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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 I

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):

(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 countess 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;

(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;

(i) 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, II, III or in the Interpretation and General Clauses Act, 1125.

CHAPTER II

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 triplicate.

(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 affiliated library;

Provided that the State Library Council may with the recommendation of the Taluk Library Union relax this condition in accordance with the density 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:

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 current periodicals;

(j) the library has a librarian in charge of its functions 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 annually 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 Council* - (1) Every library applying for affiliation shall pay Rs. 50 along 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 satisfying the conditions prescribed for giving affiliation to the library may recommend the application to the State Library Council through the District Library Council.

(4) The State Library Council, on receipt of the application duly recommended by the Taluk Library Union and the District Library Council; after due consideration may grant affiliation to the library and on such affiliation 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 application for affiliation shall be disposed of by the respective bodies as mentioned 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. II. Each library shall be assigned a code No. consisting of a common 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 person 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) Bye-laws;
(b) Admission form;
(c) Stock Register;
(d) Issue register of books;
(e) Minutes books;
(f) Subscription register;
(g) Receipt Book;
(h) Cash Book;
(i) Ledger;
(j) Voucher file;
(k) monthly statement register;
(l) 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-lows 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

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 III
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 From 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 elected 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 III 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 respectively 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;

(ii) 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 proposed 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;

(iii) 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 (ii);

(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;

(e) (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;

(ii) 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 identify 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 his 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 elected. 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 to 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 candidates 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

(ii) it does not bear the seal of the Taluk Library Union;

(iii) 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) is not a qualified voter;

(b) has been sentenced for any offence other than an offence of political character or an offence involving moral delinquency suchsentence not having referred or offence elapsed from the date of expiration of the sentence;

(c) is an employee of the library;

(d) has been already elected as a representative of another library;

(e) is of unsound mind or is a minor;

f) is an applicant to be adjudicated as an insolvent or an undischarged insolvent.

(2) 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 From 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 Library Council* - The election of the members by the Taluk Library Union to its Executive Committee and to the General Body of District Library 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 commencement 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 register the names of tis members in a register maintained for the purpose.

3. 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 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).

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 notice board of the Taluk Library Union. The notice shall contain information regarding -

(i) 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 election;

(iii) 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

(ii) 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 declaration 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 to the Returning 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-

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 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 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 contesting candidates or their representatives to examine all the nomination papers and satisfy themselves that the inclusion of the contesting candidates is valid.

(h) The Returning Officer shall endorse on each nomination paper his decision acception or rejecting the same and if the nomination paper is rejected shall record in writing a brief statement of his reasons for such rejection.

(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 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.

(k) 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 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 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 present 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 secretary.

(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 pallet 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 any time 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, functions 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) An 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 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 inconnection 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 members 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

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.

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;

(f) 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 audites;

(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;

(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 faciendi 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 serotinous 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 Dis-

trict 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 my, 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) the number of members to be elected,

(ii) the constituency from which the members are to be elected,

(iii) 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,

(iv) the date on which, the place at which and the hours between which the poling will take place.

(e) (i) the nomination of a candidate for election shall be made in Form No. 3C.

(ii) 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.

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 note 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.

(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

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

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* - (1) Nomination under clause (c) of sub-section

(1) of section 11 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 decided 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;

(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.

(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 hell 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.

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* -

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 consolation 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;

(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;

(i) 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. 3D:

(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 him 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 nominaiton 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 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 both 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 maybe 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 pa-

pers 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 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 a scrtain 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 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 doubter 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.

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 or 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:

(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

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-Presi-

dent 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* - (1) 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.

(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 her 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 consulations 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 disciplin-

ary 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 Coun-

cil, the grants to Taluk Library Union for payment to affiliated libraries;

(h) be incharge of the Provident Fund, Pension Fund, Welfare and such other funds of the employees of the State Library Council;

(i) be incharge 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 unrealisable 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 Li-*

brary Council - 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;

(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) city, town, village, hamlet etc.;

(ii) state library, children's library etc., maintained by the State Library Council;

(iii) district library, branch libraries and delivery stations maintained by District Library Council;

(iv) taluk libraries, village libraries, guidance centres and delivery stations maintained by the Taluk Library Unions;

(v) affiliated libraries in the systems maintained by local bodies, private, co-operative agencies etc.;

(vi) libraries such as hospital libraries, prison libraries, libraries for blind, libraries for geriatrics, libraries for physically and mentally retarded etc., maintained by various agencies;

(vii) 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.

(5) The terms and conditions agreed upon with the management of the library concerned in regard to the following matters among others namely:-

(a) The existing staff;

(b) the assets and liabilities;

(c) the stock of reading and kindred materials;

(d) the furniture and other property;

(e) the building and the fittings;

(6) the estimated initial cost of the proposed addition in regard to:

(a) building and fittings;

(b) furniture and equipments; and

(c) reading and kindred materials.

(7) 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) The estimated recurring cost for a year in regard to:

(a) The staff with the details about the number of posts and grades of salaries;

(b) furniture and equipment;

(c) reading and kindred materials;

(d) insurance charges;

(e) 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 dis-advantaged groups namely blind, geriatrist, mentally and physically retarded.

(e) nature of library and information needs of the above groups.

(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) the area and location therein;

(b) the proposed year of establishment;

(c) information about literacy;

(d) the kind of library service proposed to be given to illiterates;

(e) the estimated initial cost in regard to:

(i) buildings and fittings;

(ii) furniture and equipments;

(iii) reading and kindred materials;

(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 if 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 instruction in regard to its execution.

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:

Proviced 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:-

(i) a branch of the Post Office Savings Bank;

(ii) 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 cliques 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* - (1) 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, an

(c) any person so appearing to make and sign a seciaration with respect to such document or to answer any question or to prepare and furnish any statement relating thereto.

109. *The auditors shall -*

(i) 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) 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

(iv) 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.

110. (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 deciare 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* - (1) In every year the annual report shall be prepared by the President of the State Library Council under sub section (1) 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

Pules 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,

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 show-

ing 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* - (1) 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 Gradation Committees.

(3) State Library Council shall issue orders constituting the Gradation Committees every years.

(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 before 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 gradation 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

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 grant to libraries and librarian's allowance before the 15th December as far as possible.

(11) On receipt of orders sanctioning the grant, the Secretary State Library 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 receipts 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 reference to sanction by the State Library Council.

116. *Grading of Libraries* - (1) 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.

(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 -

(1) 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.

(10) 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' grade 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) 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.

(ii) The Taluk Officer, after due verification shall pass the receipt and issue a demand draft for eligible fallowness.

(iii) The Secretary / President of the library shall on receipt of the

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.

118. *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 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 on 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 Work's 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 on 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 grant received shall always be credited forthwith to the accounts of the library. In the case of failure to complete construction and purchase as a fireside and to credit the grant to the accounts of the library grant 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

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 chalone 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.

119. *Payment of grants to Libraries proposing Higher type design* - (1) Libraries proposing construction of buildings in higher type design (61m^2) 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 instillments 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

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.

(2) The following items shall come under the term "Organisation Expenses":-

(i) Organisation of new libraries not including purchase and supply of books;

(ii) Inspection of libraries;

(iii) Conducting discussion, meetings and seminars;

(iv) Giving instructions towards improving the tone and efficiency of libraries;

(v) Publishing articles, pamphlets, etc., connected with the Library Movement and Reviewing of books. Expenses in connection with publications of the Magician "Grandhalokam";

(vi) Supply of list of books useful for libraries;

(vii) The work done by the Taluk Library Unions viz., inspection of the libraries located in the respective taluks and issue of

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:-

(i) Pending fixation of annual grant, advance grants shall be sanctioned to the State Library Council for which year to be adjusted later on form 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.

(ii) 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.

(iii) 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.

(iv) 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.

(v) Along with the Audit Report, the Examiner of Local Fund Accounts shall forward his recommendations regarding the final grant to be fixed for the year of the Audit report.

(vi) The grant for the year shall be fixed finally on receipt of audit report of the State Library Council for the year.

(vii) 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 VII

Terms and Conditions of service of the Officers and Employees of the State Library Council, District Library Council and Taluk Li-

brary 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. Kerala Public Libraries (Kerala Grandhasala Sanghom) Service.

II. Kerala Public Libraries (Kerala Grandhasala Sanghom) Subordinate Service.

III. Kerala Public Libraries (Kerala Grandhasala Sanghom) Technical Service.

IV. Kerala Public Libraries (Kerala Grandhasala Sanghom) Last Grade Service.

(b) Each service shall consists 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

II. Kerala Public Libraries (Kerala Grandhasala Sanghom) Subordinate Service:-

1. Joiner Superintendent
2. Publication Assistant
3. Project Assistant
4. Librarian Grade I
5. U.D. Accountant
6. Librarian Grade II
7. U.D. Clerk
8. U.D. Clerk cum-Typist
9. L.D. Clerk
10. Librarian Grade III
11. L.D. Clerk cum-Typist
12. Library Attender
13. Driver

III Kerala Public Libraries (Kerala Grandhasala Sanghom) Technical Service:-

1. Foreman Press
2. Compositor Press
3. Printer Press
4. Binder Press

IV. Kerala Public Libraries (Kerala Grandhasala Sanghom) Last Grade Service:-

1. Peon
2. Night Watcher
3. 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 Annexure 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 unqlify him for the service.

(3) No. person shall be eligible for appointment to the posts in column 1 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.

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 uglified to hold the post under the Rules.

(iv) 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.

(b) 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.

(c) 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 II 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 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 Ist 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.

(2) The upper age limit shall, unless otherwise stated be raised by 5

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:-

(i) to the appointment of a candidate belonging to any of the scheduled castes or scheduled tribes to a post included is 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

(ii) 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) 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.

(d) 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.

(e) 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 be acquire, thereby any preferential right to future appointment to such service, class, category or grade.

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 probation; if fixed under these rules shall bot 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 whall 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 ex-

ceptional 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 -

(i) 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.

(ii) if appointed by promotion in other service for a period of on 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 1 ti 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 contoured 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 a 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 prompted 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

VIII and at the conclusion of the disciplinary proceedings, a opportunity of showing ease 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 be order be discharged from the Service unless the period of probation is extended under rule 137.

(ii) 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 examination 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

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 of extended period of probations:

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 (1) of tule (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.

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.

Explantation -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 best 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 expiate 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:

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 probation is set aside by the State 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.

(ii) 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:

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 a 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 Rule, 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 incumber 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 satisfactory 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.

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 letter 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

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* - Not withstanding 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 staff selection 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 promo-

tion 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 transfers 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 deputation 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 approved probationer;

(b) for promotion from lower to a higher category; and

(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 appointment shall apply to such re-appointment and on such re-appointment 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, category or grade of a service is substantively reduced to a lower class, category 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 subsequently 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 subsequently 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 decided 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

a member of the service on the date of the coming into force of these Rules.

(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 service 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 category or grade thereof in which the post is included and in the lower category 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

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. *Relinguishment 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 native 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 a lieu thereof a him 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 bot be liable to termination under this rule so long as any post of the came category, grade and class and service as the case may be, continues to be old 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) Subjection 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 II 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 II 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 II 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 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, Derail 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 of possess any of the qualifications prescribed in the Annexure I.

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 agrement* - 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* - (1) 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 if the lower service or to the Last Grade Service.

(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 si 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 or 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

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 as 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.

(2) 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.

(3) 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 the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

(4) Withholding of promotion shall not entail loss of seniority in the grade.

(5) An Officer whose promotion is withheld, shall, if and when pro-

moted 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, you 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 -(1) The period of reduction shall not be less than six months and not 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.

(2) 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.

(3) 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.

(4) An order of reduction to a lower post or to a lower time-scale shall entail lased of seniority.

(5) An officer so reduced shall take his place in the lower grade or in the lower time-scale at the top of theist of officers in that grade of 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.

(6) 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 repromotion to the higher grade or higher time-scale count for increments, only subject to the provisions of

Rule 36 of Part I of the Kerala Service Rules.

