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# Information Brochure

## National Library

[In terms of Section 4(1)(b/i-xvi) of Right to Information Act, 2005]

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## *The National Library: its Organization, Functions and Duties*

### **1. Origins**

The National Library started life as Calcutta Public Library in March 1836 at 13 Esplanade Row in the house of Dr Francis Pemble Strong, Civil Surgeon of 24 Parganas, Bengal. Pearychand Mitra, who worked his way to the post of Librarian in 1848, printed the Catalogue of the Calcutta Public Library, which, along with the classified supplementary volume, is the first of its kind in India.

The Imperial Library, founded in 1891 by bringing together the collections of a number of Secretariat libraries, had limited access. The Viceroy George Nathaniel Curzon, 1st Marquess Curzon of Kedleston, merged the collections of the Calcutta Public Library with those of the Imperial Library. The new library was opened to the public on 30 January 1903 at Metcalfe Hall, Kolkata. At the opening Lord Curzon declared:

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, the Government of India changed the name of the Imperial Library to the National Library with the enactment of the Imperial Library (Change of Name) Act, 1948, and the collection was shifted from the Esplanade to Belvedere Estate. B. S. Kesavan was appointed Librarian and Maulana Abul Kalam Azad, Minister for Education at the time, inaugurated the library at its new location on 1 February 1953.

By an order of the Government of India all books accumulated in the princely states under the Press and Registration of Books Act, 1867, were passed on to the National Library. In 1954 the Delivery of Books (Public Libraries) Act was passed whereby books published in India had to be deposited with the National Library and three other designated public libraries. The Act was amended in 1956 to bring newspapers and periodicals within its purview. Bilateral agreements signed with other countries enriched collections and enabled exchange of personnel. The National library was also designated a repository of the United

Nations Organization, its agencies and of the nations of the British Commonwealth. Collections, meanwhile, were substantially enhanced by private and institutional gifts.

## **2. Present Status**

At present, the National Library enjoys the status of an institution of national importance under Article 62 in the Seventh Schedule of the Union List of the Indian Constitution. It is the largest library in the country. Membership is free, and the library has a lending section in addition to its reading rooms. Most of the divisions and sections are now housed in Bhasha Bhavan, the new building (with a carpet area measuring 40,000 square metres) which opened in 2004. There is a reading room exclusively for old newspapers in Esplanade.

## **3. Functions and Duties**

In 1968, the Government of India appointed the National Library Reviewing Committee with Justice V. S. Jha as Chairperson. The Committee in its report submitted on 14 July 1969 reviewed the activities of the National Library and outlined its future functions. The library has been functioning within the broad framework outlined by the Committee.

### **The functions of the library include:**

- acquisition and conservation of all significant printed materials produced in the country excluding ephemera;
- collection of printed materials concerning India, no matter where published, and acquisition of photographic record of such materials that are not available within the country;
- acquisition and conservation of manuscripts of national importance;
- planned acquisition of foreign materials required by the country;
- providing bibliographical and documentation service of current and retrospective materials;
- acting as a referral centre providing information of bibliographical sources and participation in international bibliographical activities;
- providing photocopying and reprographic services;
- acting as a centre for international book exchange and loan.

The National Library is a depository library for all reading and information materials produced in India. It is also a repository of printed materials authored by Indians, and printed materials concerning India but authored by foreigners, wherever published and in whichever language. The library has a good collection of printed materials in Indian languages, English and other foreign languages. In addition, it has a rich collection of manuscripts and rare books in Arabic, Persian, Sanskrit, Bengali and Tamil.

The library has over 88,000 maps, a substantial collection of microfilms and microfiche, over 9000 digitized books covering over 3 million pages, electronic databases such as ProQuest Dissertations and Theses Full Texts, Early English Books On-line, Oxford Bibliographies On-line, and Oxford English Dictionary On-line. It also subscribes to around 6000 e-journals. It also serves readers through electronic catalogue on-line (Web-OPAC) and in-situ thin clients.

The library is also one of the most important centres in the country for academic and cultural events. It holds exhibitions, and publishes catalogues and books. It has recently opened a Training and HRD Division that plans staff development, and organizes workshops and seminars as part of its outreach programme.

## **4. Administrative and Functional Set-up**

The National Library functions under the Government of India, as a subordinate office of the Ministry of Culture. The Director General being the Head of the Department exercises the administrative and financial powers delegated to Heads of the Departments by the Government of India. Two Principal Library and Information Officers (PLIOs) assist the Director General. Five (one post vacant) Library and Information Officers (LIOs) assist the PLIOs, and they are in turn assisted by thirty eight Assistant Library and Information Officers (ALIOs). The PLIOs head the professional wing, while a Senior Administrative Officer, assisted by two Administrative Officers, looks after the administrative side and the employees.

### *Powers and Duties of the Officers and Employees*

Sl.No.	Designation	Powers and/or Duties
<b><u>GCS Group 'A'</u></b>		
1	Director General [1 post]	The Director General, 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 General functions as the Estate Manager of the National Library, Belvedere Estate/Campus, Alipore, Kolkata.
2	Principal Library and Information Officer (PLIO) [2 posts - 1 vacant]	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 Officer 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 General, PLIO may exercise administrative & financial powers of the Director General 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

Sl.No.	Designation	Powers and/or Duties
		members of Library & Information Science departments for transacting matters of professional interest; any other items that the Director General desires to be executed by PLIOs.
3	Senior Administrative Officer (SA) [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 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-3 vacant]	LIOs assist the PLIOs in professional and 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.
<b><u>GCS Group 'B'</u></b>		
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).

Sl.No.	Designation	Powers and/or Duties
8	Hindi Officer (HO) [1 post]	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- 7 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 units.
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.

Sl.No.	Designation	Powers and/or Duties
13	Library & Information Assistant (LIA) [General & Lang] [143 posts-63 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.
14	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.
15	Library & Information Assistant (Machine Operator) [3 posts-1 vacant]	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, off-set machines including preparation of master films; maintains record of off-set printing materials.
16	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.

Sl.No.	Designation	Powers and/or Duties
17	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 selective pest control; examines the stains on books and maps vis-a-vis their chemical character and determines nature of treatment required; treatment of prints, drawings and paintings.
18	Library & Information Assistant (Display) [1 post]	LIA (Display) organizes exhibitions; keeps account of various exhibits; arranges loan of special exhibits to other institutions; performs other jobs related with exhibitions.
<b>Group 'B' (Non Gazetted)</b>		
19	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.
20	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.

Sl.No.	Designation	Powers and/or Duties
21	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.
<b>GCS Group 'C'</b>		
22	Senior Assistant [17 posts - vacant - 3]	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.
23	Hindi Translator (HT) [1 post vacant]	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.
24	Assistant [21 posts-3 vacant]	Assistant carries out ministerial jobs in the establishment and accounts eg. correspondence; various returns; maintenance of service books; preparation of duty rosters; leave records; allotment of Government accommodation; maintenance of records thereof.
25	Stenographer Grade-II [1 post]	Stenographer Grade-II takes notes and dictation from the senior officers; maintains files and documents; types out matter; carries out orders of the officer to whom attached.
26	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.

Sl.No.	Designation	Powers and/or Duties
27	Lower Division Clerk (LDC) [49 posts-14 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; VPP accounts; does general typing work (Hindi and English); prepares press copies of cataloguing cards.
28	Driver [2 posts-1 vacant]	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.
29	Gold Finisher (FG) [4 posts - 3 vacant]	GF carries out gold/silver lettering and tooling jobs.
30	Library Clerk (LC) [66 posts-34 vacant]	LC supplies books and other requisitioned materials to readers and borrowers; assists the Library and Information Assistants in their work.
31	Library Clerk (Binding) [17 posts-10 vacant]	LC (Binding) checks the binding; attends to patch repair; performs binding work.
32	Library Clerk (Mending) [18 posts-15 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.
33	Library Clerk (Reprography) [3 posts-3vacant]	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.

