

F.No.19(1)/IC/86
Government of India
Ministry of Finance
Department of Expenditure
(Implementation Cell)

.....
New Delhi, the 24 July, 1990

OFFICE MEMORANDUM

Subject:- Report of the Review Committee on
Library Staff under purview of
Central Government.

The undersigned is directed to refer to the recommendations of Fourth Central Pay Commission contained in para 11.63 of the Report wherein it was suggested that a Committee may be constituted to undertake review of the pay scales, qualifications and recruitment levels of responsibility of the Library Staff. In pursuance of the above suggestion, a Review Committee was set up by the Department of Culture in September, 1987.

2.1 After careful consideration of the recommendations made by this Committee and also keeping in view the over-all policy, the Government have decided to introduce following pay structure for Library Staff:-

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Sl. No.	Designation	Existing pay scale (Rs.)	Revised pay scale (Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Junior Library Attendant	750-940	750-940 (2550-3200)	Direct entry Middle pass
2.	Library Attendant	775-1025	775-1025 (2610-3540)	Promotional Grade.
3.	Senior Library Attendant	800-1150	800-1150 (2650-4000)	Promotional Grade.
4.	Library Clerk	825-1200 950-1400 950-1500 975-1540 975-1560	950-1500 (3050-4590)	Direct entry Matriculation
5.	Library Information Assistant	1200-1800 1200-2040 1320-2040 1350-2200 1400-2300 1400-2600	1400-2600 5500-8000	Direct entry Graduate with Bachelor in Lib. Science/ Promotional Grade for Lib. Clerks.
6.	Senior Library & Information Asst.	1640-2900 1600-2660	1640-2900 5500-9000	Direct entry Post Graduate with Bachelor in Lib. Science/ Promotional Gr. Lib. Information Asstt.
for				
7.	Assistant Library & Information Officer	2000-3200 2000-3500 2200-4000	2000-3500 (6500-10800)	Promotion/ Direct Recruitment.
8.	Library & Information Officer	3000-4500	3000-4500 (10000-15200)	-do-
9.	Senior Library & Information Officer	3700-5000	3700-5000 (12000-16500)	-do-
10.	Principal Library & Information Officer/Director	4500-5700	4500-5700 (14300-18300)	-do-
11.			5900-6700 (18400-22400)	-do-
12.			7300-7600 (22400-24500) 22400-525.24500	-do-

2.2 The recruitment qualifications both for the direct recruits and promotees for each grade of the Library Staff are indicated in Annexure I. All the Ministries and Departments are advised to modify the mode of recruitment for various posts obtaining in the Library under their control on these lines. It is not necessary that each Library will have all the grades, a Library may have one or more of these grades.

3. PLACEMENT OF EXISTING LIBRARY STAFF IN THE REVISED GRADES

3.1 The employees in the scales of pay indicated in column 3 of table under para 2.1 may be placed in the revised scales shown there against in column provided the incumbent fulfils the recruitment qualifications as indicated in Annexure I to this O.M. In case existing incumbent does not fulfil the qualification as laid down in Annexure I, he will continue in the existing scale of pay on personal basis. However, as and when the post falls vacant, it will be filled up in the appropriate scale in accordance with the rules of recruitment.

3.2 The existing incumbents will also have an option to opt for the revised grade structure or continue in the existing scales of pay. Where an option is for the existing scale of pay, it will be on personal basis and in the event of vacancy the post will be filled up in the appropriate scales in accordance with the rules of recruitment. The employees in whose case the scales of pay have been revised may be desired to exercise an option to continue in the existing scale of pay or come over to the revised scale of pay within a period of three months from the date of issue of this order.

3.3 In case of grades where the scales of pay has been revised and the existing incumbents are placed in revised scale, the pay in the revised scales may be fixed in terms of the provisions of Fundamental Rules 23 read with rule 22(a) (ii).