(7) Where the penalty of reduction to a lower stage in a time scale cannot be given effect to or becomes in operative, 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 revocered, the same may be revocered 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 meaning of this rule:-

(a) 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;

(b) 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;

(c) 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;

(d) reversion to a lower class, category, grade or post of an employee of the State Library Council / District Library Council / Taluk

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;

(e) 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;

(f) 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;

(g) 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;

(h) 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.

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 I of rule 160 and rules 167 and 168 the authority which may impose the penalties of:-

(i) Censure;

(ii) 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.

(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:-

(i) The immediate superior officer in the Kerala Grandhasala Sanghom service,

(ii) The Secretary,

(iii) any other officer of the State Library Council / District Li-

brary 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 a 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 on 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

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) 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)

(ii) Written statement of defence;

(iii) The oral evidence taken in the course of the inquiry;

(iv) The documentary evidence considered in the course of the inquiry;

(v) The orders, if any made by the Disciplinary Authority and the Inquiring Authority in regard to the inquiry, and

(iv) 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.

(12) (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

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) 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

(b) such representation, if any, is taken into consideration by the Disciplinary Authority;

(2) The report of proceedings in such case shall include -

(i) 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;

(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 functions 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 follows 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:

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 (1) 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 bot 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.

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 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 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

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 service 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 indificaite period as has ordered under either from of contract continues service 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

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 conditions of service as governed by any rule or by agreement; or

(b) interpret to his disadvantage the provisions of any such rule or agreement.

(2) An appeal shall also lie to the State Library Council / District Library 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 Library Council / Taluk Library Union on his reinstatement or determining 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 Council / Taluk Library Union.

174. *Period of limitation for appeals* - No appeal under this part shall be entertained unless it is submitted within a period of two months from the date on which the appellant received 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

receipt of the copy of the appeal forwarded through the appropriate channel or a period of one month whichever is over.

175. *Form and contents of appeal* - (1) Every person submitting an appeal 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 appellant 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 authority 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 -

(i) it is an appeal against an order from which no appeal lies; or
(ii) it does not comply with any of the provisions of rules 175 and 176; or
(iii) 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 withhold 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

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 on 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) Whether the facts on which the order was based have been established;

(b) Whether the facts established afford sufficient grounds for taking action;

(c) Whether the procedure procedure prescribed in these rules has been complied with, and if not, whether such non-compliance has resulted violations of any provisions of the constitution or in failure of justice;

(d) Whether the findings are justified; and

(e) Whether the penalty imposed is excessive adequate or inadequate; and pass orders

(i) Setting aside reducing, confirming or enhancing the penalty; or

(ii) 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:-

(i) 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.

(ii) 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

(iii) 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 or 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 / 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

(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 (1) 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.

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 (1) 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 on action under this Rule shall be initiated more than one year after the date of the order to be reviewed.

MISCELLANCEOUS

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 passe, 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 sent 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

of the posts mentioned in chapter VII. 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* - (1) 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 find 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 the Secretary it will be placed before the Executive Committee of the State Library Council which will issue forging 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.

(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 II 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 caual employment or local body or other institution and also persons in caual 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 agrement;

(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

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 flowers or fruits or similar articles of trifling value, but all employees shall use their best endeavors to discourage the reader of such gifts.

(2) An employe 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.

(3) 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-lendinglor

(b) except with the pervious 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

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 precluded 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, be 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 mobile

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 not relinguished 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.

(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 rule 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 officer 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 Rule, an employee who intends to transact any purchase 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 amy, 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

another house of 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 position 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" includes -

(i) any coin, sculpture, manuscript, epigraph or other work of art or craftsmanship;

(ii) any article, object or thing illustrative of science, art, crafts, literature, religion, customs, morals or politics in by gone ages;

(iv) any article, object or thing of historical interest;

(v) 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 Employment* - (1) No employee of the State Library Council / District Library Council / Taluk Library Union may, without such sanction undertake honorary work of a social or charitable nature or

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 undertake or shall discontinue, such work if so directed by the State Library Council.

Explanation -(a) Canvassing by an employee of the State Library Council / 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

(b) No employee of the State Library Council / District Library Council / 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 part in the management of a manual benefit society it he has first obtained the sanction of the State Library Council and a certificate to the effect that the work undertaken will be performed without detriment to his official duties.

(c) 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 except 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 / District Library Council / Taluk Library Union.

(d) 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 promotion, registration or management of a Co-operative Society registered or deemed to be registered under the Co-operative Societies Act.

204. *Investments* - (a) No employee shall speculate in investments for the purposes of this rule, habilitate purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

(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 investments likely to embrace or influence him in the discharge of his official duties.

Note - If Any question arises, as to whether a security or investment 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 Library Council / Taluk Library Union as arbiralors* - (1) 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) If an employee of the State Library Council / District Library Council / Taluk Library Union act as arbitrator at the private request of disputants, he can accept no fees;

(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 is ordinary cirmstances, 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 involvement 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 contain 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, of 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

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 of 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.

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 critics 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 be 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

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 appointment 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

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 inquires.

213. *Taking part in polities 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 polities 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-

(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 rime 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, l 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.

An employee who issue 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, literacy 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 Council / 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.

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 sovereignity and integrity of India or public order of morality.

218. *Conditions for recognition* - (a) (1) 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 os service associations shall forthwith disaffiliate such service associations.

(5) The service association shall cease to be affiliated to a federation of confederation of service associations whose recognition under these rules in 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

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:-

(i) issue or maintain any periodical publications;

(ii) permit tis 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.

(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 assists 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 office bearer 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 if 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 Library 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 Library 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 efficient 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 Library 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 the officer, if any, holding as inquiry into his conduct.

Explanations - The employee must obey all orders to attend any inquiry into his conduct and if he fails to do so, the in-

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 selecting, 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 application 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 concerned. 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 permission to reside outside the headquarters will be granted only in exceptional cases, each case being considered on its merits and in accordance with administrative convenience 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 fifteen kilometers radius shall not however be applied strictly in the case of big cities and towns provided that the persons concerned reside within the limits of the Headquarters city or town.

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 during 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 Council / District Library Council / Taluk Library Union or Committees constituted 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 representations 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 order into any pecuniarily 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 involved 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 ordinarly 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 visited with discretionary powers.

232. *Consulting a Medical Practitoner 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. *Pigamous 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 to these 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 betewwn 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 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 modific 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/Vigilanve 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 Librarions* - 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.

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 subject to such modifications as the context may require.

244A. "Nothing contained in these Rules shall not apply to the employees 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 decision 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,
(Sd/-)
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 Coluncil, Taluk Library Union, affiliation of libraries service conditions of the employees and matters incidental thereto the persent notification is intended to achieve the above object.

Form No. 29 Gratuity Register
" 30 Register of Pension Payment Orders received
" 31 Pensioner's Bill
" 32 Family Pensioner's Bill
" 33 Audit Register of Pension
" 34 Register of Monthly Payments
" 35 Register of Consolidated Accounts
" 36 Call for the Personal appearance of Pensioner
" 37 Memorandum of Pension Bill Objections
" 38 Form of returning Pension Bills Post audited
" 39 Register/Pension payable by Money Order
" 40 Bill for payment of Pensions by Money Order
" 41 Register of F.D. Account.
" 42 Balance sheet of Pension and Gratuity Fund
A Commutation of Pension
B Do.
C Do.
" 43 Model Form of certificate and Report of the Accounts Section Pension and Death-cum-Retirement Gratuity.
" 44 Do. Family Pension and Death-cum-retirement Gratuity
" 45 Model Form of State Library Council sanction pension and Death-cum-Retirement Gratuity
" 46. Do. Family Pension and Death-cum-Retirement Gratuity.

Annexure III

FORM NO. 1

(See Rule 5 and Section 28 of the Act)

Application for recognition as an affiliated Library

1. Name and full address of the Library (Post Office Pincode Number should be specified)

Ward Village Panchayat Block Taluk Dist

4. Date of establishment
4. Management
5. Whether the Library possesses own land and Building or rented building not less than 5 Sq. m. space
6. Equipments (Language war) Face value
7. Number of Books (Language war) Face Value
8. Number of members and average monthly subscription
9. Timing of Library
10. Number and price of newly purchased books
11. Average number of daily Library users
12. Issue of books during the previous months (Annual issue of books (month wan)
13. Details of grant if any received from Government, N.E.S. Block, Panchayat and Municipality.
14. Publications receiving
15. Details of social educational activities like classes, study classes etc.
16. Annual income and expenditure of previous year
17. Names of two neighbouring libraries and the distance between them.
18. Receipt number and date of entrance fee paid in the State Library Council
19. Amount of Rs. 50 remitted towards entrance fee in the State Library Council
20. Whether the Library has satisfied the condition laid down in rule 4 (d)
21. No. of members of the library

Hereby assure that the library should function as per the decisions and suggestions of the District Library Council, State Library Council and Taluk Library Council.

Date of meeting which resolution regarding membership paid.

Name and Signature of Secretary

Date (Seal)

Name and Signature of President

Whether renewed due to the efforts of the Taluk Library Council or newly created?

Model Byelaws approved?

Whether the library possess as the qualifications prescribed by the State Library Council. Number and date of decision of the meeting of the Taluk Library Council.

Signature (Dist. Secretary)

(Seal)

FORM NO. 2

(See Rule 6 and Section 28 of the Act)

No. .....

Executive Committee

Kerala State Library Council

[Constituted under the Kerala Public Libraries (Kerala Granthasala Sanghom)] Act, 1989.

Thiruvananthapuram.

Certificate of Affiliation

This is to certify that ..... situated in ..... village ..... Taluk ..... District is as a member of the State Library Council vide No. ....

Thiruvananthapuram

Form No. 9A

(See Rule 20)

Nomination for Election of Members of the Taluk Library Council

1. Name of the candidate :
2. Father's name :
3. Address :
4. Signature of the candidate :
5. Name of the affiliated Library which he represents
6. Serial No. of the candidates in the voters list
7. Name and address of the proposer
8. Signature of the proposer :
9. Name of the affiliated Library which he represents
10. Serial No. of the proposer in the voters list
11. Name and address of the seconder
12. Signature of the seconder :
13. Name of the affiliated Library which he represents
14. Serial No. of the seconder in the voters list

Candidates Declaration

I declare that I am willing to stand for election

Signature of the Candidate.

Endorsement by the Returning Officer

This nomination was presented to me in person at ..... by ..... (date) ..... at ..... by Shri .....

Initial of Returning Officer

Form No. 3B

(See Rule 34)

Nomination for Election of Members of the District Library Council

1. Name of the candidate :
2. Father's name :
3. Address :
4. Signature of the candidate :
5. Name of the Taluk Library Council which he represents :
6. Serial No. of the candidates in the voter's list :
7. Name and address of the proposer :
8. Signature of the proposer :
9. Name of the Taluk Library Council which he represents :
10. Serial No. of the proposer in the voter list :
11. Name and address of the seconder :
12. Signature of the seconder :
13. Name of the Taluk Library Council which he represents :
14. 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

Endorsement by the Returning Officer.

This nomination was presented to me in person at ..... (place) ..... (date) at ..... by Shri ....

Initial of Returning Officer

7858 2023/H EDN

Form No. 3C

(See Rule 56)

Nomination for/Election of Members of the State Library Council

1. Name of the candidate
2. Father's name
3. Address
4. Signature of the candidate
5. Serial No. of the candidate in the voters list
6. Name and address of the proposer
7. Signature of the proposer
8. Name of the District Library Council which he represents
9. Serial No. of the proposer in the voters list
10. Name and address of the seconder
11. Signature of the seconder
12. Name of the District Library Council which he represents
13. Serial No. of the seconder in the voters list

Candidates Declaration

I declare that I am willing to stand for election.

Signature of the Candidate

Endorsement by the Returning Officer

This nomination was presented to me in person at ..... (place) ..... (date) at ..... by Shri .....

Initial of Returning Officer.

