

**Government of Jammu and Kashmir  
General Administration Department.**


Civil Secretariat,  
Srinagar/Jammu.

**NOTICE INVITING DISCOUNT OFFER**

Discount offers are invited from Registered Distributors/ Suppliers for supply of books (Annexure 'A') to the General Administration Department, Library at Civil Secretariat, Jammu. The sealed offers, affixed with Revenue stamp of the value of Rs. 2.00 shall reach the office of the undersigned by or before 10.02.2021 through speed post upto 4:30 pm through speed post/ by hand/ courier. The offer shall be subject to following terms & conditions:-

**Terms & Conditions**

1. The offers shall be accompanied by earnest money in the shape of a CDR from a scheduled bank for amount of Rs.3000/= (Rupees three thousand only) pledged to Director Finance, General Administration Department, Civil Secretariat, Jammu.
2. The discount should be offered on latest edition books which are in good condition to be placed in Library for the purpose.
3. The rates indicated in the offer should be inclusive of all taxes, freight & other charges.
4. Successful Distributors/ Suppliers shall supply the books within 10 days from the date of issue of supply order.
5. In case the successful Distributor/ Supplier fails to make the supplies within the specified period, the purchase Committee shall forfeit the earnest money deposited and also impose penalty as warranted under rules.
6. The Purchase committee has a right to accept or reject all or any offer without assigning any reasons thereof.
7. The list of books mentioned in Annexure "A" is available at [www.jkgad.nic.in](http://www.jkgad.nic.in).

 Deputy Secretary to Government  
General Administration Department.

No: Adm/Lib-12/1-09

Dated 28-01-2021


**Copy to the :-**

1. Director, Information, J&K Jammu with the request to get the advertisement notice Published in the leading daily English/ Urdu News Papers of Srinagar/ Jammu for the two consecutive days.
2. Private Secretary to Commissioner/ Secretary to Government, General Administration Department for information of Commissioner/ Secretary.
3. Librarian, GAD, Civil Secretariat for information.


Annexure "A"

**List of books**

S.No.	Title of the Book	Author	Copies
01	If Tomorrow comes	Sidney Sheldon	2
02	Dracular	Bram Stoker	2
03	Three Man in Boat	Jeromek Jerone	2
04	The Earth Gazers	Christopher Potter	2
05	India;the future is now	Shashi Tharoor	2
06	The Perfect Murder	Ruskin Bond	2
07	India and Railway Man;A Biography of Sreedharan	Rajendra B.Aklekar	2
08	How Trump thinks	Peter Osborne	2
09	Neighbourhood initiatives of Modi Govt.	Nalini Kant Jha	2
10	Swine Flu; What, Where &Why	Dr.Shree Nivas	2
11	As I Like it.	Karan Thapar	2
12	Golden House; A Novel	Salman Rushdie	2
13	Upcountry Tales over upon a time in heart of India.	Mark Tully	2
14	Ethics, Integrity & aptitude in Governance	Ram Vijay Upaudhyay	2
15	Most common mistakes in English Usage.	Thomas E.Bery	2
16	Wonder's of the world	Renu Saran	2
17	The Flying Mountains	Christopher Ransmayr	2
18	Beti Bachao; Beti Padhao, Vision of Narinder Modi	Aakanksha Anand	2
19	Non Nationalism	Romila Thapar & A.G.Noorani	2
20	Eve out of her Ruins	Ananda Devi	2
21	Making of New India	Bibek Debray	2
22	Elimination; How to overcome anxiety	Indiana	2
23	Chronology of Islamic civilization	Muslayeen bin-Mohmood A.Khan	2
24	Complete Guide to Greep Discussion	Krishan Kumar	2
25	Healing Powers of Lenin & honey	G.Chatterji	2


  
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26	Shades of Truth	Kapil Sibal	2
27	India's Best Cover-up	Anuj Dhar	2
28	Knowledge of computers/computer Applications		4
29	Bhagavad Gita	Sarwanand Premi	2
30	Playing it My Way; My Autobiography	Sachin Tendulkar	2
31	Cashmere;A French Passion 1800-1	Thomas& Hudson	2
32	Maharaja	Anna Jackson	2
33	Mind Boosting Secrets	Anna Jackson	2
34	The Complete History and wars of Ancient...	Nigel Rodgers	2
35	The man cricket Laved back.	Sachin Tendulkar	2
36	On Pauperism in present and past	Jan Breman	2
37	Conservation with myself	Nelson Mandela	2
38	Advice and Dissent; My Life in Public Service.	Y.V.Reddy	2
39	An Astronaut's Guide to life on Earth.	Chris Hadfield	2
40	The Pcod Thyroid Book.	Ruputa Diwekar	2
41	Cyber Warfare	Col.Sanjeev Relia	2
42	With Four Prime Minister,My PMO Journey.	Singh Jarnal	2
43	The Art of Public Speaking.	Singh Krishna K	2
44	To kill a mocking bird.	Harper Lee	2
45	Animal Farm	George orwell	2
46	The art of thinking clearly	Rolf Dobelli	2
47	The Shadows of wind	Carlos Ruize Zafon	2
48	Wuthering Heights	Emily Bronte	2


