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TOURISM & CULTURE (CULTURE) DEPARTMENT

NOTIFICATION

The 7th September 2016

S.R.O. No. 445/16—In exercise of the powers conferred by Section 19 of the Odisha Public Libraries Act, 2001 (Odisha Act 3 of 2002), the State Government do hereby make the following rules, namely:—

CHAPTER I

1. Short title and commencement—(1) These rules may be called the Odisha Public Libraries Rules, 2016.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definitions (1) in these rules, unless the context otherwise requires:—

(a) "Act" means the Odisha Public Libraries Act, 2001 (Odisha Act 3 of 2002); and

(b) "Section" means Section of the Act.

(2) Words and expressions used but not defined in these rules shall have the same meaning as respectively assigned to them in the Act.

CHAPTER II

3. Procedures for nomination to the Council—(i) One Member of Legislative Assembly—The Director shall write to the Government to move the Secretary, Odisha Legislative Assembly for nominating one Member of Legislative Assembly from the State Legislature.

(ii) One Member of Parliament—The Director shall write to Government for nomination of one Member of Parliament.

(iii) One Zilla Parishad Chairperson—The Director shall write to Secretary, Panchayati Raj Department for nomination of one Chairperson of Zilla Parishad on rotation basis on alphabetical order from Zilla Parishads. The list so obtained shall be sent to Government for nomination.

(iv) One Expert in Public Library System and Services—The Director shall prepare a panel of retired Librarians and submit the same to Government for nomination.

(v) One President or Secretary of any Library Association in the State, who has rendered valuable services for development of Library and Library education—The Director shall prepare a list of grantee Library Associations and recommend the list of names of Presidents and Secretaries of Library Association to Government for nomination.

(vi) One teacher of Post Graduate Teaching Department of Library and Information Science of different Universities in the State—The Director shall write to the Registrar of the Universities on rotation basis in alphabetic order of the University to nominate the teachers of Post Graduate Teaching Department of Library and Information Science and the same shall be submitted to Government for nomination to the Council.

(vii) Three representatives of rural aided libraries from three Revenue Divisions of the State—The Director shall write to the Revenue Divisional Commissioner for the list of aided libraries of the concerned Revenue Division and such lists shall be submitted to Government for nomination of three representatives from three Zones.

(viii) Three eminent Writers of whom two shall be Women—The Director shall write to the Secretary of Odisha Sahitya Akademi, Lekhika Association, Lekhak Sammukhya and such other associations or bodies to send the list of eminent Writers in order of merit and the same list shall be submitted to Government for nomination for three Writers.

(ix) Two eminent persons from outlying Odia speaking tracts across the State border—The Director shall write to the Secretary, Odisha Sahitya Akademi/Odisha Lalit Kala Akademi/Odisha Sangeet Natak Akademi for submitting panel of eminent person from outlying Odia speaking tracts and the same list shall be submitted to Government for nomination.

(x) One representative of the book publishers—The Director shall write to the Secretary, Odisha Publishers and Book sellers Association of Cuttack or similar Associations of the State to submit name of the Publishers and such name shall be submitted to Government for nomination.

4. Qualifications for Membership of the Council—(1) The Director shall maintain an up-to-date list of members of the Council along with their address in a register.

(2) No person shall be qualified for nomination or otherwise to act as a member of the Council if at the time of his or her nomination;

- (a) has been declared by a competent Court to be of unsound mind;
- (b) is an undischarged or insolvent;
- (c) has been convicted by a Court for an offence which involved moral turpitude or for a cognizable criminal offence.

(3) If any member incurs any of the disqualifications mentioned sub-rule (2) after the date of his nomination, he shall immediately cease to be a member of the Council.

(4) If a nominated member absents himself from three consecutive meetings of the Council, he shall cease to be a member of the Council from the date of the fourth meeting.

(5) If any casual vacancy occurs in the Council by reason of;

- (a) refusal to serve as a member;
- (b) death;
- (c) resignation as a member;

(d) ceased to be a member under sub-rule (3); and

(e) for any other reason.

Such vacancy shall be filled up in the same manner in which such member was nominated and the tenure of office of the person nominated shall be for the unexpired portion of the tenure of office of the member in whose place he is nominated.

5. Term of Office of Nominated Members—The term of the nominated members shall be for a period of three years from the date of nomination of the member and the member could be re-nominated for another term with a break of five years.

6. Powers and functions of Council—The Council shall, with the advice, and suggestions of Library Authority,—

- (i) enunciate pattern of financial assistance to recognised libraries;
- (ii) formulate schemes for setting up, maintenance and management of public libraries;
- (iii) frame guidelines for efficient functioning of recognized libraries and public libraries;
- (iv) prepare Schemes for specialized training in library science and management;
- (v) prepare Schemes for orientation courses, refresher courses, workshops, seminars, etc. for the in-service employees of recognized libraries and public libraries;
- (vi) suggest model staffing pattern of different categories of recognized libraries and public libraries;
- (vii) suggest the conditions of service of the employees of recognized libraries and public libraries;
- (viii) suggest general principles for conversion of private libraries and recognised libraries into public libraries;
- (ix) prepare Schemes for holding fairs, melas, etc. with a view to creating interest in reading and encouraging reading habits of general public;
- (x) make recommendation for providing research facilities in suitable libraries for the benefit of students of higher learning and other scholars;
- (xi) prepare Schemes for lending of textbooks and providing reading room facilities to students;
- (xii) prepare Schemes for purchase of and bringing, out useful publications including translations, periodicals, select lists of books and children's and neo-literate adult's literature;
- (xiii) co-operate and maintain liaison with the library councils or similar authorities of other States in the matters of common interests or subject.
- (xiv) review and evaluate the work of any individual or group and the system of promotion of library facilities;
- (xv) constitute committees, sub-committees or standing committees to look into any matters referred to them;
- (xvi) carry out survey and research projects in the field of library service and make such suggestions or recommendations to the State Government as it may think proper, and

- (xvii) do such other thing or things as may be necessary or expedient for, or connected with or incidental to the advancement of public library system and library services in the State and shall advise the Government accordingly.

7. Meeting of the Council— (1) The Council shall ordinarily meet once in every quarter of a year on such date as may be fixed by the Chairman of the Council.

(2) The Council may, if in its opinion the circumstances so require, convene special or emergent meetings with the prior permission of the Chairman of the Council to transact business of any general or special nature.

(3) The Director shall, upon a requisition in writing signed by not less than nine members of the Council convene a meeting requisitioned for considering such matter as may be referred to in the written requisition.

(4) Not less than ten days' notice shall be given to the members of the Council for holding every ordinary meeting:

Provided that in the case of a special, emergent or requisitioned meeting, the notice shall not be of less than three days.

8. Agenda of the Council— (1) Not less than seven days before the date fixed for an ordinary meeting the Director shall send to each member an agenda of the meeting.

(2) Unless and otherwise directed by the Chairman of the Council, no matter other than that included in the agenda or the supplementary agenda, if any, shall be considered at the meeting.

9. Quorum of the Council— (1) Nine members of the Council shall form a quorum for any meeting of the Council. If there is no quorum within fifteen minutes of the time appointed for the meeting, the meeting shall stand adjourned.

