

PART III (i)

MADHUSUDAN INSTITUTE OF ACCOUNTS & FINANCE, ORISSA

O.D. No. 2471/M.,
B & P-3 (VII)/82.

Dated Bhubaneswar,
the 13th. July 1982.

Sub : Issue of books to the trainees from the Library.

It is noticed that books are being indiscriminately issued to the trainees as a result of which some of the out of print books have been lost. It is therefore ordered that Books will be issued to the trainees only after obtaining the orders from the undersigned.

It must be remembered that the trainees should equip themselves with the books required for the training. In other words, they should bring their own books for taking training and it is not the responsibility of this office to supply any books to the trainees. However text books only will be issued under the special orders of the Principal, for which following procedure will be followed :-

a) A trainee requiring any text book like O.S.C. D.T.A. Rules, O.T.C. etc. should submit an application to the undersigned specifying the name/names of books required by him. After orders are passed by the Principal, the books will be issued to the trainee for the period of training after receiving double the cost of books/book as caution money, which will be refunded to the trainee when the books/book are returned to the library. The caution money deposited should be kept by the Bursar and a receipt in plain paper should be given to the concerned trainee which will be returned back by him at the time of refund of the caution money.

b) Books, other than text books required for training, will not ordinarily be issued to the trainees

residing outside the hostel, (except in the case of O.F.S. officers under training in this Institute). The trainees residing in the hostel may take books like novels fiction from the library but only one book will be issued at a time which should be returned to the Library within a period of 7 days from the date of issue. If a trainee doesnot return the book/books within the above period, the clerk in charge of the Library will bring this to the notice of the undersigned for suitable action. Under no circumstances Dictionaries and books other than text books, novels or fictions will be issued to the trainees.

Sd/

N. Mishra

Principal