Form No. 3D

(See Rule 78)

Nomination for Election of Members of the Executive Committee of State Library Council

1. Name of the Candidate :
2. Father's Name :
3. Address :
4. Signature of the Candidate :
5. Name of the District Library Council which he represents :
6. Serial No. of the candidate in the voters list :
7. Name and address of the proposer :
8. Signature of the proposer :
9. Name of the District Library Council which he represents :
10. Serial No. of the proposer in the voters list :
11. Name and address of the seconder :
12. Signature of the seconder :
13. Name of the District Library Council which he represents :
14. Serial No. of the Seconder in the voters list :

Candidates Declaration

I declare that I am willing to stand for election.

Signature of the Candidate

Endorsement by the Returning Officer:

This nomination was presented to me in person of ..... by ... (place) ..... (date) at .....

.....

Initial of Returning Officer

Form No. 4

(See Rule 29)

Form of Appeal Memorandum

..... 19 ..... to ..... No. ..... of ..... 19.....

(Name and Surname) Appellant(s)

Versus

(Name and Surname) Respondent(s)

1. Authority passing the original order in dispute showing the No. and date of the order
2. Date of communication of the order now appealed against
3. Address to which notice may be sent to the appellant
4. Address to which notice may be sent to the respondent(s)
5. Contents of the dispute
6. Grounds of appeal

(Sd.)

Appellant(s)/Authorised Representatives

Verification

I/We the appellant(s) do hereby declare that what is stated above is true to the best of my/our knowledge and belief.

Verified today the .... day of .... 19 ...

(Sd.)

Appellant(s)/Authorised Representative.

Form No. 4B

(See Rule 96)

Form of Appeal Memorandum to the State Library Tribunal

.....No..... of ..... 19.....

(Name and Surname) Appellant(s)

Versus

(Name and Surname) Respondent(s)

1. Authority passing the original orders in dispute showing the No. and date of the order
2. Date of communication of the order now appealed
3. Address to which notice may be sent to the appellant
4. Address to which notice may be sent to the respondent
5. Contents of the dispute
6. Grounds of appeal

(Sd.)

Appellant(s)/Authorised Representative

Verification

I/We .... the appellant(s) do hereby declare that what is stated above true to the best of my/our knowledge and belief.

Verified today the ..... day of ..... 19...

(Sd.)

Appellant(s)/Authorised Representative

Form No.5

Applications for Grant to Libraries for the year 19 ...

(See Rule 115)

Name and Address of the Library

Village .....

Panchayat ..... Taluk N.E.S.

Block ..... Education District .....

Revenue District .....

Date of establishment :

Member Number

Management :

Whether land and building owned :

7. Cost of building and Area of land :

8. Number of books (item-wise)

9. Their total cost :

10. Price and No. of books purchased during the previous financial year :

11. Name of Publications :

(a) Dailies :

(b) Weekly :

(c) Magazine

Number of existing members : Male Female

Members joined during the Previous financial year :

Accessories (Item-wise) :

Their cost :

Working time of Library :

Whether Women's corner is working? :

Whether children's corner available? :

Other Social Activities :

Signature of

19. Radio available? :

20. Book issued per month during the previous financial year :

21. Average number of daily readers :

22. Amounts of grant received and dates of encashment of bills during the previous two financial years. :

23. Date of books purchased by grant, No. of books, cost of books deducting discount. :

24. From which Number to which Number included in the Book stock. :

25. Details of Aid received from Panchayat, Municipality, N.E.S. Block etc. :

26. The date of last examination of account, Records and Stock. :

27. Income and expenditure for the previous financial year :

Income	Expenditure
Opening balance as on	
1. Monthly subscription	1. Books
2. Entrance Fee	2. Newspapers & Magazines
3. Donations	3. Equipments
4. Grant	4. Binding
5. Income by selling old papers	5. Stationery
6. Grant received from other sources	6. Salary
7. Other items	7. Other items.
	Closing balance as on

Signature of Secretary

Recommendation of

Signature of Pr

Form No. 36

(See Rule 115)

Form for furnishing proposals by the Gradation Committees

1. Serial Number : ..... Rs. .....
2. Register Number : ..... Kerala Secretary, Taluk Library Council
3. Correct Name and Address of the Library : .....
4. Stock of Books : .....
5. Total cost of books : .....
6. Number of Dailies Malayalam and English, and other regional languages : .....
7. Number of periodicals : .....
8. Annual issue of books : .....
9. Expenditure : .....
   (a) on books and periodicals : .....
   (b) on salary : .....
10. Annual Income : .....
11. Amount of Previous years grant : .....
12. Date of disbursement of grant : .....
13. Amount utilised for purchase of books from annual grant : .....
14. Date or dates of such utilisation : .....
15. Details of utilisation of the balance amount of grant : .....
16. Unspent amount of grant, if any : .....
17. Building own or rented : .....
18. Date of completion of construction : .....
19. Building of Travancore is ..... of the building
20. Other activities (details to be furnished) : .....
21. Name of Treasury/State Bank of ..... where for encashment : .....
22. Amount proposed : .....

Certified that the books mentioned in the Schedule have been purchased and that the books are in the Library.

Secretary

Name of the Library

Registration Number

Seal :

Form No. 37

(See Rule 116)

Name of the institution receiving grant	Ref. to the Orders of State Library Council sanctioning grant	Year	Amount to be granted	Amount of grant utilised	Balance	Details of utilisation of the balance	Date of disbursement	Total expenditure	Output	Expenditure books	Total expenditure	Output	Expenditure books	Total expenditure
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

This statement after authentication by the Secretary of the Library should be forwarded to the Director of Public Libraries, Trivandrum, along with the Annual Report of the Library.

Secretary

Name of the Library

Seal

Form No. 7

(See Rule 115)

Name of the institution receiving grant	Ref. to the Orders of State Library Council Sanctioning the grant	Year	Amount of grant	Total Expenditure		Grant due		Total	Unspent balance to be refunded	Date of payment of grant	Last date for the utilisation of the grant	Other conditions if any to be fulfilled	Whether conditions have been fulfilled and if not reasons therefor	Details of remittance of the unspent balance if any	Remarks
				(a) Purchase of books	(b) Other expenses	(a) Purchase of books	(b) Other Expenditure								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

I have examined the account of the for 19... I have obtained all the information and explanation that I have required and subject to the observations in my report extract enclosed. I certify as a result of my audit and explanations given to me and as shown by the books of the institution that in my opinion the grants in aid sanctioned to the institution and has been utilised in accordance with the terms and conditions prescribed

Signature of the Audit Officer.

Form No. 8

(See Rule 115)

Receipt

Received an amount of Rs ..... (in words) ..... from the Secretary, Taluk Library Council towards annual grant to our Library for the year ..... on today.

Name of Library :

Register Number

Seal :

20 paise stamp

Name and date and Signature of Secretary.

The said amount after deducting Bank Commission may be forwarded on our expense.

(Signature of Secretary)

Passed for payment of Rs .....

Secretary, Taluk Library Council

..... dated .....

State Bank of Travancore issued on .....

Secretary, Taluk Library Council.

Signature of the Audit Officer.

explanations given to me are true and complete to the best of my knowledge and belief. I have been in accordance with the terms and conditions of the sanctioned and has been utilised in the institution and the amount

Form No. 9

(See Rule 17)

Receipt

Received an amount of Rs. ..... (in words) from the Secretary, Taluk Library Council towards the Librarians allowance to our Library for the year .... on day.

Name of Library :

Register No.

Seal:

20 paise stamp

Name and dated Signature of the President and Secretary

The said amount after deducting Bank's Commission may be forwarded on our expense.

(Signature of Taluk Office

Passed for payment of Rs. ..... Dr. ..... dated ..... of the State Bank of Travancore issued on .....

Secretary, Taluk Library Council

Taluk Library Council

Form No. 10

(See Rule 118)

Bill for Miscellaneous Payments

Head of Account ..... Treasury, Month of .....

Major Head .....

Minor Head .....

Sub-Head .....

Sub-head of Appropriation .....

Detailed Account Head .....

Voucher No ..... list of

Payments ..... Received this ..... day of ..... 19..

Payable on account of ..... being the

Stamp, if the amount exceeds Rs. 20

Claimant's Signature

Passed for payment

Designation of Officer

Examined and entered

Accountant

(Rupees

Officer in charge of the Treasury.

Form No. 11

(See Rule 16)

Standard for Grading Libraries and Rate of Annual Grant

Grade	Books	Paper (dailies)	Periodicals	Salary	Building	Rate of annual grant
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1A	8000 and above	12,000	5 M 2 E	20	900	own	2,200
2B	5000 to 8000	8,000	do.	15	900	own	1,250
3C	4000 to 5000	6,000	do.	12	900	own	1,000
4D	3000 to 4000	5,000	do.	10	600	own	700
5E	2000 to 3000	4,000	5 M 1 E	10	360	own or rented	600
6F	1000 to 2000	2,000	5 M	7	360	do.	460

Note: The average cost of books should be Rs. 2 in libraries where the boo stock is above 5000.

1. A Deficiency of 10% of book in the book-stock required for a grad will be condoned provided such libraries satisfy all other conditions

2. Such of those libraries which have completed the construction of th own buildings shall be given encouragement by raising them to t next higher grade provided however that this benefit will be only the first year after the construction of the building.

3. The value of the books in stock will be taken into consideration. majority of the books in stock in the libraries coming under A grade should comparatively be of better standards than those stoc in the libraries of the remaining grades. These libraries wil equipped with classics as well as reference books. The average of the books stocked in the libraries of C to F Grade should be Rs. while that in the case of libraries of A to B Grades should be Rs. 2

4. Publications received from Government or from any other sou should not be considered for fixing Grade.

5. Libraries having Radio, TV sets, Women's or children's activities. Education Classes, Hindi Classes, Arts Clubs, Nursery sc Anganawadi, Circulating system of any other Social activities w given one grade more and the next higher grade fixed.

Form No. 12A

(See Rule 118A)

Agreement

ARTICLES OF AGREEMENT made this the ..... day of ..... one thousand nine hundred and ..... by the ..... Library, a library registered under Act No. ..... in and having its registered office at ..... (hereinafter called the bounden) in favour of the Governor of Kerala (hereinafter called the Government).

WHEREAS the Government have sanctioned a scheme for the award of grants for the purchase of furniture and construction of building for the various libraries in the State.

AND WHEREAS THE BOUNDEN has applied for a grant of Rs. ..... for the purpose of ..... AND WHEREAS THE GOVERNMENT HAVE sanctioned a Grant of Rs. ..... to the bounden for the purpose of ..... subject to the terms and conditions hereinafter appearing to which the bounden has agreed.

NOW THESE PRESENTS WITNESS as follows:

1. In consideration of the Government agreeing to advance a grant of Rs. ..... to the bounden, the bounden shall complete the construction of buildings in ..... acre ..... cents of land comprised in Sy. No. ..... of Village ..... Taluk owned by the Library/held by the library under Kuthagappattom rules/owned by it under Kuzhikanam holding within a period of ..... year.

The bounden shall be paid Rs. ..... on production of a certificate from an officer of the Public Works Department not less than the rank of Assistant Executive Engineer (Building division) of the locality to the effect that the construction of the building and provision of furniture has been completed to the extent of 2/3 of the estimated cost.

The bounden shall construct the building strictly in accordance with the plan and estimate approved by the Government.

The bounden assures the Government the property mentioned above is owned by it held by it under Kuthagapattam Rules owned by it under Kuzhikanam holding and that there are no encumbrances of any kind on the same.

The bounden shall conduct the library in accordance with that rule and regulations issued from time to time by the Government or it accredited agencies.

6. The bounden shall not divert or allow to be diverted the building and the furniture to any purpose other than maintaining the said library.

7. The bounden shall keep the library buildings and furniture in good and substantial repair so that the same may be always used for the purposes of the library.

8. In case the building and furniture are at any time found not required for the purpose of the library the same will be diverted to other similar purposes with the approval of the Government and also upon repayment of the sum advanced by the Government by way of grant or so much thereof as may be determined by the Government.

9. In case the bounden commits breach of all or any of the provisions herein contained the bounden shall on demand refund all the amounts advanced by the Government by way of grant.

