

**Report of the Review Committee on Library Staff  
under the Purview of Central Government:  
4th Pay Commission Recommendations**

*Chairman: Prof. D.P. Chattopadhyay*

*Department of Culture*

*Ministry of Human Resource Development.*

*Government of India*

**CSL**

**Central Secretariat Library  
New Delhi**

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**Report of the Review Committee on  
Library Staff under the Purview of Central Government :  
4th Pay Commission Recommendations**

New Delhi  
March 27, 1989

The Honourable Minister  
Ministry of Human Resource Development  
Government of India

Sir,

We have great pleasure in submitting herewith the Report of the Review Committee set up to review the pay scales etc., of the library staff under the purview of Central Government.

Yours faithfully,



(D.P. CHATTOPADHYAYA)  
CHAIRMAN



(S.C. BISWAS)  
MEMBER-SECRETARY



(ASHIN DASGUPTA)  
MEMBER



(R.C. TRIPATHI)  
MEMBER



(S.K. PARTHASARATHY)  
MEMBER



(T.S. RAJAGOPALAN)  
MEMBER



(B.P. BARUA)  
MEMBER



(ARUN SHARMA)  
MEMBER

## Acknowledgements

We would like to express our thanks to the officers and library staff of the Ministries/ Departments/State Governments/Union territories/Public Undertakings and various Autonomous Bodies, who gave us all the necessary assistance and support in the completion of our work. We are also thankful to the representatives of unions and associations of Central Government Library staff and others who gave us their views, both in writing and during discussion on various matters (Annexure B: List of Representations received in writing and those appeared before the Committee to put their views).

We gratefully acknowledge the work done by Shri M.S. Mathur (who served as a Member of the Committee initially before he was moved from the Ministry of Finance to the Department of Ocean Development). The Committee would like to express its deep condolence due to his untimely death.

We would like to record our grateful acknowledgements for the work done by the officers and members of staff of the Central Secretariat Library at all levels, in particular, to Shri Inder Deo, Shri Karam Singh and Kumari Hema Malini, who constituted the part-time secretariat of the Review Committee. We also note with gratitude the help and contributions made by Shri B. Kumar, Under Secretary, Department of Expenditure and Shri M.V. Keshavan, Director, Department of Personnel and Training and others in those Departments.

CHAIRMAN  
AND  
MEMBERS OF THE COMMITTEE

## CHAPTER – 1

### Introduction

As per the recommendations of the Fourth Pay Commission (para 11.63 of the Report p.205), the Department of Culture, Government of India, in their Resolution dated 2nd September, 1987 (Annexure – I), appointed a Review Committee on Library Staff, under the purview of the Central Government.

1.2 The Member of the Review Committee:

Prof. D.P. Chattopadhyay	Chairman
Prof. Ashin Das Gupta	Member
Shri R.C. Tripathi	Member
Shri M.S. Mathur	Member
Shri S.K. Parthasarathy	Member
Shri T.S. Rajagopalan	Member
Shri Subhas C. Biswas	Member-Secretary

1.3 Dr. B.P. Barua, Director, Raja Rammohun Roy Library Foundation, was co-opted as a Member as per the decision taken at the first meeting of the Review Committee held on 29th September, 1987. Shri Arun Sharma Succeeded Shri M.S. Mathur since the transfer of Shri Mathur from the Ministry of Finance. The Committee was required to submit its Report within a period of six months. The tenure of the Committee was extended for a period of six months upto 31st August, 1998, under Resolution of 10th October, 1988. The tenure of the Review Committee was further extended through an Office Memorandum till 31st March, 1989.

- 1.4 The terms of reference of the Committee:
- (a) To identify factors for determining the classification of libraries;
  - (b) To re-classify posts as per (a);
  - (c) To rationalize qualifications for recruitment as also the scale of pay of each post.

## CHAPTER – 2

### Procedure of Work

- 2.1 The Committee held its first meeting on 29th September, 1987. It also held meetings one each in Calcutta, Bombay and Madras to obtain the views of staff associations and individuals in each region. In the first meeting, it was decided to issue a public notice (see annexure B.1) inviting all Library Associations, Staff Organisations, Government Departments and institutions and interested persons to send their memoranda on matters covered by the Committee's terms of reference. The public notice was published in leading newspapers. In all, 50 memoranda were received in response to the public notice, out of which 19 were from various associations.
- 2.2 A preliminary study of the memoranda received was made to identify the basic issues covered by the terms of reference. Accordingly, a questionnaire was drawn up (see annexure C) which was circulated to 150 Central Government Libraries. There were 52 responses. The data obtained through the questionnaire were used in categorising the libraries.
- 2.3 Data on library staff of the Government of India was collected and processed through NIC Computer Centre for work related to the 4th Pay Commission were used in analysing pay scales, staff strength, etc. Before the 4th Pay Commission, there were 31 pay scales for GOI library staff. The Commission has brought this number down to 22. The total number of designations applicable to library staff according to this data was as high as 105. While checking the NIC data on Central Government library staff, it was found that

some posts are missing from the list (e.g. Director and one additional post of librarian, National Library, Calcutta; 39 professional and technical posts of the Central Reference Library, Calcutta (Department of Culture).

- 2.4 Altogether, the Committee met 14 times and during the deliberations received memoranda, suggestions etc. from the representatives of various staff and professional bodies and some individuals who were requested to meet the Committee to submit their views.
- 2.5 It was felt necessary to scan the existing literature to find out if there was any study made anywhere in categorising libraries in a country or within a sector. Nothing worthwhile was available to serve as a model or provide any guidance and this could only imply that the first term of reference (a) is unique for this Review Committee to look into. A Group Discussion was organised with senior library professionals, academics and management experts to suggest some norms or formulae for categorising the Central Government libraries.
- 2.6 All the members of the Committee were involved in the work of the Committee on a part-time basis. It was considered essential to have a small full-time experienced person(s) to work for the Review Committee. The Committee was left with the only option of asking three Central Secretariat Library staff to work on part-time basis on token monthly allowance for this extra work. The delay in preparing the Report is primarily due to this reason.
- 2.7 Altogether, the Committee worked for one and a half-year from September 1987 to March 1989.

### CHAPTER – 3

## **Pay Commissions and Pay Scales of Library Staff and their Status Background**

- 3.1 The first Pay Commission in its Report (1949) while commenting on libraries (part III, p.248), observed:
- “Much as we sympathize with this class of officers, we are unable to think (of) feasible method in which their position can be substantially improved unless the GOI are prepared to organize their library system in Delhi... Considering the paucity of prospects of promotion available to them, we regard the following scales as, on the whole, suitable for the present, for librarians in different grades:
- |                           |  |
|---------------------------|--|
| (a) Rs.100-8-140-10-250   | For Librarians where graduates/Diploma holders are required. |
| (b) Rs.160-10-350         | Where Technical Assistants are required.                     |
| (c) Rs. 275-25-500-30-800 | Where the requirements are as for a Reader in a University.  |
- 3.2 The Second Pay Commission (1959) had nothing to say for the library staff. This was the reason why the library staff has since been equated with general civilian staff of the Central Government in the matter of salary and service conditions.
- 3.3 The Third Pay Commission mentioned in their Report (1973, p. 232-236):
- “there are practical difficulties involved in our proceedings to reclassify all the library personnel as proposed by the Association. The size and other



characteristics of different government libraries vary and their classification on some acceptable criteria would require a very detailed study. Therefore, we have, in prescribing the required scales, generally proceeded on the basis of the existing pay scales of the different posts as well as qualification requirements."

- 3.4 All the four Pay Commissions, appointed since 1947, found the grouping of both libraries and library staff as a very complicated problem and did not suggest any solution. In all the four Commissions' Reports, pay scales of library staff in general were fixed on the basis of their existing pay scales. Only the 4th Pay Commission has recommended that the librarians' grades and status may be reviewed by a Committee.
- 3.5 Perhaps it would not have been a serious matter if the service conditions of all the library staff working in different sectors (including those with the Central Government) were to be the same. In Science and Technology Departments and Agencies, Librarians/Information Scientists having same qualifications, experience and job descriptions are placed at par with the Scientific cadre thereby allowing them to have better promotional avenues. Their scales of pay and other benefits are as per the recommendations of the Commission for Scientists and Technologists, in addition to their retirement age being fixed to 60 years. Again, in Universities and colleges, Librarians are given a better treatment in terms of emoluments and retirement age as compared to the Government of India library staff. This, in turn, severely affects the quality of service within Central Government libraries.
- 3.6 Secondly, the utilization of library services varies considerably amongst individuals and organizations. The present practices followed in the Ministries/ Departments do not allow much scope for research; investigation and original work, case study or experimentation, where information support and library use would be essential. On the other hand, every Department, old or new, immediately after it starts functioning, has or will have a library to meet these very demands. Perhaps, this is the reason for which the 4th Pay Commission in Article 29.7 (p. 308) has recommended:

"It will therefore be better if departmental libraries are developed and they provide relevant abstracts of article, book reviews, etc., for different groups and disciplines. Government may consider expanding these facilities so that many more officers may be able to utilize them".

Again, in the summary of main recommendations and conclusions of the Fourth Pay Commission (item no. 158), this point has been stressed upon.

- 3.7 The pay scales and service conditions of a large number of librarians employed in several other statutory bodies within the Central Government were looked into by the Review Committee. In the preface of ICAR'S Handbook of Technical Services (2nd ed. 1985), both Prof. Swaminathan and Prof. Randhawa stated that "technical personnel have served the cause of agricultural services side by side with the scientists. Members of the Technical Services (includes library staff) provide the kind of support that can enhance the per capita output of research scientists". The Committee has looked into various job descriptions of different kinds of librarians both within and outside the Central Government set-up. It was noticed that in majority of the Central Government librarian jobs performed by the staff and responsibility shared, are not in anyway different from their counterparts in agricultural or other research organizations. Here, the staff are governed by a system of merit promotion from one grade to the next higher grade irrespective of occurrence of a vacancy in the higher grade or grants of advance increment (s) in the same grade on the basis of assessment of performance.
- 3.8 Similarly, all categories of scientific and technical staff (including library personnel) attached to CSIR laboratories/institutes have been brought under the Internal Assessment Promotion System (vide CSIR letter no. 17/65/78-E.II dated 6.11.1978). In the Report of the Committee on Revision of Pay Scales of Librarians and Directors of Physical Education in Universities and Colleges (Mehrotra Committee Report, UGC, 1986) it was noted that the principle of Parity has been established in the matter of scales of pay between university and college teachers and librarians...in the universities and colleges

(para 5.2). It was also stressed that in order that the library staff are able to discharge their responsibilities adequately, it is essential to attract talent at initial stage. The Committee recommended that the conditions of service of teachers in universities and colleges would broadly apply also to Librarian, Deputy Librarian and Assistant Librarian of universities and colleges where they will be considered for senior grade or selection grade based on the recommendations of a Selection Committee. Padmanabhan Committee (UGC, 1987) have recommended that since the promotion of the librarians is linked to acquisition of additional qualifications, they should be given the necessary facilities and every kind of leave (such as duty/sabbatical/study) admissible to teachers for career development and improvement of qualifications. It will help them in giving better service (p.15).

## CHAPTER – 4

### **Role and Responsibilities of Libraries and Librarians in the Central Government**

- 4.1 The aim of modernization of library and information services is that reader should have access to a comprehensive bibliographic system that allows him to identify and locate material and to obtain it with least delay, that the productivity of library operations is improved and that networking of libraries towards resource-sharing is facilitated. The application of computer, telecommunication and reprographic technology are rightly considered as means to achieve this aim. The importance of information technology has been recognized by the Governments and Industries of most developed countries. These countries are able to derive the full benefits of advances in information technology.
- 4.2 The important function of libraries/information centres of today is dissemination of information to all categories of users whereas it has been essentially storage of library resources together with the provision of adequate access tools and techniques for retrieval in the hitherto conventional library set-up.
- 4.3 More and more emphasis is now placed on dissemination of information is attempted through various communication media, oral, written, formal or informal. Electronic publishing and new media technologies are in vogue now in communication of information.
- 4.4 Recognising the importance of information to support policy formulation, planning, decision-making and administration, there are libraries, information centres in almost every Central Government Organization—large and small.

Information is a basic resource and a vital input to national development. The critical questions about any resource apply to information: Who has it, who wants it, how to obtain it and at what terms? These questions are timeless. New information technologies—their introduction and adaptability would be crucial factors in our libraries of future, meant for decision-makers. A right decision stems from an analysis of all relevant information. For this reason, information is the main basis for decision making. The process of policy-decision is of interpreting information to arrive at a course of action.

