

KERALA PUBLIC LIBRARIES (KERALA GRANDHASALA SANGHOM) RULES 1991

KERALA GAZETTE EXTRA ORDINARY PUBLISHED BY AUTHORITY Vol. XXXVI Thiruvananthapuram, Friday 15th February 1991 N o 197. 26th Magha 1912 GOVERNMENT OF KERALA Higher Education (A) Department NOTIFICATION - 1 No. 22370 / A3 / 89 / H.Edn. Dated, Thiruvananthapuram, 14th February, 1991. S.R.O. No. 204 / 91 - In exercise of the powers conferred by section 40 of the Kerala Public Libraries (Kerala Granthasala Sanghom) Act, 1989 (15 of 1989) the Government of Kerala hereby make the following rules, the same having been previously published as required by sub-section (1) of the said section, namely:- The Kerala Public Libraries (Kerala Grandhasala Sanghom) Rules 1991 CHAPTER 1 Preliminary 1. Short title and extent - (1) These rules may be called the Kerala Public Libraries (Kerala Grandhasala Sanghom) Rules, 1991. (2) They shall come into force on the 15th day of February 1991

2. Definitions - In these Rules, unless there is anything repugnant in the subject or context - (a) 'Act' means the Kerala Public Libraries (Kerala Granthasala Sanghom) Act, 1989 (Act 15 of 1989): -1- (b) "approved candidate" means a candidate, whose name appears in an authoritative list of candidates approved for appointment to any service, class, category or grade; (c) approved probationer" in a service, class, category or grade means a member of that service, class, category or grade who has satisfactorily completed his probation and awaits appointment as a full member of such service, class, category or grade; (d) "discharge of a probationer" means in case the probationer is a full member or an approved probationer of any service, class, category or grade reverting him to such service, class, category or grade and in any other case dispensing with his service under the State Library Council / District Library Council / Taluk Library Union; (e) "clear day" means the number of days to be counted excluding first and last days; (f) a person is said to be on "duty" as a member of service - (i) when he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed for such service; or (ii) when he is on joining time; or (iii) when he is absent from duty during vacation or on authorised holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the State Library Council, District Library Council, Taluk Library Union, as the case may be, having been on duty immediately before and immediately after such absence; or (iv) when he is on deputation, during his period of probation for training or for acquisition of higher or additional qualifications in public interest; or (v) when he is waiting for posting orders after reporting for duty; or (vi) when he is given the benefit of notional promotion consequent on revision of rank and seniority. (g) "disciplinary authority" in relation to the imposition of penalty on an employee of the State Library Council, District Library Council, Taluk Library Union, as the case may be, means the authority competent under these rules to impose on him that penalty; -2- (h) "employee" means a person in the service of State Library Council, District Library Council or Taluk Library Union: (i) "full member" of service means a member of that service who has been appointed substantively to a permanent post borne on the cadre thereof; (j) "fund" means the Pension and Gratuity established and maintained by the State Library Council; (k) "family" means family as defined in the Kerala Service Rules; (l) "member of service" means a person who has been appointed to that service and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to another service, or been discharged otherwise than for want of vacancy. He may be a probationer, an approved probationer or a full member of that service; (m) "promotion" in a service means a member of the service who has not completed his probation; (n) "promotion" means the appointment of a member of any category or grade of a service or a class of service to higher category, or grade of such service or class; (o) a candidate is said to be "recruited direct" to a service, class, category or post when on the date of notification inviting applications for the recruitment he is not in the service of the State Library Council / District Library Council / Taluk Library Union; Provided that for the purpose of this definition a person who has been appointed on foreign service terms shall not be deemed to be a direct recruit; if a period of five years has not elapsed since his first appointment to a service under the State Library Council / District Library Council / Taluk Library Union; and (ii) if he belongs to the Scheduled Castes, Scheduled Tribes or Other Backward Class. (p) a candidate is said to be "recruited by transfer" to a service if at the time of the first appointment thereto he is a full

member or an approved probationer in another service; (q) "Secretary of the State Library Council" means the Secretary of the Kerala State Library Council elected by the elected members of the State Executive Committee; (r) "Secretary of the District Library Council" means the Secretary of the District Library Council elected by the elected members of the District Library Council; (s) "Secretary of the Taluk Library Union" means the Secretary of the Taluk Library Union elected by the Members of the Taluk Library Union

3. The Words and expressions used and but not defined in these rules shall have the meaning respectively assigned to them in the Kerala Public Libraries (Kerala Grandhasala Sanghom) Act 1989, or in the Kerala Service Rules Part I, 11, III or in the Interpretation and General Clauses Act, 1125

CHAPTER 11 Affiliation of Libraries 4. Conditions for affiliation of Libraries - No Library shall be affiliated to this State Library Council under sub-section (1) of Section 28 of the Act, unless - (a) an application for affiliation has been made in from No. 1 in tripli- cate. (b) the library has been functioning for a period of not less than one year prior to the date of application; (c) the library has a minimum of fifty members as per rules adopted by the general body of the library; (d) the library has a minimum of one thousand books, fifty per cent Of which shall be from the approved list of the State Library Council, the cost of which shall not be less than Rs. 5,000, at the aggregate; (e) the library is situated beyond 2 kilometers from an existing affli- ated library; Provided that the State Library Council may with the recommendation of the Taluk Library Union relax this condition in accordance with the den- sity of population in the area; (f) the library has the minimum storage facilities for safe keeping of the books, periodicals and other records, accommodate reading room with necessary furniture for the reading public; (g) the library has a building of its own or rented with not less than 15 square meters space; (h) the membership in the library is open to all irrespective of religion, race, caste, creed or sex: -4- Provided that special provisions may be made for women and children and members of Scheduled Castes and Scheduled Tribes. (i) the library is subscribing to a minimum of three dailies and six cur- rent periodicals; (j) the library has a librarian in charge of its âmctions who shall be a full employee or person elected from the members as per the bye-laws of the library; (k) the library has been issuing a minimum of two thousand books an- nually to its members; (m) the library has a name board and common seal

5. Mode of applying for affiliation and admission by the State Library - (1) Every library applying for affiliation shall pay Rs.50 along Council with an application: (2) The application as provided in sub-rule (1) shall be submitted to the Secretary, Taluk Library Union of the Taluk in which the library is situated. (3) The Taluk Library Union after conducting enquiry and satisfring the conditions prescribed for giving affiliation to the library may recom- mend the application to the State Library Council through the District Li- brary Council. (4) The State Library Council, on receipt of the application duly rec- ommended by the Taluk Library Union and the District Library Council; after due consideration may grant affiliation to the library and on such affli- ation being granted the library shall be treated as an affiliated library. (5) Nothing contained in these rules shall apply to the libraries deemed to be affiliated to the State Library Council under Section 45 of the Act

6. Time Limit to process application for affiliation - (1) An applica- tion for affiliation shall be disposed of by the respective bodies as men- tioned in the Act and in the rules within a period of one month. The decision shall be communicated to the Library with copy endorsed to the District Library Council and the Taluk Library Union. (2) The State Library Council shall issue the certificate of affiliation in form No

11. Each library shall be assigned a code No. consisting of a com- mon serial number and numbers litters indicating the District and the Taluk. (3) The Taluk Library Union, the District Library Council and the State Library Council shall keep registers showing the details of all affiliated li- braries coming under their jurisdiction

7. Appeal against the decision of the Taluk Library Unions - (1) Any decision of the Taluk Library Union rejecting the application for affiliation to a Library shall be communicated to the affected partly in writing within seven days from the date of such decision. (2) An appeal against such decision shall be filed by the aggrieved per- son to the State Library Council through the District Library Council within thirty days. The State Library Council may, pass such order on the appeal as it, may deem fit after

obtaining the opinion of the District Library Council. (3) An order passed by the State Library Council under sub-rule (2) shall be final

8. Maintenance of Registers and Records - Every library shall maintain the following records duly approved by the State Library Council, namely;- (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) Bye-laws; Admission form; Stock Register; Issue register of books; Minutes books; Subscription register; Receipt Book; Cash Book; Ledger; Voucher file; monthly statement register; Act and Rules Governing the library service; (m) Visitors diary; and (n) Any other records as may be prescribed by State Library Council

9. Bye-laws - (1) Every library should have bye-laws Rules duly approved by the State Library Council.(2) The bye-laws rules as mentioned in sub-rule (1) shall be in accordance with the Act and the Rules. In case any existing Rules Regulation or the bye-laws of the library are contrary to the provisions of the Act and Rules, such Rules Regulation or bye-law shall be deemed to be without force and the State Library Council -6- shall have the power to direct the library instructions issued to it by the State Library Council

10. Power to withdraw the affiliation - (1) Notwithstanding any provision contained in the rules bye-laws regulations of an affiliated library, the State Library Council shall be competent to take suitable steps to take over by itself the effects, assets and liabilities, if any of such library or direct that such effects, assets and liabilities shall be taken over by the Taluk Library Union within the area of which the Library is situated when it is found that- (i) the library has ceased to function and is not in a position to get it revived; or (ii) its functioning is such that taking over of the assets etc., is absolutely necessary to protect the interests of the members; (2) Action as per sub-rule (1) shall not be finalised unless reasonable opportunity is given to the committee of the library to explain why such an action shall not be finalised

11. Responsibility of the officer or committee administering the library to deliver the property of the defunct library to the State Library - The Officer or committee administering the library shall on the date of taking over of the library hand over all the assets, records and other materials of the library to the State Library Council or the Taluk Library Union as the case may be and if the person does not to do so, he can be proceeded against by the State Library Council

CHAPTER 111 Election to the Various Bodies 12. Affiliation of existing Libraries - (1) All the Libraries affiliated to the Grandhasala Sanghom and the Public Libraries established or maintained by a Local Library Authority in erstwhile Malabar area, under the provisions of the Madras Public Libraries Act, 1948 (Madras Act XXIV of 1948) and the Libraries which are not affiliated to the Grandhasala Sanghom but which receive grant direct from the Government as well as the State Libraries shall within such period as may be specified by the Control Board of the Grandhasala Sanghom furnish the details as required in Form No. 50 to the Control Board. (2) The State Library Council shall collect the details of all the libraries affiliated or deemed to be affiliated to it in



Form No. 50 as and when they require:

13. Election to the Executive Committee of affiliated libraries - (1) Every affiliated library shall be managed by an executive committee duly elected by the members of the library.(2) The election to the executive committee of the library shall be conducted in the manner prescribed in the bye-laws of the libraries. (3) The term of the executive committee shall be three years. (4) The election to the executive committee shall be conducted before the date of expiry of the outgoing committee so as to enable the newly elected committee to take charge of the management of the library

14. Constitution of Taluk Library Unions - (1) There shall be one Taluk Library Union for each Revenue Taluk.(2) The areas may be notified in the Gazette by Government in this behalf. (3) Each Taluk Library Union shall be situated as far as possible at a place convenient to the Public and representatives of the affiliated libraries

15. Eligibility to vote in the elections - (1) Every affiliated library is entitled to elect two representatives to the Taluk Library Union in the manner hereinafter prescribed.(2) The Returning Officer for the purpose shall be appointed by the Taluk Library Unions; Provided that the Returning Officer for the first election after the commencement of the Act shall be appointed by the Board of Control of the Kerala Grandhasala Sangham

16. Persons to be appointed as Returning Officer - (a) The following persons shall be eligible for appointment as Returning Officer by the Taluk Library Unions: (1) Headmasters of High Schools.(2) Executive Officers of Local Bodies. (3) Advocates. (4) Any Officer not below the rank of class of State Government. (b) The membership of the Library shall not be a disqualification to be appointed as a returning officer but he shall not hold any office in the library

17. Within sixty days before the expiry of the term of office of Taluk Library Unions the Returning Officer shall by notice require the libraries in the Taluk to furnish a list of names of the registered members of the libraries within fifteen days from the date of the notice

18. The Returning Officer shall publish the list of members of each library separately in the respective notice boards of the library calling for objection, if any, to be filed within 5 days of the publication of the lists; and the objections, if any received within the time limit, specified shall be considered and final list published before 30 days of an election

19. The notice of the meeting under rule 15 (2) shall be sent to the respective libraries for publication on the notice board and also for circulation shall be served in person getting their signature in token of having received it or by sending it under certificate of posting or by publication in two local dailies or by publication in the notice board of the library, local bodies panchayath / village office and such other public offices.A copy of the notice may be published in the notice board of the Taluk Library Union

20. The notice for the meeting shall contain - (a) The number of members to be elected as representatives; (b) the date, on which the place at which and the hours between which nomination papers shall be filed by the candidates such date being not less than 10 clear days before the date of election; (c) the date on which the place at which and the hours between which the pointing.(d) (i) The nomination of a candidate for election shall be made in form No. 3 A; (iii) every nomination paper shall be signed by two members whose names are included in the list referred to in rule 18 one member shall sign the form as proposer and the other as seconder for nomination. The nomination paper shall also contain a declaration signed by the candidate proposed that he is willing to stand for election; every nomination paper shall be presented in person to the returning officer by the candidate himself or by his proposer or seconder before the date and hour specified in the notice referred to in clause (iv) the Returning Officers shall enter on the nomination paper its serial number and certify the date and hour at which the nomination paper is received by him and also immediately acknowledge the receipt of the nomination paper; -9- (e) (ii) (i) the day following the date fixed for the receipt of nomination papers, the Returning Officer shall take up the scrutiny of the nomination papers. The candidate and his proposer and his seconder may be allowed to be present at the time of scrutiny; the Returning Officer shall examine the nomination papers and shall decide all objections which may be made at the time to any nomination and may either on such objection or on his own motion after such summary enquiry, if any, as he thinks necessary reject any nomination for valid reason: Provided that the nomination of a candidate shall not be

rejected merely on the ground of an incorrect description of his name or of the name of his proposer or seconder, or of any other particulars relating to the candidate or his proposer or seconder as entered in the list of members referred to clause (d) if the identity of the candidates, proposer or seconder as the case may be, is established beyond reasonable doubt. (2) the Returning Officer shall give all reasonable facilities to the contesting candidates or their representatives to examine all the nomination papers and satisfy themselves that the inclusion of the contesting candidate is valid; (3) the Returning Officer shall endorse on each nomination paper his decision accepting or rejecting the same and if the nomination paper is rejected shall record in writing brief statement of his reasons for such rejection; (f) the list of valid nominations as decided by the Returning Officer shall be published on the notice board of the library on the same day on which the scrutiny of the nomination paper is completed; (g) any candidate may withdraw his candidature by notice in writing signed by him and delivered at any time after the presentation of his nomination paper before 5 p.m. on the day following the day on which the valid nominations are published by the Returning Officer either by such candidate in person or by his proposer or seconder. A notice of withdrawal of candidature once given shall be final; (h) If, for any library for which election is to be held, the number of candidates in respect of whom valid nomination papers have been filed does not exceed the number of candidates to be elected for that library, the candidates for which valid nominations have been received shall be deemed to have been duly elected for the library, as the case may be, and the names of such candidates shall be published in the notice board of the Taluk Library Union and the Library concerned; (i) if the number of candidates for any library exceeds the number to be elected, the Returning Officer shall arrange for taking a poll on the date fixed for the purpose. The Returning Officer may arrange to open necessary polling booths and appoint the required number of polling officers for each library; (j) the Returning Officer shall provide the polling officer with ballot boxes, ballot papers, copy of the list of members and such other articles as may be necessary for the conduct of the election. The ballot box shall be so constructed that ballot papers can be introduced there but cannot be taken out therefrom without the box being unlocked; (k) a candidate contesting the election may by a letter to the Returning Officer, appoint an agent to represent him at every booth of the library where polling is held. Such letter shall contain the consent in writing of the agent concerned; (l) immediately before the commencement of the poll, the polling officers shall show the empty ballot box to such persons as may be present at the time and shall then lock it up and affix his seal upon it in such manner as to prevent its being opened without breaking the seal. The candidate or his agent may also, affix his own seal, if he so desires; (m) the ballot papers shall contain the names of the candidates, the seal of the Taluk Library Union and serial number; (n) each polling booth of the Library shall contain a separate compartment so that members can record their votes screened from observation; (o) no ballot paper shall be issued to a member unless the polling officer is satisfied that the member concerned is the same person as noted in the list furnished to him; (p) on receiving the ballot paper, a member shall forthwith proceed to the polling compartment make the mark X or + on the ballot paper against the name or names of the candidate or candidates for whom he desires to vote and put the ballot paper in the Ballot box with the utmost secrecy; (q) if owing to blindness or other physical infirmity a member is unable to mark the ballot paper, the polling officer shall ascertain from him the candidate or candidates in whose favor he desires to vote, make the mark on his behalf openly and put the ballot paper in the ballot box; (r) the Returning Officer shall arrange for the collection of ballot boxes and other records from the different polling booths soon after termination of the polling

21. Counting of Votes - The counting of votes for each library shall commence immediately after the polling is completed and the ballot boxes are collected at a common place. Votes shall be counted by or under the supervision of the Returning Officer. Each candidate and his authorised agent shall have a right to be present at the time of counting

22. Rejection of ballot paper - A ballot paper shall be rejected by the Returning Officer, if- (i) it bears any mark by which the member who voted can be identified; or it does not bear the seal of the Taluk Library Union; (ii) if the mark indicating the vote thereon is placed in such manner as to make it doubtful to which candidate the vote has been cast; or (iv) the voter has voted for more candidates than the number required to be elected

23. Announcement of result - (1) The number of votes secured by each candidate and the results of the election shall be announced by the Returning Officer as soon as the counting is over. (2) The

results of the election shall also be recorded in the minutes books of the Taluk Library Union Library by the Returning Officer. (3) Results relating to each library shall be declared, published and recorded separately

24. Custody of ballot paper after voting - The Secretary of the Taluk Library Union shall take custody of the ballot papers and shall preserve them for three months from the date of poll. The ballot papers and other records relating to the election shall be secured in a container which shall be affixed with the seal of the Taluk Library Union and of the candidates who desire to affix their seals. They shall be destroyed after the said period of three months, if no dispute relating to or in connection with that election arises

25. Postponement of election - If for any reason it appears to the Returning Officer that the election or anything in connection with it relating to any library cannot be held or completed on the day as hereinbefore fixed, he may postpone the same to other dates from time to time as he deems fit

26. Disqualification to vote - A member of the library duly admitted as such as per the provisions in the bye-laws of the library as on a date ninety days prior to the date of election and who has remitted all the dues to the library as a member shall be eligible to vote in the election aforesaid

27. Disqualification to represent a library in the Taluk Library Union - (1) No member is eligible to stand for election as representative of the library in the Taluk Library Union if he - (a) (b) (c) (d) (e) (f) (2) is not a qualified voter; has been sentenced for any offence other than an offence of political character or an offence involving moral delinquency such sentence not having referred or offence elapsed from the date of expiration of the sentence; is an employee of the library; has been already elected as a representative of another library; is of unsound mind or is a minor; is an applicant to be adjudicated as an insolvent or an undischarged insolvent. A member elected as a representative shall cease to hold the position in case he subsequently incurs any of the disqualifications mentioned above

28. Reporting of result of election - The Returning officer shall report the result of the election to the Taluk Library Union immediately after the election is over at any rate within 24 hours from the date of publication of the election result

29. Constitution of Taluk Library Tribunal - (1.) The Government shall constitute a Taluk Library Tribunal for the whole state for the purpose of hearing disputes relating to conduct of election to the Taluk Library Unions. (2) The Taluk Library Tribunal shall be a single man Tribunal the qualification, conditions of service, remunerations, etc., shall be fixed by the Government. (3) Dispute relating to the elections shall be submitted to the Taluk Library Tribunals in Form No. 4A within thirty days from the date of election. (4) The Tribunal shall hear both the parties to the appeals and dispose of the same by order in writing confirming the election results or setting aside the election as the case may be on the basis of materials presented before it. (5) An appeal against the orders of the Tribunal shall lie with the State Library Tribunal. (6) The orders of the State Library Tribunal shall be final

30. Election of representatives from Libraries run by Local bodies (Panchayats, Municipalities) etc.-

(1) There shall be two representatives as in other libraries. (2) One of the representatives shall be from among the Executive Committee of the local body duly elected from among them. (3) The other member shall be from the members of the library. (4) Libraries functioning under any other Act or Trust, election shall be conducted as per rules applicable to them. (5) The Returning Officer for conduct of election, in such libraries shall be the Executive Officer of the local bodies. They shall follow the same procedure prescribed for the conduct of election in the affiliated libraries

31. Executive Committee to assist the Returning Officer - It shall be the duty of the executive committee of the libraries to render all assistance to the Returning Officer for the conduct of election. The expenses for conduct of election shall be met from the funds of the library concerned

32. Remuneration of Returning Officers - The Taluk Library Union shall fix the remuneration for the Returning Officer and same shall be apportioned among the libraries concerned. Taluk Library Union 33. Election of members to the Executive Committee - Election of members to the Executive Committee under sub-section (2) of section 19 shall be made by the members of the Taluk Library Union from among themselves

34. Procedure regarding the conduct of elections of the members, to the Executive Committee of the Taluk Library Union and the General Body of the District Libran Council - The election of the members by the Taluk Library Union to its Executive Committee and to the General Body of District Li- brary Council shall be conducted in the manner specified below: 1. The election shall be held at a meeting of the members of the Taluk Library Union within the Taluk specially convened for the purpose for which not less than fifteen clear days notice shall be given to them. The Returning Officer nominated by the Taluk Library Union shall conduct the election: Provided that the Returning Officer for the first election after the com- mencement of the Act shall be appointed by the Board of control of the Kerala Grandhasala Sangham

2. The Returning Officer shall require by notice the Taluk Library Union to furnish the list of names of members of the Taluk Library Union within fifteen days from the date of notice. Each Taluk Library Union shall regis- ter the names of tis members in a register maintained for the purpose

3. The Returning Officer shall before thirty days from the date of elec- tion, publish the list of members. Objections, if any, received within five days of the publication of the lists, shall be considered and final list pub- lished on the expiry of the day. (Copies of such list shall be made available for sale on payment of such fee as may be- fixed by the Returning Officer). 4. (a) The notice of the meeting shall be sent to the members of the Taluk Library Union under certificate of posting for publication on the no- tice board of the Taluk Library Union. The notice shall contain information regarding - the number of members to be elected; (ii) the date on which, the place at which and the hours between which, nomination papers shall be filed by the candidates, such dates being not less than IO clear days before the date fixed for election; the date on which, the place at which and the hours between which the polling will take place; (b) (i) The nomination of a candidate for election shall be made in from No. 3B Every nomination paper shall be signed by two members whose names are included in the list referred to in clause (2) above. One member shall sign the form as proposer and the other as seconder for the nomination. The nomination paper shall also contain a dec- laration signed by the candidate proposed for election to the effect that he is willing to stand for election. (c) Every nomination paper shall be presented in person td the Return- ing Officer by the candidate himself or by his proposer or seconder before the date and hours specified in the notice referred to in clause 4(a) (ii) above; (d) The Returning Officer shall enter on the nomination paper its serial number and certify the date and hour at which the nomination paper is re- -15- ceived by him and also immediately acknowledge receipt of the nomination paper; (e) On the day following the date fixed for the receipt of nomination papers, the Returning Officer shall take up the scrutiny of the nomination papers. The candidate and his proposer and his seconder may be allowed to be present at the time of scrutiny; (f) The Retuming Officer shall examine the nomination papers and shall decide all objections which may be made at the time to any nomination and may on either such objections or on his own motion after such summary enquiry, if any, as he thinks necessary, reject any nomination for valid rea- sons: Provided that the nomination of a candidate shall not be rejected merely on the y•ound of an incorrect description of his name or of the names of his proposer or seconder, or of any other particulars relating to the candidate or his proposer or seconder as entered in the list of members referred to in clause (2) if the identify of the candidate, proposer or seconder as the case may be, is established beyond reasonable doubt. (g) The Returning Officer shall give all reasonable facilities to the con- testing candidates or their representatives to examine all the nomination papers and satisfy themselves that the inclusion of the contesting candidates is valid. (h) The Retuming Officer shall endorse on each nomination paper his decision acception or rejecting the same and if the nomination paper is re- jected shall record in writing a brief statement of his reasons for such rejec- tion. (i) The list of valid nominations as decided by the Returning Officer shall be published on the notice board of the Taluk Library Union on the same day on which the scrutiny of the nomination papers is completed; (j) Any candidate may withdraw his candidature by notice in writing singed by him and delivered at any time after the presentation of his nomi- nation paper before 5 p.m. on the day following the day on which the valid nominations are published by the Returning Officer either by such candi- date or by his proposer or seconder. A notice of withdrawal of candidature once shall be final. (k) The Returning Offcer shali provide the polling officer with ballot boxes, ballot papers, copy of the list of members and such other articles as -16- may be necessary for the conduct of the election. The ballot box shall be so constructed that ballot papers can be introduced therein but cannot be taken at there from without the box being unlocked. (l) A candidate contesting the election may by a letter to the Returning

Officer appoint an agent to represent him at every booth where polling is held. Such letter shall contain the consent in writing of the agent concerned. (m) Immediately before the commencement of the poll, the Polling Officer shall show the empty ballot box to such person as may be present at the time and shall then lock it up and affix his seal upon it in such manner as to prevent it being opened without breaking the seal. The candidate or his agent also affix his own seal, if he so desires. (n) The ballot papers shall contain the names of the candidates and the seal of the Taluk Library Union and serial number. The sets of ballot papers shall be got printed and stencilled. (o) Each polling booth shall contain a separate compartment in which the members can record their votes screened from observation. (p) No. Ballot paper shall be issued to a member unless the polling officer is satisfied that the member concerned is the same person as noted in the list furnished to him. (q) On receiving the ballot paper, a member shall forthwith proceed to the polling compartment, make the mark 'X' or '+' on the ballot paper against the name or names of the candidate or candidates for whom he desires to vote and put the ballot paper in the ballot box with the utmost secrecy. (r) If owing to blindness or other physical infirmity or illiteracy, a member is unable to mark the ballot paper, the polling officer shall ascertain from him the candidate or candidates in whose favor he desired to vote, make the mark on his behalf openly and put the ballot paper in the ballot box; (s) The Returning Officer shall arrange for the collection of ballot boxes and other records from the different polling booths soon after termination of the polling

35. Counting of Votes - The Counting of votes shall commence immediately after the polling is completed and the ballot boxes are collected at a common place. Votes shall be counted by or under the Supervision of the Returning Officer. Each candidate and his authorised agent shall have a right to be present at the time of counting. In the case of equal division of votes, the result shall be decided by lots to be drawn by the Returning Officer

36. Rejection of Ballot paper - (1) A ballot paper shall be rejected - (a) if it bears any mark by which the member who voted can be identified, or; (b) if it does not bear the seal of the Taluk Library Union; (c) if the mark indicating the vote thereon is placed in such manner as to make it doubtful to which candidate the vote has been cast; or (d) if the voter has voted for more candidates than the number required to be elected. (2) The Result of the election shall also be recorded in the minutes book of the Taluk Library Union by the Returning Officer

37. Custody of ballot paper after Voting - The Secretary of the Taluk Library Union shall preserve the ballot papers after counting for three months from the date of the poll. The ballot papers and other records relating to election shall be secured in a container which shall be affixed with the seal of the Taluk Library Union and of the candidates who desire to affix their seals. They shall be destroyed after the said period of three months, if no dispute relating to or in connection with the election is referred to the Taluk Library Tribunal

38. Postponement of election - If for any reason it appears to the Returning Officer that the election or anything in connection with it, cannot be held or completed on the day as herein before fixed, he may postpone the same to other dates, from time to time as he deems fit

39. Disqualification to Vote - A person shall be disqualified to vote at the election and also for election as a member of the District Library Council - (a) if he is disqualified to be a member of the Taluk Library Union which he represents, (b) if he has been found by the Taluk Library Union to be guilty of misappropriation or falsification of accounts, or (c) if he is under suspension

40. Resignation of member - A member may at anytime resign his membership of the Taluk Library Union. The resignation shall be sent to the Secretary of the Taluk Library Union. The resignation letter shall be placed before the next meeting of the Taluk Library Union and on the acceptance of the same by the Taluk Library Union, he shall cease to be a member of the Taluk Library Union

41. Procedure for appointment of Nominees - (1) Nominations under the proviso to sub-section (2) of section 19 shall be made by the Executive Committee. (2) The powers, duties, and responsibilities of a person nominated shall be the same as those of a member duly elected

42. Election of President, Vice President, Secretary and Joint Secretary - The election of President, Vice-president, Secretary and Joint Secretary shall be in the manner specified below - (a) As soon as the Executive Committee is constituted, a meeting of the members of the committee shall be convened; (b) The meeting shall be presided over by any member, who is not a candidate, for the

election, chosen by the committee, hereinafter referred to in the rule as the Presiding Officer for the purpose.(c) The nomination paper shall be presented to the presiding officer at the meeting. The presiding officer shall decide the objections, if any, that may be made at the time to any nomination after making such summary enquiry as he thinks necessary and announce the name or names of the eligible candidate or candidates; (d) When there is not more than one valid nomination for any officer, the presiding officer shall declare the candidate, in respect of whom the nomination paper has been received duly elected to such office; (e) Where there is more than one valid nomination for any office, the presiding officer shall forthwith arrange for taking a poll by providing the ballot papers and ballot box. The member shall make the mark 'X' or '+' in the ballot paper against the name or names of the candidate or candidates for whom he desires to vote and put the ballot paper into the ballot box with utmost secrecy; (f) As soon as all the members present have recorded their votes, the presiding officer shall open the ballot box in the presence of the members, count the votes and announce the results of election with the number of votes secured by each. In the case of equal division of votes, the result shall be decided by lots to be drawn by the presiding officer. -19- (g) The proceedings of the meeting with the results of the election shall be recorded in the minutes book of the Taluk Library Union and attested by the presiding officer. (h) The ballot papers and the other records shall be secured in a container which shall be affixed with the seal of the Taluk Library Union and the candidates who desire to affix their seals and they shall be preserved for three months from the date of election. It shall be the responsibility of the Secretary to keep the records in tact. They shall be destroyed after that period if no dispute relating to or in connection with the election is referred to the Taluk Library Tribunal

43. Special meeting of the Taluk Library Union - (1) A requisition for a special meeting of the Taluk Library Union in the circumstances stated in sub-section (3) of section 22 of the Act, shall be forwarded to the President with a copy of the Resolution or Resolutions to be moved at the meeting together with the name of the proposer of each such resolution.The meeting shall then be convened by the President within thirty days of the receipt of such requisition. (2) When a special meeting is convened by the President on a requisition under sub-rule (1), a notice of two weeks time shall be given to the members. Along with the notice the Secretary shall send to each member a copy of the resolution or resolutions to be moved at the meeting with the name of the mover of each resolution. (3) The President may, if he thinks fit that a meeting of the Taluk Library Union should be convened for transaction of any urgent business, call for an urgent meeting of the Taluk Library Union at a shorter notice of less than fourteen days. (4) The President shall preside over the meeting. In his absence the Vice-President or any member chosen by the members themselves shall preside over the meeting. Every member shall have only one vote. All questions shall be decided by a majority of votes and in the case of equality of votes, the President shall have a casting vote

44. Transaction of Business - (1) The meetings of the Executive Committee of Taluk Library Union shall be convened by the Secretary as and when necessary.(2) The Secretary shall give notice of the meeting to the members. (3) The Executive Committee shall meet at such place and time and on -20- such date as may be fixed by the President. (4) A list of business proposed to be transacted at a meeting of the committee shall either accompany the notice or be forwarded by the Secretary to each member as soon as possible after sending the notice. (5) Any business which is not on the list shall not be considered at the meeting of the committee except with the permission of the President. (6) The President shall preside over every meeting of the committee and in the absence of the President the Vice-President shall preside over the meeting. In the absence of both the President and the Vice-President, any member chosen by the members present from among themselves shall preside over the meeting

45. Extraordinary meetings - Upon the requisition made in writing by not less than three members of the Committee, the Secretary shall as soon as possible, and in any case not later than seven days of the date of requisition, convene an extraordinary meeting of the Committee.The requisition shall state the objects of the meeting proposed to be called and shall be sent to the secretary

46. Quorum - (1) The Quorum for the meeting of the committee shall be four.(2) If the number of members present at any meeting of the committee is less than the required quorum, the President or in his absence the Vice-President or in his absence the member presiding at the meeting shall adjourn the meeting and the adjourned meeting shall be held at such time, place and date as may be fixed by the

President and it shall thereupon be lawful to dispose of the business at such adjourned meeting whether quorum is present or not

47. Minutes of the meeting - The minutes of the proceeding of the Executive Committee shall be drawn up by the Secretary and circulated to all the members of the Committee. The minutes, as finalised after circulation, shall be recorded in the minutes book and placed for confirmation at the next meeting of the committee. A copy of the minutes shall be forwarded to all the members and to the State Library Council and the concerned District Council within a period of fifteen days from the date of confirmation

48. Business by Circulation - The business of the committee shall be carried out through circulation among its members whenever it is not possible to hold formal meeting of the committee.-21-

49. Decision by majority of votes - In matters where there may be no unanimity of views decision shall be taken by majority of votes. In the event of equality of votes, the president or the member presiding shall have a second or casting vote

50. Communications to members of the Committee - All Communications to the members of the Committee shall be sent to them at the last address furnished by them to the Secretary

51. Powers and duties of President of the Taluk Library Union - The President shall, in addition to the powers and duties conferred and imposed on him by the Act and subject to the provisions thereof shall have a general control over the affairs of the union

52. Duties and powers of the Secretary, Taluk Library Unions - The Secretary shall be reasonable for the day to day working of the Taluk Library Union and the staff of the Taluk Library Union shall be under his control. He shall have the following further powers namely:- (a) to approve the expenditure, of the amount received from the State Library Council; (b) to obtain and provide all informations asked for by State Library Council / State Executive Committee / District Library Council / District Executive Committee / Taluk Library Union and Taluk Executive Committee; (c) to implement decisions of all the Superior bodies received besides those of Taluk Library Union and Taluk Executive Committee provided such decisions or inconformity with the Acts; (d) to sue and be sued for and on behalf of the Taluk Library Union; (e) to recommend transfers, etc., of the employees coming under its administration (g) to prepare the agenda of the meetings in consultation with the President; (h) to cause proper accounts to be maintained and audited; (i) to correspond with District Library Council / District Executive Committee / State Library Council / State Executive Committee provided in all policy matters prior approval of the President shall be obtained; (j) to decide in accordance with the provisions of the Act and Rule the distributions of grant; - 22 - (k) to affix signature on all documents of the Taluk Library Union; (l) where contingencies / exigencies demand, to take such action or decision with regard to administration for itself faciendo functioning in consultation with the President anticipating sanction of the Taluk Library Union and Taluk Executive Committee; (m) to delegate powers to the officers working under him

53. Powers of the Taluk Library Union - The Taluk Library Union shall in addition, to the powers and duties conferred on it by the Act and subject to the provisions thereof have and exercise the following further powers and functions, namely:- (1) to recommend and forward to State Library Council the necessary allocation of fund in respect of the Taluk Library Union for inclusion in the annual budget of the State Library Council; (2) to scrutinise and approve the annual budget and report of the Taluk Library Union

54. Settlement of disputes - (1) Any dispute relating to any matter in the constitution of the Executive Committee of Taluk Library Union shall be referred to the State Library Council and the decision of State Library Council thereon shall be final; (2) Any application on petition to revise any order passed at any stage and the constitution of the Taluk Library Union shall be filed within thirty days from the date of the order sought to be revised. District Library Council

55. Constitution of the District Library Council - There shall be a District Library Council for each Revenue District. The areas may be notified in the Gazette by the Government in this behalf. The District Library Council shall be situated as far as possible at a place convenient to the representatives of the Taluk Library Unions and the public. It shall have a seal of its own

56. Procedure regarding the conduct of election to the members of the Executive Committee and to the General Body of the State Library Council - The election of the members by the District Library Council to its Executive Committee and to the General Body of the State Library Council shall be conducted in the manner specified below: (a) The election shall be held at a meeting of the members

of the District Library Council within the District specially convened for the purpose for which not less than 15 clear days notice shall be given to them. The Returning Officer nominated, by the District Library Council shall conduct the election; Provided that the returning officer for the first election after the commencement of this Act shall be appointed by the Board of Control of the Kerala

Grandhasala Sangham. (b) The Returning Officer shall require by notice the District Library Council to furnish the list of names of members of the District Library Council within 15 days from the date of notice.

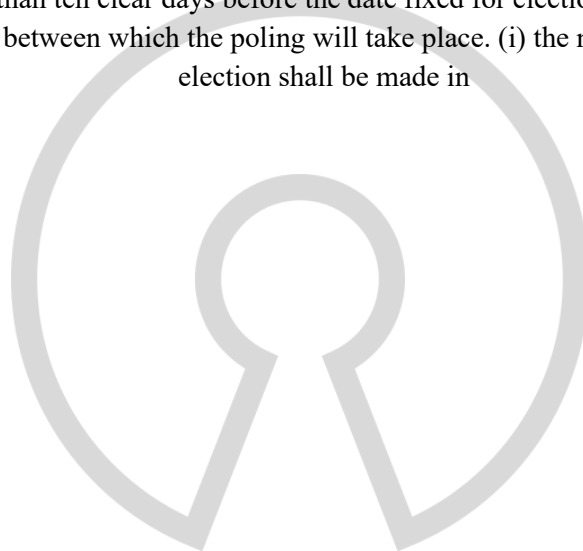
Each District Library Council shall register the names of its members in a register maintained for the purpose. (c) The Returning Officer shall before thirty days from the date of election, publish the list of members. Objections if any, received within five days of the publication of lists, shall be considered and final list published on the expiry of the day (copies of such list shall be made available for sale on payment of such fees as may be fixed by the Returning Officer).