10. The bounden hereby further agrees that all sums found due to the Government under or by virtue of these presents shall be recoverable from the bounden and properties of the library movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though they are arrears of land revenue or in such other manner as the Government may deem fit.

11. The bounden hereby assures the Government that Sri..... who executes this agreement has got authority and power to execute the agreement as per (H.E. authority).

In witness whereof Shri..... President, Shri..... and Shri..... members of the Managing Committee for and on behalf of the library have hereunto set their hands the day and year first above written.

Signed by Shri..... (President)

Signed by Shri..... (Member of the Managing Committee)

In the presence of Witnesses:

1. Shri.....

2. Shri.....

Form No. 12B

(See Rule 119)

Model Agreement

ARTICLES OF AGREEMENT made this the ..... day of One thousand nine hundred and ..... by ..... library, a library registered under the Act and having its registered office at ..... (hereinafter referred to as "the Bounden" of the one part and the Government of Kerala (hereinafter referred to as "the Government" of the other part).

WHEREAS THE Bounden has applied to the Government for a grant of Rs. ..... under the Rules for payment of Building Grants to libraries (hereinafter referred to as "the Rules"), a copy of which is herewith appended which shall form part of this agreement.

WHEREAS the Government have sanctioned a grant of Rs. ..... to the Bounden for the purpose of ..... subject to the terms and conditions contained in the Rules and those hereinafter contain to which the Bounden has also agreed.

NOW THESE PRESENTS WITNESS AND THIS HEREBY MUTUALLY AGREED as follows:

In consideration of the Government agreeing to advance a grant of Rs. ..... to the Bounden in the manner hereinafter contained, the Bounden hereby covenants with the Government as follows:

(a) The Bounden shall complete the construction of the buildings in ..... of ..... Village ..... Taluk owned by the Bounden/held by the Bounden under Kuthagappattom rules/owned by it under Kuzhikanam holdings within a period of ..... from the date of the grant.

(b) The bounden shall construct the building for the library strictly in accordance with the plan and estimate approved by the Government. copies of the approved plan and estimate are herewith attached.

(c) The bounden assures the Government that the property mentioned above is owned by the bounden/held by the bounden under Kuthagappattom rules owned by it under Kuzhikanam holding and that the bounden has got power and authority to construct the building thereon.

(d) The bounden shall conduct the library in accordance with the rules and regulations issued from time to time by the Government or any other Authority authorised to that effect by the Government.

(e) The bounden shall not divert or allow to be diverted the building and the furniture, to any purpose other than maintaining the library.

(f) The bounden will keep the library building and furniture in good and substantial repairs so that the same may be always fit for the use of the library.

(g) In case the buildings and furniture are at any time found not required for the purpose of the library the same will be diverted to other similar purposes only with the approval of the Government and also upon repayment of the sum of Rs..... advanced under this agreement or so much portion thereof as may be determined by the Government.

2. The grant amount of Rs..... will be advanced to the Bounden only in instalment the minimum of each instalment being Rs..... The first instalment of Rs..... is hereby paid and the Bounden hereby admits and acknowledge receipt of the same. The subsequent instalments will be paid only on production of certificates from an Engineer of not less than the rank of an Assistant Executive Engineer of the Public Works Department (Building Division) of the locality to the effect that there is satisfactory progress in the work. The last 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.

3. The Bounden shall comply with all the terms and conditions contained in the Rules and they shall be binding on him.

4. In case the Bounden commits breach of all or any of the provisions herein contained or those contained in the Rules, the Bounden shall refund all the amounts advanced by the Government by way of grant along with such sum not exceeding Rs..... (Rupees.....), as may be fixed by the Government towards damages and the Bounden shall not be eligible to get any portion of the grant.

5. All sums found due to the Government under or by virtue of the agreement shall be recoverable from the Bounden and his properties moveable and immoveable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are arrears of land revenue and in such with other manner as the Government may deem fit.

6. The Bounden hereby assures the Government that Shri..... who execute this agreement on behalf of the Bounden has got authority and power execute this agreement as per..... (here enter authority).

In witness whereof Shri..... for and on behalf of the..... library and Shri..... for and on behalf of the Government have hereunto set their hands the day and year first written.

Signed by Shri.....

In the presence of witnesses :

(1)

(2)

Signed by Shri.....

In the presence of witnesses :

(1)

(2)

Form No. 13

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library

Formal Application for Pension

From

.....

.....

To

.....

.....

.....

.....

Sub:- Application for sanction of pension.

Sir,

I beg to say that I am due to retire from service with effect from the ..... my date of birth being..... I therefore request that steps may kindly be taken with a view to sanction the pension and gratuity admissible to me being sanctioned by the date of retirement. I desire to draw my pension from State Library Council Office.

2. I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service qualifying for this pension and in respect of which pension and/or gratuity is claimed herein nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.

3. I enclose herewith :

(i) Two specimen signature of mine, duly attested.

(ii) Three copies of joint photograph of my wife and mine, also duly attested.

(iii) Two slips bearing my left hand thumb and finger impressions.

(iv) Two slips each showing particulars of my height and identification marks.

4. My present address is .....

.....

and my address after retirement will be.....

Date :

(Signature)

Designation.

Note:- Any subsequent change of address should be notified to the Kerala State Library Council Office.

* This is required only in the case of persons who are illiterate and cannot sign their names.

Form No. 14

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Application for Pension or Gratuity and Death-cum-Retirement Gratuity

1. Name of applicant .....
2. Father's name (and also husband's name in the case of a married woman) .....
3. Religion and Nationality .....
4. Permanent residential address showing village/town, District and State .....
5. Present or last appointment (including name of Establishment .....
6. Date of beginning of service .....
7. Date of lending/observing pension and gratuity .....
   (a) Total period of military service .....
   Date of commencement and end of each period of military service .....
   (b) Departments under which service has been rendered .....
8. Length of service with details of interruptions and non-qualifying period .....
9. Class of pension or gratuity applied for and cause of application .....
10. Average emoluments .....
11. Proposed pension .....
12. Proposed gratuity .....
    (a) Proposed death-cum-retirement gratuity .....

Instructions for preparing the application for pension or gratuity or death-cum-retirement gratuity should be carefully studied before filling in the Form.

13. Date from which pension is to commence :

14. Place of payment

(a) Pension rules opted/eligible

(b) Whether nomination made for

(i) Family pension

(ii) Death-cum-retirement gratuity

15. Date of applicant's birth by Christian era/Malayalam era

16. Height

17. Identification Marks

(a) Thumb Impressions : Thumb, Fore finger, Middle, Ring, Little finger,

Note: Persons who are literate enough to sign their names in English, Hindi or the official regional language are exempted from recording their left-hand thumb and finger impressions.

18. Date on which the applicant applied for pension

Signature of Secretary

Form No. 1

(Second page of Form No. 1)

Service (Showing History of Instructions)

Date of birth	Establishment	Appointment	Pay	Allowance	Date of beginning	Period reckoned as service Y.M.D.	Total period of service	Remarks by the Administrative Assistant	Remarks by the Establishment Section	Period not reckoned as service Y.M.D.	How verified

Form No. 14

(Third page)

(a) Remarks by the Receiving Authority

1. As to character and past conduct of applicant :
2. Explanation of any suspension or degradation :
3. Regarding any gratuity or pension already received by the applicant :
4. Any other remarks :
5. Specific opinion of the receiving authority whether the service claimed is established and should be admitted or not :

Signature of the Receiving Authority with designation.

Countersigned:

Secretary

Form No. 14

(Fourth Page)

Application for Pension or Gratuity and Death-cum-Retirement Gratuity

of application

of applicant

of pension or Gratuity

ning authority

of pension sanctioned

of death-cum-retirement

sanctioned

commencement

sanction

ative Assistant

Secretary

Form No. 51

(Pension and Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Form for sending Pension Papers

Office of the

Date

Station

From

.....

.....

To

.....

.....

Sub: Pension papers of Shri.....

retired /late

Ref:

Sir,

I have to forward herewith the pension papers of Shri ..... retired / late..... as per list enclosed for report on his/her title to pension instructions issued by the Executive Committee in this behalf have carefully observed.

List of Enclosures

1. Formal Application for pension (Form No. 13)
2. Application for pension (Form No. 14) in duplicate
3. Invalid certificate (if the claim is for invalid pension)
4. Service Book duly completed.
5. Statement of average emoluments in duplicate.
6. Last pay Certificate
7. (a) Two specimen signature duly attested
   (b) Two slips bearing the left hand thumb and finger impressions
8. Three copies of joint photograph duly attested.
9. Two slips each showing particulars of height and identification marks.
10. Address after retirement in duplicate
11. Non-liability certificate
12. Declaration from the pensioner consenting the recovery of liability if any, from the D.C.R. Gratuity and Pension.
13. Declaration for Anticipatory pension (Rule 116 K.S.R., Part III)
14. Declaration in Form No. 9
15. Nomination for Family Pension (Form No. 16A, 16B, 16C or 16D)
16. Nomination for Family Pension (Form No. 17) in duplicate (Rule 72 Part III K.S.R.)
17. Details of Family for Liberalised Family Pension (Form No. 19)

*Not necessary in the case of persons literate enough to put the signature.

Form No. 16A

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Nomination for D.C.R. Gratuity

(Referred to in Rule 67 of Part III)

When the Officer has a family and wishes to nominate one member thereof-

I hereby nominate the person mentioned below, who is member of my family, and confer on him the right to receive any gratuity that may be sanctioned by the Kerala State Library Council in the event of my death while in service and the right to receive on any death to the extent specified below any gratuity which having become admissible to me on my retirement may remain unpaid on my death.

Name and Address of Nominee	Relationship with Officer	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer or the nominee dying after the death of the Officer but before receiving payment	Amount of share of Gratuity payable to each
(1)	(2)	(3)	(4)	(5)	(6)

Note: This column should be filled in so as to cover the whole amount of gratuity.

This nomination supersedes the nomination made by me earlier on ....which stands cancelled.

Dated this..... day of..... 19..... at witness to signature.

Witness to signature

1.

2.

Signature of Officer

(To be filled in by the Kerala State Library Council in the case of non-gazetted Officer)

Nomination by..... Signature of Head of Office .....Designation Date.....

Proforma for acknowledging the receipt of the nomination form by the Secretary.....

Sir,

In acknowledging the receipt of your nomination dated/cancellation dated the nomination made earlier in respect of D.C.R. Gratuity in Form..... I am to state that they have been duly placed on record.

(Designation)

Secretary

.....

Form No. 16B

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Nomination for D.C.R. Gratuity- When the Officer has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below who are members of my family and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the Executive Committee in the event of my death while in service and the right to receive on my death to the extent specified below, any gratuity which having become admissible to me on my retirement may remain unpaid on my death.

Name and address of Nominee	Relationship with Officer	Age	Amount or share of gratuity payable to each (*)	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer or the nominee dying after the death of the Officer but before receiving payment of the gratuity	Amount or share of gratuity payable to each (**)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

[illegible] the nomination made by earlier on..... which stands cancelled.

[illegible] space below the last entry to prevent insertion of any

This nomination supersedes the nomination made by me on ..... for the whole amount of gratuity.

Place the blank space below the last entry to prevent insertion of any

..... 19..... at.....

Age of

2 .....

---

* Note -1. This Columns should be filled in so as to cover the whole amount of gratuity

(1) (3) (3) (1) (2) (2)

** Note -2. This amount/share of gratuity shown in the column should cover the whole amount/share payable to the original nominees.

(To be filled in by the Secretary in the case of Non- Gazetted Officer)

Nominated by ..... Signature of Secretary

Designation ..... Date

Office .....Designation

Pro -forma for acknowledging the receipt of the nomination form by the Secretary

To

.....

Sir,

In acknowledging the receipt of your nomination dated/ cancellation dated of the nomination made earlier in respect of death -cum-retirement Gratuity in Form..... I am to state that they have been duly placed in record

Secretary

Dated.....

Form No. 16 C

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

When the Officer has no family and wishes to nominate one person

I, having no family hereby nominate the person mentioned below and confer on him the right to receive any gratuity, that may be sanctioned by the Executive Committee. Kerala State Library Council in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on my retirement may remain unpaid at my death.

