

GOVERNMENT OF PUDUCHERRY  
PLANNING AND RESEARCH DEPARTMENT

No.140/5/2011-PRD/Lib

Puducherry, 3.01.2012

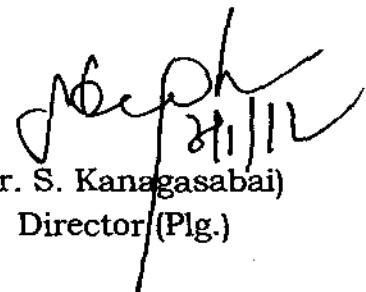
**CIRCULAR**

Sub : PRD – Department Library – Functioning – Reg.

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It has been decided to keep the Library open for the staff of our department on all working days between 11.00 a.m. and 1.00 p.m. Retired State Government Officials, Research Scholars are also allowed to utilise the departmental library.

2. All the Officers/Staff are expected to update their knowledge in their academic and professional field to discharge their duties effectively.
3. The Rules and Regulations as in Annex need to be followed in full.

  
(Dr. S. Kanagasabai)  
Director/(Plg.)

Encl: As stated.

To

All Officers and Staff,  
Planning & Research Dept.

GOVERNMENT OF PUDUCHERRY  
PLANNING AND RESEARCH DEPARTMENT

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**Department Library Rules and Regulations.**

1. The Library remains open on all working days from **11.00 a.m. to 01-00 p.m.**
2. Apart from departmental officers and staff, library and information services are extended to Retired Officials, Research Scholars, ~~etc~~
3. Departmental staff can borrow **two books** at a time for a maximum period of 15 days only. After the expiry of loan period the books may however be re-issued subject to there being no demand from others for the particular book.
4. Books should be handled with care. Marking, underlining or writing on library books is strictly forbidden.
5. Current periodicals and magazines will not be issued to any staff. These can be read only in the library room.
6. Apart from two books on loan, old magazines, at most two, will be issued to a member for a period of one week.
7. 'No Dues Certificate' by each staff is to be obtained from the library when staff are on transfer.
8. Departmental publications such as Annual Plan, Action Plan, Demand for Grants documents will not be issued. Anyone needs to use such documents for reference purpose only. Lending facility for rare archival materials and reference materials will not be entertained.
9. All Dailies will be kept in the library only.
10. Borrower will be responsible for the loss or damage of publications. In such cases, question of replacement or cost deposit on present valuation will be left to the discretion of the competent authority.
11. As the library is the place of individual study and research, staff should conduct themselves to maintain silence and discipline for the sanctity of the reading room environment.

To

All Officers / Staff,  
Planning and Research Department.

Copy to :

Notice Board, Planning & Research Department