4. CATEGORISATION OF THE LIBRARIES

4.1 After placement of the existing incumbent in the grade structure indicated in para 2 above, each administrative Ministry may initiate action to categorise the Libraries under their control in consultation with F.A. concerned based on the parameters indicated in Annexure II to this O.M. Based on the categorisation of the Libraries so determined the designation and scale of pay of the Librarian

Incharge of each category of Library may be adopted on the lines indicated below :-

Category	Post with Designation	Pay Scale(Rs.)
I	Library & Information Assistant	1400-2600 (5000-8000)
II	Asstt. Library & Information Officer	2000-3500 (6500-10500)
III	Library & Information Officer	3000-4500 (10000-15000)
IV	Director (Library & Information)	4500-5700 (14300-18300)
V	Director	5900-6700 (18400-22400)

4.2. In case the existing incumbent (viz. Librarian Incharge) is in a lower scale of pay than the scale determined based on the categorisation, he may be considered for appointment in the higher scale provided he fulfils the recruitment qualifications laid down for that post in Annexure I to this O.M. subject to the provisions of para 4.3.

4.3. Where based on categorisation the post of the head of a Library gets upgraded by more than one grade, the post will be upgraded only by one step initially. Its upgradation to the appropriate higher grade may be reviewed after three years in consultation with Ministry of Finance.

5. The scale of pay for the post of Language Librarian irrespective of language, may be Rs. 2000-3500. The recruitment qualifications may be post-graduation Bachelor of Library Science with three years experience as laid down for direct recruits in Annexure I for posts in this scale. The present incumbents who do not fulfil these qualifications may continue in the existing scales of pay. As and when the existing incumbents vacate their posts, these may be filled up in appropriate scales in accordance with recruitment rules.

6. All Ministries/Departments are requested to initiate action on priority basis and results of review reported to Implementation Cell, Department of Expenditure.

7. In their application to the employees of the Indian Audit & Accounts Department these orders issue in consultation with Comptroller and Auditor General of India.

8. Hindi version is attached.

(V. B. SAXENA)
DIRECTOR

Copy to Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) with the request that they may frame model recruitment rules which can be adopted by Ministries/Departments as mentioned in para 2.2 above taking into account the qualifications prescribed for various library posts.

ANNEXURE - I

Sl. No.	Designation	Pay Scale (Rs.)	Qualification & Experience	
			Direct	Promotional
1.	Junior Library Attendant	750-940	Middle pass	
2.	Library Attendant	775-1025		Promotional Grade for Jr. Library Attendant
3.	Senior Library Attendant	800-1150		Promotional Grade for Library Attendant
4.	Library Clerk	950-1500	Matriculation	
5.	Library & Information Assistant	1400-2600	B.A./B.Sc./ B.Com. + B. of Library Science	Promotional Grade for Library Clerks
6.	Senior Library & Information Asstt.	1640-2900	M.A./M.Sc./ M.Com. + B. of Library Science	Promotional Grade for Library & Information Asstt.
7.	Asstt. Library & Information Officer	2000-3500	M.A./M.Sc./ M.Com. + B. Lib. Science with 3 years experience.	3/8 years experience at Rs. 1640-2900/RS. 1400-2600 pay scales. Master degree req. essential for language/subject specialised posts.
8.	Library & Information Officer	3000-4500	M.A./M.Sc./ M.Com. + B. Lib. Science with 7 years experience.	Qualifications same as 5/8 years experience at Rs. 2000-4000/RS. 2000-3500 pay scales.

Sl. No.	Designation	Pay Scale (Rs.)	Qualification & Experience	
			Direct	Promotion
9.	Senior Library & Information Officer	3700-5000	M.A./M.Sc./ M.Com. + B. Lib. Science with 10 years of experience.	Qualifications same; 5 years experience at Rs. 3000-4500 pay scale.
10.	Principal Library & Information Officer/Director	4500-5700	M.A./M.Sc./ M.Com. + M. Lib. Science with 12 years exper- ience.	Qualifications same; 5/10 years exper- ience at Rs. 3700-5000/ Rs. 3000-4500 pay scales.
11.		5900-6700	M.A./M.Sc./ M.Com. + M. Lib. Science with 15 years experience.	Qualifications same; 5 years experience at Rs. 4500-5700 pay scale.
12.		7300-7600	Eminent Lib- rarian/Scho- lar Ph.D/M. Lib. Science & Research Work, Publi- cations, 20 years experience.	