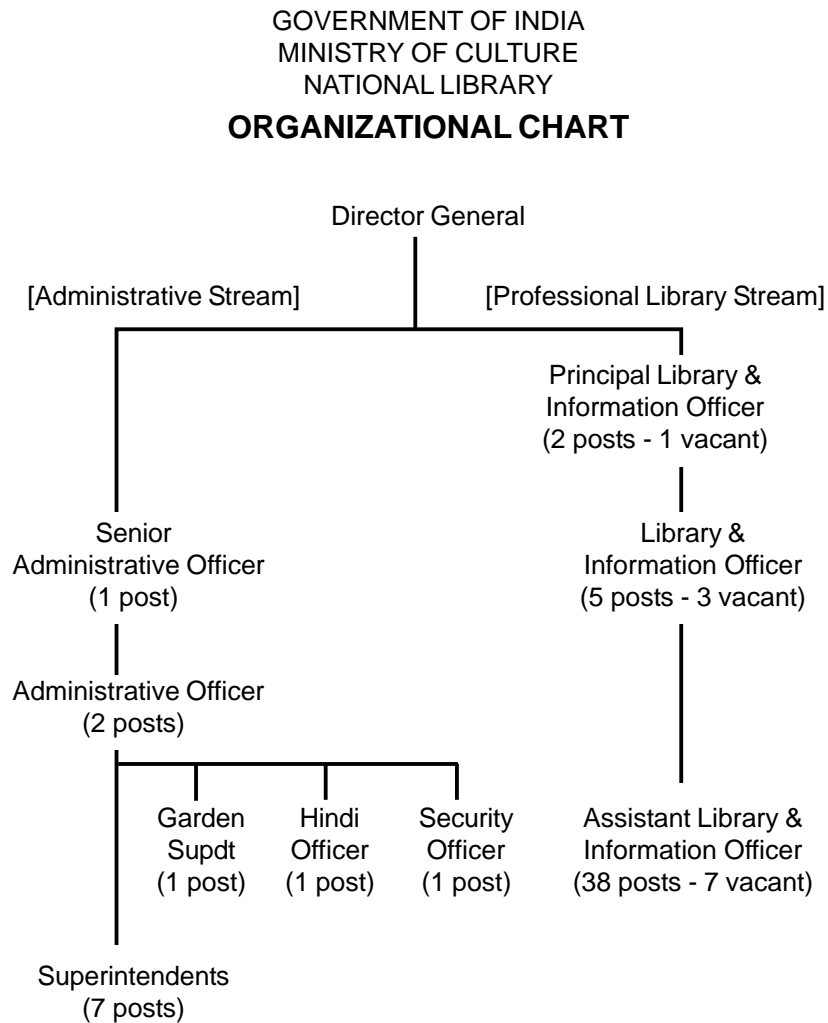
Sl.No.	Designation	Powers and/or Duties
34	Library Clerk (Laboratory) [2 posts-2 vacant]	LC (Laboratory) carries out de-acidification of books and records required for the lamination in the division; prepares saturated solution for various chemical treatments viz (i) leather preservative mixture (ii) 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.
<b><u>GCS Group 'D'</u></b>		
35	Senior Library Attendant (SLA) [49 posts-26 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.
36	Library Attendant (LA) [18 posts-4 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..
37	Junior Library Attendant (JLA) [71 posts-30 vacant]	JLA collects and deposits bills, parcels, cheques etc. from the Pay and Accounts Office, post office, banks, railway station; 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.

Sl.No.	Designation	Powers and/or Duties
38	Labourer [10 posts- 9 vacant]	Labourer opens and closes doors and windows; assists in bindery; cleans and washes machines, tools and utensils; assists the LIA (MO) with off-set, DTP machines in preparation of masters; helps in printing in DTP and Offset machines.
39	Gestetner Operator [1 post]	Operates Gestetner Machine for duplicating work.
40	Head Guard [3 posts-1 vacant]	Head Guard supervises the duty performed by the Guards and allots duties to latter.
41	Guard [45 posts- 32 vacant]	Guards monitors movement of people and vehicles through gates of the Library compound; guards the Library and its property round the clock; opens and closes all doors and windows of the Library buildings.
42	Chowdhury [3 posts-3 vacant]	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.
43	Mali [20 posts-12 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.
44	Safaiwala [29 posts-23 vacant]	Safaiwala cleans and keeps the entire Library premises neat and tidy.
45	Assistant Manager cum Store Keeper [1 post]	The duties of the following Departmental Canteen Staff are yet to be approved.

Sl.No.	Designation	Powers and/or Duties
46	Counter Clerk / Salesman [2 posts - 1 vacant]	The duties of the following Departmental Canteen Staff are yet to be approved.
47	Assistant Halwai [2 posts] (Coupon Clerk-1(v))	- do -
48	Cook [1 post]	- do -
49	Bearer [7 posts]	- do -
50	Wash-boy [2 Posts]	- do -
51	Sweeper [1 post]	- do -
52	Trainee [5 posts]	- do -



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



***Norms and Rules Set for Discharging Various 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 and 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 Rooms 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 CEO's of 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. *Headmaster of recognized 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 national/students/scholars.*

***N B: 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 on five occasions.  
*Note*: Borrowers are requested to preserve deposit receipts 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 Department.
6. Books that for the time being form part of the Reference Collection in the Reading Rooms or any book valuable for its rarity, its illustration or otherwise shall 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 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.

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

## **RULES FOR REPROGRAPHIC SERVICES AT READING ROOMS**

### **PHOTOCOPYING AND DIGITAL PHOTOGRAPHY**

1. Eligibility: The service is provided to the bonafide readers of the Library. For occasional users permission is needed from competent authority.
2. Service time: 10.30am to 5.30pm on all working days including Saturdays, Sundays and holidays, except the three National Holidays. (On Saturdays, Sundays and holidays, readers are allowed to take delivery of their pre-paid photocopy requisitioned materials submitted earlier. They are also allowed to put in fresh requisitions for photocopies on Saturdays, Sundays and holidays by paying cash at a designated place. However photocopying of such fresh requisition can only be taken up on the next working day.)
3. Rates: Photocopying: Rs. 1 per exposure (Minimum Charge Rs. 5)
4. Limitations: Readers are allowed to take photocopies from not more than four books or four periodicals per day. If a reader photocopies from a document, he/she will not be allowed to photocopy from the same document within a period of six months. Outstation scholars/users will however be allowed six books per day and there will be no bar on the number of periodical articles. Permission from competent authority will be needed for photocopying from more than 4 / 6 books per day.
5. Number of pages:
  - a) Books: The readers are allowed to photocopy a maximum of 75 pages from each of the four books, provided the total number of copied pages do not exceed one-third of the total pages. However the competent authority may permit photocopying over one-third to a maximum of two-thirds from a book. The Director / PLIO, on the basis of advanced written application, may permit photocopying of the entire book under extraordinary situations.
  - b) Government Publications: Entire bare acts / reports less than 75 pages are allowed to be copied with the permission of the competent authority. For larger volumes permission as per 5 a) above will be applicable.
  - c) Journals: The readers are allowed to photocopy four articles from one issue to a maximum of ten articles from four journals/periodicals.

However the competent authority may permit photocopying from more than four journals in special cases.