(2) No quorum shall be necessary for a meeting adjourned earlier for want of quorum.

(3) Unless otherwise directed by the Chairman of the Council, no matter shall be considered at an adjourned meeting other than the matters left over at the meeting at which the adjournment took place.

10. Voting of the Council— (1) All matters placed before a meeting shall be decided by consensus or by a majority of votes of the members present.

(2) The Chairman of the Council shall have one vote and in the event of an equality of votes, he shall have a second or casting vote.

11. Minutes of the Meeting of the Council— The minutes of a meeting shall be recorded in Odia or English in a Minute Book by the Director and circulate to the members before they are placed at a subsequent meeting of the Council for confirmation which shall be authenticated by the Chairperson by his signature.

12. President of the Meeting of the Council— The Chairman of the Council shall preside overall meetings of the Council. In his absence, the members present at any meeting shall elect one from amongst themselves to be the President of the meeting.

13. Convenor of the Meeting of the Council— The Director shall be the Convenor of all meetings of the Council.

14. Miscellaneous Matters—(1) Any matter requiring the decision of the Council shall be presented by the Director and be decided in the form of a resolution of the Council passed by a majority of the members present.

(2) The proceeding of a meeting of the Council shall be conducted by the Chairperson in accordance with such procedure as deemed fit by him.

(3) Any member desiring to move a resolution relating to any matter that lies within the powers and functions of the Council shall give at least 14 clear day notice to the Director of his intention to do so with the text of the proposed resolution.

(4) The Chairperson shall decide the admissibility of a resolution and may disallow it if in his opinion; any such resolution is not within the powers and functions of the Council.

(5) Every resolution shall be clearly and precisely expressed and shall raise a definite issue and shall be of an affirmative character.

(6) No resolution shall contain arguments, inferences, ironical expressions or defamatory statements, nor shall it reflect on the conduct of any person except in his official capacity.

(7) Any resolution may be withdrawn at any time with the permission of the Chairperson.

(8) If a member who has given notice of a resolution is absent from the meeting, the resolution standing in his name shall be considered as withdrawn.

(9) Discussion on a resolution shall be strictly limited to the subject matter of the resolution.

(10) The Chairperson may divide a resolution involving several issues into different points and put each point separately to vote.

(11) After a resolution has been moved, an amendment may be moved at any stage of the discussion thereon.

(12) The Chairperson after the conclusion of the discussion on any resolution shall first put the amendments to vote and after the amendments are disposed of, he shall put to vote the original or the amendment motion as the case may be.

(13) The President may in case of grave disorder arising in a meeting of the Council suspend the meeting.

(14) Any member may move a closer of the discussion of any matter in a meeting. The Chairperson thereupon taking the sense of the meeting may put the original motion to vote:

Provided that the mover of the motion shall have a right to reply, if he has already not done so.

CHAPTER III

15. Constitution of Sub-Committees—(1) The Library Authority may constitute the following Sub-Committees for selection and purchase of books required by Public Libraries in the State.

(2) (i) The State Library Book Selection Sub-Committee shall comprise of the following:—

- (a) Chairman (a retired Vice-Chancellor of a University or Secretary to Government or any eminent writer or Academy Awardees);
- (b) subject experts in the faculties of Humanities, Social Sciences and Natural Sciences (three in each faculty);

- (c) two Women writers;
- (d) one Children writer;
- (e) One Teacher in Library Science or one Librarian; and
- (f) the Officer-in-Charge of the State Library shall be the Convener-Member.

(ii) The State Library Book Selection Sub-Committee shall be valid for three years.

The guidelines issued by Government from time to time shall be followed for selection and procurement of the books from the funds available for the financial year.

(3) (i) District Library Book Selection Sub-Committee shall comprise of the following:—

- (a) chairman-Director, Public Library Services;
- (b) expert Members/One Eminent Writer/One Awardee of State Academy;
- (c) one Expert on Public Library System/One Teacher in Library Science;
- (d) one Librarian of College/University/Institute/State Library;
- (e) one Woman Writer;
- (f) one Children Writer; and
- (g) Deputy Director/Asst. Director, Public Library Services shall be the Member-Convener.

(ii) The Sub-Committee shall follow the guidelines issued by Government from time to time, keeping in view funds available in the financial year while selecting books. The Sub-Committee once constituted shall be valid for 3 years.

(4) Raja Rammohun Roy Book Selection Sub-Committee for Rural Libraries shall comprise of the following: -

- (a) the composition of the Committee shall be every year;
- (b) the composition and functioning shall be as per guidelines issued by Government and Raja Rammohun Roy Library Foundation;
- (c) the Director, Public Library Services shall be the Chairman of the Sub-Committee and the Deputy Director shall be Member-Convenor; and
- (d) the Non-official members shall be entitled for travelling allowance, dearness allowance and sitting allowances as admissible to 1st Grade Officers of State Government for attending the meeting

CHAPTER IV

Powers and Functions of Director

16. (1) The Directorate shall look into the affairs of Public Libraries concerning administration, organization, management, establishment, maintenance, superintendence, advising, inspecting, reporting and financing on various levels and grades of the Public Libraries.

(2) The Harekrushna Mahtab State Library, City Libraries, District Libraries, Subdivisional Libraries, Integrated Libraries, Memorial Hall Libraries, Block Level Libraries (Gandhi Pathagaras, Public Libraries including Bhubaneswar Public Library & Libraries to be separation from Information & Public Relations Department, etc.), Libraries under the Raja Rammohun Roy Library Foundation

Scheme and such other aided Libraries funded under the State Budget, shall be administered by the Director, Public Libraries.

(3) It shall look after the books delivered under Press & Registration of Books Act, 1867 and publish annual list of such publications of the State for reference and research.

(11) It shall function, with such other objects, as per orders/advice/request of Government/Council/Authorities/ District Committee.

17. Powers and Functions of Director—The Director shall, from time to time exercise such powers and perform such functions as may be required under these rules.

CHAPTER VI

18. State Library.—(1) The State Library shall—(i) Preserve all publications on and of Odisha;

- (ii) function as a Reference Library and not as a Lending Library in respect of books therein except in cases of inter-library loans;
- (iii) provide leadership in all activities in the field of Libraries;
- (iv) organize survey and research unit and continuous by carry on survey and research on different aspects of the Library work;
- (v) provide documentation and information services to all;
- (vi) maintain the Dormitory Collection of the State copies of all publications;
- (vii) discharge all such functions, as may be assigned from time to time; and
- (viii) be headed by Director of Public Libraries.

(2) The Corpus Fund of the State Library shall be operated by the Drawing and Disbursing Officer and the Accountant-in-Charge of the State Library under guidance of the Director. Declaration of DDO needs to be regulated incorporating with relevant provisions under Rule 2 (iv-a) of OGFR, Vol-I and powers / functions need to be conferred as per existing norms.

CHAPTER VII

19. City Library.—(1) Where the population of any City, Town or any other Urban Area is two lakhs or more, the Government may, by notification establish in that area a City Library, or declare an existing Library, which is established by it, to be a City Library, notwithstanding that a District Library is already existing in the concerned district.

(2) The existing Bhubaneswar Public Library functioning in the Harekrushna Mahtab State Library is to be declared as a City Library for the City of Bhubaneswar.

