

# Library Policy

Sardar Patel Memorial Library  
Directorate of Training  
Union Territories Civil Services

## PREAMBLE

The Directorate of Training, Government of National Capital Territory of Delhi (GNCTD), is the nodal department for imparting training to all levels of officers of the Government, local/ autonomous bodies, corporations and other stakeholders in the governance. With training as its core activity there is a need for rich learning resources both for trainees and trainers. Directorate encourages opportunities for reading, research and reference in its overall approach to training.

Sardar Patel Memorial Library (SPML) housed within the campus of the Directorate and named as such through a conscious decision taken by the government in Feb 2015 is intended to creating an appropriate academic environment and thereby, support the training activity as an important intervention in the process of governance.

With a view to professionalising library services it is essential that appropriate procedures and practices are framed, fine tuned and formalised in format of a policy.

## LIBRARY DEVELOPMENT COMMITTEE (L D Com.)

1. There shall be a Library Development Committee to facilitate constant development and upgradation of the library resources and services.
2. The L D Com. shall function as an important channel of communication and coordination between the users and the authorities.
3. The L D Com. shall be entrusted with the responsibilities of assessing, advising and recommending such measures as may be appropriate for developing and broadening resource base for policy research and project consultancy and defining accessibility procedures through IT intervention, where ever possible.



(Training) as the Chairman.

- All Course Co-ordinators
- One IAS/ DANICS Officer Trainee
- A.L.I.O/ Librarian – Member Secretary
- Two Members of Govt. Organisations as invitee member

5. The L D Com. shall meet at least twice annually i.e. in July and December

The L D Com. shall compulsorily perform following functions :

1. Review overall functioning of the Library.
2. Recommend Books, Newspapers, Magazines and Journals, A/V material etc.,.
3. Replicate good practices for the Library.
4. Recommend annual budget of the Library.

### **LIBRARY BUDGET:**

1. SPML shall have a total annual budget of Rs. 10 Lakh for the F Y 2015-16. The budget shall be met from the budget of the Directorate of Training and shall be reflected separately in the Annual Plan Estimates and also in the Revised Estimates.
2. Budget for SPML may be, as per requirement and Library plan increased by at least 20% annually.
3. SPML's annual budget shall be spent solely on activities directly related to development of the Library. These activities shall be as following:-
  - a. Purchase proposals for books, Newspapers, Journals, A/V Materials etc.
  - b. Purchase proposals for Library specific consumables / non consumables.
  - c. Purchase proposals for Computer Hardware and Software for the Library.
  - d. Purchase proposals for Furniture for the Library.
  - e. Purchase proposal for other expenses essential for the Library.

F.No. 4(8)/2014-15/UTCS/Lib

6971-76

Dated : 11.10.19

**ORDER MEMORANDUM**

A meeting of the Library Development Committee of the Directorate of Training (UTCS) GNCTD will be held under the Chairmanship of Director (Trg.) on **06.11.2019 (Wednesday) at 12:30 PM**, at UTCS Library/Conference Room (first floor), Administrative Block, UTCS Building. The following members are requested to attend the meeting for selection of books and overall development of Sardar Patel Memorial Library:

- |   |   |                |
|---|---|----------------|
| 1. Director (Training)                                | - | Chairman       |
| 2. All Course Co-ordinators/Assistant Director (Trg.) | - | Member         |
| 3. Assistant Accounts Officer, UTCS                   | - | Member         |
| 4. Mrs. Sunita Gulati, Dy Librarian from IIPA Library | - | Invitee Member |
| 5. Representative from ISTM                           | - | Invitee Member |
| 6. ALIO   | - | Member Secy    |

The agenda of meeting is as under :-

- (i) To Visit Sardar Patel Memorial Library by all Committee Members and give suggestion.
- (ii) Discussions/suggestions for improvement of Library, Selection of books, Magazines/Journals, AV material etc.,

  
(Bijai Kardam)  
Assistant Director (Library)

Dated 11.10.2019

F.No. 4(8)/2014-15/UTCS/Lib

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Copy to:

1. Director, Institute of Secretarial Training & Management, Room No. 106, Administrative Block, Old JNU Campus, Olof Palme Marg, New Delhi-110067 – with the request to depute an officer to attend this meeting.
2. All Course Co-ordinators, Dte. of Training, UTCS, Delhi
3. Mrs. Sunita Gulati, Dy. Librarian, IIPA, I.P. Estate, New Delhi 110002.
4. PS to Director (Trg.)
5. Asstt. Accounts Officer, UTCS, Delhi

  
(Bijai Kardam)  
Assistant Director (Library)