6. Requisition must be made in person. Payment has to be made in advance at the Cash counter as per estimate prepared by concerned staff. Readers or his/her authorised representative may collect the copies from the respective Reading Rooms.
7. Hundred years old documents, brittle books, oversize/thick/heavy books and books with unstable binding will not be photocopied. Such documents may be microfilmed provided the Reprography Division permits microfilming books of such physical condition.
8. Readers are allowed to photocopy only 40 pages from the books kept in the reference collections.
9. Foreigners attached to academic/research institutions will be charged Rs 5 per impression for photocopying.
10. In case of books which are deemed unfit for photocopying, readers are allowed to use their personal digital cameras with prior permission. The readers are allowed to take digital photos of a maximum of 75 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. Digital photography has to be done without a flash and under the supervision of the concerned authority.
11. Only 20 plates or art reproduction from each book are allowed for photocopying/microfilming/digital photography to the maximum of 40 books in one calendar year provided the total number of such items to be copied do not exceed one-third of the total number of such items in the book/document.
12. In case of copyrighted book, a Copyright Declaration Form as available in the Reading Rooms may be required to be filled in by the user.

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

### **MICROFILMING**

1. Eligibility: The service is provided to the bonafide readers of the Library. For occasional users permission is needed from competent authority.
2. Service time: 10.30am to 5.30pm on working days.

3. Rates:

*Microfilm Negative:*

- Rs. 4 per exposure (Minimum Charge Rs. 20.00)
- Rs. 6 per exposure (Minimum Charge Rs. 100.00) for foreigners attached to academic/research institutions

*Microfilm Positive:*

- Rs. 20 per exposure (Minimum Charge Rs.100.00)
- Rs. 40 per exposure (Minimum Charge Rs.250.00) for foreigners attached to academic/research institutions

*Microfilm Reader Printer Copy (A3 & A4 size only):*

- Rs. 5 per copy from microfilm, Rs. 7 per copy from the microfilms already available at the National Library. (Minimum Charge Rs. 25)
- Rs. 10 per copy from microfilm, Rs. 15 per copy from the microfilms already available at the National Library. (Minimum Charge Rs. 250) for foreigners attached to academic/research institutions

*Enlargement Prints (Bromide Copy):*

- Rs. 20 per print (600 sq. cm. or part thereof) (Minimum Charge Rs.50)
- Rs. 50 per print (600 sq. cm. or part thereof) (Minimum Charge Rs.250) for foreigners attached to academic/research institutions

4. Limitations: Readers are allowed to apply for micro-photographic services from not more than two books or two periodicals per day. If a reader takes microfilm copies from a document, he/she will not be allowed to microfilm from the same document within a period of one year. Outstation scholars/ users will however be allowed four books/periodicals per day.

5. Number of pages:

- a) Books: The readers are allowed to microfilm a maximum of 75 pages from each of the four books, provided the total number of copied pages do not exceed one-third of the total pages. However, the competent authority may permit microfilming around one-third to a maximum of two-thirds from a book. The Director / PLIO, on the basis of advanced written application, may permit photocopying of the entire book under extraordinary circumstances.
- b) Government Publications: Entire bare acts / reports less than 75 pages are allowed to be copied with the permission of the competent authority. For larger volumes permission as per 5 a) above will be applicable.
- c) Journals: The readers are allowed to microfilm four articles from one issue to a maximum of ten articles from four journals/periodicals. However, the competent authority may permit photocopying from more than two journals in special cases.

6. Requisition must be made in person. The books / documents are sent to the Reprography Division as early as possible. Readers are required to contact the competent authority at the said division for collecting the estimate if the condition of the book permits microfilming. Microfilming will start only after payment is made in advance. Readers or his/her authorised representatives may collect the copies from the Reprography Division.

7. Only 20 plates or art reproduction from each book are allowed for microfilming to the maximum of 40 books in one calendar year provided the total number of such items to be copied do not exceed one-third of the total number of such items in the book/document.

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

## **RULES FOR THE USE OF ONLINE JOURNALS, INTERNET BASED FACILITIES AND DIGITAL LIBRARY**

1. The Internet facility shall remain open from 10 am to 7 pm on all working days (excepting holidays & Saturdays & Sundays)
2. Internet shall be used basically for research and academic purpose only. The user may be asked to specify his/her need and their research topic/ purpose, etc. to ensure the optimal purposeful use of the facility
3. The user will be required to sign a register giving details of their research topic, sites they want to view, etc
4. Users will ordinarily be allowed a maximum of 1 (one) hour time at a stretch
5. User/s has to give prior information for downloading the required material for their research purpose
6. User/s will be allowed to take print out of the downloaded material on A4 size paper by paying in advance @ Rs. 2/- (two) per page
7. The Library will allow copying of down loaded material into a new CD which shall be provided by the Library. The charges for this service shall be Rs. 15/- (fifteen) per CD
8. The timings for cash deposit will be from 10.30 am to 1.30 pm and from 2.30 pm to 3.30 pm
9. Using/ downloading of messenger facilities for e-mailing and chatting is strictly prohibited
10. Strict disciplinary action shall be taken for misuse/abuse of the facilities (accessing unauthorized sites, chatting, e-mailing, etc.)
11. Systematic downloading is strictly prohibited

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

## **RULES FOR REPROGRAPHIC SERVICES AT RARE BOOKS DIVISION**

1. Eligibility: The service is provided to the bona fide readers of the Library.
2. Service time: 10.30 am to 5.30 pm on working days.

3. Limitations: Rare Books will not be photocopied. Some rare books may be microfilmed provided the Reprography Division permits microfilming books of such physical condition.
4. Number of pages: The readers are allowed to microfilm a maximum of 50 pages from one book, provided the total number of copied pages do not exceed one-third of the total pages in that book. However the Director / PLIO, on the basis of advanced written application, may relax the rules under extraordinary situations.
5. Requisition must be made in person. Payment has to be made in advance at the Cash counter as per estimate prepared by concerned staff. Readers or his/her authorized representatives may collect the copies from the Reprography Division.
6. Readers are allowed to use their personal digital cameras with prior permission for taking digital photos of a maximum of 50 pages per book, provided the total number of copied pages do not exceed one-third of the total pages in that book. Digital photography has to be done without a flash and under the supervision of the concerned authority.

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

## **RULES FOR REPROGRAPHIC SERVICES AT ASUTOSH COLLECTION**

1. Eligibility: The service is provided to the bona fide readers of the Library. For occasional users permission is needed from competent authority.
2. Service time: 10.30 am to 5.30 pm on working days only.
3. Rates: Photocopying : Rs.1/- per exposure (Minimum Charge Rs.5/-)
4. Limitations: Readers are allowed to take photocopies from not more than four books or four periodicals per day. If a reader photocopies from a document, he/she will not be allowed to photocopy from the same document within a period of six months. Outstation scholars/users will however be allowed four books/periodicals per day.
5. Number 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.

- b) Journals: The readers are allowed to photocopy four articles from two issue to a maximum of ten articles from four journals/periodicals.
- 6. Requisition must be made in person. Payment has to be made in advance at the Cash counter as per estimate prepared by concerned staff. Readers or his/her authorized representatives may collect the copies.
- 7. Hundred years old documents, rare books, brittle books, oversize/thick/heavy books and books with unstable binding will not be photocopied. Such documents may be microfilmed provided the Reprography Division permits microfilming books of such physical condition.
- 8. Readers are allowed to use their personal digital cameras with prior permission for taking digital photos of a maximum of 75 pages per book, provided the total number of copied pages do not exceed one-third of the total pages in that book. Digital photography has to be done without a flash and under the supervision of the concerned authority.
- 9. Only 20 plates or art reproduction from each book are allowed for photocopying/microfilming/digital photography to the maximum of 40 books in one calendar year provided the total number of such items to be copied do not exceed one-third of the total number of such items in the book/document.

