

Information Brochure
National Library
[In terms of Section 4(1)b/i-xvi of Right to Information Act, 2005]
(As per booklet published in 2007)

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The National Library: its Organization, Functions and Duties

The National Library is the biggest library in the country with a fairly large collection of reading materials, large contingent of professionally qualified personnel and varied kind of readers.

The Library started its journey with the opening of the Calcutta Public Library in March 1836 at 13 Esplanade Row, a portion of the house of Dr Francis Pemble Strong, Civil Surgeon of 24 Parganas, Bengal. The Library made significant landmarks in the history of library movement in India. Peary Chand Mitra, who worked as Sub-Librarian in 1836, became Librarian in 1848, printed the *Catalogue of the Calcutta Public Library*, and in 1855 he brought out a supplementary volume to the first Classified Catalogue, the first of such kind in India.

In order to establish a good library by amalgamating the Calcutta Public Library's rich collection with those of the Official Imperial Library formed in 1891 by combining a number of Secretariat libraries, His Excellency Lord Curzon saw the Imperial Library (Indentures Validation) Act passed in 1902, and formally opened to the public the Imperial Library on 30 January 1903. In his address on the opening, Lord Curzon remarked:

'It is intended that it should be a library of reference, a working place for students, and a repository of material for the future historians of India, in which, so far as possible, every work written about India at any time can be seen and read.'

After Independence of India, the Imperial Library (Change of Name) Act was passed in 1948 and the Library was accorded a special status of an institution of national importance in the Article 62 in the Seventh Schedule of the Union List of the Constitution of India. B S Kesavan was appointed Librarian who played instrumental role in obtaining the Viceregal Palace in Belvedere, Alipore for the Library and shifted it to this permanent location. Maulana Abul Kalam Azad, the then Union Minister of Education opened the Library to public on 1 February 1953.

The Library continued to function on the lines of Imperial Library for over two decades, as its role and functions were not defined. Meanwhile significant developments occurred in building a national depository of books in the National Library. By an order of the Government of India all books that got accumulated in the princely states under the Press and Registration of Books Act, 1867 were transferred to the National Library; the Delivery of Books (Public Libraries) Act, 1954 was passed to facilitate four big public libraries in the country acquire books that are published within the territory of India, free of cost. The Act was amended in 1956 to include within its purview every periodical publication and newspaper. The Government by signing bilateral cultural agreements with other countries, encouraged exchange programme for the Library, whereby promoting exchange of not only publications, but personnel as well. The Library was

made repository of publications of the Commonwealth countries, United Nation and its agencies.

It was in 1968 that the Government of India appointed a National Library Reviewing Committee under the Chairmanship of Justice V S Jha to review the condition at the National Library and outline its functions. The Committee outlined the basic features of the National Library, submitted its report on 14 July 1969, which the Government of India accepted. The Library has been functioning broadly within the framework outlined.

Functions and duties

The National Library serves as a permanent repository of all reading and information materials produced in India as well as of all printed material authored by Indians and inclusive of those concerning India but authored by foreigners, wherever published and in whichever language. The Library has a good collection of publications in Indian languages besides English and other foreign languages. It also has a rich collection of manuscripts and rare books in Arabic, Persian, Sanskrit, Bengali and Tamil.

The Reviewing Committee in its report of 1969 suggested that the following should be the basic features and functions of the National Library:

- Acquisition and conservation of all significant printed materials produced in the country to the exclusion of ephemera;
- Collection of printed materials concerning the country wherever published and also acquisition of photographic record of such materials that are not available within the country;
- Acquisition and conservation of manuscripts having national importance;
- Planned acquisition of foreign materials required by the country;
- Rendering of bibliographical and documentation services of retrospective materials, both general and specialised;
- Acting as a referral centre purveying full and accurate knowledge of all sources of bibliographical activities;
- Provision of photocopying and reprographic services; and
- Acting as the centre for international book exchange and international loan.

The Government of India accepted the above recommendations and the National Library has since been functioning within the framework of the aims and objectives outlined above.

Administrative and Functional Set-up

The National Library is presently functioning under the Ministry of Culture, Government of India, New Delhi. The Director being the Head of the Department exercises all the administrative and financial powers as delegated to the Head of the Departments in Government of India. Assisted by two Principal Library and Information Officers [PLIO] the Director administers the Library. Five Library and Information Officers [LIO] assist the PLIOs and forty Assistant Library and Information Officers [ALIO] assist the LIOs. The Principal Library and Information Officers control the professional side and a Senior Administrative Officer, assisted by two Administrative Officers, looks after the administrative part of the Library and its employees.

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Powers and Duties of the Officers and Employees

Sl No	Designation	Powers and/or Duties
<u>GCS Group 'A'</u>		
1.	Director [1 post]	The Director, National Library is the Head of Department exercising the said powers as detailed in delegation of Financial Rules, 1978, General Financial Rules as well as other Government Rules in force; the Director, is the Appointing Authority of officers and staff upto Group 'B' Gazetted Officer level; the Director is also the Disciplinary Authority for employees of National Library upto Group 'B' Gazetted Officer level; the Director functions as the Estate Manager of the National Library, Belvedere Estate/Campus, Alipore, Kolkata.
2	Principal Library and Information Officer (PLIO) [2 posts]	PLIO is the professional head of the National Library. Prepares plans and projects for development of the Library including its annual action plans; supervises activities of the Library & Information Officers under them and guide them to execute plans and projects of the Library; controls professional activities of the Library; represents the Library in all professional outdoor meetings, seminars and conferences; convenes technical meetings with professional members of the Library; in the absence of the Director, PLIO may exercise administrative & financial powers of the Director if and when they are delegated to him/her; maintains liaison with superior officials in the Ministry of Culture and/or senior professional librarians and faculty members of Library & Information Science departments for transacting matters of professional interest; any other items that the Director desires to be executed by PLIOs.
3.	Senior Administrative Officer (SAO) [1 post]	SAO performs the duties of the Head of Office, National Library; prepares budget estimate; controls expenditure; maintains accounts; deals with recruitment of staff, their promotions and other benefits; maintains discipline and order; purchases of various items, etc.; maintains liaison with officers and carries out instructions of the Head of the Department.

4.	Library and Information Officer (LIO) [5 posts-5 vacant]	LIOs assists the PLIOs in professional/technical matters; guides activities in all the professional / technical divisions / sections in the Library.
5.	Senior System Analyst (SSA) [1 post-1 vacant]	SSA proposes plans of computerisation and related aspects of Information & Communication Technology in the Library and on the instruction of PLIO executes them.
<u>GCS Group 'B'</u>		
6.	Administrative Officers (AO) [2 posts]	AO looks after the work of the Administrative and Accounts Divisions including Supplies and Services Section; performs duties of Drawing and Disbursing Officer (DDO); assists the SAO by completing all related paper work and giving necessary suggestions.
7.	Garden Superintendent (GS) [1 post]	GS maintains the gardens and lawns of the Library; supervises work of Chowdhuries and Malis (gardeners).
8.	Hindi Officer (HO) [1 post-1 vacant]	HO initiates action for the implementations of Sections 3 (ii) and section 3 (iii) of the Indian Official Language Act; organises work of the Official Language Implementation Committee; maintains Hindi correspondences, translations and printing work of all forms, annual reports, other publications, orders and circulars, etc.; implements programmes and instructions received from the Ministry of Home Affairs regarding the use of Hindi and Hindi Teaching Schemes.
9.	Security Officer (SO) [1 post]	SO executes all activities related with the Security and Conservancy Divisions; shoulders responsibility for administrative jobs in the Division; recommends plan, policies and adopts appropriate security measures for the protection of the Library property including its holdings.
10.	Assistant Library and Information Officer (ALIO) [38 posts-12 vacant]	ALIO executes all the activities of the professional and technical divisions concerned; supervises technical work and submits plans and proposals for development of their units; maintains day-to-day administration of the unit(s).
11.	Assistant Library and Information Officer (Laboratory) [1 post]	ALIO (Lab) executes activities of the Chemical Laboratory; shoulders responsibility for the upkeep of reading materials of the Library; ensures pest control.

12.	Assistant Library and Information Officer (Micro-photography) [1 post]	ALIO (Microphotography) supervises and maintains various technical operations related with microfilming of documents including quality-control of exposed microfilms; maintains different equipments of the unit; submits plans and proposals for the development; runs day-to-day administration of the unit.
<u>Group 'B' (Non Gazetted)</u>		
13.	Superintendent [7 posts]	Superintendents supervises establishment & accounts works with regards to: recruitment; promotion; confirmation; confidential report dossiers; SC and ST Cell; vigilance; Court cases; policy & planning; holiday roster duty; central diary & despatch; central sorting; CPWD; Estate; public relations; welfare of staff; budget; all kinds of bills; children's educational allowance; tuition fee cases; leave accounts; maintenance of service books; issue of identity cards; CGH Scheme; supply & services; central stores of the administrative division, etc.
14.	Assistant Security Officer (ASO) [1 post]	ASO is the second in command of the Security Division; deals with security and conservancy units; answers to the Security Officer for all matters relating to security of Library properties & administration of security staff and safaiwalas; liaison with other units.
15.	Stenographer Grade-I [1 post-1 vacant]	Stenographer Grade-I provides personal assistance to the Director; takes dictation; maintains diary & files; attends telephone calls; all other allied ministerial work.
<u>GCS Group 'C'</u>		
16.	Senior Assistant [16 posts]	Senior Assistant attends to correspondence with the Ministry; deals with vigilance cases and returns; matters related to public grievances; general correspondence; Parliamentary queries; prepares/scrutinises/checks monthly salary bills and all other bills; issues salary certificates; checks/processes house building advances, etc.
17.	Hindi Translator (HT) [1 post]	HT attends to all work connected with Hindi; Hindi correspondence training; translation work from English to Hindi & vice versa; preparation of bilingual forms; Govt. Orders and Circulars regarding Hindi Teaching Scheme ; Parliamentary queries connected with Hindi.
18.	Assistant [21 posts-1 vacant]	Assistant carries out ministerial jobs in the establishment and accounts e.g. Correspondence; various returns; maintenance of service books; preparation of duty

		rosters; leave records; allotment of Government accommodation; maintenance of records there of.
19.	Caretaker [1 post]	Caretaker looks after the work of the safaiwalas in the conservancy unit; supervises overall maintenance of the Library buildings and premises; keeps everything neat, clean and tidy.
20.	Stenographer Grade-II [1 post]	Stenographer Grade-II takes notes and dictation from the officers; maintains files and documents; types out matter; carries out orders of the officer to whom attached.
21.	Stenographer Grade-III [5 posts-2 vacant]	Stenographer Grade-III takes notes and dictation from the officers; maintains files and documents; types out matter; carries out order of the officer to whom attached.
22.	Lower Division Clerk (LDC) [69 posts - 19 vacant]	LDC carries out routine ministerial jobs, like correspondence; records and indexes office files; maintains old records; copies bills etc; receives letters; despatches all outgoing letters, packets, parcels, etc.; maintains service stamp accounts; V.P. accounts; does general typing work (Hindi and English); prepares press copies of cataloguing cards.
23.	Driver [2 posts]	Drives the office cars to destination, as per requisition; keeps the vehicles in order and maintains them; keeps up to date record and the log book.
24.	Library & Information Assistant (LIA) [General & Lang.] [138 posts - 55 vacant]	LIA attends to professional and technical work like classifying, cataloguing of books and periodicals and filing cards etc; process reading materials in MARC 21; accessions new books; re-catalogues old books; proof reads printed catalogues and other publications; deals with loan of books to local/outstation borrowers; prepares bibliographies; supervises books and periodical movement from and to Stacks; maintains arrangement at stacks; provides reference service; monitors issue counter and other user-interfaces; guides users; other related technical matters.
25.	Library & Information Assistant (Preservation) [1 post]	LIA (Preservation) monitors the progress of binding and mending units; submits reports to the ALIO; selects and determines priorities of work in the binding and mending units.
26.	Library & Information Assistant (Machine Operator)	LIA (MO) determines doses and strength of solution and mixture for applying them on reading materials; maintains machine and tools regularly; maintains record and stock of insecticides; maintains and operates DTP,