(3) The Bhubaneswar Public Library after separation from the Harekrushna Mahtab State Library shall have the following sections:—

- (i) Registration
- (ii) Subject Collections
- (iii) Newspapers/Periodical/Serial Section
- (iv) Text Book Section

- (v) Career Development Section
- (vi) Children Library Section
- (vii) Braille Section
- (viii) Lending Library Section
- (ix) Dormitory Section

(4) The functions of the City Library are to cater to the needs of the local readers.

(5) The Caution Money Accounts / the non-Government Deposits shall be operated by the Drawing & Disbursing Officer, Accountant-in-Charge and the Library Assistant.

CHAPTER VIII

20. Constitution of District Library Committee— The District Library Committee shall be constituted with the following official and nominated members, namely :—

- | | |
|--|--|
| (1) District Magistrate and Collector of the Dist. | - Chairperson- <i>Ex officio</i> |
| (2) District Information and Public Relation Officer | - Member- <i>Ex officio</i> |
| (3) District Education Officer | - Member- <i>Ex officio</i> |
| (4) District Culture Officer | - Member- <i>Ex officio</i> |
| (5) District Library Officer | - Member-Secretary – <i>Ex officio</i> |

Nominated Members :

- | | |
|---|----------|
| (1) Chairman of the Notified Area Council / Municipality of the District by rotation. | - Member |
| (2) One Local Member of Legislative Assembly | - do |
| (3) Two Senior Librarians of the available Colleges of the district | - do |
| (4) One Headmaster of the High School | - do |
| (5) Two Librarians, who have rendered valuable Library Services in the district. | - do |
| (6) Four Writers of the district out of two are women | - do |
| (7) Two Eminent persons of outlying Odia speaking tracts | - do |
| (8) One Local Publishers or Booksellers | - do |

21. Procedure of Nomination to the District Committee— (i) The Director shall write to the Urban Development Department to nominate the Chairperson of the Local Notified Area Council or the Municipality of the district on rotation basis.

(ii) One Member of Legislative Assembly —The Director shall write to the Speaker of the Odisha Legislative Assembly to nominate one Local Member of the Legislative Assembly of the district on rotation basis for nomination.

(iii) The District Library Officer shall write to the Director with the panel of the Headmasters of the district and the Director shall write to the Director, Secondary Education for nominating the Headmasters.

(iv) The District Library Officer shall write to the Director about the important aided Libraries, who have rendered valuable Library Services in the district for nomination by Government.

(v) The District Library Officer shall submit a list of writers of the district including the women writers and submit the same to the Director for nomination.

(vi) The District Library Officer shall prepare and submit two eminent persons of outlying Odia speaking tracts adjoining the district to the Director for nomination.

(vii) The District Library Officer shall prepare and submit a list of Publishers and Booksellers of the district to the Director for nomination.

22. Meeting of the District Library Committee—(1) Ordinary Meeting: There shall be an ordinary meeting once in every two months on such date as may be fixed in the previous meeting of the Committee or by the Chairman of the Committee.

(2) Special or Emergent Meeting: The Committee may, if in the circumstances so require, meet at a special or an emergent meeting with the prior permission of the Chairman of the Committee to transact any business of general or special nature.

(3) Requisitioned Meeting: The Member-Secretary of the Committee shall upon a requisition in writing by not less than one-third of the members of the Committee, convene a requisitioned meeting for considering such matters as may be referred to in the written requisition.

(4) Notice of Meeting: 'Not less than ten days' notice shall be given to the members of the Committee for holding every an ordinary meeting:

Provided that in the case of a special, emergent or requisitioned meeting the period of the notice shall not be less than three days.

(5) Agenda: (a) The Secretary of the Committee shall send to each member an agenda for the meeting along with relevant communication from the Director or from Government, if any, in advance but not less than seven days before the meeting of the Committee for an ordinary meeting.

(b) Unless otherwise, directed by the Chairman of the Committee, no matter other than that included in the agenda or the supplementary agenda, if any, shall be considered at the meeting.

(6) Quorum: One third of the members of the Committee shall form a quorum for any meeting of the Committee.

If there is no quorum within thirty minutes of the time appointed for, the meeting shall stand adjourned.

No quorum shall be necessary for a meeting adjourned earlier for want of quorum.

Unless otherwise directed by the Chairman of the Committee no matter shall be considered at an adjourned meeting other than the matters left over at the meeting at which the adjournment took place.

(7) Manner of taking decision: All matters placed before a meeting shall be decided by consensus or by a majority of vote of the members present.

The Chairman of the Committee shall have one vote and in the event of an equality of votes, he shall have a second or casting vote.

(8) Minutes of Meeting: The minutes of a meeting shall be recorded by the Member-Secretary of the Committee who shall circulate the same to the members of the Committee in the subsequent

meeting of the Committee for confirmation along with any relevant communication from the Director or from Government.

(9) President of the Meeting: The Chairman of the Committee shall preside over the meeting of the Committee. In his absence, the members present at any meeting shall elect one from amongst themselves to be the President of the meeting.

(10) Convenor of the meeting: The Member-Secretary of the Committee shall be the Convenor of all meetings of the Committee.

(11) Proceeding of the meeting: The Member-Secretary shall draw the proceeding of the meeting of the Committee subject to the approval of the President of the meeting and send the said proceedings to the Director within 14 days from the date of the meeting.

(12) List of membership of the Committee: The Member-Secretary shall maintain an up-to-date list of members of the Committee along with their addresses in a register.

23. Local Fund Account—(1) A Local library fund account in the name of concerned District Library Committee in each district shall be opened at any Nationalised Bank and the withdrawal out of the account shall be made jointly by the District Magistrate as Chairman of the Committee and the District Library Officer as Secretary of the Committee after prior approval of Government as per Rule-5 of OGFR Vol-I.

(2) The Corpus Fund created for the District Library of the District shall be operated by the Dist. Library Committee. In this case powers delegated to HOD need to be exercised in term of Delegation of Financial Power Rules to the extent of delegation as prescribed there in favour of District Authorities. Annual Account shall be maintained and audited in accordance with the provision of sub-sections (1) and (2) of Section 13 of the Act.

24. Monthly statements and Annual Accounts—(1) Monthly statement of the receipt and payment as well as annual statement of accounts of the Fund shall be maintained by the District Library Officer as Secretary of District Library Committee of the respective district through introduction of appropriate books of accounts for information of District Library Committee, Director and the Government as well as for the information of the individual member of Director Public Library Services and State Library Council.

(2) Such Annual Accounts shall be maintained and audited in accordance with the provisions of sub-sections (1) and (2) of Section 13 of the Act.

25. Audit and Inspection of Accounts —The District Library Committee or the Secretary of the respective District Library Committee may make necessary arrangement for audit and inspection of the accounts of any Library receiving grants of any type from it in Forms I, II and III by appointing qualified auditors and officials respectively subject to the approval of the Director. The Account shall be audited in every case by any of the audit agencies of the State Government or A.G. (A. & E.), Odisha. The authority sanctioning a grant while communicating the sanction to A.G. (A. & E.), Odisha shall state whether audited statement of accounts has been received when required or whether the grantee has been exempted from submitting the statement. A target date shall be prescribed for submission of audited statement of account by the grantee institutions to the sanctioning authorities concerned and for submission of utilization certificate to the A.G. (A. & E.), Odisha, Rule 171 (3) of OGFR, Vol-I.

