

SECRET

Government of Orissa  
Home Department  
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No. 416101 /Lib.  
Lib.-13/97

Dated, Bhubaneswar the, 19/9/97

To All Departments of Government

Sub:- Issue of No Due Certificate for return of Library Books.

It has come to the notice of Government that a large number of Library Books are outstanding against I.A.S., O.F.S. & O.A.S. Officers since pretty long time. This has happened due to the fact that the concerned Departments are not insisting for 'No Due Certificate' from the Secretariat Library at the time of their transfer from the Secretariat or retirement. If this practise will continue, in course of time, there will be no valuable books available in the Secretariate Library for use of others.

In the above circumstances it has been decided by Government that the concerned Departments should ensure 'No Due Certificate' from the Secretariate Library in the case of IAS, OAS & OFS Officers when they will be transferred from the Secretariate or retire from Government Service.

It is further requested that Government Servants of all categories who have taken library books and have retained for more than three months from the date of issue of library books should return the same immediately within one month failing which they are liable to pay double the present cost of the book and will be realised from their pay.

This may be brought to the notice of all Government Servants working in the Secretariat.

*[Signature]*  
19/9/97

COMMISSIONER-CUM-SECRETARY TO  
GOVERNMENT, HOME DEPARTMENT.

Memo No.

46102

10. 12/1997

Copy to P.S. to Chief Minister/P.S. to Chief Ministers/P.S. to all Ministers/P.S. to Chief Secretary, Orissa/P.S. to Addl. Chief Secretary/P.S. to A.D.C./P.S. to all Secretaries of Deptts. for information and necessary action.

*[Signature]*  
12/1997  
Deputy Secretary to Government,  
Home Department.

Memo No.

46103

10. 12/1997

Copy to P.S. to Commissioner-cum-Secretary, Home Department/P.S. to Special Secretary to Government, Home Department/P.S. to Additional Secretary (Sri L.N. Mishra), Home Department/All Officers of Home Department/All Sections (including Spl. Section, Civil-Defence, Home Election) of Home Department/Deputy Secretary in charge of Library, Home Department/Central Record Room/State Guest House/All Staff of Library/Office Guard File of Secretariat Library for information and necessary guidance.

*[Signature]*  
12/1997  
Deputy Secretary to Government,  
Home Department.