Name and address of Nominee	Relationship with Officer	Age	Contingencies of the happening on which the nomination shall become invalid	Name, address and relationship of the person or persons, if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Officer or the nominee dying after the death of the Officer but before receiving payment of gratuity	Amount of share of gratuity pay able to each @
(1)	(2)	(3)	(4)	(5)	(6)

Cancelled Dated this.....day of.....19.....at.....

Witnesses to Signature:

1. .....

2. .....

Note: This column should be filled in so as to cover the whole amount of gratuity

(To be filled in by the Secretary in the case of a non-Gazetted Officer)

Nomination by.....

Designation .....

Office :

Signature of Secretary

Date.....

Designation:

Pro forma for acknowledging the receipt of the Nomination form by the Secretary

To

.....

Sir,

In acknowledging the receipt of your nomination dated/cancellation dated of the nomination made earlier in receipt of D.C.R. Gratuity in form..... I am to state that they have been duly placed on record.

Secretary

Dated.....

Form No. 16D

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

(When the Officer has no family and wishes to nominate more than one person)

I having no family, hereby nominate the persons mentioned below and confer on them the right to receive to the extent specified below any gratuity that may be sanctioned by the Kerala State Library Council in the event of my death while in service and the right to receive on my death, to the extent specified below any gratuity which having become admissible to me on my retirement may remain unpaid at my death.

Name and address of nominee	Relationship with Officer	Age	Amount or share of gratuity Payable to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the officer or the nominee dying after the death of the Officer but before receiving payment of gratuity	Amount of share of gratuity payable to each (**)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note 1. This column should be filled so as to cover the whole amount of gratuity.

Note 2. The amount/share of gratuity shown in this column should cover the whole amount/ share payable

This nomination supersedes the nomination made by me earlier on .....
.....which stands cancelled.

(N.B.: The Officer should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed)

Dated this.....day of
19..... at .....

Witness to signature	Signature of Officer
1.	
2.	

(To be filled in by the Secretary in the case of a non-gazetted officer etc., as in Kerala Service Rules)

Pro forma for acknowledging the receipt of the nomination form by Secretary

To

.....

In acknowledging the receipt of your nomination dated/cancellation dated the nomination made earlier, in respect of Death-cum Retirement Gratuity .....I am to State that they have been duly placed on record.

Secretary

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 my 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 Officer should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this Day of 19.....

Witness to Signature

(1)

(2)

Signature of Officer

(To be filled in by the Secretary in the case of a non-gazetted Officer)

Nomination by.....
signature of secretary

Designation ..... dated.....

Office ..... Designation.....

Pro forma for acknowledging receipt of nomination form by the Secretary

To

.....

.....

Sir,

In acknowledging the receipt of your nomination made earlier in respect of family pension in form..... I am to state that they have been duly placed on record.

Dated: Secretary

Form No. 18

(Pension and Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Application for a Family Pension for the Family of Shri.....

.....

.....

.....

.....in the Office

Department of .....

Name of the applicant:

Relationship with the deceased employee/pensioner:

Date of retirement if the deceased was a pensioner:

Date of death of the employee / pensioner:

Order in which the applicant's name appears in the nomination form:

6. Name and ages of surviving kindred of the deceased: Name Date of birth (In Christian Era)

(a) Widow/husband
Sons
(Unmarried daughters)

(b) Father
Mother
Brother
Unmarried sisters
Widowed sisters

7. Name and office at which payment is desired:

8. Description roll of..... Widow/ Son/ daughter etc., of late.....

(i) Date of birth (in Christian Era)

(ii) Height

(iii) Personal marks if any, on the hand, face etc.

(iv) Signature or left hand thumb and finger impression

Small Finger Ring Finger Middle Finger

Index Finger Thumb

9. Full address of applicant:

Attested by:

1..... 1.....

2..... 2.....

Note.- 1. 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.

2. 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.

3. If the applicant is a minor brother of the employee/ pensioner the statement against item 8(1) should be supported by a certificate of age (in original with the attested copies) showing the date of birth of the applicant. The original will be returned to the applicant after the necessary verification.

Form No. 19

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Details of Family for liberalised Family Pension

1. Name of person to whom family pension is payable :
2. Personal marks of identification :
   (1)
   (2)
3. Height :
4. Date of birth :
5. Residence showing Village/ Taluk :
6. Religion and Nationality :

Place : Signature

Date :

Form No. 20

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

No. ..... Office of the ....

Station ..... Dated.....

Sub.- Payment of Family Pension in respect of the late Shri/Smt. .....

.....

The undersigned has learnt with regret the death of Shri/ Smt. .... (here give the name and designation of the deceased Officer) in the State Library Council Office/Executive Committee and 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*.

I am accordingly to suggest that formal claim of the grant of Family Pension may be submitted by you in the enclosed Form along with the following documents: -

1. Death certificate
2. Two copies of a passport size photograph duly attested by a Gazetted Officer.
3. Guardianship Certificate where pension is admissible to the minor children.

Designation:

.....

.....

---

* Family pension is admissible to the minor children.

Form No. 21

(Pension and Gratuity Scheme)

The 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 from..... .....and or the sum of Rs..... as the amount of gratuity/ death-cum-retirement gratuity. I hereby acknowledge that 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 to refund any amount paid to me in excess of that to which I may be eventually found entitled.

Signature of the Officer

1. Signature:
   Address and Occupation of witness.
2. 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 resides.

Form No. 22

(Pension and Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Whereas the Executive Committee, Kerala State Library Council has consented to grant me the sum of Rs..... being the amount of Family Pension due to me and /or the sum of Rs..... ....being the amount of death cum retirement gratuity / arrears of pension or gratuity due to Shri/Srimathy..... .... (here give name and designation of the deceased officer) I hereby Acknowledge that in accepting the amount (s) indicated above, I fully understand that the family pension due to me and death-cum-retirement gratuity. arrears of pension or gratuity due to late. Shri/Smt. .... is subject to revision on the same being found to be in excess of that to which I am entitled under the rules, and I Promise to base no objection to such revision. I further promise to refund any amount paid to me in excess of that to which I may be eventually found entitled.

Signature of beneficiary

1. Signature:
   Address and Occupation of witness
2. Signature:
   Address and Occupation of witness

(i) Separate declaration should be filled in by each beneficiary

(ii) Declaration should be witnessed by two persons of respectability in the town or village or in which the applicant resides.

Form No. 23

(Pension and Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Application for Anticipatory Pension of Gratuity

1. Name of applicant
2. Father's Name (and also husband's name in the case of a married woman)
3. Religion and Nationality
4. Residence showing Village and Taluk
5. Present or last employment, including name of establishment
6. Date of beginning of service
7. Date of ending of service
8. Length of service including interruptions Non-qualifying and interruptions
9. Class of pension or gratuity applied for and cause of application
10. Average emolument or pay
11. Approximate pension entitled to under the rules
12. Two thirds of the amount proposed as anticipatory
13. Approximate gratuity entitled to under the rules
14. Two thirds of the amount proposed as anticipatory
15. Date from which pension is to Commence
16. Place of payment
17. Date of applicants birth
18. Height
19. Marks

Signature of Secretary

DECLARATION

An advance payment of pension having been authorised in my favour, I hereby declare that I clearly understand that the payment is strictly provisional, and is subject to revision after the exact amount of any pension/gratuity to me has been decided upon and sanctioned by the State Library Council and I further promise that it upon such revision, any provisional payment of pension/gratuity made to me has been in excess of the amount eventually sanctioned, I shall repay all such excess payments by deduction from my monthly pension or gratuity.

എനിക്ക് മുമ്പായി അടുത്തുൺ തരുന്നതിന് അനുവദിക്കപ്പെട്ടിരിക്കുന്നതുകൊണ്ട് ഇതിനാൽ ഞാൻ പ്രതിജ്ഞ ചെയ്യുന്നതെന്തന്നാൽ ഈ അടുത്തുൺ തരുന്നത് താൽക്കാലികമായി മാത്രമാണെന്നും എനിക്ക് കിട്ടാവുന്ന വല്ല അടുത്തുണിൻെറയും ശരിയായ തുക ബോർഡിൽ നിന്നും തീർച്ച ചെയ്തു അനുവദിച്ചതിനുശേഷം ഇത് പുതുക്കാനിടയുള്ളതാണെന്നും ഞാൻ വ്യക്തമായി മനസ്സിലാക്കിയിരിക്കുന്നു. ഇപ്രകാരം പുതുക്കുമ്പോൾ താല്ക്കാലികമായി എനിക്കുതന്നിട്ടുള്ള ഏതുതുകയിലും അടുത്തുൺ പിന്നീട് അനുവദിച്ചിട്ടുള്ള തുകയേക്കാൾ കൂടുതലായിരിക്കുന്ന പക്ഷം മാസത്തോറുമുള്ള എൻെറ അടുത്തുണിൽ നിന്നും കുറവ് ചെയ്ത് ഇപ്രകാരം കൂടുതലുള്ള തുക മുഴുവനും അടച്ചു തീർത്തുകൊള്ളാമെന്നും ഞാൻ വാഗ്ദാനം ചെയ്യുന്നു.

1. Relationship to the deceased employee/pensioner
2. Date of retirement, if the deceased was a pensioner
3. Date of death of the employee/pensioner
4. Name and age of surviving kindred if deceased Widow/Widower/Sons
5. Date of birth (Christian Era)
6. Height
7. Personal marks, if any on hand or face
8. Left-hand thumb and finger impressions

Small finger	Middle finger	Index finger	Thumb

9. Applicant's Signature
   Signature of Head of Office:
   Counter Signature of the Head of Department:

Attested by:
1.
2.

Witnesses:
1.
2.

Note - The descriptive roll (Column 8) and signature or left-hand thumb impressions accompanying application for pension should be in two separate sheets and attested by two Gazetted Officers of responsibility in the town or village in which the applicant re

Form No. 24

(Pension and Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Form of Application (Liberalised Family Pension)

Application for a family pension for the family of late Sri/Smt.....
Designation.....in the Office of.....

1. Name of applicant
2. Relationship to the deceased employee/ pensioner
3. Date of retirement, if the deceased was a pensioner
4. Date of death of the employee/ pensioner
5. Name and age of surviving kindred if deceased Widow/ Widower Sons
   Unmarried Daughters
6. Name of office at which payment is desired
7. Signature or left-hand thumb impression (in the case of those who are not literate enough to sign their names)
8. Descriptive roll of..... Widow/ Widower/ Guardian of the minor children of late.....
   (i) Date of birth (Christian Era)
   (ii) Height
   (iii) Personal marks, if any on hand or face
   (iv) Left-hand thumb and finger impressions

Small finger	Ring Finger	Middle Finger	Index Finger	Thumb

9. Full Address of the Applicant

Attested by:

1.
2.

Witnesses:

1.
2.

Note.- The descriptive roll (Column 8) and signature or left-hand thumb and impressions accompanying application for pension should be in du (in two separate sheets) and attested by two Gazetted Officers or per responsibility in the town or village in which the applicant resides

Form No. 25(a)

(Pension and Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Pension Payment Order

Pensioner's Portion

(Page 2)

Debitable to

Head of Account

Major Head

Minor Head

Name of Pensioner

Name of his wife/ her husband

Family Pension Rs. P

Class of pension and the number and date of order sanctioning it	Approximate date of birth	Religion and Nationality	Residence showing village and purganah	Amount of monthly pension

(Page 4)

(Page 3)

of death of Pensioner

date of his death

filled in and attested by the Disbursing Officer)

Payment made

person with the following exceptions

for these benefits

(a) To persons specially exempted by the Executive Committee

(b) To females unaccustomed to appear in public and to appear on account of illness or bodily infirmity

Payment in both case (a) and (b) is made on production of a certificate signed by a responsible Officer

trustworthy person

The Secretary,
Kerala State Library Council,
Trivandrum

19

No.