- 4.5 A large number of GOI libraries are shortly to be linked up with NIC'S NICNET information/data communication system. This would involve them, both at input and output stages, in information/data management. In addition, they would be accessing several other National and International databases. They will be linked up in computer networks as a modern, integrated library and information system.
- 4.6 The main objective of the new National Policy on Library and Information System (Report of the Committee, Ministry of Human Resource Development, May 1986) is stated as Library and Information Services are vital for all factors of National activities... The Government of India, therefore, realizes the value of co-ordinating and upgrading the existing library and information systems and services and initiating new programmes relevant to our national needs, taking advantage of the latest advances in information technology”.
- 4.7 The GOI libraries, in most cases, came about in a piece-meal manner without defining their scope and objectives. Their growth over the years was largely based on demands of users from time to time. There is no consistency in determining their size, staff structure and pattern of growth. It is in this situation that this Review Committee is called upon to devise a method by which the GOI libraries could be asked to play a more positive role and to serve as an important, essential and integrated unit of the parent organization. Some guidelines could be laid on the required staff structure for a certain type of library with its scope and objectives known. Perhaps, the Review Committee's

recommendations in this regard may help in guiding the policies of establishing libraries as well as of the growth and development of libraries and cadre of library staff in the Government sector. Need of the day is to provide necessary provisions and support so that the Government libraries could play a more positive role in the decision-making processes rather than continue to occupy the back seat.

- 4.8 The 4th Pay Commission has recommended that the library ought to perform a more crucial and positive role in the information transfer process and educational activities of the parent organization. The vital significance of libraries within the GOI system has been voiced by various Committees and Commissions. Without a good functional library, the decision-making process may not get the required information support. A Librarian is expected to provide a wide range of services to the users. It should be his constant endeavor to widen and update his range of knowledge and develop skills so that he could extend valuable guidance and service to the users and the information seekers. He has to be fully conversant with modern techniques of library management. Librarians' interaction with their users, both at professional and intellectual level, would be of mutual benefit. Evidently, he must be adequately qualified and trained for the purpose. It follows from this that the emoluments of a properly qualified librarian should match with those of the officers in the hierarchy of Gazetted rank and that he should have about the same promotional opportunities as have been provided to the other officers with comparable status and responsibilities. A qualified librarian responsible for an average library unit single-handedly should be at the level of a Section Officer. The librarian is to be associated to the extent necessary with all committees/groups within the organisation where policy decisions are made. This would be likely to have direct/indirect impact on the improvement of the existing library/information system. This would also help in making the librarian feel more responsible and committed to provide the required support through the library system.

## CHAPTER – 5

### Categorisation of Libraries – Groups : 1 – 6

- 5.1 Based on the data obtained on the Central Government libraries from the questionnaire, the Committee felt that grouping of libraries will primarily depend upon factors, such as, (a) quantifiable data on size and strength of a library; (b) services provided by a library and their effectiveness; and (c) development programmes and processes. In the following paragraphs, (a) and (b) have been dealt with in some detail. (c), the developmental programme and processes has already been dealt with under Chapter IV.
- 5.2 **Quantifiable data :** Basic data that could be obtained on libraries and their services may cover (i) Annual Budget (books/periodicals/staff/maintenance/services, etc.); (ii) Collection size; (iii) Annual Addition; (iv) Periodicals currently subscribed (and received regularly through gift and exchange programmes); (v) staff size; (vi) number of hours the library is open; (vii) books borrowed; (viii) books and periodicals consulted in the reading room; (ix) interlibrary loan; (x) reference inquiries; (xi) number of bibliographies/ subject lists/reading lists compiled; (xii) documentation (indexing/abstracting); (xiii) database development and maintenance; (xiv) document copy supply; (xv) microfilm/microfiche, photographs, tapes slides acquired, processed and retrieved; (xvi) microfilm/microfiche prepared/supplied on demand; (xvii) binding; (xviii) restoration; (xix) preservation etc.
- 5.2.1 A majority of GIO libraries are having their annual budget between Rs. 20,000/- to Rs. 5,00,000/-. Two libraries are having an annual budget of

- Rs.20 lakhs; one library is having Rs. 50 lakhs; and another one of over Rs. 50 lakhs. The largest number of libraries fall within the range of Rs. 1 lakh to Rs. 5 lakhs. This amount covers purchasing of books and periodicals only. In some libraries (research oriented), a large part of the budget (over 70 per cent) may be spent on periodicals subscription, whereas, in other cases, a ratio of 70:30 may be the allocation between books and periodicals. The National Medical Library spends about 80% of its annual budget (over Rs. 1 crore) on periodicals subscription. Some libraries receive over 30,000 items annually as gift/repository copy from various government departments and other agencies and buy about 8,000 items each year. Each of these items would require equal amount of time, effort and space for processing, storage, service etc. Hence categorization of libraries based on allocation of Annual Budget only may not be appropriate.
- 5.2.2 Size of a Library Collection is closely related to its period of existence. Older the library, the larger could be its collection. But its annual intake of collection may indicate and uneven growth rate. The data available on services provided by libraries may indicate a definite pattern.
- 5.3 **Library Services:** Library is a service-oriented organization. Except the national libraries and the public libraries, all other libraries are usually attached to a parent body, eg., department, research organization, academic institution etc. From the earliest till date, the two basic services that a library continues to provide are lending and reading room facilities. With the rapid growth of information resources and of the number of users over the last few decades, the scope of library services has also changed, enlarged and diversified. However, lending and reading room services continue to be provided by every library. Growth of literature, which is doubling every ten years, has brought about a complexity in organization and management of every library. It has become impossible for any one library to be self-sufficient in collection, even at a micro-level subject nor would it be allowed to have an indefinite linear growth due to financial and other physical constraints (the only exceptions are a few libraries of national importance – category V and the National Library). From another

view point, users find it difficult to spare adequate amount of time to consult literature published currently in their own special field of interest. These two major factors which are likely to persist in future, also have completely transformed our concept of a library. Recent trends are to acquire resource material of core interest as much as possible and rely for the rest on other libraries with a firm understanding of sharing resources. Secondly, the libraries are to employ, modify and introduce modern techniques and methodologies as a constant endeavour to be able to provide the right information at the right time and to make all efforts to save the time of the clientele.

5.3.1 Services introduced in libraries over the last few decades, in addition to (a) lending and (b) reading room services, may be listed as : (c) reference/information services; (d) regular production of list of current acquisitions; (e) cataloguing and classification; (f) maintenance of library records and inventories; (g) list of current periodicals received; (h) complete periodical holding list; (i) circulation of periodicals; (j) indexing and abstracting of articles; (k) database creation and maintenance; (l) digest/summary notes/extracts from various reports, proceedings, monographs etc.; (m) maintenance of exchange records including mailing lists; (n) inter-library loan; (o) photo-copying and document supply; (p) current content-page distribution; (q) Selective Dissemination of Information; (r) information analysis, consolidation and repackaging; (s) book display; (t) arranging exhibitions; (u) organising lectures; (v) newspaper clippings; (w) provision of microfilm/microfiche copies; (x) search through computer terminals of international databases for bibliographical information, followed by (y) procurement of documents through national/international photocopy services; (z) procurement of books through international lending services; (z1) conducting training programmes, orientation courses for the staff as well as for potential users; (z2) compiling bibliographies; (z3) select reading lists; (z4) referral service; (z5) preservation; (z6) consultancy; etc.

5.3.2 The nature and scope of library collection and the types of records and

their maintenance by the library have also changed a great deal. A large number of libraries have or will have special collection/s such as official documents, maps, newspapers, manuscripts, off-prints, microforms, video tapes/discs, audio tapes, magnetic tapes, CD-ROM, paintings, gramophone records, prints and drawings, cinema films etc. In some libraries, these types of special material constitute the main/major collection, requiring separate kind of treatment and handling (eg. Films Division Library, Central Secretariat Library, National Archives Library, National Library, etc.). Preparation of records, indexes, inventories, retrieval, dissemination and storage of these materials etc., require special skill, knowledge, training and expertise.

5.3.3 Till recently, very little importance was being given to maintenance and preservation of library material. This problem has to be given high priority now. Binding of books was thought to be the ultimate step for preservation of library material. Binding of library material will continue but various modern preservation and conservation processes recently developed are also to be introduced. Different methods and techniques for storage and preservation are required to be adopted for material such as rare books, manuscripts, of different types (paper, leather, copper plates, leaf, scrolls, etc.), microfilms, photographs, tapes, photographic slides, video and gramophone records, paintings, prints, maps, etc. For this purpose, some libraries have trained specialists/technicians, chemists, etc., on their staff strength and have created necessary facilities.

5.3.4 From the above, it is apparent that libraries in their size, storage and preservation, services, staff structure and inputs (including physical amenities) differ considerably. Libraries have also changed their objectives and in dimension have grown at various stages over the years. It is a difficult task to work out their co-relations and devise formulae for grouping them.

5.3.5 The participants at the Group Discussion (held on 15.6.1988) were of the opinion that categorization of libraries should ideally be based on

view point, users find it difficult to spare adequate amount of time to consult literature published currently in their own special field of interest. These two major factors which are likely to persist in future, also have completely transformed our concept of a library. Recent trends are to acquire resource material of core interest as much as possible and rely for the rest on other libraries with a firm understanding of sharing resources. Secondly, the libraries are to employ, modify and introduce modern techniques and methodologies as a constant endeavour to be able to provide the right information at the right time and to make all efforts to save the time of the clientele.

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5.3.5 The participants at the Group Discussion (held on 15.6.1988) were of the opinion that categorization of libraries should ideally be based on

services and the users' need. It should also depend closely on the scope and objectives and size and strength of the library if they were to be correlated and quantified. Alternatively, an attempt may be made to frame a hierarchical structure of libraries on quantifiable data, combined with services and developmental programmes. The jobs performed by a librarian and the responsibilities undertaken by him in a university library system or in a scientific and technical organization would be the same as that of a librarian working in a GOI library. There should not be any difference of status and salary when a same set of qualified persons is employed in these three different sectors. The librarians should be provided adequate facilities to enable them to improve their qualifications and to be brought to the level of desired standard, whenever required.

5.3.6 It has been felt that qualifications for recruitment of librarians of GOI should be similar to those prescribed for university library staff and scientists (Information Scientists) working in scientific and technical organizations. An All-India test for eligibility may be introduced through SSC and UPSC at the initial stage of recruitment.

5.3.7 In order to consider career prospects on merit, competence and performance, it is essential to introduce a system of assessment for the librarians. This would be done in combination with self-assessment and departmental evaluation.

#### 5.4 Library Structure

##### Category I

- (a) **Resources:** Book collection : 5000-10,000; periodicals: (subscription, gift and exchange): 50 (including newspapers, magazines, house journals etc.)
- (b) **Services:** Lending; inter-library loan; reference; referral; circulation of periodicals; monthly list of addition.

- (c) **Promotional/ Development Activities:** Maintenance of up to date library records and inventories; binding; book display; annual addition 150 volumes; annual budget Rs. 50,000/-; daily users : 5-10; size of the parent organization—25 (potential users); & working hours – single shift.

**\* (d) Staff Structure:**

<i>Posts with Designations</i>	<i>Pay Scale</i>
Library and Information Assistant (or)	1400-2600
Sr. Library & Information Assistant (or)	1640-2900
Asstt. Library & Information Officer	2000-3500
Senior Library Attendant	975-1540
Clerical/Other supporting Staff	

\* Actual number of posts in all grades shall depend upon the library and be decided by the competent authority, as per Government of India Rules.

##### Category II

- (a) **Resources:** Book collection: 20000 (limit); Periodicals (subscription, gift & exchange): 100; Non-book material (maps, charts, films, departmental publications).
- (b) **Services:** Lending; reference; referral; inter-library loan; periodical circulation; documentation; monthly accession list; press clipping; compilation of bibliographies (on demand/ anticipatory); SDI; Citation work; staff training; photocopy; document supply; microfilm reading facilities.
- (c) **Promotional/ Development Activities:** Annual addition: 500 (limit); annual budget : Rs. 10,0000/-; daily visitors: 25; potential users: 100; working hours: single shift; maintenance of up to date library records, inventories; application of computer; union catalogues; staff training; publication; exhibition.

**\* (d) Staff Structure:**

<i>Posts with Designations</i>	<i>Pay Scale (Rs.)</i>
Asstt. Library & Information Officer	2000-3500
Library & Information Assistant	1400-2600
Senior Library Attendant	975-1540
Junior Library Attendant	800-1150
Clerical/Other supporting Staff	

\* Actual number of posts in all grades shall depend upon the library and be decided by the competent authority, as per Government of India Rules.