26. The functions of the District Library Committee shall be as follows—

- (a) Selection of Libraries, Social Education Centers, Adult Education Centers, Night Schools for the purpose of payment of Government grants;
- (b) distribution of Government grants amongst the above institutions;
- (c) recommendation to Government for approval of the Managing Committee of Aided Libraries, Adult Education Centers;
- (d) recommendation for establishment, shifting, closure and amalgamation of the Adult Education Centers/Aided Libraries;
- (e) recommendation for approval of the plans and estimates of building of Aided Libraries/ other Libraries;
- (f) inspection and supervision of the workings of the Libraries and other Institutions functioning for the cause of Social Education and suggesting measure for improvement of the activities of Institutions;
- (g) managing and administering the Libraries and for proper utilization of the Library Fund;
- (h) act under the general supervision, control and guidance of the Authority;
- (i) preparing plans and programmes for development and improvement of Library Services and shall forward these plans and programmes for consideration of the Authority;
- (j) purchasing, acquiring, constructing, selling and disposing property, movable and immovable, with prior permission of the Authority; as per powers delegated under Delegation of Financial Power Rules to different authorities;
- (k) taking up such other programmes which are in conformity with the Act and programmes undertaken by the Director of Public Library Services;
- (l) furnishing periodic reports and returns, as per direction of the Authority; a target date shall be fixed for submission of periodic reports & returns;
- (m) taking proper steps against loss or damage of documents; and
- (n) constituting Sub-Committee for better and effective functioning of the Libraries of the District.

27. Powers and Functions of the Chairperson & the Secretary— (1) The Chairperson shall preside overall meetings of the Committee. In his absence the Committee shall elect a member of the Committee, as the case may be, preside over such meetings. The Chairperson shall exercise his casting vote in case of equality of votes.

- (2) Subject to the general supervision of the Authority, Secretary of the Committee shall be responsible to the Committee for proper administration and management of Libraries. He shall convene meetings, keep all records of the Committee and Library, records of accounts of the Libraries, records of all correspondences and other papers of the Libraries. He shall maintain a register of members.

28. Working Hours—(1) The Aided Public Libraries shall be kept open at least 30 hours a week with minimum four hours a day.

- (2) There shall be one weekly holiday and one half holiday which shall be Wednesday and Thursday respectively throughout the State.
- (3) The schedule of working hours shall be decided by the Committee, with the approval of the Authority.
- (4) List of holidays of the Library shall be as made by the Authority or the Government.

29. Fund of the Public Libraries, Library Fund shall consist of the following—

- (a) All grants capital, recurring *ad hoc*, received from the State Government, Central Government, other bodies agencies, Member of Parliament/Member of Legislative Assembly Local Area Development, Non-Resident Indian;
- (b) subscription realized from members, if any;
- (c) donation, gift, contributions received by the Library;
- (d) amount realized from members for loss or damage of documents or realized as fine;
- (e) bank interest;
- (f) rent and rentals.

CHAPTER IX

30. District Library— (1) The Government may, by notification, establish a District Library in every District Headquarters.

- (2) A District Library established by Government, prior to commencement of this Act, shall be declared to be a District Library for a district.
- (3) The District Library shall be headed by a District Library Officer in the rank of Librarian Class-III of HKM State Library. The post of Dist. Library Officer & the Librarian Class-III of HKM State Library are interchangeable.
- (4) The District Library shall be nodal Library of the district.
- (5) It shall hold all copies of the district and useful reading materials of local users, visitors and public.
- (6) It shall maintain in all details about the Libraries of the district from village level up to District Level.
- (7) It shall have linkages with all deposit centers, branch Libraries, to provide for an extensive rural and urban Library Services.
- (8) It shall feed Subdivisional/Block/Panchayat/Village/Aided Libraries with suitable books.
- (9) Guide the Libraries to apply for grant-in-aid under various schemes of Raja Rammohun Roy Library Foundation/Government/different funding agencies.
- (10) To arrange conferences, camps, seminars, book fairs locally and at remote areas.
- (11) Such other functions as may be required from time to time by Government, District Library Committee, Director, or the Authority.

- (12) The Library shall remain open from 10 A.M. to 5 P.M. on everyday except on Monday and Government holidays.
- (13) There shall be a joint Postal/Bank Account in the name of the District Library for all monetary transactions.
- (14) The joint account shall be operated by Librarian and District Library Officer.
- (15) Accounts shall be audited annually by Department Auditor/Local Fund Auditor.

31. Subdivisional Library—(1) Each Subdivisional Headquarters of the district shall have a Subdivisional Library, except the Sadar Subdivisions of the District or State Capital.

- (2) It shall work under the technical guidance of the District Library and direct supervision of District Library Officer.
- (3) It shall work from 8 A.M. to 2 P.M. on everyday except on Monday and other Government holidays.
- (4) There shall be a joint Postal/Bank Account in the name of the Subdivisional Library for all monetary transactions to be operated by Librarian and Library attendant of the Library.
- (5) The account shall be audited by Department Auditors/ Local Fund Auditors. Annual reports shall be furnished to Director for follow-up actions.

32. Special Libraries—(1) Adequate housing shall have to be provided for these Libraries.

- (2) The damaged books shall be repaired and restored and digitalized.
- (3) Fumigation chambers are to be provided for their preservations.
- (4) Furniture are to be provided for storage of the reading materials.
- (5) These Libraries shall remain open from 8 A.M. to 2 P.M. on everyday except on Monday & Government holidays.

33. Memorial Hall Libraries—(1) Three Memorial Hall Libraries established by Government at Barpali, Sakhigopal and Suando are to be improvised and collections concerning the subject areas of the Libraries be acquired.

- (2) These Libraries shall function from 8 A.M. to 2 P.M. on everyday except on Monday and Government holidays.
- (3) The District Library Officer shall deploy necessary staff for these Libraries under orders of Director.
- (4) These Libraries shall function under the District Library.

34. Block Level Libraries & Panchayat Libraries—(1) Government shall, by notification, establish Block Level/Panchayat Level Libraries, by way of, —

- (i) amalgamation of Library or Libraries existing in an area;
- (ii) transferring existing Library or Libraries to a new organization;
- (iii) taking over management of defunct Library/Libraries;
- (iv) sponsoring the existing Library/Libraries; or
- (v) establishing its own Library/Libraries.

(2) For such Libraries, detailed instructions shall be issued by Director/Library Authority, from time to time.

35. Rural Libraries—Government shall, by notification, establish linkages with existing village Libraries, Clubs, Yubak Sanghas, Mahila Samities, Non-Government Organisations/Sansad/Parishad, those are registered societies for the purpose of an intensive rural Library services, operated through maintenance grant, book grant, furniture grant, building grant, storage assistance, children library assistance, such other assistance through Public Library Authority.