	[3 posts-1 vacant]	off-set machines including preparation of master films; maintains record of off-set printing materials.
27.	Library & Information Assistant (Reprography) [4 posts-3 vacant]	LIA (Reprography) exposes the microfilms, both negative and positive; processes exposed microfilms including editing; prepares for microfilm print out, bromide enlargement printing etc.; prepares chemicals; attends to general photography; other jobs related to microphotography; makes entry in the Indent Register, microfilm job register; collection of documents; arranges material for microfilming and does all such other preparatory jobs.
28.	Library & Information Assistant (Laboratory) [2 posts]	LIA (Laboratory) examines the books to determine various chemical treatments at the Laboratory Division; examines the reading materials on the shelves for selecting pest control; examines the stains on books and maps vis-à-vis their chemical character and determines nature of treatment required; treatment of prints, drawings and paintings.
29.	Library & Information Assistant (Display) [1 post-1 vacant]	LIA (Display) organises exhibitions; keeps account of various exhibits; arranges loan of special exhibits from other institutions; performs other jobs related with exhibitions.
30.	Gold Finisher (GF) [4 post]	GF carries out gold/silver lettering and tooling jobs.
31.	Library Clerk (LC) [66 posts – 49 vacant]	LC supplies books and other requisitioned materials to readers and borrowers; assists the Library and Information Assistants in their work.
32.	Library Clerk (Binding) [17 posts – 10 vacant]	LC (Binding) checks the binding; attends to patch repair; performs binding work.
33.	Library Clerk (Mending) [18 posts-5 vacant]	LC (Mending) examines and sorts books for mending; repairs brittle books with tissue paper and dextrine paste; applies leather preservation mixture and fungicide solution.
34.	Library Clerk (Reprography) [3 posts-1 vacant]	LC (Reprography) assists the LIA (Reprography) at times of operation of microfilm camera; microfilm positive printer; microfilm reader printer; microfilm enlarger; photocopy machines; preparation of chemicals;

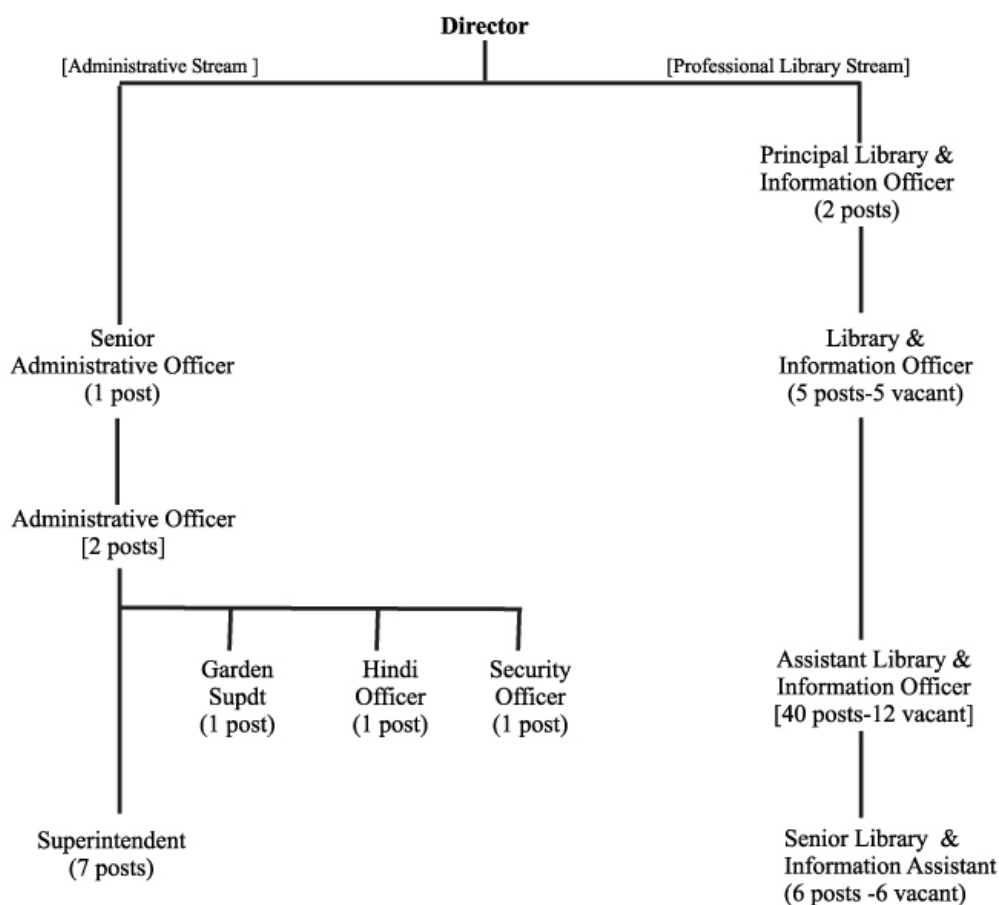
		enlargement printing; processing of exposed microfilms etc.
35.	Library Clerk (Laboratory) [2 posts-2 vacant]	LC (Laboratory) carries out de-acidification of books and records required for the lamination in the division; prepares saturated solution for various chemical treatments viz (i) leather preservative mixture (ii) fungicide solution; prepares dummies of books received for fumigation; maintains records of books treated; arranges sheets before and after treatment; assists in checking of books in stacks for treatment.
<u>GCS - Group 'D'</u>		
36.	Senior Library Attendant (SLA) [49 posts-1 vacant]	SLA sorts and restores books/other reading materials after use by readers; maintains records of books, calculation of periodicals, gazettes, official publications, etc; helps the LIA and LC; performs duties at issue counters; helps the LIA (Reprography) in darkroom jobs including processing, washing, drying microfilms, microfilm enlargement prints, microfilm printouts, etc.
37.	Library Attendant (LA) [18 posts-1 vacant]	LA labels new books; re-labels old books; pastes book labels and book plates; helps in readers service; attends to requirements of the Director and other senior officers; affixes postal stamps on the outgoing letters, telegrams, packets, etc.; maintains recorded files, old files and papers, etc.; makes packets and parcels; prepares envelopes in bulk for dispatch..
38.	Junior Library Attendant (JLA) [76 posts – 24 vacant]	JLA collects and deposits bills, parcels, cheques etc. from the Pay and Accounts Office, post office, banks, railway stations; sectional work; dusts and cleans books, stacks, racks, etc.; shifts large segments of collections of books from one area to another; carries publications from/to stack rooms for users.
39.	Labourer [10 posts]	Labourer opens and closes doors and windows; assists in bindery; cleans and washes machines, tools and utensils; assists the LIA (Machine Operators) with off-set, DTP machines in preparation of masters; helps in printing in DTP and Offset machines.
40.	Gestetner Operator [1 post]	Operates Gestetner Machine for duplicating work.

41.	Head Guard [4 posts]	Head Guard supervises the duty performed by the Guards and allots duties to latter.
42.	Guard [33 posts – 11 vacant]	Guards monitors movement of people and vehicles through gets of the Library compound; guards the Library and its property round the clock; opens and closes all doors and windows of the Library buildings.
43.	Chowdhury [3 posts]	Chowdhury supervises the work of Malis and inspects the garden; reports process of work to Garden Superintendent; shoulders responsibility for seasonal operations like pruning of hedges; grafting in shrubs; supervise the handling of the lawn mowers and other garden implements; sows seeds in nursery etc.
44.	Mali [18 posts-5 vacant]	Mali digs and prepares flower beds; mows the lawns; cleans the weeds; cleans the garden in general; plants trees shrubs and hedges; other jobs related to the garden.
45.	Safaiwala [21 posts-5 vacant]	Safaiwala cleans and keeps the entire Library premises neat and tidy.
46.	Assistant Manager [1 post]	The duties of the following Departmental Canteen Staff are yet to be approved.
47.	Counter Clerk / Salesman. [1 post]	-do-
48.	Assistant Halwai [1 post]	-do-
49.	Cook [1 post]	-do-
50.	Bearer [7 posts]	-do-
51.	Wash-boy [3 posts]	-do-
52.	Sweaper [1 post]	-do-

***Procedures Followed in the Decision Making
Process, Channels of Supervision and Accountability***

GOVERNMENT OF INDIA
MINISTRY OF CULTURE
NATIONAL LIBRARY

ORGANISATIONAL CHART



Norms set for discharging the Functions

RULES FOR USING READING ROOMS

1. The Reading Rooms at Bhasha Bhavan and at the second floor of Annexe Building remain open on all working days between 9 am and 8 pm and between 9.30 am and 6 pm on Saturdays, Sundays and other holidays as notified by the Library. The supply of books/documents stops one hour before the closing time. The Old Newspaper Reading Room at Esplanade remains open on all days between 9.30 am to 6 pm including Saturdays, Sundays and other holidays as notified by the Library. The supply of books/documents at the Annexe Reading Room and the Old Newspaper Reading Room at Esplanade is not made on holidays. Books are supplied at these Reading Room between 9.30 am and 5 pm on working days. Hence books/documents, which are reserved on the last working day at the Annexe Reading Room and the Old Newspaper Reading Room at Esplanade are available to users for consultation on Saturdays, Sundays and holidays. The Reading Rooms remain entirely closed on (i) Republic Day (26 January), (ii) Independence Day (15 August), (iii) Mahatma Gandhi's Birthday (2 October) and other holidays as and when notified by the Government of India.
2. Admission to the Reading Rooms is free to all persons not less than 18 years of age and holding Reading Room cards.
3. Reading Room card is issued on applying in the prescribed form, along with two stamp size recent photographs and on producing suitable references*. In the case of students, recommendations of the principal/professor/head of department will be required.
4. The Reading Room card is not transferable and is valid for three years from the date of issue. In case the card is lost a duplicate card may be issued to the reader on his/her applying in such a manner as may be deemed fit by the competent authority and on payment of a fee of Rs.10 along with one stamp size recent photograph. The reader shall be responsible for any misuse of his/her lost card. A fresh application complete with all details as provided in the prescribed form along with two stamp size recent photograph will be necessary for the renewal of the expired Library card.
5. For a certified copy from a gazette, newspaper, etc. (supplied in restricted number of pages) a fee of Rs 10/- per typed page shall be charged.
6. Persons wishing to make use of the Reading Room for a brief period will be admitted on the grant of a 'day card', which will hold good for the day of issue.
7. Cards shall be shown at the gate and, if required, to authorised staff members.

