

## CIRCULAR NO. 183

SUBJECT :- Office Library in the Head Office..

An accession Register for Library Books is required to be maintained under Government Notification, Finance Department No. MCE. 1072/987/72/V-1, dated 20<sup>th</sup> October 1972.

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

### Register of Issue of Library Books

Serial No.	Name of Bank	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 Officer or any member of the staff shall furnish their requisition for books to the Library Clerk, through Superintendent as an when they require books. On receipt of the requisition for books, the Library Clerk will make necessary entry in the Issue Register and then issue it o the concerned person after obtaining orders from the Superintendent (E) 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 Book should not be issued in any circumstances unless it is entered in the Register and signature of the receipt 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 that 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 persons and acknowledgement should be obtained separately and kept on office record. At the time 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 Assistant Director of Accounts 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 18<sup>th</sup> October 1972 should also be recorded in the Library Register by the 15<sup>th</sup> October and 15<sup>th</sup> of April every year.

Dated :28<sup>th</sup> January, 1974.

M. D. KAMBLI  
Charity Commissioner,  
Bombay