(d) The notice of the meeting shall be sent to the members of the District Library Council under Certificate of posting for publication on the notice board

of the District Library Council. The notice shall contain information regarding - (i) (ii) (iii) (iv) the number of members to be elected, the constituency from which the members are to be elected, the date on which, the place at which and the hours between which, nomination papers shall be filed by candidates,

such dates being not less than ten clear days before the date fixed for election, the date on which, the place at which and the hours between which the polling will take place. (i) the nomination of a candidate for

election shall be made in



Form No. 3C. The candidate for the election to the State Library Council should be a member of any of the Libraries affiliated to the State Library Council. (f) Every nomination paper shall be signed by two members whose names are included in the list referred to in clause (c) above. One member shall sign the form as proposer and the other as seconder for the nomination. - 24 — The nomination paper shall also contain a declaration signed by the candidate proposed for election to the effect that he is willing to stand for election. (g) Every nomination paper shall be presented in person to the Returning Officer by the candidate himself or by his proposer or seconder before the date and hour specified in the notice referred to in clause (d) above. (h) The Returning Officer shall write on the nomination paper its serial number and certify the date and hour at which the nomination paper is received by him and also immediately acknowledge receipt of the nomination paper. (i) On the day following the date fixed for the receipt of nomination papers, the Returning Officer shall take up the scrutiny of the nomination papers. The candidate and his proposer and his seconder may be allowed to be present at the time of scrutiny. (j) The Returning Officer shall examine the nomination papers and shall decide all objections which may be made at the time to any nomination and may either on such objections or on his own motion after such summary enquiry, if any, as he thinks necessary, reject any nomination for valid reasons: Provided that the nomination of a candidate shall not be rejected merely on the ground of an incorrect description of his name or of the name of his proposer or seconder, or of any particulars relating to the candidate or his proposer or seconder as entered in the list of members referred to in clause (c) of the identity of the candidate proposer or seconder as the case may be is established beyond reasonable doubt. (k) The Returning Officer shall give all reasonable facilities to the contesting candidate or their representatives to examine all the nomination papers and satisfy themselves that the inclusion of the contesting candidates is valid. (l) The Returning Officer shall endorse on each nomination paper his decision accepting or rejecting the same and if the nomination paper is rejected shall record in writing a brief statement of his reasons for such rejection. (m) The list of valid nominations decided by the Returning Officer shall be published on the notice board of the District Library Council on the same day on which the scrutiny of the nomination papers is completed. -25- (n) Any candidate may withdraw his candidature by notice in writing signed by him and delivered at any time after the presentation of his nomination paper before 5 p.m. on the day following the day on which the valid nominations are published by the Returning Officer either by such candidate in person or by his proposer or seconder. A notice of withdrawal of candidature once shall be final. (o) The Returning Officer shall provide the polling officer with ballot boxes, ballot papers, copy of the list of members and such other articles as may be necessary for the conduct of the election. The ballot box shall be so constructed that ballot papers can be introduced therein but cannot be taken out therefore without the box being unlocked. (p) A candidate contesting the election may by a letter to the Returning Officer appoint an agent to represent him at every booth where polling is held. Such letter shall contain the consent in writing of the agent concerned. (q) Immediately before the commencement of the poll, the polling officers shall show the empty ballot box to such person as may be present at the time and shall then lock it up and affix his seal upon it in such manner as to prevent its being opened without breaking the seal. The candidate or his agent may also affix his own seal, if he so desires. (r) The ballot papers shall contain the names of the candidates and the seal of the District Library Council or the signature of the Returning Officer. (s) Each polling booth shall contain a separate compartment in which the members can record their votes screened from observation. (t) No ballot paper shall be issued to a member unless the Returning Officer / Polling Officer is satisfied that the member concerned is the same person as noted in the list furnished to him. (u) On receiving the ballot paper, a member shall forthwith proceed to the polling compartment, make to mark 'X' '+' on the ballot paper against the name or names of the candidate or candidates for whom he desires to vote and put the ballot paper in the ballot box with the utmost secrecy. (v) If owing to blindness or for other physical infirmity or illiteracy, a member is unable to mark the ballot paper, the polling officer shall ascertain from him the candidature candidates in whose favor he desires to vote, make the mark on his behalf openly and put the ballot paper in the ballot box. (w) The Returning Officer shall arrange for the collection of ballot boxes -26 - and other records from the different polling booths soon after termination of the polling

57. Counting of Votes - The Counting of votes shall commence immediately after the polling is completed and the ballot boxes are collected at a common place. Votes shall be counted by or under the supervision of the Returning Officer. Each candidate and his authorised agent shall have a right to be

present at the time of counting. In the case of equal division of votes the result shall be decided by lots to be drawn by the Returning Officer

58. Rejection of ballot paper - (1) A ballot paper shall be rejected - (a) if it bears any mark by which the member who votes can be identified; or (b) if it does not bear the seal of the District Library Council or the signature of the Returning Officer; or (c) if the mark indicating the vote thereon is placed in such manner as to make it doubtful to which candidate the vote has been cast; or (d) if the voter has voted for more candidates than the number required to be elected; (2) The authority competent to reject a ballot paper shall be the Returning Officer. (3) The results of the election shall also be recorded in the minutes book of the District Library Council by the Returning Officer

59. Custody of ballot papers after Voting - The Secretary of the District Library Council shall take custody of the ballot papers and shall preserve them for three months from the date of the poll. The ballot papers and other records relating to election shall be secured in a container which shall be affixed with seal of the District Library Council and of the candidates who desire to affix their seals. They shall be destroyed after the said period of three months, if no disputes relating to or in connection with the election is referred to the State Library Tribunal constituted under Rule 96

60. Postponement of election - If for any reason it appears to the Returning Officer that the election or anything in connection with it, cannot be held or completed on the day as herein before fixed, he may postpone the same to other dates, from time to time, as he deems fit

61. Disqualification to Vote - A person shall be disqualified to vote at -27 - the election and also for election as a member of the District Library Council; (a) if he is disqualified to be a member of the District Library Council which he represents; or (b) if he has been found by the District Library Council to be guilty of misappropriation, or falsification of accounts; or (c) if he is under suspension

62. Resignation of member - A member may at any time, resign his membership of the District Library Council. The resignation shall be sent to the Secretary of the District Library Council. The resignation letter shall be placed before the next meeting of the District Library Council and on the acceptance of the same by the council, he shall cease to be a member of the District Library Council

63. Procedure for appointment of nominees - (I) Nomination under clause (c) of sub-section (I) of section I I shall be made by the Government. (2) Subject to the provisions in subsection (2) of section 11 the powers, duties, functions and responsibilities of a person nominated shall be the same as those of a member duly elected

64. Election of the President, Vice-President, Secretary and Joint Secretary - The election of President, Vice-President, Secretary and Joint Secretary shall be in the manner specified below: (a) As soon as the Executive Committee is constituted, a meeting of the members of the committee shall be convened; (b) The meeting shall be presided over by any member, who is not a candidate for the election, chosen by the committee hereinafter referred to in the rule as the presiding officer for the purpose; (c) The nomination papers shall be presented to the presiding officer at the meeting. The presiding officer shall decide the objections, if any, that may be made at the time to any nomination after making such summary enquiry as he thinks necessary and announce the name or names of the eligible candidate or candidates; (d) When there is not more than one valid nomination for any office, the presiding officer shall declare the candidate in respect of whom the nomination paper has been received duly elected to such office; -28- (e) When there is more than one valid nomination for any office, the presiding officer shall forthwith arrange for taking a poll by providing the ballot papers and ballot box. The member shall make the mark 'X' or '+' in the ballot paper against the name or names of the candidate or candidates for whom he desires to vote and put the ballot paper into the ballot box with utmost secrecy; (f) As soon as all the members present have recorded their votes, the presiding officer shall open the ballot box in the presence of the members, count the votes and announce the results of election with the number of votes secured by each. In the case of equal division of votes, the result shall be decided by lots to be drawn by the presiding officer; (g) The proceedings of the meeting with the result of the election shall be recorded in the minutes book of the District Library Council and attested by the presiding officer. (h) The ballot papers and other records shall be secured in the container which shall be affixed with the seal of the District Library Council and the candidates who desire to affix their seals and they shall be preserved for three months from the date of election. It shall be the responsibility of the Secretary to keep the records in

tact. They shall be destroyed after that period if no dispute relating to or in connection with the election is referred to the State Library Tribunal

65. Special meeting of the District Library Council - (1) A requisition for a special meeting of the District Library Council in the circumstances stated in sub-section (3) of section 14 of the Act shall be forwarded to the President with a together with the name of the proposer of each resolution. The meeting shall then be convened by the President within 30 days of the receipt of such requisition. (2) When a special meeting is convened by the President or a requisition under sub-rule (1) a notice of two weeks time shall be given to the members. Along with the notice the Secretary shall sent to each member a copy of resolution or resolutions to be moved at the meeting with the name of the mover of each resolution. (3) The President may if he thinks fit that a meeting of the District Library Council should be convened for transaction of any urgent business, call for an urgent meeting of the District Library Council at a short notice of less than fourteen days. - 29 - (4) The President shall preside over the meeting. In his absence the Vice-President or any member chosen by the members themselves shall preside over the meeting. Every member shall have 'only one vote. All question shall be decided by a majority of votes and in the case of equality of votes, the President, shall have a casting vote

66. Transaction of Business - (1) The meeting of the Executive Committee of the District Library Council shall be convened by the Secretary as and when necessary.(2) The Secretary shall give notice of the meeting to the members. (3) The Executive Committee shall meet at such place and time and on such date as may be appointed by the President. (4) A list of business proposed to be transacted at a meeting of the Committee shall either accompany the notice or be forwarded by the Secretary to each member as soon as possible after sending the notice. (5) Any business which is not in the list shall not be considered at the meeting of the Committee except with the permission of the President. (6) The President shall preside over every meeting of the committee and in the absence of the President, the Vice-President shall preside over the meeting. In the absence of both the President and the Vice-President, any member chosen by the members present from among themselves shall preside over the meeting

67. Extra-ordinary Meetings - Upon the requisition made in writing by not less than three members of the Committee, the Secretary shall as soon as possible, and in every case not later than seven days of the date of requisition, convene an extraordinary meeting of the committee.The requisition shall state the objects of the meeting proposed to be called and shall be sent to the secretary

68. Quorum - (1) The quorum for the meeting of the committee shall be three.(2) If the number of members present at any meeting of the committee is less than the required quorum, the president or in his absence the Vice-President or in his absence the member presiding at the meeting shall adjourn the meeting and the adjourned meeting shall be held at such time, place and date as may be fixed by the president and it shall thereupon be lawful to dispose of the business at such adjourned meeting whether quorum is present or not. -30-

69. Minutes of the meeting - The minutes of the proceedings of the Executive Committee shall be drawn up by the Secretary and circulated to all members of the committee.The minutes, as finalised after circulation, shall be recorded in the minutes book and placed for confirmation at the next meeting of the committee. A copy of the nomination shall be forwarded to all the members within a period of fifteen days from the date of confirmation

70. Business by circulation - The business of the committee shall be carried out through circulation among its members whenever it is not possible to hold formal meetings of the committee

71. Decision by Majority of Votes - In matters where there may be no unanimity of views, decision shall be taken by majority of votes.In the event of equality of votes, the president or the member presiding shall have a second or casting vote

72. Communication to members of the committee - All communications to the members of the committee shall be sent to them at the last address furnished by them to the secretary

73. Settlement of disputes - (1) Any dispute relating to any matter in the constitution of the executive committee of the District Library Council shall be referred to the State Library Council and the decision of the State Library Council thereon shall be final.(2) All application and petitions to revise an

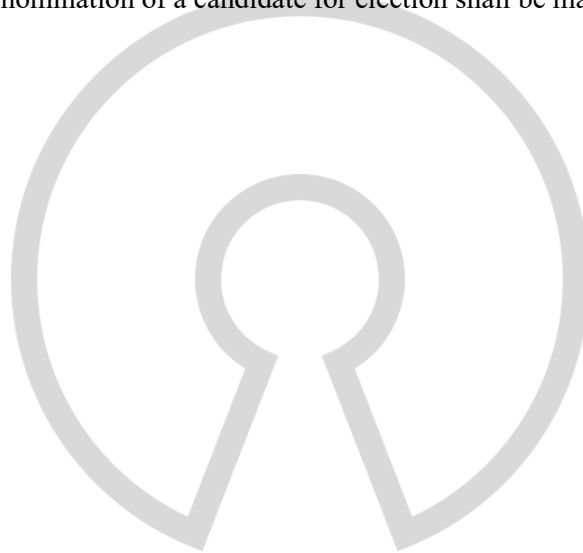
order passed at any stage of the constitution of District Library Council shall be filed within 30 days from the date of issue of the order sought to be issued

74. Powers and duties of the president of the district library council - The President shall, in addition to the powers and duties conferred and imposed on him by the Act and subject to the provisions thereof, have and exercise the following further powers and functions, namely:- (a) He shall have a general control over the affairs of the District Library Council. (b) He shall fix the date for meeting of the District Library Council and Executive Committee in consultation with his colleagues; (c) He shall have power to call for extraordinary meetings when such contingencies arise

75. Powers and duties of the Secretary of the District Library Council - -31- The Secretary shall have subject to the provisions of the Act and Rules, the following powers:- (1) The Secretary shall be responsible for the day to day working of the District Library Council shall be under his control; (2) to approve the expenditure of the amount allotted to this District Library Council; (3) to obtain and give all information / facts as are demanded by the district library council / district executive committee / state library council / state executive committee; (4) to implement the decision of state library council / state executive committee / district library council / district executive committee provided such decision is in conformity with the Act; (5) to be the custodian of all properties, movable and immovable under the district library council; (6) to recommend transfers and other matter in respect of employees under the District Library Council; (7) to prepare the agenda for the council meeting in consultation with the president and to prepare the minutes of the meeting; (8) to correspond with the state library council / state executive committee and the Taluk Library Unions (and other subordinate institutions wherever necessary); (9) to take decisions, in consultation with the president and anticipating sanction of the District Executive Committee and District Library Council, in extraordinary circumstances for the efficient functioning of the District Library Council administration; (10) to affix the signature in all documents of the District Library Council

76. Powers and functions of the District Library Council - In addition to the powers and functions conferred and imposed on it by the Act and subject to the powers there under the District Library Council shall have and exercise the following further powers and functions, namely:- (1) to propose the amount, item-wise, to be included in the amount of the yearly budget of the State Library Council; (2) to approve the annual report and accounts of the District Library Council; -32- (3) to propose improvement expansion of library service; (4) to make general supervision of the libraries under its control; (5) to convert or amalgamate or affiliate libraries and delivery stations under the Local Library Authority as one with libraries coming within its purview under the Act and exercise full powers thereof within its jurisdiction; (6) to form gradation committee. State Library Council 77. Election to the Executive Committee - Election of members to the Executive Committee of the State Library Council under subsection (3) of section 3 of the Act shall be made by the elected members of the State Library Council from among themselves

78. Procedure regarding conduct of election of members to the executive committee of the State Library Council. - The election of the members of the Executive Committee of the State Library Council shall be conducted in the manner specified below: (a) The election shall be held at a meeting of the members of the State Library Council specially convened for the purpose for which not less than fifteen clear days notice shall be given to them. The Returning Officer nominated by the State Library Council shall conduct the elections: Provided that the Returning Officer for the first election after the commencement of the Act shall be appointed by the Board of Control of the Kerala Grandhasala Sangham. (b) The Returning Officer shall require by notice the secretary of the state library council to furnish the list of names of the members of the State Library Council within fifteen days from the date of notice. The Secretary shall register the names of its members so received in a register maintained for the purpose. (c) The Returning Officer shall before 30 days of the date of election publish the list of members. Objections, if any, received within seven days of the publication of the lists, shall be considered and final list published on the expiry of the day. (copies of such list shall be made available for sale on payment of such fee as may be fixed by the Returning Officer). (d) The notice of the meeting shall be sent to the members of the district library council under certificate of posting. It shall also be published on the notice board of the District Library Council. The notice shall contain information regarding; the number of members to be elected; (ii) the date on which, the place at which and the hours between which nomination papers shall be filed by the candidates such dates being not less than 10 clear days before the date fixed for elections; (iii) the date on which, the place at which and the hours between which the polling will take place. (e) The nomination of a candidate for election shall be made in



Form No. 31): (f) Every nomination paper shall be signed by two members whose names are included in the list referred to in clause (c) above. One member shall sign the form as proposer and the other as seconder for the nomination. The nomination paper shall also contain a declaration signed by the candidate proposed for election to the effect that he is willing to stand for election. (g) Every nomination paper shall be presented in person to the Returning Officer by the candidate himself or by his proposer or seconder before the date and hour specified in the notice referred to in clause (d) above. (h) The Returning Officer shall enter on the nomination paper its serial number and certify the date and hour at which the nomination paper is received by him and also immediately acknowledge receipt of the nomination paper. (i) On the day following the date fixed for the receipt of nomination papers, the Returning Officer shall take up the scrutiny of the nomination papers. The candidate and his proposer and his seconder may be allowed to be present at the time of scrutiny. (j) The Returning Officer shall examine the nomination papers and shall decide all objections which may be made at the time to any nomination and may on either such objections or on his own motion after such summary enquiry, if any, as he thinks necessary, reject any nomination for valid reasons: Provided that the nomination of a candidate shall not be rejected merely on the ground of an incorrect description of his name or if the names of his proposer or seconder, or if any other particulars relating to the candidate or his proposer or seconder as entered in that list of members referred in clause (c) if the identity of the candidate, proposer or seconder as the case may be is established beyond reasonable doubt. (k) The Returning Officer shall give all reasonable facilities to the contesting candidates or their representatives to examine all the nomination papers and satisfy themselves that the inclusion of the contesting candidate is valid. (l) The Returning Officer shall endorse on each nomination paper his decision accepting or rejecting the same and if the nomination paper is rejected shall record in writing a brief statement of his reasons for such rejections. (m) The list of valid nominations as decided by the Returning Officer shall be published on the notice board of the State Library Council on the same day on which the scrutiny of the nomination papers is completed. (n) Any candidate may withdraw his candidature by notice in writing signed by him and delivered at any time after the presentation of his nomination paper before 5 p.m. on the day following the day on which the valid nominations are published by the Returning Officer either by such candidate or by his proposer or seconder. A notice of withdrawal of candidature once shall be final. (o) The Returning Officer shall provide the polling officer with ballot boxes, ballot paper, copy of the list of members and such other articles as may be necessary for the conduct of the election. The ballot box shall be so constructed that ballot papers can be introduced therein but cannot be taken out therefrom without the box being unlocked. (p) A candidate contesting the election may by a letter to the Returning Officer appoint an agent to represent him at every place where polling is held. Such letter shall contain the consent in writing of the agent concerned. (q) Immediately before the commencement of the poll the polling officer shall show the empty ballot box to such person as may be present at the time and shall then lock it up and affix his seal upon it in such manner as to prevent its being opened without breaking the seal. The candidate or his agent also affix his own seal, if he so desires. (r) The ballot papers shall contain the names of the candidates and the seal of the State Library Council and serial number. The sets of ballot papers shall be got printed or stencilled. (s) Each polling booth shall contain a separate compartment in which the members can record their votes screened from observation. (t) No ballot paper shall be issued to a member unless the polling officer is satisfied that the member concerned is the same person as noted in the list furnished to him. (u) On receiving the ballot paper a member shall forthwith proceed to the polling compartment, make the mark 'X' or '+' on the ballot paper against the name or names of the candidate or candidates for whom he desires to vote and put the ballot paper in the ballot box. (v) If owing to blindness or for other physical infirmity or illiteracy, a member is unable to mark the ballot paper, the polling officer shall ascertain from him the candidate or candidates in whose favor he desires to vote, make the mark on his behalf openly and put the ballot paper in the ballot box. (w) The Returning Officer shall arrange for the collection of ballot boxes and other records from the different polling booths soon after termination of the polling.

79. Counting of Votes - The Counting of Votes shall commence immediately after the polling is completed and the ballot boxes are collected at a common place. Votes shall be counted by or under the supervision of the Returning Officer. Each candidate and his authorised agent shall have a right to be present at the time of counting. In the case of equal division of votes the result shall be decided by lots to be drawn by the Returning Officer.

80. Rejection of ballot paper - (1) A ballot paper shall be rejected; (a) if it bears any mark by which the member who voted can be identified; or (b) if it does not bear the seal of the State Library Council; or (c) if the mark indicating the vote thereon is placed in such manner as to make it doubtful to which candidate the vote has been cast; or (d) if the voter has voted for more candidates than the number required to be elected. (2) The results of the election shall also be recorded in the minutes book of the State Library Council. -36-

81. Custody of ballot paper after voting - The Secretary of the State Library Council shall preserve the ballot papers for three months from the date of the poll. The ballot papers and other records relating to election shall be secured in a container which shall be affixed with the seal of the State Library Council and of the candidate who desire to affix their seals. They shall be destroyed after the said period of three months, if no dispute relating to or in connection with the election referred to State Library Tribunal

82. Postponement of election - If for any reason it appears to the Returning Officer that the election or anything in connection with it, cannot be held or completed on the day as hereinbefore fixed, he may postpone the same to other dates, from time to time, as he deems fit

83. Disqualification to Vote - A person shall be disqualified to vote at the election and also for election as a member of the State Library Council - (a) if he is disqualified to be a member of the Taluk Library Union which he represents; or (b) if he has been found by the State Library Council to be guilty of misappropriation, falsification of accounts; or (c) if he is under suspension

84. Dispute relating to election - Any dispute in respect of any matter relating to election may be referred to the State Library Tribunal

85. Resignation of member - A member may at any time, resign his membership of the State Library Council. The resignation shall be sent to the Secretary of the State Library Council. The resignation letter shall be placed before the next meeting of the members of the State Library Council and on the acceptance of the same by the members, he shall cease to be a member of the State Library Council

86. Procedure for appointment of nominees (1) Nomination under sub-section (2) of section 3 of the Act shall be made by the Government. (2) Subject to the provisions in sub-section (5) of section 3 of the Act the powers, duties, functions and responsibilities of a person nominated shall be the same as those of a member duly elected

87. Election of the President, Vice-President, Secretary and Joint Secretary - The election of the President, Vice-President Secretary and Joint Secretary shall be in the manner specified below: -37-

(a) As soon as the executive committee is constituted a meeting of the committee shall be convened. (b) The meeting shall be presided over by any member, who is not a candidate for the election, chosen by the committee, hereinafter referred to in the rule as the presiding Officer for the purpose; (c) The nomination papers shall be presented to the presiding officer at the meeting. The presiding Officer shall decide the objections, if any that may be made at the time to any nomination after making such summary enquiry as he thinks necessary and announce the name or names of the eligible candidate or candidates; (d) When there is not more than one valid nomination for any officer the presiding officer shall declare the candidate, in respect of whom the nomination paper has been received, duly elected to such office; (e) Where there is more than one valid nomination for any office the presiding officer shall forthwith arrange for taking a poll by providing the ballot papers and ballot box. The member shall make the mark 'X' or '+' in the ballot paper against the name or names of the candidate or candidates for whom he desires to vote and put the ballot paper into the box with utmost secrecy. (f) As soon as all the members present have recorded their votes, the presiding officer shall open the ballot box, in the presence of the members, count the votes and announce the results of election with the number of votes secured by each. In the case of equal division of votes the result shall be decided by lots to be drawn by the presiding officer; (g) The proceedings of the meeting with the results of election shall be recorded in the minutes book of the State Library Council and attested by the presiding officer; (h) The ballot paper and other records shall be secured in a container which shall be affixed with the seal of the State Library Council and the candidates who desire to affix their seals and they shall be preserved for six months from the date of election. It shall be the responsibility of the Secretary to keep the records in tact. They shall be destroyed after that period if no dispute or other cases relating to or in connection with the election has been referred to the State Library Tribunal or in any court of law

88. Special meeting of the State Library Council - (1) A requisition for a special meeting of the State Library Council in the circumstances stated in -38- sub-section (3) of section 6 of the Act shall be forwarded to the president with a copy of the resolution or resolutions to be moved at the meeting together with the name of the proposer of each such resolution. The meeting shall then be convened by the President within 30 days of the receipt of such requisition. (2) When a special meeting is convened by the President on a requisition under sub rule (1) notice for a period of not less than fourteen days shall be given to the members. Along with the notice the Secretary shall send to each member a copy of the resolution or resolutions proposed to be moved at the meeting with necessary particulars. (3) The President may, if he thinks fit that a meeting of the State Library Council should be convened for transaction of any urgent business, call for an urgent meeting of the State Library Council at a shorter Notice of less than fourteen days. (4) The President shall preside over the meeting. In his absence the Vice President or any member chosen by the members themselves shall preside over the meeting. Every member shall have only one vote. All questions shall be decided by a majority of votes and in the case of equality of votes, the president shall have a casting vote

89. Transaction of business in the Executive Committee - The meetings of the Executive Committee of the State Library Council shall be convened by the Secretary as and when necessary and not more than thirty days shall intervene between the meeting of two such committee. (2) The Secretary shall give reasonable notice of the meeting to the members. (3) The Executive Committee shall meet at such place and time and on such date as may be appointed by the president. (4) A list of business proposed to be transacted at a meeting of the Executive Committee shall either accompany the notice or be forwarded by the Secretary to each member as soon as possible after sending out the notice. (5) Any business which is not on the list shall not be considered at the meeting of the Executive Committee except with the permission of the President. (6) The President shall preside over every meeting of the Executive Committee and in the absence of the President the Vice-President shall preside over the meeting. In the absence of both the President and the Vice-President any member chosen by the members present form among themselves shall preside over the meeting

90. Extraordinary meetings - Upon the requisitions made in writing by not less than one third members of the committee, the secretary shall as soon as possible, and in any case not later than seven days of the date of requisition convene an extraordinary meeting proposed to be called and shall be sent the Secretary

91. Quorum - (1) One third of the members of the committee shall be the quorum. (2) If the number of members present at any meeting of the committee is less than the required quorum, the President or in his absence the member presiding at the meeting shall adjourn the meeting and the adjourned meeting shall be held at such time, place and date as may be fixed by the President and it shall there upon be lawful to dispose of the business at such adjourned meeting whether quorum is present or not

92. Minutes of the meeting - The minutes of the proceeding of the Executive Committee shall be drawn up by the Secretary and circulated to all members of the Committee. The minutes, as finalised after circulation, shall be recorded in the minutes book and placed for confirmation at the next meeting of the committee. A copy of the minutes shall be forwarded in all the members within a period of fifteen days from the date of confirmation

93. Business by circulation - The business of the Committee shall be carried out through circulation among its members whenever it is not possible to held formal meeting of the committee

94. Decision by majority of votes - In matters where there may be no unanimity of view, decision shall be taken by majority of votes. In the event of equality of votes, the President or the members presiding shall have a second or casting vote

95. Communications to members of the Committee - All communications to the members of the Committee shall be sent to them at the last address furnished by them to the Secretary

96. Disputes regarding election to the District Library Council/State Library Council - (I) The Government shall constitute a State Library Tribunal for the purpose of hearing disputes relating to conduct of elections to the District Library Council and State Library Council and also for the purpose of Rule 29.- 40 - (2) The State Library Tribunal shall be a single man Tribunal. The qualifications, conditions of service, remuneration etc., of the Tribunal shall be such as may be fixed by the Government. (3) The appeals or disputes relating to the election shall be submitted in



form No. 4 B to the State Library Tribunal within thirty days from the date of election. (4) The Tribunal shall hear both the parties to the appeals and dispose of the same by order in writing confirming the election results or setting aside the election, as the case may be on the basis of materials presented before it. (5) The order of the State Library Tribunal shall be final

97. Powers and duties of the President - The President shall have power (1) to fix dates for the meetings of State Library Council or Executive Committee of the State Library Council in consultations with his colleagues; (2) to call for extraordinary meetings whenever such contingencies arise; (3) to preside over the meetings of State Library Council or Executive Committee of the State Library Council; (4) for follow up action in the District Library Development plans; (5) to obtain annual returns from all subordinate bodies ie. District Library Council and Taluk Library Unions, and submit them to the Government after proper scrutiny

98. Powers and duties of the Secretary - In addition to the powers and duties conferred and imposed on him by the Act and subject to the provisions thereof the Secretary shall exercise the following further powers, namely; (1) to approve the budgeted expenditure; (2) to obtain such information/facts as are demanded by the State Executive Committee of the State Library Council; (3) to implement the decisions of the Executive Committee and the State Library Council provided such decisions are in conformity with the Act; (4) to supervise and discharge all obligations in all legal proceedings for or against the State Library Council; (5) to act as custodian of all properties movable Or immovable coming under the State Library Council; (6) to transfer employees; (7) to exercise all powers regarding the employees, including disciplinary action with the approval of the State Executive Committee of the State Library Council; (8) to prepare the agenda of the meeting in consultation with the President and to prepare the minutes of the meeting; (9) to exercise control / administrative powers over the office and in special cases where contingencies demand take suitable action in furtherance of the efficient functioning of the administration in consultation with the President anticipating the approval of the State Library Council or Executive Committee of the State Library Council; (10) to affix signature in all documents coming under the jurisdiction of the State Library Council for and on its behalf; (11) to delegate powers to the officers working under him

99. Powers and Functions of the Accounts Officer - (1) subject to the general direction and control of the State Library Council the Accounts Officer shall be in charge of the Accounts of the State Library Council, District Library Councils and the Taluk Library Unions. (2) The Accounts Officer shall, subject to the audit of the State Library Council; (a) ensure that the limits fixed by the State Library Council for recurring and non recurring expenditure for a year has not exceeded and that all moneys are expended for the purpose for which they were granted or allotted; (b) responsible for the preparation of annual accounts and the Budget of the State Library Council; (c) keep a constant watch of the state of cash, bank balance and the state of investment; (d) watch the collection of library cess; (e) realise and receive grants or other moneys due to the State Library Council from Central and State Government, institutions and individuals; (f) to obtain such amounts as are received as gifts, donations etc. from individuals, Charitable/Cultural organisations; Provided that if such amounts are received from International Organisations like UNESCO etc. with the prior permission of appropriate Government agencies, separate accounts shall be maintained; (g) distribute in accordance with the directions of the State Library Council, the grants to Taluk Library Union for payment to affiliated libraries; (h) be in charge of the Provident Fund, Pension Fund, Welfare and such other funds of the employees of the State Library Council; (i) be in charge and administration of the Endowment such as Jayasankar commemorative Fund etc; (j) to receive all the amounts for and on behalf of the State Library Council; (k) receive and scrutinise the accounts of District Library Council and Taluk Library Unions and to submit the audited reports thereof; (l) check the yearly grants disbursed to the Libraries at random and scrutinise fully the building grants disbursed and ensure certificate thereof; (m) fix the duties and responsibilities of the officers under him and exercise control over these officers and to assess their work and performance. (3) The Accounts Officer shall be the custodian and disbursing officer of the State Library Fund and all payments received by him shall be credited to that fund and he shall arrange to issue cheques on behalf of the State Library Council; 100. Powers of the State Library Council - The State Library Council shall in addition to the powers and duties conferred on it by the Act and subject to the provisions thereof, have and

exercise the following further powers and functions namely:- (i) to pass the yearly budget; (ii) to approve the yearly account and report; (iii) to appoint Auditors; (iv) to give final shape to the planned proposals (for expansion etc.) received from District Library Councils; (v) to exercise general supervision and control over all the libraries under the Act in the State; (vi) to discuss and finalise proposals for the efficient functioning of libraries in the State; (vii) to give debt relief or write off unrepayable debt upto Rs. 3,000; (viii) to fix the staff pattern of Taluk Library • Union / District Library Council and State Library Council and sanction payment of salaries accordingly with the approval of Government

101. Powers and functions of the Executive Committee of the State Library Council - 43 - **The Executive Committee of the State Library Council shall have the following powers, namely:- (1) to exercise all powers and duties for and on behalf of the State Library Council, exercisable by the State Library Council under the Act.** (2) to exercise such other duties or powers, delegated by the State Library Council, as and when deemed necessary; (3) to implement the policies and programmes of the State Library Council; (4) to give with the approval of State Library Council clarifications on the bye-laws or regulations under the Act when it is found to be at variance with the views expressed by some subordinate bodies; (5) to implement the procedures of election; (6) to control and supervise the District Library Council / Taluk Library Union; (7) to exercise supervision over the functioning of Library service in the State including approval or dissolution of affiliation; (8) to administer and govern the libraries directly coming under the State Library Council; (9) to supervise and exercise, general administrative powers regarding employees; (10) create additional posts when deemed necessary; (11) make fixation of pay, allowance, travelling allowances etc. of the members of District Library Council/Taluk Library Union; (12) to decide building grant and yearly grants of libraries; (13) to purchase for the furtherance of the objectives of the Act, such movable, and other properties, such as, furniture, fixtures, stationery etc., with the prior concurrence of the Government; (14) to control deposit of State Library Fund and its expense; (15) to nominate members to corresponding similar bodies other than those under the State Library Council; (16) to receive cess from the local bodies viz., Panchayat, Municipalities and Municipal Corporations; (17) to reallocate reappropriate budgeted amounts when deemed essential - 44 - (18) to fix responsibilities, duties and powers of the employees; (19) to form a Staff Selection Committee for the purpose of appointments

CHAPTER IV District Library Development Plan 102. Each District Library Council shall prepare a detailed District Development Plan with the following details regarding the existing library service and for the taking over of a library. (1) The Development plan of a District Library Council for establishing, maintaining libraries and for co-ordinating and spreading library service shall contain information on the existing library service covering the following and any other relevant information namely :- (a) A map of the District showing by distinctive marks the location and existence of the following namely:- (i) (iii) (iv) (v) (vii) city, town, village, hamlet etc.; state library, children's library etc., maintained by the State Library Council; district library, branch libraries and delivery stations maintained by District Library Council; taluk libraries, village libraries, guidance centres and delivery stations maintained by the Taluk Library Unions; affiliated libraries in the systems maintained by local bodies, private, co-operative agencies etc.; libraries such as hospital libraries, prison libraries, libraries for blind, libraries for geriatrics, libraries for physically and mentally retarded etc., maintained by various agencies; other libraries that are having the objectives of a public library. (2) The District Library Development Plan shall contain the following and any other information about the taking over of any of the existing libraries by the District Library Council. (3) The map mentioned under clause (1) (a) shall indicate by a distinctive mark the libraries which have agreed to come under the management of the district library council or taluk library union. (4) The name and location of each library which agreed to come under the management of the library concerned. - 45 - (5) The terms and conditions agreed upon with the management of the library concerned in regard to the following matters among others namely:- (a) (b) (c) (d) (e) (6) (a) (b) (c) (7) The existing staff; the assets and liabilities; the stock of reading and kindred materials; the furniture and other property; the building and the fittings; the estimated initial cost of the proposed addition in regard to: building and fittings; furniture and equipments; and reading and kindred materials. The number of years for which the expenditure of the initial cost is proposed to be spent. The amount from the State Library fund is requested to provide and the other sources from which the rest of the amount is expected to be found. (8) (a) salaries; (b) (c) (d) The estimated recurring cost for a year in regard to: The staff with the

details about the number of posts and grades of furniture and equipment; reading and kindred materials; insurance charges; others (Specify) (9) The amount estimated to be appropriated from the State Library fund and the amount estimated to be found from other sources with the name of the sources

103. Library and information services and other extension activities (1) They District Development plan shall furnish the following and any other relevant information about the factors bearing on the library and information needs of the population in the district - (a) •Total Population: (i) Number of literates (a) men (b) women (ii) Number of illiterates (a) men (b) women (b) Language-wise distribution (c) occupation-wise distribution (d) Category-wise distribution of disadvantaged groups namely blind, geriatric, mentally and physically retarded. (e) nature of library and information needs of the above (2) Specific proposals along with estimated cost and sources of finance for starting sophisticated library and information services, extension services like rural information and guidance service, mobile library service, seminars, workshops etc

104. New libraries to be established - The District Library Development Plan shall contain the following and any other relevant information about each of the State library, children's library, District library, Village library, Rural Information and guidance Centres etc., to be newly established- (1) The basis for the establishment of new libraries are (a) One State Library in each city which exceeds a population of five lakhs and above; (b) One District Library for each revenue district; (c) One Taluk Library for each Taluk; (d) One Village library in a locality with a population between 5000 and 25,000. (2) The map mentioned under clause (a) of sub rule (1) of rule 102 shall indicate by a distinctive symbol each type of libraries to be newly opened. The following information should also be furnished:- (a) (b) (c) (d) the area and location therein; the proposed year of establishment; information about literacy; the kind of library service proposed to be given to illiterates; the estimated initial cost in regard to: (i) buildings and fittings; (ii) furniture and equipments; (iii) reading and kindred materials; -47 - (f) the number of years for which the expenditure of the initial cost is proposed to be spent; (g) the amount from the State Library Fund is requested to provide; (h) the other sources from which the rest of the amount is expected to be found. (i) the estimated recurring cost for a year in regard to: (i) staff salary; (ii) furniture and equipments; (iii) reading and kindred materials; (iv) insurance charges; (v) others, if any (j) the amount estimated to be found from State Library fund; (k) the amount estimated to be found from other sources

105. Proposals for a phased development programme - (1) The District Development Plan shall state the estimated number of years in which full library service will be established and shall give a summary of the proposals in the form of a tentative yearly programme for each year. This shall contain the following - (a) establishment of libraries- (i) number of State Libraries, Children's libraries; (ii) number of District libraries; (iii) number of Taluk libraries; (iv) number of village libraries; (v) number of other types of libraries and extension centres; (b) the strength of the staff required; (c) estimated capital expenditure with the indication of the amount to be found; (d) estimated annual expenditure with the indication of the amount to be found. (2) The President of the State Library Council shall examine the Development Plan and submit it to Government with the views of the State Library Council. The Government after considering it approve it with or without modifications and shall issue instructions in regard to its execution. - 48 -

CHAPTER V Accounts, Audit and Annual Report

106. Accounts - .All moneys received by the State Library Council shall be remitted in the State Library Fund in the nearest Government Treasury: Provided that the State Library Council with the Sanction of the Government, for specific reasons, have a current account with any of the local banks approved by Government, or with any of the following banks, namely:- a branch of the Post Office Savings Bank; State Co-operative Bank; (iii) State Bank of Travancore; Provided further that the State Library Council may, with the sanction of the Government, invest any sums not required for immediate use in "fixed deposits" in any of the local banks approved by the Government or in any of the banks mentioned in items (i) to (iii) of the preceding proviso or in Government securities or with the sanction of the Government in other security

107. Operation of the Accounts - All orders or cheques against the State Library Fund shall be signed by the Accounts Officer or any other person authorised by the State Library Council in this behalf. The treasury or the bank in which the fund is deposited shall, so far as the money to the credit of the State Library Council admit, pay all orders or cheques against the fund which are as signed

108. Audit - (I) The accounts of the State Library Council, District Library Council and the Taluk Library Union shall be audited by the examiner of local fund audit of government of Kerala.

(2) (a) the Secretary of State Library Council shall submit the accounts in respect of the State Library Council to the auditors; (b) the secretary of the District Library Council shall submit the accounts in respect of District Library Council to the Auditors; and (c) the secretary of the Taluk Library Union shall submit the accounts in respect of the Taluk Library Union to the auditors. (3) The Auditors may require in writing - (a) the production of any book, deed, contract, account, voucher, receipt or other document for perusal and examination of which they consider necessary, (b) any person who has the custody or control of any such document, or who is accountable for it to appear in person before them, and (c) any person so appearing to make and sign a declaration with respect to such document or to answer any question or to prepare and furnish any statement relating thereto. The auditors shall - report to the State Library Council, District Library Council and Taluk Library Union any material impropriety or irregularity which they may observe in the expenditure or recovery of moneys due to the State Library Council, District Library Council and Taluk Library Union or in the accounts; (ii) furnish to the state library council, the district library council and the taluk library union concerned such an information as it may require concerning the progress of their audit; (iii) (iv) Report to the State Library Council, the District library council and the taluk library union concerned any loss or waste of money or other property owned by or vested in the said authorities caused by neglect or misconduct with the names of person directly or indirectly responsible for such loss or waste; and submit to the state library council, the district library council and the taluk library union concerned final statement of audit and a copy thereof to the secretary, state library council, secretary, district library council and secretary, taluk library union concerned within a period of three months from the end of the financial year or within such other period as the government may from time to time notify. (1) The Secretary of the State Library Council shall forthwith remedy any defects or irregularities that may be pointed out by the auditors with regard to the accounts and report the same to the Government; (2) The Secretary of the District Library Council shall forthwith remedy any defects or irregularities that may be pointed out by the auditors with regard to the accounts and report the same to the state library council; (3) The Secretary of the Taluk Library Union shall forthwith remedy any defects or irregularities that may be pointed out by the auditors with regard to the accounts and report the same to the State Library Council. (4) The Secretary of the State Library Council shall submit to Government for their information within three months of the receipt of reports referred to in sub rules (2) and (3) as consolidated review of reports with special reference to the irregularities and special features, if any noticed, in audit and the action taken to remedy them. 111. The auditors may disallow every item contrary to law and surcharge the same on the person making or authorising any person to make such payments and may charge against any person responsible therefore the amount of any deficiency, loss of unprofitable outlay incurred by the negligence or misconduct of that person or of any sum which ought to have been, but is not brought into account by that person and shall in every such case, ascertain the amount due from such persons. The auditors shall state in writing the reason for their decision in respect of every disallowance, surcharge or charge

112. Every sum certified to be due from any person by the auditors under the Act shall be paid by such person to the State Library Council or the District Library Council or the Taluk Library Union as the case may be, within fourteen days from the date of intimation by the Secretary of the State Library Council or of the District Library Council or of the Taluk Library Union as the case may be to such person of the decision of the auditors unless within that time he has appealed to Government against the decision and such sum if not so paid or such sum as the Government shall on appeal declare to be due shall be recoverable by the State Library Council or the District Library Council or the Taluk Library Union as the case may be

113. Information and particulars to be included in the Annual Report - (I) In every year the annual report shall be prepared by the President of the State Library Council under sub section (I) of section as shown in



Form 51.(2) In every year the annual report in respect of the working of the District Library Council and the Taluk Library Union shall be prepared by the President of the State Library Council as under subsection (2) of section 37 of the Act as shown in Form 52

CHAPTER VI Rules for the payment of Annual Grants to Libraries 114. Conditions for the receipt of grants to the Libraries - (1) The Library should be open to all members of the community irrespective of caste, -51- creed sex of language. (2) The administration of the Library should vest in a committee elected at a general body meeting of the Library (3) There should be a minimum book stock of 1000 books (4) Additional encouragement shall be extended to libraries having children's section and women's section and other social activities attached to it. (5) The accounts of the libraries should be accepted and passed by the committees of the libraries (6) No Library receiving grant from state library council should stock in the library books, periodicals or any other publications prohibited by Government. (7) Detailed accounts of the receipts and expenditure of the library and registers and records prescribed by Government or by such other authorities as may be appointed by Government for the use of the Library shall be maintained and the accounts shall be opened for inspection by officers and non-officials authorised by government. (8) The minimum annual receipt of a library from monthly subscription shall not be less than Rs. 40 (Forty). (9) 75 % of the grant received by the library under the Act each year shall be utilised for the purchase of new books for the library. The bills for the books purchased shall be properly kept by the library for inspection by the officers and non-officials authorised for the inspection of libraries. Grants shall be given only if the previous years grant has been utilised for purchase of books as per conditions laid down. The grants shall be utilised within two months after their receipt. Separate accounts shall be maintained by the libraries for receipt and expenditure out of special grants and building grant, if, any, sanctioned by state library council. Note - The date of receipt of grant can be excluded in calculating two months period under this rule. (10) The remaining 25 % of the grant shall be utilised for purposes of the library approved by the committee within six months of date of receipt of the grant. (11) The unspent balance if any of grant shall be surrendered by the libraries after the period specified in sub rules 9 and 10. (12) Officers disbursing the grant amount shall maintain a register showing the amounts of grant disbursed to the libraries their utilisation, surrender etc. (13) Officers disbursing the grant amounts shall see that libraries which are in receipt of grant under these Rules are working properly

115. Procedure for the payment of annual grant - (I) Applications for grants shall be submitted to the District Library Council through the Taluk Library Union in



Form No.5 so as to each there on or before the end of June every year. (2) The Secretary, District Library Council shall forward proposals to the State Library Council every year for the constitution of Library Grada- tion Committees. (3) State Library Council shall issue orders constituting the Gradation Committees every years. r (4) The Gradation Committees shall inspect the libraries and collect all the details required for grading them. (5) The Gradation Committees shall grade the libraries in accordance with the standards and rules laid down by Government for the purpose and forward proposals in consolidated lists to the District Officer suggesting the amount of grant to be paid to each library, and the amount of librarians' s allowances payable to them (6) The proposals should reach the secretary, state library council be- fore 15th of October every year. The recommendation of the Gradation committees submitted after the month of September shall not be taken into consideration during that financial year. (7) The proposals of the committee shall be furnished in form No. 6. (8) The official members in the gradation committees shall during the inspection of the library for gradation particularly verify whether the grant paid for previous year has not been utilised properly and within time and furnish utilisation certificate in Form No. 7 to the Secretary, State Library Council simultaneously with the submiSsion of the recommendation of the gradation committees. The fact of having sent such•utilisation certificate to the State Library Council shall be indicated in the reports of the grada- tion committees. (9) The Secretary, State Library Council shall scrutinise the proposals of the committees to see whether the grade fixed by them is in accordance - 53 - with the standards and rules laid down by Government and submit to the State Library Council for their approval. (10) State Library Council shall sanction payment for gant to libraries and librarian's allowance before the 15th December as far as possible. (1 l) On receipt of orders sanctioning the grant, the Secretary State Li- brary Council allot the amount to the concerned Taluk Library Unions. The Taluk Officer shall collect simple receipts from the libraries in form No. 8 and issue drafts as laid down. The Taluk Officer shall obtain stamped re- ceipts from the Secretaries / Presidents of the libraries and effect payment by drafts / cheques drawn on the State Bank of Travancore at the cost of payees. With the cheques issued, a copy of sanction authorising the grant should be enclosed and it should be incumbent on the Treasury Officer to ensure that any cheque issued by the Taluk Officer is honored on with refer- ence to sanction by the State Library Council

116. Grading of Libraries - (I) The Libraries are graded inter groups from A to F.The standards for grading the libraries are prescribed in



form No. 11. (2) The grade of a library shall be basically fixed on the basis of two items (1) Number of Books, (2) Number of times book issued per year. The grade shall first be fixed on the basis of the number of books viz. , book stock. If the number of times books issued per year viz. , book issue is sufficient for the particular grade that grade will be provisionally assigned to the library. But, if all the other conditions except the book stock for a particular grade are satisfied by a library, condonation of 10 % of the total number of books required shall be allowed, to make the library eligible for the particular grade. (3) If there is deficiency to the extent of one grade from the number fixed for issue of books of a particular grade, the classification fixed on the basis of book stock shall not be altered provided all the remaining conditions are satisfied. But the classification shall be reduced by one grade, if in addition to the above deficiency, there is any deficiency in more than one of the conditions specified. (4) If the deficiency of issue of books is to the extent of more than one grade, the classification of the library fixed on the basis of books stock shall correspondingly be reduced in accordance with the deficiency of issue and the next higher grade shall be fixed for the library. - 54 - (5) If there is an increase in the number of issue to an extent of two or more grades, the classification shall be raised by one grade. (6) In the case of E & F Grade Libraries, the classification shall be raised by one grade for the possession of newly constructed building for the first year only. (7) The classification shall further be raised by one more grade for the possession of any one or more of the following social or cultural activities in the library - (I) Possession and use of Radio / Television set. (2) Adult Education classes. (3) Hindi classes with a minimum strength of 15 students. (4) Arts club and women's or children's activities. (5) Nursery School / Anganwadi. (8) Whatever be the deficiency of any library, if it satisfies the minimum conditions regarding the books stock and issue, the minimum grade F shall be given. (9) If there is any library which does not even satisfy these minimum conditions, the library shall not be considered eligible for any annual grant. (IO) While furnishing proposals for annual grant to libraries, the gradation committee shall also suggest the amount of libraries allowance eligible for the libraries to facilitate the disbursement of annual grant and librarians allowance together. Libraries allowance shall not be less than that was eligible before the commencement of this

Act

117. Payment of Libraries Allowance - (1) Libraries of 'A' to 'C' grades are eligible for librarian's allowance at the rate of Rs.75 per mention and in case of libraries of 'D' yade Rs. 50 per mensem and 'E' grade at the rate of Rs. 30 per mensem. (2) The following procedure shall be adopted for the disbursement of the allowance:- (i) (ii) (iii) The allowance shall be claimed by the Secretary / President of the library concerned in the simple receipt in



form No. 9 and the receipt shall be forwarded to the Taluk Officer. The Taluk Officer, after due verification shall pass the receipt and issue a demand draft for eligible fallowness. The Secretary / President of the library shall on receipt of the -55 - money from the Treasury enter the same in the accounts of the library and disburse the amount to the librarian under proper acquittance from the librarian.

