

GOVERNMENT OF NCT OF DELHI
GENERAL ADMINISTRATION DEPARTMENT, LIBRARY
3RD FLOOR, C-WING, DELHI SECRETARIAT
NEW DELHI-110002

NO.F.17/32/2002/Lib/GAD/2022-23/99

Dated: 06/12/2024

OFFICE ORDER

In exercise of powers conferred under Rule 13 of DFP Rules 1978 read with GFR rules 194, Sanction of ACS (GAD) is accorded to write off 5 English Books Amounting Rs 6205/- (Six Thousand Thousand Two Hundred Five Only) issued to Late Sh. J.S Rawat, P.A to Pr. Sec to C.M.

The details of the books to be written off are as under:-

S.No	Acc. No	Name of Books	Price of the books
1.	3587	All India Service Manual, Volume-1	840/-
2.	3588	All India Service Manual, Volume-2	840/-
3.	7888	Sita: Warrior	350/-
4.	7760	Comparative Civil Services	2175/-
5.	2955	India Decoration	2000/-
			6205/-

1. The loss occurred due to missing of books is not due to theft or negligence of supervisory staff or fire etc.
2. The note of this effect will be kept/ recorded in the Library accession Register.
3. The strict vigilance should be observed in future so as to minimize the missing of books.
4. The additional precaution be taken by the staff of the library in future and alarm system be got installed on the emergency exit gate of this library (GAD).

(Vivek Kr. Naresh)

Deputy Secretary (Lib/GAD)

NO.F.17/32/2002/Lib/GAD/2022-23/99

Dated: 06/12/24

Copy for information and necessary action to:

1. P.S to ~~Adm.~~ Secretary, GAD, GNCT of Delhi.
2. PAO-X, Delhi Secretary, New Delhi.
3. DDO (GAD), Delhi Secretary, New Delhi.
4. Bill Clerk (GAD), Delhi Secretary, New Delhi.
5. Librarian, Delhi Secretariat Library with instruction that loss of books referred to above shall be recorded in the Library accession register and authenticated by the S.O. (Lib/GAD).
6. A.O Internal Audit Delhi Secretariat, New Delhi.
7. A.O. AGCR Building ITO, New Delhi.
8. Guard File.

(Vivek Kr. Naresh)

Deputy Secretary (Lib/GAD)