  
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49	Sherlok Holmes: Complete collection.	Arthur Canan	2
50	The Kite Runner	Khalid Hussaini	2
51	A complete Study of English and Kashmir Phonology	Panzoo	2
52	A Historical Survey of Kashmir Through the ages 5000 BC	G.Lal Kaul	2
53	A history of Kashmiri Pandits	Jai Lal Kilam	2
54	A Women's for Kashmir IRENE PETRICK:A Biography	Carus Wilson	2
55	Allamah Iqbal's Bal-Jibril	Annemarie	2
56	Allamah Iqbal Bang-dara	M.A.K.Khaill	2
57	Beyond the pir panjal life among the mountains	Ernest Neve	2
58	Buddhism in Kashmir	N.K.Singh	2
59	Daughters of the Vitasta:A history of Kashmiri....	P.Nath Bazaz	2
60	Discourse of Rumi	A.J.Arberry	2
61	Geography of J&K	A.R.Khan	2
62	Geography of J&K updated and Intro-	P.Anand koul	2
63	Gilgit; the Northern Gate of India	F.M.Hassnian	2
64	In the Land of Lala Rookh	A.S.N.Wadia	2
65	Jhelum;the river through my backyard	K.Bashir Ahmad	2
66	Kashmir and Central Asia	P.N.K.Bamzai	2
67	Kashmir;The Switzerland of the India	Dermot Norris	2
68	Srinagar, Heritage Treasure	A.S.Qureshi	2
69	Srinager,My city my Dreamland	Z.G.Muhammad	2
70	The Blazing Chinar;Autobiography	S.M.Abdullah	2
71	The emergence of islam in Kashmir	Dr.A.Hussain	2
72	The Hindu History of Kashmir	H.H.Wilson	2
73	The History of Ancient Kashmir	S.I.Singh Sodhi	2
74	The History of J&K 1885-1925	M.S.Khan	2
75	The Valley of Kashmir	W.R.Lawrence	2
76	Travels in the Mughal Empire A.D.1656-1668	F.Bernier	2
77	Tyndale Biscoe of Kashmir	Shaft Ahmad	2
78	Sahab Nama	Kudrat ullah Shahab	2

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79	Rajtarangini	Kalhana	4
80	Frozen Turbulence in Kashmir	Jagmohan	2
81	Kashmir;Vajpayee Years	A.S.Doulet	2
82	Plight of Honesty	Parvez Dewan	2
83	You can win	Shiv Khera	2
84	Psychology of Bureaucrats	Parvez Dewan	2
85	Unmasking Kashmir	Sonali Kumar	2
86	You are unique	APJ Abdul Kalam	2
87	Presidential Years	Pranab Mukherjee	2

*Handwritten signature and initials*

List of Law books

S.No.	Title of the Book	Author	Copies
01	J&K Reorganisation Act,2019		4
02	Constitution of India 2020		2
03	General Financial Rules,2017,Amended 2020		4
04	JK Finance Department Annual Compendium		2
05	Delegation of Financial Powers in J&K		2
06	J&K Civil Service(Leave Travel Concession)Rules,2019		2
07	Civil Services(Leave)Rules 1979		2
08	General Provident Fund(Central Services)Rules,1960		4
09	JK Civil Services(classification, control and appeal)Rules 1956		4
10	Public Works Accounts Code		2
11	Manual of Office Procedure 2019		2
12	Compilation of manual of office procedure		2
13	Elements of noting and drafting		2
14	Manual for procurement of Goods, Consultancy and other Services,2017		2
15	Govt. Accounting Rules,1990		2
16	Civil Services(higher standard pay scale scheme)Rules1996,2006,(6 <sup>th</sup> pay com.),2016(7 <sup>th</sup> pay com.)		2 each
17	J&K Budget Manual Oct.2020		2
18	J&K Govt. Employees(Conduct)Rules,		2
19	Jammu and Kashmir Government Business Rules		2
20	Departmental Enquiries		2
21	Elements of Noting and Drafting		2
22	J&K Financial Code GFR-2017		2
23	Glossary of Administrative Terms (English-Hindi)	Department of Higher Education, GOI	2
24.	Latest edition of IAS Rules 1955		
25.	J&K Service Manual		

