

MADHUSUDAN INSTITUTE OF ACCOUNTS & FINANCE

G.O. No. B & P-3(vii)/82-3809/M.,

Bhubaneswar the
23rd Oct. 1982.

RULES FOR ISSUE OF BOOKS

1. The books required for the training will be issued to the concerned Instructors till the end of each training programme. The Instructors are required to return these books at the end of each training programme. Text books will be issued to them afresh after the new routine is circulated.

2. Reference books may be issued to the Instructors upto 3 numbers at a time subject to return within a period of 15 days from the date of issue. If the concerned instructor requires the books for a longer period, he should at first return the book after expiry of the time limit and the same may be re-issued in his name on the next day provided the same is not required by other Instructors.

3. Other books like novels/fictions will be issued to the Instructors. Office staff @ two books at a time which can be retained by him for maximum period of 15 days.

4. No books should be issued to an employee under suspension. If any books have been issued to them before suspension, the books should be returned forthwith by the employee under suspension.

5. The books other than text books required for training will not ordinarily be issued to the trainees residing

outside the hostel. The trainees residing in the hostel may take books like novels/fictions 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.

6. The following books will not ordinarily be issued from the Library :-

(i) Dictionaries, except to the Stenographer (one dictionary at a time).

(ii) Where a single copy of the reference book like Compilation of orders and Rules by Shri A.C. Mohanty, Rules of Business, Orissa Record Manual, Guides and notes on different text books etc. is available in the Library.

(iii) Book costing Rs. 50/- or more.

The Librarian will classify such books and put a rubber stamp 'Not to be taken out of Library' on such books.

7. No Book should be issued to any person who is not an employee in this office.

8. No books should be issued from the Library without obtaining proper acknowledgement in the issue register.

9. The borrower shall be responsible for keeping the book in good condition and shall be called upon to pay compensation for damages to or loss of books borrowed by him.

10. In cases in which the price of the lost or damaged books cannot be ascertained the borrower shall pay as compensation an amount to be fixed by the Principal.

11. If the borrower fails to return the books to the Library within the scheduled time, the Librarian will bring the fact to the notice of the officer-in-charge of Library, immediately for suitable action.

12. Reference books/Guard files will be issued ~~immediately~~ on requisition slip in the enclosed Form.

In case of hardship, these rules can be relaxed by the Principal on consideration of merits of each case.

Sd/

N. Mishra

Principal