

# ***Andhra Pradesh Public Libraries Act, 1960***

With latest amendments & commentaries

Containing Rules made under the Act and important  
Government Orders issued from time to time.

BY

**P V A NARASIMHAM**

B.A., B.T., B.L.Sc.

Asst. Director of Public Libraries (Retd.)  
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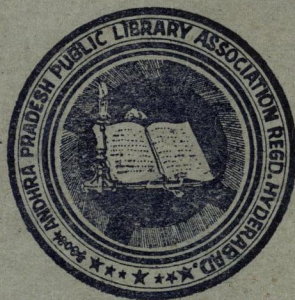
AND

**M A MAJEED KHAN**

General Secretary, A.P.P.L.A.

&

Vice-President, Indian Library Association



1980

**ANDHRA PRADESH PUBLIC LIBRARY ASSOCIATION**

(Recognised by Govt. of Andhra Pradesh)

POST BOX No. 167, HYDERABAD-500 001. (INDIA)

*W. S. P. N. Karb.*

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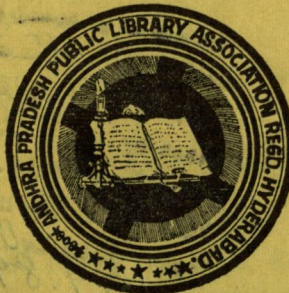
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Published by  
**Dr M A MAJEED KHAN**  
General Secretary

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**THE ANDHRA PRADESH PUBLIC LIBRARIES ACT, 1960**  
**ANDHRA PRADESH ACT, No. VIII OF 1960.**

(Received the assent of the Governor on the 18th February, 1960 and first Published in the Andhra Pradesh Gazette, dated the 25th February, 1960.)

*An Act to consolidate and amend the Laws relating to the establishment and maintenance of Public Libraries in the State of Andhra Pradesh and matters connected therewith.*

**NOTE:-** The preamble is not very precise and explicit in explaining the reasons and motives of the Act. The purpose of the Act is explained as establishment and maintenance of Public Libraries. The establishment and maintenance of Public Libraries is only a means to an end, but not the end itself. A Library has to serve several purposes:-

1. To provide full facilities for literacy campaigns and continuing life-long education according to the need and the convenience of the reader;
2. To strengthen the forces of socialism, secularism and democracy,
3. To contribute for the economic and social advancement of the people;
4. To preserve the Culture of our country;
5. To provide to one and all a harmless and elevating use of leisure;
6. To provide up-to-date facts and information on all subjects, to one and all, as a help in the discharge of their political functions in respect of local, national and international affairs;
7. To provide up-to-date pin pointed information to research scholars and technicians.
8. It should preserve the literary remains of humanity for posterity, as vehicles of culture, and as source materials for antiquarian research; and in general.
9. It should work for continued social well-being as the agency in charge of all socialised recorded thought.

Thus a library has educational, informational, political, economic, industrial, cultural, and antiquarian functions.

Hence the present preamble may be amended suitably by including in a net shell the most essential objectives of the libraries, as mentioned in some of the Acts of the foreign countries.

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For statement of objects and Reasons see, part of IV-A of the Andhra Pradesh Gazette Extraordinary dated 25th July 1959; page 58.

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# **Andhra Pradesh Public Libraries Rules 1961**

( G. O. Ps. No. 84, Education dated. 27th March, 1961 )

( as amended upto 9-3-1970. )

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# Andhra Pradesh Public Libraries Rules 1961

( G. O. Ps. No. 94, Education, dated. 27th March, 1961 )

( as amended upto 9-3-1970. )

- I. Under Clause (11) of section 2 of the Andhra Pradesh Public Libraries Act, 1960 (Andhra Pradesh Act No. VIII of 1960 ), the Governor of Andhra Pradesh hereby declares that with effect on and from 1st April, 1960 the Asifia Library, Hyderabad, be known as the State Central Library, Hyderabad.
- II. In exercise of the powers conferred by sub-section (1) and clause (a) of Sub-section (2) of Section 25 read with Section 6 of the Andhra Pradesh Public Libraries Act, 1960 (Andhra Pradesh Act VIII of 1960) the Governor of Andhra Pradesh hereby makes the the following Rules :-

## RULES

1. **Short title, extent and commencement :** (1) These rules shall be called the Andhra Pradesh Public Libraries Rules, 1961.

(2) They extend to the whole of the State of Andhra Pradesh.

(3) They shall come into force from the date of Publication in the Andhra Pradesh Gazette.

(Published in the A. P. Gazette Rules Supplement to Part II, dt. 6-4-1961)

2. **Definitions :** In these rules unless the context otherwise requires :

i) '**Act**' means the Andhra Pradesh Public Libraries Act, 1960 (Andhra Pradesh Act VIII of 1960.)

ii) '**Section**' means a section of the Act.

iii) **Words and expressions used but not defined in these rules shall have the meanings respectively assigned to them in the Act.**

3. **Constitution of the State Library Committee :** (1) The Director shall address the Government to move the State Legislature for the election of members to be elected by the Legislature to the Committee, in the manner approved by the Speaker of the Legislative Assembly or the Chairman of the Legislative Council, as the case may be.