Sir,

UNTIL FURTHER NOTICE and on the expiration of every month, be pleased to pay to ..... the sum of Rupees..... (less Income Tax), being the amount of ..... PENSION as ..... upon the production of this order and a receipt according to usual form. The payment should commence from.....

2. In the event of death of Sri/Smt..... family pension of Rs..... per month may be paid to Sri/Smt..... from the date following the date of death of Shri/ Smt..... date or her/his remarriage or death whichever is earlier (on receipt of death certificate and form of application from widow/widower)

Signature

Secretary

To

Disbursing Officer

(Page 4)

Note.- 1. No pension shall be liable to seizure, attachment of sequestration process of any court in India at the instance of a Creditor for demand against the Pensioner.

(Sec. II Act XXIII of 1971)

2. Payment under this order is to be made only to the pensioner person with the following exceptions.

(a) To persons specially exempted by the Executive Committee.

(b) To females unaccustomed to appear in public and to persons to appear on account of illness or bodily infirmity.

[Payment in both case (a) and (b) is made on production of Certificate signed by a responsible Officer or other well known trustworthy person]

(c) To any person sending a Life Certificate signed by some persons exercising the powers of a Magistrate under the Criminal Procedure Code or by any Registrar or Sub Registrar appointed under the Indian Registration Act, 1908 or by any pensioned Officer who, before retirement exercised the powers of Magistrate or by any Gazetted Officer or by a Munsiff or by a Police Officer not below the rank of Sub-Inspector, Inspector - in-charge of a Police Station or by a post Master a Departmental Sub-Post Master or an Inspector of Post Offices or by a Class I Officer of the Reserve Bank of India or a Staff Officer or Staff Assistant of the State Bank of India.

(d) To any person resident in India who draws his pension through an agent, who has executed a bond to refund over payments subject 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) and (c) the Disbursing Officer must at least once a year, require proof, independent of that furnished by the Life Certificate of the continued existence of the pensioner. In cases referred to in clause (d) the pension shall not be paid on account of a period more than a year after the date of Life Certificate last received and the Disbursing Officer must be on the watch for authentic information of the deceased of any such pensioner and on receipt thereof, shall promptly stop further payments.

3. On the decease of the pensioner the order should be immediately returned by his family to the Disbursing Officer with a report of the date of his decease. In the event of the death of the pensioner certain benefits are admissible under certain circumstances. Formal claims for these benefits, duly supported by legal authority, where necessary, should be submitted to the Head of the Office.

(Page 6)

Amount of Pension Rs.....

.....Every separate payment recorded.

	19	19	19	19
Month for which pension is due	Date of Payment	Disbursing Officer's Initials	Date of payment	Disbursing Officer's Initials
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
January				
February				

(Page 7)

below by the Disbursing Officer

19	19	19	19	
Date of Payment	Disbursing Officer's Initials	Date of payment	Disbursing Officer's Initials	Remarks

Form No. 25(B)

(Pension and Gratuity Scheme)

The Executive Committee, State Library Council

Pension Payment Order

Disburser's Portion

Debitable to:
Head of Account:
Major Head:
Minor Head:
Place for Signature of Pensioner on the first Payment made:

Names	Class of pension and the date of commencement	Personal identification marks on the face or hand if any	Height Ft. Inch	Date of approximate date of birth	Religion and nationality	Residence showing village and purganah	Amount of monthly pension Rs. P.
1.							
2.							
Family Pension							

Office of the Kerala State Library Council, Thiruvananthapuram

Date of death of the pensioner to be filled in by..... the Disbursing Officer.

No. ..... the ..... 19.....

Sir,

Until further notice and on the expiration of every month, be pleased to pay to.....

.....

.....

the sum of Rs.....

(Less income tax), being the amount of.....

pension a .....

.....

upon the production of the pensioner's portion of this order taking from the claimant a receipt for the amount according to usual form. The Payment should commence from.....

.....

2. In the event of the death of Shri/Smt.....

.....family pension of Rs.....

(Rupees.....

may be paid to Shri/Smt.....

till the date of her/his remarriage or death whichever is earlier (on receipt death certificate and Form of Application from widow/widower)

Signature.....

Secretary

To

Note - 1. The pension shall be liable to seizure, attachment or sequestration by process of any court in India at the instance of a creditor for a demand against the pensioner (Section 11, Act XX of 1971).

2. Payment under this order is to be made only to the pensioner person with the following exceptions:

(a) To persons especially exempted by the Executive Committee

(b) To females inaccustomed to appear in public and to persons unfit to appear on account of illness to bodily infirmity. (Payment in both cases (a) and (b) is made on production of Life Certificate signed by a responsible officer or other well known and trustworthy person).

(c) To any person sending a Life Certificate signed by some person exercising the powers of a Magistrate under the Criminal Procedure Code, or by any Registrar or Sub Registrar appointed under the Indian Registration Act, 1908 or by any pensioned Officer who before retirement exercised the powers of a Magistrate or by a Munsiff or by a Police Officer not below the rank of a Sub Inspector in charge of a Police Station or by a Post Master a departmental Sub Post Master or and Inspector of Post Office or by a Class I Officer of the Reserve Bank of India or by a Staff Officer or Staff Assistant of the State Bank of India.

(d) To any person resident in India who draws his pension through an agent who has executed bond to refund overpayments subject to the condition that the latter produces at least once a year a life certificate signed by a person mentioned in class (c).

(e) In all cases referred to in clauses (a) and (b) and (c) the Disbursing Officer must at least once a year, require proof, independent of that furnished by the Life Certificate of the continued existence of the pensioner. In case referred to in clause (d) the pensioner shall not be paid on account of a period more than a year after the date of Life Certificate last received and the Disbursing Officer must be on the watch for authentic information of the decease of any such pensioner and on receipt thereof shall promptly stop further payments.

In the event of death of pensioner the Disbursing Officer should take the following action:

(i) Intimation regarding the benefits of Family Pension and / or Residuary Gratuity admissible under the pension Rules under certain circumstances should be sent to the person to whom arrears of pension are paid or payable under Rule 370 Central Treasury Rules, Volume I.

(ii) Intimation about the death of the pensioner should be sent to the State Library Council Office.

Reverse of Disburser's Portion

Amount of Pension Rs.....(in words).....

The document is to be retained by the Disbursing Officer so long as this authority remains in force in such manner that the Pensioner shall have in access to it. Every separate payment is to be recorded below:

Month for which pension is due	19	19	19	19	19	19	19	19	19	19	19	19
	Date of Payment	Disbursing Officer's initials	Date of Payment	Disbursing Officer's initials	Date of Payment	Disbursing Officer's initials	Date of Payment	Disbursing Officer's initials	Date of Payment	Disbursing Officer's initials	Remarks	
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
January												

Form No. 7

Form No. 7

(Pension and Gratuity Scheme)

The Secretary
Kerala State Library Council
Thiruvananthapuram

Month in which pensions are due	Date of Payment	Disbursing Officer's initials	Date of Payment	Disbursing Officer's initials	Date of Payment	Disbursing Officer's initials	Date of Payment	Disbursing Officer's initials	Date of Payment	Disbursing Officer's initials	Date of Payment	Disbursing Officer's initials	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)		
March													
April													
May													
June													
July													
August													
September													
October													
November													
December													
January													
February													

*Note of pensioners identification marks

Date	Initials	Date	Initials	Date	Initials

*If payment is by Postal Money Order Identification is required twice a year as Prescribed otherwise annually.

Form No. 26

(Pension and Gratuity Scheme)

The Executive Committee, Kerala State Library Council

No. Dated.....the.....19.....

From

The Secretary
Kerala State Library Council
Thiruvananthapuram

Sir,

I am to forward herewith P.P.O. No..... in favour of..... late..... Rs. .....Per mensem and to request that the pensioner's portion of the order may be made over to him after obtaining his signature to the disburser's portion after you have satisfied yourself of his identity and payments noted on both the portions as they are made. The slip bearing the left hand thumb and finger impressions of the pensioner is also enclosed.

If the pensioner wishes to draw his pension through an authorised Agent, the pensioner's portion of the Pension Payment Order may on the application by the pensioner, be sent to the authorised agent through registered post provided the latter has executed a bond of indemnity to refund over payments. A Written acknowledgment of the receipt of the Pensioner's portion of the Pension Payment Order should, however, be obtained from the pensioner through the Agent to record. Please Acknowledge receipt.

The Secretary

Dated:

No. Dated.

Copy forwarded to.....Pensioner. He should appear before the undersigned Disbursing Officer to receive payment. If, however, he wished to be exempted from appearing on person to receive his portion of the Pension Payment Order and to draw his pension through an authorised Agent, he should apply to that effect to the Disbursing Officer through the Agent, who should have executed a bond of indemnity to refund over payments. In the latter case, the pension Payment Order will be sent to him through the Agent.

The Secretary

Dated.....

No.

Copy forwarded to..... for favour of information with reference to his letter No..... Dated..... the enclosures to his letter which are no longer required, are herewith returned.

The Secretary

Form No. 27

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Book No........ Serial No.

Office of the Secretary,
Kerala State Library Council

No.................. Dated........................ the...........................
19..........

From

The Secretary
Kerala State Library Council,
Thiruvananthapuram

To

Please arrange to make payment to ....
..................(Gratuitant)..
(legal guardian of the minors as indicated below) Shri/Smt. ....
....
From the...group of the
sum of Rs. .... (Rupees ....) less
recoveries details in para 2 below being the amount of Gratuity/Death-cum-
Retirement Gratuity sanctioned in letter Executive Committee Order
No..dated...................................... from the Kerala
State Library Council.

4. The following recoveries should be effected from the payment of Gratuity authorised above.

(i)

(ii)

(iii)

3. The acquittance of the gratuitant/ Legal Guardian should be taken on the reverse of this order with twenty paise receipt stamp, if necessary.

4. The payee is being informed of the issue of the order.

5. Since bearing attested specimen signatures/ left hand thumb and finger impressions of the Gratuitant/ Legal Guardian and an attested copy of the photograph are enclosed have been enclosed with the pension papers sent with this office letter No...........................

6. The Gratuity is debitable to ....

7. The recoveries should be credited as follows:-

Before payment it should be ensured that the gratuitant continues to be qualified, if not the fact should be reported immediately to the sanctioning authority issue of a revised sanction in favour of remaining members of the family.

8. This authority should be kept in the personal custody of the disbursing officer until it is paid it will remain in force for..... months only from the date of its issue. If no payment is effected within this period, it should be treated as void and returned to this office.

9. It should be noted that the disbursing Officer shall be held responsible for proper identification of the payee whose address is given below:-

.....

.....

.....

10. Please acknowledge receipt of this order.

Secretary

Note.-This 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

Dated.....

No.....

Copy forwarded to Shri/Srimathi..... (Gratuitant/ Legal Guardian) for information.

He/she should appear before the undersigned..... group to receive payment unless the payment is desired to be obtained through an authorised agent who has indemntited the Executive Committee against repayment.

Secretary

Dated.....

No.....

Copy forwarded to the ..... for information with reference to this letter No..... dated..... The following papers are returned herewith.

Secretary

Dated.....

No.....

*Copy to the Commissioner of Income Tax..... (Station) for information.

Received Payment

Secretary

Signature with Designation
or left hand thumb impression
(When illiterate)

(For use in the Local Fund Account Office)

Head of Service

Admitted to Rs.
Objected to Rs.
Reason for objection

Auditor

Audit Superintendent
District Office

Form No. 28

(Pension & Gratuity Scheme)

The Executive Committee, State Library Council Register of Pension Payment Orders Issued

P.P.O. No.....

Dated.....

Name of Pensioner:

Debitable to
Head of account
Major Head
Minor Head

Name of his wife/her husband

Class of pension and the number and date of order sanctioning it	Date of approximate date of birth	Religion and nationality	Residence showing village & perganah	Designation of last employment	Amount of monthly pension Rs.	Where payable P.	Remarks	Date of issue of duplicate with initials of officer
Family Pension								
Administrative Assistant								Secretary

Form No. 29

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Minor Head:.....

Major Head:.....