The date of encasement and disbursement shall be reported to the concerned District Officers and the Secretary State Library Council with reasons for the delay, if any in disbursement.

18. Payment of building and furniture grant to libraries - (1) Grants not exceeding 50 % of the estimated cost of the building and furniture of Rs. 25,000 (Rupees Twenty five thousand only) whichever is less shall be awarded to the libraries having plinth area upto 61 sq. metres for construction of buildings and purchase of furniture. In the case of buildings having plinth area more than 61 sq. metres an amount of Rs. 50,000 (Rupees fifty thousand only) or 50 % of the estimated cost of the building shall be awarded. In special cases buildings having plinth area of more than 61 sq. metres, rupees one lakh will be awarded for construction of buildings having plinth area of more than 61 sq. metres, rupees one lakh will be awarded for construction of building and purchase of furniture. Additional grant for extension of the existing building may be granted: Provided that in the case of libraries having plinth area upto 61 sq. metres the total amount of grant including the building grant awarded after the lapse of at least five years since the receipt of the last instalment of the original building grant. (2) The Estimated cost of the building shall be certified by an Engineer not below the rank of an Assistant Executive Engineer, Building Division, Public Works Department of the locality and the grant shall be sanctioned subject to the availability of funds. (3) Applications for grants under these rules showing the detailed of construction and purchase of furniture shall be made by the President of the Library to the State Library Council in respect of buildings of libraries affiliated to the State Library Council. (4) Libraries which apply for grants under these rules shall have completed in full or at least 2/3 of the construction work and purchase of furniture at the time of application and shall have incurred expenditure of not less than two third of the approved estimated cost or twice the amount of the grant applied for, whichever is less. In either case a certificate to the effect from an engineer not below the rank of an Assistant Executive Engineer, Building Division, Public Works Department of the locality shall accompany the application. A certificate from the Tahsildar to the effect that the land in which the building is constructed is owned by the Library or is in its possession and another certificate from the Sub Registrar to the effect that there are no encumbrance of any kind on the land should also be furnished along with the application: Provided that the ownership of land as such need not be insisted upon in cases where the land in question is given to the library by a Board or Trust which have a statutory existence. In such cases, the application shall be accompanied by a lease deed executed in favor of the library by the Board or Trust as the case may be, for a reasonable period in respect of the land over which the building is constructed. Note - Certificate issued by an Engineer not below the rank of an Assistant Executive Engineer of Public Works Department, Building division of the locality shall be accepted for the purpose of this rule. (5) Before the actual receipt of the grant, an agreement in form No. 12

A shall be executed by the President of the Library undertaking that the construction work as well purchase of furniture shall be completed according to the approved plan and estimate within one year of the receipt of grant. The Secretary, State Library Council or an Officer authorised by him shall sign the aforesaid agreements on behalf of Government. The amount of received shall always be credited forthwith to the accounts of the library. In the case of failure to complete construction and purchase as aforesaid and to credit the grant to the accounts of the library shall be refunded and of future annual grants shall be forfeited. (6) The detailed accounts and full particulars relating to the grant disbursed shall be maintained by the Secretary State Library Council who shall forward to the Examiner of Local Funds Accounts a Statement of the Accounts and particulars within a fortnight of the disbursement. (7) Within three months after the completion of the construction work and purchase of furniture (or the receipt of grant in the case of completed building) the President of the Library receiving the grant shall furnish to the secretary of the State Library Council a statement of accounts of the expenditure incurred. If the amount of grant received is found to be in excess of what -57 - the library is eligible for under the rules, the President shall refund the excess amount to the Treasury in the State Library Fund and furnish a return to the Taluk Officer along with the statement. If the excess is not refunded steps shall be taken to recover the amount from the President. Libraries which fail to keep proper accounts and registers as prescribed by the Departmental Officers and which do not furnish to the Taluk Officers concerned statement of accounts of the expenditure

incurred within three months as aforesaid, shall be liable for refund to the whole amount of grant received and forfeiture of future annual grant. Immediately after the said period of three months the Taluk Officer shall initiate action against such libraries for the recovery of the grant amount as per paragraph 10 of the agreement and for withholding future annual grant. (8) The Examiner of Local Fund Accounts shall conduct an audit of the accounts of the libraries and see that the grants are utilised properly. The Examiner of Local Fund Accounts shall furnish to the Accountant General a certificate regarding the proper utilisation of the grants along with the audited accounts of the libraries and the Secretary, State Library Council. Note - Libraries affiliated to the State Library Council and receiving annual grant are 'only eligible for building grant. 19. Payment of grants to Libraries proposing Higher type design - (1) Libraries proposing construction of buildings in higher type design (61m²) shall be eligible for grant only if the construction of the building is started after its design and estimate are approved by State Library Council. (2) Application from such libraries for grant shall be considered only if; of the construction of the building is completed. (3) Grant shall be sanctioned at the rate of 50 % of the approved estimated cost of the building and of furniture subject to a maximum of Rs. 50,000 in very special cases subject to a maximum of Rs. 1 lakh. (4) the grant amount shall be paid only in installments, the maximum amount of instalment being Rs. 16,667 at a time. The first instalment will be released immediately after the State Library Council sanction the grant and the subsequent installments will be paid only if there is satisfactory progress in the work. This should also be certified by an engineer not below the rank of an Assistant Executive Engineer of the Public Works -58- Department, Building Division of the locality. The final instalment will be paid only on production of a completion certificate from an engineer not below the rank of an Assistant Executive Engineer, Public Works Department (Building division) of the locality. (5) The period which the construction of building for which grant is sanctioned shall be completed will be specified in the order sanctioning grants and the maximum time limit shall be three years from the date of approval of estimate and plan and one year from the date of sanction of grant by the State Library Council. (6) The agreement by the grantee receiving grant shall be executed on a stamp paper of value of Rs. 15 (Rupees fifteen only). (7) The Secretary, State Library Council or an officer authorised by him shall sign on behalf of government, the aforesaid agreement in respect of libraries affiliated to the state library council. The model form of agreement is given in form No. 12. B (8) All other provisions in rule 118 will be strictly adhered to

120. Payment of Annual grant to the State Library Council - (1) The grant given by the government annually to the state library council is for its establishment and organisation expenses and the examiner of Local Fund Accounts shall conduct an annual audit of the accounts of the State Library Council to see that the grant has been utilised for the purpose. The following items shall come under the term "Organisation Expenses":- Organisation of new libraries not including purchase and supply (i) of books; (ii) Inspection of libraries; Conducting discussion, meetings and seminars; (iii) Giving instructions towards improving the tone and efficiency of (iv) libraries; (v) (vii) Publishing articles, pamphlets, etc., Connected with the Library Movement and Reviewing of books. Expenses in connection with publications of the Magazine "Grandhalokam"; Supply of list of books useful for libraries; The work done by the Taluk Library Unions viz., inspection of the libraries located in the respective taluks and issue of - 59 - directions to them in promoting the library movement; (viii) Annual grant and Librarians allowance; (ix) Building grants. (3) The following procedure shall be adopted for the disbursement of the annual grant to the State Library Council:- (ii) (iii) (iv) (v) (vii) Pending fixation of annual grant, advance grants shall be sanctioned to the State Library Council for which year to be adjusted later on from the annual grant to be fixed for the year. Grants shall be given by government only for items of expenditure approved and accepted by government. The advance grants for the year shall be fixed at an aggregate of the estimates of the various items of expenditure approved by Government for fixation of grant to the State Library Council. The advance grant shall be fixed in the month of April and paid in equal quarterly installments in April, July, October and January every year. The State Library Council shall furnish the statement of accounts for each financial year to the Examiner of local fund accounts within three months after the close of the year and the examiner of Local Fund Accounts shall conduct the audit of the Accounts of the State Library Council and furnish audit report and audit certificate to Government within eight months from the date of receipt of the Statement of accounts. Along with the Audit Report, the Examiner of Local Fund Accounts shall forward his recommendations regarding the

final year to be fixed for the year of the Audit report. The grant for the year shall be fixed finally on receipt of audit report of the State Library Council for the year. The excess amount paid or balance due, if any on account of the provisional fixation for the year shall be adjusted in the next year's grant. CHAPTER Terms and Conditions of service of the Officers and Employees of the State Library Council, District Library Council and Taluk Library Union 121. Application - These rules shall apply to all officers and employees of the State Library Council, District Library Council and Taluk Library Union

122. Constitution - (a) The services under the State Library Council, District Library Council and Taluk Library Unions are as classified below: I.11. 111. [V. Kerala Public Libraries (Kerala Grandhasala Sanghom) Service. Kerala Public Libraries (Kerala Grandhasala Sanghom) Subordinate Service. Kerala Public Libraries (Kerala Grandhasala Sanghom) Technical Service. Kerala Public Libraries (Kerala Grandhasala Sanghom) Last Grade Service. (b) Each service shall consist of the class and categories of posts as shown below: I. Kerala Public Libraries (Kerala Grandhasala Sanghom) Service:- (i) Accounts Officer (ii) Administrative Assistant (iii) Project Officer (iv) Senior Superintendent 11. Kerala Public Libraries (Kerala Grandhasala Sanghom) Subordinate Service:- 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12

13. Joiner Superintendent Publication Assistant Project Assistant Librarian Grade I U .D. Accountant Librarian Grade 11 U.D. Clerk U.D. Clerk cum-Typist L.D. Clerk Librarian Grade III L.D. Clerk cum-Typist Library Attender Driver -61- III Kerala Public Libraries (Kerala Grandhasala Sanghom) Technical Service:- 1. 2. 3

4. Foreman Press Compositor Press Printer: Press Binder Press I V.Kerala Public Libraries (Kerala Grandhasala Sanghom) Last Grade Service:- 1. 2

3. Peon Night Watcher Sweeper 123.Appointing Authority - (1) The State Library Council / District Library Council / Taluk Library Union shall be the appointing authority in respect of the posts borne on the service: (2) All appointments by direct recruitment shall be made in consultation with the staff selection committee constituted by the respective authorities

124. Approved candidates - (a) The inclusion of a candidate's name in any list of approved candidates for any class, category or grade in service shall not confer on him any claim for appointment in the service, class, category or grade.(b) Every candidate for appointment to the service who, in response to a notification makes an application shall along with the application remit to the State Library Council / District Library Council / Taluk Library Union such fee as may be fixed

125. Method of Recruitment (1) Appointment to the various services, classes, categories or grades of posts referred to in rule 122 shall be made by the method of recruitment specified against them in column 2 of the Annex- ure I to these rules.(2) No. person shall be eligible for appointment to any service by direct recruitment unless - (i) He is of sound health, active habits and free from any bodily defect or infirmity rendering him unfit for the service; (ii) His character and antecedents are such as to qualify him for the service. - 62 - (3) No. person shall be eligible for appointment to the posts in column I by the method specified in column 2 of the Annexure i unless he possess the qualification specified in the corresponding entry in column 3 thereof. (4) Where the prescribed method of recruitment is by transfer or promotion, the proportion or order in which the vacancies shall be filled up by persons recruited direct and by those recruited by transfer or promotion shall be such as may be fixed by the State Library Council / District Library Council / Taluk Library Union as the case may be. (5) Where special training in a particular field or otherwise is prescribed as an essential qualification for direct recruitment to a service, class, category or grade and persons with such special training are not available for selection, the State Library Council / District Library Council / Taluk Library Union, as the case may be, may select persons without the training and get them trained in the field, and their recruitment to the services being considered only after the training

126. Reservation of appointment to Scheduled Casts, Scheduled Tribes and other Backward Classes - Where the method of recruitment to a post in a service, class, category or grade is by direct recruitment, the Principle of reservation of appointments laid down in Rules 14 to 17 (A) and (b) of the Kerala State and subordinate Services Rules, 1958 shall apply

127. Temporary Appointment - (a) (i) Where it is necessary in the interest of the State Library Council / District Library Council / Taluk Library Union owing to an emergency which has arisen to

fill immediately a vacancy in a post borne on the cadre of a service, class, category or grade and there would be undue delay in making such appointment in accordance with these Rules, the appointing authority may appoint a person otherwise than in accordance with the said Rules temporarily for a period not exceeding six months: Provided that before a person is appointed under this clause, persons who are admittedly senior to him shall also be appointed, even if they are absent from duty whether on leave other than leave without allowance for taking up other employment or on foreign service, or on deputation or for any other valid reason and allowed to continue as such subject to the condition that person so appointed shall not be eligible for the higher time scale of pay by virtue of such appointments unless otherwise specifically ordered by the State Library Council or District Library Council or Taluk Library Union as the case may be. - 63 - Note:- (1) Even where it is considered necessary to sanction the higher time scale of pay not more than one person (either the senior most fit person in a series of adjacent person outside the ordinary line or if such a person either forgoes the benefit of his own violation or does not require the benefit by virtue of his holding a post outside the ordinary line which secures him at least equivalent benefits in respect of salary and pension then the next below in the series) may be authorised to draw the salary of the higher post, scale or grade in respect of any one officiating vacancy within the cadre filled by his junior. (2) A fortuitous officiating appointments given to a person who is junior to one outside the regular line do not in itself give rise to a claim on the part of the senior to the higher time scale of pay. (3) The expression "persons who are admittedly senior" in the above proviso shall include persons appointed, or promoted, as the case may be, temporarily and continuing as such solely due to administrative delay in regularising the appointments. (4) A person who is on leave without allowance to take up other employment shall be given promotion to higher post only on his return from such leave. His rank and seniority in the higher post only on his return from such leave. His rank and seniority in the higher post shall be determined with reference to the date of promotion; Provided that persons appointed under clause (1) shall be replaced in the order of seniority based on the length of temporary service in the Unit. (ii) Where it is necessary to fill a short vacancy in a post borne on the cadre of a service, class, category or grade thereof and the appointment of the person who is entitled to such appointments authority may appoint any other person who possess the required qualifications if any prescribed for the post. (iii) A person appointed under clause (i) shall whether or not he possesses the qualifications prescribed for the post to which he is appointed, be replaced on or before the expiry of the period of six months by a member of the service or an approved candidate eligible to hold the post under the Rules. - 64 - (iv) (b) (c) A person appointed under sub-clauses (i) or (ii) shall not, be regarded as a probationer in such post or be entitled by reason only of such appointment to any preferential claim to future appointment to such post. A person appointed under clause (a) to hold temporarily a post borne on the cadre of a service, class, category or grade shall be paid either his substantive pay or the pay of the lowest grade or the minimum pay in the scale of pay, as the case may be, applicable to the service class, category or grade whichever is higher. Notwithstanding anything contained in these Rules if and when a vacancy arises in a post borne on the cadre of a service, class, category or grade for appointment to which knowledge of a particular regional language is necessary in the opinion of the State Library Council / District Library Council / Taluk Library Union and the person who is entitled to appointment to the post under the Rules and the Special Rules does not possess such knowledge, any other person junior to him who possess much qualifications and other qualifications, if any, prescribed under the rules may be appointed to that post; but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such service, class, category or grade nor shall he acquire thereby any preferential right to future appointment to such service, class, category or grade

128. Qualifications - (a) The minimum general educational qualifications of the SSLC Standard referred to in the Annexure shall mean the qualifications specified in the Schedule to Part 11 of the Kerala State and Subordinate Services Rules, 195 as amended from time to time. (b) (1) No person shall be eligible for recruitment to any of the posts under the (2) State Library Council / District Library Council / Taluk Library Union by direct recruitment if he has completed or will complete the age of 35 years as on the 1st January of the year in which applications for appointment are invited to the particular post: Provided that where experience of a specific number of years is prescribed as an essential qualification for a post, the age limit if 35 years shall be deemed to be raised by the number of years of experience so prescribed. The upper age limit shall, unless otherwise stated be raised by 5 - 65 - (ii) years

in the cases of a candidate belonging to any of the Scheduled Castes / Scheduled Tribes and by 3 years in the case of a candidate belonging to any of the other backward classes: Provided that the age limit shall not be applicable:- to the appointment of a candidate belonging to any of the scheduled castes or scheduled tribes to a post included in a service for which the rules prescribed a qualification lower than a degree of a recognised University if such candidate possesses educational qualification which is higher than that referred to in sub rule (a) and he is otherwise qualified for appointment; or the appointment to a post included in a service of a candidate belonging to any of the scheduled castes or scheduled tribes who holds a degree of a recognised University if the degree he holds is not lower than the degree, if any, prescribed in the rules for appointment to such post and if he is otherwise qualified for appointment. (c) (d) (e) The upper age limit may be relaxed by the State Library Council / District Library Council / Taluk Library Union if age alone stands in the way of appointment of a candidate belonging to any of the scheduled castes or scheduled tribes to fill up the quota reserved for them. In the case of a candidate who is an Ex-serviceman, the period of his service in the Defence Forces shall be excluded in computing his age for appointment. Notwithstanding anything contained in the Rules if and when a temporary post is created in addition to the cadre of any service, class, category or grade and the holder thereof is required by the State Library Council / District Library Council / Taluk Library Union to possess any special qualification, knowledge or experience and is considered to be the best fitted to discharge the duties of such post may irrespective of other considerations, be appointed by the State Library Council / District Library Council / Taluk Library Union to that post; but the person so appointed shall not by reason only of such appointment, be regarded as a probationer in such service, class, category or grade nor shall he acquire, thereby any preferential right to future appointment to such service, class, category or grade. - 66 -

129. Right of probationers and approved probationers to re-appointment - A vacancy in any service, class, category or grade not being a vacancy which shall be filled by direct recruitment in accordance with any provision; if fixed under these rules shall not be filled by the appointment of a person who has not yet commenced his probation in such service, class, category or grade when an approved probationer or a probationer therein is available for such appointment

130. Special qualifications to be acquired or special test to be passed during probation - Where a probationer has, before he commenced his probation already acquired any special qualification or passed any special test prescribed by these rules or has acquired such other qualifications as may be considered by the State Library Council / District Library Council / Taluk Library Union to be equivalent to the said special qualifications or special test he shall not be required to acquire such special qualification or such special test again after the commencement of his probation

131. Special Qualification - No person shall be eligible for appointment to any service, class, category or grade or any post borne on the cadre thereof unless he - (a) possesses such special qualifications and has passed such special test as may be prescribed in that behalf in the Rules; or (b) possesses such other qualifications as may be considered to be equivalent to the said special qualifications or special tests, by the State Library Council / District Library Council / Taluk Library Union

132. Discharge and re-appointment of probationers and approved probationers - (a) In, cases falling under Rule 129 probationers and approved probationers who were recruited direct shall not be discharged for want of vacancies. Other probationers and approved probationers shall be discharged for want of vacancies in the following order:- First, the probationers in the order of juniority and second the approved probationers in the order of juniority. (b) Approved probationers and probationers who have been discharged for want of vacancies shall be re-appointed to vacancies not being vacancies which should be filled by direct recruitment under the rules referred to in rule 129. Provided that the said order may be departed from in cases where such order would involve excessive expenditure on travelling allowances or exceptional administrative inconvenience

133. Probation and Test - (a) Probation - Every person appointed in accordance with these rules to any grade, category or class of a service shall from the date on which he joins duty, be on probation in such grade, category or class as the case may be - if recruited direct or by transfer from another service or appointed by promotion in the State Service, for a total period of two years on duty within a continuous period of three years. if appointed by promotion in other service for a period of one year on duty within a continuous period of two years. (b) Test - Person appointed to the posts mentioned in a

column (1) of the Annexure I to these Rules by direct recruitment shall pass the Test in Manual of Office Procedure for offices other than Secretariat conducted by the Kerala Public Service Commission. 134. (a) Date commencement of probation of persons first appointed temporary - If a person, having been appointed temporarily under sub-clause (i) or (ii) of clause (a) of rule 127 to a post borne on the cadre of any service, class, category or grade otherwise, than in accordance with these Rules is subsequently appointed to the service, class, category or grade in accordance with these rules, he shall commence his probation from the date of such subsequent appointment or from such earlier date as the appointing authority may determine, without prejudice to the seniority of others. He shall also be eligible to draw increments in the time-scale of pay applicable to him from the date of commencement of his probation but shall not be entitled to areas of pay unless otherwise ordered by the State Library Council / District Library Council / Taluk Library Union. (b) Service in a different service counting for probation - A probationer in a service or a class or category or grade thereof shall be eligible to count for probation his service if any, performed otherwise than in a substantive capacity on regular appointment to the other service in accordance with the regulations if the normal method of recruitment to the later service is by transfer from the former service or the class or category or grade thereof as the case may be. (c) Service in a higher grade or category counting for probation - A probationer in any grade or category or class of a service shall be eligible to count for probation, his service, if any, performed otherwise than in a substantive capacity or regular appointment to a higher grade or category or class of the same service, as the case may be. Nothing contained in this sub-clause shall be construed as authorising the promotion of a probationer in a category to a higher category in contravention of rule 143. (d) Temporary service counting for Probation - A probationer in one service who is appointed temporarily to the other service who is appointed temporarily to the other service under sub-clause (i) or sub-clause (ii) of clause (a) of rule 127 shall be entitled to count towards his probation in the former service the period of duty performed by him in the later service during which he would have held a post in the former service but for such temporary appointment. (e) Service on temporary promotion Counting for probation - A Probationer in any category who is promoted temporarily under the provisions of rule 145 to a higher category in the same service shall be entitled to count towards probation, if any, in the former category the period of duty performed by him in the later category during which he would have held a post in the former category but for such temporary promotion.

135. Suspension, termination or extension of probation - (a) The State Library Council / District Library Council / Taluk Library Union may at any time before the expiry of the period of probation prescribed in rule 133 or where such period of probation has been extended under rule 137 before the expiry of such extended period of probation, (i) suspend the probation of probationer and discharge him from service for want of vacancy; or (ii) at its discretion by order, either terminate the probation of a probationer and discharge him from service and in case the probation of a probationer and discharge him from service and in case the probation has not been extended under rule 137 extend the period of his probation after giving him a reasonable opportunity for showing cause against the sanction proposed to be taken in regard to him: Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition of any of the penalties specified in items (iv), (vii), (viii) and (ix) of sub-rule (1) of rule (160) in chapter - 69 - VIII and at the conclusion of the disciplinary proceedings, a opportunity of showing cause specifically against termination of his probation need not be given to him. Explanation - An opportunity to show cause may be given after the State Library Council / District Library Council / Taluk Library Union arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service either by the State Library Council / District Library Council / Taluk Library Union itself or by a subordinate authority who is superior in rank to the probationer. (b) (i) If within the period of probation, a probationer fails to acquire the special qualification or to pass the special tests, if any prescribed or to acquire such other qualifications as may be declared by the State Library Council / District Library Council / Taluk Library Union to be equivalent to the special qualification or special tests, the State Library Council / District Library Council / Taluk Library Union shall by order be discharged from the Service unless the period of probation is extended under rule 137. If within the period of probation or within the extended period of probation as the case may be, a probationer has appeared for any such tests or for any examinations in connection with the acquisition of any such qualifications and the result of test or exami-

nation for which he has so appeared, are not known before the expiry of such period, he shall continue to be on probation until the publication of the results of the tests or examinations for which he has appeared or the first of them in which he fails to pass, as the case may be. In case the probationer fails to pass any of the tests or examination for which he has so appeared the appointing authority shall, by order, discharge him from the service. (iii) Any delay in the issue of an order discharging a probationer under clause (i) or clause (ii) shall not entitle him to be deemed to have satisfactorily completed his probation

136. Probationer's suitability for full Membership - (a) At the end of -70- the prescribed or extended period of probation, as the case may be the appointing authority shall consider the probationer's suitability for full membership of the service, class or category for which he was selected: Provided that in case the probation was extended under rule 137 solely to case the probation was extended under rule 137 solely to enable the probationer to acquire the special qualifications or to pass the prescribed tests, the appointing authority shall consider the probationer's suitability for full membership of the service, class or category as soon as the probationer has acquired the special qualifications or has passed the prescribed tests.(b) If the appointing authority decides that a probationer is suitable to such membership it shall as soon as possible issue an order declaring the probationer to have satisfactorily completed his probation. On the issue of such order the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation: Provided that in case to which the proviso to sub rule (a) applies the probationer shall be deemed to have satisfactorily completed his probation on the date following the last date of the examination or test in which the probationer has acquired the special qualifications or has passed the prescribed tests, if such date is earlier than the date of the expiry of the extended period of probation. (c) If the State Library Council / District Library Council / Taluk Library Union decided that the probationer is not suitable for such membership, it shall unless the period of probation is extended, under the rule 135, by order, discharge him from the service after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him: Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition of any of the penalties specified in items iv, vii, viii and ix of sub rule of rule (160) in chapter VIII by the State Library Council / District Library Council / Taluk Library Union and at the conclusion of the disciplinary proceedings, a tentative conclusion is arrived at to discharge him from the service, a further opportunity of showing cause specifically against such discharge need not be given to him. -71- Explanation - The decision of the State Library Council / District Library Council / Taluk Library Union that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision inclusive of the period of probation. Explanation -11 An opportunity to show cause may be given after the State Library Council / District Library Council / Taluk Library Union arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service either by such authority itself or by a subordinate authority who is superior in rank to the probationer

137. Extension of probation - In the case of any probationer who has failed to pass the prescribed test the State Library Council / District Library Council / Taluk Library Union, may extend his probation to enable him to acquire the special qualifications or pass the prescribed test as the case may be, to enable the State Library Council / District Library Council / Taluk Library Union to decide whether the probationer is suitable for full membership, or not. Such extended period of probation shall terminate at the latest when the probationer has, after the date of expiry of the period of probation prescribed for the service; class, category or grade in which he is on probation, completed one year of duty in such service, class, category or grade. In case where the probation of a probationer is extended a condition shall, unless there are special reasons to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he is desired to have satisfactorily completed his probation. Such stoppage of increment shall not be treated as a penalty but only a condition of extension of probation and shall not have the effect of positioning future increments after he has passed the prescribed tests or examination or after he is declared to have satisfactorily completed his probation

138. Appeal against discharge - (a) A probationer who is discharged under rule 135 (a) (ii) or under rule 136 (c) shall be entitled to put in a review petition to the State Library Council / District Library Council / Taluk Library Union against the order of discharge within one month from the

date of the order: -72 - Provided that in the case of an order of discharge passed by the State Library Council / District Library Council / Taluk Library Union under the above rule the State Library Council / District Library Council / Taluk Library Union may also review such an order so motto.(b) (i) When an order discharging a probationer is set aside by the State (ii) Library Council / District Library Council / Taluk Library Union on revision under sub-clause (a) and the probationer is restored to the service, the period on and from the date of discharge to the date of such restoration may with the previous sanction of the State Library Council / District Library Council / Taluk Library Union, be treated as on duty except for purpose of probation. The period of probation undergone by such probationer at the time of his discharge shall, however, count towards probation, prescribed by the rule applicable to him. Such probationer may during the period on and from the date of his discharge to the date of his restoration, be paid such pay and allowances not exceeding the pay and allowances to which he would have been entitled if he had not been discharged, as the State Library Council / District Library Council / Taluk Library Union may determine

139. Appointment of full members - (a) An approved probationer shall be appointed to be a full member of the service in the class or category for which he was selected at the earliest possible opportunity, in any substantive vacancy which may exist or arise in the permanent cadre of such class or category and if such vacancy existed from date previous to the issue of the order of appointment, he may be so appointed with retrospective effect from the date or, as the case may be from any subsequent date from which he was continuously on duty as a member of the service in such class or category or in a higher class or category: Provided that notwithstanding anything contained in this sub-rule, a candidate who is recruited direct to a post in any service, class, category or grade reserved for members of Scheduled Castes and Scheduled Tribes shall, on satisfactory completion of probation, be appointed to any substantive vacancy which may exist in the permanent Cadre, of such service, category or grade, or if there is no such vacancy in first such vacancy which may arise after the satisfactory completion of probation: -73 - Provided further that where more than one approved probationer is available for such appointment as full member, the senior most approved probationer on the date of the vacancy shall be appointed.Explanation - For the purpose of the sub-clause an approved probationer on leave shall be deemed to be on duty as a member in the service, class or category or grade concerned if he would have been on duty in such, service, class or category or grade of that service but for his absence on leave

140. Membership of more than one Service - No person shall at the same time be a full member of more than one service.A probationer, approved probationer or full member of one service who is appointed to be a full member of another service shall cease to be a member of the former service

141. Seniority - (a) Seniority of a person in a service, class, category or grade shall, unless he has been reduced to lower rank as punishment, be determined by the date of the order of his first appointment to such service, class, category or grade.If any promotion of the service of such person does not count towards probation under these Rules, his seniority shall be determined by the date of commencement of his service which counts towards probation. (b) The State Library Council or District Library Council or Taluk Library Union, as the case may be, shall at the time of passing an order appointing two or more persons simultaneously to a post fix the order of preference among them and seniority shall be determined in accordance with it

142. Promotion - (a) No incumbent of a service shall be eligible for promotion from the grade, category or class in the service to which he was appointed unless he has satisfactorily completed his probation in that grade, category or class.(b) (i) Promotion to selection category or grade - Appointments to a selection category or grade in a service or class shall be made from a select list prepared from among members eligible for appointment to such category or grade in accordance with these Rules on the basis of merit and ability seniority being considered only where merit and ability are approximately equal. Persons included in the select list shall be ranked in the order of the seniority in the lower category or grade. - 74 - Note:- Claims of Officers superseded previously shall be considered wherever new select lists are prepared. (bb) (1) For the purpose of this rule, the posts under the Kerala Public Libraries (Kerala Grandhasala Sanghom) State Service shall be deemed to be selection categories. (2) An Officer who is superseded once on account of faults of temperament, or judgment or on an account of the

existence of markedly superior qualifications in some other officer, may rightly receive promotion at a later stage. When his own defects have been corrected or when there is no competition with superior claim in the field. (3) The rejection of the unfit for all higher posts shall be enforced vigorously so as to safeguard the efficiency of the service. (ii) Promotion according to seniority - All other promotions shall subject to the provisions of these Rule, be made in accordance with seniority, unless the promotion of a member has been withheld as a penalty. (c) Duty in a different service counting for probation on promotion - A member of a service or a class or service promoted from one category to another shall be eligible to count for probation in the higher category his service if any performed otherwise than in a substantiae Capacity on regular appointment to a other service in accordance with these Rules if the normal method of recruitments the latter service is by transfer from the former service or class thereof. (d) Promotion which depends upon the passing of any examination - promotion in a service or class which depends upon the passing of any examination (General or Departmental) shall ordinarily be made with reference to the conditions existing at the time of occurrence of the vacancies and not with reference to those at the time when the question of promotion is taken up

143. Qualifications for promotion - Where general educational qualifications and special qualificationS- are ,special tests are prescribed for any class, category, grade or posts in a service, which are not prescribed for a category, or grade in service or class carrying a lower rate of pay and is eligible for promotion to such category, grade or post; a member is such lower category or grade may be promoted to the category or grade carrying the higher rate of pay temporarily until a member of the former category or grade qualified under these Rules is available for promotion. A member -75- temporarily promoted under this rule shall not by reason only of such promotion be regarded as a probationer in the category or grade to which he has been promoted or be entitled to any preferential claim for future promotion. (b) A probationer in a category carrying a lower rate of pay who is promoted temporarily under sub-clause (a) to a category carrying a higher rate of pay in the same service shall be entitled to count towards his probation in the latter category but for such temporary promotion

144. Revision list of approved candidates for appointment or promotion - Notwithstanding anything contained in these Rules the State Library Council / District Library Council / Taluk Library Union shall have power to revise in any manner it considers suitable, any list of approved candidates for appointment or promotion to any grade or category or class or service, prepared by the staffselection committee or any authority subordinate to the State Library Council / District Library Council / Taluk Library Union shall have power to revise in any manner. it considers suitable, any list of approved candidates for appointment or promotion to any grade or category or class or service, prepared by the staff selection committee or any authority subordinate to the State Library Council / District Library Council / Taluk Library Union

145. Temporary Promotion - (a) (i) Where it is necessary in the interest of the State Library Council or District Library Council or Taluk Library Union owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a higher grade, category or class in service by promotion from a lower category and there would be undue delay in making such promotion in accordance with the Rules, the appointing authority may promote a person otherwise than in accordance with these Rules temporarily until a person is promoted in accordance with these Rules. (ii) No person who does not possess the qualifications, if any, prescribed for the said service, class or category or grade shall ordinarily be promoted under clause (i). Every person who does not possess such qualifications and who has been so promoted under clause (i) shall be replaced on or before the expiry of the period of three months by promoting a person possessing such qualifications. ' (b) Where it is necessary to fill a short vacancy in a post borne on the cadre of a higher category in a service or class by promotion from a lower category and the appointment of the person who is entitled to such promotion -76- under the Rules would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience, the appointing authority may promote any other person who possess the qualification, if any, prescribed for the higher category. (c) A person promoted under clause (i) sub-clause (a) shall be replaced as soon as possible by the member of the service who is entitled to the promotion under these Rules. (d) A person promoted under sub-clause (a) or (b) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category. (e) If such person is subsequently promoted to the higher

category in accordance with the Rules he shall commence his probation, if any in such category from the date of such subsequent promotion or from such earlier date as the State Library Council / District Library council / Taluk Library Union may determine without prejudice to seniority. (f) There shall be paid to a person promoted under sub-clause (a) or (b) either his substantive pay or the pay of the lowest grade or the minimum pay in the time scale of pay, as the case may be applicable to the higher category whichever is higher

146. Posting and Transfers - (a) A member of a service or class or category of a service may be required to serve in any post born on the cadre of such service or class or category.(b) All transfers and pistons shall be made by the president or any lower authority to which the president may delegate such powers of trans- fers and pistons

147. Members absent from duty - The absence of a member of a service from duty in the service whether on leave, on foreign service or on deputa- tion or for any other reason and whether his lien in a post borne on the cadre of the service is suspended or not, shall not, if he is otherwise fit, render him ineligible in his turn: (a) for re-appointment to a substantive or officiating •vacancy in the class, category, grade or post in which he may be a probationer or an ap- proved probationer; (b) for promotion from lower to a higher category; and - 77 - (c) for appointment to any substantive or officiating vacancy in other service for which he may be an approved candidate, as the case may be, in the same manner as if he had not been absent.He shall be entitled to all the privileges in respect of appointment, seniority probation and appointment as full member which he would have enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return

148. Consequence of resignation - A member of the service shall if he resigns his appointment, for not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the State Library Council or District Library Council or Taluk Library Union as the case may be.The re-appointment of such person to the service shall be treated in the same way as a first appointment to the service by direct recruitment and all rules governing such appointnrnt shall apply to such re-appointment and on such re-apVointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order

149. Reduction of full Members - (a) If a full member of any class, cat- egory or grade of a service is substantively reduced to a lower class, cat- egory or grade of such service, he shall be deemed to be a full member of the latter service and.the permanent cadre thereof, shall, if there is no vacancy in which he could be absorbed, be deemed to be increased by one: Provided that every such addition of an officiating or temporary vacancy if any in such lower service, class, category or grade, shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that sub- sequently arises in such lower service, class, category or grade, as the case may be. (b) Appointment in place of members dismissed, removed or reduced - Where a person has been dismissed, removed or reduced from any class, category or grade in any service, no vacancy caused thereby or crising sub- sequently in such service, class, category or grades shall be substantively filled to the prejudice of such person until the appeal or review petition, if any, preferred by him against such dismissal, removal or reduction is de- cided and except in conformity with such decision or until the time allowed for preferring an appeal or a review petition has expired, as the case may be. 150 Savings - (a) Unless a contrary intention is expressly indicated therein nothing contained in these Rules shall adversely affect any person who was -78- a member of the service on the date of the coming into force of these (b) Subject to the provision of sub-clauses (c) and (d) where these Rules would adversely affect in respect of any matter in the case of a person who was a member of a sewice before the date of coming into force thereof he shall, in respect of such matter be governed by the rules and orders if any, which was applicable to him immediately prior to such date. (c) A person who was on duty otherwise than in a substantive capacity in a post which was subsequently included in a service shall be regarded as a probationer or as an approved probationer in the service or the class of cat- egory or grade thereof in which the post is included and in the lower cat- egory or grade if any, in such class or service in which he would have- (i) was on duty in such post on the date of issue of these Rules; or (ii) was absent from duty in such post on that date on leave granted by a competent authority and having been on duty in such post immediately before and immediately after such absence: Provided that, if there were no rules or orders, prescribing the period of probation for such post at the time

of his first appointment thereto, the provisions of these Rules, regarding probation shall apply to him and any period of duty rendered by him in such post before the date of issue of these Rules shall count towards probation if and to the extent such service would have counted, had these rules come into force at the time of such first appointment. (d) A person, who, before the issue of the Rules, had officiated in a post which is included in a service or a class or category or grade thereof but who is not entitled to be regarded as a probationer or as an approved probationer under sub-clause (c) shall, if he is again appointed to such post after the issue of these, Rules without contravening any orders of the State Library Council / District Library Council / Taluk Library Union be entitled to count his previous service in such post towards probation: Provided that such previous service shall not be counted towards the prescribed period of probation if there was an interval of a continuous period of two years or more during which he was not holding a post in the same or higher category or grade, Explanation - The re-appointment of a person under this sub-clause shall not for the purpose of these rules, be regarded as first - 79 - appointment to the service, class or category or grade concerned. (e) If, before the issue of these Rules, a person had been exempted under the orders then in force from the possession of any qualification or the passing of any test and the possession of such qualification or the passing of such test is prescribed by these Rules, they shall not apply to such person to the extent and in respect of the category, grade or post, specifically covered by the order of exemption. (f) If before the issue of these rules a test qualification had been prescribed for any class, category or grade of post, as a condition for earning increment or for any other benefit, nothing contained in these rules shall be construed as nullifying or modifying the restrictions so imposed unless as specific intension to the contrary is indicated

151. Appointment of Government Servants and Pensioners - Nothing in these rules shall be construed to limit or abridge the powers of the State Library Council / District Library Council / Taluk Library Union to, (i) appoint on foreign service terms any permanent or officiating officer of the Kerala Government or any other Government or local body to any service, class or category or grade of the service; (ii) to re-employ persons who have retired from the service or from the service of the Kerala Government or any other Government or local body on contract basis; (iii) to appoint persons other than those mentioned in items (i) and (ii) on contract basis against any post under the State Library Council or District Library Council or Taluk Library Union as the case may be

152. Appointment of All India Service Officers - Notwithstanding anything contained in these rules, an officiating or permanent officer of an All India Service may be appointed to any post under the State Library Council. Such officer shall not, by reason of such appointment, cease to be a member of the All India Service

153. Relinquishment of rights by Members - Any person may in writing relinquish any right or privilege to which he may be entitled under these rules, if in the opinion of the State Library Council or District Library Council or Taluk Library Union as the case may be such relinquishment is not opposed to the interest of the State Library Council or District Library Council or Taluk Library Union as the case may be and nothing contained in these rules shall be deemed to require the recognition of any right or privileges to the extent to which it has been so relinquished: Provided that the State Library Council or District Library Council or Taluk Library Union may, if deemed necessary declare that in respect of specified categories, the member of the service must have entered into a contract with the State Library Council or District Library Council or Taluk Library Union agreeing that he will serve under the State Library Council or District Library Council or Taluk Library Union for specified minimum period before resignation and that in lieu of such service the member of the service must compensate the State Library Council or District Library Council or Taluk Library Union as the case may be in such manner as may be prescribed

154. Retrenchment - In case of reduction of establishment, a probationer, approved probationer, or full member of the service shall be entitled to one month's notice signifying the intention of the State Library Council or District Library Council or Taluk Library Union to terminate this appointment or in lieu thereof a sum equivalent to his pay for the period by which the notice actually given falls short of the period prescribed: Provided that the service of an approved probationer or a full member shall not be liable to termination under this rule so long as any post of the same category, grade and class and service as the case may be, continues to be held by any person junior to him and; that such an employee may be offered

an alternative appointment, if vacant, suitable to his qualification and experience and if he accepts that appointment, his service shall not be terminated

155. Application of Kerala Service Rules to the employees of the State Library Council, District Library Council and Taluk Library Union - (1) Subject to the provisions of the Kerala Public Libraries (Kerala Grandhasala Sanghom) Act, 1989 and the rules made thereunder, the rules contained in parts I and 11 of the Kerala Service Rules relating to pay, leave, joining time, allowance including Travelling Allowance, additions to pay, Combination of appointments, dismissal, removal, suspension and age of superannuation and foreign service for the time being in force, shall so far as may be, apply to the employees of the State Library Council, District Library Council and Taluk Library Union. (2) All orders, Government decisions, rulings and notifications issued by the Government with reference to any provision in Parts I and 11 of the Kerala Service Rules mentioned in clause (1) shall apply to the employees of the State Library Council, District Library Council, Taluk Library Union, subject to such modification as the context may require

155. Application of Kerala Treasury Code, Kerala Financial Code, Kerala Account Code and Kerala Last Grade Service Rules to the State Library Council, District Library Council and Taluk Library Union - (1) Subject to the provision of the Kerala Public Libraries (Kerala Grandhasala Sanghom) Act, 1989 and the Rules made thereunder, the rules contained in the Kerala Treasury Code, Kerala Financial Code, Kerala Account Code and the Kerala Last Grade Servants Rule for the time being in force, shall so far as may be apply to the State Library Council / District Library Council and Taluk Library Union. (2) All orders, Government decisions, rulings and notifications issued by the Government with reference to any provision in Parts I and 11 of the Kerala Service Rules mentioned in clause (1) shall apply to the employees of the Kerala State Library Council, District Library Council, Taluk Library Union, subject to such modification as the context may require

155. A Application of Kerala Treasury Code, Kerala Financial Code, Kerala Account Code and Kerala Last Grade Service Rules to the State Library Council / District Library Council / Taluk Library Union - (1) Subject to the provision of the Kerala Public Libraries (Kerala Grandhasala Sanghom) Act, 1989 and the Rules made thereunder, the rules, contained in the Kerala Treasury Code, Kerala Financial Code, Kerala Account Code and the Kerala Last Grade Service Rule for the time being in force, shall so far as may be apply to the State Library Council / District Library Council and Taluk Library Union (2) All orders, Government decisions, rulings and notifications issued by the Government with reference to any provision in the Rules mentioned in clause (1) above shall apply to the State Library Council, District Library Council, Taluk Library Union. Subject to such modification as the context may require

156. Continuance of persons already in Service - Notwithstanding anything contained in these rules, persons who are already in service as on the date of commencement of these rules shall continue to be in service even if they do not possess any of the qualifications prescribed in the Annexure I-82 - Chapter VIII Disciplinary Procedure

157. Application - (1) These rules shall apply - (i) to the holders of all posts borne on the cadre of the State Service mentioned in Rule 122 (a) whether temporary or permanent appointed thereto before or after the date on which these rules came into force except to the extent otherwise expressly provided - (a) in respect of any member of the service by contract or agreements subsisting between such member and the State Library Council; (b) in respect of persons employed by the State Library Council in foreign service terms

158. Protection of right and privilege conferred by an agreement - Nothing in these rules shall operate to deprive any employee of the State Library Council or District Library Council or Taluk Library Union as the case may be of any right or privilege to which he is entitled by the terms of any agreement subsistence between him and the State Library Council or District Library Council or Taluk Library Union as the case may be at the commencement of these rules.

