will make necessary entry in the Issue Register and then issue it to the concerned person after obtaining orders from the Superintendents (E. and A.) and after obtaining the signature of the Receiver in the Register. At the time of returning the said book, the Library Clerk will sign in Column No.8 in the Register.

The Library Books should not be issued in any circumstances unless it is entered in the Register, and signature of the recipient is obtained. The Library Clerk should take survey of this Register at the end of every month so as to watch whether the book/s issued to Officers/Members of staff is/are still lying with them and if so, he/she should remind the concerned person to return the said book/s.

The Library Books issued permanently to Officers or Members of staff for their official use should be entered in a separate Register allotting one page for each person and acknowledgement should be obtained separately and kept on office record. At the time of handing over charge and/or taking over charge, signatures in token of handing over and taking over the charge of the Library books should be recorded in the Library Register.

The physical verification of the Library Books should be taken every half year by the Regional Officer and the result of verification should be recorded in the Register. A certificate in the form prescribed in Government Circular, Finance Department. No. MCE. 1072/16/F-1, dated 18th October 1972 should also be sent to this office by the 15th October and 15th of April at the latest.

Receipt of the circular may please be acknowledged.

Dated :11th December, 1973.

M. D. KAMBLI
Charity Commissioner,
Bombay