**Category III**

- (a) **Resources:** Book collection: 50000 volumes (limit); periodicals (subscription, gift & exchange): 250 titles (current list); non-book material to be retained as special collection with storage, documentation & retrieval facilities; eg. mss/dissertation/film (such as, Film Division Library).
- (b) **Services:** Lending; Reference; Referral; inter-library loan; current awareness; SDI; compilation of bibliographies; reading lists (on demand/anticipatory); citation work; list of journals received; monthly accession list.
- (c) **Promotional/ Development Activities** Annual addition: 1000 items; Annual budget—Rs. 400000/-; daily visitors-50 potential users-500; working hours-extended with skeleton services; maintenance of library records and inventories; union catalogue; staff training; publication; exhibition; refresher courses; translation service; bibliographical research project and publications; database creation and maintenance; computerization of library house-keeping jobs; statistical/bibliographical data processing; distribution/exchange of publications including maintenance of mailing list.

**\* (d) Staff Structure:**

<i>Posts with Designations</i>	<i>Pay Scale</i>
Library & Information Officer	3000-4500
Asst. Library & Information Officer	2000-3500
Library & Information Assistant	1400-2600
Senior Library Attendant	975-1540
Library Attendant	950-1400
Junior Library Attendant	800-1150
Clerical/Other supporting Staff	

\* Actual number of posts in all grades shall depend upon the library and be decided by the competent authority, as per Government of India Rules.

**Category IV**

- (a) **Resources:** Book Collection—100000 volumes (limit); Periodicals (Subscription, gift & exchange); current acquisition-500; non-book material-special collection; repository library for selected set of publications (Govt. publications, inter-government publications, etc).
- (b) **Services:** All services listed under category III and Microfilm Processing Unit; Data bank search & data processing; information analysis, consolidation and re-packaging.
- (c) **Promotional/ Development Activities:** Annual addition: 2000 volumes; annual budget: Rs. 500000/-; daily visitors; 100; potential visitors: 500; and all items listed under category III and arrange workshops/seminars; refresher courses as part of manpower development programme; lecture series; subject book exhibitions; advisory and consultancy services; strong publications and preservation programme; user training; promotional activities; computerisation of all library & information operations and services.



**\*(d) Staff structure:**

<i>Posts with Designations</i>	<i>Pay Scale</i>
Director (Library & Information)	4500-5700
Library & Information Officer/Assistant Director	3000-4500
Asstt. Library & Information Officer	2000-3500
Sr. Library & Information Assistant	1640-2900
Library & Information Assistant	1400-2600
Junior Library Attendant	800-1150
Library Attendant	950-1400
Senior Library Attendant	975-1540
Clerical/other supporting staff	

\* Actual number of posts in all grades shall depend upon the library and be decided by the competent authority, as per Government of India Rules.

**Category V**

- (a) **Resources:** Book collection: 200000; periodicals: 500-1000; annual accession: 2000 vols; (subscription gift & exchange): 500-1000; annual accession: 2000 vols; non-book material, daily visitors: 100; potential users: 1000; Budget: Rs. 10,00,000/-; special collection with storage, documentation & retrieval facilities. These are few libraries of national importance having sizeable special collection, such as, official publications, subject collections of national status (National Medical Library), Mss collections, repository collections (libraries are known for their special collections/ services.)
- (b) **Services Development activities:** All services listed under Category III & IV with heavy weightage on special catalogue, documentation work; information analysis and repackaging; regular publication of catalogues/monographs/reports etc. reader information and bibliographical services in depth.

- (c) **Promotional:** As in Category IV and adoption of modern information techniques and management practices; participation in national and international resource sharing; data base creation and storage; long term preservation and conservation programme; coordination with other libraries of national importance; library research activities & participation in human resource development programmes

**\*(d) Staff Structure:**

<i>Posts with Designations</i>	<i>Pay Scale</i>
Director	5900-6700
Director/Joint Director/Principal Library Information Officer/Deputy Director	4500-5700
Sr. Library & Information Officer/Deputy Director	3700-5000
Library & Information Officer/Research Officer/ Sr. Systems Analyst/Editor/Assistant Director etc.	3000-4500
Assistant Library & Information Officer/ Programmer/Research Officer etc.	2000-3500
Sr. Library & Information Assistant/Technical Assistant/Research Assistant/Reprographic Assistant/Operator (Computer) Console.	1640-2900
Library & Information Assistant	1400-2600
Senior Library Attendant	975-1540
Library Attendant	950-1400
Junior Library Attendant	800-1150
Clerical/other supporting staff	

\* Actual number of posts in all grades shall depend upon the library and be decided by the competent authority, as per Government of India Rules.

### Category VI

**National Library, Calcutta:** (Resources, services, staff structure, development programmes have all been defined and identified in IFLA/UNESCO publications).

The National Library, Calcutta is the only one of its kind in this category. It is the largest in the country. It has over 700 staff members. Out of which, nearly 300 staff are in-group A, B, C and the rest are in the group D. In terms of its size of collection, it comes within the first ten of the world's largest in the country. It has over 700 staff members. Out of which, nearly 300 staff are in group A,B, C and the rest are in the group D. In terms of its size of collection, it comes within the first ten of the World's largest libraries. Future role of this library has been clearly defined in the National Policy on Library and Information System (1986). The Library has taken up modernization programme. Its new main Annexe building is likely to be completed within the next three years. As per the recommendations of the National policy, the Central Reference Library is likely to be merged with the National Library.

The National Library is listed in the Constitution as an Institution of National Importance. It is a scientific institution run directly by the Department of Culture. It is suggested that the pay scales, recruitment rules and promotional policy of this institution may be similar to that of an R&D organisation within the Fourth Pay Commission's recommendations.

\* Staff Structure:

<i>Posts with Designations</i>	<i>Pay Scale</i>
Director (One of the important organizations under the Deptt. of Culture, N.L. should be put at the same level with ASI, N.M)	7300-7600
Deputy Director/Librarian	5900-6700
Assistant Director (Library & Information Science)	4500-5700
Library & Information Officer/Research Officer/ Publication Officer/Sr. System Analyst/Conservation Officer/Chemist/Editor	3000-4500
Assistant Library & Information Officer/Assistant Research Officer/Programmer/Assistant Chemist/ Photographer/Assistant Editor	2000-3500
Sr. Library & Information Assistant	1640-2900
Library & Information Assistant/Research Assistant/ Computer Assistant/Assistant Photographer/ Reprographic Assistant etc.	1400-2600
Binders/Menders	1200-1800 1320-2000
Sr. Library Attendant	975-1540
Library Attendant	950-1400
Jr. Library Attendant	800-1150
Clerical/Technical/Other Supporting Staff	

5.5 **Categorisation of new libraries:** It is apparent that there will be occasions when a new library is to be set up as part of existing Central Government Organisation or a newly created organisation. There will also be possibilities when two (or

more than two) organisations or libraries merge together to form one or more library unit/s. In such cases that Committee recommends that a special mention should be made indicating either the category (giving full justifications) in which the library or libraries should fall or provide as much details on its scope, objective, services etc. together with the time span within which the targets are to be achieved. This would then help the competent authority to decide in the categorization of the libraries within the 5 levels.

- 5.6 **Formula for the categorisation of the libraries:** For the purpose of categorisation of libraries, the primary variables such as collection, services, budget, publications, computer application etc. have been taken into account. Each variable has been quantified and weighed. The quantity and weightage of each variable have been fixed on the basis of analysis of the data collected for the Review Committee and discussion with senior professionals. This formula has been applied to the data of 47 libraries available with the Review Committee (and we find it works satisfactorily).

#### DATA ANALYSIS:

##### I. COLLECTION

	Quantity	Point	Max. Point
1. Total Collection	1-10000	1	10
2. Annual intake of books	1-150	1	10
3. Titles of serials received annually (including newspapers and magazines)	1-50	1	10
4. Non-book material (Manuscripts, Films, Photographs, maps, slides, audio records and tapes, video tapes/cassettes, computer produced tapes, CD-ROM, microfilm/fiche, paintings, drawings etc.)	1-10000	1	10

	Quantity	Point	Max. Point
<b>II. SERVICES</b>			
5. Lending (Daily)	1-50	1	
6. Inter-library-loan (Monthly)	1-50	1	
7. Photocopying (Monthly) (Plain Papers, bromide prints, slides, micro-film/fiche)	100-10000	1	10
8. Reference queries	1-50	1	5
9. Users attended in the library (Daily)	1-50	1	5
10. Indexing (Monthly) (Indexing of periodical articles proceedings, reports as well as cumulative indexing projects)	100-300	1	
11. Abstracting (Monthly) (Preparation of abstracts of periodical articles, proceedings, reports, as well as extracting abstracts from secondary sources, filing, circulation and master copy preparation.	50-150	1	
12. Newspaper Clipping including index (Daily)	10-50	1	
13. Selective Dissemination of information (SDI)	1-15	2	
<b>III. BUDGET</b>			
14. Annual budget for resource material and equipment of library	1-50000	1	10

	Quantity	Point	Max. Point
<b>IV. PUBLICATIONS (with examples)</b>			
15. Weekly/Fortnightly	1	3	
16. Monthly/Quarterly	1	2	
17. Half-yearly/Yearly	1	1	
<b>V. COMPUTER APPLICATION</b>			
18. Computerisation of library activities		10*	

\*(Ordering and acquisition - 1, Current material cataloguing-1, retrospective cataloguing-1, Serials control-1, Library statistics and MDP-1, SDI-2, Circulation-1, indexing, abstracting-1 DTP-1).

Weightage and ranking have been given to 18 major quantifiable variables in relation to their importance in a library. These variables have further been categorised as active and passive ones. The active variables have been kept open for gaining unlimited points whereas the passive variables have been restricted to a maximum limit as in the case of collection and publications respectively.

The nature, function and the scope of the Government libraries vary from library to library. There are libraries which simply cater to the day-to-day general needs of their clientele whereas, other function as a research and information unit and cater to the needs of their clientele accordingly. In such a situation, the same set of fixed variables would not have been helpful. Each variable has been given a broad range eg., 1-150, 1-50, 1-1000 etc., to bring maximum flexibility within the range of parameters. These slabs or range parameters have been worked out based on the questionnaire data, experience and after consultation with several professional experts in the field.

5.7 **Categorisation of a Library:** Government libraries have been grouped into six categories. Type I-V have been categorised on the basis of the variables, whereas category VI has been marked for the National Library, Calcutta.

Category of a library will be decided on the basis of the points it obtains. The

minimum qualifying points for a library are five. The range of points for categorisation is as follows:

Category I	5-20 Points.
Category II	21-40 points
Category III	41-60 points.
Category IV	61-80 points.
Category V	81 and above points.
Category VI	National Library, Calcutta.

Again, the range of points within a category has been kept wide enough to give maximum flexibility to allow growth and development activities of a particular library. Some examples have been provided to help in categorising a library based on the data supplied and evaluated.

Multiples of the maximum figure of each variable will carry one point eg. 1-150 annual intake of books; multiples of 150 i.e. 300, 2 points, 450, 3 points, etc. However, for the purpose of calculation the points will not be counted in fraction. They are being rounded off to the nearest figure. For example, a collection size of 1-1000 will be given 1 point; even when the collection reaches 14999, it will still be put within 1 point limit but 15000-24999 will be given 2 points. Further, for certain variables the maximum limit has been fixed. For example, annual budget of Rs. 5 lakhs will obtain 10 points. At the same time, annual budget of Rs. 10 lakhs will also obtain 10 points, which is the maximum limit of the range.

Formal categorization of libraries may be undertaken after every 5 years from the date of initial fixation of category.

EXAMPLES – CATEGORISING OF LIBRARIES \*

Variables	Cat.I	Point	Cat.II	Point	Cat.III	Point	Cat.IV	Point	Cat.V	Point
1. Collection.	6845	1	200000	10	103006	10	321000	10	245000	10
2. Annual intake of books.	266	2	1252	8	2609	10	6392	10	8500	10
3. Titles of Serials received annually.	46	1	165	3	555	10	2032	10	2040	10
4. Non book material	-	-	-	-	-	42825	4	150000	10	10
5. Lending(D)	15	1	150	3	69	1	72	1	325	7
6. Inter-Library Loan (M)	-	-	15	1	-	-	15	1	95	2
7. Photocopies(M)	-	-	-	-	4200	4	4200	4	30000	10
8. Reference Queries (D)	50	1	55	1	71	1	80	2	115	2
9. Users attended (D)	-	-	50	1	53	1	45	1	150	3
10. Indexing(M)	-	-	-	-	-	-	-	-	-	-
11. Abstracting(M)	-	-	-	-	-	-	-	-	-	-
12. News Paper Clippings(D)	-	-	-	-	-	-	-	-	-	-
13. Selective Dissemination of Information	-	-	-	-	-	-	-	-	-	-
14. Budget	30000	1	130000	3	2767000	10	850000	10	9852000	10
15. Publications W/F	-	-	-	-	1	3	-	-	1	3
16. M/Q	-	-	-	-	1	2	7	14	4	8
17. H/Y/Y	-	-	-	-	-	-	-	-	-	-
18. Computer Application	-	-	-	-	-	-	-	-	-	-
Total Points		7		30		52		69		85

\* Data used for tabulation is obtained from the Questionnaire.