SUSPENSION 159. Suspension - The President of the State Library Council or District Library Council or Taluk Library Union as the case may be may at any time, place an employee of the State Library Council or District Library Council or Taluk Library Union as the case may be under suspension - (a) Where a disciplinary proceeding against him for grave charges is contemplated or is pending, or (b) Where a case against him in respect of any criminal offence is under investigation or trial, or (c) Where final orders are pending in the

disciplinary proceedings if the appropriate authority considers that in the then prevailing circumstances it is necessary, in the public interest that the employee should be, suspended from service: Provided that the State Library Council or District Library Council or Taluk Library Union shall be competent to place an employee under suspension if the employee belongs to any of the lower service or to the Last Grade Service. -83 - (2) Where the order of suspension is made by the Secretary, he shall forthwith report to the President the circumstances in which the order was made. (3) An employee of the State Library Council or District Library Council or Taluk Library Union who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of detention by an order of the lower competent authority and shall remain under suspension until further orders. (4) Where a penalty of dismissal or removal or compulsory retirement from service imposed upon an employee of the State Library Council or District Library Council or Taluk Library Union under suspension is set aside in appeal or on review under these rules and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal or removal or compulsory retirement and shall remain in force until further orders. (5) Where a penalty of dismissal or removal or compulsory retirement from service imposed upon an employee of State Library Council or District Library Council or Taluk Library Union is set aside or declared or rendered void in consequence of or by a decision of a Court of Law and the disciplinary authority, on consideration of the circumstance of the case, decides to hold a further inquiry against him on the allegations on which the penalty or dismissal, or removal or compulsory retirement was originally imposed, such employee shall be deemed to have been placed under suspension by the competent authority from the date of the original order of dismissal or removal or compulsory retirement and shall continue to remain under suspension until further orders. (6) An order of suspension made or deemed to have been made under this rule, may, at any time, be revoked by the authority which made or is deemed to have made the order or by any authority to which made or is deemed to have made the order or by any authority to which such authority is subordinate. (7) Whenever an employee of the State Library Council or District Library Council or Taluk Library Union is placed under suspension, he shall be paid such subsistence allowance and other allowances admissible under - 84 - the rules for the time being in force governing such matters.

DISCIPLINE 160. The nature of penalties - (1) The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on an employee of the State Library Council / District Library Council / Taluk Library Union, namely:- (i) Censure; (ii) Fine (in the case of persons on whom such penalty may be imposed under these Rules); (iii) Withholding of increments or promotion; Note - (1) Withholding of increment may either be permanent or temporary for a specified period. But withholding of promotion shall only be temporary for a specified period. Temporary period of withholding of increments shall not be less than three months and the temporary period of withholding of promotion shall not be less than six months and both shall not be for more than three years. If the period is not specified in the order it will be deemed to be three months in the case of temporary withholding of increments and six months in the case of temporary withholding of promotion. Temporary withholding of increments shall mean withholding of increments without cumulative effect i.e., it shall not have the effect of postponing future increments. In case the order of withholding of increments cannot be given effect to, the monetary value equivalent to the amount of increments ordered to be withheld shall be recovered from the pay of the officer. If the officer retires from service before the recovery could be effected the amount shall be recovered from his pension or death-cum-retirement gratuity. Explanation - In case of stoppage of increments with cumulative effect (4) (5) the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered. Withholding of promotion shall not entail loss of seniority in the grade. An Officer whose promotion is withheld, shall, if and when promoted to a higher grade or higher time-scale subsequently, on promotion, take his place at the bottom of the Higher Grade or higher time-scale. (iv) (a) Recovery from pay of the whole or part of any pecuniary loss caused to the State Library Council / District Library Council / Taluk Library Union, by any Government (Central or State), or to a local authority or institution by negligence or breach of orders; (v) Reduction to a lower rank in the seniority list or to a lower grade or post in the time-scale whether in the same service or in another service or to a lower stage in a time-scale. Note The period of reduction shall not be less than six months and not (2) (3) (4) (5) (6) more than 5 years. If the period is not specified in the

order, the period of reduction shall be deemed to be six months provided that in the case of reduction of rank in the seniority list such reduction shall be permanent. Reduction to a lower scale or post shall be to the grade or the post immediately lower to the grade or the post held by the officer, but not to a grade or post lower than the grade or post to which he was initially appointed. Reduction to a lower stage in the time-scale can be with or without the effect of postponing future increments. If no mention is made in this regard in the order of reduction the reduction shall be deemed to be without the effect of postponing future increments. An order of reduction to a lower post or to a lower time-scale shall entail loss of seniority. An officer so reduced shall take his place in the lower grade or in the lower time-scale at the top of the list of officers in that grade or time-scale. He shall be considered for promotion on the completion of the specified period of reduction. On promotion, he shall take his place at the bottom of the higher grade or higher time-scale. The previous service in the higher grade or time-scale of an employee who has been reduced to a lower post or lower time-scale shall on re-promotion to the higher grade or higher time-scale count for increments, only subject to the provisions of -86- (7) Rule 36 of Part I of the Kerala Service Rules. Where the penalty of reduction to a lower stage in a time scale cannot be given effect to or becomes inoperative, the monetary value equivalent to the amount of reduction ordered shall be recovered from the pay of the officer and in case, the officer retires from service before the amount could be recovered, the same may be recovered from his pension or death-cum-retirement gratuity. (vi) Compulsory retirement; (vii) Removal from the service of the State Library Council / District Library Council / Taluk Library Union which shall not be a disqualification for future employment unless otherwise directed specifically. (viii) Dismissal from the Service of the State Library Council / District Library Council / Taluk Library Union which shall ordinarily be a disqualification for future employment. (ix) Reduction of pension. Note- The penalty of reduction of pension shall be imposed in such a manner that pension will not be reduced to nothing or to a nominal amount. Explanation - The following shall not amount to a penalty within the (a) (b) (c) (d) meaning of this rule:- withholding of increments of an employee of the State Library Council / District Library Council / Taluk Library Union for failure to pass a departmental examination or consequential to the extension of probation in accordance with the rules governing the conditions of service or the terms of his appointment; stoppage of an employee of the State Library Council / District Library Council / Taluk Library Union at an efficiency bar in the time-scale on the ground of his unfitness to cross the bar; non-promotion whether in officiating or substantive capacity of an employee of the State Library Council / District Library Council / Taluk Library Union after consideration of his case, to a higher grade or post, for promotion to which he is eligible; reversion to a lower class, category, grade or post of an employee of the State Library Council / District Library Council / Taluk -87 - (e) (f) (h) Library Union officiating in a higher class, category, grade or post in a service on the ground that he is considered, after trial, to be unsuitable for such higher class, category, grade or post or on administrative ground unconnected with his conduct; reversion to the original service, class, category, grade or post of an employee of the State Library Council / District Library Council / Taluk Library Union appointed on probation to a class, category, grade or post in another service during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing probation; replacement of the service of a person who is for the time being an employee of the service of a person who is for the time being, an employee of the State Library Council / District Library Council / Taluk Library Union, and whose services have been borrowed from the Kerala Government or any other Government or local authority at the disposal of the authority which had lent his services; compulsory retirement of an employee from the service of the State Library Council / District Library Council / Taluk Library Union on his attaining the age of superannuation; termination of service of:- (i) an employee of the State Library Council / District Library Council / Taluk Library Union appointed on probation, during or at the end of the prescribed or extended period of probation, in accordance with the terms of his appointment or the rules and orders governing probation; or (ii) a person employed by the State Library Council / District Library Council / Taluk Library Union under an agreement in accordance with the terms of such agreement; or (iii) an employee of the State Library Council / District Library Council / Taluk Library Union appointed otherwise than under contract, to hold a temporary appointment, on the expiration of the period of the appointment. (2) The penalty of fine as such shall be imposed only on members of the service holding posts, the starting pay of which is Rs. 550 or less. The infliction of very heavy fines and frequent infliction of small fines shall be avoided. -88-

161. No person who is a member of any of the services under the State Library Council / District Library Council / Taluk Library Union shall be dismissed or removed by an authority subordinate to that by which he was appointed

162. Disciplinary Authorities - (1) Subject to the provisions in such-clause (ii) sub rule (1) of rule 167 and rules 167 and 168 the State Library Council / District Library Council / Taluk Library Union may impose any of the penalties specified in sub-rule (1) of rule 160 on members of the Service: Provided that the authority competent to impose the penalties of censure, withholding of increments, withholding of promotion and recoveries from pay shall be the Secretary and the President respectively, of the State Library Council / District Library Council / Taluk Library Union. (2) (a) Subject to the provisions of clause (ii) of sub-rule 1 of rule 160 and rules 167 and 168 the authority which may impose the penalties of:- Censure; Fine; and (iii) Withholding of increments. On a member of any of the lower or the last grade service shall be the Officer in any of the Services administratively superior to him or any higher authority: Provided that such authority shall, before imposing the penalty of withholding of increment on a person whose services have been borrowed from any Government (Central or State) or local authority, report the matter to the authority which had lent his services and in the case of others, to the State Library Council / District Library Council / Taluk Library Union. (b) The authority which may impose the penalties of recovery from pay, withholding of promotion, reduction to a lower rank in the seniority list or to a lower grade or post or post or time-scale whether in the same service or in another service or to a lower stage in a time-scale, compulsory retirement removal from service of the State Library Council / District Library Council / Taluk Library Union and (c) dismissal from the service of the State Library Council / District Library Council / Taluk Library Union. On a member of any of the lower service or the last grade service shall, subject to the provision of rules 167 and 168 (1), be the Secretary and the President respectively, of the State Library Council / District Library Council / Taluk Library Union. - 89 - (3) Where in any case a higher authority has imposed or declined to impose a penalty under this rule, a lower authority shall have no jurisdiction to proceed under this rule in respect of the same case. (4) The order of the higher authority imposing or declining to impose in any case a penalty under this rule shall supersede any order passed by a lower authority in respect of the same case

163. Procedure for imposing major penalties - (1) No order imposing any of the penalties other than specified in items of (c) to (h) under explanation of sub-rule (1) of Rule 160 shall be passed except after an inquiry held as far as may be, in the manner hereinafter provided. (2) (a) Whenever a complaint is received, or on consideration of the report of an investigation, or for other reasons, the disciplinary authority specified on rule 162 is satisfied that there is a prima facie case for taking action against the employee, such authority shall frame definite charge or charges which shall be communicated to the employee together with a statement of the allegations in which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. The accused employee shall be required to submit within a reasonable time to be specified in that behalf a written statement of defence and also to state whether he desires to be heard in person. The employee may on his request be permitted to peruse or take extracts from the records pertaining to the case, for the purpose of preparing his written statement; provided that the disciplinary or other authority referred to above may, for reasons to be recorded in writing, refuse him such access, if in its opinion such records are not strictly relevant to the case or it is not desirable in the public interest to allow such access. After the written statement is received or if no such statement is received within the time allowed, the authority referred to above may, if it is satisfied that a formal enquiry shall be held into the conduct of an employee of the State Library Council / District Library Council / Taluk Library Union, a formal enquiry may be ordered. (b) The formal enquiry may be conducted by:- The immediate superior officer in the Kerala Grandhasala Sanghom service, (ii) The Secretary, any other officer of the State Library Council / District Library Council / Taluk Library Union empowered by the appointing authority concerned who is superior to the employee concerned. (3) The authority or officer conducting the inquiry (hereinafter referred to as the inquiry authority) shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges together with a statement of the allegations on which they are based, shall be communicated in writing to the employee of the State Library Council / District Library Council / Taluk Library Union and he shall be required to submit, within such time as may be specified by the inquiring Authority, a written statement of his defence and also state whether he desires to be heard in

person. (4) The employee of the State Library Council / District Library Council / Taluk Library Union shall for the purpose of preparing his defence be permitted to inspect and take extracts from such official records of the State Library Council / District Library Council / Taluk Library Union as he may specify, provided that such permission shall be refused if, for reasons to be recorded in writing, in the opinion, of the Inquiring Authority, such records are not relevant for the purpose or it is against the interest of the State Library Council / District Library Council / Taluk Library Union to allow him access thereto. (5) On receipt of the written statement of defence or if no such statement is received within the time specified, the Inquiring Authority shall inquire into such of the charges as are not admitted. (6) The Disciplinary Authority if it is not the Inquiring Authority shall nominate any person to present the case in support of the charges before the Inquiring Authority. The employee of the State Library Council / District Library Council / Taluk Library Union shall present his case with the assistance of any other employee of the State Library Council / District Library Council / Taluk Library Union approved by the Inquiring Authority but shall not engage a legal practitioner for the purpose unless the person nominated by the Disciplinary Authority as aforesaid is a legal practitioner or unless the Inquiring Authority having regard to the circumstances of the case so permits. (7) The Inquiring Authority shall, in the course of the Inquiry consider such documentary evidence and take such oral evidence as may be relevant or material in regard to the charges. The employee of the State Library Council / District Library Council / Taluk Library Union shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person and to have such witnesses, as may be produced, examined in his defence. The person prosecuting the case in support of the charges shall be entitled to cross-examine the employee of the State Library Council / District Library Council / Taluk Library Union and the witnesses examined in his defence. If the Inquiring Authority declines to examine any witness on the ground that his evidence is not relevant or material, it shall record its reasons in writing. Note - If the Inquiring Authority proposes to rely on the oral evidence of any witness, the authority shall examine such witness and give an opportunity to the accused employee of the State Library Council / District Library Council / Taluk Library Union to cross-examine the witness. (8) The employee of the State Library Council / District Library Council / Taluk Library Union shall present to the Inquiring Authority a list of witnesses whom he desires to examine in his defence. The Inquiring Authority shall normally request such witnesses to appear before him to give evidence and where the witness to be examined is also an employee of the State Library Council / District Library Council / Taluk Library Union, the Inquiring Authority shall normally try to secure the presence of the witness, unless he is of the view that normally try to secure the presence of the witness, unless he is of the view that the witness's evidence is irrelevant or not material to the case under inquiry. Where the witness proposed to be examined by the accused employee of the State Library Council / District Library Council / Taluk Library Union is not a person in the employment of the State Library Council / District Library Council / Taluk Library Union, the Inquiring Authority will be under no obligation to summon and examine him unless the accused employee of the State Library Council / District Library Council / Taluk Library Union himself produce him for examination. (9) At the conclusion of the Inquiry, the Inquiring Authority shall prepare a report of the inquiry, recording its findings on each of the charges together with reasons therefor. If in the opinion of such authority, the proceedings of inquiry establish charges different from those originally framed, it may record findings on such charges provided that finding on such charges - 92 - shall not be recorded unless the employee of the State Library Council / District Library Council / Taluk Library Union has admitted the facts constituting them or had an opportunity of defending himself against them. (10) The record of the inquiry shall include:- (i) (iii) (iv) (v) (iv) The charges framed against the employee of the State Library Council / District Library Council / Taluk Library Union and the statement of allegations furnished to him under sub-clause (3) Written statement of defence; The oral evidence taken in the course of the inquiry; The documentary evidence considered in the course of the inquiry; The orders, if any made by the Disciplinary Authority and the Inquiring Authority in regard to the inquiry, and A report setting out the findings on each charge and the reasons therefor. (11) The Disciplinary Authority, where it is not the State Library Council / District Library Council / Taluk Library Union shall, (if it is not the Inquiring Authority) consider the record of the inquiry and record its findings on each charge. Where the authority is the State Library Council / District Library Council / Taluk Library Union, it shall consider the records of the inquiry and where it is considered necessary to depart from the findings of the Inquiring Authority,

record its provisional findings on each charge with reasons thereof. (i) If the Disciplinary Authority, having regard to the finding on the charges, is of the opinion that any, of the penalties specified in items (v) to (ix) of rule 160 (1) should be imposed, it shall:- (a) furnish to the employee of the State Library Council / District Library Council / Taluk Library Union a copy of the report of the Inquiring Authority a statement of its findings together with brief reasons for disagreement, if any, with the findings of the Inquiring Authority; and (b) give him a notice stating the action proposed to be taken in regard to him and calling upon him to submit Within a specified time which may not generally exceed one month •such representations as he may wish to make against the proposed action provided that such - 93 - representation shall be based only on the evidence adduced at the detailed entity; (ii) The disciplinary authority shall consider the representation if any, made by the employee of the State Library Council / District Library Council / Taluk Library Union in response to the notice under clause (i) and determine what penalty, if any, shall be imposed on the employee of the State Library Council / District Library Council / Taluk Library Union and pass appropriate orders on the case. (13) If the Disciplinary Authority having regard to its findings is of the opinion that any of the penalties specified in items (i) to (iv) of rule 160 (1) shall be imposed, it shall pass appropriate orders in the case. (14) Orders passed by the Disciplinary Authority shall be communicated to the employee of the State Library Council / District Library Council / Taluk Library Union, who shall also be supplied with a copy of the report of the Inquiring Authority, and a statement of its findings of the Inquiring Authority, unless they have already been supplied to him. (15) The procedure referred to above shall be conducted as expeditiously as the circumstances of the case may permit, particularly one against an officer under suspension. 164 procedure for imposing minor penalties - (1) No order imposing any of the penalties specified in items (i) to (iv) of rule 160 (1) shall be passed except after - (a) (b) (2) (i) the employee of the State Library Council / District Library Council / Taluk Library Union is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given opportunity to make any representation he may wish to make; and such representation, if any, is taken into consideration by the Disciplinary Authority; The report of proceedings in such case shall include - a copy of the intimation to the employee of the State Library Council / District Library Council / Taluk Library Union of the proposal to take action against him; (ii) a copy of the statement of allegations communicated to him; (iii) his representation, if any; - 94 - (iv) the orders of the case together with the reasons therefor

165. Joint Inquiry - Where two or more employees of the State Library Council / District Library Council / Taluk Library Union are concerned in any case, the authority competent to impose the penalty of dismissal from service on all such employees or a higher authority shall make an order directing that disciplinary action against all of them may be taken in a common proceedings and specifying the authority which shall function as the Inquiring Authority for the purpose of such common proceedings

166. Special Procedure in certain cases - Notwithstanding anything contained in rules 164 and 165 - (i) Where a penalty is imposed on any employee of the State Library Council / District Library Council / Taluk Library Union on the ground of conduct which had led to his conviction on a criminal charge; or (ii) Where the Disciplinary Authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules; or (iii) Where the State Library Council / District Library Council / Taluk Library Union for reasons be recorded in writing is satisfied that in the interest of the security of the State Library Council / District Library Council / Taluk Library Union it is not expedient to follow which procedure; the Disciplinary Authority shall consider the circumstances of the case and pass such orders thereon as it deems fit. If any question arises whether it is reasonably practicable to give to any person an opportunity of showing cause under clause (ii) above the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank, as the case may be, shall be final

167. Provisions regarding employees lent to Governments; Local bodies, etc.- (1) Where the service of an employee of the State Library Council / District Library Council / Taluk Library Union is lent to Central or State Government or an authority subordinate therefor to a local or other authority (hereinafter in this rule referred to as "the borrowing authority"). The borrowing authority shall have the powers of the relevant Authority under rule 159 for the purpose of placing him under suspension and of the Disciplinary Authority for the purpose of taking a disciplinary proceedings against him: -95 - Provided that the borrowing authority shall forthwith inform the State Library Council / District Library Council / Taluk

Library Union the circumstances leading to the order of his suspension or the commencement of the disciplinary proceedings as the case may be. (2) In the light of the findings in the disciplinary proceedings taken against the employee of the State Library Council / District Library Council / Taluk Library Union - (i) if the borrowing authority is of the opinion that any of the penalties specified in items (i) to (iv) of rule 160 shall be imposed on him, it shall in consultation with the State Library Council / District Library Council / Taluk Library Union, pass such orders on the case as it deems necessary: Provided that in the event of a difference of opinion between the borrowing authority and the State Library Council / District Library Council / Taluk Library Union, the services of the employee of the State Library Council / District Library Council / Taluk Library Union shall be placed at the disposal of the State Library Council / District Library Council / Taluk Library Union. (ii) If the borrowing authority is of the opinion that any of the penalties specified in item (v) to (ix) of rule 160 (1) should be imposed on him, it shall replace his services at the disposal of the State Library Council / District Library Council / Taluk Library Union and transmit to it the proceedings of the inquiry and thereupon the State Library Council / District Library Council / Taluk Library Union may, pass such orders thereon as it deems necessary. (3) In case where the borrowing authority has not initiated disciplinary proceedings against an employee before his services have been returned to the lending authority for acts committed by him while serving under the authority, to which the services of the employees had been lent, lending authority may, of its own motion or request of the borrowing authority initiate disciplinary proceedings against the employee in accordance with the rules and impose any of the penalties specified in sub-rule (1) of rule 160: Provided that in passing any such order the State Library Council / District Library Council / Taluk Library Union shall comply with the provisions of sub-clause (11) and (12) of rule 163. _ 96 - Explanation:- The State Library Council / District Library Council / Taluk Library Union shall make an order under this clause on the record of the inquiry transmitted by the borrowing authority after holding such further inquiry as may deem necessary

168. Provisions regarding Officers borrowed from Government, Local bodies - (1) Where an order of suspension is made or a disciplinary proceeding is taken against a person whose services have been borrowed by the State Library Council / District Library Council / Taluk Library Union from Government (Central or State) or an authority subordinate there to or a local or other authority the lending authority shall forthwith be informed of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceedings, as the case may be.(2) (i) In the light of the findings in the disciplinary proceeding taken against such employee of the State Library Council / District Library Council / Taluk Library Union if the State Library Council / District Library Council / Taluk Library Union is of the opinion that any of the penalties specified in items (i) to (iv) of rule 160 (1) should be imposed on him, it may, subject to the provisions of sub-clause (13) of rule 163 and after consultation with the lending authority, pass such order on the case as it deems necessary. Provided that in the event of a difference of opinion between the State Library Council / District Library Council / Taluk Library Union and the lending authority the services of the employee shall be replaced at the disposal of the lending authority; (ii) if the State Library Council / District Library Council / Taluk Library Union is of the opinion that any of the penalties specified in items (v) to (ix) of rule 160 (1) should be imposed on him it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary

169. Authority to impose penalty when promoted or transferred - (1) Where on promotion or transfer, a member of a service in a class, category or grade is holding an appropriate appointment in another class, category or grade thereof or in another service no penalty shall be imposed upon him in respect of his work or conduct before such promotion or transfer except by an authority competent to impose the penalty upon a member of the service - 97 - in the latter class, category, grade category, grade or service, as the case may be.(2) Where a person has been reverted or reduced from a higher service to a lower service, or from one service to another or from one class, category or grade of a service to another class, category or grade thereof, no penalty shall be imposed upon him in respect of his work, or conduct while he was a member of the service, class, category or grade as the case may be, from which he was reverted or reduced, except by an authority competent to impose the penalty upon a member of such service, class, category or grade, as the case may be. **APPEALS 170. Orders not appealable -** There shall be no appeal against any order passed under the provisions of these Rules except as expressly provided in these Rules

171. Appeal against suspension - An employee placed under suspension by an order passed by the Secretary of the State Library Council / District Library Council / Taluk Library Union shall be entitled to put in an appeal to the President of the State Library Council / District Library Council / Taluk Library Union against such orders

172. Appeals against orders imposing penalties - Every member of ser- vice shall be entitled to appeal as hereinafter provided, against an order:- A imposing upon him any of the penalties specified in rule 160 (1); (b) discharging him in accordance with the terms of his contract if he has been engaged on a contract for a fixed period or for an indifficait period as has ordered under either from of contract continues ser- vice for a period exceeding five years at the time when his services are terminated, to the authority to which the authority imposing the penalty or passing the orders is immediately subordinate; Provided that where an order is passed by the State Library Council / District Library Council / Taluk Library Union or the President of the State Library Council ./ District Library Council / Taluk Library Union there shall be no appeal. Note:- In this rule 'member of the service' includes a person who has ceased to be a member of the service

173. Appeal against other orders - (1) An employee of the State Library -98- Council / District Library Council / Taluk Library Union may appeal to the State Library Council / District Library Council / Taluk Library Union against an order which:- (a) denies or varies to his disadvantage his pay, allowances or other con- ditions of service as governed by any rule or by agreement; or (b) interpret to his disadvantage the provisions of any such rule or agree- ment.(2) An appeal shall' also lie to the State Library Council / District Li- brary Council / Taluk Library Union against an order: (a) stopping an employee of the State Library Council / District Library Council / Taluk Library Union at an efficiency bar in the time scale on the ground of his unfitness to cross the bar; (b) reverting to a lower class, category, grade or post an employee of the State Library Council / District Library Council / Taluk Library Union officiating in a higher class, category, grade or post, otherwise than as a penalty; and (c) determining the pay and allowances for the period of suspension to be paid to an employee of the State Library Council / District Li- brary Council / Taluk Library Union on his reinstatement or deter- mining whether or not such period shall be treated as period spent on duty for any purpose: Provided that the original orders in the case, referred to in subrules (1) and (2) above were passe by the Secretary or lower authorities thereof. Explantation:- In this rule, the expression 'employee' includes a person who has ceased to be an employee of the State Library Council / District Library Coupcil / Taluk Library Union

174. Period of limitation for appeals - No appeal under this part shall be entertained unless it is submitted within ä period .of two months from the date on which the appellant receivpd a Copy of the order appealed against: Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in,time. Note:- The appellate authority which received copy of an appeal submitted direct should not take any action on such copy until the period for _ 99 _ receipt of the copy ofthe appeal forwarded through the appropriate channel or a period ofone month whichever is over

175. Form and contents of appeal - (1) Every person submitting an ap- peal shall do so separately and in his own name.(2) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appel- lant relies, shall not contain any distasteful or improper language, and shall be complete in itself

176. Submission of appeals - Every appeal shall be submitted to the au- thority which made the order appealed against: Provided that if such authority is not the head of the Office in which the appellant may be serving or, if he is not in service, the head of the office in which he was last serving or, is not subordinate to the head of such office, the appeal shall be submitted to the head of such office who shall forward it forthwith to the said authority: Provided further that a copy of the appeal may be submitted direct to the appellate authority

177. Withholding of appeals - (1) The authority which made the order appealed against may withhold the appeal if - it is an appeal against an order from which no appeal lies; or it does not comply with any of the provisions of rules 175 and 176; or it is not submitted within the period specified in rule 174 and no cause is shown for the delay; or (iv) it is repetition of an appeal already decided and no new facts or circumstances are adduced; or (v) if it is addressed to any authority to

which no appeal lies under these rules: Provided that an appeal withheld on the only ground that it does not comply with the provisions of rules 175 and 176 shall be returned to the appellant and, if resubmitted within one month thereof after compliance with the provisions, shall not be withheld.(2) Where an appeal is withheld, the appellant shall be informed of the fact and the reasons therefor. (3) When an appeal is withheld, the authority withholding the appeal shall forward a copy of the order communicated to the employee of the State - 100 - Library Council / District Library Council / Taluk Library Union to the appellate authority

178. Transmission of Appeals - (1) The Authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal, which is not withheld under rule 177 together with its comments thereon and the relevant records.(2) The authority to which the appeal lies may direct transmission to it of any appeal withheld under rule 177 and thereupon such appeals shall be transmitted to that authority together with the comments of the authority withholding the appeal and the relevant records

179. No appeal from an order withholding an appeal - No appeal shall lie against the withholding of an appeal by competent authority

180. Consideration of appeal - (1) In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of rule 159 and having regard to the circumstances of the case the order of suspension is justified or not and confirm or revoke the order accordingly.(2) In the case of an appeal against an order imposing any of the penalties specified in rules 160 (1) the appellate authority, shall consider:- (a) (b) (c) (d) (i) (ii) Whether the facts on which the order was based have been established; Whether the facts established afford sufficient grounds for taking action; Whether the procedure prescribed in these rules has been complied with, and if not, whether such non-compliance has resulted in violations of any provisions of the constitution or in failure of justice; Whether the findings are justified; and Whether the penalty imposed is excessive, adequate or inadequate; and pass orders Setting aside, reducing, confirming or enhancing the penalty; or Remitting the case to the authority which imposed the penalty or to any other lower authority with such directions as it may deem fit in the circumstances of the case:- Provided that:- - 101 - (i) (ii) (iii) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose. No order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty; and if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in items (v) to (vii) of rule 160 (1) and an inquiry under rule 163 has not already been held in the case the appellate authority shall, subject to the provisions of rule 165, itself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such order as it may deem fit. (3) In the case of an appeal against any order specified in rule 173 the appellate authority shall consider all the circumstances of the case and pass such orders as it may deem just and equitable

181. Implementation of orders on appeal - The authority which made the order appealed against shall give effect to the orders passed by the appellate authority

182. Procedure when the authority who imposed the penalty becomes the appellate authority - Notwithstanding anything contained in this part, whether the person who made the order appealed against becomes by virtue of his subsequent appointment or otherwise, the appellate authority under rules 171 to 173 in respect of the appeal against such order, such person shall forward the appeal to the authority to which he is immediately subordinate and such authority shall in relation to that appeals, be deemed to be the appellate authority for the purposes of rules 180 and 181.REVIEW 183. State Library Council / District Library Council / Taluk Library Union 's power to review - Notwithstanding anything contained in these Rules, the State Library Council-I District Library Council / Taluk Library Union may, on its own motion or otherwise, after calling for the records of the case, review any order which is made or is appealable under these Rules; and - 102 - (a) confirm, modify or set aside the order; (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order; (c) remit the case to the authority which made the order or to any other authority directing such

further action or inquiry as it considers proper in the circumstances of the case; or (d) pass such other order as it deems fit; Provided that:- (i) an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty. (ii) if the State Library Council / District Library Council / Taluk Library Union propose to impose any of the penalties specified in items (v) to (vii) of rule 160 (l) in a case where an inquiry under rule 163 has not been held, the State Library Council / District Library Council / Taluk Library Union shall, subject to the provisions of rule 165, direct that such inquiry be held and thereafter on consideration of the proceedings' of such inquiry and after giving the person concerned an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit

184. Review of original orders - There shall be a review of original orders passed by the State Library Council / District Library Council / Taluk Library Union or the President)including orders of suspension) on application by the party. There shall be only one review and application for the review shall be made within a period of two months from the date of receipt of the original order by the party: Provided that in the case of orders passed by the President, he may place the application for review before the State Library Council / District Library Council / Taluk Library Union for disposal in case he considers it necessary: **185. Powers of State Library Council / District Library Council / Taluk Library Union to call for records at any stage - The State Library Council / District Library Council / Taluk Library Union may call for the records of any inquiry at any stage pending before any lower authority and may themselves conduct the enquiry of pass such other orders in accordance with these Rules, as it thinks fit having regard to the circumstances of each case. - 103 -**

186. Review of orders by appellate authorities - The State Library Council / District Library Council / Taluk Library Union or President to whom an appeal against an order imposing any of the penalties specified in Rule 160 (l) lies may, of its/his own motion or otherwise, call for the records of the case in disciplinary proceedings, review any order passed in such a case and shall subject to the provisions of rules 167 and 168 pass such orders as it / he deems fit, as if the employee of the State Library Council / District Library Council / Taluk Library Union had preferred an appeal against such order: Provided that no application for review shall be entertained after the expiry of a period of one month from the date of passing the order. Provided further that no action under this Rule shall be initiated more than one year after the date of the order to be reviewed. **MISCELLANEOUS 187. Procedure to be adopted in pending cases - (a) Any proceedings pending at the commencement of these Rules shall be continued and disposed of as far as may be, in accordance with the provisions of these Rules. (b) Nothing in these Rules shall operate to deprive any person to whom these Rules apply of any right of appeal which he would have had, if these Rules have not been in respect of any order passed before the commencement of these Rules. (c) An appeal pending at or preferred after the commencement of these Rules against an order made before such commencement shall be considered and orders thereon shall be passed, in accordance with these Rules**

188. Submission of returns - All disciplinary and appellate authorities other than the State Library Council / District Library Council / Taluk Library Union and the President shall send to the Secretary to the State Library Council / District Library Council / Taluk Library Union every quarter a statement showing the case, original and appellate, disposed of by them during the quarter. Chapter IX Pension, Gratuity Exe. relating to the employees of the State Library Council **189. Application of Chapter - The rules in this chapter shall be applicable to those regular employees of the State Library Council holding any - 104 - of the posts mentioned in chapter V 11. Government servants, whether Central or State and employees of other bodies or institutions on deputation to the State Library Council's service shall not be eligible to be treated as employees of the State Library Council for the purpose of these Rules**

190. Application of Kerala Service Rules - The Pension and Gratuity Rules including family pension as per the Kerala Service Rules in force, as amended from time to time by the Government of Kerala shall be applicable to the employees specified in this chapter

191. Kerala Public Libraries Employees Pension and Gratuity Fund - (I) For the implementation of the scheme there shall be a fund called the Kerala Public Libraries Employee Pension and Gratuity

Fund.(2) The fund shall be administered by the Secretary, State Library Council on behalf on the State Library Council. (3) The State Library' Council shall deposit in the fund mentioned in Clause (2) 20% of the establishment grant yearly received from the Government of Kerala. The amount deposited will be subject to revision according to requirements. (4) All money of the fund shall be invested in such manner as decided by the State Library Council with the previous sanction of Government

192. Exemption from Court Attachment - (1) The amount invested in rule 191 above shall not be liable to attachment under any decree or order of any Civil, Revenue or Criminal Court and neither the official assigned nor any receiver appointed under the Insolvency Act shall be entitled to have any claim on such amount.(2) In the event of winding up of the State Library Council, the Government shall arrange for the disbursement of the amount to the beneficiaries

193. Mode of Sanctioning and Payment of pension and Death-cum-Retirement Gratuity - (1) The Pension and Death-cum-Retirement Gratuity papers of all the employees should be forwarded to the Secretary, State Library Council and after verification by it will be placed before the Executive Committee of the State Library Council which will issue forgoing section.Formal Pension payment order will be issued by the Secretary thereafter. (2) The payment will be made direct from the office of the State Library Council, Thiruvananthapuram by debit to the Fund specified in rule (191) above. - 105 - (3) The pension and death-cum-retirement gratuity shall be payable and be paid only in India. Note:- (1) All records prescribed by Government in the case of pensionable Employees shall be attached to the papers. (2) All forms on the pattern prescribed by Government for pensionable employees will be adopted for the purpose of the scheme. (3) The Rules followed in Government Treasuries in regard to periodical mustering of pensioners will be followed here also. (4) Instructions prescribing the mode of preparation of Pension paper, sanction of pension and death-cum-retirement Gratuity as per these rules, mode of payment and maintenance of Registers and Records shall be as stated in the Annexure 11 to these Rules. Chapter X Conduct Rules 194. Application:- (1) These Rules shall apply to all employees of the State Library Council (whether permanent or temporary) including a person in the service of the State Library Council whose service have been temporarily placed at the disposal of any Government or local body or other institutionalise also persons in casual employment or local body or other institution and also persons in casual employment or persons subject to discharge from service with or without notice but shall not apply - (a) to persons for whose appointment and other matters covered by these Rules, special provision is made by an agreement except to the extent otherwise expressly provided in the agreement; (b) to person for whose service have been temporarily placed at the disposal of the State Library Council on foreign service times. (2) It shall apply to all persons employed in the Public Libraries in the Malabar District established or maintained by a Local Library Authority under the Madras Public Libraries Act, 1948 (Madras Act XXIV of 1948). (3) It shall apply to all employees of the District Library Council and Taluk Library Unions. General - Every employee shall at all time maintain absolute integrity and devotion to duty

195. Subscription - Except with the previous sanction of the State Library Council / District Library Council / Taluk Library Union shall ask for - 106 - or accept or in any way participate in the raising of any subscription or other pecuniary assistance or take part in any collection of money for any public or local or other purposes

196. Gift, Gratuity and Reward - Save as otherwise provided in these rules no employee shall, except with the previous sanction of the State Library Council / District Library Council / Taluk Library Union, acceptor permit any member of his family to accept directly or indirectly on his own behalf or on behalf of any other person, any gift, gratuity or reward from a person not related to him.Note:- (1) An employee may accept from any person a compulsory gift of (2) (3) flowers or fruits or similar articles of trifling value, but all employees shall use their best endeavors to discourage the tender of such An employee may accept or permit a member of his family to accept from a person who is his personal friend a wedding gift of a value which is reasonable in all the circumstances of the case. All employees shall use their best endeavour to discourage the tender of such gifts and such acceptance or permission shall be reported to the State Library Council / District Library Council / Taluk Library Union and if the State Library Council / District Library Council / Taluk Library Union so require, the gift shall be returned to the donor. If an employee cannot without giving undue offence, refuse a gift of substantial value he may accept it, but shall, unless the State Library Council / District Library Council / Taluk