(Substituted by G. O. Ms. No. 918 Edn. dated 8-4-1966.)

(2) In respect of the persons to be \* nominated \* by the Syndicate of the Universities in the State, the Director shall address the Registrar of each Uni-

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**ZILLA GRANDHALAYA SAMSTHA  
STAFF SERVICE RULES**

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**GOVERNMENT OF ANDHRA PRADESH****ABSTRACT**

**LIBRARIES - Constitution of Library Service for Zilla Grandhalaya Samsthas in the State and Rules thereof - Issued.**

**EDUCATION DEPARTMENT**

G. O. Ms. No. 674.

Dated. 21st March, 1967.

Read the following :

Reference ending with letter Rc. No. 687/B3/63, dated 19-11-66 and 11-1-1967 of the Director of Public Libraries.

**ORDER :**

The following Notifications shall be Published in the Andhra Pradesh Gazette --

**NOTIFICATION I**

In exercise of the powers conferred by section 19-A of the Andhra Pradesh Public Libraries Act 1960 (Andhra Pradesh Act No. VIII of 1960) the Governor of Andhra Pradesh, hereby constitutes a Library Service for the Zilla Grandhalaya Samsthas in the State with effect from on 1-4-1950.

**NOTIFICATION II**

In exercise of the powers conferred by sub-section (1) and clause (f) of sub-section (2) of section 25 of the Andhra Pradesh Public Libraries Act 1960 (Andhra Pradesh Act No. VIII of 1960) the Governor of Andhra Pradesh hereby makes the following rules for the posts of Librarians under the Zilla Grandhalaya Samsthas.

2. The rules hereby made shall be deemed to have come into force on 1-4-1950.

**RULES**

1. Constitution : The service shall consist of the following categories, namely:

i) District Central Librarians and City Central Librarian, Hyderabad.

ii) Librarians, Grade I (Deputy Librarians).

iii) Librarians, Grade II.

iv) Librarians, Grade III.

# **RULES TO EXERCISE OF CONTROL AND DISCIPLINARY POWERS OVER THE STAFF OF ZILLA GRANDHALAYA SAMASTHAS- NON-GOVERNMENT SERVANTS**

[G. O. Ms. No. 170], Education 12th September 1968, published at pages 2087-2092 of Part I of A.P. Gazette dated 21-11-68].

In exercise of the powers conferred by section 25 (2) (e) of the Andhra Pradesh Public Libraries Act, 1960 (Act VIII of 1960), the Governor of Andhra Pradesh hereby makes the following rules.

## **PART I—GENERAL**

1. These rules may be called the Andhra Pradesh Zilla Grandhaalya Samstha Services (Classification, Control and Appeal) Rules, 1968.

2. They shall apply to every member appointed in the following categories of posts, whether temporary or permanent ;

- (1) District Central Librarians and City Central Librarian (Secretaries of Zilla Grandhalaya Samsthas).
- (2) Librarians—Grade I
- (3) Upper Division Clerks.
- (4) Librarians Grade II.
- (5) Librarians, Grade III.
- (6) Lower Division Clerks.
- (7) Typists
- (8) Attenders.
- (9) Binders.
- (10) Peons.
- (11) Drivers.
- (12) Cleaners.

3. If any doubt arises—

- [a] Whether these rules apply to any persons: or
- [b] Whether a person to whom these rules apply belongs to a particular service, or as to which of the services, the matter shall be referred to the Director, whose decision shall be final.

## **PART II—CLASSIFICATION**

4. The various categories of posts under Zilla Grandhalaya Samsthas shall be classified as follows :-

(1) Library Service for the Zilla Grandhalaya Samsthas in the State consisting of the following categories of posts namely :-

1. District Central Librarians and City Central Librarians ( Secretaries of Zilla Grandhalaya Samsthas ).

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**LEAVE TRAVEL CONCESSION**  
TO THE  
**EMPLOYEES OF STATE GOVERNMENT**

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# LEAVE TRAVEL CONCESSION

TO THE

## EMPLOYEES OF STATE GOVERNMENT

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### GOVERNMENT OF ANDHRA PRADESH

#### ABSTRACT

Public Services — Leave Travel Concession to the employees of State Government — Orders—Issued.

#### FINANCE (PAY COMMISSION) DEPARTMENT

G. O. Ms. No. 20

dated. 18th January, 1972

Read the following :

Resolution No. 41/71 of the Andhra Pradesh Civil Services Joint Staff Council, dated 27-11-1971.

