

Government of West Bengal Directorate of Library  
Services Bikash Bhavan, 9<sup>th</sup> floor, North Block, Salt  
Lake, Kolkata-91.

17 manuals as per clause IVB of the Right to Information Act,2005.

So far as the activities of the Directorate of Library Services is concerned there are 2 Public Authorities. Namely, " Directorate of Library Services" and "Local Library Authorities" in the districts of West Bengal as per West Bengal Public Libraries Act, 1979".

The manuals for the Directorate of Library Services is stated below:

1. Particulars of the organizations, functions and duties.

The Directorate of Library Services was set up in the year 1980. The Directorate consists of 3 Officers namely Director of Library Services, Deputy Director of Library Services and Assistant Director of Library Services assisted by Personal Assistant to the Director of Library Services, Stenographer, LD and UD Assistants. Also there are Group D staff members under the Directorate of Library Services.

The Directorate of Library Services has been formed under West Bengal Public Libraries Act, 1979 to look after the entire Public Library System of the State. It may be mentioned here that the Public Library System of the State consists of 12 Govt. Libraries and 2463 Govt. Sponsored Libraries. Govt. Sponsored Libraries are directly looked after by the Local Library Authorities in each district. District Library Officer is the Executive Officer in each district to look after the Govt. Sponsored Public Libraries on behalf of the Local Library Authorities of that district. The Directorate of Library Services has control over the Local Library Authorities under West Bengal Public Libraries Act, 1979.

2. The power and duties of the officers and employees

The power and duties of the officers and employees of the Directorate of Library Services are stated below:

- a) Maintain a Register of Public Libraries and recognized libraries.
- b) Manage the State Central Library and the public libraries established or maintained by the Government and superintendent and direct all matters relating to such libraries.
- c) Supervise and control subject to provisions of West Bengal Public Libraries Act and the Rules made there under all other government sponsored and aided public libraries.
- d) Declare by notification from time to time the names and addresses of the public libraries in the State.
- e) Superintend and direct all matters relating to the work of Local Library Authorities under this Act and take such steps as the Director of Library Services may consider necessary, if any action taken by the Local Library Authority is in any violation of any direction of the Government or in any contravention of any provision of this Act or the Rules made thereunder.
- f) Disapprove any action or decision of a Local Library Authority if such action violates any direction of the Government or such decision is inconsistent with

the provisions of West Bengal Public Libraries Act or the Rules made thereunder and report the fact of such disapproval in the subsequent meeting of the State Library Council which is the Advisory Body to Government regarding the Public Library System in the State.

- g) Submit to the Government and to the State Library Council the Annual Report and other reports from time to time on the working of all public libraries and Local Library Authorities.
  - h) Inspect or cause to be inspected periodically through officers authorized by the Directorate of Library Services.
  - i) Take steps for removal of defects in the working of any such library as the reports on inspection of the libraries by the officers authorized by the Directorate may disclose and take measures for enforcing the Rules as may be made on behalf of the Directorate and in appropriate cases obtain approval of the Government for derecognizing of Government Sponsored Public Library or discontinuance of financial and other assistance to such library in the event of persistent failure to abide by the Rules made under West Bengal Public Libraries Act or otherwise which in the opinion of Director of Library Services warrants such action.
  - j) Guide control and supervise the functioning of the Government Sponsored Public Libraries and Govt. Libraries,
  - k) Convene the meetings of the State Library Council. Keep the records of the proceedings thereof and report to the State Library Council the decision of the Government on all matters relating to Govt. and Govt. Sponsored Public Libraries and the Public Library System
  - l) Take appropriate steps for prosecution of persons responsible for any loss or injury cause to any Govt. or Govt. Sponsored Public Library,
  - m) Implement the decisions of the State Library Council after such decisions are approved by the Govt. and report to the State Library Council about such implementation from time to time,
  - n) Perform such other duties and exercise such other powers in accordance with West Bengal Public Libraries Act or the Rules made thereunder.
3. The procedure followed in the decision making process, including channels of Supervision and accountability.

So far as the procedure followed by the Directorate of Library Services regarding decision making, following steps are taken :-

- a) For the establishment work and financial matters the procedures are followed in accordance with the Rules prepared by the Govt. of West Bengal such as Service Rules, Financial Rules, Treasury Rules, Rules regarding law matters etc.
- b) For matters relating to public library services the decision of the State Library Council is taken and these decisions are being implemented by the Directorate of Library Services. All other matters relating to library services are guided by relevant Rules, Acts, Orders etc.
- c) Regarding channels of supervision, the burocratic system of the Directorate of Library Services are like all other Govt. Offices.
- d) The method of determination of the accountability of the staff members of the Directorate of Library Services are also like all other Govt. Offices.

4. The norms set by the Directorate of Library Services for the discharge of its function..  
For discharging of function of the Directorate of Library Services the norms are like all Govt. Offices.

5. The Rules, Regulations, Instructions, Manuals and Records, held by the Directorate of Library Services or under its control or used by its employees for discharging its function.

