

OFFICE OF THE DIRECTOR OF CULTURE: ORISSA: BHUBANESWAR.

OFFICE ORDER

Bhubaneswar, the dated 02.01.2006

No. 5 /DC, The Director, I & P.R. vide their Letter No.-RP-26/05 34016, Dtd.-20.12.2005 has declared 13 District Information Centre-Cum-Reading Rooms of I & P.R. Department as Grantee District Libraries of Culture Department and the names of the Libraries are Bhadrak, Boudh, Deogarh, Gajapati, Jagatsinghpur, Jajpur, Jharsuguda, Kendrapara, Khurda, Malkangiri, Nayagarh, Nawarangpur and Sonapur. Now the Grantee District Library is decided to function as indicated herewith:

- (1) A Name- Board indicating "Grantee District Library", C/O District Information Centre-cum-Reading Rooms may be put up for Information of public. Expenditure to the tune of Rs.3000/- only for 4' x 8' be met from the interest of Corpus fund.
- (2) The staff of the District Information Centre-Cum-Reading Rooms of these 13 districts shall look after the resources of the grantee district libraries that may be created out of the grant of the R.R.R.L.F. or utilisation of interest money of Corpus Fund of Public Libraries as per guidelines issued by Director, Culture from time to time and or from other sources and they shall be responsible for maintenance, management of these libraries in addition to their normal assignment without compromising its effective administrative control/supervision of the Information Center-Cum-Reading Rooms of I & P.R. Department.
- (3) The guidelines issued by the Director vide this Office Letter No.-4728, Dtd.-25.5.2004 to all District Magistrates and Collectors shall apply mutatis-mutandis except the scale of expenditure, as per the paragraph in-serted at 9-(BB). List of magazines and newspapers to be subscribed is enclosed at annexure.
- (4) DIPROs-In-Charge of the District Information Centre-cum-Reading Rooms shall furnish monthly reports and returns as prescribed under guidelines and those are required by Government from time to time.

This shall be effective from the 2nd of January, 2006.

G.K.Das, I.A.S
Director, Culture &
Addl. Secretary to Govt.

Memo No. **6** /DC, Dtd.-**02.01.2006**

Copy to Private Secretary to Hon'ble Minister, P.R. & Culture/Hon'ble Minister of State I & P.R. & Sports and Youth Services/Commissioner-cum-Secretary to Govt., Department of Tourism & Culture (Culture)/Commissioner-cum-Secretary to Govt., Department of Information and Public Relations for kind information of Hon'ble Ministers, P.R. and Culture/I & P.R./Sports and Youth Services/Commissioner-cum-Secretary, Tourism & Culture/Commissioner-cum-Secretary, I & P.R. respectively.

G.K.Das, I.A.S
Director, Culture &
Addl. Secretary to Govt.

Contd.

Memo No. **7** /DC, Dtd.-**02.01.2006**

Copy to Collectors of Bhadrak, Boudh, Deogarh, Gajapati, Jagatsinghpur, Jajpur, Jharsuguda, Kendrapara, Khurda, Malkangiri, Nayagarh, Nawarangpur and Sonepur for information & necessary action.

G.K.Das, I.A.S
Director, Culture &
Addl. Secretary to Govt.

Memo No. **8** /DC, Dtd.- **02.01.2006**

Copy to Director, I & P.R. for information and necessary action.

G.K.Das, I.A.S
Director, Culture &
Addl. Secretary to Govt.

Memo No. **9** /DC, Dtd.- **02.01.2006**

Copy to Director, HKM State Library, Bhubaneswar for information and necessary action.

G.K.Das, I.A.S
Director, Culture &
Addl. Secretary to Govt.

Memo No. **10** /DC, Dtd.- **02.01.2006**

Copy to all DIPROs/District Culture Officers for information and necessary action.

G.K.Das, I.A.S
Director, Culture &
Addl. Secretary to Govt.

Memo No. **11** /DC, Dtd.- **02.01.2006**

Copy to Addl. Secretary to Govt., Finance Department (Finance Commission Cell) for information and necessary action.

G.K.Das, I.A.S
Director, Culture &
Addl. Secretary to Govt.

**GUIDELINES FOR OPENING OPERATING, ACCOUNTING AND UTILISING
CORPUS FUNDS.**

1. A “ Corpus fund for up-gradation and strengthening of public libraries” shall be created in the manner indicated below.

2. A sum of Rs.1.00 crore (Rupees one crore) only shall be invested as the corpus created in favour of the HKM State Library, Bhubaneswar. The corpus shall be administered by the Director, Culture-cum-Director, HKM State Library and shall be deposited jointly by Director, Culture-cum-Director, HKM State Library and Librarian, HKM State Library. The funds shall be deposited as fixed deposit in any Nationalized Bank at Bhubaneswar. The fund shall be jointly operated by the Director and D.D.O., HKM State Library. A separate Savings Bank Account shall be opened jointly in favour of Director, Culture-cum-Director, HKM State Library and D.D.O., HKM State Library and the interest accrued on funds invested, as corpus shall be deposited in the aforesaid Savings Bank Account.

3. Corpus of Rs.20.00 lakhs (Rupees twenty lakhs) only for each District shall be created. The fund at District level shall be operated jointly by the District Magistrate and Collector and District Culture Officer of the District. The amounts of Rs.20.00 lakhs shall be deposited in any Nationalised Bank at respective District Headquarters.