8. Special assigned seats are made available to limited number of users selected on the basis of criteria laid down by the Head of the Department.
9. Tracing from books and other reading materials is not allowed.
10. A reader is issued a maximum of 4 (four) documents at a time for consultation. Readers are required to submit their reading room cards at the issue counter for getting the document(s) issued against their names before consulting the same at the Reading Rooms.
11. The issued document(s) are reserved on request for a maximum of seven days including the date of issue.
12. Publications, which, owing to their bulky size or brittle condition of the pages or for any other reason, cannot be safely issued for consultation at the Reading Rooms, may be supplied only at the discretion of the concerned Assistant Library & Information Officer (ALIO).
13. Photography inside the Reading Rooms is not allowed.
14. Mobile phones must be switched off inside the Reading Rooms.
15. Umbrellas, sticks, parcels, and other personal belongings, should not be taken into the Reading Rooms. These may be deposited at the property counter at the entrance of the Library building. Readers are not allowed to take their own books, photocopies, laptop, etc. into the Reading Rooms without prior permission of the concerned ALIO.
16. Cases of long delay in the supply of books requisitioned, shall be brought to the notice of the concerned ALIO.
17. Persons found marking/mutilating the pages of books/periodicals or otherwise damaging them shall have to make good the loss. They may be debarred from using the Reading Rooms in future and additionally appropriate penal action may be initiated against such persons.
18. Any change of address during the validity of the Reading Room cards should be notified to the ALIO, Reading Rooms, immediately.
19. The readers must abide by all the rules, regulations and other norms as implemented from time to time by the Library. Readers found violating any of these rule, or misbehaving in any way, or disturbing other readers by conversation or otherwise, shall not be allowed to remain in the Reading Room, and their cards are liable to forfeiture.

** Footnotes to Rule 3 : The undermentioned persons are eligible to get Reading Room Cards in their own names without producing any reference. These persons can*

recommend others for the same purpose. It is to be understood that no recommendation shall be made except on behalf of a person personally known to the recommender.

1. *Members of the Central and State Legislature;*
2. *Councillors, Aldermen and the CEO of the Kolkata and Howrah Municipal Corporations;*
3. *Elected members of the Panchayat;*
4. *Municipal Commissioners;*
5. *Advocates and Solicitors;*
6. *Fellows of Universities;*
7. *Teaching staff of the colleges / universities (in case of students only);*
8. *Gazetted Officers;*
9. *Head Master of recognised High School (for teachers working under them only);*
10. *Editors of leading dailies and journals;*
11. *Registered Medical Practitioners;*
12. *Managers and proprietors of firms of known repute (for their employees only) ;*
13. *Permanent members of the staff of the National Library ;*
14. *Members of the Board of Secondary & Higher Secondary Education ;*
15. *Members of recognised professional associations of repute;*
16. *Senior officials at Embassies/High Commissions or Head of the Departments or Guides at respective universities/institutes for foreign nationals/students/scholars*

NB: The competent authority reserves the right to relax the rules as and when deemed necessary.

RULES FOR THE ISSUE OF BOOKS ON LOAN

1. The Lending Section remains open on all working days from 9 am to 8 pm and from 9.30 am to 6 pm on Saturdays, Sundays and other holidays notified by the Library. The Lending Section remains entirely closed on (i) Republic Day (26 January), (ii) Independence Day (15 August), (iii) Mahatma Gandhi's Birthday (2 October) and other holidays, as and when notified by Government of India.
2. Books will be lent to members of the public not less than eighteen years of age on their depositing as security a lump sum of money enough to cover the value of books lent or even a higher amount, if the nature of the book(s) lent so demands. The deposit money must always be paid in advance. Only two books which are known to be in print will be lent out.

Note.-- In calculating the price of foreign publications lent to the borrowers the Lending Section will be guided by instructions issued from time to time by the Head of the Departments on the basis of current market value of foreign exchange. The price of a book calculated for purposes of issue on loan will be 30 per cent higher than the official rate in case of foreign publication and 50 per cent higher in case of Indian publication.

3. The minimum amount acceptable as security is Rs. 200.00 (two hundred rupees only) and in the case of additional deposit the minimum amount acceptable is Rs. 50.00 (Rupees fifty only) or multiples thereof. Borrowers are requested to transact money not more than five occasions.

Note.: Borrowers are requested to preserve deposit receipt for refund.

4. The refund of security money shall be governed by rules specially framed for the purpose.
5. Books required by Government Departments for official use and by recognised institutions are issued without any deposit. The Library also provides facilities for inter library loan. Such loan shall be subject to instructions issued from time to time by the Head of the Departments.
6. Book(s) that for the time being forms part of the Reference Collection in the Reading Rooms or any book valuable for its rarity, its illustration or otherwise shall be not be lent out without the special permission of the Head of the Department.
7. Periodicals, journals, Indian official documents, foreign official documents, newspaper, non-book materials and gift collections as well as books which cannot bear the strain of transit are not lent out. Manuscripts are not lent out.
8. No person shall have in his/her possession more than two works or six volumes.

9. Books are lent out for two weeks. The period may be extended on request. However no book shall be retained by the borrower for more than one month at a stretch. Books lent can be called back before the expiry of due date.
10. The cost of the carriage of books from and to Kolkata shall be borne by the borrower. Books are supplied by VPP in case of postal delivery.
11. A book lost or damaged by a borrower shall have to be replaced by him/her. If a book is not replaced or returned after a due notice is served, such compensation therefore would be three times more than the actual cost of the book. The lending facility would be withdrawn, if the aforementioned compensation is not made.
12. A late fee of Re.1 per day, per volume or as fixed from time to time will be charged, if books are not returned within the prescribed period. A borrower may not be allowed to borrow books again unless he/she has paid the late fee due.
13. Every depositor will get a 'borrowers' ticket and he/she will be responsible for all books borrowed on that ticket. The borrower's ticket is not transferable.
14. The borrower will be responsible for safe custody of his/her ticket. In case the ticket is lost, a duplicate ticket may be issued to him/her only on his/her applying in such manner as may be fixed by the Head of the Department and on payment of a fee of Rs. 10 (Rupees ten only). The borrower will be responsible for any misuse of his/her lost ticket.
15. The cash counter for the purposes of deposits, and withdrawals, etc. will remain open from 10 am to 3.30 pm (with recess from 1.30 to 2.30 pm) except on Saturdays, Sundays and other holidays notified by the Library.

NB : The competent authority reserves the right to relax the rules as and when deemed necessary.

RULES COVERING THE REFUND OF BORROWER'S DEPOSIT MONEY

1. If books borrowed from the Library by a borrower are not returned even after due notice, such compensation therefore would be three times the actual cost of the book. The lending facility is liable to be withdrawn if the aforementioned compensation is not made.
2. In case the balance, if any, left after making the deduction, following Rules 11 and 12 of the 'Rules for the Issue of Books on Loan' is not claimed within three years from the date on which books were lent out, the whole amount of the balance shall be regarded as forfeited.
3. No claim to money deposited by a borrower will be entertained unless the borrower's ticket and the receipt for the deposit is produced duly signed on its back, and a revenue stamp of the appropriate value is affixed with the application.
4. If the ticket is lost, the borrower will have to give such declarations as may be determined by the Head of the Department, and will have to pay a sum of Rs. 10.00 (ten rupees) only.
5. Refund of deposits is made by cheque, to ticket holders except to foreign nationals.

NB : The competent authority reserves the right to relax the rules as and when deemed necessary.

RULES REGARDING THE USE AND USERS OF ASUTOSH COLLECTION AND RARE BOOK DIVISION

1. Only regular Reading Room Card holders are permitted to use the Asutosh Collection and Rare Books Division with certain restrictions.
2. In very special cases, competent authority may extend validity of temporary day card for users at the Asutosh Collection and Rare Book Division.
3. A register of readers is maintained by the Rare Book Division and Asutosh Collection with certain columns for official records and statistics. The users are required to register themselves at these divisions/sections.
4. Not more than four monographs or four bound volumes of periodicals or serials, loose issue of one year or equivalent are issued to a reader at a time in Asutosh Collection. But for Rare Book Division only two monographs/two bound volumes or equivalent are issued.
5. Readers have no access to the stacks of Asutosh Collection and Rare Book Division.
6. Tracing from documents is not allowed.
7. The restrictions of photography and photocopy from any material, illustrations in monographs or textual pages from documents are applicable.

NB: The competent authority reserves the right to relax the rules as and when deemed necessary.

RULES FOR REPROGRAPHIC SERVICES

1. Eligibility : The service is provided to the bona fide readers of the Library.
2. Service time : 10.30 am to 1.30 pm and 2.30 pm to 5.30 pm on working days.
3. Rates :
 - a) Xerox - Rs. 1.00 per exposure
(Minimum Charge Rs. 5.00)
 - b) Microfilm Negative - Rs. 4.00 per exposure
(Minimum Charge Rs. 20.00)
 - c) Microfilm Positive - Rs. 20.00 per exposure
(Minimum Charge Rs. 100.00)
 - d) Microfilm Reader - Rs. 5.00 per copy from microfilm,
Printer Copy - Rs. 7.00 per copy from the
(A3 and A4 size only) microfilms already available at the
National Library.
(Minimum Charge Rs. 25.00)
 - e) Enlargement Prints - Rs. 20.00 per print
(Bromide copy) (600 sq. cm. or part thereof)
(Minimum Charge Rs. 50.00)
4. Limitations : Readers are allowed to take photocopies from not more than two books or two periodicals per day. If a reader photocopies from a document, he/she will not be allowed to photocopy from the same document in a period of one year.
5. No. of pages:
 - a) Books: The readers are allowed to photocopy a maximum of 50 pages from each of the two books, provided the total number of copied pages do not exceed one-third of the total pages in the book.
 - b) Journals : The readers are allowed to photocopy one article from one issue to a maximum of two articles from two journals/periodicals.
6. Requisition must be made in person. Readers will take delivery of the reprography materials by themselves. However, letter of authorization is acceptable.
7. Hundred years old documents and/or brittle books will not be photocopied. As a special case, such documents may be microfilmed for institutions and individual scholars, provided their physical condition is good.
8. Only 10 plates or art reproduction from each book are allowed for photocopy/microfilming to the maximum of 25 books in one calendar year.
9. In case of copyrighted book, a Copyright Declaration Form as available in the Reading Rooms is required to be filled in by the user.

N.B. The competent authority reserves the right to relax the rules as and when deemed necessary.