CHAPTER – 6

Library Staff Structure

- 6.1 The Libraries under the GOI Ministry/Department (i.e., Departmental libraries) have had no definite staffing pattern in relation to variables like collection, budget and services.
- 6.2 In order to collect data on (variables like, collection size, budget, services, staffing, pay scales, etc.) the Committee circulated 150 questionnaires; there were 52 responses.
- 6.3 The analysis of the responses reveals that there is no rationale in structuring staffing pattern of the respondent libraries. For instance, there are 3 libraries with over 5 lakhs documents and are manned by 47,38 and 6 trained persons. Further, the Heads of these libraries are in different scales of pay – Rs. 4500-5700, Rs. 3000-4500 and Rs. 20000-3500. Similarly, of the 9 libraries with over 10000-document collection, 4 have 2 trained persons while the rest i.e., 5 have 1 trained person in each library. Further, the scale of pay of the Heads of these 9 libraries varies eg., Rs. 1350-2200 (1), Rs. 1400-2300 (6), Rs. 1640-2900 (1) and Rs. 2000-3500 (1).
- 6.4 As per the Fourth Pay Commission's data, there are 105 designations for the staff in different Central Government libraries. There are even different designations for the staff in the same scales like Director/Librarian (4500-5700), Chief Documentation Officer/Assistant Director/Sr. Librarian,/Chief Librarian (3000-4500), Sr. Librarian,/Librarian,/Research Officer (Documentation)/

Librarian Grade I/Documentation Officer/Assistant Editor/Reference Librarian/Head Librarian (2000-3500), Library Assistant/Librarian Grade II/Assistant Librarian/Assistant Librarian Grade I/Librarian/Junior Documentation Assistant/Technical Assistant/Documentation Assistant/Junior Assistant Librarian/Sub-Editor/Senior Librarian (1400-2300).

- 6.5 Staffing in relation to collection/budget also inconsistencies. One library has a collection of over 50000 volumes, budgetary allocation of Rs. 2.50 lakhs and supported by 12 trained persons at different levels. On the other extreme, there is also a library with 50000 volume, budgetary provision of Rs. 2 lakhs but manned by only one trained person.
- 6.6 According to the Report of the Fourth Pay Commission there are 1907 posts in various Central Government libraries; over 50% of the manpower is in the following Departments/Ministries:
- Culture (473) with 35 designations;  
Information and Broadcasting (275) with 13 designations;  
Defence (207) with 19 designations;  
Mines (124) with 8 designations;  
Education (121) with 20 designations; and  
Health (112) with 19 designations.
- 6.7 The 4th Pay Commission in its Report has also observed that there is no uniformity in the recruitment qualifications and that the posts with identical designations do not always have the same qualifications.
- 6.8 Therefore, there is scope as well as essential need to rationalize staff structure and minimize the number of pay scales for the library staff in the GOI libraries as was done in academic and scientific/technical organizations.
- 6.9 There is also a need to reduce and standardize the designations for library staff in different GOI libraries.

## CHAPTER – 7

### **Pay Scales and Recruitment Procedure**

- 7.1 There have been 30 pay scales for the library staff in GOI libraries. The number of pay scales was brought down to 22 in the 4th Pay Commission's recommendations in the process of over-all reduction in the number of grades/pay scales for all categories of GOI library staff.
- 7.2 The pay scales, qualification and experience proposed for the library staff by the Review Committee on next page on Table 7.2 (a):
- 7.3 The Central Government Library staff numbering nearly 2000 are at present distributed in about 23 scales of pay. Many of these pay scales are only marginally different. The representatives of the various Ministries/Departments with whom we had discussions were also of the same view. Most of the respondents to our questionnaire were in favour of reducing the number of pay scales. We have therefore attempted to reduce the number of pay scales to eleven taking into account the qualifications, responsibilities of posts, functional requirements and other relevant considerations.
- 7.4 Due to reduction in the number of pay scales, some of the existing scales of pay with different minimum and maximum pay have been clubbed and put to one broad-based scale of pay recommended by the IVth Pay Commission. We have tried to ensure that the existing employees do not suffer because of this. In some cases, the introduction of clubbing of pay scales required readjustment to maintain the existing relativities. The revised clubbed pay scales in this chapter shall apply to all posts other than those for which special recommendations have been made by us elsewhere.

7.2(a) PROFESSIONAL STAFF STRUCTURE

S.No.	Designation	Pay Scale	Qualifications and experience		Remarks
			Direct	Promotion	
1.	Library and Information Assistant (LIA)	1400-2600	BA/B.Sc./B.Com.+ B.Lib.Sc.		Feeder grade Direct Recruitment
2.	Sr. Library & Information Assistant (SLIA)	1640-2900	MA/M.Sc./M.Com.+ B.Lib.Sc.		Direct Recruitment
3.	Asstt. Library & Information Officer (ALIO)	2000-3500	MA/M.Sc./M. Com.+ B.Lib.Sc. with 3 years experience.	3/8 years experience at Rs. 1640-2900/Rs. 1400-2600 pay scales. (Master's degree essential for language/subject specialised posts)	Direct/Promotion
4.	Library & Information Officer/Asstt. Director (LIO/AD)	3000-4500	MA/M.Sc./M.Com + B.Lib.Sc. with 7 years experience	Qualifications- same; 5/8 years experience at Rs. 2200-4000/ Rs. 2000-3500 pay scales	Direct/Promotion
5.	Senior Library & Information Officer/Dy. Director(SLIO/DD)	3700-5000	MA/M.Sc./M.Com+ B.Lib. Sc. With 10 years experience.	Qualifications same; 5 years experience at Rs. 3000-4500 pay scale.	Direct/Promotion
6.	Director (Lib. & Inf.) Jt. Director (Lib. & Inf.)/ Pr. Library & Inf. Officer	4500-5700	MA/M.Sc./M.Com+ M.Lib.Sc. with 12 years experience.	Qualifications same; 5/10 years experience at Rs. 3700-5000/ Rs. 3000-4500 pay scales.	Direct/Promotion

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S.No.	Designation	Pay Scale	Qualifications and experience		Remarks
			Direct	Promotion	
7.	Executive Director/ Dy. Director General/ Director(Lib. & Inf.)	5900-6700	MA/M.Sc. M.Com+ M.Lib. Sc. With 15 years experience	Qualifications same; 5 years experience at Rs. 4500-5700 pay scale	
8.	Director General/Director	7300-7600	Eminent Librarian/ Scholar Ph.D/M. Lib. Sc. & Research work, publications, 20 years experience..		Direct

7.2(b) SEMI-PROFESSIONAL STAFF STRUCTURE

1.	Jr. Library Attendant	800-1150	Matric./High School Certificate	Qualifications same.	Direct/Promotion
2.	Library Attendant	950-1400	Matric./High School Certificate with 5 years experience	Qualification same 5 years experience at Rs. 800-1150 pay scale	Direct/Promotion
3.	Sr. Library Attendant	975-1540	Matric/High School Certificate with 3 years experience	Qualification same; 3 years experience at Rs. 950-1400 pay scale as LA	Direct/Promotion

- 7.5 There is multiplicity of designations in Government libraries without much regard to their duties and responsibilities of the posts. We have suggested that designations of posts may be standardized so that, as far as possible, their duties and responsibilities are duly reflected and designations uniformly applicable. When this is done, post carrying a particular designation in the category the library is placed will have the same scale of pay in all Departments. In the following paragraphs, we have discussed various existing scales of pay for different groups of posts (by way of illustrations) and have proposed their clubbing with one of them.
- 7.6 **Group D Posts:**  
Rs. 750-940; Rs. 775-1025; Rs. 800-1150: At present there are about 150 posts of uncommon category meant for libraries in these scales with various designations and duties. We recommend that these employees may be designated as Jr. Library Attendant with Matric/10th Standard pass/Higher Secondary Certificate as minimum educational qualifications and be put in Rs. 800-1150 pay scale. This will be applicable to posts having duties like Shelving, Filing, Labeling, Circulation and such other similar jobs related to library. Common category of officials will have the normal pay scales of group D officials of the Central Government.
- 7.7 **Group C and B Posts:** Posts in Group C and B which number 80% of Central Government libraries are in 15 pay scales.
- 7.8 **Rs. 825-1200 and Rs. 950-1400:** There are about 160 library staff in these two grades out of which only two posts are in the first scale of pay. We recommend that these two posts may be grouped with Rs. 950-1400 pay scale as their job specifications and qualifications are also put on the same level (Library Attendant). Educational Qualifications: Matric/10th Standard pass/Higher Secondary with experience.
- 7.9 **Rs. 950-1500; Rs. 975-1540; Rs. 975-1660:** We recommend that these pay scales are to be merged and fixed at Rs. 975-1540 pay scale and will normally

- be treated in library as a promotional scale (Sr. Library Attendant). Presently there is only one post in Rs. 97501660 pay scale. The present incumbent may be allowed to retain his existing pay scale till his retirement, thereafter which the post is to be re-designated and put into the new recommended scale of pay.
- 7.10 **Rs. 1200-2040; Rs. 1200-1800; Rs. 1320-2040;**  
**Rs. 1350-2200; Rs. 1400-2300 & Rs. 1400-2600:** In these six pay scales with group C Posts in Central Government libraries maximum number of (nearly 60%) library professionals with various designations are being placed. The academic and professional qualifications in most cases are Graduate or Postgraduate Degrees with Certificate/Diploma/Degree in Library Science and are being prescribed as essential qualifications. They are actually the staff who provide the services and manage the libraries. The scales, designations and recruitment rules vary from post to post. We recommend that these posts may be grouped together in Rs. 1400-2600 pay scale. This grade may be treated as the feeder grade in all the Central Government libraries with B.A/B.Sc/B.Com + B.Lib.Sc. degree as essential qualifications. Existing staff holding similar qualifications would automatically be placed in the new grade. Those who do not hold these qualifications are to be given adequate facilities (such as study leave etc.) to acquire this requisite qualification within 5 years from the date the Government takes their final decision on this report.
- 7.11 **Rs. 1600-2600 and Rs. 1640-2900:** There are at present about 100 posts in various libraries of Ministries/Departments of the Central Government in these two grades. The Committee recommends that these two pay scales may be brought together with Rs. 1640-2900 pay scale. This pay scale is marked for all new recruitment where M.A/M.Sc/M.Com (i.e., Postgraduate degree) with B.Lib.Sc are required as essential qualifications. Academic qualification may not be relaxable even for reserved posts. In addition, this pay scale is also recommended as one-time persona promotion for those who are presently placed in Rs. 1400-2300 or Rs. 1400-2600 but do not possess a Bachelor's degree and a degree in library science and have completed a minimum of 15 years of service



in their present grade and are also above 50 years of age. For them, this will be treated as Selection Grade with designation Sr. Library and Information Assistant.

- 7.12 **Rs. 2000-3200 and Rs. 2000-3500, (Rs. 2200-4000):** There are about 145 posts in group B category. The Committee recommends that these two grades may be clubbed together and put in Rs. 2000-3500 grade. Presently there are 20 posts in Rs. 2200-4000 pay scale. The present incumbents may be allowed to retain their existing pay scale till their retirement; thereafter, the posts are to be redesigned and put in the new recommended Rs. 2000-3500 pay scale.

