

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA.

Lr.No. 70

G&M Dted. 15.2.18

To

The All DLOs & BLOs of Nuapada District.

Sub. Observation of the Hon'ble Chairman OLA House Committee on Ethics and implementation of Book Circular-47.

Ref. Letter No. 431 dtd. 2.11.2017 of Addl. Secretary to RDC, (SD), Berhampur.& this Office Letter No.514 dtd. 23.11.2017

Sir,

In inviting a reference to the letter on the subject cited above, I am directed to say that Book Circular-47 is a codified guideline which is required to be followed in letter and spirit by the all sub ordinate Offices within the District including the technical wings and all need be sensitized for strict adherence of Book Circular-47. Further all the sub Ordinate Offices are required to maintain a **VIP register** meant for recording of letters received from the MPs & MLAs for reference in the enclosed format.

I would therefore request that the instruction may be meticulously followed and compliance/ action taken report in this regards be submitted to the undersigned for submission of compliance to the higher quarter.

Enclosed - Format for VIP Register.

Yours faithfully,

  
Addl. Dist. Magistrate,  
Nuapada.

Format

Sl.No	Letters from whom received	Letter No. if any	Date	Subject Matter of the Letter
1	2	3	4	5

Date of Compliance of the letter with letter No & Date	Remarks.
6	7

Schedule- LIII- Form No. 343

**TABLE TO REGISTERS IN REGISTER NO. 57 & 57 – A**  
(See paragraph 184 of Odisha Record Manual 1964)

Name of the Register.      **VIP Register (MP & MLA)**

Name of the Office.

Name of the Section:

Year.                                      **2018**