Rules, Regulations, Instructions, Manuals and Records, held by or under its control or used by employees for discharging its functions

The National Library India is a subordinate office under the Ministry of Culture, Government of India. Therefore, the Library follows all the Rules and Regulations as are applicable to other Central Government Offices / Institutions. However, some of the main general rules and regulations as issued and amended from time to time by the Government of India for its business and for its employees are as follows:

1. Fundamental Rules and Supplementary Rules - Part-I, Part-II, Part-III, Part-IV & Part-V
2. Central Civil Services (Pension) Rules
3. Central Civil Services (Conduct) Rules
4. Central Civil Services (Classification, Control and Appeal) Rules
5. General Financial Rules
6. Delegation of Financial Power Rules
7. Central Civil Services (Pay) Rules
8. Central Civil Services (Temporary Services) Rules
9. Central Government Accounts (Receipt & Payment) Rules
10. Delivery of Books (Public Libraries) Act., 1954
11. Rules of using Reading Rooms
12. Rules for using documents in Asutosh Collection, Rare Books and other Reading Rooms
13. Rules for issue of books on loan
14. Rules covering the refund of borrower's deposit money
15. Rules for using documents
16. Rules for reprographic services

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***Categories of Documents held by or under the control of
the National Library***

- i) Books
- ii) Periodicals
- iii) Newspapers
- iv) Maps
- v) Manuscripts
- vi) Non-print materials like microfilms, CDs etc.

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***Arrangement for consultation with, or representation by the members
of the public in relation to the formulation of its policies
or implementations thereof***

1. Suggestion Box in the Reading Room
2. Subject and language experts for acquisition of reading materials
3. Expert Committees

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***Boards, Councils, Committees and other bodies consisting of two or more
persons constituted as its part for the purpose of its advice, and as to
whether meetings of those Boards, Councils, Committees and other bodies
are open to the public, or the minutes of such meetings are accessible to
the public***

- i) Board of Management
- ii) Internal Committees
- iii) Expert Committees

Boards, councils, committees and other bodies are not open to public. Minutes of such meetings are not accessible to the public as per prevalent practice.

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**Directory of its officers and employees showing monthly remuneration
(Updated April-2007)**

Sl No	Name	Designation	Basic + DP (Rs)
Pay scale: Rs.22,400-525-24,500			
1.	Prof Sudhendu Mandal	Director	35175
Pay scale: Rs.14,300-400-18,300			
2.	Dr R Ramachandran	Principal Library & Inform. Officer	24450
3.	Shri H P Gedam	Principal Library & Inform. Officer	23850
Pay scale: Rs.10,000-325-15,200			
4.	Shri Manotosh Kabasi	Sr. Administrative Officer	17438
Pay scale: Rs.7,450-225-11,500			
5.	Shri Basudeb Sengupta	Administrative Officer	14625
6.	Shri Ashok Kr Halдар	Administrative Officer	12750
Pay scale: Rs.6500-200-10,500			
7.	Shri Tapan Sarkar	Asst. Library & Inform. Off.	19388
8.	Smt Zakia Sultana	Asst. Library & Inform. Off.	18900
9.	Shri K S Rao	Asst. Library & Inform. Off.	18900
10.	Smt Arati Dutta	Asst. Library & Inform. Off.	18413
11.	Shri G Kumarappa	Asst. Library & Inform. Off.	18413
12.	Shri Sailen Kumar Pal	Asst. Library & Inform. Off.	18413
13.	Shri Aresh Kr Ghatak	Asst. Library & Inform. Off.	13650
14.	Smt G K Kandhari	Asst. Library & Inform. Off.	16463
15.	Shri Jagmal Singh	Asst. Library & Inform. Off.	15975
16.	Shri V Jayaraman	Asst. Library & Inform. Off.	13350
17.	Shri Ashok Kumar Nath	Asst. Library & Inform. Off.	12150
18.	Shri Dulal Ch Bachhar	Asst. Library & Inform. Off.	13350

19.	Smt Satyabama Ranghavan	Asst. Library & Inform. Off.	17438
20.	Chowdhuri Khairul Islam	Asst. Library & Inform. Off.	16463
21.	Shri M Hassan	Asst. Library & Inform. Off.	13050
22.	Smt Farhana Faruqui	Asst. Library & Inform. Off.	13050
23.	Smt Supriya Gangopadhyay	Asst. Library & Inform. Off.	16950
24.	Shri B N Rao	Asst. Library & Inform. Off.	13050
25.	Smt Malabika Ghosh	Asst. Library & Inform. Off.	12750
26.	Smt Lalita Dey	Asst. Library & Inform. Off.	16950
27.	Shri Safalya Kr Nandy	Asst. Library & Inform. Off.	17925
28.	Shri P B Chauhan	Asst. Library & Inform. Off.	12150
29.	Shri Laldhar Singh	Asst. Library & Inform. Off.	16950
30.	Syed Abuzar	Asst. Library & Inform. Off.	12750
31.	Shri Sankar Ch Biswas	Asst. Library & Inform. Off.	12450
32.	Shri Shamim Akhtar	Asst. Library & Inform. Off.	12750
33.	Shri Anup Chakraborty	Asst. Library & Inform. Off.	12750
34.	Smt Niva Das	Asst. Library & Inform. Off.	12750
Pay scale: Rs.6500-200-10,500			
35.	Dr Sukanta Biswas	Garden Superintendent	17250
Pay scale: Rs.5500 -175-9000			
36.	Smt Annapurna Ganguly	Superintendent	11400
37.	Shri Somnath Banerjee	Superintendent	11400
38.	Shri Narahari Sardar	Superintendent	10613
39.	Shri Ajoy Kr Das	Superintendent	11138
40.	Shri Anup Kr Patra	Superintendent	10613
41.	Shri Dilip Kr Chanda	Superintendent	10613
42.	Shri Dipak Kr Ghosh	Superintendent	10613
43.	Shri Rajendra Nath Biswas	Assistant Security Officer	8250

Pay scale: Rs.5500-175-9000 /5000-150-8000			
44.	Shri Amar Singh Bageshwar	Library & Information Asst.	12000
45.	Smt Sukriti Sarkar	Library & Information Asst.	18413
46.	Shri Joygopal Saha	Library & Information Asst.	17925
47.	Smt Sukla Saha	Library & Information Asst.	16950
48.	Smt Archana Gupta	Library & Information Asst.	16950
49.	Smt Amita Chattopadhyay	Library & Information Asst.	16950
50.	Shri Sunil Kr Biswas	Library & Information Asst.	16463
51.	Smt Minati Dutta	Library & Information Asst.	16463
52.	Smt Swapna Majumdar	Library & Information Asst.	12750
53.	Shri Ashim Mukhopadhyay	Library & Information Asst.	12450
54.	Smt Mitali Bardhan	Library & Information Asst.	12450
55.	Smt Namita Basu	Library & Information Asst.	12450
56.	Smt Sunita Arora	Library & Information Asst.	12450
57.	Shri Monomohan Sen	Library & Information Asst.	12450
58.	Smt Shila Patra	Library & Information Asst.	12450
59.	Shri Dhananjoy Das	Library & Information Asst.	11925
60.	Shri Subrata Das	Library & Information Asst.	12450
61.	Smt Malabika Ghosh Hore	Library & Information Asst.	12450
62.	Shri Samir Kansabanik	Library & Information Asst.	12450
63.	Shri Joydeb Paul	Library & Information Asst.	12150
64.	Smt Pranati Guha	Library & Information Asst.	12450
65.	Shri Radheshyam Paul	Library & Information Asst.	12450
66.	Shri Asit Ranjan Biswas	Library & Information Asst.	12450

67.	Shri Rathindra Ch Das	Library & Information Asst.	12450
68.	Shri Arun Ch Paul	Library & Information Asst.	12150
69.	Smt Swati Bose	Library & Information Asst.	12150
70.	Shri Ananda M Singh Sardar	Library & Information Asst.	12150
71.	Shri Hare Krishna Sarkar	Library & Information Asst.	11400
72.	Shri Bata Krishna Mandal	Library & Information Asst.	11850
73.	Shri Akhil Ch Saren	Library & Information Asst.	11850
74.	Smt Mekhala Bose	Library & Information Asst.	12150
75.	Shri Basudeb Gupta	Library & Information Asst.	12150
76.	Smt Malabika Dhar	Library & Information Asst.	11400
77.	Shri Suhas Dasgupta	Library & Information Asst.	11400
78.	Shri Mrinal Kanti Roy	Library & Information Asst.	11400
79.	Smt Y L Narasamma	Library & Information Asst.	12150
80.	Shri Abhijit Roy	Library & Information Asst.	11850
81.	Shri Subrata Roy	Library & Information Asst.	11400
82.	Shri Subhas Nandy	Library & Information Asst.	11400
83.	Shri Mrinal Kr Banerjee	Library & Information Asst.	11850
84.	Shri Sanjay Kr Maity	Library & Information Asst.	10875
85.	Shri Usman Ghani	Library & Information Asst.	11850
86.	Smt Gopa Ghosh	Library & Information Asst.	11850
87.	Shri Subir Kumar Das	Library & Information Asst.	11850
88.	Shri Supriya Sanigrahi	Library & Information Asst.	11850
89.	Smt Rupa Majumdar	Library & Information Asst.	11138

90.	Shri Krishanu Chattopadhyay	Library & Information Asst.	11850
91.	Shri J H Khalko	Library & Information Asst.	10200
92.	Shri Sannyasi Ch Mandal	Library & Information Asst.	10875
93.	Shri Arabinda Roy	Library & Information Asst.	10875
94.	Md Aslam	Library & Information Asst.	10875
95.	Smt Tripti Das Roy	Library & Information Asst.	11250
96.	Shri Prabir Chakraborty	Library & Information Asst.	10875
97.	Shri Joydeb Dutta	Library & Information Asst.	9750
98.	Shri Somnath Panja	Library & Information Asst.	10088
99.	Shri Swapan Pailan	Library & Information Asst.	10088
100.	Shri Amit Debnath	Library & Information Asst.	10088
101.	Shri Haridas Singh	Library & Information Asst.	8850
102.	Shri Rabindra Nath Mandal	Library & Information Asst.	10088
103.	Shri Ezajul Haque	Library & Information Asst.	10088
104.	Shri Gautam Krishna Roy	Library & Information Asst.	10088
105.	Shri Biswajit Ghosh	Library & Information Asst.	10088
106.	Shri Sunil Kumar	Library & Information Asst.	10088
107.	Shri Santanu Bhowmick	Library & Information Asst.	10088
108.	Shri Partha Ghosh	Library & Information Asst.	10088
109.	Shri Pallab Paul	Library & Information Asst.	10088
110.	Shri Samit Paik	Library & Information Asst.	9563
111.	Shri Ganesh Ch Das	Library & Information Asst.	9525
112.	Shri Bhaskar Ghosh	Library & Information Asst.	9563