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इस निदेशालय की वर्तमान पुस्तकालय समिति में सर्वश्री वी.के.एस. चौहान, तत्कालीन संयुक्त निदेशक (प्रशिक्षण) अध्यक्ष, नील कमल, सहायक निदेशक (प्रशिक्षण), सदस्य, वेंकटाचलम पी.एस., सहायक लेखा अधिकारी, सदस्य, अधोहस्ताक्षरी, सदस्य एवं सुश्री ओमवती, पुस्तकालयध्यक्ष एवं सदस्य सचिव के रूप में सम्मिलित हैं।

यहाँ यह उल्लेखनीय है कि अब चूंकि श्री वी.के.एस. चौहान, जो कि पुस्तकालय समिति के अध्यक्ष थे, उनका इस निदेशालय से स्थानान्तरण हो गया है, अतः उनके स्थान पर अब श्री आशुतोष कुमार, अतिरिक्त निदेशक (प्रशिक्षण) को समिति का अध्यक्ष नामित किया जाना है, जिस पर प्रधान सचिव (प्रशिक्षण) महोदय की सहमति प्राप्त कर लेना उचित रहेगा।

यदि महोदय पुस्तकालय समिति में श्री के.एस. कुमार, संयुक्त निदेशक, आई.एस.टी.एम. एवं डा० उषा मूजु मुन्शी, पुस्तकालयाध्यक्ष, आई.आई.पी.ए. को सम्मिलित करना चाहते हैं, तो इस सम्बन्ध में उनको पत्र लिखा जा सकता है तथा जहाँ तक उनको पारिश्रमिक एवं यात्रा भत्ता देने का प्रश्न है, महोदय कृपया उचित निर्णय लेने का कष्ट करें।

यदि वर्तमान पुस्तकालय समिति के सदस्यों को यथावत् रखा जाए तथा आई.एस.टी.एम. एवं आई.आई.पी.ए. के दो अधिकारियों को सम्मिलित कर लिया जाए, तो पुस्तकालय समिति इस प्रकार होगी :-

1. श्री आशुतोष कुमार, अतिरिक्त निदेशक (प्रशिक्षण)	—	अध्यक्ष
2. श्री के.एस. कुमार, संयुक्त निदेशक, आई.एस.टी.एम.	—	आमंत्रित सदस्य
3. डा० उषा मूजु मुन्शी, पुस्तकालयाध्यक्ष, आई.आई.पी.ए.	—	आमंत्रित सदस्य
4. श्री नील कमल, सहायक निदेशक (प्रशिक्षण)	—	सदस्य
5. श्री मुरारी लाल, सहायक निदेशक (प्रशिक्षण)	—	सदस्य
6. श्री वेंकटाचलम पी.एस., सहायक लेखा अधिकारी	—	सदस्य
7. सुश्री ओमवती, पुस्तकालयाध्यक्ष	—	सदस्य सचिव

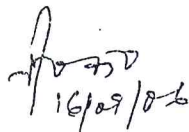
उपरोक्त सदस्य संख्या में से यदि महोदय कुछ सदस्य कम करना चाहें तो यह भी इंगित करने का कष्ट करें।

सादर प्रेषित।

  
(मुरारी लाल)

सहायक निदेशक (प्रशिक्षण)

~~सहा० निदेशक (प्रशासन)~~

  
16/09/06

~~अतिरिक्त निदेशक (प्रशिक्षण)~~

कृपया उपरोक्त पुस्तकालय समिति के गठन के प्रस्ताव का अनुमोदन करने का कष्ट करें। प्रशिक्षण निदेशालय की पुस्तकालय समिति में कुछ नये नाम जोड़ने की इसलिये आवश्यकता पड़ी कि विगत समय में पुस्तकों का चयन सम्भवतः उनकी उचित उपयोगिता को ध्यान में न रखकर किया गया प्रतीत होता है। प्रस्तावित समिति में नये नाम जोड़कर यह प्रयास किया जा रहा है कि पुस्तक चयन करने की प्रक्रिया को पारदर्शी बनाया जाए और केवल वही पुस्तकें भंगवाई जायें जो पूर्ण रूप से निदेशालय के लिये उपयोगी हों।

यहाँ यह उल्लेख करना भी उचित रहेगा कि उपरोक्त प्रस्तावित पुस्तकालय समिति के आमंत्रित सदस्य प्रतिष्ठित संस्थानों से सम्बन्धित हैं, अतः उन्हें पारिश्रमिक एवं यात्रा भत्ते के रूप में एक मुश्त एक हजार रुपये की राशि प्रति बैठक की दर से भुगतान किया जाए।