***Note: 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 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 time to time by the Government of India. National Library 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

***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.

***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

***Boards, councils, committees and other bodies consisting of two or more persons constituted as its part offor 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 for public***

- i) Advisory Board
- ii) Internal Committees
- iii) Expert Committees

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

**Directory of its Officers and Employees showing  
Monthly Remuneration  
(Updated March-2012)**

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
1	Swapan K. Chakravorty	Director Gen.		69010
2	R. Ramachandran	P.L.I.O.	8700	49110
3	Asesh K. Ghatak	L.I.O.	6600	24250
4	Jagmal Singh	L.I.O.	6600	24250
5	M. Kabasi	Sr. A.O.	6600	26410
6	Bivas Chandra Das	H. Officer	5400	16880
7	Arati Dutta	A.L.I.O.	7600	29020
8	B. Nageswar Rao	A.L.I.O.	4800	20100
9	Dulal Ch. Bachhar	A.L.I.O.	7600	25970
10	G. Kaur Kandhari	A.L.I.O.	6600	24250
11	G. Kumarappa	A.L.I.O.	7600	28990
12	Laldhar Singh	A.L.I.O.	7600	26750
13	Lalita Dey	A.L.I.O.	7600	26750
14	Mahmoodul Hasan	A.L.I.O.	6600	21780
15	Malabika Ghosh	A.L.I.O.	4800	19630
16	Niva Das	A.L.I.O.	6600	21780
17	P. B. Chowhan	A.L.I.O.	4800	18720
18	Sailen K. Pal	A.L.I.O.	7600	28990
19	Sankar Ch. Biswas	A.L.I.O.	4800	19630

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
20	Siva Prasad Senapati	A.L.I.O.	4600	14710
21	Syed Abuzar	A.L.I.O.	4800	20100
22	V. Jayaraman	A.L.I.O.	6600	23520
23	Bata Krishna Mondal	A.L.I.O.	4800	18720
24	Amita Chattapadhyaya	A.L.I.O.	7600	26750
25	Asit Ranjan Biswas	A.L.I.O.	4800	19630
26	Joygopal Saha	A.L.I.O.	7600	27500
27	Sukla Saha	A.L.I.O.	7600	26750
28	Swapna Majumdar	A.L.I.O.	7600	25210
29	A.M.Sing Sardar	A.L.I.O.	4800	19180
30	Ashim Mukhopadhyay	A.L.I.O.	6600	20950
31	Mitali Bardhan	A.L.I.O.	6600	20950
32	Usman Ghani	A.L.I.O.	4800	18710
33	Sunita Arora	A.L.I.O.	6600	20950
34	Dhananjoy Das	A.L.I.O.	4600	18430
35	Akhil Chandra Saren	A.L.I.O.	4800	18720
36	Kali Charan Gouda	A.L.I.O.	4600	13980
37	Subrata Chandra Das	LIA	4800	19630
38	Ashok Halder	A.O.I	4800	19310
39	Annapurna Ganguly	A.O.II	4800	18050
40	Sukanta Biswas	G. Supdt.	5400	27910
41	Subhojit Chakraborty	S. Officer	4600	13590
42	Anup Kumar Patra	Supdt.	4600	16830
43	Dilip Kumar Chanda	Supdt.	4600	16830
44	Dipak Kumar Ghosh	Supdt.	4200	15610
45	Narahari Sardar	Supdt.	4600	16830

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
46	Somnath Banerjee	Supdt.	4600	17610
47	Hasi Dutta	Supdt.	4600	15230
48	Basudeb Sardar	Supdt.	4200	14290
49	Rajendra Nath Biswas	A.S.Officer	4200	11470
50	Arun Ch. Paul	LIA	4800	19180
51	Joydeb Paul	LIA	4800	19180
52	Mekhala Bose	LIA	4800	19180
53	Radheshyam Paul	LIA	4800	19180
54	Samir Kansabanik	LIA	4800	19180
55	Supriya Sannigrahi	LIA	4600	18030
56	Tripti Das Roy	LIA	4800	17800
57	Abhijit Roy	LIA	4600	18050
58	Gopa Ghosh	LIA	4600	18030
59	Goutam Goswami	LIA	4600	14020
60	Krishanu Chattopadhyay	LIA	4600	18030
61	Malabika Dhar	LIA	4600	18030
62	Mrinal Kanti Banerjee	LIA	4600	18040
63	Rathindra Chandra Das	LIA	4600	18460
64	Rupa Majumder	LIA	4600	18040
65	Subir Kr. Das	LIA	4600	18030
66	Subrata Roy	LIA	4600	18050
67	Amit Debnath	LIA	4600	16000
68	Arabinda Roy	LIA	4600	17210
69	Ardhendu Kunkri	LIA	4200	13450
70	Ashim Kr. Bhadra	LIA	4200	13450

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
71	Ashok Kr. Das	LIA	4200	12060
72	Bhaskar Ghosh	LIA	4200	14220
73	Biswajit Ghosh	LIA	4600	15990
74	Dipankar Baul	LIA	4200	13450
75	Ezazul Haque	LIA	4600	16000
76	Gautam Krishna Roy	LIA	4600	16000
77	H.K.Sarkar	LIA	4600	18030
78	K.Sudhakar	LIA	4200	12060
79	Md. Aslam	LIA	4600	17210
80	Md. Irfan Khan	LIA	4600	14020
81	Mehar Singh	LIA	4200	12060
82	Pallab Paul	LIA	4600	15990
83	Partha Ghosh	LIA	4600	15990
84	Prabir Chakraborty	LIA	4600	17210
85	Prasenjit Sarkar	LIA	4200	12550
86	Rabindra Nath Mondal	LIA	4600	16000
87	Samit Paik	LIA	4600	15200
88	Sanjoy Maity	LIA	4800	17800
89	Sannyasi Charan Mondal	LIA	4600	17210
90	Santanu Bhowmick	LIA	4600	15990
91	Santanu Chanda	LIA	4200	13450
92	Shyamal Kanti Biswas	LIA	4200	12060
93	Somnath Panja	LIA	4600	16020
94	Subhas Nandy	LIA	4600	18030
95	Sunil Kumar	LIA	4600	15990

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
96	Swapan Kumar Pailan	LIA	4600	16000
97	Tapas Saha	LIA	4200	13060
98	Tarapada Naskar	LIA	4200	14220
99	Tarit Das Gupta	LIA	4200	12060
100	Uma Kar	LIA	4200	12550
101	Uttam Kumar Das	LIA	4200	12550
102	Sk. Alamuddin	LIA	4200	10560
103	Md. Jawaid Alam	LIA	4200	10560
104	Jageswar Das	LIA	4200	10130
105	Shyamal Krishna Das	LIA	4600	14190
106	Bishnupada Das	LIA	4200	10130
107	Mintu Kar	LIA	4200	10130
108	Sanjib Karmakar	LIA	4200	10130
109	Sukanta Pathak	LIA	4200	10130
110	Swarup Sengupta	LIA	4200	10130
111	Biswamabar Harijan	LIA	4600	13850
112	Sunil Kumar Debnath	LIA	4600	13500
113	Haripada Mondal	LIA	4600	13500
114	Deepsikha Pathak	LIA	4200	9710
115	Chanchal Gyanchandani	LIA	4200	9710
116	Arpita Mukherjee	LIA	4200	9710
117	Smitanjali Panda	LIA	4200	9710
118	Vibha Gupta	LIA	4200	9710
119	Subhodip Bid	LIA	4200	9710
120	Rudra Ranjan	LIA	4200	9710

