

DR. RAHEJA LIBRARY
ICAR-CENTRAL ARID ZONE RESEARCH INSTITUTE
JODHPUR-342003 (RAJASTHAN)

F.No. 10.2./Misc./Lib./2020
Date: 03.09.2020

C I R C U L A R

As per decision taken in the Library Advisory Committee Meeting held on 19.08.2020 approved by the Director. The Over Due Charges of books and Misplace of the Borrower's Cards Charges collected by the Library will be as follows with immediate effect:

S.No.	Particulars	Over Due Charges
1.	One month (30 days) from the date of issue of Book for H.Q. and for Regional Stations (90 days)	Nil
2.	After the due date of issue of Book 7 days grace period will be given.	Nil
3.	After grace period the Book deposit grace period will be included	0.50 Paise per day per book
4.	Minimum over Due charge of each Book	Rs. 10.00/per Book
5.	Misplace of the Borrower's card	Rs. 10.00/per card



(S.K. SINGH)
Officer Incharge Library

Distribution:

1. The Head of Division- I/ II/ III/ IV/ V/ VI/ Rodent Control
2. The Head, RRS- Pali/ Bikaner/ Jaisalmer / Kukma (Bhuj) / Leh (J&K), KVK-Jodhpur/ Pali / Bhuj.
3. The Chief Finance & Accounts Officer (Audit-I / II / III), CAZRI, Jodhpur
4. The Asstt. Admn. Officer, Adm-I / II / III / IV / V / L & RTI, CAZRI, Jodhpur
5. The Incharge PME Cell/ Library / Maintenance Section/ CRF / Security Section / AKMU Cell is request to kindly upload in CAZRI intra.
6. PS to Director / CAO / AO
7. Guard File.