Library Union by special order otherwise direct, deliver the gift to the State Library Council / District Library Council / Taluk Library Union for decision as to its disposal

197. Lending and borrowing - (1) No employee shall - (a) directly or indirectly engage in the business of money-lending or (b) except with the previous sanction of the State Library Council / District Library Council / Taluk Library Union lend money to any person possessing land within the local limits of his authority, or at interest to any prisoner (c) save in the ordinary course of business with a Bank or a firm of standing borrow money from, or otherwise place himself under pecuniary - 107 - obligation to any person subordinate or superior to him or any one else within the local limits of his authority; or (d) except with the previous sanction of the State Library Council / District Library Council / Taluk Library Union, permit any member of his family to enter into any transaction of the nature of those prohibited in the case of employees of the State Library Council / District Library Council / Taluk Library Union: Provided that clause (b) does not preclude the making of advances of pay to private servants even if they possess land within the local limits of the employee's authority: Provided further that clause (c) does not preclude the acceptance of a purely temporary loan of small amount free of interest, from a person friend or the operation of reasonable credit account with a bona fide tradesman; (2) Sub-rule (1) shall, in its application to the dealings of an employee of the State Library Council / District Library Council / Taluk Library Union with a Co-operative Society registered or deemed to have been registered under the Co-operative Societies Act or under any similar law, be subject to such relaxations as the State Library Council / District Library Council / Taluk Library Union may, by special or general order, direct. (3) Sub-rule (1) does not prevent an employee of the State Library Council / District Library Council / Taluk Library Union from borrowing money from a Co-operative Society of which he is a member, provided that where the borrowing is on personal security, the surety shall not be an employee of the State Library Council / District Library Council / Taluk Library Union subordinate to him. (4) The fact that an employee of the State Library Council / District Library Council / Taluk Library Union lending money is acting as an executor, administrator or as a trustee without profit or advantage to himself in no way affects the prohibition. (5) The fact that an employee of the State Library Council / District Library Council / Taluk Library Union lending money is acting as an executor, administrator or as a trustee without profit or advantage to himself in no way affects the prohibition

198. Sale or lease of the State Library Council / District Library Council / Taluk Library Union properties - Save with the sanction of the State Library Council / District Library Council / Taluk Library Union, no movable - 108 - or immovable property of the State Library Council / District Library Council / Taluk Library Union shall be sold or granted on lease or hire to any employee of the State Library Council / District Library Council / Taluk Library Union, whether in permanent or temporary employment

199. Habitual use of vehicles and animals belonging to other - Employees are forbidden to make habitual use of vehicles and animals belonging to others or to travel free of charge in any vehicle plying for hire

200. Returns regarding immovable properties - (a) The State Library Council / District Library Council / Taluk Library Union or any authority empowered by it in this behalf may at any time, by general or special order, require an employee of the State Library Council / District Library Council / Taluk Library Union to submit, within the period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required, include details of the means by which or the source from which, such property was acquired. (b) (1) All employees except those in the last grade service must submit to the State Library Council / District Library Council / Taluk Library Union not later than the 15th January each year, a statement in



form No. 47 showing all the immovable properties of which he stood possessed or in which he had an interest at the close of the preceding calendar year. (2) The declaration must include all immovable property held or acquired by an employee in his own name or in the name of any other person wherever situated in India. It should as far as possible, give all the details in form No. 47. (3) If in any year and employee has neither acquired nor relinquished or otherwise disposed of any immovable property or any interest in immovable property he need not submit the statement referred to in sub-clause (1) above, but shall instead submit a certificate to that effect. (4) The annual return should include all immovable property acquired or registered in the name of the employee either on his own account or as a trustee, executor or administrator, or acquired or registered in the name of or held or managed by any member of his family.. In the case of an employee who follows the Marunakkathayam law the statement should include acquisitions of immovable property by his consort. - 109 - (c) Whenever an employee by inheritance, secession or bequest becomes possessed of immovable property in the district or taluk in which he is employed, or of the interest in such immovable property contemplated by the Tule he must communicate all particulars thereof through the usual channel to the State Library Council. (d) If an employee receives an order of transfer to a district or taluk in which he possesses or has an interest in immovable property he must at once bring the fact to the notice of his immediate superior. (e) Any attempt to mislead and any failure to give full and correct information, if it is proved, that the employee or any person on his behalf is in possession, or has, at any time during the period of office of such servant been in possession, for which such employee cannot satisfactorily account, of pecuniary resources or property disproportionate to his known sources of income then on such proof it shall be presumed unless the contrary is proved that such employee is guilty of misconduct 201. Sanction for purchase or sale of immovable property - (a) Save in the case of a transaction conducted in good faith with a regular dealer or permitted under these Rules, an employee who intends to transact any purchase or sale or disposal by other means of movable or immovable property exceeding in value one thousand rupees with any person residing, positing immovable property or carrying on business, within the local limits of the official authority of such employee shall declare his intention to the State Library Council / District Library Council / Taluk Library Union. The declaration shall state fully the circumstances, the price offered or demanded and in the case of disposal otherwise than by sale, the method of disposal and the employee shall thereafter act in accordance with such orders as may be passed by the State Library Council / District Library Council / Taluk Library Union: Provided that an employee who is about to quit the station, 'district or local limits of his official authority may, without reference to any authority, dispose of any of his movable property by circulating the lists thereof among the public generally or by causing it to be sold by public action. (b) Sanction will, on no account be accorded to the purchase of land for commercial purposes in any part of the Kerala State by a person employed by the State Library Council / District Library Council / Taluk Library Union (c) An employee who already owns a house or site may not acquire - 110 - another house or site for residential purposes without the sanction of the State Library Council. (d) No employee of the State Library Council / District Library Council / Taluk Library Union shall, save in good faith for the purpose of residence acquire any immovable property anywhere in India by purchase or gift without the previous sanction of the State Library Council. (e) The restrictions on the acquisition and possession of immovable property apply to the acquisition and possession of any personal interest in such property and to the acquisition and possession of such property by State Library Council / District Library Council / Taluk Library Union servant in the name of any other person, but not to the acquisition or possession of an interest as trustee or administrator only

202. Acquisition of antiquity - Whenever an employee acquires or gets possession of any antiquity, he shall 'immediately inform the fact to the State Library Council / District Library Council / Taluk Library Union and get sanction from the State Library Council / District Library Council / Taluk Library Union for keeping the same in his possession. If the employee acquires or gets possession of any articles, object or things having the appearance of an antiquity. The may in case of doubt verify from the Registration office under the Archaeology Department at Kottayam or Thrissur or from the Director of Archaeology at Thiruvananthapuram whether the article, object or thing is an antiquity or not. Explanation - for the purpose of this rule the expression "antiquity" (ii) (iv) (v) includes - any coin, sculpture, manuscript, epigraph or other work of art or craftsmanship; any article, object or thing illustrative of science, art, crafts, literature, religion, customs, morals or politics in by gone ages; any article, object or

thing of historical interest; any article, object or thing declared by Government by notification, to be an antiquity for the purpose of the Kerala Ancient, Mounments and Archaeological sites and Remains Act; 1968 (26 of 1969) which has been in existence for not less than:one hundred years

203. Private Trade or Employmeht - (I) No eméloyee of the State Li- brary Council / District Library CounCil / Taluk Library Union may, without such sanction undertake honorary wbrk of a social or charitable nature or -111- occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not un- dertake or shall discontinue, such work if so directed by the State Library Council.Explanation -(a) Canvassing by an employee of the State Library Council (b) (c) (d) / District Library Council / Taluk Library Union in support of the business of insurance agency, commission agency etc., owned or managed by his wife or by any other member of his family shall be deemed to be breach of this rule No employee of the State Library Council / District Library Coun- cil / Taluk Library Union shall serve or accept paid employment in any company, mutual benefit society or Co-operative Society or act as an agent, whether paid by salary or commission to any Insurance company of Society. Where, however, no remuneration is accepted, there is no objection to an -employee's taking pan in the manage- ment of a manual benefit society it he has first obtained the sanc- tion of the State Library Council and a certificate to the effect that the work undertaken will be performed without detriment to his official duties. Employees of the State Library Council / District Library Council / Taluk Library Union shall be at liberty to take part in the promotion of Co-operative Societies, but no employee of the State Library Council / District Library Council / Taluk Library Union shall ex- cept in the course of duty or as provided for in the Service Rules hold office in any Co-operative Society or serving any committee appointed for the management of its affairs unless the Society is composed wholly of employees of the State Library Council / Dis- trict Library Council / Taluk Library Union. No employee shall, except in the course of duty, take part in the promotion, registration or management of any Bank or company Provided that an employee in accordance with the provisions of any general or special order of the State Library Council / District Library Council / Taluk Library Union may take part in the promo- tion, registration or management of a Co-operative Society regis- tered or deemed to be registered under the Co-operative Societies Act. -112-

204. Investments - (a) No employee shall speculate in invesments for the purposes of this rule, habilitate purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investnents.(b) No employee of the State Library Council / District Library Council / Taluk Library Union shall make or permit any member of his family to make any investnents likely to embrace or influence him in the discharge of his official duties. Note - If Any question arises, as to whether a security or investrment is of the nature referred to above, the decision of the State Library Council shall be final

205. Employees of the State Library Council / District Libravty Council / Taluk Library' Union as arbiralors - (I) An employee of the State Library Council / District Library Council / Taluk Library Union may not act as arbitration in any case without the sanction of the State Library Council / District Library Council / Taluk Library Union or unless he be directed so to act by a court having authority to appoint an arbitrator.(2) No employee of the State Library Council / District Library Council / Taluk Library Union may act as arbitrator in any case which is likely to come before him in any shape in virtue of any judicial or executive office which he may be holding; (3) Ifan employee of the State Library Council / District Library Coun- cil / Taluk Library Union act as arbitrator at the private request of dispu- tants, he can accept no fees; (4) If he acts by appoinüment ofa Court of Law he may, notwithstand- ing anything contained in the Service Rules, accept such fees as the Court may fix: Provided that the State Library Council / District Library Council / Taluk Library Union may direct that the whole or part of such fees shall be cred- ited to the State Library Council / District Library Council / Taluk Library Union

206. Insolvency and habitual indebtednessS - (I) An employee ofthe State Library Council / District Library Council / Taluk Library Union shall avoid habitual indebtedness.Ifan employee of the State Library Council / District Library Council / Taluk Library Union is adjudged or declared an insolvent, or has incurred debts aggregâting to a sum which in ordinary circumstances, he could not repay within a period of two years or. if a part of his salary as frequently attached for debt, has been continuously so attached for a pe- riod of two years or is attached for a sum which is ordinary cirrnstances, he could not

repay within a period of two years he should be presumed to have contravened this rule and is liable to be removed from service. But he need not be so deemed if he proves that the insolvency or indebtedness is the result of circumstances which, with he had no control and had not proceeded from extravagant or dissipated habits. The burden of proving such special circumstances will always be upon the employee of the State Library Council / District Library Council / Taluk Library Union concerned. (2) An employee who applies to be or is adjudged or declared insolvent shall, forthwith report his insolvency to the head of the office or department in which he is employed. (3) On receipt of information that the employee has been declared an insolvent or his pay is being continuously attached as contemplated in rule 206 the head of the office communicate the fact forthwith to the State Library Council / District Library Council / Taluk Library Union as the case may be and in the case of those whom they themselves or their subordinates are competent to appoint, take or cause to be taken such action as may be called for in rule 206. (4) If he acts by appointment of a Court of Law he may, notwithstanding anything contained in the Service Rules, accept such fees as the Court may fix: Provided that the State Library Council / District Library Council / Taluk Library Union may direct that the whole or part of such fees shall be credited to the State Library Council / District Library Council / Taluk Library Union.

206 Insolvency and habitual indebtedness - (1) An employee of the State Library Council / District Library Council / Taluk Library Union shall avoid habitual indebtedness. If an employee of the State Library Council / District Library Council / Taluk Library Union is adjudged or declared an insolvent, or has incurred debts aggregating to a sum which in ordinary circumstances, he could not repay within a period of two years or if a part of his salary as frequently attached for debt, has been continuously so attached for a period of two years or is attached for a sum which in ordinary circumstances, he could not repay within a period of two years he should be presumed to have contravened this rule and is liable to be removed from service. But he need not be so deemed if he proves that the — 14 — insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he could not have foreseen or over which he had no control and had not proceeded from extravagant or dissipated habits. The burden of proving such special circumstances will always be upon the employee of the State Library Council / District Library Council / Taluk Library Union concerned. (2) An employee who applies to be or is adjudged or declared insolvent shall, forthwith report his insolvency to the head of the office or department in which he is employed. (3) On receipt of information that the employee has been declared an insolvent or his pay is being continuously attached as contemplated in rule 206 the Head of the Office communicate the fact forthwith to the State Library Council / District Library Council / Taluk Library Union as the case may be and in the case of those whom they themselves or their subordinates are competent to appoint, take or cause to be taken such action as may be called for in rule 206. (4) The plea that the insolvency or indebtedness has been caused by standing security for other persons shall in no case be accepted as an excuse for abating the action under these rules. (5) An employee of the State Library Council / District Library Council / Taluk Library Union who applies to be or is adjudged or declared insolvent shall, forthwith report this insolvency to the Secretary to the State Library Council / District Library Council / Taluk Library Union. (6) An employee of the State Library Council / District Library Council / Taluk Library Union who has been removed from service on account of insolvency, shall not be eligible for re-employment in any branch of the service

207. Public demonstrations in honor of employees of State Library Council / District Library Council / Taluk Library Union - (1) Save as otherwise provided in these Rules no employee shall, except with the previous sanctions of the State Library Council - (a) receive any complimentary or valedictory address, accept any testimonial or attend any public meeting or entertainment held in his honour; or (b) take part in the presentation of a complimentary or valedictory address, or of a testimonial to any other employee of the State Library Council / District Library Council / Taluk Library Union, or to any person who has recently quitted the service of the State Library Council / District Library Council / Taluk Library Union, or attend a public meeting or entertainment held in honour of such other State Library Council / District Library Council / Taluk Library Union employee or persons; or (c) take part in the raising of a fund to be expended in recognition of the service of any other servant of the State Library Council / District Library Council / Taluk Library Union or of a person who has recently quitted the service of the State Library Council / District Library Council / Taluk Library Union for any purpose whatsoever. (2)

Subject to the provisions of any general or special order of the State Library Council / District Library Council / Taluk Library Union an employee may attend a farewell entertainment of a substantively private and informal character held with regard to himself or to any other State Library Council / District Library Council / Taluk Library Union employee or to a person who has recently quitted the service of the State Library Council / District Library Council / Taluk Library Union on the occasion of his retirement from service or departure from the station of himself or such other State Library Council / District Library Council / Taluk Library Union employee. In accepting the invitation the employee should, if necessary, make it clear that the function must be substantively private and on no account take the character of a public entertainment, that no address should be presented to him or to the other employee and that the organisers will, discourage the publication of the proceedings of the entertainment in the Press. Note:- An employee should as a rule discourage his subordinates from organising or participating in a farewell entertainment in his honour, as in the absence of such discouragement, the subordinates may feel themselves bound, as a matter of course to organise such function and incur expenditure thereon. (3) (a) No employee shall, except with the previous sanction of the State Library Council / District Library Council / Taluk Library Union receive any trowel, key or other similar article offered to him at a ceremonial function such as the laying of a foundation stone or the opening of a public building. (b) An employee who receives an invitation to preside at such a function should, if he decides to accept it, invariably inform the promoters that he can attend only on the understanding that no presentation of any kind is made. -116-

208. Connection with Press - (a) No employee of the State Library Council / District Library Council / Taluk Library Union shall except with and during the continuance of previous sanction of the State Library Council / District Library Council / Taluk Library Union, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication mainly devoted to the discussion of topics not of a political character such for instance as art, science or literature. The sanction is liable to be withdrawn at the discretion of the State Library Council. (b) Employees of the State Library Council / District Library Council / Taluk Library Union are permitted to contribute articles of a scientific, literary or technical character to any journal, magazine or similar publication provided that before any such article is sent for publication the employee should satisfy the secretary that it does not reveal any information of a confidential nature and that the publication will not in any way embarrass the administration of the State Library Council / District Library Council / Taluk Library Union. (c) No employee of the State Library Council / District Library Council / Taluk Library Union shall, except in accordance with any special or general order of the State Library Council, communicate directly or indirectly any official document or information to an employee of the State Library Council / District Library Council / Taluk Library Union not authorised to receive the same or to any non-official person or to the Press

209. Personal representation to Members of the State Library Council / District Library Council / Taluk Library Union - No employee of the State Library Council / District Library Council / Taluk Library Union shall approach any member of the State Library Council / District Library Council / Taluk Library Union or any of the committees constituted by the State Library Council / District Library Council / Taluk Library Union with a view to having any grievance made the subject matter of the agenda for discussion at a meeting of the State Library Council / District Library Council / Taluk Library Union of the committee as the case may be

210. Discussion of the policy or action of Government and the State Library Council / District Library Council / Taluk Library Union - (a) No employee of the State Library Council / District Library Council / Taluk Library Union shall by any utterance, writing or otherwise, discuss or criticise in public or at any meeting or association or body any policy pursued or action taken by the State Library Council / District Library Council / Taluk Library Union or the Government of Kerala nor shall he in any manner participate in such discussion or criticism: Provided that nothing contained in this rule shall be deemed to prohibit (i) an employee of the State Library Council / District Library Council / Taluk Library Union from participating in discussion at any private meeting solely of employees of the State Library Council / District Library Council / Taluk Library Union or of any recognised association of employees of the State Library Council / District Library Council / Taluk Library Union on matters which affect the personal interests of such employees

individually or generally ; or (ii) an employee of the State Library Council / District Library Council / Taluk Library Union from defending and explaining in publisher private meetings any policy or action of the State Library Council / District Library Council / Taluk Library Union for the purpose of removing misapprehension and correcting mis-statements or for the purpose of effectively carrying out such policy.

Explanation - Nothing contained in this rule shall be construed to limit or abridge the power of the State Library Council / District Library Council / Taluk Library Union requiring any employee of the State Library Council / District Library Council / Taluk Library Union to publish and explain any policy or action of the State Library Council / District Library Council / Taluk Library Union in such manner as may appear to them to be expedient or necessary. (b) No employee shall engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign State, Public Order, decency or morality or which involves contempt of Court, defamation or incitement to an offence. (c) No employee shall raise any slogans or participate in any disorderly demonstrations or otherwise engage himself in any other disorderly conduct within office premises or while on duty. (d) No employee shall wear any badges, arm-bands or such other symbols having inscriptions or slogans which may offend the interest of the -118- sovereignty and integrity of India, the security of the State, friendly relations with foreign State, public order, decency or morality or which may amount to contempt of Court, defamation or incitement to an offence, strike or breach of discipline. (e) No employee shall engage himself in antisecular activities which tend to create communal disharmony. (f) An employee of the State Library Council / District Library Council / Taluk Library Union shall not, except in the discharge of his official duties preside over or take part in the organisation of or occupy a prominent position or address any non-official meeting or conference, at which it is likely that speeches will be made or resolutions will be proposed or passed criticising the action of the State Library Council / District Library Council / Taluk Library Union. Note:- For purpose of this rule, meeting of a committee constituted by the State Library Council / District Library Council / Taluk Library Union in which an employee is also appointed as a member, shall not be a non-official meeting or conference so far as the employee is concerned. (g) No employee shall without previous sanction of the State Library Council / District Library Council / Taluk Library Union as the case may be in any manner aid or participate in the editing, publishing or management of any publication which contains advertisements or shall be member of any group of employees which bring such publication. (h) No employee of the State Library Council / District Library Council / Taluk Library Union, shall in any document published by him or in any communication made by him to the press or in any public utterance delivered by him make any statement of fact or opinion which is capable of embarrassing the State Library Council / District Library Council / Taluk Library Union or Government in any manner. Note: - An employee of the State Library Council / District Library Council / Taluk Library Union who intends to publish any document or to make any communication to the press or to deliver any public utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by the rule may arise, shall submit to the State Library Council a copy -119- of draft of the document which he intends to publish or of the utterance which he intends to deliver and shall thereafter act in accordance with such orders as may be passed by the State Library Council

211. Demonstration - No employee shall engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, good relation of the State Library Council / District Library Council / Taluk Library Union with the Government of Kerala, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence

212. Evidence before committee - (1) No employee of the State Library Council / District Library Council / Taluk Library Union shall give evidence before a public committee except with the previous sanction of the State Library Council. (2) No employee of the State Library Council / District Library Council / Taluk Library Union giving such evidence shall criticise the policy or decisions of the State Library Council / District Library Council / Taluk Library Union. Note:- These rules do not apply to evidence given before statutory committees which have power to compel attendance and the giving of answers, nor to evidence given in judicial inquiries

213. Taking part in politics and elections - (a) No employee of the State Library Council / District Library Council / Taluk Library Union shall be a member of or be otherwise associated with any

political party or any organisation which takes part in politics nor shall he take part, or subscribe in aid of, or assist in any other manner any political movement or activity. If any question arises whether any movement or activity falls within the scope of this rule, the decision of the State Library Council thereon shall be final. (b) Save as provided by or under any law for the time being in force no employee of the State Library Council / District Library Council / Taluk Library Union shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body whether in the Kerala State or elsewhere, or to a local authority or body: Provided that- - 120- (1) an employee of the State Library Council / District Library Council / Taluk Library Union who is qualified to vote at such election may exercise his right to vote; but if he does so, shall give to indication of the manner in which he proposed to vote or has voted. (2) an employee of the State Library Council / District Library Council / Taluk Library Union shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force. (c) It shall be the duty of every employee of the State Library Council / District Library Council / Taluk Library Union to endeavour to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the State Library Council / District Library Council / Taluk Library Union as well as Government as by law established and where an employee of the State Library Council / District Library Council / Taluk Library Union unable to prevent a member of his family from taking part in or subscribing in aid of or assisting in any other manner, any such movement or activity he shall make a report to that effect to the State Library Council / District Library Council / Taluk Library Union. Note:- If any question arises whether any movement or activity falls within the scope of this rule, the decision of the State Library Council thereon shall be final. (d) No State Library Council / District Library Council / Taluk Library Union servant shall permit any member of his family to take part or in any way assist any movement or activity which is or tends directly or indirectly to be subversive of the State Library Council / District Library Council / Taluk Library Union as well as government as by law established. Note:- A State Library Council / District Library Council / Taluk Library Union servant shall be deemed to have permitted a person to take part in any or assist a movement or activity within the meaning or the above rule if he has not taken precaution and done everything in his power to prevent such person so acting or if, when he knows or has reason to suspect that such person is so acting he does not at once inform the State Library Council / District Library Council / Taluk Library Union or the officer to whom he is subordinate. - 121 - An employee who issues an address to electors or in any other manner publicly announced as a candidate or prospective candidate for election to a legislative body, or a local authority or body shall be deemed for the purposes of this rule to take part in the election to such body

214. Seditious Propaganda - Seditious propaganda or the expression of disloyal sentiments by an employee of the State Library Council / District Library Council / Taluk Library Union will be regarded as sufficient ground for dispensing with his service

215. Non-official Conferences - An employee of the State Library Council / District Library Council / Taluk Library Union proposing to take part in a non-official conference or meeting held in any place in the Kerala State or otherwise must obtain the prior sanction of the State Library Council / District Library Council / Taluk Library Union: Provided that such sanction shall not be necessary in respect of conferences in which an employee of the State Library Council / District Library Council / Taluk Library Union may participate in the course of duty or conferences convened to discuss scientific, technical, literary or similar subjects and participation therein is not likely to embarrass the State Library Council / District Library Council / Taluk Library Union in the relationship with the public in any manner. In cases of doubt the employee should apply to the State Library Council and obtain orders

216. Vindication of acts and character of the employees of the State Library Council / District Library Council / Taluk Library Union - (1) No employee of the State Library Council / District Library Council / Taluk Library Union shall, except with the previous sanction of the State Library Council / District Library Council / Taluk Library Union have recourse to any court or the press for the vindication of his official acts or character from defamatory attacks. Nothing in this rule shall, however derogate from the right of an employee of the State Library Council / District Library Council / Taluk Library Union to vindicate his private acts or character. (2) No employee of the State Library

Coöncil / District Library Council / Taluk Library Union shall, except with the previous sanction of the State Library Council / District Library Council / Taluk Library Union, accept from any person or body or persons, compensation of any kind for any malicious prosecution brought against him or for any defamatory attacks made of his public acts or character unless such compensation has been awarded by a competent court. - 122 -

217. Membership of Association - No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order of morality

218. Conditions for recognition - (a) (i) No association of the employees of the State Library Council / District Library Council / Taluk Library Union or association purporting to represent employees of the State Library Council / District Library Council / Taluk Library Union or any class thereof shall be recognised unless it satisfies the following conditions, namely:- (i) the association must ordinarily consist of a distinct class of the State Library Council / District Library Council / Taluk Library Union employees; (ii) every employee of the State Library Council / District Library Council / Taluk Library Union belonging to the same class must be eligible for membership of the Association; (iii) persons who are not in the service of the State Library Council / District Library Council / Taluk Library Union shall not be office-bearers of the association ; and (iv) the association must not be formed on a territorial or communal basis.(2) The association shall not be, in any way, connected with, or affiliated to any association, which does not, or any federation; or association which do not, satisfy condition (i) (3) the association shall not be, in any way, connected with any, political party or organisation. (4) federation or a confederation of service association shall affiliate only recognised service associations, and if the recognised accorded to any of the associations, affiliated to a federation or confederation of service associations shall forthwith disaffiliate such service, associations. (5) The service association shall be affiliated to a federation of confederation of service associations whose recognition under these rules is withdrawn by the State Library Council. (b) rules to be observed by service associations - The State Library Council shall withdraw the recognition granted to any association, if it violates any of the following rules:- (1) the association shall not seek the assistance of any political party or - 123 - organisation to represent the grievances of its members, or indulge in any seditious propaganda, or expression of disloyal sentiments. (2) the association shall have the following rule incorporated in its rules:- "A strike or threat of a strike against the State Library Council / District Library Council / Taluk Library Union shall never be used as a means of achieving any of the purposes of the Association". (4) the association shall not, except with the previous sanction of the State Library Council:-

issue or maintain any periodical publications; (ii) permit its proceedings to be open to the press, or publish any representation, on behalf of its members, in the press or otherwise. (5) the association shall not engage in any political activity. (6) the association shall not - (i) pay, or contribute towards any expenses incurred by a candidate for any election to a legislative body whether in India or elsewhere, or to a local authority or body; (ii) support by any means, the candidature of any person for such election; (iii) undertake or assist in the registration of elections or the selection of candidate for such election; and (iv) maintain or contribute towards the maintenance of any member of a legislative body or of local authority or body. (7) the service association shall not invite non-officials to speak at meetings of the association without obtaining the prior sanction, of the Staff Library Council (8) the funds of a service association shall consist exclusively of subscriptions from members and grants, if any, made by the State Library Council / District Library Council / Taluk Library Union or the money collected with the prior sanction of the State Library Council / District Library Council / Taluk Library Union and shall be applied only for the furtherance of the objects of the association. Note:- The association shall not ask for or collect money (other than subscription from members or the association) without obtaining the prior sanction of the State Library Council / District Library Council / Taluk Library Union. - 124- (9) any amendment of a substantial character in the rules of the service association shall be made only with the previous approval of the State Library Council; and any other amendment of minor importance shall be communicated to the State Library Council for information. (10) the service association shall not do any act or assist in the doing of any act which, if done by an employee, would contravene any of the provisions of these rules. (11) the service association shall not address any communications to a foreign authority except through the State Government which shall have the right to withhold it if deemed necessary. (12) communications

addressed by the service association or by any officer on its behalf to the State Library Council / District Library Council / Taluk Library Union shall not contain any disrespectful or improper language. (13) the State Library Council may require the regular submission for their information of copies of the rules of the association and the annual statement of its accounts and lists of its members. (c) Procedure for making representations - (1) Representations from recognised associations whether made orally, by deputation or presented in writing, may be received by the secretary of the State Library Council / District Library Council / Taluk Library Union, provided that no representations or deputations will be received except in connection with a matter which is, or raises questions which are, of common interest to the class represented by the association. (2) The State Library Council may specify the channel through which representations from the association shall be submitted and the authority by whom deputations may be received. (d) Any group of employees of the State Library Council / District Library Council / Taluk Library Union who desire to organise themselves into an association for the purpose of safeguarding their conditions of service and to make representations to the State Library Council / District Library Council / Taluk Library Union on service matters shall apply to the State Library Council / District Library Council / Taluk Library Union through the secretary, for recognition of the association along with a copy of the draft rules. The rules of the association shall conform to the conditions prescribed in these rules and in addition shall specifically provide that the association shall not resort to any strike or other activities calculated to paralyse or embarrass the State Library Council / District Library Council / Taluk Library Union. The State Library Council may suggest such changes in the rules as may be deemed necessary and on their incorporation the association may be granted recognition. (e) The State Library Council shall withdraw the recognition granted to any association if it Violates any of the conditions prescribed for the recognition or if it resorts to any strike activities calculated to paralyse or embarrass the State Library Council / District Library Council / Taluk Library Union

219. Official dealing with relatives - (1) Every employees of the State Library Council / District Library Council / Taluk Library Union shall inform his immediate superior if an employee of the State Library Council / District Library Council / Taluk Library Union closely related to him is posted to work under him or if he is posted to work under an employee of the State Library Council / District Library Council / Taluk Library Union closely related to him.(2) No employee of the State Library Council / District Library Council / Taluk Library Union shall deal with a case in which he or any member of his family has any pecuniary or other interest. If any such case comes before him in the course of his official duties he should refrain from dealing with the case and submit the case to the next higher authority for passing orders at the same time indicating that he is not dealing with the case because of his interest in it

220. Influencing superior authority for furtherance of interest - No employee of the State Library Council / District Library Council / Taluk Library Union shall direct or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his interest.The penalty for the contravention of this rule shall be the withholding of promotion to him either permanently or for such period as the competent authority may determine. Explanation - An employee of the State Library Council / District Library Council / Taluk Library Union causing his own case to be made the subject of an item of the agenda of the meeting of the State Library Council / District Library Council / Taluk Library Union or any of its committees contravenes this rule.

221. Broadcast from Radio Station - (1) No employee of the State Library Council / District Library Council / Taluk Library Union shall deliver a broadcast talk at a broadcasting station on any subject without the previous permission of the State Library Council.(2) An employee of the State Library Council / District Library Council / Taluk Library Union who is invited or who wishes to deliver a broadcast talk shall intimate to the State Library Council through the proper channel the subject on which he proposes to talk and if it is a subject directly or indirectly connected with his official duties or if so required shall submit the full text of the talk for its approval before it is delivered. (3) The provisions of the rule do not in any way prevent the acceptance of engagements by the employees of the State Library Council / District Library Council / Taluk Library Union from a broadcasting station of the A.I.R. for music or other similar performances and the remuneration therefor

222. Employees of the State Librar Council / District Library Council / Taluk Library Union not to partake in any strikes - No employee of the State Library Council / District Library Council / Taluk Library Union shall engage himself in any strike or incitement thereto or in any similar activities.An employee of the State Library Council / District Library Council / Taluk Li- brary Union should not engage himself in any concerted or organised slowing down or attempt at slowing down work of the State Library Council / District Library Council / Taluk Library Union or any act which has the tendency to impede the reasonably emcient and speedy transaction of the State Library Council / District Library Council / Taluk Library Union. Concerted or organised refusal on the part of the employees of the State Library Council / District Library Council / Taluk Library Union to receive to receive their pay will entail severe disciplinary action

223. Employees of the State Library Council / District Library Council / Taluk Library Union under suspension -When an employee of the State Li- brary Council / District Library Council / Taluk Library Union is suspended, he is free to go wherever he likes, but he must give his address to the head of his office.He must also give his address .to thqofücer, if any, holding as inquiry into his conduct. The employee must obey •all orders to attend any in- Explanations - quiry into his conduct and if he fails to do so, the in- 127 quiry may be held in his absence

224. Application for appointment in the gift of the State Library Council / District Library Council / Taluk Library Union - (1) A representation from an employee of the State Library Council / District Library Council / Taluk Library Union in regard to his claim to an appointment in the gift of the State Library Council / District 'Library Council / Taluk Library Union should be submitted through the Head of the office.(2) No. officer of the State Library Council / District Library Council / Taluk Library Union shall, except by endorsement on a written application submitted by a candidate officially through him, recommended to any se- lecting, appointing or promoting authority or to any individual who is a member of any such authority or of its staff, any candidate for any post under the services of the State Library Council / District Library Council / Taluk Library Union. Note: - It is incorrect for an officer of the State Library Council / District Library Council / Taluk Library Union who receives an applica- tion from a subordinate or colleague for a recommendation on such application with the endorsement to the employee of the State Library Council / District Library Council / Taluk Library Union concemed. The application should be forwarded to the appropriate authority through official channels

225. Residence - All employees shall ordinarily reside within the limits of their Headquarters stations.Whenever the employee finds it necessary to live outside the prescribed Headquarters, he shall obtain specific sanction of the head of the office or other competent authority pen-nission to reside outside the headquarters will be granted only in exceptional cases, each case being considered on its merits and in accordance with administrative conve- nience when the employee living in the Headquarters State in wants to leave the station on private business, he will have to obtain permission from his superior officer. Note: - For the purposes of this employees residing within a radius of fifteen kilometers from their offices shall be deemed to reside within the limits of their Headquarters station. This limit of fif- teen kilometers radius shall hot however be applied strictly in the case of big cities and towns provided that the persons con- cemed reside within the limits of the Headquarters city or town. - 128 -

226. Consumption of intoxicating drinks and drugs - (i) As employee shall - (a) strictly abide by any law relating to intoxicating drinks or drugs in force, in any area in which he may happen to be for the time being.(b) not to be under the influence of any intoxicating drinks or drug dur- ing the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drinks or drugs; (c) refrain, from consuming any intoxicating drink or drug to excess

227. Taking or giving of dowry by the employees - No employee shall take or give dowry for his marriage or for the marriage or for the marriage of any member, or dependent, of his family

228. Personal representations to the member of the State Library Coun- cil / District Council / Taluk Library Union or Committees consti- tuted by the State Library Council / District Library; Council / Taluk Library Union - It is improper for an employee of the State Library Council / District Library Council / Taluk Library Union who makes any representations to the State Library Council / District Library

Council / Taluk Library Union through the official channel to approach the President, the Secretary or the Members of the State Library Council / District Library Council / Taluk Library Union or of any of the Committees constituted by the State Library Council / District Library Council / Taluk Library Union with advance copies thereof or with personal representations: Provided that an employee of the State Library Council / District Library Council / Taluk Library Union who has not received any reply to a representation made to the appropriate authority within three months, may make a written representation to the State Library Council / District Library Council / Taluk Library Union with a copy of the representation sent to the appropriate authority and with a statement that no reply has been received to that representation

229. Purchase of resignation etc., - No employee shall enter into any pecuniary arrangement for the resignation by one of them, of any office under the State Library Council / District Library Council / Taluk Library Union or for the taking of leave for the benefit of the other should this rule be infringed, any nomination or appointment consequent upon such resignation or leave will be cancelled by the State Library Council / District Library Council / Taluk Library Union and such parties to the arrangement, as are still in service, will be subject to disciplinary proceedings which may involve their dismissal from service

230. Litigation - No employee shall without the written permission of (i) take or transfer in his name any actionable claim or decree; or (ii) concern himself in any litigation in which he has no direct personal interest

231. Postings and Transfers - An employee vested with discretionary powers should not ordinarily be posted to his native district or allowed to acquire land within the revenue district or taluk in which he is serving. Permission to do this should be granted only in very special circumstances. Note: - The employee may usually be permitted to acquire immovable property outside the revenue district or taluk in which he is serving. But when, on transfer to a district or taluk in which he holds immovable property he makes the special report required by rule 200 (d) the authority responsible should ordinarily transfer him to another district or taluk. For the purpose of this rule, officers of and above the status of Senior Superintendent will be deemed to be officers vested with discretionary powers

232. Consulting a Medical Practitioner for the purpose of obtaining leave - It shall be the duty of every employee who consults a Medical Practitioner with a view to obtaining leave or an extension of leave on medical certificate, to disclose to that Practitioner the fact if any of his having consulted any other practitioner for the same purpose and the result of such consultation. Omission on the part of the employee to do this or any false statement made by him to a Medical Practitioner in this respect will entail disciplinary action

233. Employees not to be employed in private business - The employment of an employee of the State Library Council / District Library Council / Taluk Library Union including an employee in last grade service in making purchases or in any private matters in which the receipt or expenditure of money is concerned is most strictly prohibited. It is however, not intended that this prohibition should preclude any officer from employing an employee of the State Library Council / District Library Council / Taluk Library Union including one in last grade service, to provide for him a conveyance or necessary supplies while he is travelling on duty though in all such transactions constant vigilance is needed to prevent cheating and extortion

234. Consequences of resignation - Resignation from the State Library Council / District Library Council / Taluk Library Union service entails forfeiture of past service and of any gratuity to which the officer who resigns would otherwise have been eligible

235. Bigamous Marriage - (1) No employee who has a wife living, shall contract another marriage without first obtaining the permission of the State Library Council, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him. (2)

No female employees shall marry any person who has a wife living without first obtaining the permission of the State Library Council / District Library Council / Taluk Library Union. Chapter XI Miscellaneous

236. Agreement relating to contracts - (1) Agreements in respect of private building taken on rent for the use of the State Library Council / District Library Council and Taluk Library Union shall be signed by the president and secretary of the Council / District Library Council / Taluk Library Union as the case may be.

(2) Agreements relating to the scheme for the award of the grants for the purchase of furniture and construction of buildings for the various libraries shall be signed by the president and secretary of the State Library Council. (3) Agreement in respect of all contracts approved by the State Library Council, District Library Council and Taluk Library Union shall be signed by the president and secretary of the State Library Council, District Library Council, Taluk Library Union as the case may be

237. Appointments - (1) The appointment of the fixing of relevant recruitment standards in respect of each category of posts, creation (and abolition of any of posts and all powers incidental thereto) shall be vested in the State Library Council / District Library Council and Taluk Library Union. (2) The employees of the State Library Council / District Library Council and Taluk Library Union will be in a common pool'

238. Languages of State Library Council / District Library Council / Taluk Library Union - The official language of the State Library Council / District Library Council and Taluk Library Union shall be Malayalam provided that, nothing herein, shall be applicable to the correspondence between the State Library Council and Government of India and other external agencies where English is used as the medium of correspondence

239. Audit of affiliated libraries - Each Taluk Library Union shall audit the accounts of the local affiliated libraries

240. Production of no objection certificate for selection to a post - If any person happens to be a member of more than one library and if that person proposes to stand for any elective post he shall get a no objection certificate from the other library and shall have cleared the dues in the libraries in accordance with the rules

241. Extension of Jurisdiction of the Director of Vigilance Investigation to the State Library Council / District Library Council / Taluk Library Union - (1) The Director of Vigilance Investigation, Kerala shall be competent to enquire into cases of misconduct corruption etc., against the officers of the State Library Council / District Library Council and Taluk Library Union, that are referred to him by the President / Secretary of the State Library Council / District Library Council and Taluk Library Union in respect of the various types of case specified in G.O. (p) 26/71/Vig. dated 28.12.1971 issued by the Vigilance Department of the Government of Kerala as modified from time to time or in accordance with such other orders, as from time to time, be issued by the Government of Kerala. (2) On receipt of a request as specified in clause (1) the Director of Vigilance Investigation shall conduct the enquiry in the manner laid down in G.O. (p) No. 26/71/Vigilance dated 28.12.1971 and forward the enquiry report to the President / Secretary of the State Library Council / District Library Council / Taluk Library Union

242. Standards for grading of Libraries - Each library shall conduct the library in accordance with such standards as may be prescribed by the Government or by the Kerala State Library Council

234. Maintenance of State Registers of Libraries and Librarians - The State Library' Council shall maintain a State Register of Libraries in



form No 50 and of Librarians in the form No.46 prescribed in Appendix. The management of the libraries shall report in the said forms the particulars to the secretary, state library council within 30 days from the date of coming into force of these rules. -132-

244. All amendments issued by the Government with reference to any provisions in the General Rules which are made applicable to the employees in the State Library Council / District Library Council / Taluk Library Union by these Rules, shall so far as they are made applicable apply to them sub- ject to such modifications as the context may require.244A. "Nothing contained in these Rules shall not apply to the employ- ees of the Thiruvananthapuram Public Library"

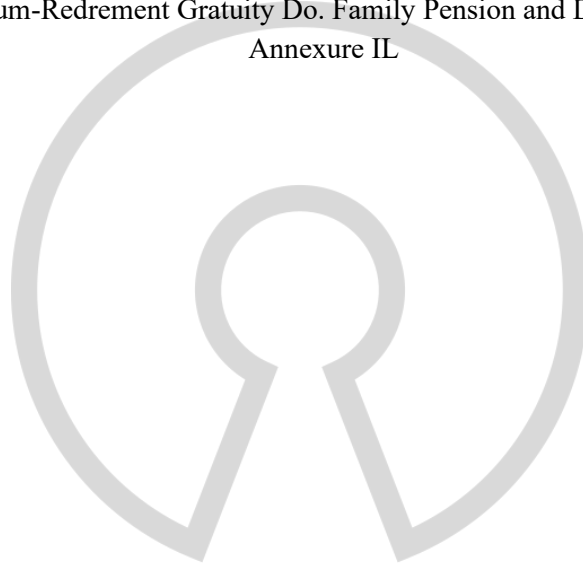
245. Interpretation - If any question arises relating to the interpretation of these rules, it shall be referred to the State Library Council whose deci- Sion thereon shall be final



246. Savings - Nothing in these rules or any rules made there under shall operate to debar from enjoyment of any person or employees of any right or privilege of emoluments to which he is entitled by the term of any contract or agreement or conditions of service subsisting between that person and the Kerala Grandhasala Sanghom, Local Library Authorities in Palakkad, Kannur and Kozhikkode on the date on which these Rules shall come into force.

