



R/07/Library/Misc

Date:- 22/10/2019

## CIRCULAR

TO,

All Section of Main Office/Sub Offices

Sub:- Timely return of Library Books

Of late, it is seen that most of Officers/Staff has not been returned the library Books within limited time frame which were issued to them. In such condition, we are unable to issue the same book to the needy Officers/Staff, as limited numbers of books are available in the office Library. The same is viewed seriously by the higher Authority.

In view of the above, all are requested to return the library book within the stipulated time, so that same books may be issued to the needy Officer/ Staff and convenient to maintain our record.

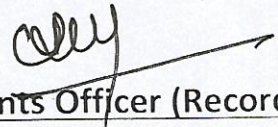
**This is to be accorded the top-most Priority.**

**GO (R) has seen.**

**Accounts Officer (Records)**  
**(Library)**

Copy to:-

The o/c - for uploading in the  
IT & SW Section CDA Guwahati website, please.

  
**Accounts Officer (Records)**  
**(Library)**