CHAPTER X

36. Odisha Public Libraries Fund—(1) State Corpus Fund for Public Libraries to be created out of Member of Parliament/Member of Legislative Assembly/non-resident Indians/Corporate houses/public/fund;

- (2) The moneys in the Library Fund shall be utilised by Library Authority for the purpose of,
- (a) Establishment, maintenance and development of Public Libraries;
 - (b) Compensatory allowance payable to the members of Council, District Library Committee. Sub-Committees appointed by the Council, Library Authority as to be decided by Government;
 - (c) Grant-in-aid to public libraries, aided libraries, library associations, training programmes, book fairs, seminars, exhibitions, etc.;
 - (d) Expenditure on purchase of Stores Rules prescribed under Rule 96 of OGFR, Vol-I with limit of financial powers delegated to such authorities as per DFPR under Rules 10, 12, 13 & 20.

37. Accounts and Audit—(1) The accounts of the Library Authority and the Library Fund shall be subject to audit under the Odisha Local Fund Audit Act, 1948 (Odisha Act 5 of 1948).

(2) The audit report shall be presented by the Director-cum-Secretary, Odisha Public Library Authority to the Chairperson and copy of the same shall be sent to the Government with a note of action taken on the report.

38. Inspection of Public Libraries—(1) All such inspections shall be compiled and points to be noted for actions taken or to be taken.

(2) Each Library, District and below shall be planned for at least one inspection by District Library Officer/or such other Officer and pitfalls immediately taken for rectification.

CHAPTER XI

39. Grant—(1) The following provisions of grant shall apply to all the Public Libraries managed by Voluntary Organizations, Local Bodies, religious endowments; namely:—

Provisions under Rules 170 to 173 of OGFR, Vol-I in sanctioning grants shall be made applicable *mutatis mutandis*.

(2) A sum of money is annually set apart with Department of Public Library Services and with Library Authority to be spent as grant-in-aid to recognized Libraries, under private management, Corporate bodies and local bodies, whose purpose is to contribute towards the general spread of knowledge and education, through the Public Libraries. Such grant will be given subject to the condition, hereinafter specified and with due consideration of the requirements of such locality and of each Library and of the funds available.

(3) The grant may be given, to aided libraries for following purposes:

(A) Normal Grants

1. Books and periodicals
2. Rents, Rates, Taxes
3. Book Binding, mending and preservation

(B) Special Grants

1. Building construction and repairs
2. Library furniture and fittings

(C) Additional Grants

1. Adult Education Programmes
2. Text Book Section
3. Children's Section
4. Computerisation

(4) Annual grant of any kind shall be sanctioned to the Aided Libraries under the following management:—

(A) Notified Area Councils, Municipalities and Municipal Corporations

(B) Zilla Parishads, Panchayat Samities and Panchayats

(C) Co-operative Societies and Religious Endowments

(D) Voluntary Organisations, such as Yubak Sangha, Clubs, Pathagar, Granthagar.

(5) The management of the Library which needs grant shall be registered under Societies Registration Act, 1860.

40. (1) An institution which seeks aid shall be recognized by the Director. Application for recognition shall be made in a Form as in Schedule-I appended to these rules to the Director. Public Library Services of less than one year standing are not eligible for recognition. A certificate of recognition is appended in Schedule-II.

(2) If the recognition applied for is refused, a copy of the order shall be sent by Registered Post to the management stating the reasons for which recognition is refused:

Provided that the management may within thirty days from the date of the receipt of the order submit an appeal to the State Government whose decision shall be final. Any appeal received after the period of 30 days shall not be entertained unless management shows good and sufficient cause for not submitting the appeal in time.

(3) If the Director is satisfied that the management of a Public Library has committed breach of any of the condition of recognition, or has failed to observe any of the conditions specified in the Certificate of Recognition, he may for reasons to be recorded in writing and after giving the management an opportunity of being heard withdraw the recognition, which shall be communicated to the management by the Registered Post and the Certificate of Recognition granted to management in respect of such Public Library shall be deemed to be cancelled:

Provided that the management may within 30 days from the date of the receipt of the order submit an appeal to the State Government whose decision shall be final. Any appeal received after the period of 30 days shall not be entertained unless management shows good and sufficient cause for not submitting the appeal in time:

Provided further that nothing in these rules shall be deemed to prevent the management from making a fresh application for recognition under these rules.

41. Access—The Library shall be kept open to the public for consultation, loaning of reading and kindred materials within the premises, and without any restriction on the basis of caste, creed, religion or sex and free of charge subject to proper behaviour and public health.

42. Maintenance—Every Library on behalf of which aid is given shall be under the management of a body which is recognized by the Director and who in the capacity of proprietors or trustees or of members of a Committee, or Association by which the Library is maintained, shall undertake to be answerable for the maintenance of the Library and its branches and of the fulfilment of such rules of discipline as are prescribed from time to time. The management may with the approval of Director appoint a person as Correspondent to transact the current business of the Library with the Department.

43. Library Service—(1) A Library Reading room or Club shall have been organizing service for a minimum period of 2 years immediately preceding the date of registration to enable to gain eligibility for the grant-in-aid.

(2) It shall be opened at least 3 hours in a day.

(3) It shall have a minimum number of 1,000 books and be subscribing to at least 2 dailies and 5 other periodicals.

(4) If it is a reading room or club, it shall subscribe to at least 2 dailies and 8 other periodicals and such reading room or club shall within period of 2 years from the date of registration acquire or strengthen their existing book stock to a minimum of 1,000 books.

(5) It shall provide a space for at least 20 readers to sit and study.

44. Withdrawal of Grants—Grants will ordinarily be withdrawn from any Library if any of the members of the Governing Body of a Library, or any member of its staff inculcates opinions tending to excite feelings of disloyalty and dissatisfaction among the public, or there is falsification of registers misuse of funds or other proved fraud, or irregularity, or there is failure to remedy the defects in the organisation of the Library.

45. Audit—Payments of all grants will be subject to audit by a Registered Auditor or Chartered Accountant. The management concerned may be called upon to refund the amount paid or such portion of it as the Director may decide. Such refund may be made either by adjustment in any other grant payable to the Library or in such other manner as the Director may deem fit. Extract of such inspection or audit reports shall invariably be sent to the respective HOD / Administrative Department and to A.G. (A. & E.), Odisha.

46. Defunct Libraries — The regulations of a Library may contain provisions concerning its field of activity as well as the composition of its management. If the aided Library ceases to exist, its property shall be taken over by the Library Committee of the District concerned.

47. Sanction of Grants— Grants under this Act may be sanctioned annually for the maintenance of the Libraries at the rates fixed by Government from time to time. The annual grant paid to a Library shall be considered as having been paid in respect of the previous years working of the Library. Sanction of grant may be accorded in strict conformity with the provision of Rule 173 of OGFR, Vol-I subject to receipt of utilization certificate of the earlier grant received.

48. Sanctioning Authority— Except in cases where a reference to Government is required or where authorities subordinate to the Director have been permitted to sanction grants. All grants paid from provincial funds are sanctioned by the Director. Grants under Library Fund are sanctioned by the Library Authority.

49. Changes — Information about change of management or Bye-laws of Libraries shall be sent to the Director by Registered Post within 15 days from the date of change.

50. Minimum Grant — There shall be a minimum grant for every Library/Reading room/ Club. Such a grant shall not be less than Rs. 1,000.00 (one thousand) only so as to enable it to run its day-to-day service.