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
121	Hashim Kallungal	LIA	4200	9710
122	Amit Uraon	LIA	4200	9710
123	Pravin Bhagwan Patil	LIA	4200	9710
124	Hemlata Supriya	LIA	4200	9710
125	Lincy V.S.	LIA	4200	9710
126	Mahajan Prafull Vijoy	LIA	4200	9710
127	Kumar Saheb	LIA	4200	9710
128	Ghana Shyam	LIA	4200	9710
129	V. Kesavan	LIA	4200	9710
130	Virupax Hadapad	LIA	4200	9300
131	Shalini Ved Prakash	LIA (Display)	4200	10560
132	Tarapada Dutta	LIA (M.O.)	4800	15130
133	Pijush Kanti Sanyal	LIA	4800	15130
134	Gita Roy	LIA	4800	15130
135	Jyotsna Bhattacharjee	L.I.A.	4800	15130
136	Pulin Behari Sarkar	LIA	4800	14770
137	Dhiren Roy	L.C./Binder	4600	14190
138	Ajoy Kumar Roy	LC/Bin./Mender	4600	13840
139	Ganesh Chandra Biswas	LC/Bin./Mender	4600	14530
140	Panchanan Karmakar	LC/Bin./Mender	4800	14770
141	Sukumar Gayen	LC/Bin./Mender	4600	13840
142	Biswa Nath Dhar	LC/Bin./Mender	4600	13840
143	Ajoy K. Das	LC/Bin./Mender	4200	11010
144	Satya Ranjan Sardar	LC/Bin./Mender	4200	11010
145	Pradip K. Das	Mender	2000	8310

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
146	A.Arumugam	LC/Mender	1900	7190
147	Manju Gloria Baxla	Steno-II	4600	15230
148	Bhaskar Sarkar	Steno-III	4600	15230
149	Arup Kumar Mondal	Steno-III	4600	14170
150	Ashok K. Saha	Steno-III	4600	14880
151	Arun Kumar Sinha	Sr. Asst.	4200	15270
152	Bishnupada Jamatia	Sr. Asst.	4200	13950
153	Dipankar Ghosh Majumdar	Sr. Asst.	4200	12940
154	Kanak Kumar Mondal	Sr. Asst.	4200	13280
155	Kanchan Chatterjee	Sr. Asst.	4200	11690
156	Neeta Manna	Sr. Asst.	4200	13280
157	Nilkantha Chakraborty	Sr. Asst.	4600	13810
158	Sikha Das	Sr. Asst.	4200	13610
159	Subir Kumar Dhar	Sr. Asst.	4200	13390
160	Bablu Chatterjee	Sr. Asst.	4200	12410
161	Bapi Mondal	Sr. Asst.	4200	12160
162	Sujata Datta	Sr. Asst.	4200	11160
163	Kajal Bhattacharjee	Sr. Asst.	4200	11880
164	Samar Motilal	Sr. Asst.	4200	13250
165	Sankar Kadambangshi	Sr. Asst.	4200	11880
166	Pradip Kumar Verma	Sr.Asst.	4200	10000
167	Khirodh Chandra Biswas	Assistant	4600	14860
168	Sipra Ghosh	Assistant	4200	13960
169	Chabirani Das	Assistant	4200	14530
170	C. Dung Dung	Assistant	4200	12770
171	Ranabir Chowdhury	Assistant	2800	10920

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
172	Tara Bhattacharjee	Assistant	2800	10910
173	Smriti Srivastava	Assistant	2800	10670
174	Ramesh Toppo	Assistant	2800	10670
175	Sandip Ganguly	Assistant	2800	10670
176	Samir Halder	Assistant	2800	10670
177	Anand Lal Majhi	Assistant	2800	9890
178	Partha Pratim Roy	Assistant	2400	9050
179	Santosh Kumar	Assistant	2400	9040
180	Subrata Mondal	Assistant	2400	8500
181	Prasanta Kumar Kundu	Assistant	2400	9580
182	Prasanta Kumar Das	Assistant	2400	9580
183	Dipak Kumar Majumdar	Assistant	2800	10130
184	Kalipada Das	Assistant	2800	10130
185	Ranthu Edwin Tigga	Assistant	2400	10070
186	Santanu Halder	Assistant	2400	8680
187	Bijay Kumar Lakra	LDC	2800	10480
188	Jayadeep Sarkar	LDC	2400	8700
189	Manik Chandra Das	LDC	2400	9580
190	Ajay Kumar Hazam	LDC	2000	9340
191	Amiya Kumar Dutta	LDC	2400	9550
192	Ansuman Bharati	LDC	1900	7670
193	Arundhati Dhar	LDC	2000	8150
194	Asit Paramanick	LDC	2000	8150
195	Atanu Mitra	LDC	1900	7630
196	Dilip Kumar Das	LDC	2000	9340
197	Dipankar Chakraborty	LDC	1900	7850

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
198	Jayanta Chowdhury	LDC	1900	6820
199	Kanai Lal Ghosh	LDC	2000	9340
200	Kitangshu Chanda	LDC	2400	9740
201	Moly Banerjee	LDC	1900	6820
202	Mukul Chandra Dutta	LDC	2000	9340
203	Nipa Mukherjee	LDC	2000	8640
204	Ruma Debsharma	LDC	2000	8660
205	Saibal Chakraboorty	LDC	2800	10140
206	Sreya Choudhury	LDC	1900	7560
207	Sukumar Basak	LDC	2000	9170
208	Kailash Ch. Das	LDC	1900	7680
209	Manik Rabidas	LDC	1900	8000
210	Deoraj Mondal	LDC	1900	7680
211	Sambhunath Sadhukhan	LDC	2000	8630
212	Sarathi Ghosh	LDC	1900	8000
213	Sankar K. Dinda	LDC	1900	7680
214	Paresh Mondal	LDC	2000	8480
215	Surendra Prasad Saha	LDC	1900	8000
216	Manju Kashyap	LDC	0	0
217	Jayanta Sanyal	Driver	2000	9290
218	Arun Kumar Mallick	LC	2400	10840
219	Asit Kumar Pyne	LC	2400	10840
220	Goutam Kumar Sardar	LC	2000	8820
221	Iswar Lal Sharma	LC	2400	10840
222	Mintu Mukhopadhyay	LC	1900	7850
223	Pradip Bhattacharjee	LC	2000	8820

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
224	Qumar Khan	LC	2400	10840
225	Sirsnehdus Singha	LC	1900	7850
226	Sunil Kumar Patra	LC	2000	8820
227	Jayabrata Hazra	LC	1900	6560
228	Biswajit Kumar Paul	LC	1900	6310
229	Anusua Ghosh	LC	1900	6070
230	Badal Kr. Das	LC	2400	10430
231	Bijoy K. Singh	LC	2400	10240
232	Dilip K. Saha	LC	2400	10250
233	Haripada Das	LC	2400	10250
234	Lalit K. Naskar	LC	2000	9310
235	Minati Bhadra	LC	2400	10040
236	Rajendra K. Gupta	LC	2400	10260
237	Ram Nath Ram	LC	2400	10020
238	Sakti Mukherjee	LC	2400	10250
239	Swapan K. Sen	LC	2400	10260
240	Anand K. Tudu	LC	2000	8830
241	Basu Murmu	LC	2000	8830
242	Biswanath Das	LC	2000	9170
243	Biswanath Nandi	LC	2000	8830
244	Debananda Das	LC	2000	8830
245	Debasish Banerjee	LC	2000	8830
246	Goutam Banik	LC	2400	10230
247	Harendra Nath Das	LC	2400	9870
248	Jayanti Das	LC	2000	9170
249	Narayan Ghosh	LC	2000	9170

