

No. D-3011/1/2016-EE
Government of India
Ministry of Environment, Forest & Climate Change
(EE Division)

Indira Paryavaran Bhawan
Jor bagh, Ali ganj,
New Delhi – 110 003

Dated: 18th January, 2017

Office Memorandum

Subject: Requisition for new books -reg.

In continuation of this Division's O.M. of even numbers dated 30th December, 2016 the undersigned is directed to inform that the library of this Ministry is being revamped. Accordingly new books relating to the subjects mandated to this Ministry are required to be procured.

2. All officers are once again requested to send their requisitions within 15 days from the issue of this Office Memorandum to the undersigned/Library in the prescribed proforma as given below. Total cost of the recommended books by an officer should not be more than Rs. 25,000/-.

S.No.	Name & Designation of the Officer	Name of the book	Name of the Publisher	Approx. Cost of the Book

3. Officers are also requested to visit the library during the lunch hour for reading purposes on regular basis and provide feedback/ suggestions, if any.



(J.P Meena)

Under Secretary to the Govt. of India

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All Officers of MoEF&CC at the level of Section Officer and above

Copy for information to :

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