



सत्यमेव जयते

भारतीय लेखा तथा लेखापरीक्षा विभाग,  
महालेखाकार (लेखा एवं हकदारी) पंजाब का कार्यालय  
चण्डीगढ़ - 160 017

INDIAN AUDIT AND ACCOUNTS DEPARTMENT,  
Office of the Accountant General (A&E), Punjab,  
Plot No.20-21, Sector 17-E, Chandigarh -160 017  
PHONE: 2702174, 2702906, 2709156.

क्रमांक : CRT-II/Office Library/2022-23/01-11

Dated:

## CIRCULAR

Subject:- Retuning of books for office library.

It is notified that chapter II of MSO Admn Vol – I which deals with office library stipulates that the books issued should be returned promptly. Further ITA has raised a para for Non adherence to timeline of 30 days for returning of office books. It has been viewed very seriously by Authority that the books are not being returned despite of reminders and it has been decided that Non adherence of laid down guidelines will result in penal/disciplinary action besides initiating recovery through Admn-II.

All the officials in possession of office books beyond 30 days (List attached) are required to return the books by 08 April 2022.

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Deputy Accountant General (Admn)

Copy to:-

01. Secretary to Pr. Accountant General
02. Deputy Accountant General (Admn) Cell
03. Sr. Deputy Accountant General (Pen./Accounts ) Cell
04. Sr. Accounts Officer (Admn-I)
05. Sr. Accounts Officer (PP&CB)
06. Sr. Accounts Officer (TM-II)
07. ITA Section
- 08 Notice Boards
- 09 IT Support Cell for putting it on office website and sending SMS to all officials through NIC MS.

10. SA Accounts officer (Admn UT) - For Sr no. 12+13.

Sr. Accounts Officer (CRT-II)

**List of officers/officials of Non return of office library books:-**

Sr. No.	Name	Designation
01	Neeraj Kumar	Sr. Accountant
02	Vivekanand	Sr. Accountant
03	Uday Bhan	Accountant
04	Komal	Accountant
05	Narvinder Badhan	-----
06	Vikash Yadav	Accountant
07	Deepak Attri	AAO
08	Suneet	AAO(Adhoc)
09	Karan Sharma	Accountant
10	Rishabh	-----
11	Devinder Kumar	Accountant
12	Dinesh Sharma	Accountant (UT)
13	Dinesh	Accountant (UT) (UT Compilation)
14	Vivek Kumar	-----
15	Manish Kumar	Sr. Accountant
16	Kishore Chandra	Accountant
17	Karan	DEO
18	Vinod Saroha	Accountant
19	Balvir Singh	Accountant
20	Nitesh Panwar	Accountant
21	Amardeep	Accountant
22	Jamil Khan	Clerk
23	Rohit Saini	AAO
24	Arpit Singh	Clerk
25	Kuldeep	Sr. Accountant
26	Anurag Kumar	AAO
27	Anchal Kumar	AAO
28	Arjun singh	Sr. Accountant
29	Jishan Khan	Accountant
30	Jaskaran Deep	Clerk
31	Manish	AAO
32	Ajay Rathee	DEO
33	Mandeep Singh	Accountant
34	Namonarayan	Accountant
35	Kuldeep Singh	Supervisor
36	Sakshi Bhatia	Accountant

37	Tilak Raj	Sr. Accountant
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Sr. Accounts Officer (CRT-II)