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#### ORDER :

The One Man Pay Commission appointed by the State Government has recommended that Leave Travel Concession on the lines of the Government of India Rules may be extended to the employees of the State Government also. The State Government have considered the issue and here by order that the Leave Travel Concession as per rules in the Annexure to this order, shall be applicable to all Government employees under the administrative control of this Government.

2. Necessary amendments to the Andhra Pradesh Travelling Allowance Rules including the revision of Rule 109 will be issued separately by the Finance (T.A.) Department.

By order and in the name of the Governor of Andhra Pradesh)

#### ANNEXURE

#### LEATE TRAVEL CONCESSION

**Description :—** Leave Travel concession is reimbursement of expenditure incurred by the Government servant and his family members to travel from head quarters station to home town and back during the period of regular leave taken by the Government servant.

# **RULES FOR THE RECOGNITION OF LIBRARY ASSOCIATIONS AND REGULATION OF GRANTS TO SUCH ASSOCIATIONS**

(G. O. Ms. No. 1758, Education E), 16th September, 1970— Published at pages 369-371 R.S. to Part-I A. P. Gazette, dated 5-11-1970.

In exercise of the powers conferred by clause (g) of sub-section (2) of section 25 of Andhra Pradesh Public Libraries Act, 1960 (Andhra Pradesh Act 8 of 1960), the Government of Andhra Pradesh hereby makes the following rules for the recognition of Library Associations and regulation of grants to such Associations.

2. The rules hereby made shall be deemed to have come into force from 1st April, 1960.

## **R U L E S**

1. In these rules unless the context otherwise requires:—

- (i) "Association" means the Library Association,
- (ii) "Director" means the Director of Public Libraries, Andhra Pradesh.

The following shall be the conditions governing the recognition of any Library Association:—

(1) The Association shall be registered under the Societies Registration Act, 1860 or the A.P., (Telangana Area) Public Societies Registration Act, 1350-F (Act I of 1350 F).

(2) The aims and objects of the Association shall be :—

- (a) Promotion of Library Movement and Improvement In Library Service in the State.
- (b) Promotion of Library Science Education and the Improvement in the training of Librarians in the State.
- (c) Improvement in the status and conditions of Service of Librarians.
- (d) Publications of bulletins, periodicals books, etc., which will tend to the realisation of the objects of the Association.
- (e) Holding meetings, Conferences and Seminars.
- (f) Encourage the formation of District and Taluk Associations.
- (g) Maintenance of liaison with Social and Cultural groups in the interest of Library movement in the State.

(3) The constitution and the bye-laws of the Association shall be approved by the Director of Public Libraries, Andhra Pradesh with or without modification and shall among others, provide for all the following matters, namely:—

- (a) The powers to be exercised in the matters of finance possession of property, etc.

# Rules Relating to the Acquisition of Immovable property By the Zilla Grandhalaya Samsthas

(G. O. Ms. No. 313, Education (E), 25th February, 1969 — Published at pages 169-174 of R. S. to Part I of Andhra Pradesh Gazette, dated. 15-5-1960.)

In exercise of powers conferred by sub-section (1) of section 25, read with clause (e) of sub-section (1) of section 13 and section 17 of the Andhra Pradesh Public Libraries Act, 1960 (Andhra Pradesh Act VIII of 1960), the Governor of Andhra Pradesh hereby makes the following rules regulating the acquisition of immovable property by the Zilla Grandhalaya Samsthas.

## R U L E S

**Acquisition of Immovable Property :—** 1. Every Zilla Grandhalaya Samstha shall before acquiring any immovable property, comply with the following conditions, namely :—

- (a) that the property is approved by the Municipal Health Officer or the District Health Officer, as suitable from a sanitary point of view for the purpose of housing a public library ;
- (b) that the property, if intended for the construction or extension of buildings for public libraries the estimated cost whereof exceeds five thousand rupees, is approved by an officer of the Public Works Department not below the rank of an Executive Engineer as suitable for the purpose ;
- (c) that where the property is proposed to be acquired by the Zilla Grandhalaya Samstha otherwise than under the Land acquisition Act, 1894 the previous approval of the Government shall be obtained therefor ;

(i) Provided that in case of lands, its valuation shall be obtained from the Revenue Department and that no amount in excess of such valuation shall be paid without the previous consent of the Government :

(ii) in the case of buildings, its valuation and a certificate regarding structural stability shall be obtained from the Executive Engineer of the Division, on payment of necessary charges, and that no amount in excess of such valuation shall be paid without the previous consent of the Government ;

(iii) in every case, an encumbrance certificate shall be obtained from the Sub-Registrar's office in respect of the property and examined as to its title by

## THE SCHEDULE

All that piece or parcel of land and premises situated in the village of.....  
 .....in the registration sub-district of.....  
 in the registration district of.....and bounden on the north by  
 .....on the south by.....on the east by  
 .....and on the west by.....bearing Re-  
 survey No.....and old survey No..... and containing on  
 the whole by admeasurement.....(be the same less or more).