113	Shri Tarapada Naskar	Library & Information Asst.	9563
114	Shri Ashim Kr Bhadra	Library & Information Asst.	9038
115	Shri Goutam Goswami	Library & Information Asst.	9038
116	Md Irfan Khan	Library & Information Asst.	9038
117	Shri Subhas Ch Das	Library & Information Asst.	9038
118	Shri Ardhendu Kunkri	Library & Information Asst.	9038
119	Shri Dipankar Baul	Library & Information Asst.	9038
120	Shri Santanu Chanda	Library & Information Asst.	9038
121	Shri Kali Charan Gauda	Library & Information Asst.	9038
122	Shri Shrinath Ram	Library & Information Asst.	8175
123	Shri Haripada Mandal	Library & Information Asst.	8400
124	Shri Shyamal Kr Das	Library & Information Asst.	8850
125	Shri Sunil Kumar Basak	Library & Information Asst.	8175
126	Shri Biswambhar Harijan	Library & Information Asst.	8625
127	Shri Pijush Kanti Sanyal	Library & Information Asst.	9075
128	Shri Nitya Ranjan Paul	Library & Information Asst.	7950
129	Shri Tapas Saha	Library & Information Asst.	8775
130	Shri Sunil Kr Debnath	Library & Information Asst.	8400
131	Shri Sankar Kr Roy	Library & Information Asst.	7725
132	Shri Uttam Kumar Das	Library & Information Asst.	8513
133	Smt Uma Kar	Library & Information Asst.	8513
134	Shri Prasenjit Sarkar	Library & Information Asst.	8250
135	Shri Shyamal Kanti Biswas	Library & Information Asst.	8250

136	Shri Tarapada Dutta	Library & Information Asst.	9125
Pay scale: Rs.5000 -150 -8000			
137	Shri Dilip Kr Sikdar	Sr. Assistant	9750
138	Shri Ananta P Singh	Sr. Assistant	9750
139	Shri Nirmalendu Bhattacharjee	Sr. Assistant	9750
140	Shri Swapan Kr Bose	Sr. Assistant	9525
141	Smt Hashi Dutta	Sr. Assistant	9525
142	Shri Amal Kr Ganguly	Sr. Assistant	9300
143	Shri Basudeb Sardar	Sr. Assistant	9300
144	Shri Nilkanta Chakraborty	Sr. Assistant	8625
145	Shri Bishnupada Jamatia	Sr. Assistant	9075
146	Shri Kanak Kr Mandal	Sr. Assistant	8625
147	Shri Anjan Chatterjee	Sr. Assistant	9750
148	Shri Dipankar Ghosh Majumdar	Sr. Assistant	8625
149	Shri Gouranga Ch Kansabanik	Sr. Assistant	9525
150	Smt Neeta Manna	Sr. Assistant	8625
151	Smt Sikha Das	Sr. Assistant	8850
Pay scale : Rs.5000-150-8000			
152	Smt Manju Gloria Baxla	Stenographer Gr. II	9525
Pay scale: Rs.4500-125-7000			
153	Smt Dipti Bhattacharjee	Caretaker	9188
Pay scale: Rs.4000-100-6000			
154	Shri Bhaskar Sarkar	Stenographer Gr. III	9525
155	Sri Ashok Saha	Stenographer Gr. III	9300
156	Shri Arup Kumar Mandal	Stenographer Gr. III	8850
Pay scale: Rs.4000-100-6000			
157	Smt Krishna Chakraborty	Assistant	9188
158	Shri Subir Kumar Dhar	Assistant	8438
159	Shri Bablu Chatterjee	Assistant	7650
160	Smt Amita Bose	Assistant	9000
161	Shri Bapi Mandal	Assistant	7350
162	Shri Kanchan Chatterjee	Assistant	7050
163	Shri Patit Paban Guha	Assistant	8100
164	Shri Himansu Kr Khan	Assistant	9000
165	Shri Avinash Sharma	Assistant	9000

166	Smt Sujata Dutta	Assistant	6750
167	Shri Arun Kumar Sinha	Assistant [Offg. as Jr. Hindi Trans.]	9975
168	Shri Kajal Bhattacharjee	Assistant	7500
169	Shri K Sudhakar	Assistant	6750
170	Shri Samar Matilal	Assistant	8100
171	Shri Hiralal Prasad	Assistant	8438
172	Shri Jamser Ali Akhan	Assistant	8438
173	Shri Pradeep Kr Verma	Assistant	6300
174	Shri Faruque Khan	Assistant	8438
175	Shri Sankar Kadambansi	Assistant	7500
176	Shri Ranabir Chowdhury	Assistant	6900
177	Shri Santosh Kumar	Assistant	6000
Pay scale: Rs.3050-75-4590			
178	Shri Chandra Sekhar Dwivedi	Driver	7875
179	Shri Jayanta Sanyal	Driver	5925
180	Smt Tara Bhattacharjee	Lower Division Clerk	6900
181	Smt Sipra Ghosh	Lower Division Clerk	8813
182	Shri Ajoy Kr Samanta	Lower Division Clerk	8438
183	Shri Khirod Ch Biswas	Lower Division Clerk	9525
184	Shri Kashi Nath Nandy	Lower Division Clerk	7005
185	Shri Corentinus Dung Dung	Lower Division Clerk	8063
186	Smt Chabi Rani Das	Lower Division Clerk	9188
187	Shri Joydeep Sarkar	Lower Division Clerk	6750
188	Smt Smriti Srivastav	Lower Division Clerk	6750
189	Shri Ramesh Toppo	Lower Division Clerk	6750
190	Shri Sandeep Ganguly	Lower Division Clerk	6750
191	Shri Samir Halder	Lower Division Clerk	6750
192	Shri Ananda Lal Majhi	Lower Division Clerk	6750
193	Shri Rabin Biswas	Lower Division Clerk	6750
194	Shri Kalipada Das	Lower Division Clerk	6285
195	Shri Ranthu Edwin Tigga	Lower Division Clerk	6285
196	Shri Dipak Kr Majumdar	Lower Division Clerk	6285
197	Shri Saibal Chakraborty	Lower Division Clerk	6285
198	Shri Kritangshu Chanda	Lower Division Clerk	6285
199	Shri Amiya Kr Dutta	Lower Division Clerk	6156
200	Shri Bijoy Kr Lakra	Lower Division Clerk	6600

201	Shri Manik Ch Das	Lower Division Clerk	6300
202	Shri Prasanta Kr Kundu	Lower Division Clerk	6300
203	Shri Prasanta Kr Das	Lower Division Clerk	6300
204	Shri Anukul Kr Panda	Lower Division Clerk	5925
205	Shri Dilip Kr Das	Lower Division Clerk	5925
206	Shri Mukul Ch Dutta	Lower Division Clerk	5925
207	Shri Kanai Lal Ghosh	Lower Division Clerk	5925
208	Shri Ajoy Kr Hazam	Lower Division Clerk	5925
209	Shri Sukumar Basak	Lower Division Clerk	5813
210	Shri Partha Pratim Roy	Lower Division Clerk	5700
211	Smt Manju Kashyap	Lower Division Clerk	No Pay
212	Shri Swarup Sengupta	Lower Division Clerk	5475
213	Shri Santanu Haldar	Lower Division Clerk	5475
214	Shri Bishupada Das	Lower Division Clerk	5475
215	Shri Mintu Kar	Lower Division Clerk	5475
216	Smt Ruma Debsarma	Lower Division Clerk	5475
217	Shri Subrata Mandal	Lower Division Clerk	5363
218	Shri Sanjeeb Karmakar	Lower Division Clerk	5250
219	Shri Tarit Dasgupta	Lower Division Clerk	5250
220	Shri Meher Singh	Lower Division Clerk	5250
221	Shri Asit Paramanik	Lower Division Clerk	5250
222	Shri Sukanta Pathak	Lower Division Clerk	5250
223	Smt Arundhati Dhar	Lower Division Clerk	5250
224	Shri Dipankar Chakraborty	Lower Division Clerk	4575
225	Smt Sreya Chowdhury	Lower Division Clerk	5138
226	Shri Ansuman Bharti	Lower Division Clerk	5025
227	Shri Atanu Mitra	Lower Division Clerk	4688
228	Smt Nipa Mukherjee	Lower Division Clerk	5363
229	Shri Jayanta Chowdhury	Lower Division Clerk	4575
230	Smt Moly Banerjee	Lower Division Clerk	4575
Pay scale: Rs.3050-75-4590			
231	Shri Ranjit Kr Dey	Gold Finisher	8850
232	Shri Narayan Ch Dey	Gold Finisher	8850
233	Shri S N Mandal	Gold Finisher	8850
234	Shri Dhiren Roy	Gold Finisher	8850
235	Smt Gita Roy	Library Clerk	9075

236	Shri Ram Ch Das	Library Clerk	9075
237	Shri Sukharanjan Chowdhury	Library Clerk	9075
238	Shri Akhtar Hussain	Library Clerk	9075
239	Shri Pulin Bihari Sarkar	Library Clerk	8850
240	Shri Panchanan Karmakar	Library Clerk	8850
241	Shri Arabinda Dey Sarkar	Library Clerk	9075
242	Smt Jyotsna Bhattacharjee	Library Clerk	9075
243	Shri Ganesh Ch Biswas	Library Clerk	9075
244	Shri Santosh Kr Dey	Library Clerk	9075
245	Shri Rupak Roy Chowdhury	Library Clerk	9075
246	Shri Sukumar Gayen	Library Clerk	8625
247	Shri Biswanath Dhar	Library Clerk	8625
248	Shri Ajoy Kr Roy	Library Clerk	8625
249	Shri Satyaranjan Sardar	Library Clerk	6165
250	Shri Krishnapada Dey	Library Clerk	6765
251	Shri Rama Kanta Mishra	Library Clerk	6765
252	Shri Suresh Ch Dutta	Library Clerk	6765
253	Shri Santosh Kr Majumdar	Library Clerk	6765
254	Shri Ajoy Kr Das	Library Clerk	5813
255	Shri Sudarshan Mandal	Library Clerk	6765
256	Shri Arun Kr Mallick	Library Clerk	6765
257	Shri Bijoy Kr Behura	Library Clerk	6765
258	Shri Qumar Khan	Library Clerk	6765
259	Shri Himanshu Sekhar	Library Clerk	6765
260	Shri Adhir Kr Das	Library Clerk	6285
261	Shri Asit Kr Pyne	Library Clerk	6765
262	Shri Bhola Nath Das	Library Clerk	6285
263	Shri Iswarlal Sharma	Library Clerk	6645
264	Shri Pradip Kr Das	Library Clerk	5363
265	Shri Sunil Kr Patra	Library Clerk	5250
266	Shri Ashok Kr Das	Library Clerk	5700
267	Shri Gautam Kr Sardar	Library Clerk	5700
268	Shri Pradip Kr Bhattacharjee	Library Clerk	5700
269	Shri Mintu Mukhopadhyay	Library Clerk	5138
Pay scale: Rs.2650-65-3300-70-4000			
270	Shri Panchu Paramanik	Chowdhury	6263