### Group A Posts

- 7.13 **Rs. 3000-4500:** Posts in Rs. 3000-4500 scales in libraries are filled up by promotion from Rs. 2000-3500 pay scale. Majority of these posts are in the Ministry of Human Resource Development. *The Committee feels that the present pay scale may continue.*
- 7.14 **Rs. 3700-5000:** At present there are only two library posts in this grade. The pay scales may be retained for these two posts. *The Committee also recommends that these pay scales will be applicable to the senior staff members of libraries that fall in category V and VI on promotional basis only, which would also bring a rationale on the hierarchical structure.*
- 7.15 **Rs. 4500-5700:** Majority of the posts in this pay scale are with the Ministry of Human Resource Development and presently they are all filled up through direct recruitment. *Committee recommends that this grade will be applicable to the Head of Library in category IV and also in Category V and VI at appropriate levels.* In these two categories, (V and VI), the posts are to be filled up through internal promotion by selection method.
- 7.16 **Rs. 5900-6700:** The pay scale of Rs. 5900-6700 applied to the post of Heads of Departments in the senior administrative grades. *It has been suggested that having regard to the importance of the Libraries of National Importance (National Library, Calcutta; Central Secretariat Library, Delhi; and National Medical Library,*

*Delhi ) Librarians/Directors of these libraries should be placed in one scale of Rs. 5900-6700.*

- 7.17 **Rs. 7300-7600:** The Committee recommends that the pay scale of Rs. 7300-7600 only for the post of Director, National Library to bring it at par with the D.G, National Museum. The National Library is one the world's top ten libraries. The Director of the Library needs to be put at a level with the other institutions where similar national treasures are preserved, disseminated and developed.
- 7.18 **General:** The Committee recommends that wherever pay scales are clubbed, the existing incumbents in the lower posts may be placed in the new pay scales provided they have the requisite service and educational qualification. Where they do not possess these, they will continue to be in their existing scale of pay as personal to them until they acquire the requisite qualification. They may be given a maximum of five years to acquire necessary educational qualifications for this purpose.

### 7.19 Pay Scales for Library Staff

S.No.	Old Pay Scales	No. of Posts	New Pay Scales	No. of Scales	Proposed pay Scale	No. of Scales	Remark
1.	196-232	14	750-940	1			
2.	200-250	47	775-1025	2	800-1150	1	
3.	200-280	1					
4.	210-270	7	800-1150	3			
5.	210-290	93					
6.	225-308	2	825-1200	4	950-1400	2	
7.	260-350	157	950-1400	5			
8.	260-400	50	950-1500	6			
9.	260-430	68	975-1540	7	975-1540	3	
10.	260-480	1	975-1660	8			

*contd.*

contd.

S.No.	Old Pay Scales	No. of Posts	New Pay Scales	No. of Scales	Proposed pay Scale	No. of Scales	Remark
11.	290-560	1	1200-2040	9			
12.	330-480	6	1200-1800	10			
13.	330-560	345	1200-2040				
14.	380-560	9	1320-2040	11			
15.	380-640	288	1350-2200	12	1400-2600	4	
16.	425-600	1					
17.	425-640	14	1400-2300	13			
18.	425-700	484					
19.	425-800	1					
20.	440-750	11	1400-2600	14			
21.	470-750	21					
22.	500-900	1	1640-2900	15			
23.	550-750	3	1600-2660	16	1640-2900	5	
24.	550-900	87	1640-2900				
25.	650-960	6	2000-3200	17	2000-3500	6	
26.	650-1200	139	2000-3500	18			
27.	700-1300	20	2200-4000	19			
28.	1100-1600	25	3000-4500	20	3000-4500	7	
29.	1500-1800	2	3700-5000	21	3700-5000	8	
30.	2000-2250	3	4500-5700	22	4500-5700	9	
31.					5900-6700	10	
32.					7300-7600	11	

## CHAPTER – 8

### Ministry/Department — Cases

- 8.1 To have the first hand knowledge of the set-up and working of different GOI libraries, the committee convened its meetings at four major cities – Delhi, Calcutta, Bombay and Madras. The Committee held discussions with the representatives of different libraries/organizations/associations/experts.
- 8.2 The Committee received 31 individual/collective representations/memoranda from various organizations/professional associations.
- 8.3 The Committee had gone through these representations/memoranda and taken note of the views/suggestions expressed therein while framing its recommendations.
- 8.4 There are, however, a few cases which have been referred to the Committee by the Department/Head of the institutions etc. for consideration.
- 8.4(a) Ministry of Railways, has referred the case of librarians working in the Railway Schools in the scale of Rs. 425-640 on the advice of the Ministry of Finance. Rs. 425-640 scale for librarians was created by Railway Board for some of its special schools, which are no longer in existence and since been converted into the 10+2 pattern schools is Rs. 440-750 (Rs. 1400-2600). Qualifications prescribed for both the scales are identical. Ministry of Railways has requested the Committee to consider equating of the scale of Rs. 425-640 with Rs. 440-750 for the post of librarians in Railway Schools.

The Committee recommended that the Ministry may take this issue separately with the Ministry of Finance in the light of the Review Committee Report. However, the Committee felt that librarians in the schools of the level of 10+2 are required to have minimum recruitment qualifications of B.A/B.Com/B.Sc and B.Lib.Sc and are generally in the scale of Rs. 1400-2600. For schools of 10+2 pattern, these recruitment qualifications and scale may be adopted uniformly. The librarians not possessing requisite qualifications will continue in the lower scale and should be covered by the provisions of para 7.18.

- 8.4(b) Department of Telecommunication, on the advice of the Ministry of Finance, has referred the case of upgradation of the post of librarian from the pay scale of Rs. 650-1200 (Rs. 2000-3500) to Rs. 1100-1600 (Rs. 3000-4000).

The justification given is on the basis of growth in stock, budget, periodicals/newspapers subscribed during the last 20 years. Rs. The details of these are as under:

	1965	1986
1. Stock of books	6651	44925
2. Funds	Rs. 3,000/-	Rs. 1.5 lakhs
3. No. of journals subscribed	40	258
4. No. of newspapers Subscribed	10	45

*The Committee recommended that the Department may take this issue separately with the Ministry of Finance in the light of the Review Committee Report.*

- 8.4(c) The Department of Culture has referred a representation of the Grade II Language Librarians working at CSL's Language Wing.

There are 14 Language Sections in the Library. Each Section is looked after by a trained Librarian in the respective language. Out of the 14 posts, 8 posts—Bengali, Gujarati, Hindi, Kannada, Malayalam, Marathi, Tamil and Telugu are in Grade I, in the scale of Rs. 650-1200 (2000-3500) and 6 posts – Assamese,

Oriya, Punjabi, Sanskrit, Sindhi and Urdu are in Grade II in the scale of Rs. 425-700 (1400-2300).

Department of Culture have pleaded that the Grade II Language Librarians are performing the same jobs and share similar responsibilities with the Grade I librarians in their respective languages. They have supported their case with the total intake of books during the last 5 years 1982-83 to 1986-87.

Language	Total No.	Language	Total No.
1. Bengali	3433	8. Telugu	1562
2. Gujarati	1554	9. Assamese (vacant)	48
3. Hindi	4843	10. Oriya	2392
4. Kannada	1409	11. Punjabi	2178
5. Malayalam	1836	12. Sanskrit	3508
6. Marathi	3140	13. Sindhi	984
7. Tamil	3230	14. Urdu	2478

The Committee recommends that there should be parity in respect of educational qualifications and pay scales for librarians in the Central Secretariat Library, Department of Culture in each language as listed in the 8th Schedule of the Constitution of India. The appropriate scales for these posts may be considered keeping in view the recruitment qualifications etc., prescribed for the post.

## CHAPTER – 9

### Other Categories of Staff in Libraries

- 9.1 In Chapter V, Libraries – Groups I-VI, mention has been made of several supporting staff other than librarians. Several supporting staff other than librarians and information scientists – technical, semi-professionals and ministerial staff who would be appointed in a modern library system. They may have designations such as, binders, editors, machine operators, reprographics, exhibition officers, systems analysts, programmers, and designers, PRO etc. These posts shall be put in similar pay scales with similar designations and job specifications to various Central Government organizations as recommended by the Fourth Pay Commission. However, technical staff (excluding ministerial and group D) shall be governed by the same set of rules for their promotion, retirement etc., as is applicable to library professionals within that library.
- 9.2 The Review Committee met the representatives of Central Reference Library, Calcutta (a subordinate office of the Department of Culture) and received memoranda from the Staff Association and from the Head of the Central Reference Library. The Committee recommends that *the posts of Assistant Editor, and Sub-Editor, who are actually Language Librarians, should be treated as library professionals and governed by the same set of rules and pay scales.* Department of Culture is requested to take appropriate action to expedite the matter.
- 9.3 A demand has been made that the bindery staff of the National Library, Calcutta should be placed in the pay scale as that of manuscript repairers of the National

Museum. Some Members of the Review Committee have visited both these organizations and from their personal experience, recognized that the job specifications and the work undertaken by them are similar in nature. The Committee recommends that *this may be examined further.*

## CHAPTER – 10

### Promotional Policy

- 10.1 Stagnation in the Central Government libraries is a critical issue. This was elaborated with data obtained from the IV pay Commission's record. A large number of libraries (nearly 60%) are being looked after by single-man qualified librarians. The Committee realizes the fact that the flexible promotional scheme or the concept of time-bound promotion may not be applicable to all library staff. All members of the Committee, however, expressed their concern on this factor. The Committee recommends that the Government should take a sympathetic view in respect of the librarians working in single man libraries who have no promotional prospects and consider allowing them two promotions on a time-bound basis within a span of 30 years of service as a very special case. In other libraries where there is stagnation, suitable promotional opportunities may be provided through periodical cadre review at least once in five years.

## CHAPTER – 11

### Date of Effect of Recommendations

- 11.1 The Committee recommends and hopes that the Central Government will be able to take a final decision for implementation of the Report of the Review Committee on Library Staff with *six months from the date of its submission*.

## CHAPTER – 12

### Financial Implications

- 12.1 Fourth Pay Commission data on library staff and data on 47 Central Government libraries received in response to the questionnaire were the basis of working out the financial implications. Moreover, till data there is no source or way to find out the details of libraries and their number within Central Government. The figure on total library staff collected by Fourth Pay Commission in 1983-84 was 1907 (40 Central Reference Library Staff were excluded).
- |  |             |
|--|-------------|
| a) Total estimated salary drawn by them during 1988.<br>(Formula: (Minimum of the scale + Maximum of the scale), 2 + (all allowances per month x 12) | 6.37 Crores |
| b) Total estimated salary of the same number of staff (1947) at the proposed revised scale after clubbing them together                              | 6.69 Crores |
| c) Total estimated expenditure on library staff (total 2182) salary based on the model strength of staff under each category of library.             | 7.36 Crores |

## CHAPTER – 13

### Summary of Recommendations and Conclusions

- 13.1 Central Government may consider expanding and modernizing the facilities of departmental libraries by offering suitable service conditions to library staff and introducing latest information technology so that many more officers may be able to get benefited by using library for their information needs. This has also been stressed in the report of the Commission on National Policy on Library and Information system (1986).
- 13.2 Library services in different sectors, such as, universities, scientific and technical departments and public/private undertakings, in terms of their objectives are very much similar. But salary scales and other facilities offered to Central Government library staff differ considerably.
- 13.3 The Central Government appointed four Pay Commissions since independence. Unfortunately, none of these Commissions has provided any clear guidance in finding a satisfactory solution to the problems related to library staff.
- 13.4 The basic issues that were brought to the notice of this committee time and again, were (1) stagnation (2) isolated single man librarian in an organization (3) promotional avenues (4) uniformity in qualification (5) uniformity in pay scales & designations for similar job specifications and (6) anomalies in recruitment rules.
- 13.5 Libraries under Central Government may be put under six broad categories based on collection size and other variables, such as, budget, annual acquisition,

- periodicals subscribed, levels and types of services provided. The process of categorization and types of services provided. The process of categorization may be done according to the formula devised by the Committee.
- 13.6 Pay scale of library staff should be, as far as possible, comparable to emoluments for comparable work done by similar trained personnel employed by the Central Government, academic and research institutions/agencies. They should be treated as technical staff.
- 13.7 The salary should be satisfactory enough to recruit and retain a suitable employee in his job and encourage to seek his promotional career in his service (Fourth Pay Commission's Report para 7.45).
- 13.8 In all single-man libraries, posts, status, responsibilities and pay scale should preferably be that of a Section Officer. However, in small Central Government Unit, they may be placed not lower than Rs. 1400-2600.
- 13.9 The feeder grade of library staff should have the minimum qualification of graduate with degree in library and information science with pay scale of Rs. 1400-2600.
- 13.10 The present incumbent who does not fulfil the prescribed essential qualifications may be given the grade as soon as he qualifies. The Committee recommends that study leave facilities may be made available to library staff for improving qualifications and to attend suitable regular in-service training programmes conducted by recognized bodies so as to help him in up-dating his knowledge and experience.
- 13.11 There were 30 pay scales originally. Fourth pay commission has brought them down to 22 related to various library staff. The Review Committee has recommended 8 professional and 3 semi-professional pay scales for all types of library staff within the Central Government.
- 13.12 At present, there are 105 different designations applicable to library staff within Central Government as recorded from the data available to 4th Pay Commission.