Signed sealed and delivered by the above named in  
 the presence of.....

Signed, by the Secretary, Zilla Grandhalaya of.....

.....in the presence of.....

The common seal of the Zilla Grandhalaya Samstha of.....  
 was hereto affixed in the presence of.....

## Rules for Zilla Grandhalaya Samsthas Relating to contracts for supply of Materials, Goods and Services.

[ G. O. Ms. No. 317, Education (E). 25th February, 1969 — published at pages  
 174-177 R. S. to part I of A. P. Gazette dated 15-5-1969 ].

In exercise of the powers conferred by sub-section (1) of section 25 of the  
 Andhra Pradesh Public Libraries Act, 1960 (Andhra Pradesh Act 8 of 1960)  
 the Governor of Andhra Pradesh hereby makes the following rules for the mak-  
 ing of contracts by the Zilla Grandhalaya Samsthas for supply of materials or  
 goods or for rendering of services.

### R U L E S

1. Every contract for the supply of materials or goods or for rendering of  
 services to the Zilla Grandhalaya Samstha shall be made by calling for tenders,  
 provided that the Zilla Grandhalaya Samstha may provide in its bye-laws, the  
 contracts, for supply of materials or goods or for rendering of services, other  
 than those for the execution of works, the value whereof does not exceed rupees  
 one thousand in respect of which tenders may be dispensed with.

2. When tenders are invited they shall be tabulated and scrutinised by the  
 Secretary, Zilla Grandhalaya Samstha and placed before the Zilla Grandhalaya  
 Samstha with his recommendations for acceptance.

# Zilla Grandhalaya Samsthas Extension of Pensionary Benefits to the Employees - RULES.

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## GOVERNMENT OF ANDHRA PRADESH

### ABSTRACT

Zilla Grandhalaya Samsthas Extension of Pensionary Benefits to the Employees of Zilla Grandhalaya Samsthas— Rules—Orders Issued.

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### EDUCATION (E) DEPARTMENT

G. O. Ms. No. 1161,

Dated 6th December. 1978.

Read the following :

- (1) G. O. Ms. No. 915, Education, dated 29th July, 1975.
  - (2) From the Director of Public Libraries, Lr. Rc. No. 367/B3/77, dated 22nd July, 1978.
- 

### ORDER :

The following notification will be published in the Andhra Pradesh Gazette.

### NOTIFICATION

In exercise of the powers conferred by clause (f) of Sub-section (2) of section 25 of Andhra Pradesh Public Libraries Act, 1960 (Andhra Pradesh Act No. VIII of 1960) the Governor of Andhra Pradesh hereby makes the following rules relating to the extension of pensionary benefits to the employees of the Zilla Grandhalaya Samsthas.

## RULES

Rules relating to the extension of Pensionary Benefits to the employees of Zilla Grandhalaya Samsthas :

1. These rules shall be called the Andhra Pradesh Zilla Grandhalaya Samsthas Pension-Cum-Gratuity Fund Rules, 1978.

# Rules Governing the Payment of Advances to Officers and Servants of Zilla Grandhalaya Samsthas

[ G. O. Ms. No. 821, Education (E), 7th July, 1975. ]

In exercise of the powers conferred by Section 25 of the Andhra Pradesh Public Libraries Act, 1960 (Act VIII of 1960), the Governor of Andhra Pradesh hereby makes the following rules governing the payment of advances to the staff employed by the Zilla Grandhalaya Samsthas :—

## RULES FOR PAYMENT OF ADVANCE

1 (a) No advances shall be granted by the Zilla Grandhalaya Samsthas to its officers or servants for any purpose except for the following, namely that of :

(i) Purchasing conveyances ;

(ii) Journeys on Tour or transfer ;

(iii) Purchasing mosquito nets, if the Officers or servants reside or work in areas included in the list of areas where there is a risk of malaria drawn by the Director of Medical Services ;

(iv) Advances on the eve of important festivals. Provided that the Director may, in special cases, permit the grant of advances for purposes other than those specified above, subject to the availability of funds with the Zilla Grandhalaya Samstha after meeting all items of expenditure.

NOTE :— The festival advances shall be sanctioned at the following rates during the financial year Full, Time, Contingency staff, their salary, other members of the staff Rs. 250/-. It shall be recovered in ten instalments.

(b) The rules issued by Government from time to time in regard to sanction of similar advances to Government servants shall be observed by the Zilla Grandhalaya Samstha subject to the condition that sufficient funds are available with the Zilla Grandhalaya Samstha after meeting all items of expenditure without asking any additional grant from the Government in this behalf.

(c) The Chairman, Zilla Grandhalaya Samstha, in respect of the Secretary, and the Secretary, Zilla Grandhalaya Samstha in respect of the other employees shall be the sanctioning authorities of the above advances.