Gratuity Register

Sl. No.	Orders of the sanctioning authority	Name of Payee	Name of employee or pensioner for whom gratuity is sanctioned	Place of payment	Account Rs. P.	Initials of A.A.	Payment Date Vrs A.A.	Initials of A.A.	Remarks

Note: The first six columns should be filled up on receipt of the order from the Executive Committee.

Form No. 30

Form No. 31

Pension & Gratuity Scheme

The Executive Committee, Kerala State Library Council

Pensioner's Bill

Name of Pensioner: Vouchers No. to

(In Block Capitals) List of payment

for

Head of Account Share of pensioner.

Pension Payment

Order No. Major Head:

Group: Minor Head:

Pension for the month of Direction

Total

Deductions

Net amount due

(In words)

Signature/Thumb impression of Pensioner

Attester's Signature

Date:

Station:

Form No. 30

Kerala State Library Council Register

Pension Payment Order

Number of Pension Payment Order	Name of Pensioner	Monthly Pension Rs.	Temporary Increase Rs.	Ad hoc Increase Rs.	Total Rs.	Remarks

The Executive Committee of the Kerala State Library Council

Admitted

Objected

Disallowed

Auditor/Auditor/Superintendent

(See instructions overleaf)

Certificate of Non-employment

I declare that I have not received any remuneration for service in case

in the Kerala State Library Council establishment during the period for which

the amount of pension claimed in this bill is due.

Station:

Date: Name and signature of Pensioner

Form No. 31

Pension & Gratuity Scheme

The Executive Committee, Kerala State Library Council

Pensioner's Bill

Name of Pensioner:
(In Block Capitals)

Vouchers No. of.....
.....list of payment
for.....19
Head of Account

Pension Payment
Order No.
Group

Major Head:
Minor Head:

Pension for the month of..... 19

Temporary increase for the month of

Total.....

Deductions.....

Net amount due

Received the sum of Rs..... (in words)
being my pension and temporary increase for the month of..... 19..... as detailed above.

Station:
Date:

Stamp

Attester's Signature/ Pensioner's Signature/ Thumb Impression

For use in the Kerala State Library Council

Admitted .. Rs.
Objected .. Rs.
Disallowed .. Rs.

Auditor Auditor Superintendent Secretary

(See instructions overleaf)

Certificate of Non-employment

I declare that I have not received any remuneration for serving in capacity in the Kerala State Library Council establishment during the period for which the amount of pension claimed in this bill is due.

Station:
Date:

Name and Signature of Pensioner

Life Certificate

Certified that the pensioner named in this bill is alive this day, the..... day of.....19..... and has signed in my presence this bill and the following request for payment to a messenger.

Station: Name & Signature:

Date: Designation:

Please pay the amount of the bill to.....
.....

Name and signature of pensioner.

Contents received:

Messenger:

Date:

Direction

1. 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 the rules regarding such re-employment have been duly observed.

2. (a) 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 Treasury Code.

   (b) 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.

3. A pensioner who draws his 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

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 office 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 159(b) of Part III of Kerala Service Rules and Rule 274 (a) of Kerala Treasury Code].

4. 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 exceed Rupees twenty).

Form No. 32

The Executive Committee, Kerala State Library Council

Family Pensioner's Bill

*Name of Pensioner (In Block Letters) Voucher No. of list of payment for 19

Pension Payment Order No. Head of Account Major Head Minor Head

Date of termination of pension. Rs.

Group

Pension for the month of .....19.....

Temporary increase for the month of.....

Total

Deductions

Net Amount due

Received the sum of Rs. (in words)

pension and temporary increase for the month of day of 19 and has signed in my presence this bill and the following request for payment to a messenger

Station: Name and Signature

Date: Designation

Please pay the amount of this bill to Name and Signature of the pensioner.

Contents received:

Messenger:

Date:

Page 2

Declaration from female pensioners whose Pension is terminable on marriage.

I hereby declare that I am not married and have not been married during the six months ending with June, 19..... 31st December 19..... widow.

Date

(1) We certify to the best of our knowledge and belief that the above declaration is correct.

Name:

Signature:

Name:

Signature:

Life Certificate

Certified that the pensioner named in the bill is alive this day the..... day of 19..... and has signed in my presence, this bill and the following request for payment to a messenger.

Station:

Date:

Name & Signature:

Designation:

Please pay the amount of this bill to .....Name and signature of pensioner.

Contents received:

Messenger:

Date:

Directions

(a) As a rule a pensioner must take payment in person unless he produce a life certificate signed by any of the persons mentioned in Rule 274 of Kerala Treasury Code.

(b) A pensioner who has been exempted from personal appearance by the State Library Council or a competent authority to which they have delegated the power of granting such exemption, or who is female not accustomed to appear in public or who produce satisfactory evidence that he or she is unable to appear at the disbursing Office because of bodily illness or 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 persons.

Note: In the case of a female pensioner who is exempt from personal appearance the Disbursing Office the life certificate should be attested on each occasion, as an additional precaution, by two or more responsible persons of the pensioner's town or village.

2. A Pensioner who draws the pension of life certificates should attend personally at the Disbursing Office for due identification at least once a year, unless he is exempted from personal appearance under rule 275 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).

3. 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).

4. A stamped receipt should be furnished when the net sum payable exceeds rupees twenty.

*To be furnished only half yearly.

Form No. 33

Form No. 33

Form No. 34

(Pension & Gratuity Scheme)

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

The Executive Committee, Kerala State Library Council

Audit Register of pension

Register of Monthly Payment

Page No.

Major Head:

Minor Head:

No. of P.P.O.	Name of Pensioner and pay-list drawn	Class of pension	Monthly Amount Rs. P.	Incidence of charge	Authority Orders of sanctioning authority	Date of birth Amount	Height Ft. In.	Residence	Personal marks of Pensioner	Remarks
	1. Tax net									

Date of payment of pension for the month of

March	April	May	June	July	August	September	October	November	December	January	February	March

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Right Register of pensioner

19.....

Page No.

Minor Head:

Major Head:

Year	April	May	June	July	August	Septem-ber	Octo-ber	Novem-ber	Decem-ber	Janu-ary	Febru-ary	March

No. of P.P.O.	Name of pensioner	Class of pension	Monthly amount	Rs. P.	Change of pensioner	Orders of sanctioning authority	Date of birth	Height Ft. in.	Kerala Lingua-ge	Kerala Lingua-ge to Kerala Lingua-ge	Remarks
19.....											
	Year	April	May	June	July	August	Septem-ber	Octo-ber	Novem-ber	Decem-ber	
19.....											

Form No. 34

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Register of Monthly Payment

Sl. No.	Date	Officer passing the order	No. of P.P.O.	Authorisation for gratuity	Name of payee	Vr.	Pension Amount No.	Rs.	P.	Anticipatory pension Vr.	Amount No.	Rs.	P.	Total amount payable	Vr.	Amount No.	Rs.	P.	Total amount payable	Vr.	Amount No.	Rs.	P.	Total amount payable	Money order commission Rs.	P.	Total amount disbursed	Signature of the disbursing officer
Total																												

Please note that the ..... with ..... prescribed ..... for ..... claim the form of pensioners. It will be ..... to ..... this office when presenting ..... at ..... Form No. 37

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Memorandum of Pension Bill of Deceased

1. The pension bill of ..... is returned for the reasons shown below:

2. The life certificate should be ..... at the ..... in direction No. ..., Form No. ...

3. Proof should be furnished as regards the ..... illness of ..... account of which the pensioner ..... appear in person.

4. Want of ..... Death ..... Signature

5. Want of ..... Signature

Form No. 38

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Register for Consolidated Accounts

Office of the ..... Station: ..... Date: ..... Signature: ..... Designation: ..... Form No. 32

Form No. 35

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Register for Consolidated Accounts

Sl. No.	Disbursing Officer	Payments										Objection cleared				Recoveries effected		Remarks
		Anticipatory pension		Pension		Gratuity		Money order commission		Total		Amount objected	Amount disallowed	Amount		Initial with date		Details	Initials with date	
		R	P	R	P	R	P	R	P	R	P			R	P	R	P			
Total																				
Opening balance																				
Grade																				
Total																				

Form No. 36

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Call for the personal appearance of a pensioner.

No.....Dated.....

Office of the.....

Station: Date:

To

Please note that in accordance with the prescribed rule for the identification of pensioners, it will be necessary for you to attend personally at this office when presenting the next pension bill.

Signature:

Designation:

Form No. 37

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Memorandum of Pension Bill Objection

P.P.O. No.

The pension bill of Shri..... is returned for the reasons shown below:-

1. The life certificate should be signed by one of the persons mentioned in direction No.14, Form No.31 (P & G.S)
2. Proof should be furnished as regards the bodily illness or infirmity on account of which the pensioner is unable to appear in person.
3. The pensioner should appear for annual muster.
4. Want of non-employment certificate.
5. Want of endorsement in favour of a named messenger or Bank.

Station:

Date:.....19.....

Signature:

Designation:

Form No. 38

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

No:

The Kerala State Library Council,
Thiruvananthapuram, Dated.....

From

The Secretary
Kerala State Library Council,
Thiruvananthapuram

To

The

Sub:- Post audit of pension bills

Ref:- Your letter No. dated

Sir,

The under mentioned bills is/are returned herewith duly post audited. The objections noted in the bills should be cleared immediately.

Yours faithfully,
The Secretary

Form No. 39

(Pension & Gratuity Scheme)

The Executive C

Form No. 39

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library

Register of Pension payable by Money Order

Sl No.	Number of Pension payment order	Name of Pensioner	Full Address	Monthly Amount of pension etc. Rs. P.	Total amount to be paid Rs. P.	Money order commission Rs. P.	Total Rs. P.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	

Form No. 40

The Executive Committee, Kerala State Library Council

Bill for Pensioners Paid by Monthly Order

Bill for Pensions paid by Money Order for the month of.....19.....

Major Head.....

Head of Service Minor Head.....

Voucher No...of.....

Sub Head.....

No. of pension payment order	Name	Rate of Pension	Period of claim	Amount	Money order commission	Total	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		Rs. P.		Rs. P.	Rs. P.	Rs. P.	

Total in words

1. Certified that I have satisfied myself that all the claims noted above have actually to be remitted by money order.

2. Certified that I have satisfied myself that all pensions claimed in the previous month have been paid to the pensioner and that I have obtained money order receipts in support of all payments included in that bill and filed them in my office.

3. Certified that I have obtained from each pensioner a declaration that he has not received any remuneration for serving in any capacity during the past six months (This certificate should be given in the bills for january and July only).

4. Certified that I have satisfied myself that the pensioners included in this bill were alive on the dates on which the pensions were sent to them. (This certificate should be given in the bills for April and October only).

5. Certified that I have obtained from each woman whose pension would terminate on her marriage or remarriage a declaration that she is not married and has not been married during the past six months. (This certificate should be given in the bills for January and July only).

Signature & Designation of Drawing Officer

Received contents

For the Use in the Kerala State Library Council

Admitted Rs.

Objected Rs.

Disallowed Rs.

Superintendent/Administrative Assistant

Form No. 41

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Pension Fund and Deposit Ledger

Name of Bank.....

Date	Particulars	F.D. Receipt No.	Amount deposited Rs.	Due date of renewal	Initials	Withdrawal Rs.	Balance Rs.

Superintendent/Administrative Assistant

Signature & Designation of Treasurer

1. Certified that I have satisfied myself that the pensions noted above have actually to be remitted by money order.

2. Certified that I have satisfied myself that all pensions claimed in the previous month have been paid to the pensioners and that I have obtained money order receipts in support of all payments included in that bill and filed them in my office.

3. Certified that I have obtained from each pensioner a declaration that he has not received any remuneration for serving in any capacity during the past six months (This certificate should be given in the bills for January and July only).

4. Certified that I have satisfied myself that the pensioners included in this bill were alive on the dates on which the pensions were sent to them. (This certificate should be given in the bills for April and October only).

5. Certified that I have obtained from each woman whose pension would terminate on her marriage or remarriage a declaration that she is not married and has not been married during the past six months. This certificate should be given in the bills for January and July only.