- The Review Committee has recommended 11 designations (one designation for each scale, except in the case of Director/Deputy Director/Assistant Director).
- 13.13 Considering the acute problem of stagnation for single man qualified librarians, the Committee recommends that the Government may consider allowing them two promotions on a time-bound basis within a span of 30 years of service, as a special case. In other libraries, suitable promotional opportunities may be provided through periodical cadre review, at least once in five years.
- 13.14 Central Government libraries are to play a bigger role in the process of information transfer and adopt suitable information technology in storage, preservation, retrieval and dissemination. The library professional staff should be treated as technical cadre and guided by the same set of rules as applicable to this category of staff.
- 13.15 Staff members working in large library system (category V and VI) but do not strictly fall under professionally-qualified library/information scientists groups (eg., Reprographists, Editors, Exhibition Officers, Systems Analyst, Programmer, etc.) shall be put in the pay scale of similar category of staff in other Central Government organization as recommended by the Fourth Pay Commission. However, the technical staff (excluding ministerial staff) shall be governed by the same set of rules for their promotion, retirement etc., as is applicable to library professionals within that library. The posts of Assistant Editors, Sub-Editors of the Central Reference Library, Calcutta will be treated as library professionals and governed by the same set of rules and pay scales. The Committee recommends that the Central Government may examine the possibilities of putting the bindery staff in the same pay scale of 'Manuscript repairers' of the National Museum as their job descriptions and duties are similar in nature.

## ANNEXURES

### ANNEXURE : A

(To be Published in the Gazette of India Part I Section 1)  
Government of India Ministry of Human Resource Development  
(Department of Culture)

New Delhi,  
The 2nd September, 1987.

### RESOLUTION

*Subject:* Review Committee on Library Staff under the purview of Central Government—Recommendation of the 4th pay commission.

In pursuance of the recommendation of the Fourth Pay Commission in paragraph 11.63 of its report, the Government of India has decided to constitute a Review Committee with the following composition and terms of reference, to undertake the work of reclassification of various posts of library staff, rationalization of service conditions, pay scales etc., falling under the purview of Central Government Departments/Offices and to draw up suitable proposals in this regard:

#### I. Composition:

- |  |                 |
|--|-----------------|
| 1. Prof. D. P. Chattopadhyay<br>Chairman,<br>Raja Rammohun Roy Library Foundation,<br>Calcutta | <i>Chairman</i> |
| 2. Prof. Ashin Das Gupta,<br>Director<br>National Library, Calcutta                            | <i>Member</i>   |

- |   |                          |
|---|--------------------------|
| 3. Shri R.C. Tripathi<br>Joint Secretary<br>Department of Culture, New Delhi  | <i>Ex-officio Member</i> |
| 4. Shri M.S. Mathur<br>Director (Coord)<br>Department of Expenditure<br>(Establishment Division)<br>Ministry of Finance | — do —                   |
| 5. Shri S.K. Parthasarathy<br>Joint Secretary (E)<br>Department of Personnel and Training                               | — do —                   |
| 6. Shri T.S. Rajagopalan<br>President<br>Indian Library Association<br>New Delhi  | <i>Member</i>            |
| 7. Shri S.C. Biswas<br>Director<br>Central Secretariat Library<br>New Delhi   | <i>Member-Secretary</i>  |
| 8. Dr. B.P. Barua<br>Director<br>Raja Rammohun Roy Library Foundation, Calcutta   | <i>Member</i>            |

#### II. Terms of Reference:

- To identify factors for determining the classification of libraries;
- To reclassify posts as per (a);
- To rationalize qualifications for recruitment as also the scales of pay of each post.

Rationalisation of scales of pay shall be within the Fourth Central Pay Commission framework.



2. The Chairman of the Committee may co-opt experts or other connected officials of the Central Government, not exceeding three in number at a time, to assist the Committee in its deliberations.
3. The Committee shall submit its report to the Government of India within six months of the date of issue of this Resolution.

No.F.18-19/86-Lib.

SD/-  
(R C Tripathi)  
Joint Secretary to the Government of India

**ANNEXURE : B(1)**

**Advertisement**

(Published in Hindustan Times & Times of India of Delhi, Indian Express of Madras, Amrit Bazar Patrika of Calcutta, Free Press Journal of Bombay & Indore, Daily of Bombay, Rajasthan Patrika of Jaipur, Bhaskar of Bhopal, National Herald of Lucknow, Pragatiwadi of Bhuvanewar, Swatantra Bharat of Lucknow and in Tribune of Chandigarh, during October 1987).

**TEXT  
REVIEW COMMITTEE ON LIBRARY STAFF  
UNDER THE PURVIEW OF THE CENTRAL GOVERNMENT**

In pursuance of the recommendations of the Fourth Pay Commission in paragraph 11.63 of its Report, the Government of India has constituted a Review Committee with the following terms of reference, to undertake the work of reclassification of various posts of Library Staff, rationalization of service conditions, pay scales, etc. falling under the purview of the Central Government Department/Offices and to draw up suitable proposals in this regard.

**Terms of Reference**

- (a) To identify factors for determining the classification of libraries;
- (b) To reclassify posts as per (a);
- (c) To rationalize qualifications for recruitment as also the scales of pay of each post. Rationalization of scales of pay shall be within the Fourth Central Pay Commission framework.

Professional body/individual/staff association may kindly submit its views, suggestions in writing (with documentation) to the following address which may help in the deliberations of the review committee. The review committee may also consider of meeting representatives of a few recognised associations at its own convenience and time limit.

Subhas C Biswas  
Member-Secretary  
C/o Central Secretariat Library  
Shastri Bhavan,  
New Delhi – 110001.

**ANNEXURE: B(2)**

**List of Representations Received from  
Various Associations**

1. All India Non-Gazetted Non-Secretariat Central Government Employees of Ministry of Labour & Rehabilitation (Association) Bombay.
2. Assistant Librarians' Gr.III Association, Pondicherry.
3. Association of Delhi Directorate of Education Librarians, New Delhi.
4. Bengal Library Association, Calcutta.
5. Botanical Survey of India Employees Association, Calcutta.
6. Central Government Library Association, Bombay.
7. Central Reference Library Gazetted Officer's Association, Calcutta.
8. Defence Civil Employees Trade Union, Bangalore.
9. Gomantak Granthalaya Sangh, (Central Library of Goa), Panjim-Goa.
10. Government of India Librarians' Association, Delhi.
11. Joint Memorandum from: Indian Library Association, Government of India Librarians Association, Indian Association of Academic Librarians, Medical Library Association of India, Defence Organizations Librarians Association, Indian Association of special Libraries and Information Centres.
12. National Atlas & Thematic Mapping Organisation Employees' Association, Calcutta.

13. National Library & Central Reference Library, Calcutta.
14. National Library Employees Association, Calcutta.
15. National Library Gazetted Officers Association, Calcutta.
16. National Library Staff Association, Calcutta.
17. U.P. Library Association, Branch Saharanpur, Roorkee (UP).
18. Vidharba Academic Libraries Association, Akola.
19. Zoological Survey of India Employees' (Group C &D) Association, Calcutta.

**ANNEXURE: B (3)**

**List of Representations Received From  
Various Individuals**

1. A School Librarian.
2. Botanical Survey of India (Shri S.K. Dutta, Industrial Section), Calcutta.
3. Central Machine Tool Institute (Assistant Librarians), Bangalore.
4. Central Reference Library, Calcutta (Shri G.C. Bhattacharjee, Key Board Operator).
5. Central Reference Library, Calcutta (Shri A. Jeena, Librarian).
6. Collective representation from: Gr.II Librarians of Departments of Food/Rural Development/Civil Supplies/Transport/Economics & Statistics/Power/Revenue and Customs/Mines/DGTD/CSO.
7. Department of Agriculture and Cooperation (Mrs. Kuldip Kaur Kharbanda, Librarian), New Delhi.
8. Department of Atomic Energy, Bombay. (Smt. P. Nadkarni, Librarian).
9. Diploma holders in Library Science, State Board of Technical Education, Government of Karnataka, Bangalore.
10. Dr. Yashwant Singh Parmer University of Horticulture & Forestry Library, Himachal Pradesh. (Shri S.C. Uppal, Deputy Librarian).
11. Electronic Training Institute, Air Force, Bangalore (Shri V.A. Reddy, Librarian).
12. Films Division, Bombay (Library Staff, Film Library).
13. Geological Survey of India, Bangalore (Shri T.R. Vedachalam, Senior Assistant Librarian).
14. Indian Museum, Calcutta. (Shri Rajyeshwar Sarkar, Asstt. Librarian)

15. Jadhavpur University, Calcutta. (Shri Taras Das Mukherjee & others, Librarians).
16. Karnataka Regional Engineering College, Srinivasanagar. (Shri M.M. Koganuramath, Librarian).
17. Lady Hardinge Medical College & Smt. S.K. Hospital, New Delhi. (Smt. Pushpa Butani, Librarian).
18. Library Science Apprenticeship Trainees, Secretariat Library, Karnataka Government Secretariat, Bangalore.
19. National Aeronautical Library, Bangalore. (Librarians, Information Centre for Aeronautics).
20. National Institute for Training in Industrial Engineering, Bombay (Mrs P.G. Joshi, Senior Librarian).
21. National Library, Calcutta. (Shri Bimal Kumar Banerjee, Technical Assistant).
22. National Library, Calcutta (Staff Members' collective representation).
23. Publications Division Library, Ministry of Information & Broadcasting, New Delhi. (Shri S.K. Dhawan, Librarian-incharge).
24. Rail Transport Museum Library, New Delhi. (Shri Jaipal singh, Senior Librarian).
25. Regional Engineering College, Durgapur. (Shri S.K. De, Assistant Librarian and Library Incharge)
26. Regional Engineering College, Hamirpur, Mohin (HP) (Shri Daljit S. Jaswal, Librarian).
27. Regional Engineering College, Kurukshetra (Shri B.R. Sachdeva, Librarian).
28. Sri Padmavathi Women's College, Tirupati (AP) (Miss N. Varalakshmi, Librarian).
29. Shri S.R. Banerjee, D-716, Chittaranjan Park, New Delhi - 110019
30. Visveswaraya Regional College of Engineering, Nagpur. (Shri P.K. Ladsaongikar, Librarian).
31. Zoological Survey of India, Calcutta. (Shri B.N. Chakraborti, Sr. Librarian).

ANNEXURE : C

**Government of India**  
**Ministry of Human Resource Development**  
(Department of Culture)

New Delhi.

The 7th Dec, 1987

*Subject:* Review Committee on Library Staff under the purview of Central Government—Recommendations of 4th Pay Commission.

Sir,

In pursuance of the recommendations of the Fourth Pay Commission in paragraph 11.63 of its report (page 205), the Government of India has constituted a Review Committee under the chairmanship of Prof. D.P. Chattopadhyay to undertake the work of reclassification of various posts of library staff, rationalization of service conditions, pay scales etc., falling under the purview of Central Government Departments/offices and to draw up suitable proposals in this regard.

With a view to collect the relevant information, a questionnaire has been prepared. A copy of the same is enclosed with the request that it may kindly be filled up and returned to the undersigned within fifteen days' time.

We would feel highly grateful for this co-operation and support.

Yours faithfully,

SD/-

S C Biswas

Member Secretary

### Questionnaire on Government Libraries

*Note:* The purpose of this questionnaire is to elicit information on different aspects of Government libraries (i.e., libraries of ministries, departments and their attached and subordinate offices of Government of India). The emphasis here is on the role the libraries play in functioning of the organization it serves. Questions have been designed to quantify the resources of the library and evaluate its services keeping in view the nature of the clientele it serves, their information-seeking behavior etc. Thus the purpose is not to collect quantitative data regarding the workload as per 'Standard for Housekeeping jobs' (Ministry of Finance, 1973). The objective is to assess how effectively the library plays its role as an intermediary between the information users and information sources.

In addition to information sought in this questionnaire, the Government libraries are required to provide the following:-

1. Parent Organization/Organizations library serves.
2. A brief review of the objectives and functions of the organization along with Organizational chart. (please supply, if readily available, any printed material, such as chart, booklet etc.).
3. Job description/responsibility of the library staff, if readily available. Yes/No
4. Any development project/Plan proposal for the library, which has been approved by the competent authority.
5. List of Publications of the Department (only those where library has made any contribution).