(d) The Secretary, Zilla Grandhalaya Samstha shall be responsible for proper recovery of the advances sanctioned to the employees.

## ADVANCES FOR PURCHASING CONVEYANCES

2. A Zilla Grandhalaya Samstha may at its discretion, grant an advance to

# Rules Relating to the Preparation of Budget By the Zilla Grandhalaya Samsthas

[ An extract of Rules Supplement to Part VII of The Andhra Pradesh Gazette, Issue No. 14, Dated 2nd September, 1971 Published at Pages 1-14 ].

( G. O. Ms. No. 1119, Education (E), Dated 19th July, 1971 ).

In exercise of the powers conferred by sub-section (1) of section 25 of the Andhra Pradesh Public Libraries Act, 1960 (Andhra Pradesh Act VIII of 1960) the Governor of Andhra Pradesh hereby makes the following rules for the preparation of budget by the Zilla Grandhalaya Samsthas.

2. The rules shall come into force from the date of publication in the Andhra Pradesh Gazette.

## RULES

1. These rules shall be called the Andhra Pradesh Zilla Grandhalaya Samsthas Budget Rules, 1971.

2. In these rules unless the context otherwise requires :

(i) "ACT" means the Andhra Pradesh Public Libraries Act, 1960 (Andhra Pradesh Act VIII of 1960).

(ii) "FORM" means a Form appended to these rules ;

(iii) Words and expressions used but not defined in these rules shall have the meanings respectively assigned to them in the Act.

3. The Secretary, Zilla Grandhalaya Samstha shall prepare every year a budget showing the probable receipts and expenditure of the Zilla Grandhalaya Samstha for the succeeding year.

4. The Working balance to be provided for in the budget shall be at least 5% of the estimated receipts excluding State grants and debt heads of the estimated receipts.

5. The budget of every Zilla Grandhalaya Samstha shall be prepared in Form 'A'.

6. The budget in the language of the Zilla Grandhalaya Samstha shall be circulated every year to the members of the Zilla Grandhalaya Samstha at least one week before 31st December so that the members may have adequate time of examining the same, before the meeting of Zilla Grandhalaya Samstha held for its approval.

# Rules for Regulating the Conduct of the Employees under Zilla Grandhalaya Samsthas

## GOVERNMENT OF ANDHRA PRADESH ABSTRACT

Rules— Rules for regulating the Conduct of the employees under Zilla Grandhalaya Samsthas - Issued.

### EDUCATION DEPARTMENT

G. O. Ms. No. 1108 Edn.

Dated 21-5-1968.

Read the following :

From the Director of Public Libraries, Rc. No. 645-B3/66, dt. 29-10-66,

### ORDER :

The following Notification will be published in the Andhra Pradesh Gazette

### NOTIFICATION

In exercise of the powers conferred by clauses (e) and (f) of sub-section(2) of Section 25 of the Andhra Pradesh Public Libraries Act, 1960 (Andhra Pradesh Act VIII of 1960), the Governor of Andhra Pradesh hereby makes the following rules for regulating the conduct of employees under Zilla Grandhalaya Samsthas in the State.

2. The rules hereby made shall be deemed to have come into force on the date of issue of this order.

### RULES

#### 1. Short title, application and commencement :

(1) These rules may be called the Andhra Pradesh Zilla Grandhalaya Samstha Employees (conduct) Rules, 1966.

(2) They shall apply to every person who is borne on the establishment of the Zilla Grandhalaya Samstha or holds any post under the Zilla Grandhalaya Samstha.

- NOTE : (1) The statement must be submitted punctually on the 15th January of the year.
- (2) New acquisitions during the year to which the return relates should be entered in red ink. Particulars of any immovable property of which the Zilla Grandhalaya Samstha employee may become disposed during the year should also be entered in the annual return.
- ( By order and in the Name of the Governor of Andhra Pradesh )

## GOVERNMENT OF ANDHRA PRADESH

### A B S T R A C T

ESTABLISHMENT - Menials paid from Contingencies - Revised rates of Remuneration - Orders - Issued.

FINANCE & PLANNING (Finance Wing-PRC. I) DEPARTMENT

G. O. Ms. No. 190.

Dated: 31-7-1975

- (i) G. O. Ms. No. 208, Finance (Expr.) Department dated 10-8-1965.
- (ii) G. O. Ms. No. 418, Finance (Pay Commission) Department dated 11-11-1970.
- (iii) G. O. Ms. No. 180, Finance & Planning (Fin. Wing-PRC. III) Dept., dated 15-7-1975.

### ORDER :

The Pay Revision Commissioner while evolving D.A. merged pay scales to all other categories of employees considered the question of D.A. merged remuneration to the Menials employed on non-pensionable establishment and whose pay is debited to contingencies and recommended the following rates merging the D. A. payable prior to 1-1-1974.