The Rules, Regulations stated above are as follows:-

- a) The Service Rules, Financial Rules, Treasury Rules and all other rules of Govt. of West Bengal.
- b) West Bengal Public Libraries Act and the Rules made under it.
- c) Different Govt. Orders relating to the establishment works and service matters of the librarians of Govt. and Govt. Sponsored Public Libraries and the staff member of the Directorate of Library Services.

6. Statement of categories of documents which are held by the Directorate of Library Services.

- a) All rules published by the Govt. of West Bengal
- b) All Orders published by the Govt. of West Bengal.
- c) West Bengal Public Libraries Act and Rules under it.

7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of the policy of the Directorate of Library Services or administration thereof

So far as the formulation of the policy of the Directorate of Library Services regarding library matters are concerned the decision of the State Library Council is being taken. The State Library Council is the Advisory Body under West Bengal Public Libraries Act. It consists of ex-officio members, Govt. nominees and several members of the public representing different classes of the society.

8. A statement of the boards, councils, committees and other bodies consisting of 2 or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public.

The Govt. has constituted a State Library Council under West Bengal Public Libraries Act for the purpose of advising the Directorate of Library Services on the management of the State Central Library, on matters relating to policies and programmes for the development and management of different libraries and public library system and on such other matters as may be referred to it. The Council also advises the Govt. on any scheme prepared by the Local Library Authority and also on the principles governing the aid to a library under West Bengal Public Libraries Act. The Council exercises such powers and performs such duties as it is prescribed.

The Council consists of 29 members, stated in the West Bengal Public Libraries Act, 1979. The members other than the ex-officio members hold office for a period of 4 years. The functions of the State Library Council have been described in the Rules under West Bengal Public Libraries Act.

The meetings of the Council are not open to the public and the minutes of such meetings are not accessible for public

9. The Directory of the officers and the employees of the Directorate of Library Services.

1. Director of Library Services -1.
2. Deputy. Director of Library Services -1.
3. Assistant Director of Library Services - 1.
4. PA. to the Director of Library Services - 1.
5. Stenographer- 1
6. U.D. Assistant- 3
7. L.D. Assistant - 4
- 8, Typist-2
9. Peon- 4
- 10 Accountant- 1
11. Record Supplier- 1
12. Head Assistant — 1.
13. Cashier - 1.
14. Bengali Translator-1
15. Law Assistant- 1
16. Bengali Typist- 1
17. Cash Sarkar- 1
18. Orderly Peon- 1

10. The monthly remuneration received by each of the officers and employees of the Directorate of Library Services including the system of compensation as provided its regulations.

The scale of different posts of the Directorate of Library Services are Stated below: -

- 1 Director of Library Services - Rs. 14300- 18300.
- 2 Deputy Director of Library Services - Rs. 12000-18000.
- 3 Assistant Director of Library Services - Rs.8000-13500. ///
- 4 P.A. to the Director of Library Services - Rs.5000- 11275.
5. Stenographer- Rs. 4650- 10175.
6. U.D. Assistant- Rs.4000- 8850.
7. L.D. Assistant -Rs. 3350- 6325.
8. Typist-Rs. 3350-6325.
9. Peon-Rs.2600-4175.
10. Accountant- Rs.4000- 8850.
11. Record Supplier- Rs.2850- 4680.
12. Head Assistant - Rs. 4500-9700.
13. Cashier-Rs.4000- 8850.
14. Bengali Translator- Rs. 4650- 10175.
15. Law Assistant- Rs.4000- 8850.
16. Bengali Typist- Rs. 3350- 6325.
17. Cash Sarkar- Rs.2850- 4680.
18. Orderly Peon- Rs.2600- 4175. No system of compensation is there.

11. The budget allocated to each of the agencies including the particulars of all plans, proposed expenditure and reports on disbursement made.

The budget allocated differs from time to time. It is determined by the Finance Department and is depicted in the budget publication published by the Finance Department. The budget is allotted under plan and non-plan heads. The expenditure in the offices of the District Library Officers and for the Govt. Sponsored Public Libraries in districts is placed with the District Library Officers for onward disbursement. The fund for the Govt. Libraries are placed from the Directorate of Library Services to the respective Drawing and Disbursing Officers. The expenditure of the Directorate of Library Services is placed with the Director of Library Services.

12. The manners of execution of subsidy programmes including the amount allocated and the details of beneficiaries of such programmes.

This clause is not applicable for the Directorate of Library Services.

13. The particulars of recipients of concessions, permits or authorities granted by it.

Not applicable for the Directorate of Library Services.

14. Details in respect of information available to or held by the Directorate of Library Services, reduced in an electronic form.

Information may be available in electronic form for the public on payment of proper charges.

15. The particulars of facilities available to citizens for obtaining information including the working hours or reading room if maintained for public use.

The Directorate of Library Services has no Library of its own. It is the administrative headquarter of the Public Library System of West Bengal. A citizens can obtain information as per the Right To Information Act.

16. The name, designation and other particulars of the Public Information Officer.

Smt. Swapna Ray, Deputy. Director of Library Services.

17. Such other information as may be prescribed.

The names of the Appellate Authority and the Assistant Public Information Officer are stated below:-

Appellate Authority - Amallesh Pathak, Director of Library Services. Assistant Public Information Officer- Sri Debabrata Manna.