Please mail this questionnaire to:

*Member Secretary  
Review Committee on Library Staff  
'G' Wing, Shastri Bhavan,  
New Delhi 110001*

### Questionnaire

#### Part A — General, Information

- A.1 Name of the Library \_\_\_\_\_
- A.2 Name of the Department \_\_\_\_\_
- A.3 Status of the Parent Body (Whether attached, subordinate or statutory body, please specify): \_\_\_\_\_

A.4 Library Staff (Only the sanctioned posts are to be enumerated):

Designation and classification of the posts (Group A,B,C,D)	Payscale of the Post(s)	Number of Posts	Recruitment Rules
(1)	(2)	(3)	(4)

A.5 Library Collection

A.5.1 A brief resume (Please mention special features of the collection):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A.5.2 Total number of volumes (as recorded in the accession register): \_\_\_\_\_  
as on \_\_\_\_\_

A.5.2.1 Books \_\_\_\_\_

A.5.2.2 Bound Volumes of periodicals \_\_\_\_\_

A.5.2.3 Government Publications/reports etc. \_\_\_\_\_

A.5.2.4 Non-book material \_\_\_\_\_

(such as photographs, slides, reproductions, Microfiche, films etc.)

A.5.2.5 Others (please specify) \_\_\_\_\_

A.5.3 Total Number of journals received:

A.5.3.1 By Subscription \_\_\_\_\_

A.5.3.2 On exchange \_\_\_\_\_

A.5.3.3 As complimentary \_\_\_\_\_

Total \_\_\_\_\_

A.5.4 Number of volumes added to the library collection during the year:

1985 \_\_\_\_\_

1986 \_\_\_\_\_

1987 (as on) \_\_\_\_\_

A.5.5 Number of volumes withdrawn every year: (With a brief account of the procedure and criteria adopted for withdrawal):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A.5.6 Library Budget:

1985-86

1986-87

1987-88

PLAN

NON-PLAN

OTHERS

(Please specify)

A.5.7 Average Daily-intake

Books:

Periodicals:

Non-book materials:

Any other:

**Part B — Information Services**  
(Organisation and Retrieval of Information)

- B.1 Library Techniques adopted:
- B.1.1 Classification Scheme:
- B.1.2 Cataloguing Procedure:
- B.1.3 Maintenance of Catalogue of different categories of material:
- B.1.4 Average daily output: (Please indicate number of books and each other material):
- |             | <i>Accessioned</i> | <i>Classified</i> | <i>Catalogued</i> |
|-------------|--------------------|-------------------|-------------------|
| BOOKS       |                    |                   |                   |
| PERIODICALS |                    |                   |                   |
| NON-BOOK    |                    |                   |                   |
| MATERIALS   |                    |                   |                   |
- B.1.5 Average number of references sought in the library:
- 1 On phone
  - 2 By correspondence:
  - 3 In person:

- B.2 Documentation Services Provided:
- | Name of the service (Such as Accessions' List, Article Alert, Current Awareness Bulletin etc.) | Frequency | Average Number of References/Entries included |     |
|--|-----------|---|-----|
| (1)  | (2)       | (3)   | (4) |
| I  |           |   |     |
| II   |           |   |     |
| III  |           |   |     |
- B.3 Document Delivery System: (Lending Section/Circulation System)
- B.3.1 No. of books issued (daily) \_\_\_\_\_
- B.3.2 No. of readers studying in the library (daily) \_\_\_\_\_
- B.3.3 No. of documents borrowed from other libraries \_\_\_\_\_
- B.3.4 No. of documents given on inter-library loan basis to other libraries (Monthly) \_\_\_\_\_
- B.3.5 No. of photocopies obtained for readers (monthly) \_\_\_\_\_
- B.3.6 No. of photocopies issued to other libraries (monthly) \_\_\_\_\_
- B.4 Library Users: (Brief description and daily number of Library users such as officials/Research scholars etc., who make use of the library):
- B.5 Use pattern

B.5.1 Generalist Administrators (Group A and above):

<i>Classification of Material</i>	<i>Percentage of Total use</i>
Books	
Professional & learned journals	
Popular magazines	
Newspapers	
Reports/Serials of his own Deptt	
Government reports of other Deptt	
Rules/Acts/Statute/Notifications in Gazette etc.	
Others (Unclassified)	

\*Specialist Practitioners (Group A and above):

<i>Classification of Material</i>	<i>Percentage of Total use</i>
-----------------------------------	--------------------------------

B.6 Information Seeking Behaviour

<i>Nature of Inquiries</i>	<i>Percentage of Total</i>
----------------------------	----------------------------

B.6.1 Bibliographical:

(Inquiries about documents):

— For particular author/title/subject:	.....
— With no specific details:	.....

B.6.2 Factual or Subject inquiries:

— Heading the person toward the answer:	.....
— Providing the answer after search:	.....

B.6.3 Directional inquiries (eg. Where is the catalogue ?) .....

TOTAL B.6.1 + B.6.2 + B.6.3:	100.00
------------------------------	--------

Number of inquiries per day: \_\_\_\_\_

- B.7 Any organizational constraint (such as lack of accommodation to house all the sections of the department at one place) which prevents the use of library at optimum level:
- B.8 Any user's Survey conducted during the preceding three years? (If YES, please give details):
- B.9 Exchange of Publications Programme:

**Part C — Miscellaneous**

- C.1 Time taken by correspondence work:
- C.2 Time taken by public Relations Work:
- C.3 Time taken by Professional/Academic work:
- C.4 Time taken in performing various categories of jobs such as book-selection, classification, cataloguing, reference and bibliographical service, issuing of books, supply of documents etc.

**Part D — Terms of Reference**

- D.1 The terms of reference of the Review Committee are —
- To identify the factors for determining the classification of libraries.
  - To re-classify posts as per (a).
  - To rationalize qualifications for recruitments as also the scales of pay of each post (within the 4<sup>th</sup> Pay Commission pay structure recommendations).
- D.2 Your suggestions on the above three terms of reference: (in brief and points only):



**ANNEXURE: D**

**Quantitative Data Extracted from the Questionnaire on Various Libraries of Government of India**

Name of the Library	Staff			Annual Intake			
	Designation	No. of Posts	Pay Scale	Total Collection	Books etc.	Journals	Others (MBM)
Publications Division Library, New Delhi	Lib. Asstt	2	1400-2300	71000	440	400	-
Anthropological Survey of India, Nagpur	Libn. Gr.II	1	1400-2300	12700	100	97	MFS MPS RPT
	Lib. Attnt.	1	775-1025				
Anthropological Survey, Dehradun	Libn. Gr.II	1	1400-2300	6064	317	101	MPS RPT
	Lib. Attnt.	1	775-1025				
Patent Office, Calcutta	Sr. Libn. Librarian	1	2000-3500	48993 +	387	250	605
		1	1350-2200 Patents & specifications in several thousands				
Directorate of Extension, Agriculture & Co-operation, New Delhi.	Libn. Librarian	1	1640-2900	6025 +	76	190	FLM PHG SLD
		1	1400-2300 Films and photographs				

Abbreviations: \*MFS: Microfilms \*MPS: Maps \*RPT: Reprint \*FLM: Films \*PHG: photos  
\*SLD: slides \*PCL: press clippings \*ATL: Atlas \*PHC: photocopies \*JLS: journals \*REC: records \*TPE: Tapes.

Lending (Daily)	Services					Publications				
	Inter-library loan (Mly)	Photocopying (Monthly)	Reference Queries (Monthly)	Users (Daily)	Weekly & Queries (Mly)	Monthly & Bi-monthly	Quarterly	Half-yearly & Yearly	Occasional	Budget (Rs. in Lakhs)
45	30	70	50	500	-	-	-	-	-	1.25
5-10	4-5	100	15-20	15-25	-	3	-	-	-	0.60
50	5	-	-	60-70	-	-	1	-	-	1.28
100	10	46	50	45	-	-	3	-	-	5.00
10-15	10	1000	60	70	2	1	-	-	-	0.18

Quantitative Data Extracted from the Questionnaire on Various Libraries of Government of India

Name of the Library	Staff			Annual Intake			
	Designation	No. of Posts	Pay Scale	Total Collection	Books etc.	Journals	Others (MBM)
Forest Reserach Institute & Colleges Dehradun	Librarian	1	2000-3500	103006 (126000 Reprints etc.)	2609	555	MPS
	R.O. (Doc)	1	2000-3500				
	Asst. Libn I	2	1400-2300				
	Asst. Libn II	2	1200-2040				
National Museum, New Delhi	Sr. Libn	1	2000-3500	37612	1311	110	SLD
	Asst. Libn	1	1400-2300				
	Lib. Attnt	2	825-1150				
Internal Security Rehabilitation, New Delhi	Jr. Librn	1	1350-2200	6845	266	46	MPS
National Archives, New Delhi	Librn	2	2000-3500	200000	1252	165	-
	Asst. Librn	9	1400-2300				
		3	950-1500				
		3	950-1400				
Research & Reference Library (1 & B), New Delhi	C.D.O.	1	3000-4500	50057	690	179	PCL
	Doc. Officer	2	2000-3500				
	Ref. Librn	1	2000-3500				
	Doc. Asst.	4	1400-2600				
	Librarian	1	1400-2300				
	Lib. Asst.	1	1350-2200				
	Lib. Attnt.	2	950-1150				

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\*SLD: slides \*PCL: press clippings \*ATL: Atlas \* PHC: photocopies \*JLS: journals \* REC: records \* TPE: Tapes.

Lending (Daily)	Services				Publications					Budget (Rs. in Lakhs)
	Inter-library loan (Mly)	Photocopying (Monday)	Reference Queries (Monday)	Users (Daily)	Weekly & Queries (Mly)	Monthly & Bi-monthly	Quarterly	Half-yearly & Yearly	Occasional	
69	-	4200	71	53	1	1	-	-	-	27.67
20	400	20	-	-	-	-	-	-	-	2.40
15	-	-	50	-	-	-	-	-	-	0.30
150	15	-	55	50	-	-	-	-	-	1.30
95	92	1000	80	150		Total 10 publication				1.50

Quantitative Data Extracted from the Questionnaire on Various Libraries of Government of India

Name of the Library	Staff			Annual Intake			
	Designation	No. of Posts	Pay Scale	Total Collection	Books etc.	Journals	Others (MBM)
A.S.I., Allahabad	Lib. Asst.	1	1400-2300	7274	368	118	MPS ATL PHC
Bureau of Industrial Costs Mices, New Delhi	Librarian Lib. Attnt.	1 1	1400-2300 950-1400	12596	448	147	-
Ministry of Urban Development New Delhi	Librarian	1	1400-2300	50379	575	77	-
Department of Steel, New Delhi	Librarian II Sr. Libr. Attnt.	1 1	1400-2300 950-1400	6075	155	44	-
National Institute of Urban	Librarian I Lib. Attnt.	1 1	2000-3500 750-940	6825	392	85	-
& T Board, New Delhi	Libn. Gr. I Lib. Attnt.	1 1	2000-3500 750-940	46250	722	335	-

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\* SLD: slides \*PCL: press clippings \*ATL: Atlas \* PHC: photocopies \* JLS:  
journals \* REC: records \* TPE: Tapes.

Lending (Daily)	Services					Publications					Budget (Rs. in Lakhs)
	Inter-library loan (Mby)	Photocopying (Monday)	Reference Queries (Monday)	Users (Daily)	Weekly & Queries (Mby)	Monthly & Bi-monthly	Quarterly	Half-yearly & Yearly	Occasional		
15	3	12	50	30	-	-	-	-	-	1.56	
20	14	10	16	60	-	2	-	-	-	1.75	
42	25	6	75	42	-	-	-	-	-	2.00	
30-40	10-15	-	15-20	50	-	-	-	-	-	0.60	
10-15	10-15	20	25-30	15-20	-	1	-	-	-	0.45	
100	10	20	80	50	-	1	-	-	-	2.0	

Quantitative Data Extracted from the Questionnaire on Various Libraries of Government of India

Name of the Library	Staff			Annual Intake			
	Designation	No. of Posts	Pay Scale	Total Collection	Books etc.	Journals	Others (MBM)
Geological Survey of India, Nagpur	Sr.Asst. Libn	1	1640-2900	27447	160	135	10
	Asst. Libn	2	1400-2300				
	Lib. Asst.	2	1200-2040				
CBI Library, New Delhi	Librarian	1	1640-2000	16470	715	187	-
Department of Food, New Delhi	Librarian	1	1400-2300	20500+ MPS	827	235	MPS
	Asst. Libn	1	1200-2040				
	Lib. Attnt.	1	800-1140				
Indian Museum Library, Calcutta	Librarian	1	1640-2900	29769+ MFS	2110	383	MFS
	Asst. Librn	1	1400-2300				
	Sorter	1	800-1150				
Indian Bureau of Mines, Nagpur	Librarian	1	2000-3500	66142+ MFS STDS	1117	340	-
	?	1	1640-2900				
	?	3	1400-2300				
	?	4	1200-2040				
Department of Civil Supplies, New Delhi	Librarian	1	1400-2300	8709	428	120	-

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\*SLD: slides \*PCL: press clippings \*ATL: Atlas \*PHC: photocopies \*JLS: journals \*REC: records \*TPE: Tapes.