271	Shri Mohant Ram	Chowdhury	6263
272	Shri Ram Ch Ram	Chowdhury	6263
Pay Scale: 2610-4000/-			
273	Shri Swapan Kr Das	Sr Library Attendant	6263
274	Shri Rama Kanta Das	Sr Library Attendant	No Pay
275	Shri Badal Kumar Das	Sr Library Attendant	6150
276	Shri Awadh Kishor Prasad	Sr Library Attendant	6038
277	Shri Lalit Kumar Naskar	Sr Library Attendant	5813
278	Shri Rajendra Kumar Gupta	Sr Library Attendant	6038
279	Shri Tapan Kumar Das	Sr Library Attendant	No Pay
280	Shri Swapan Sen	Sr Library Attendant	6038
281	Shri Dilip Kumar Saha	Sr Library Attendant	6038
282	Shri Ram Ch Raut	Sr Library Attendant	6153
283	Shri Sakti Mukherjee	Sr Library Attendant	6038
284	Shri Haripada Das	Sr Library Attendant	6038
285	Smt Minati Bhadra	Sr Library Attendant	5925
286	Shri Bijoy Kr Singh	Sr Library Attendant	6038
287	Shri Ram Nath Ram	Sr Library Attendant	6038
288	Shri Sankar Kr Das	Sr Library Attendant	6038
289	Shri Gautam Banik	Sr Library Attendant	6038
290	Shri Harendra Nath Das	Sr Library Attendant	5925
291	Smt Mukul R Chakraborty	Sr Library Attendant	5700
292	Shri Biswanath Das	Sr Library Attendant	5700
293	Shri Rabin Patra	Sr Library Attendant	5700
294	Shri Paritosh Das	Sr Library Attendant	5700
295	Smt Jayanti Das	Sr Library Attendant	5700
296	Shri Anand Kr Tudu	Sr Library Attendant	5389
297	Shri Narayan Ghosh	Sr Library Attendant	5700
298	Shri Prasanta Kathal	Sr Library Attendant	5700
299	Shri Sufal Ch Sardar	Sr Library Attendant	5700
300	Shri Sailendra Nath Mistry	Sr Library Attendant	5700
301	Shri Sukumar Sarkar	Sr Library Attendant	6150
302	Shri Debananda Das	Sr Library Attendant	5400
303	Shri Basu Murmu	Sr Library Attendant	5389
304	Shri Suresh Chandra Roy	Sr Library Attendant	5490
305	Shri Biswanath Nandi	Sr Library Attendant	5490

306	Shri Salil Nandy	Sr Library Attendant	5490
307	Shri Pradip Kr Mandal	Sr Library Attendant	5490
308	Smt Aruna Halder	Sr Library Attendant	5925
309	Shri Tapan Gomes	Sr Library Attendant	5490
310	Shri Debasish Banerjee	Sr Library Attendant	5490
311	Shri Nilamani Sadhukhan	Sr Library Attendant	5490
312	Shri Tridip Sardar	Sr Library Attendant	5490
313	Shri Subhash Saren	Sr Library Attendant	5490
314	Smt Janhabi Chanda	Sr Library Attendant	5280
Pay scale: Rs.2610-60-3150-65-3540-70-4000			
315	Shri Asim Kr Das	Gestetner-Operator	5160
Pay scale: Rs.2610-4000			
316	Shri Badal Ch Ghosh	Library Attendant	6263
317	Shri Kiranmoy Bhattacharjee	Library Attendant	5790
318	Shri Dinabandhu Sarkar	Library Attendant	5685
319	Shri Laxmi Kanta Biswas	Library Attendant	5685
320	Shri Gopal Ch Mandal	Library Attendant	5685
321	Smt Kanak Harijan	Library Attendant	5790
322	Shri V Demedu	Library Attendant	6150
323	Shri Appana Mardi	Library Attendant	6150
324	Shri Shyamal Kr Parui	Library Attendant	5265
325	Shri Shambhunath Sadhukhan	Library Attendant	5265
326	Shri Gopal Das	Head Guard	6150
327	Shri Laxmindar Mahapatra	Library Attendant	5160
328	Shri Ganesh Ch Bag	Library Attendant	5160
329	Shri Omakash Kewat	Library Attendant	5160
330	Shri Birbahadur Chowbey	Library Attendant	6150
331	Shri Tarun Chowdhury	Library Attendant	5160
332	Shri Ratan Paul	Library Attendant	5160
333	Shri Pratap Kr Maity	Library Attendant	5160
334	Smt Radhika Singh	Library Attendant	5160
335	Sri Uttam Malakar	Library Attendant	5160
336	Shri Paresh Mandal	Library Attendant	5160
337	Shri Sarat Kr Mallick	Library Attendant	5160
338	Shri Nilan Kr Ghosh	Library Attendant	5160
339	Shri Surendra Prasad Saha	Library Attendant	5160

340	Shri Sushil Kr Das	Heard Guard	6150
341	Shri Krishna Ch Sardar	Heard Guard	5925
342	Shri Mahadeb Sarkar	Library Attendant	5160
Pay scale: Rs.2550-55-2660-60-3200 / 2610-60-3150-65-3540-70-4000			
343	Shri Shyamal Ch Saha	Jr Library Attendant	5160
344	Shri Sarathi Ghosh	Jr Library Attendant	5160
345	Smt Sabita Rani Saha	Jr Library Attendant	4800
346	Shri Dilip Kr Santra	Jr Library Attendant	4800
347	Shri Manik Rabidas	Jr Library Attendant	4800
348	Shri Rama Kanta Panda	Jr Library Attendant	4800
349	Shri Raja Majumdar	Jr Library Attendant	4800
350	Shri Sirshendu Singha	Jr Library Attendant	5138
351	Shri Arun Kr Mallick	Jr Library Attendant	4800
352	Shri Rajib Chakraborty	Jr Library Attendant	4800
353	Shri Deoraj Mandal	Jr Library Attendant	4800
354	Shri Kailash Ch Das	Jr Library Attendant	4710
355	Shri Rajat Chatterjee	Jr Library Attendant	4800
356	Shri Ram Ch Bansfore	Jr Library Attendant	5925
357	Shri Kamal Das	Jr Library Attendant	5370
358	Shri Chanchal Das	Jr Library Attendant	4710
359	Shri Santosh Nayek	Jr Library Attendant	4710
360	Shri Indrajit Das	Jr Library Attendant	4710
361	Shri Jagadish Jena	Jr Library Attendant	4710
362	Shri Bikash Ch Bera	Jr Library Attendant	4710
363	Shri Sumanta Banerjee	Jr Library Attendant	4710
364	Shri Dilip Kr Singha	Jr Library Attendant	4620
365	Shri Dipankar Das	Jr Library Attendant	4620
366	Shri Tarun Dasgupta	Jr Library Attendant	5685
367	Shri Ratan Kr Das	Jr Library Attendant	5685
368	Shri Pulin Behari Roy	Jr Library Attendant	5685
369	Shri Birendra Nath Naskar	Jr Library Attendant	5685
370	Shri Swapan Adhikary	Jr Library Attendant	5370
371	Shri Jamaluddin Sapui	Jr Library Attendant	5370
372	Shri Ram Briksh Ram	Jr Library Attendant	5370
373	Shri Dinesh Mallick	Jr Library Attendant	5265
374	Shri Lakshman Ch Adak	Jr Library Attendant	5265

375	Shri Rajbir Balmiki	Jr Library Attendant	5160
376	Smt Pinky Bansfore	Jr Library Attendant	4620
377	Shri Sanjoy Thakur	Jr Library Attendant	4440
378	Shri Bhagirathi Majhi	Jr Library Attendant	5925
379	Shri Ratan Kr Hela	Jr Library Attendant	5925
380	Shri Dilip Kr Baidya	Jr Library Attendant	4350
381	Shri Ajit Kumar Singh	Jr Library Attendant	4350
382	Shri Kartik Ch Das	Jr Library Attendant	4350
383	Shri Tapan Kr Raha	Jr Library Attendant	4350
384	Shri Tarapada Roy	Jr Library Attendant	5925
385	Shri Baijnath Das	Jr Library Attendant	5925
386	Shri Kamal Dhanu	Jr Library Attendant	5370
387	Shri Mahadeb Ch. Samanta	Jr Library Attendant	4170
388	Shri Shyamal Shil	Jr Library Attendant	4170
389	Shri Bablu Paramanik	Jr Library Attendant	4170
390	Shri Ashim Kumar Dey	Jr Library Attendant	4170
391	Shri Amit Kr Moitra	Jr Library Attendant	4170
392	Shri Pradip Kr Biswas	Jr Library Attendant	4170
393	Shri Subhasis Deb	Jr Library Attendant	4170
394	Shri Kanailal Saha	Jr Library Attendant	4170
395	Shri Rabindranath Bera	Jr Library Attendant	3825
396	Smt Meera Jana	Labourer	5138
397	Shri Anil Kr Shaw	Labourer	5265
398	Shri Babulal Kalwar	Labourer	5265
399	Shri Kishun Hembram	Labourer	5265
400	Shri Iswar Kisku	Labourer	5265
401	Smt Rita Rani Naskar	Labourer	5265
402	Smt Debi Rani Basak	Labourer	5265
403	Shri Kedar Nayek	Labourer	4530
404	Sk Ohid Rahaman	Labourer	4350
405	Smt Sipra Das	Labourer	4170
406	Shri Dasrath Singh	Guard	6150
407	Shri Umapada Deb	Guard	6150
408	Shri Biseswar Rabidas	Guard	5925
409	Shri Shyam Gopal Ghosh	Guard	5685
410	Shri Pabitra Naskar	Guard	5685

411	Shri Rajendra Prasad Chowbey	Guard	5685
412	Shri Prabhunath Sah	Guard	5685
413	Shri Babul Debnath	Guard	5685
414	Shri Gunadhar Mandal	Guard	5685
415	Shri Kiriti Kr Chatterjee	Guard	5685
416	Shri Ram Prasad Subba	Guard	5370
417	Shri Rasid Mandal	Guard	5370
418	Shri Biro Chowdhury	Guard	5265
419	Shri Hari Pada Biswas	Guard	4800
420	Shri Muzaffar Alam	Guard	4620
421	Shri Madan Shaw	Guard	4620
422	Shri Jogendra Hazam	Guard	4620
423	Shri Prasanta Kr Paramanik	Guard	4620
424	Shri Rabindranath Das	Guard	4620
425	Shri Golam Hossain	Guard	4620
426	Shri Joydeb Ghosal	Guard	4620
427	Shri Amit Kr Das	Guard	3825
428	Shri Anam Chandra Behura	Mali	6263
429	Shri Bhola Ram	Mali	6263
430	Shri Gulab Ram	Mali	6263
431	Shri Naba Kr Purkait	Mali	6038
432	Shri Golak Ch. Nayak	Mali	5580
433	Shri Sarat Ch Biswal	Mali	5580
434	Shri Amarnath Prasad	Mali	5370
435	Shri Kartik Ch. Dey	Mali	4800
436	Shri Manoj Ram	Mali	4800
437	Shri Ramnarayan Prasad	Mali	4800
438	Shri Sankar Kr Dinda	Mali	4710
439	Shri Sudhansu Gayen	Mali	4710
440	Shri Rajkishore Ram	Mali	3825
441	Shri Munnalal Hela	Safaiwala	6150
442	Shri Fekulal Hela	Safaiwala	6150
443	Shri Ganesh Dom	Safaiwala	6150
444	Smt Fulkumari Hela	Safaiwala	5925
445	Shri Ramchandra Rabidas	Safaiwala	5580
446	Shri Birbar Nayek	Safaiwala	5370

