

**LAW DEPARTMENT**

**ORDER**

The 6th February 2014

**SUBJECT—**Rules for regulating the functions of the Law Department Library

No. 1273—Misc.-18/2014-L.—

**1. Short title, extent and commencement—**

(1) These rules may be called the Odisha Secretariat Law Department Library (General) Rules, 2014.

(2) The Odisha Secretariat Law Department Library shall be a general Reference Library for all officers of the Law Department.

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

**2.** The Library attached to the Law Department is under the administrative control of the Legal Remembrancer-*cum*-Special Secretary to Government, Law Department.

### 3. Librarian and its duties—

(1) There shall be a Librarian who shall be responsible for the proper performance of all works connected with the library including custody and maintenance of file and safe custody of the keys of the rooms and book shelves.

(2) Subject to the general supervision and control of the officer-in-charge of library, the Librarian shall maintain discipline and have general supervision and control of the Library.

(3) The Librarian shall perform the following duties, namely:—

(a) maintain all registers and to see that books are issued promptly and their return carefully watched;

(b) see that the correction slips are promptly and correctly incorporated in the reference books by the Pasting Clerks entrusted with that work;

(c) inspect the Accession Registers of books and periodicals;

(d) render reference service to the officials of the Law Department when asked for;

(e) ensure safely locked while leaving the office;

(f) classification, cataloguing and indexing of books and journals;

(g) issue of No Demand Certificate;

(h) Budget Estimate and Audit compliance.

(i) purchase of Books, Journals and etc;

(j) maintenance of Stock Register, Cash Book Register, Journals; and

(k) allotment of works to the Pasting Clerks and Library Attendant.

**4. Arrangement of books—**The books in the Library will be kept according to the Colon Scheme of classification.

**5. The card catalogue—**The catalogue of the entire holdings of the Library will be prepared in the card form consisting of a classified part and an alphabetical part.

### 6. Acquisition of new books and disposal of old books—

(1) There shall be constituted a Purchase Committee consisting of 1st Addl. L. R, who shall be the Chairman of the Committee or in his absence, the 2nd Addl. L. R., Under-Secretary or, Deputy Secretary or Joint Secretary, as the case may be, incharge of library as member and Librarian shall be the Member-Convener for the purpose of acquisition of new books and disposal of old books.

(2) The catalogues and circulars collected/received from publishers and book sellers shall be circulated among the members of the Purchase Committee and to Principal Secretary, Law and Legal Remembrancer for selection of useful books for acquisition by the Library at least fifteen days before the date of sitting of the Purchase Committee.

(3) The Purchase Committee shall meet twice in a year i.e. 2nd week of January and 1st week of August for selection of new books to be purchased for the Library and recommend the list of books for purchase for approval of the Legal Remembrancer. After receipt of approval of the Legal Remembrancer, Quotation-cum-Tender call Notice in the prescribed form shall be invited from local publisher/seller and a copy of such Notice shall also be placed in the Office Notice-board. The Quotation received within the stipulated date shall be open in the presence of the Legal Remembrancer and Members of the Purchase Committee. The Purchase Committee

**8. Circulation of Accession list**—The Librarian will prepare a list of new arrivals of books added to the library and circulates to all officers of the Law Department.

**9. Clearance Certificate and Termination of Membership—**

(1) Members who cease to hold the positions by virtue of which they were eligible for membership, by retirement, transfer, suspension or due to any other reasons, shall lose their membership and they shall return all books in their possession.

(2) They shall be required to produce a Clearance Certificate from the Librarian before their last pay is disbursed.

**10. Duties of Pasting Clerk**—The Pasting Clerks of the Library shall perform the following duties, namely:—

**Pasting Clerk I :**

- (i) maintenance and update of Central Acts and Rules, Regulations Orders etc.;
- (ii) pasting, typing and correction works and any other works as entrusted by the Librarian;
- (iii) comparing the type copies;
- (iv) preparing pending list monthwise from issue register;
- (v) furnishing daily report on this work;
- (vi) updating of Government Publication of Acts, Rules, and orders; and
- (vii) perform such other duties as may be entrusted by the officer-in-charge of library or the Librarian.