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
250	Pradip K. Mondal	LC	2000	8830
251	Prasanta Kathal	LC	2000	9170
252	Rabin Patra	LC	2000	9170
253	Sailendra Nath Mistry	LC	2000	9170
254	Sankar K. Das	LC	2400	10230
255	Subhash Saren	LC	2000	8830
256	Suful Ch. Sardar	LC	2000	9170
257	Suresh Ch. Roy	LC	2000	8830
258	Tapan Gomes	LC	2000	8830
259	Tridib Sardar	LC	2000	8830
260	Salil Nandy	LC	2000	8830
261	Asim K. Das	Gest Operator	2000	8480
262	Badal Chandra Ghosh	Sr.Lb.Attend	2400	10610
263	Dinabandhu Sarkar	Sr.Lb.Attend	2000	9150
264	Gopal Ch. Mondal	Sr.Lb.Attend	2400	9640
265	Kiranmay Bhattacharjee	Sr.Lb.Attend	2400	9640
266	Laxmi Kanta Biswas	Sr.Lb.Attend	2000	9150
267	Nilmani Sadhukhan	Sr.Lb.Attend	2000	8830
268	Ramakanta Das	Sr.Lb.Attend	1800	7040
269	Tapan K. Das	Sr.Lb.Attend	1800	6350
270	Ratan Paul	Sr. Lb.Attend	2000	8480
271	Laxmidhar Mahapatra	Sr.Lb.Attend	2000	8480
272	Omprakash Kewat	Sr.Lb.Attend	2000	8480
273	Mahadev Sarkar	Sr.Lb.Attend	1900	8000
274	Nilan K. Ghosh	Sr.Lb.Attend	1900	8170
275	Shyamal Saha	Sr.Lb.Attend	1900	8000

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
276	Ganesh C. Bag	Sr.Lb.Attend	2000	8480
277	Tarun K. Chowdhury	Sr.Lb.Attend	2000	8480
278	Pratap K. Maity	Sr.Lb.Attend	2000	8480
279	Sarat K. Mallick	Sr.Lb.Attend	1900	8170
280	Sabita Rani Saha	Sr.Lb.Attend	1900	8000
281	Dilip K. Santra	Sr.Lb.Attend	1900	8000
282	Raja Majumdar	Sr.Lb.Attend	1900	8000
283	Rajib Chakraborty	Sr.Lb.Attend	1900	7900
284	Ram C. Bansfore	Sr.Lb.Attend	2400	10060
285	Arun K. Mallick	Sr.Lb.Attend	1900	7900
286	Bikash C. Bera	Sr.Lb.Attend	1900	7680
287	Birendra Nath Naskar	Sr.Lb.Attend	2000	9290
288	Chanchal Das	Sr.Lb.Attend	1900	7680
289	Dipankar Das	Sr.Lb.Attend	1900	7680
290	Indrajit Das	Sr.Lb.Attend	1900	7680
291	Jagadish Ch. Jena	Sr.Lb.Attend	1900	7680
292	Kamal Das	Sr.Lb.Attend	2000	8640
293	Ratan K. Das	Sr.Lb.Attend	2000	9290
294	Santosh K. Nayak	Sr.Lb.Attend	1900	7680
295	Sumanta Banerjee	Sr.Lb.Attend	1900	7680
296	Swapan Adhikary	Sr.Lb.Attend	2000	8640
297	Tarun Dasgupta	Sr.Lb.Attend	2000	9290
298	Rajat Chatterjee	Sr.Lb.Attend	1900	7680
299	Ramakanta Panda	Sr.Lb.Attend	1900	8000
300	Shyamal Kumar Parui	Sr.Lb.Attend	2000	8630
301	Uttam K. Malakar	Sr.Lb.Attend	2000	8480

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
302	Baijnath Das	L.A.	2400	10060
303	Bhagirathi Majhi	L.A.	2400	10060
304	Jamaluddin Sapui	L.A.	2000	8810
305	Kamal Dhanu	L.A.	2000	8640
306	Pinky Bansfore	L.A.	1900	7470
307	Rajbir Balmiki	L.A.	1900	8170
308	Rambriksh Ram	L.A.	2000	8810
309	Ratan K. Hela	L.A.	2400	10060
310	Tara Pada Roy	L.A.	2400	10060
311	Ajit K. Singh	L.A.	1900	7240
312	Dilip K. Baidya	L.A.	1900	7240
313	Dinesh Mallick	L.A.	2000	8630
314	Lakshman C. Adak	L.A.	2000	8630
315	Mahadev C. Samanta	L.A.	1800	6780
316	Sanjoy Thakur	L.A.	1900	7470
317	Tapan K. Raha	L.A.	1900	7240
318	Amit K. Maitra	J.L.A.	1800	6780
319	Ashim K. Dey	J.L.A.	1800	6780
320	Bablu Pramanick	J.L.A.	1800	6780
321	Kanailal Saha	J.L.A.	1800	6780
322	Pradip K. Biswas	J.L.A.	1800	6780
323	Rabindra Nath Bera	J.L.A.	1800	6090
324	Shymal C. Shil	J.L.A.	1800	6780
325	Subhasish Deb	J.L.A.	1800	6780
326	Meera Jena	Labourer	2000	8150

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
327	Sipra Das	Labourer	1800	6780
328	Ishwar Kisku	Labourer	2000	8630
329	Kedar Nayak	Labourer	1900	7470
330	Kishun Hembram	Labourer	2000	8640
331	Rita Rani Naskar	Labourer	2000	8630
332	Anil K. Shaw	Labourer	2000	8640
333	Babulal Kalwar	Labourer	2000	8640
334	Debi Rani Basak	Labourer	2000	8630
335	Amarnath Prasad	Mali	2000	8640
336	Golak C. Nayak	Mali	2000	9140
337	Kartick C. Dey	Mali	1900	7900
338	Manoj Ram	Mali	1900	7900
339	Naba K. Purkait	Mali	2400	10020
340	Rajkishor Ram	Mali	1800	6090
341	Sarat C. Biswal	Mali	2000	9150
342	Sudhansu Gayen	Mali	1900	7680
343	Bir Bahadur Chowbey	Head Guard	2400	10430
344	Umapada Deb	Head Guard	2400	10430
345	Amit K. Das	Guard	1800	6090
346	Babul Debnath	Guard	2000	9290
347	Biro Chowdhury	Guard	2000	8630
348	Biseswar Rabidas	Guard	2400	10020
349	Gunadhar Mondal	Guard	2000	9150
350	Haripada Biswas	Guard	1900	7900
351	Jaydeb Ghosal	Guard	1900	7680
352	Pabitra K. Naskar	Guard	2000	9290
353	Prabhunath Sah	Guard	2000	9290
354	Rajendra Prasad Chowbey	Guard	2000	9290



***Budget Allocated to each of its Agencies  
Indicating the Particulars of all Plans,  
Proposed Expenditures and Reports on  
Disbursements made***

**The allocations under revised Estimates 2008-09 (Plan & Non-Plan) and  
Budget Estimate 2009-10 (Plan & Non-Plan)**

(Rupees in lakh)

Name of the Organization/Scheme	B.E. 2008-09 (Revenue)		R.E. 2008-09 (Revenue)		B.E. 2009-10 (Revenue)	
	Plan	Non-Plan	Plan	Non-Plan	Plan	Non-Plan
National Library	700	1600	675	1892	1850	2100
North East Project	50		50		100	-
Capital Component	82		82		-	-

**The allocations under revised Estimates 2009-10 (Plan & Non-Plan) and  
Budget Estimate & Revised Estimate 2010-11 (Plan & Non-Plan)**

(Rupees in lakh)

Name of the Organization/Scheme	R.E. 2009-10 (Revenue)		B.E. 1010-11 (Revenue)		R.E. 2010-11 (Revenue)	
	Plan	Non-Plan	Plan	Non-Plan	Plan	Non-Plan
National Library	1465	2062.57	1500	2150	1850	2150
North East	100	-	100	-	100	-