4. Interest accrued on the corpus fund shall be utilised for the purpose as prescribed by the Govt. in Department of Culture from time to time. A separate cashbook shall be maintained for the purpose. Interest accrued on the corpus fund shall be deposited in a Savings Bank’s Accounts to be opened and operated jointly by the Collector and the DCO. Proposal for utilization of interest shall be sent by the Collector to the Director, Culture for approval and no expenditure shall be incurred out of this fund without approval of the Director, Culture.

5. Accounts of the corpus fund shall be maintained by the District Culture Officer or DCO in charge of the respective district and the D.D.O. of HKM State Library as the case may be.
6. The accounts shall be subject to audit by Department of Finance and A.G., Orissa.
7. Report on funds position as well as its utilization shall be submitted to the Director, Culture by the DCOs of respective districts and the D.D.O. of the HKM State Library in prescribed format.
8. The Director, Culture shall have power to solve operational difficulties in respect of utilisation of interest accrued from the corpus fund.

1. No diversion of either the corpus fund or the interest accrued thereon shall be permissible. Funds must not be utilised for any other purpose than the strengthening and up-gradation of libraries i.e. for purchase of books, periodicals, repair and purchase of furniture and binding of books/periodicals for District and other Libraries under the jurisdiction of the District Magistrate and Collector of the district and for State Library under Director, HKM State Library respectively.

The scales of expenditure on this score are given below: -

Scales of Expenditure

(A) State Library under Director, HKM State Library, Bhubaneswar.

- | | | | |
|-------|--|---|------------------------|
| (i) | Purchase of books and periodicals | - | Rs.7000/- per month |
| (ii) | Purchase /repair of furniture | - | As per requirement |
| (iii) | Binding of Books | - | Rs.10,000/- per annum |
| (iv) | Preservation of Books
(purchase of preservatives/pesticides
and chemicals/materials) | - | Rs.5,000/- per annum |
| (v) | Purchase and printing of forms
and stationeries | - | Rs.10, 000/- per annum |
| (vi) | Electric dues/Water charges | - | As per requirement |

**(B) District Libraries
and other Libraries under Directorate of Culture**

- | | | | |
|-------|--|---|---|
| (i) | Purchase of periodicals (newspapers and magazines) | | |
| | a) District Libraries | - | Rs.750/- P.M. |
| | b) Sub-Divisional Libraries | - | Rs.600/- P.M. |
| | c) Ex-District Board Libraries
Memorial Hall Libraries | - | Rs.500/-P.M. |
| (ii) | Purchase of furniture/repair of furniture for-
Dist.Libraries/Memorial Hall Libraries
Ex-Dist. Board Libraries | | Rs.20, 000/-
(Rupees twenty thousand
per annum) |
| (iii) | Purchase of Books | - | Rs.10, 000/- per annum |
| (iv) | Binding of Books | - | Rs. 2,000/- per annum |
| (v) | Preservation of Books
(Purchase of preservatives/chemicals
Pesticides) | - | Rs. 2,000/- per annum |
| (vi) | Contingencies | - | Rs. 200/- per month |
| (vii) | Electricity /Water charges | - | Rs. 500/- per month |

**(BB) Grantee District Libraries
C/o District Information Centre-cum-Reading
Rooms under I & P.R. Deptt.**

- | | | | |
|-------|--|---|-------------------------|
| (i) | Purchase of Newspapers and Periodicals-
(List enclosed) | | Rs. 500/- per month |
| (ii) | Purchase of Books | - | Rs. 5, 000/- per annum |
| (iii) | Purchase of furniture/repair of furniture - | | Rs. 10, 000/- per annum |
| (iv) | Binding of Books | - | Rs. 1,000/- per annum |
| (v) | Preservation of Books | - | Rs 1,000/- per annum |

(C) Public Libraries controlled under other than Department of Culture

Government in Culture Department have to concur the list of such Libraries before they are covered under the Corpus Fund for maintenance.

	Collection above 10,000 Books (Group-A)	Collection below 10,000 Books (Group-B)
(i) Purchase and repair of furniture	Rs.10,000/- per annum	Rs.5,000/- per annum
(ii) Binding of Books	Rs. 1,000/- per annum	Rs. 500/- per annum
(iii) Free books shall be supplied to the Libraries under RRRLF Scheme	-	-

10. No expenditure in respect of Public Libraries maintained by Departments other than Culture Department shall be incurred on any score without approval of Director, Culture.

11. Reports on utilization of funds shall be furnished to Director, Culture quarterly as per prescribed format. In case of all purchases of books/ materials necessary stock-entry certificates shall be furnished along with the utilization certificate(s).

In case of binding, the details of bound materials along with details of title, author, pages, size, language, subject classification number of book shall be submitted.

12. List of periodicals/newspapers as per approved list communicated by Director, Culture shall be scrupulously followed. In case of any omission of commission approval of Director, Culture shall be sought for immediately. Any discrepancy should be brought to notice of Director, Culture for needful action.

13. The expenditure can be approved by the Collector for the Libraries functioning under the Director of Culture. The excess expenditure over the limit stipulated has to be concurred in by the Director of Culture.

14. Instruction of the Govt. in Culture Department from time to time shall be communicated to all concerned.