

From

The Chief Secretary to Govt. Haryana.

To

1. All the I.A.S Officers of Haryana.
2. All the H.C.S. officers of Haryana.
3. All the Deputy / Under Secretaries of Haryana Civil Sectt.
4. All the Sr. Secretaries/ Private Secretaries of Haryana Civil Sectt.
5. All the Branch In-charges of Haryana Civil Sectt.

No. 6/20/2008- Sectt. Lib. ( H )

Dated 5<sup>th</sup> Nov; 2008

Subject:- Regarding increase in issue period of books and providing of membership to the persons who are not officials/officers of Haryana Civil Secretariat.

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Kindly refer to the subject noted above.

2. It has been decided that Library, Haryana Civil Secretariat membership to Media persons accredited with D.P.R., Haryana, ADP, PPP Expert for Govt., Haryana, MIS expert for Govt., Haryana, Sr. A.O., A.Os, S.Os, D.As, D.D.As, ADAs, etc posted in Haryana Civil Secretariat on transfer basis and are dealing with the affairs of State Govt. may be given after depositing a refundable security of Rs.1500/- with the Cash Branch and they may be allowed to take the books up to the value of security amount because they do not seek N.D.C. from Secretariat on their transfer/retirement. In case of book lost by them the cost of book can be recovered from their security amount. The books will be issued to these officers/officials for 15 days only and after expiry of 15 days a fine @ Rs.2/- per book per day will be charged. The membership to the Media persons will be given on the recommendations of Director Public Relations, Haryana.

3. For IAS/ HCS officers and officers/officials of Haryana Civil Secretariat the issue period has been increased from **15 days to one month** for the general books i.e. books other than the books related to rules/regulations/ instructions. The books on rules/ regulations / instructions i.e. reference books may be issued **for 3 months**.

4. The fine @ Rs.2/- per book per day may be charged after expiry of one month in case of general books and the fine @ Rs. 2/ - per book per may be charged after expiry of 3 months in case of books related to rules/ regulations.

*A. Choudha*  
Librarian,

for Chief Secretary to Government, Haryana. *h*

A copy is forwarded to the Financial Commissioner & Secretary to Govt. Haryana, Administrative Reforms Department with the request that these instructions may kindly be incorporated in Secretariat Instructions.

*A. Choudha*  
Librarian,

for Chief Secretary to Government, Haryana. ,