Sl. No.	NAME	Designation	G. Pay	Pay as on 01.07.11
1	2	3	8	12
355	Ram Prasad Subba	Guard	2000	8810
356	Rasid Mondal	Guard	2000	8810
357	Shyam Gopal Ghosh	Guard	2000	9290
358	Shyamal Chakroborty	Asst. Mang.	2400	9830
359	Ram C. Ghosh	Salesman	2400	10190
360	G.S.Majumdar	Asst. Halwai	2400	10190
361	Manik Lal Das	Asst. Halwai	2400	10190
362	Debdas Ghosal	Bearer	2000	8820
363	Dwarika Singh	Bearer	2000	8820
364	Gopal Bhattacharjee	Bearer	2000	8820
365	Goutam Paul	Bearer	1900	7850
366	Kedar Singh	Bearer	2000	8480
367	Madhu Mondal	Bearer	2000	8820
368	Tarak Nath Paul	Bearer	2000	8820
369	Pranab Chokroborty	Washboy	1900	8200
370	Tapan Marik	Washboy	2000	8880
371	Gopal Dutta	Sweeper	2000	8880
372	Bhimlal Das	Safaiwala	2000	8810
373	Phul Kumari Hela	Safaiwala	2400	10020
374	Maya Bansfore	Safaiwala	1900	7900
375	Md. Sirajuddin	Safaiwala	1900	7680
376	Prakesh Hela	Safaiwala	2000	8630
377	Rajesh Prasad Dhanuk	Safaiwala	2000	8810
378	Rakesh Hela	Safaiwala	1900	8000
379	Ram Chandra Rabidas	Safaiwala	2000	9150
380	Ram Prasad	Safaiwala	1900	8170

**N.B.** This directory of officers and employees may not be treated as the seniority list.

**Scheme-wise break-up of Annual Action Plan 2011-12.**

Activities	Physical Target	Outlay	Date of Commencement	Date of Completion
	2	3	4	5
<b>ON Going Schemes</b>				
<b>1. Collection building and book production statistics.</b>				
(I) Purchase of foreign books	900	Rs. 50,00,000	April, 2011	June, 2011
(II). Foreign journals	900	Rs.50,00,000	July, 2011	Sept, 2011
(i) Acquisition of foreign journals and newspaper to be subscribed on renewal basis	1000	Rs. 70,00,000	Oct., 2011	Dec., 2011
(ii) Purchase of e- journals –	1100	Rs. 80,00,000	Jan., 2012	Mar., 2012
(i) Oxford University Press (Hu. & S.Sc.)	733 titles Approx.	Rs. 50,00,000	April, 2011	June, 2011
(ii) Calcutta University Press -do-		Rs. 70,00,000	July, 2011	Sept. 2011
(iii) Says (Humanities & Social Sc.)	210 titles	Rs. 160,00,000	Oct., 2011	Dec., 2011
(iv) Trailor & Francis (-do- )	196 titles	Rs. 200,00,000	Jan., 2012	March 2012
(v) A.C.S.	412 titles			
(vi) Project Muse -do-	870 titles			
(vii) Hein Online – Law Journals	36 titles			
(viii) Jstore Combined package through INFLIBNATE	674 titles			
(ix) Indian Journal	1333 titles			
	765 titles			
	147 titles			
(x) Springer – Com. Sc.		Rs. 150,00,000	April, 2011	March, 2012
(xi) EMERALS – Lib. Inf. Sc. & Knowledge management	100 packages			
(xii) Database – Oxford Eng. Dictionary online	32 packages			
(xiii) O B Online Ref. Collection				

**2. Readers Service**

- (i) **Retro conversion of 5 lakh of documents @ Rs.30 per entry).**
- (ii) **Purchase of Card Printing Machine**
- (iii) Down Memory Lane (Digitisation)
- (iv) Scan job of old rare and brittle documents by face-up scanner with microfilming/CD

**3. Modernization & Conservation:**

- (1) **Laboratory**
  - (a) Chemical Treatment
 

Rs. 15,000	April 2010	June, 2010
Rs. 15,000	July 2010	Sept., 2010
Rs. 15,000	Oct 2010	Dec., 2010
Rs. 15,000	January 2012	Mar., 2012
  - b) Physical Restoration
 

Rs. 20,000	April 2009	June, 2010
Rs. 20,000	July 2009	Sept., 2010
Rs. 25,000	Oct., 2009	Dec., 2010
Rs. 25,000	January 2012	March 2012
- © Training on conservation
 

Rs. 12,500	April 2011	June, 2011
Rs. 12,500	July 2011	Sept., 2011
Rs. 12,500	Oct., 2011	Dec., 2011
Rs. 12,500	January 2012	March 2012

(e)	Purchase of - Imported Tissue Papers	20 Reams	Rs. 6,00,000	April 2011	March 2012
(f)	Servicing and Maintenance	All machines/equipments	Rs. 2,00,000	April 2011	March, 2012
<b>(2)</b>	<b>Micro-photography:</b>				
	<b>Project –News paper microfilming</b>				
	<b>Micro-photography Upgradation -</b>				
(a)	Purchase of - Microfilm auto processor	1 unit	Rs. 70,00,000	April 2011	March 2012
(b)	Microprocessor controlled Hybrid Camera/35 mm roll microfilms	1 unit	Rs. 10,00,000	April, 2011	June 2011
(c)	Consumable goods – (i) microfilm negative and positive colour films		Rs. 10,00,000	July 2011	Sept., 2011
	(ii) Chemicals (Developer, Fixer etc.)		Rs. 3,00,000	October 2011	March 2012
	(iii) Spare Parts, spools etc.		Rs. 2,00,000	April 2011	March 2012
(f)	Servicing and maintenance		Rs. 4,00,000	April 2011	March 2012
<b>(3)</b>	<b>Reprography:</b>				
a)	Paper for RISO 2700 machine.			April 2011	March 2012
b)	Paper for Xerox machine.			April 2011	March 2012
c)	Others (Toners etc.)		Rs. 50,000	April, 2011	March, 2012
d)	Misc.		Rs. 30,000	April, 2011	March 2012
2.	Repairing & Maintenance				
<b>(4)</b>	<b>Preservation</b>				
	<b>Purchase –</b>				
(i)	Binding Machine		Rs. 10,00,000	April, 2011	March 2012
(ii)	Rounding Machine		Rs. 2,00,000	April 2011	March 2012
(iii)	Tools and materials for Binding.		Rs. 50,000	April 2011	March 2012
(iv)	Repairing and maintenance		Rs. 50,000	April 2011	March 2012
	(v) Consumables.				
	(vi) Project for binding – Books, Periodicals		Rs. 2,00,000	April 2011	March 2012
<b>4.</b>	<b>Computer Centre</b>				
(a)	Purchase –Up-gradation of Computers (ICT System) and acquiring of computer peripherals		Rs. 30,00,000	April 2011	March 2012
b)	Miscellaneous		Rs. 5,00,000	April 2011	March 2012
<b>5.</b>	<b>Strengthening of Administration:</b>				
(i)	Private agency of Safaiwala and Security Guard, Mali and Decoration of Bhasha Bhavan		Rs.125,00,000	April 2011	March 2012
<b>6.</b>	<b>Seminar, Workshop, Exhibition &amp; Training</b>				
7.	Printing and Publication		Rs. 10,00,000	April 2011	March 2012
8.	Heritage Building – Up-gradation of Old Main Building through ASI		Rs. 10,00,000	April 2011	March 2012
	Travelling Expenses:				
	Domestic		Rs. 50, 00,000	April 2011	March 2012
	Foreign		Rs. 10,00,000	April 2011	March 2012
9.	Outsourcing – (i) RFIDMarch, 2012		Rs.64,00,000	April 2011	March 2012
	(iii) Stock Verification		Rs. 10,00,000	April 2011	March 2012
	<b>TOTAL ALLOTMENT OF PLAN FUND:</b>		<b>Rs.15,00,00,000</b>		