447	Shri Suraj Kumar	Safaiwala	5265
448	Shri Bhimlal Das	Safaiwala	5370
449	Shri Rajesh Prasad Dhanuk	Safaiwala	5370
450	Shri Prakash Hela	Safaiwala	5265
451	Shri Ram Prasad	Safaiwala	5160
452	Shri Rakesh Hela	Safaiwala	4800
453	Smt Maya Bansfore	Safaiwala	4800
454	Shri Bhagabandas Sonar	Safaiwala	4620
455	Md Sirajuddin	Safaiwala	4620
Canteen Staff			
Pay scale: Rs.3200-85-4900			
456	Shri Shyamal Chakraborty	Assistant Manager	6203
Pay scale: Rs.3050-75-3950-80-4590			
457	Shri Ram Chandra Ghosh	Counter Clerk / Salesman	6458
458	Shri G S Majumdar	Assistant Halwai	6458
459	Shri Manik Lal Das	Cook	6458
Pay scale: Rs.2610-60-3150-65-3540-70-4000			
460	Shri Dwarika Singh	Bearer	5588
461	Shri Tarak Nath Paul	Bearer	5588
462	Shri Madhu Mandal	Bearer	5588
463	Shri Gopal Bhattacharjee	Bearer	5588
464	Shri Kedar Singh	Bearer	5363
465	Shri Debdas Ghosal	Bearer	5588
466	Shri Gautam Paul	Bearer	4920
Pay scale: Rs.2550-55-2660-60-3200			
467	Shri Tapan Marik	Washboy	5408
468	Shri Pranab Chakraborty	Washboy	4800
469	Shri Gopal Dutta	Sweeper	5408

Note: This directory of officers and employees may not be treated as the seniority list.

10

Budget Allocated to each of its Agencies indicating the particulars of all Plans, Proposed Expenditures and Reports on Disbursements made

The allocations under Revised Estimate 2006-07 (Plan & Non-Plan) and Budget Estimate 2007-08 (Plan & Non-Plan)

(Rs. in lakhs)

Name of the Organization/ Scheme	B.E. 2006-07 (Revenue)		R.E. 2006-07 (Revenue)		B.E. 2007-08 (Revenue)	
	Plan	Non-Plan	Plan	Non-Plan	Plan	Non-Plan
National Library	650	1460	550	1435	700	1540

Plan allocations Budget Estimate 2007-08

(Rs. in lakhs)

Name of the Organization/ Scheme	B.E. (Revenue)	Funds fr. Building Project	Allocation for NE Project
National Library	700.00	100.00	50.00

Head-wise bifurcation of the allocation under Budget Estimate 2007-08 (Plan)

(Rs. in lakhs)	
Major/ Minor sub heads etc.	Budget Estimate 2007-08
(Revenue) Plan	
Salaries	---
Office Expenses	633.00
Information Technology	50.00
Medical Treatment	---
Travel Exp (Dom.)	10.00
Travel Exp (Frm.)	3.00
Overtime Allowance	---
Other Admn. Expenses	---
Grant-in-aid	---
Printing & Publication	4.00
Total	700.00
<u>Capital Component</u>	50.00
Readers' Hostel	
Type-II & III Staff quarters	50.00
Total	100.00

SCHEME-WISE BREAK-UP OF ANNUAL ACTION PLAN 2007-08

Activities	Physical Target	Outlay	Date of Commencement	Date of Completion
1	2	3	4	5
<u>On Going Scheme</u>				
1. Collection building				
(A)Purchase of foreign books	500 700 800 1000	Rs. 20,00,000 Rs. 40,00,000 Rs. 40,00,000 Rs. 50,00,000	April, 2007 July, 2007 Oct., 2007 Jan., 2008	June, 2007 Sept., 2007 Dec., 2007 Mar., 2008
(B) Foreign journals				
(i) Acquisition of foreign journals and newspapers to be subscribed on renewal basis	741 titles approx	Rs. 15,00,000 Rs. 25,00,000 Rs. 1,10,00,000 Rs. 1,25,00,000	April, 2007 July, 2007 Oct., 2007 Jan., 2008	June, 2007 Sept, 200 Dec, 2007 Mar, 2008
(ii) Annual volumes to be purchased on standing order basis	36 titles approx	Rs. 25,00,000	April, 2007	Mar, 2008
(C) D B Act. Awareness Programme	4 different States	Rs. 1,00,000	April, 2007	Sept, 2007
2. Readers Service				
(i) Retro conversion of 4 lakhs of documents @ Rs. 30 per entry)	4,00,000 records	Rs. 90,00,000	April, 2007	Mar., 2008
(ii) Digitisation Project	10,00,000 pages	Rs. 10,00,000	April, 2007	Mar., 2008

Activities	Physical Target	Outlay	Date of Commencement	Date of Completion
3 . Modernization & Conservation				
(1) Laboratory				
a) Chemical Treatment	4,00,000 sheets	Rs. 15,000	April, 2007	June, 2007
	4,00,000 sheets	Rs. 15,000	July, 2007	Sept, 2007
	4,00,000 sheets	Rs. 15,000	Oct., 2007	Dec, 2007
	4,00,000 sheets	Rs. 15,000	Jan, 2008	Mar, 2008
b) Physical Restoration	5040 sheets	Rs. 20,000	April, 2007	June, 2007
	5040 sheets	Rs. 20,000	July, 2007	Sept, 2007
	5040 sheets	Rs. 25,000	Oct., 2007	Dec, 2007
	5040 sheets	Rs. 25,000	Jan., 2008	Mar, 2008
c) Training on conservation	10 persons	Rs. 12,000	April, 2007	June, 2007
	10 persons	Rs. 12,000	July, 2007	Sept, 2007
	10 persons	Rs. 12,000	Oct., 2007	Dec, 2007
	10 persons	Rs. 14,000	Jan., 2008	Mar, 2008
d) Equipments : Modernization of Fumigation Chamber	1 Unit	Rs. 10,00,000	April, 2007	Mar, 2008
e) Purchase of : Imported Tissue Papers	20 Reams	Rs. 2,00,000	April, 2007	Mar, 2008
f) Servicing and Maintenance	All machines/ equipments	Rs. 1,00,000	April, 2007	Mar, 2008
(2) Micro-photography :				
Purchase of Splicer	1 Unit	Rs. 5,00,000	April, 2007	Mar, 2008

Activities	Physical Target	Outlay	Date of Commencement	Date of Completion
(3) Reprography :				
a) Maintenance of Xerox machine		Rs. 5,000 Rs. 5,000 Rs. 7,500 Rs. 7,000	April, 2007 July, 2007 Oct., 2007 Jan., 2008	June, 2007 Sept., 2007 Dec., 2007 Mar., 2008
b) Paper for RISO 2700 machine.		Rs. 30,000 Rs. 30,000	April, 2007 Oct., 2007	June, 2007 Dec., 2007
c) Paper for Xerox machine.		Rs. 25,000	April, 2007	June, 2007
d) Others (Toners, etc)		Rs. 30,000	July, 2007	Sept., 2007
e) Misc.		Rs. 30,000	Sept, 2007	Dec., 2007
f) Repairing & maintenance		Rs. 30,000	Dec, 2007	Mar., 2008
(4) Preservation				
Purchase :				
(i) Paper cutting Machine	1 Unit	Rs. 10,00,000	April, 2007	Mar., 2008
(ii) Rounding Machine	1 Unit	Rs. 20,000	April, 2007	Mar., 2008
Tools and materials for Binding.		Rs. 2,50,000	April, 2007	Mar., 2008
Repairing and maintenance.	All equipments	Rs. 50,000	April, 2007	Mar., 2008
4. Up-gradation of Computer Center				
(a) Acquisition of new Server		Rs. 32,00,000	April, 2007	March., 2008
(b) Purchase: Computers for Internet Service, Digitization and Digitized documents service to the readers;		Rs. 8,00,000	April, 2007	March., 2008

acquiring Internet facility, Upgradation of Computers and accruing of computer peripherals				
5. Strengthening of Administration :				
(i) Private agency of Safaiwala and Security Guard, Mali and Decoration of Bhasha Bhavan		Rs. 35,00,000	April, 2007	March., 2008
5(ii) CCTV for Reading Room at Bhasha Bhavan		Rs. 16,00,000	April, 2007	March., 2008
6. Seminar, Workshop, Exhibition & Training		Rs. 10,00,000	April, 2007	March., 2008
7. Printing and Publication Annual Reports, Bulletin, Newsletters, Printed Catalogues, Special publications		Rs. 2,00,000	April, 2007	March., 2008
Travelling Expenses				
(i) Domestic		Rs. 80,000	April, 2007	March., 2008
(ii) Foreign		Rs. 2,00,000		
Grand total of plan fund		Rs. 7,00,00,000		
Capital Component :				
(i) Construction of Readers Hostel	30 double bedded rooms	Rs. 50,00,000	June, 2007	March., 2008
(ii) Construction of Type II and Type-III Quarters	16 (Type-II) 8 (Type-III)	Rs. 50,00,000	April, 2007	March., 2008
Grand total of capital component		Rs. 1,00,00,000		

Activities	Physical Target	Outlay	Date of Commencement	Date of Completion
*NEW SCHEMES				
1. Renovation of Old Main Building		Rs. 5,00,000	April, 2006	March., 2008
2. Library on Other media : Introduction of CD ROM facilities, Optical Disc Technology, E-Mail Service, Training.		Rs. 1,00,000	April, 2007	March., 2008
3. Oral History Division : Purchase of -- Video Camera & Audio System with accessories		Rs. 1,00,000	April, 2007	March., 2008

* Subject to availability of funds

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Manner of execution of Subsidy Programmes, including the amount allocated and the details of beneficiaries of such Programmes

NOT APPLICABLE

12

Particulars of recipients of Concessions, Permits or Authorizations granted by it

NOT APPLICABLE

13

Details of information, available to or held by it, reduced in an electronic form

The National Library is digitizing its old, rare and brittle books. So far 9,500 books have been digitized and stored in 600 CDs and 58 DVDs which are available to the readers on requisition.

Bibliographic records of nearly 1.5 lakh documents are available in MARC21 format in its database which can be viewed at present through LAN.

Information about the National Library is available at <http://www.nlindia.org>

Facilities available to citizens for obtaining information, including the working hours of the Library or Reading Rooms, if maintained for public use

Services available

- Reading Room and Reference Collection
- Lending
 - Local membership
 - Outstation Membership
 - Inter Library loan
- Bibliographic Service
- Reprographic Service
- Service to Children
- Training and Guidance

Library Timings

The National Library remains open for 362 days of the year and remains entirely closed on (i) Republic Day (26 January), (ii) Independence Day (15 August), (iii) Mahatma Gandhi's Birthday (2 October) and other holidays, if any, as and when notified by Government of India.