51. Application for Grant — Application for admission to grant shall be made as in Schedule-III each year to the Director through the Secretary not later than the end of 1st July of each year. The application shall be accompanied by a report and accounts of the Library for the previous year and such other returns as the Director may specify from time to time with a view to ascertaining of the financial position of the Library and its eligibility for aid.

*Explanation—*In the matter of fixing up quantum of grant for these Libraries/Reading rooms/ Clubs some weightage will have to be given to units belonging to backward and tribal regions.

52. Inspection — (1) Libraries with a book stock of 15,000 and above shall be inspected by the Director of Public Library Services or an Officer authorized by him.

(2) Libraries having a book stock of above 5,000 and below 15,000 shall be inspected by the District Library Officer or a Librarian authorized by him.

(3) Libraries having book stock of below 5,000 shall be inspected by Librarian of the District Library or any Librarian authorized by the Librarian, District Library.

(4) The Inspection report as in Schedule-III shall be submitted through the Secretary, District Library Committee to the Director of Public Library Services not later than 31st July of every year.

53. Accounts and Records — The Accounts, records and the statistics specified by the Director shall be open for inspection by the Director or any Librarian deputed by him. The accounts of the Library shall be audited by an agency recognized by the Government.

54. Grant-in-Aid — The Director shall determine which Libraries shall be admitted to grant-in-aid after taking into account the character, efficiency, the financial condition of the Library, the needs of the locality and the funds at his disposal.

55. Adjustment of Grants— The grants will be adjusted to the Library Committee of the concerned district. The Secretary of the District Library Committee shall draw the amounts as per the orders of the Director and pay the amounts to the managements or withdraw by the Authorities empowered to sanction such grant at a time before payment and shall not be deemed to be a debit enforceable by suit or by any other legal process.

56. Books and Periodicals and type of books—Books to be purchased must conform to the following conditions: —

- (1) The books to be purchased shall be of general interest and cultural value.
- (2) The books, if they are fiction, must be of renowned authors and must not be of doubtful taste.
- (3) Books abusing one community or religion shall not be purchased.
- (4) The industries, agriculture and trades of the locality shall be taken into consideration at the time of purchasing books:

Provided that the State Library Council shall be entitled to prohibit or prescribe the purchase of any Magazine, Newspaper, periodical or book which in its opinion does not stand the above-mentioned tests.

57. Rate of Grant—In normal areas for purchase of books and periodicals the management share will be 1/3rd and the Government grant will be 2/3rd. The entire expenditure on books and periodicals is admissible for assessment of the grant and grant would be worked out on the basis of 1:2.

58. Payment of Grant—The grant shall be paid only on submission of vouchers duly received before the date specified in the order sanctioning the grant. It shall be drawn on a bill by the Secretary of District Library Committee and paid to the management by way of Demand Draft.

59. Ceasing of Property— If a Library which has received grant-in-aid under this chapter has been closed within five years from the date on which a grant under this chapter is drawn or diverted the grant to other purposes the Library Committee shall be at liberty to cease the books towards the supply of which the grant was given.

60. Valuation— When the Government purchases the articles at the valuation so fixed, the amount to be paid to the Management shall be only the excess of the valuation over the amount already given as grant towards their original purchase. Alternatively, the Government may direct the articles to be sold in auction in which case the proceeds shall be credited into the "Library Fund":

Provided that if the proceeds exceed the amount of grant already paid towards the purchase of the articles, the difference shall be payable to the management of the Library.

61. Grants for Sites and Buildings—(1) Besides the annual maintenance grants, special grants may be sanctioned for acquiring land for the location of Library, purchasing, creating, enlarging or improving the buildings and executing extensive alterations and major repairs to building.

(2) The purchase of land or new buildings, or extensions or alterations to the existing buildings may be done in consultation with the Director or with a person, authorised by him.

62. Grant—(1) The quantum of grant regarding the building construction work in a normal areas is 40 per cent management share and 60 per cent Government grant and in backward, drought affected, slum and tribal areas the management share is 10 per cent and the Government grant is 90 per cent.

(2) If the Director considers the scheme in general as essential and suitable, subject to availability of funds, the correspondent shall submit him in duplicate detailed plans, specifications and estimates (which may include architects and Engineer's fees), prepared by a recognized

professional Engineer or Architect. No building operations shall commence until the issue of favourable orders on the suitability of the design and the reasonableness of the estimate. In respect of cases, where a grant is supplied for and proposed to be considered, the Director shall call for a valuation of the work done from the Executive Engineer, Public Works Department or Panchayati Raj Department.

63. List of Works— The Director will maintain a list of works approved by him. But the inclusion of a work in the list referred to implies no liability on the part of Government, legal or moral, for making a grant, though managements will not be precluded thereby from applying for a grant after buildings are completed. The Director will each year recommend for consideration of Government such new schemes out of the list as considers deserving of grant and will authorize payment of grant under specific sanction of the Government in each case out of the funds placed at his disposal for the purpose.

64. Agreement— Wherever a scheme is approved and a grant is sanctioned, the management shall be required to execute a deed of mortgage of the property concerned, or a deed of acceptance in respect of the grant payable in any of the appropriate forms of deed prescribed by the Government.

65. Certificate —After completion of scheme the correspondent will be required to furnish a certificate signed by a qualified Engineer-in-charge of the work, to the effect that the scheme has been completed in accordance with plans and specifications which were approved by the Director and another certificate signed by the correspondent himself specifying the total amount actually spent on the scheme.

66. Advance Payment — The grants sanctioned for the construction of buildings under this chapter may be paid in part on the basis of the progress of work on the production of the following:

(a) A certificate from a qualified Engineer in-charge of the work that the construction is proceeding on sound lines in accordance with the approved plans specifying the stage of the work and his estimate of value of the work.

(b) A certificate signed by the correspondent himself specifying the actual amount spent on the construction and declaring that the grant claimed is not more than one half of the actual expenditure incurred towards the construction.

Grants sanctioned for the purchase of buildings or for other purposes mentioned in Rule 27 shall be drawn on bills prepared in the prescribed form.

67. New Buildings— In the case of buildings erected, the grant payable shall not exceed one half of the total approved cost of the work shown in the management estimates as approved by the Director or certified in the valuation statement of the Executive Engineer whichever is less and in the case of building or lands acquired, one half of the Collector's estimate of the value of the same of the actual cost or purchase whichever is less.

68. Public Donations— Where a management received a private benefaction amounting to not more than one half of the cost of construction or purchase of a building or acquisition of land for Library purposes it shall be entitled to take full credit for such benefaction in arriving at its share of the cost of the construction or purchase of the building or acquisition of land and where the private benefaction is in excess of the management share of the cost namely, one half such excess shall be taken as deduction of the State Governments half share of the cost.

69. Final Payment—Before making final payment the Director will require the management to furnish the certificates showing the actual amount expended by them in completing the work or purchase or acquisition, and if necessary, he may call for the vouchers at anytime in support of the expenditure incurred. He may also require the management to furnish a certificate specifying the total amount of private benefaction received in respect of the work.

70. Refund of Grant—The management of any Library receiving a grant under this chapter shall refund the grant or portion of it if the land or building in respect of which the grant was made ceases to be used for Library purpose approved by the Director within a period of two years from the date of payment of the grant.