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

The allocations under revised Estimates 2008-09 (Plan & Non-Plan) and Budget Estimate 2009-10 (Plan & Non-Plan)

(Rupees in lakh)

Name of the Organization/Scheme	B.E. 2008-09 (Revenue)		R.E. 2008-09 (Revenue)		B.E. 2009-10 (Revenue)	
	Plan	Non-Plan	Plan	Non-Plan	Plan	Non-Plan
National Library	700	1600	675	1892	1850	2100
North East Project	50		50		100	-
Capital Component	82		82		-	-

The allocations under revised Estimates 2009-10 (Plan & Non-Plan) and Budget Estimate & Revised Estimate 2010-11 (Plan & Non-Plan)

Name of the Organization/Scheme	B.E. 2008-09 (Revenue)		R.E. 2008-09 (Revenue)		B.E. 2009-10 (Revenue)	
	Plan	Non-Plan	Plan	Non-Plan	Plan	Non-Plan
National Library	1465	2062.57	1500	2150	1850	2150
North East	100	-	100	-	100	-

11

***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 of 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 9,000 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 MARC 21 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***

**Service available**

- Reading Room
- 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 to 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 and 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 Rooms 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.

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.

***Name, Designation and other particulars of the Public Information Officers***

In terms of Sub-section (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:

<b>TRANSPARENCY OFFICER</b>		
Shri M Kabasi Senior Administrative Officer National Library Kolkata 700 027 033 24791381 Ext 203		
	<b>CPIO</b>	<b>1st APPELLATE AUTHORITY</b>
<b>ADMINISTRATIVE MATTER</b>	Shri Bivas Chandra Das Hindi Officer National Library Kolkata 700027 033 24791381 Ext 214 bivaschandra.das@gmail.com	Dr R Ramachandran Principal Library and Information Officer National Library Kolkata 700027 033 24791381 Ext 224 nlplio@rediffmail.com
<b>PROFESSIONAL MATTER</b>	Shri Usman Ghani Assistant Library and Information Officer National Library Kolkata 700027 033 24791381 Ext 256 mughani12@rediffmail.com	Shri H P Gedam Principal Library and Information Officer National Library Kolkata 700027 033 24791381 Ext 202 hp.gedam@yahoo.co.in

[ This is in partial modification of the O.O. No.568 of 2011-12 dated 25th August, 2011 and Usman Ghani O.O. No.261 of 2011-12 dated 10.06.2011 ]

## OTHER RELEVANT INFORMATION

### FACTS AND FIGURES AT A GLANCE

(As on 31.03.2011)

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	01.02.1953
6. The Delivery of Books (Public Libraries) Act	1954
7. Foundation of the Annexe Building by Pundit Jawaharlal Nehru	08.05.1961
8. Foundation of the 2nd Annexe Building now known As Prashasan Bhawan bt Smt. Sheila Kaul	30.10.1984
9. Celebration of 150th Anniversary of the Calcutta Public Library	12.03.1987
10. Inauguration of the Prashasan Bhawan (New Annexe Building) and laying foundation of the Bhasha Bhawan By Shri Rajiv Gandhi	07.04.1989
11. Centenary Celebration of the National Library (1903-2003)	01.02.2003
12. Inauguration of the Bhasha Bhawan by Shri jaipal Reddy	08.10.2004
13. Number of working days of the Library in a year	362
14. Total number of maps	88,162
15. Total number of manuscripts	2,731

16. Total number of publications received under the D. B. Act	10,97,259
17. Total number of publications received as gift & on exchange	5,48,297
18. Total number of bound periodicals	1,47,331
19. Total number of newspapers(Titles)	905
20. Total number of bound newspapers	11,911
21. Total number of microforms	1,04,388
24. Budget provisions for 2009-10 :	
Plan :	Rs. 14,90,00,000.00
Non-Plan	Rs. 22,51,97,000.00
25. Amount spent for purchase of publications	Rs. 1,30,95,758.00
26. Readers' seats :	
Bhasa Bhawan	1500
Rare Books division	20
Annexe reading Room	70
Asutosh Collection	10
Science & Technology	
Foreign Official Documents	25
Slavonic & Germanic Languages Division	25
East Asian & Romance Languages Division	25
Urdu Languages Division	06
Maps division	06
Esplanade Reading Room	22
Newspaper section	10
27. Total area of Library Compound (in acres)	30 (acres)

## *The Belvedere House*

It is commonly believed that the Belvedere estate once belonged to Mir Jafar Ali Khan, the Nawab Nizam of Murshidabad after whom Alipore is presumably named. Nevertheless, the origin of the property is uncertain. A. C. Campbell in *Glimpses of Bengal* (1907) linked it with the name of Lord Clive through the *jagir sanad* bestowed on him by the emperor Shah Alam. Sir W. W. Hunter wrote in *The Statistical Account of Bengal* (1875-7) that the house was a 'favourite residence' of Warren Hastings. However, the precise nature of Hastings's claims on the house is unclear. By 1763 at least three Governors of Fort William had stayed there: John Spencer Henry Verelst and John Cartier. The *Calcutta Gazette* of 25 February 1802 mentions a public auction in which 'Belvedere' (apparently Belvedere House), a 'large commodious, well-known house...with 72 bighas, 8 cottahs and 4 chittacks of land' was sold by Lt Colonel Tolly.

Sir Edward Paget, Commander-in-Chief of India, lived here after February 1825. Ownership changed hands, and the property passed on to the Prinsep family. It was probably from Charles Robert Prinsep, Advocate General of Bengal, that the house was bought by the East India Company in 1854. The post of the Lt Governor General of Bengal was newly created, and the house was purchased to serve as his official residence. The Prince of Wales stayed here during his visit to India in 1876. Successive Governor Generals added wings and tinkered with the impressive Palladian mansion overlaid upon a colonial plan until it assumed its present hybrid shape. Standing amidst 30 acres of wooded grounds, it is at present one of architectural landmarks of the city.

The National Library was shifted to Belvedere House between 1948 and 1952. There was a further migration of the collections in the first decade of the present century. The books were shifted in stages to the new building on the

campus, Bhasha Bhavan, with a carpet area measuring new 40,000 sq m., inaugurated in 2004. The Union Ministry of Culture set up a Committee for the Heritage Building of the National Library, i.e., Belvedere House, in September 2009. The Committee, chaired by Professor Barun De, had on it experts and stake-holders from relevant fields. It looked into the issues of restoration, entrusted to the Archaeological Survey of India, and the possible re-use of the building. It submitted its report in March 2011. In September 2011 the partially renovated building hosted its first event, a major exhibition entitled 'Treasures of Ancient China' organized by the Archaeological Survey of India, the State Administration of Cultural Heritage (China), Art Exhibitions China, and the National Library.

For further information, readers may see, among other sources, W. W. Hunter, *Statistical Account of Bengal* (London: Trubner, 1875-7), C. E. Buckland, *Bengal under the Lieutenant-Governors*, vol. 2 (Calcutta: Kedarnath Bose, 1902), A. C. Campbell, *Glimpses of Bengal: A Comprehensive, Archaeological and Pictorial History of Bengal, Bihar and Orissa* (Calcutta: Campbell and Medland, 1907), H. E. A. Cotton, *Calcutta Old and New* (Calcutta: W. Newman and Co., 1907), H. E. Busteed, *Echoes from Old Calcutta* (London: Shannon, 1908), P. Thankappan Nair, *Echoes from Belvedere* (Calcutta: Associated Book Agency, 2004), and Ranabir Ray Choudhury, *The Lord Sahib's House: Sites of Power: Government Houses of Calcutta 1690-1911* (Kolkata: Wild Strawberries, 2010).