- |  |                 |
|--|-----------------|
| (i) Menials within the twin cities<br>(Hyderabad and Secunderabad) | Rs. 150/- p. m. |
| (ii) Menials at District Headquarters                              | Rs. 140/- p. m. |
| (iii) Menials at other areas                                       | Rs. 135/- p. m. |

After careful consideration of the above the Government have accepted the recommendations of the Pay Revision Commissioner and have decided to implement the same with effect from 1-5-1975.

The above employees paid from contingencies will continue to be eligible to the percentage of D.A. ordered in G. O. Ms. No. 8, Finance dated 11-1-1975.

All Departments of Secretariat and Heads of Departments are requested to take action accordingly.

(By Order and in the name of the Governor of Andhra Pradesh)

**GOVERNMENT OF ANDHRA PRADESH**  
**A B S T R A C T**

**LIBRARIES - Zilla Grandhalaya Samstha - Revision of Remuneration to the Central Librarians of Book Deposit Centres- Orders Issued.**

**EDUCATION (E2) DEPARTMENT**

**G. O. Ms. No. 1751**

**Dated 23-9-1968**

**Read the following :**

1. **From the Director of Public Libraries, Rc. No. 529-B2/65 dated 9-5-1967.**
2. **From the Director of Public Libraries, Rc. No. 529-B2/65 dated 13-7-1968.**

**O R D E R :**

In the circumstances stated by the Director of Public Libraries in the letter read above, Government accord permission to the Zilla Grandhalaya Samsthas to pay the remuneration at an enhanced rate of Rs. 12/- per month to the Central Librarians of the Book Deposit Centres, subject to the condition that the additional amount involved on this shall be met from the funds of Zilla Grandhalaya Samsthas without any additional grants from Government on this account.

2. This order issues with the concurrence of Finance (Expenditure-Education) Department vide their U.O. No. 3618/1917/68-1 Dated 11-9-1968.

(By Order and in the name of the Governor of Andhra Pradesh)

**GOVERNMENT OF ANDHRA PRADESH**  
**A B S T R A C T**

**LIBRARIES — Zilla Grandhalaya Samsthas-Tours to be undertaken by Chairman and payment of T. A. and D. A. - Recommendations of State Library Committee - Orders - Issued.**

**EDUCATION (E) DEPARTMENT**

**G. O. Ms. No. 963.**

**Dated 1-10-1973.**

**Read the following :**

- (1) **From the Director of Public Libraries, Lr. Rc. No. 64/B1/71, dt. 25-2-71.**
- (2) **From the Examiner of Local Fund & Panchayat Raj Accounts, Lr. No. 35175/1000/B3/72 dt. 30-1-72.**
- (3) **From the Director of Public Libraries, Lr. Rc. No. 64/B1/71 dt. 3-3-72.**
- (4) **G. G. Ms. No. 1619/Edn, dt. 15-7-1952 of the Govt. of Madras.**

**ORDER :**

Government have examined the recommendation of the State Library Committee in consultation with the Director of Public Libraries and pass orders as mentioned below :-

(1) Government permit all the Chairmen, Zilla Grandhalaya Samsthas in Andhra Pradesh, to visit if it is felt absolutely necessary in the interest of proper administration the Branch Libraries in their jurisdiction provided such visits are not more frequent than once in a year and further that four or five Libraries laying in contiguous areas are visited in single tour:

(2) Orders issued in the G. O. cited 4th above shall apply to Telangana area i. e. the Chairmen of Zilla Grandhalaya Samsthas in Telangana area residing in places outside the headquarter of the district be paid travelling and daily allowances for their journeys to headquarters where their presence is required in connection with decisions of importance which cannot be disposed of by correspondence.

(3) The Chairmen of all the Zilla Grandhalaya Samsthas will draw the allowances for their journeys permitted in this order, at the rates admissible to them for their journeys in connection with the meetings of the Zilla Grandhalaya Samsthas, i.e. on the Scales or such allowances laid down for the members of District Boards (now Zilla Parishads).

(2) The expenditure on T. A. & D.A. sanctioned in this order shall be met from the Library fund of the respective Zilla Grandhalaya Samsthas and there shall not be any commitment to Government.

(3) The action of all the Chairmen of Zilla Grandhalaya Samsthas in A. P. in having performed journeys and drawn T. A. & D.A. before issue of this order is ratified if they are in accordance with this order.

(4) This orders issue with concurrence of Finance (Expenditure-Education) Department vide their U. O. No. 612-2/EE/73-4, dt. 21-9-1973.

( By order and in the Name of the Governor of Andhra Pradesh )

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**GOVERNMENT OF ANDHRA PRADESH**  
**A B S T R A C T**

Libraries - Zilla Grandhalaya Samstha - Libraries - Weeding of books-write off of value-Director of Public Libraries-Authorisation-Ordered.

**EDUCATION (E) DEPARTMENT**

G. O. Ms. No. 457.

Dated: 13-3-1969

Read the following :

From the Director of Public Libraries letter No. 97-B2/67  
dt. 23-1-1969.