By order of the Governor, J.S. Badhan
Commissioner and Secretary Explanatory Note (This does not form part of the notification but is intended to give its general purport). Section 40 of the Kerala Public Libraries (Kerala Grandhasala Sanghom) Act, 1989 confers powers on the Government to make rules notwithstanding anything contained therein. It is considered to issue rules in respect of constitution of the State Library Council, District Library Council, Taluk Library Union, affiliation of libraries service conditions of the employees and matters incidental thereto the present notification is intended to achieve the above object. - 133 - 182 l. Public Libraries (Kerala Granthasala Sanghom) Rules • 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46. Gratuity Register Register of Pension Payment Orders received Pensioner's Bill Family Pensioner's Bill Audit Register of Pension Register of Monthly Payments Register of Consolidated Accounts Call for the Personal appearance of Pensioner Memorandum Of Pension Bill Objections Form of returning Pension Bills Post audited Register/ Pension payable by Money Order Bill for payment of Pensions by Money Order Register of F.D. Account. Balance sheet of Pension and Gratuity Fund A Commutation of Pension c Do. Do. Model Form of certificate and Report of the Accounts Section Pension and Death-cum-Retirement Do. Family Pension and Death-cum-retirement Gratuity Model Form of State Library Council sanction pension Death-cum-Retirement Gratuity Do. Family Pension and Death-cum-Retirement Gratuity

Annexure II



FORM NO. 1 (See Rule 5 and Section 28 of the Act) Application for recognition as an affiliated Library
Name and full address of the Library (Post Office Pincode Number should be specified) Ward Village
Panchayat Block a. Taluk



5. N&thetithefl.:• yawnalue 'iu•idki 3ffj o' p.m;jb as öjKb bre Library users zong€[ÆMåal..issue of books (month ! - 438 grant•if any a LBZj FM,âhicipality. liéäüons receiving awß[3Y8 k)boM Of-the aiNiaded f r Of segial educational activities e c asses, study classes etc. •.eae(. ÄfztVQ . Slüricek between them. 'that am tiff iliumber-and-date-of entrance. . • •Stäte-Libr Council Io a*B9iikh30 library Council 05 of the •library h%t4 sarnPh8r:h). RÜléS Hereby assure that the library should add suggestions of the District Library Council, State Library aq4,Taluk Library Council. hgsi nwc aaaesaeoq Date of meeting which Date (Seal) Name ariUFfSi@rfätui€öfSeéteta.ry?' Näii•ß MI' sgrååtüi€'öfcpresidera Whether renewed due to"the efforts of the•Taluk Library Ccjunbii6{newl created? Model ByeNaws approved?. nottqi-roedr_ja Whether the library possess as the qualificatiops S Library Council. Number and date Council. No.

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FORMiNO•, (See Rule 6 Executive Committee Kerala State Library Council IConstituted under the. Kerala Sanghom)l Act, 1989. Thiruvananthapuram. Certificate of Affiliation CEO This is to Y: 5. . village Talukéi..Vi . gftdâtedin .. as a member of the State Library Couqci!i yide Thiruvananthapuram rP.üb1icfrbibigr;ieS (KegalājGrahtHqsalā taluk léne new _l.g •Stat' ibl?ry a l. 22 4. 5. Q.V9. Name of the candidate : . '\$ • •Father!snāme Address±. of the cenditate 3113 3msn e'i9fl}sq 223--tbbA 3jsbibnso Name of the amated Ihary whie±ilhquoO tomclā 2!fJfBT *fij dotdw réprésents *fLi .OVI tell ah3jo•.' 7. 3rfj zas•rbbß bag 05 E. 3. .01 • l.taöqo-l< 9fj Of Sthe affli.iatedcLiPr.a.ry •omdiJ bé rprésents atri3231q37 cf9iffw Serial No. of the proposer in th? •tseoq•tq .Dh jeif •t2jov ii%e ad address of the seconderzbrüö&sa 2é01f)bG 19bnoooe _ qcfT 'Io whtßhJ0Cj rrmddid *uißT sril orf dotdw. S6ÉigtNohof:the-seccnder •Io .0" ust thåt I am elesN#w. jßdj "Bloob I •Gighature of the .Candidate. sement by the Retuming Officer.asoffl() 'd fl0âÉnimon Initial of Returning Officer fßijtnl 186 l. 2. 3. 4. 5. 6. 7. 8. 9. IO. 11. 12. 13

14. Public Libraries (Kerala Granthasala Sanghom) Rules Form No.3B (See Rule 34) Nomination for Election of Members of the Digtrict Library Cotmcil Name of the candidate Father's name Address Signature of the candidate Name of the Taluk Library Council which he represents Serial No. of the candidates in the voter's list Name and address of the proposer Signature of the proposer Name of the Taluk Library Council which he represents Serial No. of the proposer in the voter list Nameand address of the seconder Signature of the seconder Name of the Taluk Library Council which he represents Serial No. of the seconder in the voters list Candidates Declaration I declare that I am willing to stand for elections. Signature of the Candidate 1 2 3 5, 6. 7. 8 9 1 Endorsement by the Returning Omcer. This nomination was presented to me in person at . (place) (date) at ...!..... by Shri Initial of Returning Office (Kérafa Granthasala svBU99*8 e S •te rai•yCöuné • •Name. of the candidate _ :• 2. 4. 5. 6. 7. 8. 9. IO. o. 11. 12

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3. I hereby declare I have neither applied.for ncy•-fege.wed any pension or gratuity in respect Of any•'poraon of the service iAuali&ing for this pension and in respect of which pensiön-znd/ or gratuity iS.cqaGaed kÆrein nor shall I submit an applicat*oe heæa\$•.er Qüdtm.ga reference to this application and the orders whi -'h I enclose herewith : (i) Two speci nen signature 4bttested. - (ii) Three e'opies of joint photograph of. say wife and mine, also atteted. (iii)Two slips bearing my left hand ihiiii•nb figgerk (ivy Two, slips each showing particulars Ot my hdght and identification marks. My present address is and my address after retirement will be. (Signature) Designation. —Vote-.-. Any of ädréSG Shöüldfibé the Kerala Oilice-, * is required only in the caséof persons who ate- illiterate and not sign. their names. 11 ÖÖÜnciI Deäth20uni-AetiremeptGrÄtuity 1. •2. S. 4. 6.. N gme-qf.app!icant Hâriié 'Of a rnäHie4 wol?äh) Religi0k.1 Péthüriefit frésidFr.f.iTyadress.. Sli6f\$iffÄ äfiâ. Stâ?é,. ÉreG&nt or last noü0ftse --.C'.•ijj;•? riâme "f Éötabilshment 'Ewes 03 5tfi vd Date.pf_ d. Io :boq bi E npi.tsoiiqqg 8. üngth bft iriterrÜPtidfie' OWT dciB@5jc.riq i0•.estqoo (i'i•Y+. 9: •Class-df pensiép or. verage i Propo\éd #éh?ioh'•.... 12'. (âj Proposed death-cum'-reürement gratuity qof3ßtQiz3Q . Gud eqtl?. oyTüii.r iqii?. tfrbE. ezv c gratui gratuity in the Form • bris a-IE 2t:oeqy to O?.B9 Gi s-tp.ffl ei res Date from which pension i.sz@zqonmence 13

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Grantha]a Sanghom) Rules



Form No. 17 (Pension & Gratuity Scheme). The Executive Committee, Kerala State Library Council Nomination for Family Pension I hereby nominate the persons mentioned below, who are members of my family to receive-in the: order shown below the Family Pension which may be granted by the Kerala State Library Council in the event of death after completion of 10 years qualifying Service. Name and Address of the nominee Relationship with officer Age Whether married or. unmarried This nomination supersedes the nomination made By me earlier on which stands cancelled. N.B. The should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed. Dated this Witness to Signature (2) Day of 19.... . Signature of Officer (To be filled in by the Secretary in the case of a non-gazetted Officer) Nomination. by..... . signature • of secretary Designation Office .. . dated..•a. •. . Designation....a.....•:• Kerala Rules Pro forma •for, acknowledging formby {the' Secretary Irv acknowledging the receipt of .your nomination in• respect 'of family.pension in form.... .. I-state that they Have been duly placed on record. For nil , r , i , , (Pension and Gratuity Scheme) .

I am to Secretary • The Executive Committee Kerala State Library Council #liation foF'akfrãifiy •Pension for the Omce he Nãfhëf*éhë- äVplitãhti!" eRe14,tiopéh.ip . 'yi.'b. the ldpceed ate of retirement •if the 'deceased was 4 pensioner: 49th qth%mpio'ée / ppãsiQ1\er; i ihÄ.'hiöh thé äPPlidãfit'S • iföt-m; 220 6. 7. 8

9. Public Libraries (Kerala Granthasala Sanghom) Rules Name and ages of surviving kindred of the deceased: Name Date of birth (In Christian Era) (a) (b) Widow/ husband Sons (Unmarried daughters) Father Mother- Brother • Unmarried sisters Widowed sisters Name and office at which payment is desired: Description roll of..... Son/ daughter etc., of late.... . Date of birth (in Christian Era) Height Personal marks on the hand, face etc. Signature or left hand thumb and finger impression Widow/ .Small Finger Index Finger Full address of applicant: Ring Finger Thumb 2..... Middle Finger Attested by: IVote. - i. 2

3. The descriptive roll and signature thumb and finger impressions accompanying application for Family Pension should be in duplicate and attested by two or more persons of respectability in: the town or village in which the applicant resides. If the applicant belongs to a category mentioned in item 6(b) he should furnish proof of his dependence on the deceased employee/ pensioner for support. If the applicant is a minor brother of the employee/ pensioner the statement against item 8(i) should be supported by certificate of age . (inn original with the attested copies) Show the date of birth of the applicant..The original will be returned to the applicant after the necessary verification. 1. 2. 3 4. 5. Public Libraries (Kerala Granthasala Sanghom) Rules (Pension & Gratuity Scheme) The Executive Committee, Council Det.ais, of * •silyfor Name of person to whom family pension is payable Personal marks of (1) (2) Height Date of birth Residence; -Taluk . Religion and Nationality Form No. 20 (Pension & Gratuity. Scheme) The Executive Committee. Kerala State Library Council 221 Signature Office of the Station Dated..... Sab.- Paymeh of -Family Pension in respect of the late Ehri/Smt. . The undersigned has learnt with regret the death of Shril Smt. . . .{here give" the name and designation of the deceased Officer) in the State Library Council Office/ Executive.. Committee is - directed to inform you that under the provisions of the Pension and Gratuity Scheme introduced by the Executive Committee; you are entitled to family-pension for life/ till attaining the date of majority*. accordingly to suggest that fonaal.ciaim.of, the grant of -Family-Pension Abmit- ted • the •enclosed? Forin3 ä-l-ötig With •the following facts: - 1. Death certificate 2. Two copies of a passport size photograph duly attested by a Gazetted Officer. Guerdiansh*p • Certificate where is admissible to the minor children. Designation: family pension is admissible to the minor children. 222 Public Libraries (Kerala Granthasala Sanghom) Rules Form No. 21 (Pension and Gratuity Scheme) Executive Committee, Kerala State Library Council Whereas the Executive Committee, Kerala State Library Council has consented to grant me the sum of Rs.....•... per month as the amount of my pension with effect and the sum of Rs..... .. as the amount of gratuity/ death-cum-retirement gratuity. I hereby acknowledge that-I in accepting the said amounts, I fully understand that the pension/ gratuity/ death-cum-retirement gratuity is subject to revision on the same being found to be in excess of that to which I am entitled under the rules, and promise refund any amount paid to me in excess of that to which I may be eventually found entitled. Signature of the Officer

2. Signature. Address and Occupation of witness. Signature: Address and Occupation of Witness. The declaration should be witnessed by two persons of respectability in the town or village in which the applicant

19. Pub. Libraries (Kerala Granthasala Sanghom) Rules Form NPL 23 (Pension and Gratuity Scheme) The Executive" Committee, •Kerala State Library Council Application for Anticipatory Pension of Gratuity Name of applicant Pather's Name (and also husband's name in the case of a married woman) Religion and Nationality Residence showing Village and Taluk Present or last employment, including interruptions Non-qualifying and interruptions Clauses of pension or gratuity applied for and cause of application Average emolument or pay Approximate pension entitled to under the rules Two thirds of the amount proposed as anticipatory Approximate gratuity entitled to under the rules Two thirds of the amount proposed as anticipatory Date from which pension is to Commence Place of payment Date of applicants birth Height Marks Signature of Secretary 225 and is to me made .to me •has been in excess of {he repay all such excess payments from the Head of Major *each month as much as he can % of his salary \soxotqftfr boeÉ995b oj qtrfenoBßi9R 1300iartoq egw b9?S.9'..J5h Io ')jsG .e • •ysnoieaøq odi fi.\$ß9b Io bciß e erioe -rswoblW \wobtw books04b nsüehHO) dj-tid - (11) 10 bfißff TIO .e>hsra fiMäRdä•rr.J.fij bqßd-nxl otbbtM _ ifgr;?• Signature:OfQad Qf Office: iHead of Département: ...Yd .1 •ro• •hulmuia.b(l.ß (8 9'äqiliP3b '(d (a)erma qv;i jnsotfqqb 9d.j ricidw ä26 2. 3. 4

5. **Particulars of deceased employee/pensioner** Date of retirement, if the deceased was a pensioner Date of death of the employee/cpven\$öner Name and* age •of surV.iving kindred if eceased Widow/ Widower Sons ' ose+i\) ilérâte Date of birth (ChHstian Era) (ii) Héight (i} i) Personal marks, if emy cn hand or fade (iv) Left-hand thumbziid finger impressions the Sri/Smt..... Thum Small Middle Finger Attested by: 1

2. Witnesses: 1

2. Index Finger Tie descriptive roll (Column 8) and signature or left-hand thumb' impressions accompanying application for pension should be affixed (in two separate sheets) and Attested by two Gazetted Officers responsible in the town or village in which the applicant resides

9 Public: 227 bttE

(b) Form No.25(e) The Government of Kerala State Pensioner's Card

The Head of Account or Head of Family Pensioner-2 ...

...a. 'Family Pension as ; Appointed - oh 14th date of birth and of citizenship : t be bikh Residence Amount of . 1, Wages - monthly Nationality . Village and - address : 14. o; 9th Bil 3d Aft B no . 95th Jegi 3d . Crus to deduct from Per Referred . af his Ill . moayq OT (e) oldffq . tyuqq o i e.ssttrn OT no . tr,yqs ot _ ei.Cd fli . QbAaugal E)9fnO "d bnngie ff10ZISCT Vdr(OW12EFf3 228 No.

Sir, Public Library Rules, UNTIL FURTHER of every month, be please , to pay to Rupees..... the sum Income Tax), being the amount up the production of this order and a receipt according to usual form. 4. should commence from.

2. In the event of death family pension .of Rs... following• the'date ofdeath of ShFi/ per month may be paid on date of death or date of marriage or death whichever is earlier • .of certificate and form of application from widow/wife To govt. Disbursing-Officer (Page 4) 'Note.- No pension shall be liable to seizure. attachment of sequestration process of any court in the instance of a Creditor —demand-attachment of pensioner.— Payment person with the following exceptions. (a) To persons specially

exempted by the Executive Cö (b) To females unaccustomed to appear in public to appear on account of illness or bodily infirmity FBTdtG [Payment in both case (a) and (b) i' made on proddc Certificate signed 'by a responsible OfficeRJönothdFfWé1k* 1. 2. trGétworthy,. person] PUBli& Libfähéé Rt.üés• t 2292 pleased sum nount of v ay,lféit: e paid t ratiö • r fok tsi0 uni' any pprson sending a Magistrate under the Criminal ! Procedu.se.@ode or Regiä5ßGtamotiÄttq under:athenipdian Re\$\$\$Zamon ActifJPPä.:pr by Officer who, before retirement exercised the powers of Magistrate • öEbYä below the rank of Sub-inspector, lisperctor in-charge of a VOÉé&1 Station or by a post Master a Departmental Sub-Post Master ort*.oe Inspector of Post Offices OE by a Class-I Otfer of the Reserve Bank of India or a Staff Officer or Staff Assistant of the State Banl(bf India. (d) To any person_i resident in India who draws his pension throükh an agent, who L.:as executed a bond to reiUnd over payment' s}ähieg} to the condition that the latter produces at least once a year a Life Certificate Signed by a person mentioned in Clause (c) (Page 5) (e) In all cases referred to in clause (a), (b) (e) the Disbursing Officer ;nust at le: tst once a year, require proof, indepeH&H? that by the Life Certificate of the continued VéfiSiöner:- "Irrcasese referred—to - pension shall not:be paid on account of a.period more than a year after the date of Life Ctrtificaté h*éreceived and the Disbursing Officer must be on the watch for efltlVådegeased of shalkpromptly—stop further payrnkhts

3. On the dec/Æé7bfj&fé S Q&thrned by KiéRh-%iIY to a repâFt'}öfthe déath-öEtÉ{e- Bensioner cenain benefits are admissible under certain circumstances.

Formal claims for these benefits. duly suppo;f.ed by legal authority, where necessary, should ba submitted to the head of the Office. (Page 6) oÜntofPensionRs..... Every separate payment eqrded. 230 Public Libraries (Kerala Granthasala Sanghom) Rules Month foF which pension is due March April May June July August September October November December January February Date of Payment 19 DisburSing Officer's Initials (Page 7) below by the Diebursing Officer 19 Date of payment 19 19 Date of Payment 19 DisbuÄng Officer's 19 Date of payment Disbursing Officer's Initials 19 Disbursing Officer's Initials Remarks bursing fietet's litiais nark* Public. Li>rarie.e (Kerala Sar,lghqm) Rules 9.4 2ä>-q Pü%/Ti€ Office of the Kerala State Council, Thiruvananthapuram Date of death of the, pénsiäha filléd in bv..... the Disbursing Officer. No. .1.~:.....;..... Oir. fUntil further notic Éb&expiraåon of every month, be pleased to • paytö..... .. the. sum of Rs.. (LesQ iqcgme tax)..being the amohG.. pens}Offa upm .the production of lhe pensibner'F. porgon of this order taking clairåant receipt for the amou* äOéörding Co Lisual form. The conu%encé from.... 2. iln. the. -Of •the ee.ath 6fÄfii/SFnt.ä. k ...TV...—..±.... pgn\$oSoms.i. ...F. 9. (Ruppeg... may bépaid' to ShVi7Smt..1 till tine date df her/his remarriäg€ov defh-wh7cfrevéi: iS.eålier (03 rete t; deat9 certificate and Forin of Appliëaidn Trom widow?wiäower) Note.L'l. 2. i .9iæiæ. 'Seeret.æ•y pensidfi• o geizure, attachment or éeqd' sgra by ProceSéZ-Öf. at the' instance of.a credit0F-fo* demand againét the pensionfr (Section I l, Act XX 0@1971)» Payment unde- i} to be made only to ttle pensi& person with t.hp (a) To persons:espécialfr exdmptéd by the Executive%CommiC• (bj To females ihacål\$o@léé go appear in public afid toperson\$;u to. appear on accouht• of illness to bodily (PQ I(a) and (b) as made on production of%ife signed by a tesp6nSible Qfl'cer Or other well Imownand -z -epqzsonl. to thé sulcm tee una• tifiu• (c) To any pert;ön send,ing a Life CerdflcÄte siglel.by sorrfe pe\$pn exercising t•the power-s\ of a Magis ate un r the C,rifiiriial Probedure Code. Or gy ahy Regisb•ar r Sub starar. *poOtgd unger the Jhdian Regisffaåon Act, 908.0%: . OffCerWho beforé Féüzerhent exercise r • ok8Mä ate or byi 'Münyiff OF früllice Officer. *Sub • Inspector" iri cTiæ' Of a. Police Staå by pet departmental Sub Ins éctor:6fb ' o ge ior: . tÄff by Cia\$ Ofcer; r6S1tFe Réservg.. OfficeF df the Stace (d) To any person rééident lhdia Who , an 4gent {vhö l,laäeuuted bond to re • • • gerfffiéâté -sigied)bY a person fnentiofied in class ((Q, In Glhcås?srferöd (a) (bFdEfcjfhQi&si g officä 41?åseofice ayear,.re ir thai fuhished.by t.hb. Like & the eoiiffn seqce;g• of the Bensioner.T;IrR referred to i BioHer, shä:il fidtke/ÄÄ.ön-.a gopnt ofa•pe+io daté last received e Bisb r must be on the watch foi authentic inf0Fmaåon:.of any.i and on receipt thereof* furtheiGpgyfie3t3. the eventpf Aeath of pensin+ne? the Disburs •pmcrsh ul. the ? 11 iS following ac on:i- (j. F.ega@iög benefits of Elfiily Pens on {or ReSiduary Gratuity 4dnT\$ssible unde the pension Ruresmmder ceRain tejrcumstancé}ßhöuid be se t to: tbe—p8r 0B tQvbörn . arrearslöf? p%Siöh arélvaïd or payable ' Treåsurý Rules. Volt-mtei':. (ii) Äb02th1\$ tea!.h of the pen es,,r\$ t&the — CoGrEii •Öf'ce. 234: Publig Sanghpm), Rules .31 h v) •yrØ t.%s 1.-fr.'{GCi Guy Cpc E bftß notanoq) Ei O 91 b3jßO - .9dT. ttoauoO l.xmcfiü. G rnmwq\$stijfißhsv 85 .a5i . ..014 .O.q.q ff,jWB7Qff 1 no e'13(T0tænoq .jßrlt o. g 3f{;j oi aïrl gnrtiBj(fr) OT .nptfigq 5t-fi af t Io b3ft?ßtGP. • i 01 : iit 4fß qtle .9b •.b9.(Tiorro 10kRjq ' no. ensq Äicf we-lb Oji asrié.iw gOtäfi+I . ' c/ ictcg 9 s*rfj .jqt .b1Q*-yn ot .jrrcg,

.01. rod no (iFlk:\$qqn itoizii5q a rf wmh RrdatLJd? 0.5 ß5 "I tax! i.j sditfiw. * , Erg a FonnNo. (Péniibn. and GratUity•Scheme)•• :Thb ExeCüitive Committee; Kera]äl St.Åte• Library Council From ecte!.ary. Council ÄhiruvalianthaVuFam•. ill Rs: aEntof rw*dQiéi-e6iÉh É.É:O. No... p reque3t' thäft.&l? pensioner'S PO TFiÖf•thQ.order Ihay bämadé maise nts Noted' oa 0th the pertions theleft hah& impresions of 4. also enclös\$ä. If.tfe pe , wiQ9.tö draw his. pension tyrggghan.authorised*gent; s:pöÉfioiâ: öf ihC9ension Paymea appEéatioriZ* Entäi neli bersent--.td±the authorise# pos pi-@idédt.thb-l execyted a bond of 'indemhity•tö réfund ov.ét payments. s A Of. the receipt Of-t:Åe cpdrtion*f .th" * Pefis\oryFn FifOf.deF shotild. •however, be obtÄi-Aed tküoug. tb, r cofd. Please Acknowledge recdipc.! • The Secretary . 2. ämtea: • bated?' It' He tfie under\$ig-i+d to, re&ive payment. If,• however.{läe Oisha:i to ge person r.g±eive his pordbn• og the Pensio Payment ana to dräw:: 2s,,Éénsion; an hpdld apply tifä' eff&cä to' Geb Nat}, -e.*edäteqt bo&dl (j? Eidernryty• •paymentsÅ inl cake:..the PaÉnerit.-Oräer yill be sent to him through t.e Agent: Secretarfi••.. 48, foi: favbur infdribatiö'. .zthé enet) ref&éficg• to h'i4je#' Féöiäd? h*rewfth T.} The .Secretai-y Cqun• iF .Q(afteF riéëâE 'Poet B.WÅc lucfeif) "if: k) v.buje.i!') biuo#p. 'Oh01ih.JG 2iriT io ofi h to jt blsq:et • Boo bas oldiefioqzm.bfs:f 'd '[Bda 'fff ee31bbÉ 33Yßq 3 Z The Sec.ietary L.....ä,... Ketala State 39b5frvomfng .01 'Clßjxæruvananthapuram Tpgjode 3i ..5.e5bpsrfo qu fij3jrru od eifft rfäidw 10 -eesoxs mue s .Afyrow at ji eao•oß fi9}jhhv.' Please- arrangg to makel •paymeh%to as jh4i(ate4bAt.N) .h9bxkWD). %CÄQQ..... (nMbUStJO pgö.rom.the....e,e , : ; •tæqqS the s.anci*cnedzin•_ letter Executive Committee Order *iefr.'tEDÜä- »é&tate Lib . Ooun •l. rf.jiw . 0.1 VIO•.") Qratu*iYi •uthordsed aboGe.;.....xgT srnooimo +nolaetmmoO srlj oj xqo'ö* (rofjßE) . q b vl.903fl o', e Legal Cu#dian shqff%e tâc en on, tweüty-üise receipt -stärnp',•• if ßfrcessary.•• efiJüFing ikfon:fi'ed! (if-the issüe (if Ördér.t. _éihce thu•mö and-finger preéiÖnQo -ihe ratui-tapt/i and an attesSÉ%ooßhtbF, otoüii:â sent wiffi is debitåble tc 7.YZ1hörecov-erieG should åys jilb&fbu'ia tpe,en-söfrea &lat iRe gi•atuitant :conUfiues to be immediaüy tp the-sanchonfig auüiority ue.löfa raised sanctionf,in r.faföüri-öf.4eNâi.nmg rriem15ers df thöfa.xniiy. 238 Public Libraries•, (Kerala Granthasala Sanghom) Rules 8. This authority should be kept in the personal custody of the disbursing omcer until it is paid it will remain in torce for..... months only from the date of its issue. If no payment is effected wjthin this period, it should be treated as void and returned tp this omce

9. It should be noted that the disbursing Officer shali be held responsible for proper identificat.ion of the payee whose address is given below:- IO. Please acknowledge receipt of this order. Secretary Note. - mlis authority must be written up in the manner of cheques, ie., it should have written across it in words, a sum little in excess of that or which is issued. Reverse No.. Copy forwarded to (Gratuitant/ Legal Guardian) for information. He/she shouldappea.l before the undersigned..... to receive payment unless the payment is desired to be obtained through an aUthorised agent who has indemndted the Execudve Committee against repayment. Dated... . gmp No..... Copy forwarded to the . Dated.. for informnadon with reference to this letter dated..... following papers are returned herewith.

No..... *Copy to the Commissioner of Income (Staåon) for informnaåon. Received Payment (For use in the Local Fund Account Office) Secretary Dated... Secretary Signature with Designation or left hand thumb impresSion (When illiterate) Kead of Service Auditor Admitted to Rs. Objected to Rs. Reason for objecton Audit Superintendent District Office 239 ing of as Ible uld led. gal iter on. in ion Public Libraries (Kerala G •anthasala Sanghom) Rules o 00 E o Z o z z 240 Public Libraries (Kerala Granthasala Sanghom) Rules O O o 0 0 z O E Publ i .oK'Ûrzoq sm3lfpe - rroiemq Zidk.l sfs38 ac.å:jjhrrinioO •svijLi033(3 SrfT 1.....]0. .01•1 213tf9LJ0V .jnsrmcß •to jetf..a«•. ,..... n01 n cesved. :bß3H 1016M :bß3H 10f1iM 9 of rensioner. nonoiemq (eWnqsO 3 nsmysq .o oteæq 13b70 :qLJ070 no djnom srij..lõi noteri '2 npLcr.d eit zer ot in F.e:-catd •w unc es*abhBhi -phe which the c 3Ub éfugåmcer - r nr •to mue orfj b3vt39 "':ees ii.e •Tr {üü.fä 8 hdm c) d cpea.f . enc.e that bee bod Ndj .yods 50!' oäBE :SjEQ •e'13E10ieasg he sucne 2 b'. jirnbA e she) to not rule 157 Pat -C K.er Treasure n.mvfqms- aoh tha ease- Of tee•-- •2 who is 5tsbsb b rlj rd .3Ub et flicf etlij noiansq 30 inuo ß "fj afe exen*p 242

Name of Pensioner: (In Block Capitals) Pension Payment Order No. Group Pension for the month of... ..

Public Libraries (Kerala Granthasala Sanghom) Rules

Form No. 31 Pension & Gratuity Scheme The Executive Committee, Kerala State Library Council
 Pensioner's Bill Vouchers No. for.....19 Head of Account Major Head: Minor Head: : -
list of payment . 19 Temporary increase for the month of Total..... Deductions..... Net amount
 due Received the sum of Rs.....o (in words) being my pension and temporary increase for the month of....
 as detailed above. Station: Date: Stamp Attester's Signature/ Pensioner's Signature/ Thumb Impression

For use in the Kerala e Library Council Admitted Ob:ected Disallowed [i Rs. Rs. Auditor Audit•nr
 Superintendent Secretary (See enstructions overleqD Certificate of Non-employment I declare :.nat I have
 not. received any remuneration for serving in capacity in the Kerala State Library Council establishment
 during the period (or which? the amount of pension claimed in this biF is due. a c Station: Date: Name and
 Signature of Pensioner Public Libraries (Kerala Granthasala Sanghom) Rules Life Certificate Certified that
 the pensioner nmned in this bill is alive this day, the. 243 and has signed in my presence this bill and dav .
 the iOllowing request for payment to a messenger. Station: Date: Narne & Signature; Designation: nt . as
 Lpacity which mease pay the amount of the bill to..... . Name and signature of pensioner. Contents

received: Messenger: Date: 1

2. Direction If a pensioner who is required to sign the certificate of non-employment is re-employed either permanently or temporarily in Kerala State Library Council establishment during;the period for which the pension is claimed, he should furnish the necessary particulars in the certificate and the disbursing officer should ascertain and report whether-±he rules regarding such re-employment have been duly observed.(a) (b) As a rule, a pensioner must take payment in person, unless he produces a life certificate signed by any of persons mentioned in Rule 199 (a) of part III of Kerala Service Rules and Rule 274 of Kerala Treasiury Code. A pensioner who has been exempted from personal appearance by the Kerala State Library Council or a competent authority to which they have delegated the power of granting such exemption or•who is a female not accustomed to appear in public or who produces satisfactory evidence that he (or she) unable to appear at the disbursing office because of bodily illness of infirmity need not take payment in person if he (or she) produces a life certificate signed by any responsible Officer or other well-known trustworthy person (Note under rule 157 Part III of Kerala Service Rules and Rule 275 of Kerala Treasury Code). Note:- In the case of a female pensioner who is exempted from personal appearance at the •disbursing Office, certificate should be attested on each Occasion, as an additional precaution by two or more respectable persons of the pensioner's town or village. A pensioner who draws w.s pension on life certificate •should attend personally as the disbursing office for identification at least once a year, unless he is exempted from personal appearance under Rule 275 of Kerala

- 4. Treasury Code in which the necessary independent thg.** omce o'n!äc'cöüht. Yöf .bodiv;; proof of such inability at least :onæta• • a dition to the independent proptof hiS art Ill of. Kerala Servite RuléST%de :sjßQ Arpemsignergr,. messenger who canyiQ! his .nq-rné should fuqtlis-h .•his •signatm:eon: ffre• bill •inthe form •afa• which should always be attested by • omcer who has *him [Rille 163@ of Kerala Treasury Code]. a. (A stamped receipt should be furnished When t.héhzyiga?i exceed Rupees twenty).



Form No 32 ' me. Executive Committee, Kerala State Library Council . the. : lognoees :.9jß •
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 .5boO ,toueß31T • Temporary increase for the month 9dj •fsfio#t5q2 b5.tqmJ*s• nS3d 73f10iensq. A. (co.
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 Directions Name Signature: Designation: a rule a peristöner must take payrnt ili person unless he
 produce a.ljfé any 4t- the persons mentioned in Rule 274 of Kérala' Treäsuiy •Cöde. • (b)E ApenGioner
 whö häs been exempted from persona] appearance by the State Library•iC9üficial or' a competent authörity
 to which they have dele@ated the ptiu&r of granäng such exempfion, or who is female not äc-éffStömÉd
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 dispursing Office because of bpéi:iy illness örq'nflrrpiiy nééd:riOt3ake payment in person if he or she
 proÄUces a life by any responsible Officer or other wel14mown trustworthy iZréons. in the±ase of a
 fëma]e pensioner who is exempt from personal appearance Visbur.sing Offi& -the. life certificate should
 be attested on each occasion, maddiäonal precaution."by.two or more responsible .persons of the
 pensioner's n tor villa•æe. i; 246 2. 3

4. Public Libraries (Kerala Granthasala Sanghom) Rules A Pensioner who draws the pension of life certificates should attend personally at the Disbursing Once for due identification at least once a year, unless he is exempted from personal appearance under rule 27.5 of Kerala Treasury Code, in which case he should furnish the necessary independent proof of his existence to the satisfaction of the

Disbursing Officer. When a Pensioner alleges that he is unable to appear personally at the Disbursing Officer on account of bodily illness or infirmity, he should furnish adequate proof of such inability at least once a year in addition to the independent proof of his existence (Rule 274(a) of Kerala Treasury Code). A Pensioner or messenger who cannot sign his name should furnish his signature on the bill in the form of a mark or preferably* a thumb impression Which should always be attested by another person known to the Disbursing Officer who has appeared With the payee and identified him [Rule 163(g) of Kerala Treasury Code). A stamped receipt should be furnished when the net sum payable exceeds rupees twenty. *To be furnished only half yearly. itzsi: r:ofe. wib his t.:ebea •.«-t {Peæn of \$0."EE..-... be •en dLvec.ü(A, GO.... she: t-•e i as •ze. • • the ZPt.1bMgdäbt;aÉieS (KreFalS%GMhtliasa7ä' Sânghö1h)jRâlés O z 0 o ritonUOO

appearance Of a penSioners- Station: To s251 mDäte: mease not.e- that.,im eccordance- with the- 'identification it will, be necessary for you to attend persorially at •this -o/ice bill. OT Signaturf: e[lid noi?.nøq 3ibus .oVI •tuoY -.•1351 — {



Form No. 37 (Pension & Gratuity Scheme) mm •t.9brr rr eno 25tdoi_ •of Pension Bill Objection a-yuoY is returned for the reasons shown below:- F.' " 'Ehe life •cerffflcate• should b3 Signed by one of the persons mentioned ii diPeÖjiön No. NO.31 '(P & G.S) BoofüsFld be regards the bodily illness or infirmity on accÖüÖt-oVwhich t.k± p4nsioner•is unable to appear in person. 'Mie pensioner should appear for annual muster. .Wänt: ri>ræemployre.ent certificate... •wand favour of named messenger or Bank. gt40n:

.....:ä..i9..... Signature: Designation: 252 No: from • Public Libraries (Kerala Gran@lasala• Sanghnrn), 'Rules Form No. 98 (PenSiOn &. Gratuity. Scheme) The Executive Committee, Kerala State Library Coupci) The Secretary Kerala State Library Council, Thifuvdfiârithâpuram To The Sub:- Pqst audit of pension bills Ref:- Your letter No. Sir, The Kerala:State Library Council, Ihrirwananthapuram. Dated.:.... dated The under mentipned bills is/are returned herewith duly post audited. The objections noted iri thé'bills shoUld éleäfed frhlfiédiätely. Yours faithfully, Thé SeOretäfy 253 •es slmøN%93jffrnmO 3Vffl.J03X3 orfT • ei.exfe:l.... .lfi8 •:ieti Certioed hat have ob.! • bß3H •roniM Io bG3 •j mA bohseq tngoßæq, iarwq (Ous Eert , shduld Rice•.ged .ontnæs g FEC ("e he. a •10miöted OT noijsß 254 •Form No. 401 The Library3 Council Bili Bill for month oft. d.. .. Héad-ofSéniideMirior VociChef Nb.'..öf.-..... ub'Heäd.i.....l..... Rate Of Period' •e •Amount] *fbnäyâ perisiâh,'i.' PenSion of anié ordér commis- men Siod ördé Rs. P. • Total inyÖrdS Total Rextarks 1. 2

3. Certified that 1• have Plait é noted above have actually to be remitted by money order? Certified that I hæ ens • s.claimed in the previäis • til•h-ave obtained money o filéd them in my o •ce. Certified that I have obtained from eac has not received any-xemuneration fö luded in thåt bill and he pâcity diltf-irig the e bills-för •january sio eis inclüded iii this th " nS were,,sent to them. rks 8) (Thiö-éeruficâté ai-id Jul' 6hy)z 4. I Certified that'l haiëSatiSfiéd fÿself (This sKduId be-given* ili 4. •erti&d from e9 h ose nsi Yöüld terminate. Ori her liiârfiagé OF remarri ge déäara on t s. not ring the pa six ontt. } This be; giyen in the bills r Jan d.J only, SignatuÅ Desiglatiori bf -Reqqiëdv. conteots FÖt,,the Use in the Kerala State Lib COunei Admitted Rs. Rs. *Disallowed Rs. tT_Æ. Assistant Wqsq •vgdß b9jot1 e - -rfj b3fleijse 3Vßd •I jsrlj befijj'1.90 tcd• b3jjimrsz od oj ,slemur qi • b3fflißlt) err an b5fleijsa jEilj b3üih93 b3fitsjdÖ svßfé•l jgrf• qs•cij oj- bisqr199d 3Vßd •rf.}nom euoiv.fftq brtß hoqqøa ajqioo.9'l ub-ro torsom 'f ir'féft8 ..o. .bomo vm ni mor'j b9lft .tBd} not±mß103b E. 63 Qß3 moil. b3flißtdo i jsrfj b3flifriSO 9Klj gniVJb Vt0Gqß0 -rol bovi30tn joa eßff affid 9 Iuorja airfT) edjfiorrl •xia ..teßq . (ulno airf\$' iri b3BIJ1bâi j I .jßtfj b9ftthoO .lxlno T3dojoO brr elli fli nsvtg Sd biLjoÄe 9jsöâih30 eirfT) biuow •ozo ri. 63 moff bsrlisjdq 9Vßd tsdj •b3flih90 jorr 9fe 'no* 70 xia sq orfj b b3}nsm flå3d- jon agri bfiG no (KJt.,b aflfd srf±. 3d bluode• 05 &1iJßfläE .l 0 iftßjaieeA affl33noø bsvioeefl srefkl s[S13H 3fij .ørB •108 .en b.9jjimf)A .efi b3303ldO .en bewolßelQ Public Librari-\$ Sanghom)• Rules Balance Fund to rzckemq'.....afl Opehing •Balance bfiG '3VGd .riars•.ra Receipt (Confribütion) 911.1 ro for Total Payment* (ßem!tunqe). pgymqqt.:? magg g.uripg.!he ppg ghalan No. Closing balance dated at woi•i Account of..... .. Bank..... rsq Total (Closing balance in Account No. asbn 35.123-19) M r GrandQTo!.al. • to n. no gu)teaog ot æ•ti33V "(Süp*æhdent Secretary •f) 'F.fltn 258 Public Libraries (Kerala Granthasala Sanghom) Rules FOrM A (Pension & Gratuity Scheme) The Executive Committee, Kerala State Library Council Commutation of Pension Part I- Form of application decire to . of my pension of Rs..... .. commute Rs.... a month. I certifr that I have answered correctly each and all 11 of the questions below:- Place: Date: Questions Space for photograph Signature: Designation..... Answers l

2. What is the date of your birth? How much of your pension do you wish to commute? 3.(a) Have you already commuted a portion of your pension? If so give particulars. (b) Has any application from you to 4. 6. commutation of pension ever been rejected or have you ever accept/ Sieclined to accept commutation of pension on the basis of an addition of years to your actual age recommended by the medical authority? If so give particulars. From what Office do you draw or propose to draw your pension and commutation money? If you are already drawing your pension quote the number of your pension payment order. Without prejudice to the discretion of the sanctioning authority from what date approximaCely do you wish this 259 7

8. Public Libraries (Kerala Granthhsara Sanghom) Rtiles commutation to 'have effect? (See Rule 5 of the Pension commutation Rules) At what Station near the area in which you are ordinarily residgqt would you preßßF.your mediG41gxamiQaUon to take place? Has any judicial or departmental proceedi..ng been 'insdtuted against you and is continuing now? Place: Date: Signature: Forwarded to the

Secretary, Kerala State Library Council, mruvanantäapuram. Place: Date: Signature: Designation:
 Forwarded-to the Executive Committee, Kerala State Library Cour cil (here enter the and address of the
 sancdoning authority). Subject the medical authority's rem.mmen#ing F0J-ryngtatipn the lump sum
 pay9ble be 4s stat\$fl below:- payable. if the ommtaqqp- becqm s *solute before the leant's hekti ay
 which fql!s On the basis of normal age, ie.... years Plus; Do L Year i.e. years Pius Do 2 Years years Plus 3
 Years i.e..... years Plus 5 Years i.e..... years Rs. Rs. Rs. Rs. 260 Public Libraries (Kerala
 Granthasala Sanghom) Rules Sum payable, if the Commutation becomes absolute after the applicant's next
 birthday but before his next birthday but one On the basis of normal age, ie..... . . years. Plus Do I Year
 i.e..... year Plus Do 2 Years i.e..... year Plus Do 3 Years. year Plus Do 4 Years i.e.....•year
 Plus Do 5 Years i.e..... year Rs.. Rs... Rs... Rs... Rs..