FORMULA FOR THE CATEGORISATION OF THE LIBRARIES

For the purpose of categorisation of libraries, the primary variables such as collection, services, budget, publications, computer application etc. have been taken into account. Each variable has been quantified and weighed under:

I COLLECTION

	<u>QUANTITY</u>	<u>POINT</u>	<u>MAX. POINT</u>
1. Total collection of books	1 - 10000	1	10
2. Annual intake of books	1 - 150	1	10
3. Titles of serials received annually (including newspapers and magazines)	1 - 50	1	10
4. Non-book material (Manuscripts, Films, Photographs, Maps, Slides, audio records and tapes, video tapes/ Cassettes, Computer produced tapes, CD-ROM, microfilm/fiche, paintings, drawings etc.)	1 - 10000	1	10

(Note: If there are number of copies of the same books, title etc., it can be taken into account maximum upto 5 as quantity)

II SERVICES

5. Lending (Daily)	1 - 50	1	
6. Inter-library-loan (Monthly)	1 - 50	1	
7. Photocopying (Monthly) (plain papers, bromide prints, slides, microfilm/fiche) only photo copies of documents etc. supplied to users to be taken into account.	100-10000	1	10
8. Reference queries	1 - 50	1	5
9. Users attended in the library (Daily)	1 - 50	1	5
10. Indexing (Monthly) (Indexing of periodicals & articles proceed- ed, subject as well)	100-300	1	

	QUANTITY	POINT
11. Abstracting (Monthly) (preparation of abstracts of periodical articles, proceedings, reports, as well as extracting abstracts from secondary sources, filing, circulation and master copy preparation.)	50 - 150	1
12. Newspaper Clipping including index (Daily)	10 - 50	1
13. Selective Dissemination of information (SDI)	1 - 15	2

III. BUDGET

14. Annual budget for resource material and equipment of library.	1 - 50000	1	10
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IV. PUBLICATIONS (with examples)

15. Weekly/Fortnightly	1	3
16. Monthly/Quarterly	1	2
17. Half-yearly/Yearly	1	1

V. COMPUTER APPLICATION

18. Computerisation of library activities		10*
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* (Ordering and acquisition - 1, Current material cataloguing - 1, retrospective cataloguing - 1, Serials control - 1, Library statistics and MDP - 1, SDI - 2, Circulation - 1, indexing, abstracting - 1, DTP - 1).

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

The nature, function and the scope of the Government libraries vary from library to library. There are libraries which simply cater to the day-to-day general needs of their clientele whereas, other function as a research and information unit cater to the needs of their clientele accordingly. In such a situation, the same set of fixed variables would not have been helpful. Each variable has been given a broad range of, 1 - 150, 1 - 50, 1 - 100, etc., to bring maximum flexibility within the range of points.

5.7 CATEGORISATION OF A LIBRARY

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

Category of a library will be decided on the basis of the points it obtains. The minimum qualifying points for a library are five. The range of points for categorisation is as follows:

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

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

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

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

EXAMPLES - CATEGORISING OF LIBRARIES

Sl. No.	Variables	Category	Point	Category	Point	Category	Point	Category	point	Category
		I		II		III		IV		V
1.	Collection	6345	1	200000	10	105006	10	321003	10	245000
2.	Annual intake of books	266	2	1252	2	2609	10	6392	10	8500
3.	Titles of Serials received annually	46	1	165	3	555	10	2032	10	2040
4.	Non book material	-	-	-	-	-	-	42225	4	150000
5.	Lending (D)	15	1	150	3	69	1	72	1	325
6.	Inter Library Loan (i)	-	-	15	1	-	-	15	1	95
7.	Photocopies (M)	-	-	-	-	4200	4	4200	4	30000
8.	Reference queries (D)	50	1	55	1	71	1	80	2	115
9.	Users attended (D)	-	-	50	1	53	1	45	1	150
10.	Indexing (i)	-	-	-	-	-	-	-	-	-
11.	Abstracting (M)	-	-	-	-	-	-	-	-	-
12.	Newspaper Clippings (D)	-	-	-	-	-	-	-	-	-
	Selective Dissemination of information	-	-	-	-	-	-	-	-	-



Sl. No.	Variables	Category I	Point	Category II	Point	Category III	Point	Category IV	Point	Category V	Point
14.	Budget	30000	1	130000	3	2767000	10	850000	10	9852000	10
15.	Publications W/F	-		-		1	3	-		1	3
16.	M/C	-		-		1	2	7	14	4	8
17.	HY/Y	-		-		-		2	2		
18.	Computer Application	-		-		-					
Total Points			7		30		52		69		85