.....

**ORDER :**

It is brought to the notice of the Government that the books of Libraries will be worn out by fair usage and become, beyond repairs and that such books have to be weeded out regularly as they are of no use and there may not be adequate space to retain such books. In the circumstances stated by the Director of Public Libraries Government permit the Director of Public Libraries to write off the books upto the value of Rs. 300/- in District Central Library and upto the value of Rs. 200/- in the Branch Libraries. If the value of the books to be weeded in a year exceeds the above amount, the orders of Government have to be obtained.

**GOVERNMENT OF ANDHRA PRADESH**  
**A B S T R A C T**

Libraries - Zilla Grandhalaya Samstha - Loss of books in the District Central Libraries and Branch Libraries-writing of loss of books and making recoveries - Prescribing certain procedure - Orders - Issued.

G. O. Ms. No. 2420

Dated 23-10-1969

Read the following

From the Director of Public Libraries  
Lr. No. 472/B4/67, dated 19-4-1969.

.....

**ORDER :**

In the circumstances stated by the Director of Public Libraries in the reference read above, Government prescribe the following procedure for writing off the loss of books in the libraries under the control of Zilla Grandhalaya Samsthas and City Grandhalaya Samstha and for effecting the recoveries therefor.

(i) The District Central Librarians/City Central Librarians may verify the books stock in the branches at the time of annual inspection of the libraries and also conduct an enquiry for fixing up of responsibility on the persons for the

loss of books and obtain explanation of the concerned and place the report of enquiry before the Zilla Grandhalaya Samsthas/City Grandhalaya Samastha for obtaining its views in the matter. The Secretary, Zilla Grandhalaya Samstha/City Grandhalaya Samstha may submit proposals to Director of Public Libraries, together with the resolution of Zilla Grandhalaya Samstha/City Grandhalaya Samstha for writing off the losses or for effecting the recovery as the case may be.

(ii) In case of District Central Libraries or City Central Library the verification of the books may be made by the departmental auditors every six months. An enquiry to fix up the responsibility of persons for the loss may be conducted by them. The report of the Department Auditors may be placed before Zilla Grandhalaya Samstha/City Grandhalaya Samstha for its views and Secretary, Zilla Grandhalaya/City Grandhalaya Samstha may submit proposals together with the resolution of Zilla Grandhalaya Samstha/City Grandhalaya Samstha to Director for writing off the losses or for effecting the recoveries as the case may be.

(iii) The Director of Public Libraries is authorised to write off the loss of three books for issue of 1000 books in all the libraries under Grandhalaya Samsthas.

(iv) In cases where it is found that the losses occurred due to the negligence of an employee, the amount may be collected from him in monthly instalments as fixed by Zilla Grandhalaya Samstha/City Grandhalaya Samstha. In cases where the losses are heavy suitable disciplinary action will also be taken against delinquent or delinquents concerned.

2. The Zilla Grandhalaya Samsthas are advised to take suitable steps to prevent the losses as far as possible.

3. The matter of writing off any losses of books will be considered only after satisfying that the loss of books is due to the conditions beyond the control of the employees concerned.

(By order and in the name of the Governor of Andhra Pradesh)

## GOVERNMENT OF ANDHRA PRADESH

### ABSTRACT

Rules—Rules relating to the invitation and acceptance of tenders for contracts in respect of Zilla Grandhalaya Samsthas works - Issued.

### EDUCATION (E2) DEPARTMENT

G. O. Ms. No. 1806,  
Read the following :

Dated 3rd October, 1968

1. From the Director of Public Libraries, Lr. Rc. No. 577/B3/67, dt. 14-12-67
2. From the Director of Public Libraries, Lr. Rc. No. 12/Audit/67, dt. 13-8-68

**ORDER :**

The following notification will be published in the Andhra Pradesh Gazette.

**NOTIFICATION**

In exercise of the powers conferred by sub-section (1) of section 25, read with section 13 (10) (a) of the Andhra Pradesh Public Libraries Act, 1960, (A. P. Act VIII of 1960) the Governor of Andhra Pradesh hereby makes the following rules regulating the invitation and acceptance of tenders for contracts in respect of Zilla Grandhalaya Samsthas works.

1. A Zilla Grandhalaya Samstha may, at its discretion entrust any building work to the Public Works Department on payment of necessary charges in accordance with the rules of that Department. For the execution of building work in any other manner, the following procedure shall be followed.

2. Tenders shall be called for in respect of every work, which is to be executed on contract and the contract amount of which exceeds Rs. 1.000/- (Rupees one thousand) in sealed envelopes in as open and public manner as possible, by a notice in the Chief language or languages of the district advertised in one or more newspapers having circulation in the district.