3. Station: date: The sum payable will be debited to: (Signature & designation of Secretary)

Administrative sanction is accorded to the above commutation. A certified copy of paragraph 2 of Part 11 of the Form has been forwarded to the applicant in Form B. Place... .. Date..... Forwarded to.... .. Signature..... Designation... .. (here enter the designation and address of the Chief Administrative Medical Officer) in original on. with the request that he will arrange for the medical examination of the applicant by the proper medical authority as early as possible within three months from the... .. here enter the date of retirement and inform the applicant direct in sufficient time where and when he should appear for the examination. The next birthday of the applicant falls on.... .. and his medical examination may be arranged before that date but within the period prescribed in the sanctioning order. (Signature and designation of the sanctioning authority) Secretary conditit below:- sum pa commu absolut the app birthda falls on sum pa.' commu absoluti the app. birthdaj the next but one Station: Date: es Plus Pdbtib (Kéfäld 10 Of(T Ett)ijmojlß 0' •j031due esd 261 Plus ad {16rTa sot-rortjuß 3dj brt", payable if the mutatiön becomes lutébefore • fiQÅnf:s • next Plu? age •-Plüs•••• 91.'t.ifi3Ricirt1hA biri3 : Bhs •Plüs••• d?. OH .aoktßf'ttrxs•,'.» TGTqqr. biKf0de •3(1 otniw brt6• h'\$iib iii bo-dLJP9'J .O •:röt G&lde si •.3idfi! o:iobd iest•thät• heVe en time Wh eal exam 2sectibe signaUo aüGo 4: Years, i.e.....Years, Do. Plus 9üJJGfiB1?. 410ühG4j29(-J Üäyäble if the -utätion• becomes Ittefifter the ppliGant;'s nest idaY\$ut.before -ext {irtfiday •• ne 5. _Yéars i, e years. Oh the basiS of normal age• i.e. ...years Do. Plus l.ygar..i.e..... years, Dö. ••.74; Years Plus Plus 3. Years, Years, -Do. Do. Plus Plüs 5. YearS. i.e. Years. Rs.... Rs.... Rs.... •Rs.... •Rs.... Rs.... (Sitnåture and Designation) Public Libraries (Kerala Granthasala Sanghom) Rules Part n The commutation for lump payment of the pension of.... .. 1. •.....administratively sanctioned on the basis of Che •report of values. on the basis .9f wkich the calculation in Local Fund Examiner's report has been rñade in subjeéf to alteration at any time without notice and consequently it is liable to revision before payment is made. The sum payable will be the sum appropriately to be applicant's age on his birthday next after the date on which the commutation becomes absolute or, if the medical authority directs that years shall be added to that age, to the consequent assumed age. (here enter designation and address of the Chief Administrative Medical Omcer) has been requested to arrange for the medical examination and inform Shri..... .. direct where 'and when he should appear for the examination. He Should bring with him the enclosed

Form C, with the particulars required in Part I completed except for the signature. Station.....

Date..... Signature... .. Designation..... (here enter the name and address of the applicant) Public Rules! 263.; 90 o 0 iZi . t.:am•-)) . •eq)ffqa . i'9t)d 'nv .TBfivt toy. •39M o b5jiiAig i; ihp.C) boold rug irm Gi Z oeEeäi i'.%do} •.brÆilä b.'AÉ' qr.r: .1 264 1. 2. 3. 4. 5. 6. 7. 8. 9. .10. 11. 12. 13

14. Public Libraries (Kerala Granthasala Sanghom) Rules State your name in full (in block letters)

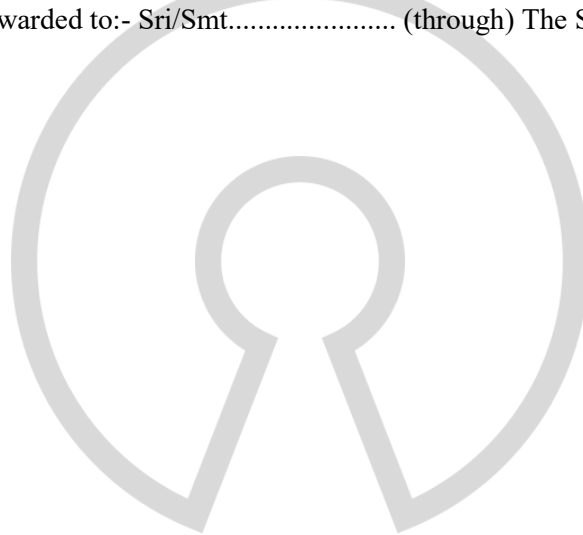
State place of birth. State your age and date of birth. Furnish the following particulars concerning your family. Have any of your near relatives suffered from tuberculosis (Consumption. Scrofula), Cancer, Asthma fits Epilepsy, insanity or any other nervous diseases? Have you ever been abroad? Where and for what period and how long since? Have you ever served in the Navy, Army. Airforce. or in any Government department? Have you ever been examined. (a) for life insurance, or/ and (b) by any Government Medical Officer of State Medical Board, Civil or Military? if so state details and with what result? Have you ever been granted leave on Medical Certificate? If so, state periods of leave and nature of illness. . Have you ever- (a) (b) (c) (d) Small pox, intermittent or any other fever. enlargement or suppuration of glands spitting of blood, asthma, inflammation of lungs pleurisy. heart disease, faintings attacks, rheumatism, appendicitis, epilepsy, insanity or other disease of the ear, syphilis. gonorrhoea or had any other disease or injury which required confinement to bed or medical or surgical treatment, or Undergone any surgical operation, or Suffered from any illness, wound or injury sustained while on active service with his Majesty's Forces during the World War 11? Have you rupture? Have you varicose veins or Is your vision in each eye good? [Is your hearing each ear good? 4 5 6. 7. 265 'Rules Publ# Sangh-oin) Rufes ave you any, alformation defect or deformity? •en were you last vaccinated?: there any further matter' concerning our health not the-I above question, ... such as presence •of albumin or sugar in the urine, marked increase or decrease in your weight ears or being under treatment of any doctor within the last three months and the nature of illness for WI-'liCht -süöh 'frea-t:mént as,tåkeqñ fyfi* aiE3?. oe Lécrar*IBY (To be signed in presence of the medical authority) 3 declare all' the above answers to be; to the best of my belief, true and t. will fully reveal to medical authority all circumstances within my knowledge that concern by health history fact I •éhall for having my pension withheld or withdrawn under rule- of Kerala i": '7i{boc.f Signed in presence of. Áplicants Signature..... ' •G I 'ü•édical fille42iTL{by ire eCht. Weight Birth of abdomen at level of Umbilicus Pulse rate •e. character, or? pulse? What is (the condition of arteries? (a) Systolic (b) diastolic 266 8. 9. 10. 11

12. Public Libraries (Kerala Granthasala Sanghom) Rules Is there any evidence of disease of the main organs:- (a) Heart (b) Lungs (c) Liver (d) Spleen Does Chemical examination of urine show (i) albumin (ii) Sugar? State specific gravity Has the applicant a rupture? If so state the kind and if reducible. Describe any scars or identifying marks. Any additional information. Part 111 I/We have carefully examined Shri/Srimathi/Kumari and am/ are of opinion that:- He/She is in good bodily health and has the prospect of an average duration of life. OR He/She is not in good bodily health and is not a fit subject for commutation. OR Although he/she is suffering from ... he/she is considered a fit subject for commutation but his/her age for the purpose of commutation ie, the age next birth day should be taken to be (in words) years more than his/ her actual age. Station. Date. Signature and designation of examining medical authority. 267.. om) R,ålest and if enpie • •cfi:it iliv 'dftit 1.1 spect of an averageSd' flt subject for comm' he/she ..is Consider [purpoSä öfiatimmu words) Signature and&.æesi to Pu>lic Sānghgm) • Rules . p-..hu Np,.43iä 'The Execuåve Committee, Kerala State Library Cefti.acate and Repare .bf S*fiöi • Case No. Pen •to f)ß31-i• and' Name of omc.ert Desiānatiph: Certified that (Subject. RåSMfEISÅ34Nice eflor or superior. grades has been duly proved r.... 'iiohthä. •. : days and that a pension of g atu:iV and Death- -Retirement Gratuity Rs.i..... . (in (inwo . .. Rules. (n•moq 13bcM) jmoq5f{ bas 91B9RH'90 appAicaåOn is later than the date of retirement*åpéhshion may commence of ?edrement according as the gouncü directs under iNe 150 k. S.R'.*åit\$IH.i. employee ..has IDGRtGtåttfly.q. E,• v U.i: tmbe 9.1.\$ v{.+v}lor 23 mue fli ...an bgs •.M.q•.....a51 in ump n •fhls• ckéb COiilidil'Ordéf Ndi...' • d d •the, 3260 oi of ich-ever-Si\$ •eåFliéF.å a sum of Rs.... pf,th? bercommunicated. grit*ill be arranged on receipt of sanction. 269 IO. To Pbfc sddféfidhf) The' are sent herewith for reference and tanoooÅ bi9Rtohoq9å bae sjaoilifr190 gnature nead of thé Accounvsacdh a.)hsm31 ulub a.93d. ?.\$cl eobmg •rot•+qwe 10 •sore. 5.11: . • • hokéirbq s istfj b" '(jikJf610 . (Model Form) Report 936b nsrLj ai noijsotlqq€lo 9.)ßb f5p•Öffééitsotfqqß somommo') .n.e:x Date:.....

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4. The .cq@fäiSlääegpi3giß91G.0 Name . amo mua .b3j.s9ü•ujmmoo 3d erniBI.o •to '10! Yqi35ffi no Sfiw Sir ILi braqués 269 5.,,1 pay sd bluerfe mo•fl 6. The efpditt.u:e on accounw e R i. Asper 3Jßt) Of' 7. •3noierxsq s • and return: 0.1 ftui2re.jq nqi.iöcaÄæ-e'irfi' 10. s[moh •.11! ihGq tuotl:iiw soffto r14J.rmd_j oj •90fA@âdtr6f .bsmt;t3't- b7023?i •noiaæq bf1B *008 39hrise .3fiT To Llbrary Cougc(l .fioqs±i yqoo YqDO Form fÖ•. 4S • Committee, Kef-ald State Libéary Coâncil BoäFd öi•déFNb. • 5rfT From • Ref-- Your letter to kerala Staté Library Council Thiruvananthiäpüfä-ril Dated.... 9.is•ja am-to linfoörn Hä5öëöhffiäSéd Cökéähct.ion a pension of (Rs. ,,,.....) per• mensem and a• GratuiFr _ under *J..tt.ilés, Part III, Kerala Service Rules. . -ime'ti2 Io '2\$he4PéhSiöLi•iS: The expenditure on account of the pension and Death-Câm-Redrem•éfit nn. • .e case. B bli.fi .iT1.,ft_ .. ?-4! Io {toieaoq arfiO.unCtofiRS."i. .tx.r.oo. has to be recovered. from .th•eOOR •Gatüity,. 270 Public Libraries (Kerala Granthasala Sanghom) Rules The Anticipatory pension either to be paid at the rate of Rs... per . should be adjusted against the payment of the mensem with effect from.. firet instalment of pension now sanctioned. already paid The anticipatory Death-Cum-Retirement Gratuity of RS.. should be adjusted against payment of the gratuity now sanctioned. As per Liberalised Pension Scheme the event of the death of the pensioner Liberalised Family Pension of Rs.....per mensem is sanctioned his/her, wife/husband from the day following the to be paid to Smt./St-i.. date of death of the pensioner till the date of her/ his death or remarriage whichever is earlier. This sanction of pension D.C.R. Gratuity and Family Pension is subject to Rule Part III, Kerala Service Rules. You are requested to arrange payment through your office without delay under intimaUon to Chis Office. lhe Service Book and pensiön record are returned. Yours faithfully Secretary Copy with copy of the verification report of the Head of the Account section forwarded to:- Sri/Smt..... (through) The Secretary



Form No. 46 The Executive Committee, Kerala State Library Council Kerala State Library Council, Thiruvananthapuram, Dated..... Board Order No. From The Secretary, Kerala State Library Council, Thiruvananthapuram To Sub:- Family Pension and Death-Cum-Retirement Gratuity in respect of the late Sri/Smt..... Ref:- Your letter No.. Sir, Pen..... ..dated. Sr Sr rei frc fir pa 'to: 1. I am to inform you that the Executive Council has been pleased to sanction a family pension of Rs. Gratuity of Rs.... . p.m. and a Death-Cum-Retirement only in lump to the family of the late QdibiicfiIjibkâHé?" Sri/Smt. ... ' .- turhder Family Pensioh Sc>eme/Part III' Kei-da Service •.Rulés. Thé is payable to Smt./SH.....•;...- widowér of .. froq.\$äj.g.r. ..go GQWnecessary in the cage Of. Liberalised }æ.gparriage whicheverlis: éqrlier. The is payable .to the folloWilig surviving members of; the family of the deceased' in equal shares: to :Naine• fi.fiGLGét• mv;on; M'.güi Idenäqgation 'Nie• the* be ipäd±in Smt./ and hatural guardfin.ü Thé account of the Family PensiQ0 arid 3äthäcum- Iretireinérf tö the Pension Fund. The i.49b•nilygmqünt of Rs. (..... 'from the D.C.Ä •tobe?fec6VeEed The ainfi+%ry pension hithei• to paid ate. of .Rs. . 't-. should bé adjusted egâ.nst bayment of the t Instalgäept tof family pension now sanctioned. of family fier&ion {gat@ty of Rs. . already paid shEulÄ'-be adjÜs&d against the gratuity how sanctioned. blGtJo• This sanction of family pension and death-•cum-retiremæni *atuity is subject to Pan *GSt. w ua The Service PpüiapQIRen-siQ-ntRepocdS returried. faithfüllY, Secretary Copy with ppy of the.verißcadbn report•of the Account Sectiön gprwarded SH/Snitfi.:.....'..... (lthrough) . Secretary • qv 'i5E. b. h9?Æ30\$b .pan:pou OO!-1d aureu ösoqm Fe-10*1.11 JO ?.reqs pue JO moqm po.gnboe tnoqâ-i tuo-id.€10tarteq esæ.) .41 Io 9.10 - 75q(. v_iiiüF3i -io G 3Æ11ÆflEbiEq . . wort St10+A9Æd uo (anlVÄ pue) -lea anten tuns pue Bl.l!punq t.u!.m uap-reB -10 RIP }kdles 273:.....hereby ,eeclare that I df or interested any other.ianded property of intesbnents of any k.irV t>ap: what is stAted aböve either my Station: Date: Notes:-(l) A .u"d for: éäch transaction. ffr:tld (2) The prQpgrUgS. al?eä\$ before the' year in question may be shown, firs! (in lihé aid the. héiv• aequisition disposals by a *cord lirié, üiiä*fiöât.fi a third line. Thé ih réWF\$g9htils#llowing . ypay. joi Sl. No. Register No" .ov_ No. (See Rule 243) e an .aVI Affliädöh ke«ter ii3fl.. 1. 3.- *4

8. Nanie & Address of the LibFary •erDiét?ibt 6: of ownership t.1GÄTöliOätiö1Vdäte _öfiât-e of the 3tÜ f*kéason -for removal 4'.*Remarks Z15NQ:- Äægi\$ter No: Saai eLe 'i.boftsq fionqfroacr_w nssv .QV4 • Föfiö NO-...-49, 2a3)ictE110 Librarian's IRegiSte! r10ieÉ')9b tAddkéG%f the ;Ijibråry Ä-Aädr.ess-of*the Librarian— Rté%täppointment 274 8. 9. IO. 11. 12. 1. 2. 3. 4. 5. 6. .7. 8. 9. IO

11. Public Libraries (Kerala Granthasala Sanghom) gualifications (a) General Tech-nical (b) Date of birth of Librarian Reason for removal Rules Date of removal Remarks Name of Library Full Address (with pincode) Register No. Panchayat Block 50 Form No. (See Rule 12) Taluk District Total No. of books as on 31-3-19 Total No. of issues from 1-4-19.... tom-3-19..... Details of periodicals subscribed (a) Dailies (b) Weeklies (c) Monthlies (d) Others Total amount spent for the purchase of books and periodicals during the last financial year Total amount of subscription fee received during the last finaficial year. No. of General body meetings held during the last financial year. Details of annual Grant Date & Amount of receipt of grant Date & Amount of purchase of books (75%) Date & No. of decision Date & Arnount of Expenditure Date & Arnount of disbursement of librarian's allowance Sd Lil he) Pia (c) (d) (e) (f) (e) (f) 275 13. Public Libraries Granth•nasaia Rules Date of formation of ,eästing committee. Management of the Library raj Whether elected body from æ:nong the members Whether a tlÄist (c) Whether a local body (d) or any others (Specify the manageme.ræt) Secretary.... Library hereby certified that the given above are true and c.orrect.. Place: Date: (Seal) of the Secretary Na:ne and address



Form No. 51 (e) (g) Annual Report of the State Library Council •Grants from the State/Cenfrai Government entribution/gifts made to the State Library Coö-xci\ Provident Fund. Superannuation Fun.d etc. i dibrary ccess collected. Other receiDts (a) - Recn arring C)) Non-recu_rring Form No: 52 Annual Report Of DiStrict Library Council/ Taluk Library Cbuncil [See Ro;e GrantS received from the State Library Council. Contributions/éift made to the District Library Council/f•álki-lk Library Coun_ci}..

Provident Pund, Superannuation Fund-etc. Library ccess collected Other receipts Expenditu_re (a) Recurring (b) Non-reé.urri_ng. 111 e The District- Administration (Amendment) Act Act 18 of 1990 The merala Public Libraries (Kerala Granthasala Sanghom) (Amendment) Act Act 18 of 19!40 x x (1) (2) (3) (4) To sub-section (l) of section 10, the following proviso shall be added, namely:- 'Provided that where there is a e:strict council constituted section 3 of the Kerala District Administration Act, 1979, the power vested in Government under this shall, subject Oto such conditions and restrictions as may be prescribed, be exercised by that district council'. In sub-section (1) of section 12, for the words 'from the•dateoffWhich• the Government notifies the', the words 'from the date of notification of the' shall be substituted. To sub-section {1) of section 18, the follov.ring proviso shall be added, namely: 'Provided that where there is a district council constituted under section 3 of the Kerala District Administration Act, 1979, the powers vested in Government under the sub-section shall, subject to such conditions and restrictions as may be prescribed, be exercised by that district council.'. In sub-section (I) Of section 20, for the words 'from the date on which the Government notifies the', the words 'from the date of notification of the' shail be substituted.' 12. Repeal and saving.- (1) The Kerala District Administration (Amendment) Ordinance, 1990 (1 of 1990), is hereby repealed. (2) Notwithstanding such repeal, any#ling done or any act;ion taken under the principal Act as amended by tye said Ordinance shall be deemed to have been done or taken under the principal Act as amended by this Act. * Púb. in K.G. Ex. No. 629 dt. 23-06-1990. Sanghom-) 1991 An Act to. Grantya;a.la it is tegmerið the, Keta-Ia Public •Libraries BE-it.énqtsd Förty-second YéäE0f Ifie Republic of IfidiaäsJQJlows:- 3T3rfw bobiyotq• h9jæ»v Bgs. .tii5mjÖü 2 Aét) frae. followi fräkirig : eedon Libfä.FY CÖGh•Cil,' b4t\$iaeyjäÆ5ßödfciis (a) the Board of andAl.ueeY11ækfrs .thereqfäha'll be desm*bavs offices as uch members; as hfi be GW&rhment from tix-peto time.

4dminisGaf&å By the Commi•ftee; (d). action.. if taken by the Board o!Confr91 in of first éiécCion Ufiion> iefei-feQt:Q in *Süb-section (ij Sthfd Chiélléd.* * Pub. No. 1368 dt. 13-11-1991 e; 3. 35 (3) Subject to the other provisions,of this Act, the Committee shall,- in such •rnahner and subject -t.n such as may be arrange for conducting the fitF.t eiet•tön.' kythe Coun_cils and Unions referred to in sub-section (4) 'The term of office ofthe members of the Committee, the procedure.to be followed in the disécharge of their functions their salaries. allowances and other conditions of service shall be such as may be by the Government". A.mendment of Section SO.- In the principal Act, in section 50, for sub: section (2), the following sub-section shall be substituted, narne!y:- "(2) Notwithstanding such repeal. the' Board of Coritrol ap-poinféd by notified order raade under the Kerala Granthasala Sanghom (Taking . over of Managerrieilt) Act, 1977, shall remain in offide till Committee under sub-section (11) of section 39 of this Act is appointed."'. *The Kerala Public Libraries (Kerala Granthasala Sanghom) Amendment Act, 1998 of 1998 An Act further to amend the Kerala Public Libraries (Kerala Granthasala Sanghom) Act

1989. Preamble.- WHEREAS it is expedient further to amend the Kerala Public Libraries (Kerala Granthasala Act, 1989, for the purposes hereinafter appearing; 1 It 11 n I. 3

4. Be it enacted in-the Forty-ninth Year of Republic of India as Toilows:: Short title and commencement.- . (1) 'This Act may be called the Kerala Public Libraries (Kerala Granthasala Sanghom) Amendment Act, 1998. (2) Section 5, 7 and 12 shall be deemed to have come into force on the 26th day of April, 1998 and the remaining provisions of this Act shall be deemed to have co;ne into force on the 22nd day of May, 1998. Amendment of Section Z.- In the Kerala Public Librarjes (Kerala Granthasala Sanghom) Act, 1989 (15 of '1989) (hereinafter referred to as the principal Act, for élause (t) of section 2, the following clause, shall be substituted, namely:- "(t) 'Taluk Library Cduncil" means a Taluk Library Council conetituted under section 18;" Substitution of the words "Taluk Librüry Council" etc.- in the principal Act, except in section 26, section 27, clauses (a), (b) and (c) of sub-section (2) of section 42. section 43 and in section 44 for the words 'Taluk Library Union'. 'Taluk Library Unions'. "Union" and "Unions" , where it occur the words. 'Taluk Library Council', 'Taluk Library Councils'. "Council" and "Councils" shall, respective.ly, be substituted. Amendment of section 3.- In the principal Act, for sub-section (2) and (3) of section 3. the following sub-sections shall be substituted, namely:, "(2) The State

Library Council shall consist of one member each from a taluk. elected by the general body of the District Library Council, five members nominated by the Government, of whom one shall be a librarian, one shall be a person belonging to the Scheduled Castes or Scheduled Tribes and one shall be a woman and five officials who shall be, the Principal Secretaries or Secretaries to Government, as the case may be, of the Higher Education Department; the General Education Department, the Finance Department, the Cultural Affairs Department and the Local Administration Department or officers not below the rank of Deputy Secretary. Issued Milder Not-i. No. 12406/14. Uni 3/98, baw dt. 10-08-1988 pub. in K.G. Ex. No. 1304 dt. 10-08-1988. 37 38 5. 6. 7. 8

9. Public Libraries (Kerala Granthasala Sanghom) Amendment Act, 1998 Secretaries of the respective Departments, nominated, as the case may be. by the concerned Principal Secretaries or Secretaries. (3) There shall be an Executive Committee for the State Library Council consisting of twenty-five members of whom, fifteen shall be elected by the elected members of State Library Council, from among themselves, and the remaining ten members shall be the non-officials and officials referred to in sub-section (2)." Amendment Of section 4.- In the principal Act, in sub-section (1) of section 4, for the words "four years", the words "five years" shall be substituted. Amendment of section 11.- In the principal Act, in section 11, (i) to sub-section (1), the following proviso shall be added, namely:- "Provided that where a woman or person belonging to the Scheduled Castes or Scheduled Tribes could not be elected under clause (b), the Government shall nominate a woman or a person belonging to the Scheduled Castes or Tribes, as the case may be, to the said vacancy. (ii) for sub-section (2), the following sub-section shall be substituted, namely:- "(2) The members referred to in clause (b) of sub-section (1) of every District Library Council shall elect, from among themselves, a District Executive Committee consisting of eleven members including a President, a Vice-President, a Secretary and a Joint Secretary: Provided that one of the members so elected shall be a woman and one shall be a person belonging to Scheduled Castes and Scheduled Tribes." Amendment of section 12.- In the principal Act, in sub-section (1) of section 12, for the words "four years", the words "five years" shall be substituted. Amendment of Section 13.- In the principal Act, in section 13, for the words beginning with "by election of a suitable person" and ending with the words "if the vacancy had not occurred", the words and figures "by election or nomination as the case may be, of a suitable person in accordance with the provisions of section 11 and any person so elected or nominated to fill a vacancy shall hold office only so long as the member in whose place he is elected or nominated would have held office, if the vacancy had not occurred" shall be substituted. Amendment of section 14.- In the principal Act, in sub-section (1) of section 14, for the words "at least once in every three months", the words "at least thrice a year" shall be substituted.

10. Amendment of section 15.- In the principal Act, in section 15, after sub-section (2), the following sub-section shall be inserted, namely:- Public Libraries (Kerala Granthasala Sanghom) Amendment Act, 1998 39 "(3) In the absence of both the President and the Vice-President, any member chosen by the members present, from among themselves shall, preside a meeting of a District Library Council."

11. Amendment of Section 19.- In the principal Act, in section 19, (i) to sub-section (1), the following proviso shall be added, namely:- "Provided that if there is no woman or a person belonging to the Scheduled Castes or Scheduled Tribes in a Taluk Library-Council, the Government shall nominate a woman or a person belonging to the Scheduled Castes or Scheduled Tribes, as the case may be, to that Council"; (ii) in for the existing proviso, the following proviso shall be substituted, namely:- Provided that one of the members so elected shall be a woman and one shall be a person belonging to the Scheduled Castes or Scheduled Tribes.

12. Amendment of section 20.- In the principal Act, in sub-section (1) of section 20, for the words "four years", the word "five years" shall be substituted.

13. Amendment of Section 22.- In the principal Act, in section 22, (i) in sub-section for the words "at least once in every two months", the words "at least thrice a year" shall be substituted; (ii) in sub-section (4), for the word "one third"; the word "one fifth" shall be substituted.

14. Amendment of section 26.- In the principal Act, in section 26, (i) In the marginal heading, the words "or Union" shall be omitted; (ii) In the section, (a) for the words "Taluk Library Union", in both the places where it occurs, the words "Taluk Library Council" shall be substituted; (b) the words "or Union" and "and/or Unions" shall be omitted.

15. Amendment of Section 27.- In the principal Act, in section 27, - (i) in the marginal heading, for the words "Taluk Library Union" the words "Taluk Library Council" shall be substituted; (ii) in the opening paragraph, for the words "Taluk Library Union", the words "Taluk Library Council" shall be substituted; (iii) in clause (a), - (a) for the words "Taluk Library Union" the words "Taluk Library Council" shall be substituted; (b) the words "or Union" at the end shall be omitted.

16.-, Omission of chapter IX- In the principal Act, chapter IX shall be omitted.

17. Amendment of section 42.- In the principal Act, in section 42, in clauses (b) and (c) of sub-section (2), the words "or union" shall be omitted.

Amendment of section 43.- in the principal Act. in section 43, - in sub-section. 40 19. 20

21. Public Libraries (Kerala Grandhasala Sanghom) Amendment Act, 1998 (a) for the words " Taluk Library Union", the words "Taluk Library Council" shall be substituted; (b) the words "or union" and "or the Union" shall be omitted: (c) in clause (c), for the words Taluk Library Union." and "that Union" the words "Taluk Library Council" and "that Council": Shall, respectively, be substituted; (ii) in sub-section the words "or the union, as the case may be." shall be omitted.

Amendment of 44.- In the principal Act, in clause (a) of section 44. the words "or union" shall be omitted.

Amendment of section 48.- In the principal Act, in section 48, - (i) in sub-section (1) ; , for the words, figures and brackets "the Kerala Panchayats Act. 1960 (32 of 1961)" and the Kerala Municipalities Act. 1960 (14 of 1961) or the Kerala Municipal Corporation Act, 1961 (30 of 1961) ", the words. figures and brackets "the Kerala Panchayat Raj Act, 1994 (13 of 1994)" and "the Kerala Municipality Act, 1994 (20 of 1994)" shall respectively, be substituted; (ii) in sub-section (2) (a) for clause (a). the following clauses shall be substituted, namely:- "(a) in the area within jurisdiction of a Grama Panchayat, by the Grama Panchayat; (aa) in the area within the jurisdiction of a Town Panchayat, by the Town Panchayat, : (b) for the words, figures and brackets the Kerala Panchayats Act. 1960 (32 of 1960)" and the Kerala Municipalities Act, 1960 (14 of 1961) or the Kerala Municipal Corporation Act, 1961 (30 of 1961) the words, figures and brackets "the Kerala Panchayat Raj Act, 1994 (13 of 1994)" and the Kerala Municipality Act, 1994 (20 of 1994)" shall respectively, be substituted; (c) in the proviso, for the words and figures "the Kerala Panchayats Act, 1960. the Kerala Municipalities Act, 1960 and the Kerala Municipal Corporation Act, 1961 the words. figures and brackets "the Kerala Panchayat Raj Act, 1994 (13 of 1994)" or the Kerala Municipality Act. 1994 (20 of 1994)" shall, respectively, be substituted; (iii) in sub-section (3), for the words "by the Panchayat", the words "by the Grama Panchayat, Town Panchayat", shall be substituted.

Repeal and saving.- (1) The Kerala Public Libraries (Kerala Grandhasala Sanghom) Amendment Ordinance, 1998 (8 of 1998), is hereby repealed. (2) Notwithstanding such repeal, anything done or any action taken under the principal Act, as amended by the said Ordinance. shall be deemed to have been done or taken under the principal Act, as amended by this Act.

The Kerala Public Libraries (Kerala Grandhasala Sanghom) Amendment Act, 2000 *Kerala Decentralisation of Powers Act* 2000 Act 16 of 2000 (Relevant Portion) x 35. Amendment to Act 15 of 1989.- In the Kerala Public Libraries (Kerala Grandhasala Sanghom) Act, 1989 (15 of 1989), - (1) In sub-section (2) of section 3, after the words "elected by the: general body of the "District Library Council" the words "three members elected from among the District Panchayat members of the State, one member elected from among the councillors of the municipalities of the State". shall be inserted: (2) in clause (i) of sub-section (1) of Section 8 items (iv) and (vi) shall be omitted; (3) the proviso to sub-section (1) of section 10 shall be omitted; (4) in sub-section (1) of section 11- (i) in clause (b), the last word "and" shall be omitted; (ii) after clause (c), the following clauses shall be inserted; namely:- "(d) one member elected from among the District Panchayat members; and (e) one member elected from among the councillors of the Municipalities in the district". (5) the proviso to sub-section (1) of section 18 shall be omitted. (6) for sub-section (1) of section 19, the following sub-section shall be substituted, namely:- "(1) Every Taluk Library Council shall consist of, - (a) - two members elected from among the village panchayat presidents in the Taluk; (b) one member elected from among the municipal chairperson (if any) in the taluk; and (c) two representatives of each affiliated library in the taluk." (7) in sub-section (1) of section 29, after the words "District Library Council may" the words "in consultation with the District Planning Committee" shall be inserted. (8) In section 48, - (i) for sub-section (2) and the proviso thereunder, the following shall be substituted: namely:- Pub. in K.G. Ex. No. 869 dt. 12-5-2000. 41 Kerala Decentralisation of Powers Act, 2000 (2) the Kerala Panchayat Raj Act, 1994 (13 of 1994) in the Kerala Municipalities. 1994 (20 of 1994), shall be substituted in an area within the by

that village panchayat and in area within the jurisdiction of a municipality as if the cess were a property tax payable under the said Acts as they may be, and the provisions of the said Act shall apply accordingly, (ii) for (3), the following sub-section shall be substituted, namely:- "(3) The cess collected under sub-section (2), less collection charges at the rate specified by the Government, shall be paid to the State Library Council by the village panchayat or the municipality, as the case may be." Within three months from the date of such Collection: that the cess collected by a municipality or a village panchayat under this Act is not paid off or before the due date, the concerned local authority shall pay the said amount to the State Library Council together with, penalty, at the rate of five percent per mensem from the date from which it was due: Provided further that the Secretary and president or Chairperson of the local authority concerned shall be jointly responsible for all belated payments and any amount paid to the State Library Council by way of penalty shall be realised from such Secretary and President or Chairperson of the local authority. " x x x *The Kerala Public Grandhasala Sanghom) Amendment Rules, 1993 In exercise of the powers conferred by section 40 of the Kerala Public Libraries (Kerala Grandhasala Sanghom) Act, 1989 (15 of 1989) Kerala hereby (Kerala Grandhasala Sanghom) Rules, 1991. namely:- 1

2. Rule 31 Short title and commencement:- These may be called the Kerala Public Libraries (Kerala Grandhasala sanghom) Rules, 1993. (2) These shall come into force at once. The following new clause shall be inserted, namely:- (c) "Committee" means a committee constituted under section 39 of the Act. (ii) for the words "Board of in the provisions to sub-rule (3) of rule clause (a) of rule 78, the word 'Board' substituted. 'By Order of the Governor of this State is not part of the Bill: it is not intended to have the effect of law." By notification No. 44192/A3/9.1, Edn. dated 14.09.1992 the Government constituted the Committee for the conduct of election to the State Co-operative District Library Councils and the Taluk Library Unions. 39 (1), of the Kerala Public Libraries (Kerala Grandhasala Sanghom) Rules, 1991, the Board of Control existence at present. As per the provision of rule 15 (3), 34 (1), 56 (a) and Libraries (Kerala Grandhasala Sanghom) Rules, 1991, the Board of Control existence at present. In view of the provisions of the amendments to the Kerala Public Libraries (Kerala Grandhasala Sanghom) Rules, 1991, the Government of Kerala hereby make the following rules to amend the Kerala Public Libraries (Kerala Grandhasala Sanghom) Rules, 1991, the same having been previously published as required by sub-section (1) of the said section, namely:- 1

2. Rules Short title and commencement.- (1) These rules may be called the Kerala Public Libraries (Kerala Grandhasala Sanghom) Amendment Rules, 2000. (2) Rule 2 (1) of these rules shall be deemed to have come into force on the 1st May 1998 and the remaining rules shall come into force at once. Amendment of the Kerala Public Libraries (Kerala Grandhasala sanghom) Rules, 1991, - (1) (2) (3) (4) (5) Substitution of the words 'Taluk Library Council' etc.- Except in clause (m) of rule 20, for the words 'Taluk Library Union', 'Taluk Library Unions.', 'Union' and 'Unions', wherever it occurs in the Kerala Public Libraries (Kerala Grandhasala Sanghom) Rules, 1991, the words 'Taluk Library Council', 'Taluk Library Councils', 'Council' and 'Councils' shall, respectively, be substituted. In rule 16- (a) for the following item shall be substituted, namely:- "(1) Head Masters of High Schools or U.P. Schools, whether Government or aided"; (b) in item (2) for the words "Executive Officers" the word "Secretaries" shall be substituted. in rule 20, in clause (m), for the words "Taluk Library Union", the word "Library" shall be substituted. in rule 23, for sub-rule (2), the following sub-rule shall be substituted, namely:- "(2) The results of the election shall be recorded in the minutes book of the Library by the Returning Officer. " for rule 28, the following rule shall be substituted, namely:- "28. Reporting of results of election.- The Returning Officer shall report the result of the election to the Taluk Library Returning Officer appointed for Conduct of election of Taluk Library Council, immediately after the election is over, at any rate within 24 hours from the date of publication of the Library Election results. Each Taluk Library Issued under G.O. (P) No. 189/2000/H.Edn. dt. 8-12-2000 pub. in K.G. Ex. No. 2202 dt. 14-12-2000 as SRO 152/2000. 278 Public Libraries (Kerala Grandhasala Sanghom) Amendment Rules • 279 a. 1, It is of rule 2 (6) (7) (8) (9) Council shall register the names of such members in a register maintained for the purpose".

for rule 32, the following rule shall be substituted, namely:- "32. Remuneration of Returning Officer.- The State Library Council shall fix and pay the remuneration payable to the Returning Officer appointed under sub-rule (3) of rule 15 shall fix and pay the remuneration to the Taluk, District and State Returning Officers, if necessary" in rule 34. sub-rule (2) shall be omitted. in rule 36, for sub-rule (2), the following sub-rule shall be substituted, namely:- "(2) The results of the election shall be recorded in the minutes book of the Taluk Library Council by the Taluk Returning Officer and shall be reported to the District Returning Officer immediately after the election is over, at any rate within 24 hours from the date of publication of the result of the Taluk Library Council election. Each District Library Council shall register the names of such members in a register maintained for the purpose. " in rule 42, in clause (g), the following shall be added at the end, namely:- 'The results of election shall also be reported to the District Returning Officer by the Presiding Officer'. (10) in rule 56, clause (b) shall be omitted. (11) in rule 58, for sub-rule (3), the following sub-rule shall be substituted. namely:- "(3) The results of the election shall be recorded in the minutes book of the District Library Council by the District Returning Officer and shall be reported to the State Returning Officer immediately after the election is over, at any rate Within 24 hours from the date of publication of the results of the District Library Council election". (12) in rule 76, for sub-rule (6), the following sub-rule shall be substituted, namely:- "(6) to submit proposals to the State Library Council for the formation of the gradation Committee". (13) in rule 78, sub-clause (b) shall be omitted. (14) in rule 80, to sub-rule (2), the words, "by the State Returning Officer" shall be added at the end. (15) in rule 101, for sub-rule (13), the following sub-rule shall be substituted. namely:- "(13) to purchase furniture, fixtures and stationery for the functioning of the State Library Council, limiting the expenditure within the budget allotment": 2@QS __ and word "Rs. the" shall be . receipt of ..t.hé request . k) 21004 _t.fie • 5d5 G substiti: as.\$'i.Ükthe•, ified 'äde-•\$; (18)- dt südh± (b), sht _S."PÄöyidedg.lsortßRd.lraë' • unr "(5A)Mé availability and the e*tenqsof grani to be: Public Libraries {Kerala Grandhasala 'Rules 281 ÆGi*scnieaBiO) for-which: (5B) graht•shäl1ZfiiJt ge utilised forputting up new consti•äctip.hsof grant fc Shall-thiutÅtis mutandisf, (20) Ga) parnelly:z 10 "Proëidéfi that the State rti .eeiüT namelyg:e ! 13 P oases g-ärrtéRfehSiön Of . -.h6 9ÉÆbi5tirr:.r• Gtä.mp- papélé of be Substituted. (21) to clause (a) of.ru-le,122 the following .orox.,iso shall-be Fééfviée mentioned Above-with the apprqypl of æs-! (22) to clause. of-rule the following proviso shall order to ca.QY put this- adjU.sGnept: Ch-e iiÄie Cibraiý Cduncil Shall have? A So . scij (23).in rule 12Ss fpr sab-Hile (2) the followirig '00 (h" cÖh\$ultåtion ?.td .oer.'3 ne Keak Public Libraries Acts (VOL Trivedr—, ThrsUy, 18 May, 190 No. 452 1911 1951/1.4 C1189(Law GOVERNMENT OF KERALA (I*htie C) Departmet NOTEICATLON Dated, Trivandrxan, 18 May, 1989 28 Vaisakln, 1911 The following Act of the Kemla State Legislature is hereby published for general information. The Bili as by the Lægislative Assembly rewived the assent the President on the 18th day of May, 1989, By order of the Governor, AV RAMAKRISHNA PANiCEA, Special Secretary (Law) THE KERALA PUBLIC LIBRARIES. (KERALA GRANTHASALA SANGHOM) ACT, 1989 ARRANGEMENT OF SECTIONS PREAMBLE CHAPTER 1 Secdons Shon title. exent and 1 2 voi VI, ND 1989 3 4 S 6 8 9 IO 11 12 13 IS 16 17 18 19 21 23 24 25 THE rvuc LIBRARIES ACT, 1989 CHAPTER 'lie KEala Sete LiYaw Cecil Constitmion and of the State Library Cmmcil Term Of & Vuatwies Meting of the State Library of Sme Library Council Powen of the Library Council of the Sbte Library Council CHAPTER 111 Constitutim of District Library Councils of DintiM Library Councils of ome Vacaauis •of the District Ubrary <tie of and Vice-President of District Library Ce Sereary of District Library Powas functions ot tte District Library Cmmcils CHAPTER IV of Taluk Lbrary Unions Com*m of Tahlk Library Lhions Tein Meetinø of the Taluk Unins Powm and duties of Preidett ViwPresident of the Taluk Li Union Secretary of the Taluk Library Union Powers functions of Taluk Library Unions D*aectioa and 26 No to a of more -t}wn 01k or Union KERALA PUDUC LUDRARIZ ACTi 1989 61 27 of of Slate Library Council, District Library Council and Taluk Library Union 28 ANation of CHArrER man and Fads 29 Plan 30 Government grant to the State Librat)' Council State Fund 31 32 Distribution of the Dinrict Councils aod Taluk Li&zry UNons 33 Inspetion of Libraries GraNs to Libraries 35 CHAPTER Reprts nd Retau District Libr«y and Library UniotB to submit rqorts etc 37 Annual rqort CHAmn Kerala Gra&ab 38 of ute Kgala Granthasaia Sanghom and transfer of its assets liabiütie CHAPTER tx Træit«y 39 Board of control to in once for ærtain CHAFER X Powr to make rubs 40 the State Cuncil to nke bye-laws vol VI, No 34b 1989 62 42 43 4S 47 RZRALA PUBLICUÄANB acr, 190 the State Libnry or a Disui« or a Union by Govertnmt Rmoval of VaWW of Ets ANiatim of Puk or by a Loæl Ebrary Authority under the