Lending (Daily)	Services				Publications					Budget (Rs. in Lakhs)
	Inter-library loan (Mly)	Photocopying (Monthly)	Reference Queries (Monthly)	Users (Daily)	Weekly & Queries (Mly)	Monthly & Bi-monthly	Quarterly	Half-yearly & Yearly	Occasional	
27	10-15	-	10-15	23	-	-	-	-	-	4.50
25	5-7	10-12	50	20	-	-	2	-	-	4.00
35	95	50	55	45	1	-	-	-	-	1.50
75	10	-	80	75	-	1	-	-	-	2.50
40	25	-	40	35	-	1	1	-	-	2.50
25	15	-	45	30	-	-	-	-	-	0.70

Quantitative Data Extracted from the Questionnaire on Various Libraries of Government of India

Name of the Library	Designation	Staff		Annual Intake			
		No. of Posts	Pay Scale	Total Collection	Books etc.	Journals	Others (MBM)
Department of Atomic Bombay	Librarian	1	1640-2900	11893	760	160	-
	Lib. Attnt.	1	950-1400				
Ministry of Finance, Department of Economic	Librarian	1	3000-4500 (2000-3500)	102000	1595	600	-
	Sr. Asst. Libn	2	1640-2900				
	Jr. Asst. Libn	1	1400-2600				
	Lib. Asst.	3	1400-2300				
	Sr.Lib. Attnt.	3	950-1400				
	Jr. Lib. Attnt.	1	750-940				
National medical Library, New Delhi	Director	1	4500-5700	245000+	8500	2044	1.50
	Dy. Director	1	3700-5000	MCF,			lakhs
	Astt. Director	4	3000-4500	MCP			
	Doc. Officer	2	2200-4000	FLM,			
	Libn. Gr. I	5	2000-3500	SLD,			
	Sr. Doc. Asst.	10	1640-2900	VDC.			
	Libn Gr. II	4	1400-2300	etc.			
	Jr. Doc. Asst.	6	1400-2300				
	Libn. Gr. III	6	1350-2200				
	Sr. Lib. Attnt	9	950-1400				
Jr. Lib. Attnt.	1	750-940					

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 \* SLD: slides \*PCL: press clippings \*ATL: Atlas \* PHC: photocopies \* JLS:  
 journals \* REC: records \* TPE: Tapes \*STDS: Standards \*MCF: Microfiche  
 \*MCR: Microcards \*VDC: Video cassettes.

Lending (Daily)	Services				Publications					Budget (Rs. in Lakhs)
	Inter-library loan (Mly)	Photocopying (Monthly)	Reference Queries (Monthly)	Users (Daily)	Weekly & Queries (Mly)	Monthly & Bi-monthly	Quarterly	Half-yearly & Yearly	Occasional	
4-5	6	-	8	35-40	-	-	-	-	-	1.14
30	35	6	110	100	1	-	-	-	-	1.14
325	95	30000	115	150	1	2	2	-	-	98.52

Quantitative Data Extracted from the Questionnaire on Various Libraries of Government of India

Name of the Library	Staff			Annual Intake			
	Designation	No. of Posts	Pay Scale	Total Collection	Books etc.	Journals	Others (MBM)
Department of Mines, New Delhi	Librarian	1	1400-2300	22716+ MPS	900	92	-
	Asst. Libn.	1	1350-2200				
	Lib. Attnt.	1	950-1400				
Geological Survey of India Calcutta	Sr. Libn.	1	3000-4500	321000 + 42825 MPS, RPT FLMetc.	6392	2032	-
	Librarian	2	2000-3500				
	Sr. Asst. Libn.	2	1640-2900				
	Asst. Libn.	20	1400-2300				
	Lib. Asst.	14	1200-2040				
Directorate of Tobacco Development, Madras	Tech. Asst/ In-charge	1	1400-2300	3917	47	62	-
Planning Commission, New Delhi	Chief Librn/ Doc. Officer	1	3700-5000	149858	4050	636	-
	Librarian	1	2000-3500				
	Sr. Tech. Asst.	2	1640-2900				
	Tech. Asst.	8	1400-2300				
	Sr. Lib. Asst.	2	1200-2040				
	Jr. Lib. Asst.	3	950-1400				
	Sr. Lib. Attnt.	2	950-1400				
	Jr. Lib. Attna.	2	800-1150				

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Lending (Daily)	Services				Publications					Budget (Rs. in Lakhs)
	Inter-library loan (Mly)	Photocopying (Monthly)	Reference Queries (Monthly)	Users (Daily)	Weekly & Queries (Mly)	Monthly & Bi-monthly	Quarterly	Half-yearly & Yearly	Occasional	
40	5	-	40	70	-	-	-	-	-	0.80
72	15	4200	80	45	-	1	6	2	-	8.50
2	-	-	-	8	-	-	-	-	-	0.02
60	130	50	110	60	2	-	1	-	-	5.00

Quantitative Data Extracted from the Questionnaire on Various Libraries of Government of India

Name of the Library	Staff			Annual Intake			
	Designation	No. of Posts	Pay Scale	Total Collection	Books etc.	Journals	Others (MEM)
Home Affairs, New Delhi	Librarian	1	2000-3500	436398+ PAM	2476	285	-
	Asst. Libn	1	1400-2300				
	Doc. Asst.	1	1400-2300				
	Jr. Librn	2	1350-2200				
	Sr.Lib.Attnt.	1	950-1400				
	Jr.Lib.Attnt.	1	825-1200				
Directorate of Plant Protection & Storage, Faridabad	Sr. Librn	1	1640-2900	12724	23	186	-
	Librarian	1	1400-2300				
	Lib. Attnt.	2	750-940				
Ministry of Law and Justice, New Delhi	Libn. Gr. I	1	2000-3500	72678	927	156	-
	Libn. Gr. II	2	1400-2300				
	Libn. Gr III	1	1200-2040				
	Lib. Attndt.	3	950-1400				
Anthropological Survey of Calcutta	Head Libn	1	2000-3500	41904	800	356	RPT
	Librn. Gr. I	2	1640-2900				
	Librn Gr. II	2	1400-2300				
	Asst. Libn I	2	1350-2200				
	Asst. Libn II	1	1200-2040				
	Asst. Libn. III	1	975-1540				
	Micrographer	1	1400-2300				
	Lib. Attnt	1	775-1025				

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Lending (Daily)	Services					Publications				
	Inter-library loan (Mly)	Photocopying (Monthly)	Reference Queries (Monthly)	Users (Daily)	Weekly & Queries (Mly)	Monthly & Bi-monthly	Quarterly	Half-yearly & Yearly	Occasional	Budget (Rs. in Lakhs)
225	55	120	190	150	1	2	-	-	-	3.25
10	11	500	2-5	7-8	-	-	-	-	-	0.88
70	250	55	65	70	-	1	-	1	-	2.50
70	2	-	45	70	-	3	-	-	-	3.05

Quantitative Data Extracted from the Questionnaire on Various Libraries of Government of India

Name of the Library	Staff			Annual Intake			
	Designation	No. of Posts	Pay Scale	Total Collection	Books etc.	Journals	Others (MBM)
National Atlas Organisation, Calcutta.	Sr. Librarian	1	1640-2900	16427+	260	100	MPS PHG
	Map Curator	1	1600-2660	52000			
	Librarian	2	1400-2300	MPS+			
	Lib. Asst.	3	1350-2200	68094 PHG & other material.			
Directorate of Coordination Police Radio Trg. Institute	Librarian	1	1350-2200	3700	93	25	-
Zoological Survey of India, Calcutta	Head Libn	1	2000-3500	75185	2152	825	-
	Sr. Librn.	1	16040-2900				
	Librarian	2	1400-2300				
	Asst. Librn	2	1350-2200				
	Lib. Asst.	3	1200-2040				
	Cataloguer	1	1200-2040				
Book Binder	2	800-1150					
Banking Division Library, Department of Economic Affairs	Jr. Asst. Libn	1	1400-2300	18330	556	250	-
Anthropological Survey of India Jagdalpur	No staff	-	-	2737	244	-	-

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 \*MCR: Microcards \*VDC: Video cassettes &PAM: Pamphlets.

Lending (Daily)	Services				Publications					
	Inter-library loan (Mly)	Photocopying (Monday)	Reference Queries (Monday)	Users (Daily)	Weekly & Queries (Mly)	Monthly & Bi-monthly	Quarterly	Half-yearly & Yearly	Occasional	Budget (Rs. in Lakhs)
78	-	-	60	20	-	-	1	-	-	1.95
50	-	-	15	70	-	-	-	-	-	0.60
20	30	130	40	25	-	-	2	-	-	0.40
15	25	25	10	30	-	-	-	-	-	0.75
3	-	-	3	4	-	-	-	-	-	0.93



Quantitative Data Extracted from the Questionnaire on Various Libraries of Government of India

Name of the Library	Staff			Annual			
	Designation	No. of Posts	Pay Scale	Total Collection	Books etc.	Journals	Others (MBM)
All India Radio, External Services Division, New Delhi	No Library Staff	-	-	13000+ Grama-phone Rec+ Tapes	5	-	REC TPE etc.
Central Plant Protection Trg. Institute, Hyderabad	Sr. Librarian	1	1400-2300	9029	31	119	-
Anthropological Survey of India, Udaipur	Asst. Libn I	1	1350-2200	2648	370	51	-
Ministry of Defence Library New Delhi	Chief Libn.	1	3000-4500	44200	791	260	-
	Asst. Libn.	1	1640-2900				
	Libn. Gr. II	2	1400-2600				
	Libn. Gr. III	2	1350-2200				
Air Head Quarters Library, New Delhi	Libn. Gr. I	1	2000-3500	42000	169	88	-
	Libn. Gr. II	1	1400-2300				
	Libn. Gr. III	1	1350-2200				

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# No Separate budget.

Lending (Daily)	Services				Publications					Budget (Rs. in Lakhs)
	Inter-library loan (Mly)	Photocopying (Mondly)	Reference Queries (Mondly)	Users (Daily)	Weekly & Queries (Mly)	Monthly & Bi-monthly	Quarterly	Half-yearly & Yearly	Occasional	
-	-	-	5	-	-	-	-	-	-	0.40
15	-	-	10	40	-	-	-	-	-	0.28
10-15	-	-	8	40	-	-	-	-	-	#
85	4	-	93	250	-	2	-	-	-	1.68
150	10	-	40	200	-	-	-	1	-	1.76

Quantitative Data Extracted from the Questionnaire on Various Libraries of Government of India

Name of the Library	Staff			Annual Intake			
	Designation	No. of Posts	Pay Scale	Total Collection	Books etc.	Journals	Others (MBM)
Anthropological Survey of India, Mysore	Libn. Cr. II	1	1400-2300	9646+	572	90	-
	Asst. Libn. I	1	1350-2200	MPS			
	Lib. Attnt.	1	775-1075	964			
Ministry of Labour Library, New Delhi	Librarian	1	2000-3500	39608	242	157	-
	Spl. Gr.Libn.	1	1600-2660				
	Libn. Gr. II	4	1400-2300				
	Sr.Lib.Attnt.	1	950-1400				
	Jr.Lib.Attnt.	1	800-1150				
Indian Meteorological Department, New Delhi	Librarian	1	1400-2300	34355	509	332	-
	Sr. Observer	3	1350-2040	MAPS etc.			
Botanical Survey of India	Lib. Asst.	1	1400-2300	10435	172	80	-

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 \* REC: records \* TPE: Tapes \*STDS: Standards \*MCF: Microfiche  
 \*MCR: Microcards \*VDC: Video cassettes.

Lending (Daily)	Services				Publications					
	Inter-library loan (Mby)	Photocopying (Monday)	Reference Queries (Monday)	Users (Daily)	Weekly & Queries (Mby)	Monthly & Bi-monthly	Quarterly	Half-yearly & Yearly	Occasional	Budget (Rs. in Lakhs)
19	3	35	17	21	-	-	-	1	-	1.1
54	50	-	52	40	2	1	1	1	-	1.1
24	12	530	42	20	-	-	-	-	-	0.50
25	20	35	40	10	-	-	-	-	-	0.50