3. Only Public Works Department registered contractors shall be entitled to tender for the work.

4. Every notice published under rule 2 shall state.

- (i) when and where the contract documents may be inspected.
- (ii) the precise form of tendering, that is, to say, whether it shall be at a specified percentage below or above the estimate rates, or whether definite rates shall be quoted for each item of work included in the Schedule ;
- (iii) when and where tenders are to be submitted ;
- (iv) when and where they are to be opened ;
- (v) the amount of earnest money which shall accompany the tender and the amount and nature of Security required in case the tender is accepted ;
- (vi) the authority competent to accept the tender; and
- (vii) that the authority competent to accept the tender, reserves the right to reject any or all the tenders received without assigning any reasons

5. The authority competent to accept the tender shall be either the Chairman or the Secretary or a member of the Zilla Grandhalaya Samstha as may be decided by the Zilla Grandhalaya Samstha in each case.

# GOVERNMENT OF ANDHRA PRADESH

## A B S T R A C T

Libraries - National Library Day and National Library Week every year from November, 14 to 20th - Celebrations of Instructions - Issued.

### EDUCATION (E) DEPARTMENT

G. O. Ms. No. 1362.

Dated: 26-11-1973

Read the following :

From the Director of Public Libraries  
Lr. No. 496/B1/73, dated 24-10-1973.

.....

### ORDER :

With a view to stimulating the reading habit and eradicating adult illiteracy in the Country the Andhra Pradesh Public Libraries conference held in August, 1972 and the Indian Library Association proposed to recommend to Government that National Library Day and National Library week be celebrated in a befitting manner from 14th November to 20th November.

2. Keeping in view the above recommendations of the Indian Library Associations and the Andhra Pradesh Library conference the Director of Public Libraries, has submitted proposals in the letter cited, that the recommendations of the two organisations be accepted.

3. Government after careful consideration accept the proposal of Director of Public Libraries and direct that with a view to stimulating reading habit and to eradicate adult illiteracy in the country the Public Libraries under the Director of Public Libraries, Zilla Grandhalaya Samsthas, and other Local Bodies, and the College and School Libraries shall celebrate National Library Week from 14th November, to 20th November every year.

4. The programmes of celebrations should include book fairs, exhibitions, Library Seminar, Symposia, discourses. Public Lectures, enrolment of new members and organising adult education activities which are found very useful for dissemination of knowledge.

5. The expenditure on organising the above functions shall be incurred by the institutions detailed in the Annexure I to this order and be debited to the heads of accounts indicated in Annexure II to this order.

6. The Director of Public Libraries shall be in over all charge of the above mentioned celebrations and issue necessary instructions to all concerned as is deemed fit to make the celebrations a success.

7. This order issues with the concurrence of Finance Department vide their U. O. No. 790-2/Exp. Edn./73-1 dated 21-11-1973.

(By Order and in the name of the Governor of Andhra Pradesh)

**GOVERNMENT OF ANDHRA PRADESH**  
**A B S T R A C T**

**CENTAGE CHARGES - Construction of Zilla Grandhalaya Samstha in A. P. State-Levy of centage charges - Exemption - Granted.**

**TRANSPORT ROADS & BUILDINGS (BLDGS. L) DEPARTMENT**

G. O. Ms. No. 4  
Read the following

Dated 3-1-1976

Memorandum submitted to Minister (PWD) dated 24-5-1975 by Chairman, Zilla Grandhalaya Samsthas, Srikakulam.

**ORDER :**

The Chairman, Zilla Grandhalaya Samstha in his Memorandum read above has stated that the Collector, Srikakulam has alienated the site of Post Mortem Shed behind Bapuji Kamlamandir for the construction of a building to serve as District Central Library, Srikakulam. Government have sanctioned Rs. 83,000/- towards construction of the building, the estimated cost of which works out to Rs. 3 lakhs. Further, the Zilla Grandhalaya Samstha has no funds at its disposal to meet even the initial expenditure. The construction of the building is proposed to be entrusted to the Roads and Buildings Department.

2. In view of the non-to-happy financial position explained above and as centage charges payable to the Roads and Buildings Department would cut into a major portion of the grant, the Chairman, Zilla Grandhalaya Samstha, Srikakulam has requested for waiver of centage charges in the case.

3. Similar requests have been received from other Zilla Grandhalaya Samsthas also representing that their only sources of cess collections would hardly meet establishment charges and that with considerable difficulty, donations are obtained. In the circumstances, they have represented that it involves much hardship to the Zilla Grandhalaya Samsthas if they are called upon to pay centage charges to the Roads and Buildings Department.

4. After due consideration of the position in this regard, the Government direct that all the Zilla Grandhalaya Samsthas in the Andhra Pradesh State shall be exempted from payment of centages for the construction of Library buildings under their control.

5. This order issues with the concurrence of Finance and Planning (Exp-PWD) Department, vide their U. O. 8/7 (PWD)/75, dated 2-1-1976.

(By order and in the name of the Governor of Andhra Pradesh)