The Reading Rooms at Bhasha Bhavan and at the second floor of Annexe Building remain open on all working days between 9 am and 8 pm and between 9.30 am and 6 pm on Saturdays, Sundays and other holidays as notified by the Library. The supply of books/documents stops one hour before the closing time. The Old Newspaper Reading Room at Esplanade remains open on all days from 9.30am to 6pm including Saturdays, Sundays and other holidays as notified by the Library. The fresh supply of books/documents at the Annexe Reading Room and the Old Newspaper Reading Room at Esplanade are not made on holidays. Books are supplied at Annexe Reading Room between 9.30am and 5pm on working days. Hence books/documents which are reserved on the last working day at the Annexe Reading Room are available to users for consultation on Saturdays, Sundays and holidays.

Other reading facilities offered at individual divisions and sections at the National Library, function only on working days between 9.30 am and 6 pm.

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***Names, Designations and other particulars of
the Public Information Officers***

In terms of Sub-Sec. (1) of Sec. 5 of the Right to Information Act, 2005 the following officers of the National Library are designated as Public Information Officers (PIOs) in respect of the specific subject matter mentioned against each:

SL. No.	Designation	Name of Officer occupying the post on the date of order	Telephone Number	Subject Matter
1.	Principal Library & Information Officer-(I)	Dr R Ramachandran	2448-4754	Professional, technical and readers service related matters including modernisation of Library.
2.	Senior Administrative Officer (SAO)	Shri M Kabasi	2479-1381-1384	Matters related to Administration, Establishment, Accounts & Official Language (Hindi), etc

[This is in partial modification of the OO No. 944 of 2005-2006, dt. 29.11.2005.].

*Other Information***FACTS AND FIGURES AT A GLANCE
(As On 31.3.2006)**

1.	Opening of Calcutta Public Library	March, 1836
2.	Opening of Imperial Library	1903
3.	Shifted to Belvedere Estate, Alipore	1948-52
4.	Change of name to The National Library	1948
5.	Formal opening of the National Library at Belvedere by Maulana Abul Kalam Azad	1.02.1953
6.	The Delivery of Books (Public Libraries) Act,	1954
7.	Foundation of the Annexe Building by Pandit Jawaharlal Nehru	8.05.1961
8.	Foundation of the 2nd Annexe Building now known as Prashasan Bhavan by Smt Sheila Kaul	30.10.1984
9.	Celebration of 150th Anniversary of the Calcutta Public Library	12.03.1987
10.	Inauguration of the Prashasan Bhavan (New Annexe Building) and laying foundations of the Bhasha Bhavan by Shri Rajiv Gandhi.	7.04.1989
11.	Centenary Celebration of the National Library (1903-2003)	1.02.2003
12.	Inauguration of the Bhasha Bhavan by Shri Jaypal Reddy	8.10.2004
13.	Number of working days of the Library in a year	362
14.	Total number of books in the Library	24,02,579
15.	Total number of books in Indian languages	6,06,508
16.	Total number of maps	88,047
17.	Total number of manuscripts	3,227
18.	Total publications received under the D B Act	10,09,182
19.	Total publications received as gift and on exchange	5,41,853
20.	Total number of current periodical titles	17,530
21.	Total number of bound periodicals	1,39,961
22.	Total number of newspapers (titles)	905
23.	Total number of bound newspapers	11,745
24.	Total number of Indian Official Documents	4,99,509
25.	Total number of microfilms	5,553
26.	Total number of microfiche	96,997

27.	Budget provisions for 2006-2007 Plan (in Rs. cr.) : Non-Plan (in Rs. cr.) :	6.5 14.6
28.	Amount spent for purchase of publications	Rs. 4,65,35,589
29.	Reader's seats :	
	Bhasha Bhavan	600
	Rare Books Division	20
	Annexe Reading Room	70
	Asutosh Collection	10
	Science & Technology Division	25
	Foreign Official Documents Division	25
	Slavonic Languages Div. (incl. Germanic & Romance)	16
	East Asian & West Asian Languages Division	8
	Urdu Division	6
	Maps Division	4
	Esplanade Reading Room	22
	Newspaper Section	8
	Total	814
30.	Total area of the Library compound (in acres)	30
31.	Total carpet area in the Library Building :	
	Bhasha Bhavan	40,000.000 sq.mt.
	Main Building	9,787.944 sq.mt.
	Annexe Building	10,084.759 sq.mt.
	New Annexe Building	2,787.000 sq.mt.
	Esplanade Reading Room	165.454 sq.mt.
	Total	62,825.157sq.mt.

**THE DELIVERY OF BOOKS ‘AND NEWSPAPERS’¹
(PUBLIC LIBRARIES) ACT, 1954**

[The Delivery of Books (Public Libraries) Act, 1954 : No.27 of 1954, as amended by the Delivery of Books (Public Libraries) Amendment Act, 1956 : No. 99 of 1956.]

An Act to provide for Delivery of Books to the National Library, Calcutta, and other public Libraries.

Be it enacted by Parliament in the Fifth Year of the Republic of India as follows :-

1. *Short title and extent :*

- (1) This Act may be called the Delivery of Books ‘and Newspapers’¹ (Public Libraries) Act, 1954.
- (2) It extends to the whole of India including the State of Jammu and Kashmir.

2. *Definitions :* In this Act, unless the context otherwise requires,—

- (a) “book” includes every volume, part or division of a volume and pamphlet, in any language, and every sheet of music, map, chart or plan separately printed or lithographed, but does not include a news paper published in conformity with the provisions of Section 5 of the Press and Registration of Book Act, 1867 (XXV of 1867);
- (aa) “newspaper” means any printed periodical work containing public news or comments or public news published in conformity with the provisions of Section 5 of the Press and Registration of Books Act, 1867;
- (b) “Public libraries” means the National Library at Calcutta and any three other libraries which may be specified by the Central Government in this behalf by notification in the Official Gazette.

3. *Delivery of books to public libraries :*

- (1) Subject to any rules that may be made under this Act, but without prejudice to the provisions contained in Section 9 of the Press and Registration of Books Act, 1867 (XXV of 1867), the publisher of every book published in the territories to which this Act extends after the commencement of this Act shall, notwithstanding any agreement to the contrary, deliver at his own expense a copy of the book to the National Library at Calcutta and one such copy to each of the other three public libraries within thirty days from the date of its publication.
- (2) The copy delivered to the National Library shall be a copy of the whole book with all maps and illustrations belonging thereto, finished and coloured in the same manner as the best copies of the same, and shall be bound, sewed or stitched together, and on the best paper on which any copy of the book is printed.

- (3) The copy delivered to any other public library shall be on the paper on which the largest number of copies of the book is printed for sale, and shall be in the like condition as the books prepared for sale.
- (3A) ***“Delivery of newspapers to public libraries :-***Subject to any rules that may be made under this Act, but without prejudice to the provisions contained in the Press and Registration of Books Act. but 1867, the publisher of every newspaper, published in the territories to which this Act extends, shall deliver at his own expense one copy of each issue of such newspaper as soon as it is published to each such public library as may be notified in this behalf by the Central Government in the Official Gazette.”¹
- (4) Nothing contained in sub-section (1) shall apply to any second or subsequent edition of a book in which edition, no additions or alterations either in the letter-press or in the maps, book prints or other engravings belonging to the book have been made, and a copy of the first or some preceding edition of which book has been delivered under this act.

4. Receipt for books delivered :

The person in charge of a public library (whether called librarian or by any other name) or any other person authorised by him in this behalf to whom a copy of a book is delivered under section 3 shall give to the publisher a receipt in writing therefore.

5. Penalty :

Any publisher who contravenes any provision of this Act or of any rule made thereunder shall be punishable with fine which may extend to fifty rupees and, “if the contravention is in respect of a book, shall also be punishable with fine which shall be equivalent to”¹ the value of the book, and the court trying the offence may direct that the whole or any part of the fine realised from him shall be paid, by way of compensation to the public library to which the book or “newspaper”¹ as the case may be ought to have been delivered.

6. Cognizance of offences :

- (1) No court shall take cognizance of any offence punishable under this Act save on complaint made by an officer empowered in this behalf by the Central Government by a general or special Order.
- (2) No court inferior to that of a presidency magistrate or a magistrate of the first class shall try any offence punishable under this Act.

7. Application of Act to books and newspapers published by Government :

“This Act shall also apply to books and newspapers published by or under the authority of the Government but shall not apply to books meant for official use only.”¹

8. **Power to make rules :**

The Central Government may, by notification in the Official Gazette, make rules to carry out the purposes of this Act.

1. Insertions provided by the Delivery of Books (Public Libraries) Amendment Act, 1956 : No. 99 of 1956.

THE BELVEDERE HOUSE: EARLY DAYS

This stately mansion with its varied facade evolved from out of the fancies of a number of distinguished owners whose names have made history.

Though not exemplifying a pure form of architecture (Italian renaissance overlaid on an ordinary Anglo-Indian Building) it is pleasing to the eye in its pleasant setting of venerable trees and lawns. To trace it back through successive ownership to a definite origin is not possible because of scanty records. The earliest name associated with this building was that of Mir Jaffar Ali Khan, the Nawab Nazim of Murshidabad. It was only natural that Alipore was named after him. A C Campbell in his *Glimpses of Bengal* has a lot to say about Lord Clive having had something to do with Belvedere by virtue of Emperor Shah Alam's Jagir Sanad... We learn from Sir W W Hunter in his *Statistical Account of Bengal* that 'Belvedere House was a favourite residence of Warren Hastings...' Lt Col Tolly sold the property by public auction, and for this piece of information we have the sober evidence of the auction notice in the Calcutta Gazette of 25 February 1802, describing 'Belvedere' as a 'large commodious, well-known house ... with 72 bighas, 8 cottahs and 4 chittacks of land, more or less' ...

The Commander-in-Chief of India, Sir Edward Paget, KCB occupied this mansion after February 1825. Then an Advocate General of Bengal (from 1846-1849 and again from 1852-1855) had the house repaired, and after an intermediate change of ownership, the Prinsep family bought it back and later sold it to the East India Company in 1854 to enable them to house the Lieutenant Governor of Bengal, Sir James Halliday, during 1857-1859. A lot of face lifting was done to this building by the successive Lieutenant Governors starting from Sir William Grey and ending with Lord Willingdon, the last of the British Proconsuls. From 1864 well into the beginning of the twentieth century, there was a period of hectic additions, alterations, demolitions and magnifications, for all of which grandiloquent enterprises we are the present heirs.

For those who are anxious to fill in this outline with details of name, place, date and description, one must refer to H E Busteed's *Echoes from Old Calcutta*, A C Campbell's *Glimpses of Bengal*, H E A Cotton's *Calcutta Old and New*, an article in the Calcutta Review, December 1852 by the Rev James Long entitled *Calcutta in the Olden Time* and Sir W W Hunter's *Statistical Account of Bengal* (1875-1877) etc.