PuUic Libraria Act* IN8 of saving CHEDULE acr THE KERALA PUBLIC (KERALA GRANTNASHAIA SANOHOM) ACT, An Act Io the libray hws in State nd re- endre "em \$ &rala to menr nd mainteuce # a rwal ad arban grvtee mdformaeærs therewii or the notiW orur by of for was the (Taäng Act* 1977 on 21 May, by Caking Act, (n the the a yer; t" Library jn tbe,erstwhiie the of the Govenntwill not mlve the that tbc Ker& Grauthacab&agbon «iÖaDy Travaæom Ag 1114 if —W; KERALA 63 And w}ereaj Government and &irable to the the librarie to Granthasab of in the Govenmnyat have meml repræntations the and that a and uniform fx Librui%fi" au the in the with a view to &xmtic functi«üng, development and proges; Asd tht an *cable to, the and is to fillip to the library movement in Sate; it in Fore Yer of CHAFFER 1 Praunry t title, exmt Tliis Act may the Pubic (Knla Grambula SanÖom) Act, 1989. it to of Ker&, (3) It into face date as the my, by noti- in appoint diTereM fixed for Bovüne 2 this Act, requër— (a) ii&uyn to the KQla (b) " eve" voing part of a volu% and any (c) nnns a übmw the Sue Library CmEil Er —t (e) "Dinriect a ÄctLibriw Ourril IO; (D San»m" the Knla Gnnthasah Sanghæ; 6) a pblisbed in tb Gazette; . O) æans rules mæc uner (i) "Pre&it Council" means Presidnt of the Stæe Couxil Coeittæ; VI, 34, 1989 64 ACT, 190 (j) the Council" unna the ot the Dinriect Uhry by the Diarict Library C) "Pæi&ot die Taluk library Union" æans the Presidnt of tbe *Union by the the Gene•al (b " lbrary•• mens a or run diredy by the State Library a Library or a Taluk Uniop unde this Act; (m) of a el#ted the an library freonong O) "—tjonl'mens a tbit Act; (o) "State" tie State of Knla; (p) "State Libnry CouNiP mana the K"8ia Sute con- Rtion 3; (q) "St& the Emutive Committe the State Li&ary (r) "Sate L&ary" a State diis Act; (8) "Tatuki* Reveme Taluk; (t) "T&k Lihry Union" mans a Tahtk Lihty Uün (u) "yar'i mans the year, CHAPTER - Reala 3 ad ef the Rerah State Lfrary As som as afte the conm—nt of Act, the GOvMtmnt by nod: ncnion, canitute a Library for the State to be the Keda State Library Cmmcil wh a by name aforeid ace a with pvør, to rule to Equire, hon and of both and to enter into and iall by said næ neand uæd. (2) The State Libra" wnsisC of a. electd by the Libruy Candis. menErs, of Thn Ole a a belonging to the cute or a enated by . (3) nre an, for Suw L&ary Cecil be by the Äs of ete Su Libray amng CLD Obserrr KERALA PUDUC ACT, 1989 sub-setion (2) ardfive officials, namely, tie %cretary to Governunt& Higher Gon Department* the Secretary to Government, Geærai Departmt, tbc Er&ry to Department, the kretary to Government, Cultural Main Department and the Seretary to Government, Local Administration ment. (4) Executive Committe shall meet at each times and at such places as the Preident of rthe State Library Council may decide and exercise such power and functions as may be (9 The of the Executive Committe Shail elect a President* Secretary Joint Secretary from among themæelve to the Pteident, atd Joint Se«etary repætiely ot the State Library Coundl, atK1 of the Executive 4 Saveas otherswisemuided in this Act, the term of the members of the State Library Council. other than the ex-omcio shall be tht« years from ate date on which the notiR— the constitution of the State Library Council in the Gaætte. every other an "eomcio mnber, shali continue to hold ee until his agumes omee. (2) State Library Council shall noibg eligible for re-election or renomination, as the. c,aE may for more than two terms cons#utively. S A casual by &atb, iwignation or disability a nwüt, or in Sute Uhry Council shall as arly u pr#ible by or *Emindon, ase be. (2) Any so or nmminaed to fill a casual vunqy shall hold have hen T the vacanq had 6 Meeting Of & State låbmry ConcilHl) The Libra" Couucii 8ball met at a yer on dates to be fixed by die Preident and oæ ofsuch the (2) TEE Preident may, thii*s fit, a of. the State Council for the tran*tim of urptt busines. (3) Sub>t to uch conditions as may be prescritni, a spæial meeting by the Preidet to matters of urgent importan* upon a written requisitim by not les than otwthird of the number of members of the State (4) of the tout the of the State Libmry be the quorum for anetingof the Counü No 34, 1989 •unac ACT, G) fie or, in hig ViææPreidÄt in the of my cboæ by me±rs preatt from among dan pre- a meting of the State Library Council. Preident the shall exereise other pwers and p"form such other duß% as may præribd 7 Procedure of State Lörary The State Library Council shall transact buüiess by resolutions in such mann« and in accordance with such as may be (2) Cow of evq rewiniön shali forwarded to the within Meen dan of the of that redutim. (3) Government may for any record or information regarding aw the Sue Libnry Council and æe Council shall be bound to furniå —d oro information. (4) ate Gownment may, aner iving reasonable noti% to the sute Library Council and aft" its objetioni if any, suspend or or modi& ny reso- lütim paed the 8 gf the Sute Subject to the other this the rula Li&ary Counil (a) advise Govznmnt on all matters connected with the administration of this Act; adviE die all 'matters with ovean libraw tbe State; (c) of Library Councilrand the Libruy Vni0N; (d) au*viæ and dir#t an Elating to libnw in the (e) re•bnize in a manner the library in into an lJ&aÜ system Cloe the gvzal iimib also to püe and loaning; with concurrene,

of the Government established or State at present or in the State under law: then the Library shall to a Mate Librarian Council this charge: that the Trivandrum Public Library shall continue to a of (g) or private. Etim libruia it is in CLS 'BE KERALA PUBLIC LIBRARIES ACT 1989 67 (b) appoint and such officers and servants may be for the of its duties and under this Act and the rules (i) (t) on on the importance of development in the by providing conferences, etc, and using any media as time to time; (E) such activities as may be conducive to creating favourable in the State for the of new libraries and for better functioning of the existing libraries; (U) to Librarians; or Member library staff, (iv) activities for distance adult and eradication of illiteracy; (y) cultivating reading habit foster book among the public; (Yi) with the prior concurrence the Government and conduct shall be for promoting adult education and education; (vd) maintain and preserve other to the cultural heritage of the at large; (piii) in the Trivandrum Public Library or in other- State Library map, radiographs, manuscripts, of art and science, lantern films. sound recordings, television charts, video cassette players, video records and computer and the like; mobile Libraries to District Library Council which can give each (x) receipt financial from the Central Trusts or any institutions the implementation (j) any act that may conducive to the of the of this Act with previous sanction the Government; (k) exercise other powers and perform such other duties as are on it by this Act the rule made (2) State Librarian may refer to the District Library Taluk Library Unions directions in the to the functions this Act the Librarian Councils and the Taluk Library Unions shall notify the discharge of functions under the Act depart from the directions given by the Council. 9 Secretary of the State Library shall be the chief authority the State Library Council. (2) It shall be the duty of the of the State Library Council to be subject to the resolutions of the said Council. unless directed by or sanctioned by the sub-section (4) of section 7. VI, No 34, 1989 68 KERALA PUBLIC ACT. Where a resolution by the State Library Council by sub-section (4) of 7, the Secretary of the State give effect to the resolution as so by the Government. (4) The the State Library Council exercise other are. or maybe, or him by the State Library Council. (5) Suits by or against the Council shall be instituted by or against the of the State Library Council. (6) Secretary shall be the first officer as may entrusted to him by the Executive Committee, CHAPTER III. Chapter 10. Chapter of District Library purpose of or public and at the Government may, by constitute a library for District in (2) Council shall be for it is having property with power, subject to the provisions of this and the rules to acquire, hold and property, movable and immovable, to enter into contract, 40 an article or for purpose for it by the said name and be sued. 11 Every Library Council shall be— (a) the President Taluk Library Unions in the; (b) even the General Body of the Taluk Unions in the District of whom one shall be a woman. and one shall be a to the Scheduled Tribe; and (c) or, any Officer of the Library shall be nominated by the Government. (i) The members of every District Council shall be from a District Executive consisting of eleven including a President, a Vice-President, a Secretary a Joint Secretary. (3) The Executive Committee shall be constituted by the State Library Council and perform such functions assigned be from time to time CLB THE PUBLIC LIBRARIES ACT, 1989 69 12 Term shall be as in this Act. the term of the District Council be three years to be notified by the Government of the District Library provided that every shall continue in office until his resignation (2) A member of a District Library Council shall be eligible for re-election to the Council. 13 casual vacancy by death resignation or disability of a member or the District Library Council shall be filled as early as possible by election of suitable person in with the provisions of section 7 and any person elected to fill shall hold only so long as the member in whose place he is elected would have held the had not 14 District Council Every Library Council shall at least one in every three months on date to be the President of Council meetings shall be annual meeting. (2) The President may, whenever he thinks fit convene a meeting of the Library Council for the of urgent business. Such may be convened by the President to discuss of urgent importance upon a written by less than one-third of the of members of the District Library (4) One-third of of members of the District Library Council be eligible for a meeting of the Council. (5) A shall transact business by resolutions passed in manner in with such procedure as may (6) Copy of every resolution shall be forwarded to the State Library Council within fifteen days of the of that resolution, IS Powers and duties of President and Vice-President of District Library Council— (1) The President of a District Library may preside over the of the Council and such powers and perform such duties as may be entrusted (2) The Vice-President may in the absence of the President preside over the meetings of the Council such powers and such duties of the President as the President from time to time, delegate to him. 16 Secretary of the District Library The of the District Library Council shall be the chief authority of District Library Council. (2) It shall be the duty of the Secretary of the District Library Council to give effect to the of the said Council. VI, No 34, 1989 70 THE ACT 1989 (3) The Secretary of the

District Library Council 'hail arch othr pwers perf«m such dutie as are, ranaybe. on him by the Preident the District Library Council. (4) Suits by or aninst the District Library Council shali be instituted by or Secretary of the District Library Council. (S) The Joint shall agin the Secretary and shall perform such other functions as may to him by the Executive C01MDittee, 17 Powers nd Batcttans of District Library CouncilsA1) Save as other- Wie provided in this Act, Distrie Library Council shall have powers— (a) to elet to the State Library Council to the extent of one for talü in the district; (b) new libraries within itsjurisdiction with the previous sanction of the State Library Council; (g) to supervae, co-ordinate and contrd the libras' under its juris- diction in the dinriet end to præte co-qerdim libraries and cultural and institutions in the country; (d) to provide library and RDbile library servie to the (e) to suitable 'lands and buildings for public and furniture and convenierre% neegsary for purpse; (f) to libraries with map, art and scincc, slide, fiÄ videofil% cinna televiion chart', players, video eætte and the like; (g) to reorganise, or clog or aælßmate library or dirgdy by Oe Dmriect Library (b) to appoint and Øn@diarch and as the of its duties and functions Act rule made (i) to any or gift for any eonne&d with nd G) to provide for lecon•e, symposia, *'auct 0th" "tiviti ciaøes to nrengthen the- mnetining of the Libraries aw as. may conducive to the caßYing out of the Act; (k) with the of the Stae Library Council to do any thi to tu of the of thig Act; (l) to such as D be Ø&red im— on, it by or under Act or rules &mnd.a CUS Obse ACT, 1989 71 (2) The Library may give to the Taluk Library Unions ü#tims not contrary to the directi0ß, if iuued by the State Library of this Aet not in tb thdr functions this Act depn the diremions given by the CHAPTER Taluk I.&aw 18 C"\$titgtin- of Taluk Library For the purpg of organising and library Evie at the taluk level the by no&ation, Ønstitute a Taluk Library tün each Taluk in the State. (2) Eve" Taluk Library Union shall be a body by the name of Taluk for whidt it is constiuted having p.nal aad a with suw the provisions this Act and th"eunde, to hold Of movable and i—vable, to eat" into aid to thinr exFdient f« for it is and shall, by the said sue ard be 19 Library Eyq•y Taluk LOraw Union shun two of each amtiated in the Taluk. (2) Taluk Union ±all an Exæutive Committe of the cotwisting nine. a a a Joim that if tere is no woman to the in the Tabk ttm ON and to Cutes of SEIded shall ttß in which we the Committe shall consist of devm O) Eyew Taluk Union shall dect as to the DiEie Lörary clause (b) (l) of I I of wh«n one a woman and one •ball a or ag in this Act, the term of the of a Taluk Unim shan thre Fars from dae on which the Govn%it nodfie the of the Taluk Unim in the way shall in until his usuæs (2) A æÖec of Taluk Unin be for VI, 3-4. 1989 72 RERALA PUBLIC ACT, 21 esual vacancy caused by or diubility da or in the Taluk Libre" Union shan as urly in wiüb, the provisions of section 19 Üid any prson so taken shall hdd so longu ia whoe place he is takMi have held if the vaeaaø had not 22 Meetings of the Taluk Librry Every Taluk Library Union shau meet at least in every two months on to be by the President of the one nch metings be the -annual meeing. (2) Tiw PresNent nn,ys wharver be thinks fit.. convene a meting of Üte Taluk Library Union for the transactim ot urpnt (3) to such condiõons as natay be præcribed, a special meeting shall be Ønvened by the Preident to dismiss matte of u*nt upon a written requisitim by not tess than One-third Of tbe of the Taluk LilEary (4) Om-third of total of nvmbars of the Taluk Libnry Union the quorüm a meging of æe Unin (5) A Taluk Union shall transact busines by resolutions in mrdazæ with nch as may be (6) Cqy ot shall be forwarded to the Library within fifteen u.ys the paxing of that resolution* 23 Powers and Meg of Presi&nt and Vice-Presiknl of the Taluk Library Preident of a Taluk Union may ptwide the orthe Union and and such duties ag may be prescribd C) of Taluk Union may, in abme of the Pmi&nt, "de the Of the Union and nch and such duties of the2resi&nt as may, from time to time. delepte O) In of PreW4!t and any the ßæant among thÄElves shall: prewe ova a meting of Library Union, 24 Secretary of the Library The Secretary of the Taluk Lib- racy Union shait be the aecutive authority of the' Taluk Library Union. (2) It ±all the duty of the Secretuy of Taluk Union to ive det to Nue raolutions of tbe said Union. (3) of the Taluk Union 'hall other md ach othe dutie as are, may be, or on him Prsi&nt or the Taluk Union. CLE Observer THB CBUL.A PUBUC 1.xnAEIES ACT, 1989 73 (4) Suits by or against Taluk Library Union shall be or wnst æe of the Taluk Onion. (5) Tie Joint Sentary *all aist the and shau Otha as may to him by the Exnitive Committee. 25 Poæn of L.t&ræy Unjets—Save as otherwise in this Ae, every Tait* Library shall have powers— (a) elect members to the District Council under sub-section (3) (b) to sup«vie, co-ordinate and control æe library service under its juris- in the Taluk and to give and advi* to the librarie in re. grd to &æir day to day functions and mmaptwat; @ to prmideviibruy szvie including library to the raiding in taluk and to —tabli± new within that area; (d) to provi& suitable lands and building for libraries furni- fiKinp. quipment and mher •n#ösary for die purpose; (e) to provide such libruks with books, news maps. works

\$*imens of art lantern slid", films. cinema B#tors, teleñun charts, video cassette players, tape ree Ørdåg, and the (f) provide for I#tures, emiurs, symposia, conferences and conduct activitie as may be conducive to the arryiog out of the purposes of this Act;. (g) to any or gift contribution for any purpose connect- its activiñe; (h) to appint and and as may be neessuy of iu duäes and under this Act and the rules tbrem&r; (i) with the nactian the Distrie Library Council, to do any other thing åat to the furtherane of the purposes of tbi\$ Act; and O) and such duties on it Or to it un&r this Act the ruiaë

CHAPTER V and. 26 No person to be a meür of more oæ or Union—Notwith• unding aoy&ing in the for.ing no shall be a thu Di8Eict I..åbnw Council or d more than one Taluk Libray Uiion a is cheen as a more thn one Library or Poi VI, No 34 1989 74 KERALA *UBLtC ACT, 1989 Taluk Library Union and not Council or Union of which he deires to within thirty days fran the dateof last election or twmination, asthe be. then on such period his in all Unions shall 27 DigualFcaion of members of Siøe Library Council, District Library and Tau Library Union—4 Fson shall be for Wng chogn as, or for a member of the State Library Council, the District Library Council or the Taluk -Unim.— (a) if he absenb himself without Leave Eng by the State Library Council the District Library Cmancil or the Taluk Library Union, as the may be, from three conseutive medings of tlr CNnc,ii or Union; or (b) if he ceaes to hold the omg or be a the body or authority by virtue of he has electé, or (c) if he has senenced a criminal court for an offence involving -mrpitude and with imprisotnnt for a diree monås, strh revegd, or or (O if he is of unsound mind. and Aands so decbred by a court* .Watin Any libruy other than a libruy or by the State Council or a District Library Council or •Taluk Union in fom as may to the Taluk Library Union of the Taluk in it isoituatd for reognition as an library utür this Act. (2) The Taluk Union shall conid% the appiietion and if it is uOfied that for ganting bave bm with, utroughb the Distria Council to Sute for aÆiitaim and on ammon granWi> libr \$h811 as libr%Y.)nion with (3) A by any decisiM1 of the Taluk Li' r.r.rd to the amiiation of iibmry may aneal td the State Library Councilå in writing thmuø the District Library Council within thirty days of such and the de-cisi0D ot the Council afer the of the shall final, CHAPTER VI Pian Funds 29 Lhrary to the provisions of and the rule, and any of Gavernmmt. if Any, in thb a District Libeary Council a District Library Deve)opnåit Plan fn —tablishing co-ordinating and spreading library servie within the ntire Obserwr Tia acr, 1989 district tb%éöf, in such form and manner and Øntaining such particubrs u may (2) The Dietöct Libraw Plan åall thenafte to of the State Libra" Council who it to the with ttß State Library (3) The may, if they fit, the District Plan with or withmit altÆBtions. . (4) The Government on by the District Library man under sub-section (3). (S) As soon•as may be after the sanctioning of a District Library Develop- ment man, the Preident of the State, Library Council shall, in wnformity with the of the said plan, make an order called the District extent and nature oftheLibrary service which ±all be and by the District Library the measure to be taken by the Dis- trict •Caaxil for hoyi&g aeqnate libnty s«vie to the in the area the in which mewres (6) Eyq Distri# Council give to District Library Development, man by the Government subsection (3) and the District Daeiopmnt made und« sub•ection (S). me Stan Ebrary ne Gova—t •may yer a Stae Libruy Ota sum "all not be more one cent of the amount allotted for in the Sute budget for the year, taking into-account the progammes Council (2) The grant sball be to the State Library Fund maintaiaéu&/ 31 at euch and in such manner as may be preseibed, 31 ne State Lötary Council åall maintain a fund calM tlr State Library Fund from which all tbs of the Stae Library Council. District Lbruy Cmmcils and Taluk Library Unions shall be met. (2) The following sums shall be creditd to the State Library Fund;— (a) grants which the Sute Governmatt or Gntral Governmmt make to the State Ihraty Council; contributions and gTt8 made to the State Library Council by any eher (c) Provi&nt Fund, Supa•annuation Fund, Welfare Fund and other funds of the Gran&ala Sa*om transferred un&r (2) of ection 38; (d) ceg ection 48. 32 Dlgrig&tion the Counciland Taluk Lüary Unions— The State Library Council shall from the Stae Library fund such amounts vol VI, No 34, July-Dec, 1989 76 acr, 1989 u rquired for each of the District Cmnpcils and the Taluk Library Union 33 Lbrary and eve" Libraw Coun- andTait±Libmry Union *'all-keep wmplete oftlrir finandal transactions in fom u may (2) The shall be to inspection and shall be to audit, and surchÜgeand be delt with in all other repects in such manner as my be (3) The StateLibraty Counëü ±all, with IBe prior concurrence Of the Cov- a*nt an not the rank of a Deputy Secretary in the Finance to be the of the State I..örary who shall. and relating to the æcotmts of the State Library Dinrict Councls and Taluk Unims, ae may (4) Tie Smge Librgy Cmmcil auditors to audit the the State Li&ao• District Library and the Taluk Librad (S) The auditd annul t. forwarded to tiE Gowrænt. (6) 'Ibe Govrnmut shall of the annual accounts to Wd on the nue Mae LeWtive A—biy. of Libraries---(1) The Presidet of the Sute Library may

any library for verifying whether the provisions of this Act and the Waws made are duly followed: that of the Library Council may, from time to time, require. (2) In, «es such inspection of the the ±all furnish a ofhi&in8Fction to the and the DiEia L...örary (3) may consider the report under in regdtheeto as it may shall to with such radution unleg it is the Ooyenent. (4) a refQ*d to sub-seeion (3) is the shdl be to wmply with such as modiid by Govnment. (5) Qatc may, to time, the District to a gadation liet of in üe Diseict wnformity with the to be Ian by the State in that b&lf time to tiæ and forward lists to State Libra," approval. cus X.JLTC ACT, 1989 77 35 onned iihries-<l) libraw to gant æ Tduk Lä&aw Union on the gradation lin prpared und% (5) of Etion 34 at rat" as may be (2) 'Ibe Sate Library Council ±all neezry to the Taluk for the Wnmt of the want under vn Reprts and 36 and Tab* Library Unions Io nomit rept\$ etc— Libraw Council and Taluk Libray Union ±all submit such reports and Eturnsand furnish information to the Preident the State Library CoutEil any pr@n by him in that as the Presidatt of the State Library Cmmcil so may, from time to time, require. 37 Amol Reprt---(l) ne of the State Library Cautcil shall in year, a report the wprking of the Stab Library Council dudng that alms with suâ as may to the Gova•nmat such date ffe may, C) The of the State Council shall in of yer, a the Distcie Ihrary Councils and Taluk Libraw Unions düg yer along with uch particulars as be gnd 8&ittb Govnænt as the Govrnmentmay, by or&r (3) Government shall on — pt of the annual repms aug tbe nme so laid on the Tawe the Stüe Leislatiw Asn:tbly» CHAPTER Kula Merv of the Kerala Grnthgab Qtd tr*r of its asset& nd IETieHi) NNwitbsnnding anything in the Keala Non-trading Cu- pois (42 Of 1961), with on and from the date on force Granthasala Sanghom shall, by virtue of this ection, be to have ben in the Kemla State Library Cormcil. (2) All and all rights kind us4 enjoyed or all inteets of *hawwr kind or vested or hdd by the all leglly subsutingagainst the Granthasala SanÖom include thedw to the—qesatthewmÄEtwment Ovg ot Act, 1977 (19 of 1977), shall. 3-4, 1989 18 KERALA PULIC ACT, 190 on and from tie of this Etion and suuwt such diretioas uny issued by G0*ernment in chie vat in the the StaE shll diecharge wch liabilitie in the in to this Ace (3) Every or other employe immediately the of tms *lion, in cmrpction with affairs of the Ganthasala Sane ghom shall, as from such commæncement becoæ an omcer or other employe ot the State Library Council shatt hold his omce by the tenure. remuneration ta•ms oten*yrnent as may alerd the provüns in the DisputeA«, (CMItrai Act 14 of 1947), with üte righW and privii. as t0*neioa. gratuity and matt«s as he would have under die Orgnthu& if this Etion hd not enEted wntinue to do until his employn*nt un&r the State übrggy Council is or until his terms and cmditions are duty by the State Library that if so is not to ny omer or 0th" his a*ynmt shall be paymæü him ttr State CouEil of an to three in the Qee aid otw month*s in the ese of aploye• fMh« th5E cntained -this shan any ZDNoyæ who has, by notiw in writing given to State Libraw Council within thirty days the of this intimated his intendon of •not an aployee of said C.Nncil. (4) anythütg in the Dispute Act, Cntrat Act 14 of *947), or in any Q&er law for the timeWog in force, the fer of any OEr or emolqee o' the theStaw L&ary Courwil O) EL twt ntide aay ash to any compation that Act or law, and no such claim be atæained by any Corm, or Authority. CHAPTER kouian 39 remain in ofieefr certain pend—Till Snte Library, CouncU, Distriöt CouiEils and Taluk Library Unions are the Coundls the Unions asmme ctrnge, the Board ot of the Kula Grantheia «nnituted by ord« made unur the Kerala Sanbom Caking owr An, 1977, shall to ii aA&tb Control "rane for coeting first to Stae Lib• Ceuuil. DbEiet C—ils and Taluk Library Unims in manner m sujet to such Ønditi0N be KERALA PUDUC ACT. 1989 CHAPTER X 79 mgr to The may, aft" publiEa- tion, nab ruE or carry out the pur— of this (i) In particular. and without prejudice to the Ferality of the foregoing anh rules. any, for— (a) all matters with elction or of æmbers to the Library Council, the District Libnw Councils and Taluk Library Unions; (b) the .±inistrqtion, mana— nt of State Librarie, District Librarie Taluk Librarie; (c) ot the State Li&ary District Libroy Ete Taluk Library the publicnion sntetunt or and the reports of auditsms; (d) ete ggding librariA the yants to and the staürds to by iihrie; (e) the—intenane of Snte Registers of Libraries of Liberians; (f) the and conditions sujet to which the Stae Library or a District Uhry Council or a TalukrLibrary Union may into contract or hold dispe of (g) ot ervice of the omers, and gryants of the State Lib• rary Council* the Library Coutwils the Taluk Libnry Unions and of the in the Libraries or maintained by than; (h) the dtüia gud funcions of the Committee of State Library Council and the of Disttict Library Council Taluk Unions; (i) any other butter which has to be, or may be, prescribd (3) Ewry rule made under this Act be laid* as as after it is made, before the Legislative Assembly while it is in ession for a totalFiod of may be compriæd in one sesiion or in two of the sesdon in it is so laid or the B-sion immediately fole lowing, the A*nibly makes mod&tion in rule or ucides that the rule should not rule 'hall have ef#t only in such modified form of no et,

ag the law may be; so however that any such modification or amendment shall be without to the validity of anything previously done under that 41 The State Library Act may be subject to this Act and the rule made and KERALA PUBLIC LIBRARIES ACT, 1989 with the previous approval of the Government, by notification. make laws per se to the purpose of this Act. (2) In and to the prejudice of the effect of the law, by-law may provide for all or any of the following matters, namely: (a) as to the control of the State Library Council or the District Councils or the Taluk Library Unions; (b) the guarantee or security to be given by the Government to use such libraries, against injury to or misuse; destruction or loss of the property of (c) the in which the of such may and protection of such properties from injury, misuse, destruction or loss; (d) the powers to the members and Events of State the District Library Councils the Taluk Library Unions for the exclusion or removal from any State library who any law or any rule or law thereunder. (3) The power to make under this section shall be subject to the of publication of the by-laws in the for a. of not less than forty-five days. of the State Library Council a District Library Council or a Taluk Library Union by the Government. (4) If at any time it is found that the or a District Library Council or a Taluk Library Union any of its members or has abused any of its powers upon it by or Act, Government may communicate to the Library or Union, if the State Library Council or the District Library Council or the Taluk Library Union omits to such failure. or abuse or give an explanation which in the opinion of the Government is the Government give to the State Library or the District Library or the Taluk Library Union, as the may be, for such period as the may (2) suspension of the State Library Council or a Library or a Library Union (a) all and duties of that Council or Union shall during the period of be exercised by such officer or officers of the Government, from time to time, in this behalf. (b) any vetoed or Union during the of suspension, vet in the and (c) on the expiry of the of suspension, the Council or Union shall in the manner provided in this Act. 43 Where the State Library Council or a District Library Council or a Taluk Library Union is on a complaint or otherwise that the or Union has in contravention of the provisions of this Act or the rules made thereunder or has acted adversely against the interest of the Council the Union, each member may. by a resolution in such as may be removed from (a) by the State Library Council, in the of membership in that (b) by Council, in of membership in that Council; (c) by the Taluk Library Union, in the case of in Union. (2) No member shall resign his office (t) unless he has given an opportunity to the Government (3) A copy of the resolution passed under sub-section (i) shall communicate to the either in or by registered (4) A resolution under sub-section (1) shall not for or re-nomination, until he is by a resolution by the or Union, as may be. no lower is liable. 44 The provisions of the Act and the rules made thereunder shall apply to the State Library Council and the provisions of this Act and the rules and by-laws made thereunder shall apply to those libraries. 46 Where: Public or maintained Local the Government or on and date as the law for such district after the of the District Library Council that all movable and all assets and liabilities of the Library Authorities constituted the Madras Public Library Act, 1948 (Madras Act or 1948) in the to in (O of section 5 of Re-organisation Act, 1956 (Central Act 37 of the public in that by a Law, No 34, 1989 82 THE KERALA PUBLIC LIBRARIES ACT, 1989 (Public Act, No 34 of 1989) along with their delivery and other matters therewith transferred to. and vested in, the District Library. (2) All movable or immovable and all and liabilities of the Library and in the case under sub-section (1) for the of the libraries shall vest in, and be to the property and liabilities of the Library Council of that district. (3) Any employed for the purposes of the law or in sub-section (1) and, in immediately before date fixed under that law, as that date, to the effect of the District Library Council and in the of District Library Council. (4) The to shall be subject to the of service which were to them the, of the by the sub-section until they are altered in with law. the of this set", 'Public Library' include a library or by a Local Authority under the Madras Public Library Act XXIV of 1948) include the branches and delivery a library. 47 Categories of Libraries—The libraries eligible for grant under this Act as follows: (a) branches of this Act, to Kerala Granthaśala Sanghom, (i) or maintained Local Library Authorities of the referred to in (2) of section, S Of the States Re- (Central Act 37 of and (iii) to the Granthaśala Sanghom or or the Malabar area, but. grant direct from the Government (b) Public The State and the District Library. (4) The State Library Council shall levy a library in

the of on tb buiUing ta- Evied ttB Act, (32 of lß) or the tax Wed under the Kerala Municwties Act, (14 of 1961) or the Kerala Act, 196t (30 1%1) atethe iate five the in the building tax. or prqerty tax, . as the cae may be, so (2) (t) shali (a) in an within the of a the Paüyat; CUS Observer PUBLIC, 83 (b) in an area within the of a MunicWl Council, by the Muni- ejpal CmznGl; and (c) in an arm within the jurisdiction of a Corporation, by the Corporation. if ete«s a building tax under the Kerala Panchayats Act, 190 (32 ot tH) Or a tax payable the Knia Muniinlities Act, 1960 (14 of 1961) or Kerala Municipal Act, t96i of 1961) as the esemay be, Che said Acts ±all aply accordingly: that Gowrnment may, by notification, diret that for the purposes of the of the c—, •the provisions of the Kerala Panchayats Act, 190, the Kerala MUnicipiities Acc. and the Kerala Municipal Corporation Act; 1961* as åali apply tp such as may be in the (3) The under (2) shall be to the State Library Cnncil by the Panchayat. Municipal Catncil ot the Corporation, as the cag may of if any ariz in giving •feet to the provisions of diis Act, the Government may Oder, do anything not inconsistent with strhoroviciouwwhich appear to thn to Neasary or for the purpoe ot Provi&d. that no' %oder shan be nwde und% this ection the expiry of two years from N!e ommeneement of this Act. Every made under this shall be laid, u SOOQ as may be after it the Aæbly. • \$0 R*gl The Madras Public Librarie Act, 1948 (Madrag Act XXIV 1948), u in forg in the Malabar District rderred to in (2) of 5 Of the Staus- Reorganisation 1956 (Central Act 37 of 19%), and the Sanbom (Taking ov« of Management) Act, 1977 (19 of 1977) are rEreby (2) Notwithganding such the Board of Control by hed Or&r ere Kæla Caking of Act, 1977 remain in till the Sute LibmryCouncil, District LibraryCmæils Taluk Unions are constituted by and bodie Now, JO-DE, 1989 u Or&r i 2 3 4 5 6 7 PUBLIC r-mARJES ACT, 1989 {See Eion •f Sugl— Liabilitie to xnployes of the Granthasala Sa*om, arrears of pay and providmt tontributim, gatuity etc. Arrets of pay and allowanes of the Harijan Welfare Libraries on the pay rolls of the Granthasala Sanghom. Amotmt of æu,rity deposit Libraians. (Jayasana&ar Smaraka Nidhi). gant Rom Gova•nment (to R#eipts from mnber librarie for purchase of Other apenses. uS Observer dâ'ä _ I'ERSONNF.L ADMINISTRATION. 2kENOR.SiS (RULES) •DEPARTMENT COO. (P) No. • Datedl 'I' rivâ.ndruzz, 5th 1987. NOTIFICATION S. O.' No. .1295/87 .—lli' exercise of the powers .C0iife-rreå by tub-5ection (i) at zection 2 of the Kcrzla Public Services. Act, i 068), the _GovtTlirnent •of .hct-cby rnake % the folloving respect df(the Publicity—earn-Liaison OIEcer Cadet Corps rules •

1. Speciai F, files in respccé of.the •post Publicityecuxh_-Lizii3n Off-eer Cadet Corps Depat_tment, 1987.. They at once. .c:€ Publicity-cum-Liaiseu Off'cer in Nat-iczal Cadet Corps Department, shan constit-ezz + separate in Service. Meik&d tÖ.the be made 3. spe;c-ified beiovr•.— By the' category" of in the Nati6i-uaÄ CadeÉ• Corps Department (2) suimblt;_ haads foy pr.omot-ion- item (I) promotion- _ from _ category d Officer in t-he_NatorzaI Corps Department. Ili the absence Of suitable_ hands for Spromotion under (1) Zhd (2) •above•,• by •recruitment. (b) '{he past -seleÉioF,-p03t-. for of appoint" by promotion

4. Appoinling , —Thc-appéGdnU-Äuthority for ihe post shall be the Coverrmcat. 5. of i ulu-• resarding reservarion appoinuncnt (General e Rul& 14-1 appointments ; by direct. recruiuzcnt. 6 . Qua.l%fcdiqn.rzgerding person • shall be eligible for appoint" menl bi dic€ceecruitment to. the' -poet. he • has cordpleted 40 ycars of age oc the January.of the ycac- which applicatiuous appoincncztt a: r: invited'. Rejaxadon in upper age Emit as provided' in sub-rula (c) of IO of the Kerala Scatc add • Subordinate Servict* Rulc-y, 195B . recruiuzcnt. T Le upper ag,•, bc available for appoinazent by *direct Iiini: prescribed this rule not apply, For appointment of persons in C'.jvcxr,ment service ..to .the post by direct 7. O '-hcr pessoz shall bc eligible for appoinuncnt to post by the method of appointment ypciefie.d in coltiiltln (l) unleas posscsses the qualificatiorz specified in the correspoadiug znt:ics in colutliiL (2) thereof. By years of ser 10 prainötlon••••• • Dcpälü-azen€, of •which 'not Cha-tx years . service• bc posts. Be Cotu. ot' au i' direct recruitrhcnt nisédbhiyEt&it7• - editing, • write "the ets.—in La. Z.; .Governrctnt organisation.. acq i'.nj (1) g. (2) Abüity zo prepare pres publicity hedou*z of -newspapers to bc a to be conducted by Service Commission. S. perion oppoElted to-the Post shall) froc lhe d'itc . ga whith hc' joiaål_duty be on-probation— (i) -•if hppoâiiEd ; a-ecrif.ment, Tor a period of pars on duty a coatiLÜâus p.exiod cr years; (E) T appointed • -by proæotion .or•a total period of yez.r duty within a continuous period of two years. 9 . Depar>ncnzal use.—Every pcrson appointed 'so post Ghall LIV'. period of probation, pass the Account for Executive O!ficcrs Account Test (Lower)s if h: has already pashed such test. By order or the R. B. ? ATHAR , Seattarj Note (This nctZ Kioes form part Of the is indicate its gencral purport.) A post or publicity-cum-Liaison OtFzccr was sanctioncd in the Gadeg Corps

Deparaunt. Governmeac propæc 'o przocsibc qualiEzati•o . method -of (or • ihe.eabove post by including the saint: the Kerala General Service.Z.Thi3 notification • is intcadcd to achieve .object.3. To Of Departnénts •and OEcc-g. Ail Departme-\zu• (All SecGans) Uf the Sterrt:tariat. The ' .-Kgxalti. Publi&-Service c = (with C. L.) • Registfzi-, Kerala 3 Trivandrum ('vith C. L. Rcgist-rar>j University. Of Calicut, Calicut (with C. L.) The Registrars U mivertJity . of Cochin, Cochin with C . L.) The.. Gandhiji .Uni-versity, Kotcayam C. L.) The. Registrar, _ Kerala • A-Éricult;aral Ur-dvcrsi?i, Trichur (wit-h C : The' E-Egh o? Äera13,. .Zrnak-ularn AccouhtÄE€ .G€11er-aJ, Kérala, Trivandrum L (with C. L. t Mau•agtr, Kerala • ' (WILL. C. L.) • : Electricity Secretaries, , - • Joint y Secretaries, 'Deputy &cretariu Government-a • cc-reury•.. zo ' - Secreta-ie to PczorZel "Iâc Gezcal Adruirâstration (SC). Deputy Secre=ry'ts the Chid Secktzri. • Recogâisea , 1932. OF KERN,.,€ . I Ligher Educatiqu• (A) G.O. (P) !21192/11.Ed1L. •1 h:ru•• 7" Jul' S. ft. O. No. 982192.411 Jtc•.Étrs by pub-sccdon. (1) 01 Gcction 2 QI the Kerala Pul'liq <ervi; . Ict, IPGP. (IY 01 1968); the (of Kcraia "cccby unl;.: . :h+. further Io a;ncnd Spe.r.ial Riilt•s in respec 1 Officm• in Ili". Cot ARU. in Part I of (No. 3.) dalrd ie.-ß#é, 1) Tlt• •e. upy bc 51'. •ri.ll. in or p• 1*qluliritv-i Olficcr in the S.Ca'.ionaJ• Cadc.t Corps (Rtt'%, . •19')2. (2) T)IC)• COI1J(.• into 1•yrrr in) i" poqt 2. of Ihe (;adc•. Cncpx Depitzuncnt, in illt; table auu.lcr rule .qnalilicatinca in (2) ap.1i'L%L the Oit:tlloql ur ap yoiutnar:nt in c.aluontt. (cloving Ah.ull IStituted. tninitunn PCL.iOd in 2 in cnlzunn (2} methud of appoinunclit 'By I' . _the .awtnnds . direct • • 'iör a ur Gve ycaa" shall bc zed. 1090 Explanatory Noth ('bi5 does not of till: notific.,ui0i1J but is intcude3 its pcl'tral , ptarport.) Jit Ille 5pct:inl Rules lin IX.Niunnl Gadr.t Got (ilv-nt, iqt•d G. C), (P) NG. • fi-iJ-Yi17 t.inly 1•..11 ptscsibcd (or turcct tcc111ilflit•nl but* lit:cn It the iQd hag peg iud experience alco. t 15 01' five service in IIIC which in supervisory inn is Ilitcndcd to acliic•z the objcc t. Abstract \ PtJYT,1C SFRVICES - - POSTS OF ACCOTfiTS SPECIAL - G O (P) ro.180/77/GAD Dated. 13th JutE 1977. fi0f1F1cAT1(E — of the confe±red S.R.O. Toe525 section (i of sectim 2 •the Kerala Public Services Act, 1960 gub cc 1968) e Kerala make the following v (19 to the Speeiü Rules f&• the Kerala æervice published under GO(P) Depatnent dated the 28th rovember, 1966 in Pu•t •i at the Kerala Gegette No.49 doted the, 13th December 1966, as Bt.&eqgntly amen&d, naely In the Ruleø — 1. 2. 3. in rule i, in eategæyl attcr the item "Administrative Agsigtaot ' Fæily Planning) in the Health Services the following item ehall be inserted, Demexy s— Btrative Aseistaot the SCC Ikpaz&aent" in 8&ui.e (a) oc rule 2, after the item H Aünigt-votive Assistant ?laning) iD the Health Services Depc+nent under categæy i and the entrieg against it under the heading t't&thod appointment"; the ±ollowing item 'and entries all be inserted, naæAy "Administrative Assist&t (1) in the NCC (2) (3) promotial from the post of nocaznt5 iD the ECC Departænt promotion from the poet Seniaæ Supdt in the liCC transfer from auoo.g Juniar 3apdts in the Department et ID sthe table under rule 5. in category 1 , after the itet,. "Administrative Aceistaot (Family Planning) io the Health -Servlooi. Depetæot" in oohmn (I) the entries against it colvnno) and the following i ten and •entries inserted, none y "Æminietraive Assistant • A minimm eervieo. of iD the ECC Department tiooar five years iu oqy trgnefer supervi gory p oot/p not the Junior Supdtg in tho 2 Provided thât a pereob satisfactæi)ü cmpleted -probatl on in any one the three i feeder categarieg viz. Accaznte Officer. Senior Superintendent Juni Superintendent gYall be eli#ble applintnent Assistant when •the post, of A&ninistrative Assistant falls vacant" the Govern r. ZACFRIA Special Seeretæy. Mote (-note Dot part the notification, LB intended to indicate go Rt.‰o.641R5/tBdn -dated 4-5-1973 a of X 560—1100 created iD the FCC Depæänent. It iB to and method of avpoiDtæot tor the Special Rules the rerala Gebe±al Service GOG) ro.464/PD,dated 28-11-1966. Chig notification ie intended to achieve the abow object. 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