71. Prohibition of Transfer of Lands or Buildings—The managements of Libraries are prohibited from transferring lands or buildings acquired with the aid of Government grant for the purpose other than that of the institutions concerned except with the explicit permission of the Government.

72. Furniture and Fittings and Items for Grant—The quantum of grant for Library equipment like computer, printer, catalogue cards, duplicator, rubber stamps, tags, books ends, and audio visual equipment like films records maps microfilm records etc. and furniture like book-racks tables, chairs, issue counter, book- trolleys, display racks, the management share in normal areas is 40 per cent at Government, grant is 60 per cent and in backward, drought affected slum and tribal areas the management share is 10 per cent and Government grant is 90 per cent.

73. Payment of Grant—The grant shall be paid only on the submission before the date specified in the order sanctioning the grant of vouchers duly receipted.

74. Ceasing the Property—If a library receiving aid has been closed or diverted to other purpose within five years from the date on which a grant under this chapter is drawn the Library Authority shall be at a liberty to cease the articles towards the supply of which the grant was given at a valuation to be made by an officer to be deputed by the Government for the purpose.

75. Valuation—When the Government purchases the articles at the valuation so fixed, the amount to be paid to the management shall be only the excess of the valuation over the amount already given as grant towards their purchase. Alternatively, the Government may direct that the articles shall be sold in auction in which case the proceeds shall be credited to the "Library Fund":

Provided that if the proceeds exceed the amount of grant already paid towards the purchase of the articles the difference shall be payable to the management of the institution.

76. Staff—(1) The management shall have to appoint the required staff to manage the Libraries. The appointments shall be made as per the guidelines of the Library Authority/Committee/Council.

(2) If they appoint qualified staff the salaries shall be paid at par with the staff of Library Committee. The management shall follow the service conditions, as fixed by the Department from time to time.

77. Additional Grants—In addition to the grants-in-aid the Libraries shall be given special grants for taking up work in the following areas, namely: —

(a) Adult Education Programme: — For stocking reading materials useful for neo-literates and extending assistance in this programme, an amount of Rs. 3,000 per annum may be provided.

(b) Text Books—In the villages and other non-urban areas a quiet place for young students to sit and study is generally not available because of large size of an average family and the little space and lighting facility available at home. It is, therefore, necessary that Libraries shall take the responsibility for providing such special accommodation. The center shall be open for at least 4 hours in a day and shall provide accommodation for at least 6 students. A special grant of Rs. 6,000 per annum for first 3 years and Rs. 12,000 per annum thereafter may be provided for this activity after due inspection and verifications.

(c) Children's Section—Children libraries may be given special grants for organizing special cells for children. The grants may be Rs. 6,000 per annum for the first 2 years and Rs. 12,000 per annum thereafter. Every one of these Libraries shall be required to provide special accommodation and facilities for women, farm and factory workers and attend to their conveniences.

78. Utilisation of the Grant —(1) Seventy-five per cent of the grant received by the Library shall be utilised for the purchase of new books for the Library.

(2) The remaining twenty-five per cent of the grant received by the Library may be utilized for other Library purposes, if necessary, with the previous approval of the Secretary of the Library Authority.

(3) A copy of each bill paid out of the grant with the certificate of payment written on it and signed by the Chairman of the Managing Committee or the Executive Officer of the approved corporate body and the receipt of the party receiving the money, shall be sent to the District Library Officer of the District Library Committee concerned at the end of each month along with a statement of the utilisation of the grant in the form specified by the Director.

(4) Each Library shall give facilities to the auditor or any other agent appointed for the purpose, for the physical verification of the books and the other materials covered by the bills to be audited.

(5) The certified bills and the monthly statements received by the Secretary of the District Library Committee concerned will form the primary basis for audit.

(6) The accounts for the income and expenditure from its own sources of income shall be submitted by the Library each year to such audit as the Government may direct. The report of this audit will form the basis for the determination of the annual grant.

No. 2092—IIC-46/2016-TC.

By order of the Governor

M. R. PANIGRAHI

Commissioner-cum-Secretary to Government

FORM - I
(see Rule 25)

1. Name of the Library :
2. Date and year of establishment of the Library:
3. Whether the Library is under a parent body; if so:
4. (i) Whether, it is a Trust Body or Society:
(enclose copy of the Articles of Associations and Bye-laws registered by the appropriate authority)
- (ii) Its area of control over the Library:
- (iii) Whether constitution is kept with care:
- (iv) Whether the existing Committee is continuing beyond the prescribed period:
- (v) Date of constitution of the Committee last; if it is under Administrator, the date of appointment of such Administrator:
- (vi) Committee constituted as per Societies Registration Act or Trust Act:
5. Whether Minutes and Proceeding Books maintained properly:
6. Whether Annual Reports File maintained properly:
7. Whether up-to-date Membership Register maintained properly:
8. Land & Building Records.
 - (i) Location and title of the land:
(enclose copy of the land deed and site plan):
 - (ii) Measurement of Land:
 - (iii) Manner of acquisition, e.g. by purchase/gift/lease and details thereof:
 - (iv) Year of purchase/gift/lease:
 - (v) Description of the building with total floor area, number of rooms etc.
(enclosed copy of the sanctioned building plan)
 - (vi) Whether there is any dispute/litigation regarding to land & building;
 - (vii) Name of the Court, Case No. _____, dated _____ at present stage;
 - (viii) Any other relevant information;
9. If the Library is in rented house:
 - (i) Who is the landlord? :
 - (ii) Enclose copy of the deed:
 - (iii) Rent paid up to _____ & copy of the last rent receipt:
 - (iv) Whether,there is any dispute/litigation regarding rent/tenancy:
Name of the Court, Case No. _____, Dated _____ at present stage;
 - (v) Any other relevant information:
10. Any other relevant information concerning Library:

FORM—II
(see Rule 25)

1. Book Accession Register, whether properly maintained:
 - (i) No. of Books:
 - (ii) No of Books purchased during the year:
 - (iii) No of Books received as gift during the year:
2. Book withdrawal Register, whether maintained properly:
3. Periodical Register:
4. Service to Users Records:
 - (i) Issue Records:
 - (ii) Daily Users Records:
 - (iii) Reference Service Records:
5. Stock Register for materials other than books, whether maintained properly; a brief description of the assets may be given:
6. (i) Weekly holidays observed on _____
(ii) No. of other holidays observed in the Library:
7. Any other relevant information:

FORM-III

(see Rule 25)

1. Total No. of staff in the Library:
2. Categorywise statement of employee, date of appointment of each whether SC/ST:
3. Their names, date of birth, present pay scales, present etc:
4. Qualification of employees (whether the Librarian, Asst. Librarians, Library Asst. etc. possess requisite Library qualification):
5. Source and method of recruitment including selection and appointment procedure:
6. Whether there is any irregularity/dispute regarding appointment:
7. Whether service book of the employees maintained properly:
8. Attendance Register:
9. Acquaintance Roll:
10. Cash Book:
11. Ledger:
12. Headwise and yearwise receipt (with allotment Nos. _____ dated _____) and expenditure break-up:
13. Total amount of fund at the credit of the Library as on date of report:
14. Are the accounts of the Library regularly audited? If so, copy of the last Audit Report:
15. Any other relevant information:

SCHEDULE-I

APPLICATION FORM FOR RECOGNITION OF LIBRARY FOR THE YEAR

[see Rule 40 (1)]

1. Location -
2. Name of the Library -
3. Date of the Library -
4. Registration No. & Date -
(Copy of the Bye-laws to be enclosed)
5. Name of the members of the Managing Body

President	1.
Secretary	2.
Members	3.
	4.
	5.
	6.
	7.
	8.
6. Name and Address of the Correspondent -
7. Date of Inspection -

8. Details of furniture: Book racks ... almirahs... tables... chairs... etc.
9. No. of books available in English... Hindi... Odia
10. Details of periodicals:
Dailies Weeklies, Fortnightlies, Monthlies, Quarterlies
 - (a) Odia
 - (b) English
 - (c) Hindi
 - (d) Others

11. Building: Own, rented or rent-free

12. Details of income and expenditure:

13. Declaration on behalf of the Management of the Library:

I hereby declare that the conditions of recognition laid down in the rules will be fully observed and all the instructions issued from time to time by the Director of Public Libraries which are applicable to the Libraries will be fully observed and adhered to. I am prepared subject to the institute together with its current endowment and trust accounts since its establishment and registers, to inspection and to furnish such returns as may be required by the Department from time to time. No objectionable books and newspapers, periodicals and pamphlets will be kept in the Library.

Signature of the Correspondent

SCHEDULE-II

GOVERNMENT OF ODISHA

Department of Public Library Services

Certificate of Recognition

[see Rule 40 (1)]

Certified that the (Name of the Library) at

Block.....Dist.....is recognized by the Director of Public Library Services as a Public Library from the year in exercise of the powers conferred on him under clause of sub-section of Section of the Public Library Services Act, 2001. The continuance of this recognition shall be subject to the provisions of the Libraries Rules, 2016 and the conditions specified below:

1. The arrangement of books in a Public Library shall be according to the instructions issued by the Director from time to time.
2. The Library shall maintain the following records:—
 - (i) Constitution of the Library:
 - (ii) List of Members:
 - (iii) Daily Visitors Record:
 - (iv) Accession Register: All books purchased or received as gift shall be accessioned within a period of ten days from the date of receipt of the book:
 - (v) Book Issue Record:

- (vi) Account Books (Cash Books, Ledgers, etc.):
 - (vii) Receipt Book:
 - (viii) Periodicals and Newspapers Record:
 - (ix) Complaint and Suggestion Book:
 - (x) Stock Register of Furniture:
 - (xi) Register of Scholars and Researchers:
 - (xii) Inward and Outward Registers:
 - (xiii) Deposit Register:
 - (xiv) Minutes of Meetings:
 - (xv) Withdrawal Register:
3. The Library shall display the following Noticeboards at prominent places:
 - (i) the name of the Library with words "Government Recognised and Free" at the end;
 - (ii) the names of office bearers and members of the Managing Committee; and
 - (iii) the working hours of the Library and the days on which Library will remain closed.
 4. The management shall supply the Director with such returns and periodical information as the Director may call for from time to time.
 5. The Public Library shall spend not less than 50 per cent of the grant-in-aid on books: Provided that not less than 25 per cent of the grant shall be spent on purchase of books from not less than two lists of books issued by the Director during the year.
 6. Books purchased by the Public Library should conform to the following requirements:—
 - (i) books shall be of general interest and of cultural value;
 - (ii) the books should not contain anything calculated to create discontent or hatred among different communities, or communal disharmony; and
 - (iii) the books should not contain undesirable pictures or any matter of doubtful taste.
 7. The management shall keep the Library open for inspection by the Director or any other officer authorized by him in this behalf at all times during the working hours of the Library.

Director of Public Library Services
State

Place :

Date :

APPLICATION FOR GRANT-IN-AID ON BEHALF OF THE
(see Rule 51)
for the year

1. Name and address of the Library
2. Name and address of the Management
3. Date of Establishment
4. No. and Date of Registration
5. No. and date of Recognition with Director
6. Whether it is open for all members of the society for consultation within premises without restriction on the basis of caste, creed, religion, sex and free of Charge
7. Whether it satisfies all the conditions laid down in the Act and Rules
8. Grant required for this year

Sl.No. Particulars: Last Year Grant: Balance of last Year Grant: Grant required for this Year:

- A. Normal Grants
 1. Books and periodicals
 2. Salary of the Staff
 3. Rents, rates, taxes
 4. Book Building
- B. Special Grants
 5. Building construction
 6. Library equipment
 7. Library furniture
- C. Additional Grants
 8. Adult Education Programme
 9. Text Book Section
 10. Children's Section

Total —

9. Present accommodation whether rented or owned, Full details about floor area and other relevant factors should be given :
10. Why additional accommodation is considered essential ?

11. Whether a site is available —
 - (a) If so, give the measurements and full description.
 - (b) If not, how the management proposes to acquire a site and complete the project within the stipulated time?
12. The estimated cost of the project.
13. How the management proposes to meet the cost of the project in excess of the grant?
Production of evidence in this behalf.
14. Whether the plans including the site plan and estimates have been approved, and if so by whom? A copy of certificate given by such approving authority should be forwarded with the Application in case the plans and estimates are not countersigned by such authority in token of approval.
15. The agency by which the work is proposed to be carried out.
16. Whether the management is willing to execute an agreement to utilize the grant for the purpose for which it is given and to refund the same with interest thereon at such rate as Government may fix from time to time in case the management fails to utilize the grant for the within the stipulated time.
17. Whether the management is agreeable to abide by rules framed by Government for this purpose from time to time.
18. Whether all the Registers and accounts are open for inspection.
19. Whether you are prepared to submit any return information received by the Department.

Declaration: On behalf of the management of the Library, I hereby declare that the conditions of aid laid down in the Public Libraries Act and Rules are being and will continue to be fully observed expecting those rules from which the institution has been specially exempted by the Director in his proceedings RC No....., Dt..... and that I am prepared to subject the institution together with its current endowment and trust accounts since its establishment and Registers to inspection and to furnish such returns as may be required by the Department and that I shall abide by the provisions of the Grant-in-Aid code in the event of the Library being closed within 5 years from the date on which grant has been drawn.

Signature of the Applicant

Enclosures:—

1. A detailed note on the need of each item of grant;
2. Statement of accounts certified by a registered auditor;
3. Statement of assets and liabilities;

4. Utilisation certificates of last year's grant; and
5. Plan and estimate in case of Buildings, only prepared by a qualified engineer.

To be filled by the Office

1. Certified that the grants sanctioned for the year for an amount of Rs. (Rupees) only are spent properly. All the items are entered in the concerned stock registers and I have verified them physically.

Inspection of Officer

Grant Recommended

The (Library Authority) - recommended the following grants for the year—after satisfying about its functioning.

A. Normal Grants:

1. Books & Periodicals Rs.:
2. Other expenditure (i.e.) Rents, Rates, Taxes and Buildings

B. Special Grants :

3. Building Construction :
4. Library Equipment :

C. Additional Grants :

5. Adult Education Programme :
6. Text Books :
7. Children Section:
8. Computerisation Programmes:

Total Rs.