**Pasting Clerk II :**

- (i) maintenance and updating of State Acts and Rules, Regulations, Orders etc;
- (ii) pasting, typing and correction works and any other works as entrusted by the Librarian;
- (iii) comparing the type copies;
- (iv) preparing of pending list monthwise from issue register;
- (v) furnishing daily report on his work;
- (vi) updating of Odisha Government Publication of Acts and Rules, Order and also Odisha Code; and
- (vii) perform such other duties as may be entrusted by the officer-in-charge of library or the Librarian.

**11. Duties of Library Attendant**—The Library Attendant of the Library shall perform the following duties, namely:—

**Library Attendants :**

- (i) searching of slip and issue of books, journals and the collection of books for Amendment from different officers;
- (ii) arrange of books in every Almirah's systematically;
- (iii) preservation and arrangement of loose part of journals, torn books of the Central and State Acts for binding and rebinding; and
- (iv) any other work as directed by the librarian.

shall recommend the name of the selected Firm to the Legal Remembrancer for his acceptance, who shall accordingly pass order. The Librarian on receipt of order of approval from the Legal Remembrancer, place the draft order for issue in favour of the selected Firm for supply of the books. The Librarian will watch the progress of supply of books by the selected Firm and also verify the books are of update edition, in good conditions.

(4) The Librarian shall with the approval of the Legal Remembrancer place orders for the periodicals, magazines etc. required for the Library by end of the year and watch their prompt regular supply.

(5) In case of urgent necessity, the Principal Secretary or the Legal Remembrancer may order for purchase of books of value not more than Rs. 5,000 (five thousand rupees) in a year without inviting Quotation-cum-Tender Call Notice.

(6) The Librarian should scrutinise and verify each invoice or bill relating to the books and periodicals brought for the Library. A certificate in the following form should be inserted.

#### CERTIFICATE FOR BOOKS

Certified that the books as per this invoice have been received in good condition and entered in the Accession Register Volume vide Nos. on page.

(7) The Purchase Committee shall meet in the 2nd week of April of every year to select old private publications law books for their disposal. The selected old and outdated private publication law books shall be disposed of like waste papers by the Librarian assisted by the Library Attendants and Pasting Clerks.

#### 7. Use of the Library by members of the staff—

(1) All officers of Law Department other than Typists, Stenographers and Last Grade Servants, will be members of the Library and they are free to use the Library for reference. Books will be issued to the above officers on written request made in the requisition forms prescribed for the purpose.

(2) Books taken by the members should be returned immediately after use. The members shall be responsible for any damage done to the books or other property belonging to the Library and shall be required to replace the books or property damaged or to pay the cost thereof.

(3) Before leaving the Library, the borrower should see that the book received is in good condition and if damaged, should bring the fact to the notice of the Librarian or the Library Attendant, otherwise if the book is found to be damaged on return he will be liable to be held responsible and will be required to replace the book by a fresh copy.

(4) In the case of loss of a rare or costly book the compensation fixed by the Legal Remembrancer for the book must be paid in the following manner, namely:—

(a) If the same edition of the lost book is available, price for a new copy to be realised

(b) If subsequent edition alone is available then the cost of the lost book need to be realised unless the lost book is considered to be more valuable.

(c) If subsequent edition of the lost book is not available, then depending on the demand for the book, the price fixed by the Legal Remembrance to be realised.

The payment shall be made in the Head of Account "Demand No. 0070 Other Administrative Services-01-Administration of Justice-102-Fines and Forfeitures-2014-Collection of Fees and Fines-02101-Law Department."

(5) Members are not allowed to sub-let the books of the Library.