Received contents

For the Use in the Kerala State Library Council

Admitted Rs.

Objected Rs.

Disallowed Rs.

Initials

Form No. 42

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Balance Sheet of the Pension and Gratuity Fund

year ending on 31-3-19....

Rs..... P.....

Opening Balance

Receipt (Contribution)

for 19 19

Total

Payments (Remittance) towards

payments made during the year

as per chalan No. dated

Closing balance

Investments

Account No..... of..... Bank.....

Total

Closing balance in Account No. as on 31-3-19.....

Grand Total

Superintendent

Secretary

Form A

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Commutation of Pension

Part I- Form of application

I..... desire to commute Rs..... of my pension of Rs..... P..... a month. I certify that I have answered correctly each and all of the questions below:-

Space for photograph

Signature: .....

Place:

Designation.....

Date:

Address.....

.....

Questions	Answers
1. What is the date of your birth?	
2. 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 commutation of pension ever been rejected or have you ever accept/ declined 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.	
4. From what Office do you draw or propose to draw your pension and commutation money?	
5. If you are already drawing your pension quote the number of your pension payment order.	
6. Without prejudice to the discretion of the sanctioning authority from what date approximately do you wish this	

commutation to have effect? (See Rule 5 of the Pension commutation Rules)

7. At what Station near the area in which you are ordinarily resident would you prefer your medical examination to take place?

8. Has any judicial or departmental proceeding been instituted against you and is continuing now?

Place:

Date:

Signature:

Forwarded to the Secretary, Kerala State Library Council, Thiruvananthapuram.

Place:

Signature:

Date:

Designation:

1. Forwarded to the Executive Committee, Kerala State Library Council (here enter the designation and address of the sanctioning authority).

2. Subject to the medical authority's recommending commutation the lump sum payable will be as stated below:-

Sum payable, if the commutation becomes absolute before the applicant's next birthday which falls	On the basis of normal age, ie.... years Rs.....
	Do Plus 1 Year i.e..... years Rs.
	Do Plus 2 Years i.e..... years Rs.
	Do Plus 3 Years i.e..... years Rs.
	Do Plus 5 Years i.e..... years Rs.

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,		Rs...
	Do	Plus	
	1 Year i.e..... year		Rs...
	Do	Plus	
	2 Years i.e..... year		Rs...
	Do	Plus	
	3 Years i.e..... year		Rs...
	Do	Plus	
	4 Years i.e..... year		Rs...
	Do	Plus	
	5 Years i.e..... year		Rs...

3. The sum payable will be debited to:

Station:

date:

(Signature & designation of Secretary)

Administrative sanction is accorded to the above commutation. A certified copy of paragraph 2 of Part II of the Form has been forwarded to the applicant in Form B.

Signature.....

Place.....

Designation.....

Date.....

Forwarded to..... (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

Form B

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Subject to the medical authority's recommending commutation and the conditions prescribed in Part II of this Form, the lump sum payable be as stated below:-

payable if the commutation becomes absolute before applicant's next birthday which	On the basis of normal age i.e. ....years Rs....
	Do. Plus
	1 Year i.e.... Years, Rs....
	Do. Plus
	2 Years i.e.... Years, Rs....
	Do. Plus
	3 Years i.e.... Years, Rs....
	Do. Plus
	4. Years, i.e.....Years, Rs....
	Do. Plus
	5. Years, i.e..... Years, Rs....
payable if the commutation becomes absolute after the applicant's next birthday but before next birthday	On the basis of normal age i.e. ....years Rs....
	Do. Plus
	1 Year i.e.... Years, Rs....
	Do. Plus
	2 Years i.e.... Years, Rs....
	Do. Plus
	3. Years, ie..... Years, Rs....
	Do. Plus
	4. Years, ie..... Years, Rs....
	Do. Plus
	5. Years, i.e..... Years, Rs....

(Signature and Designation)

Part II

1. The commutation for lump payment of the pension of..... .....administratively sanctioned on the basis of the report of values, on the basis of which the calculation in Local Fund Examiner's report has been made in subject 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.

2. ....(here enter designation and address of the Chief Administrative Medical Officer) 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..... Signature.....

Date..... Designation.....

To

.....

.....

(here enter the name and address of the applicant)

Form No. C

(Pension & Gratuity Scheme)

Form No. C

(Pension & Gratuity Scheme)

The Executive Committee, Kerala State Library Council

Medical Examination by the.....

(here enter the Medical Authority)

Part I

Statement to be filled in by the applicant for commutation of a portion of his pension. The applicant must complete this statement prior to his examination by the..... (here enter the Medical Authority) and must sign the declaration appended there to in the presence of that authority.

(1)	(2)	(3)	(4)	(5)	(6)	(8)
Father's age, if living and state of health	Father's age, at death and cause of death	Number of brothers living their ages and state of health	Number of brother's dead, their ages at death and cause of death	Mother's age, if living, and state of health	Mother's age at death and cause of death	Name of sisters living their ages and state of health	Name of sisters dead, their ages at and cause of death

1. State your name in full (in block letters)
2. State place of birth.
3. State your age and date of birth
4. Furnish the following particulars concerning your family.
5. Have any of your near relatives suffered from tuberculosis (Consumption, Scrofula), Cancer, Asthma fits Epilepsy, insanity or any other nervous diseases?
6. Have you ever been abroad? Where and for what period and how long since?
7. Have you ever served in the Navy, Army, Airforce, or in any Government department?
8. 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?
9. Have you ever been granted leave on Medical Certificate? If so, state periods of leave and nature of illness.
10. Have you ever-
    (a) Small pox, intermittent or any other fever, enlargement or suppuration of glands spitting of blood, asthma, inflamation of lungs pleurishy, heart disease, faintings attacks, reheumatism, appendicitis, epilepsy, insainity or other disease of the ear, syphills, gonorriea or
    (b) had any other disease or injury which required confinement to bed or medical or surgical treatment, or
    (c) Undergone any surgical operation, or
    (d) Suffered from any illness, wound or injury sustained while on active service with his Majestry's Forces during the World War II?
11. Have you rupture?
12. Have you varicocele, Varicose veins or piles?
13. Is your vision in each eye good?
14. Is your hearing each ear good?

ave you any congenidah or acquired
halformation defect or deformity?

When were you last vaccinated?

s there any further matter concerning
our health not covered by the above
uestion, such as presence of albumin or
ugar in the urine, marked increase or
lecrease in your weight in the last three
ears or being under treatment of any
loctor within the last three months and the
nature of illness for which such treatment
was taken?

Declaration By Applicant

(To be signed in presence of the medical authority)

declare all the above answers to be, to the best of my belief, true and
ct.

will fully reveal to the medical authority all circumstances within my
edge that concern by health and fitness.

am fully aware that by wilfully making a false statement or concealing a
nt fact I shall incur the risk of, losing the commutation I have applied for
f having my pension withheld or withdrawn under rule 2 of Part III, Kerala
cer Rules.

Signed in presence of.....

Applicants Signature.....

(Signature and designation of Medical Authority)

Part II

(To be filled in by the examining medical authority)

Apparent age

Height

Weight

Birth of abdomen at level of Umbilicus

Pulse rate

(a) Sitting

(b) Standing

What is the character of pulse?

What is the condition of arteries?

Blood pressure:

(a) Systolic

(b) diastolic

8. Is there any evidence of disease of the main organs:-
   (a) Heart
   (b) Lungs
   (c) Liver
   (d) Spleen
9. Does Chemical examination of urine show
   (i) albumin (ii) Sugar?
   State specific gravity
10. Has the applicant a rupture? If so state the kind and if reducible.
11. Describe any scars or identifying marks.
12. Any additional information.

Part III

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.

Form No. 43

The Executive Committee, Kerala State Library Council

(Model Form)

Certificate and Report of Head of the Account Section

Case No. Pen.

Name of officer:

Designation:

Certified that (Subject to the remarks recorder below) qualifying service inferior or superior grades has been duly proved for..... rs..... months..... days and that a pension or gratuity and Death-n-Retirement Gratuity not exceeding Rs..... (in ds).....P.M. and Rs..... (in words)..... in lump sum respectively admissible under Rules 73 and 76 Part III of the Kerala Service Rules.

The pension will commence from.....

As the date of application is later than the date of retirement, the pension may commence from..... the date of application or from the date of retirement according as the State Library Council directs under Rule 150 K.S.R. Part III.

Temporary increase is/are not admissible in this case.

As the employee has opted for Liberalised Family Pension, two months pay has been deducted from the DCR Gratuity.

An anticipatory Pension/ Death-cum-Retirement Gratuity at the rate of Rs..... P.M. and Rs..... in lump sum have been sanctioned in this case as per State Library Council Order No..... dated..... and the same has to be adjusted from the final pension/gratuity.

As the employee has opted for liberalised Family Pension, in the event of the death of the pensioner a Family Pension of Rs..... is admissible to Smt/ Shri..... his/her husband till her/his death or remarriage whichever is earlier.

The calculation have been verified. The Pension/Gratuity and DCR Gratuity are debitable to Pension Fund.

As per the LPG and Non-liability Certificate a sum of Rs..... on account of liabilities is to be recovered from the D.C.R. Gratuity.

The expenditure sanction for payment of the claims may be communicated.

Payment will be arranged on receipt of sanction.

12. The Service Book and the Pension Papers are sent herewith for reference and return.

Additional remarks

14. .....

Signature

.....

Head of the Account Section

To

The Secretary,

Kerala State Library Council

Thiruvananthapuram

Form No. 44

The Executive Committee, Kerala State Library Council

(Model Form)

Certificate and Report of Head of the Account Section

Case

Name of Officer

Designation

Date:.....

Certified that (Subject to the remarks recorded below) qualifying service inferior or superior grades has been duly proved for ..... years ..... months ..... days and that a Family Pension and Death-Cum-Retirement Gratuity not exceeding Rs..... P.M. and Rs..... in lump sum respectively are admissible under Liberalised Family Pension Scheme/ Rule 89 and Rule 76 of the Kerala Service Rules, Part III.

2. The Family Pension is payable to Smt./Sri..... widow/widower of the deceased from..... to..... (Note necessary in the case of Liberalised Family Pension Scheme) or till her/his death or remarriage whichever is earlier.

3. As the Family Pension is admissible as per Liberalised Family Pension Scheme two month's pay has been deducted from DCR Gratuity.

4. The Death-cum-Retirement Gratuity is payable to the following surviving members the family of the deceased in equal shares.

Sl. No.	Name	Age	Relationship with the deceased	Identification particulars

5. The shares due to the minor (Sl.Nos) ..... have to be paid to ..... their ..... and natural guardian.

6. The expenditure on account of the Family Pension and Death-cum-Retirement Gratuity is debitable to the Pension Fund.

7. As per the L.P.G. and Non-liability Certificate a sum of Rs. ..... on account of liabilities of the deceased employee is to be recovered from the D.C.R. Gratuity.

8. Sanction for payment of the claims may be obtained and communicated.

9. The Service Book and the pension papers are sent herewith for reference and return.

Additional Remarks

10. .....

Signature

Head of the Account Section

To

The Secretary

Kerala State Library Council

Thiruvananthapuram

Form No. 45

The Executive Committee, Kerala State Library Council

Board Order No. .....

Kerala State Library Council
Thiruvananthapuram
Dated.....

From

The Secretary

Sub: Pension to Sri/Smt. .....

retired Dated.....

Ref- Your letter to ..... Pen..... dated.....

Sir,

I am to inform you that Executive Committee has been pleased to sanction to a pension of (Rs.....) per mensem and a Death-Cum-Retirement Gratuity of Rs..... to Sri/Smt. ..... retired ..... under rules, Part III, Kerala Service Rules.

The Pension is payable from .....

The expenditure on account of the pension and Death-Cum-Retirement Gratuity is debitable to Pension Fund Temporary increase is/is not admissible in the case.

The liability amount of Rs. ..... has to be recovered from the DCR Gratuity.

The Anticipatory pension either to be paid at the rate of Rs..... per mensem with effect from..... should be adjusted against the payment of the first instalment of pension now sanctioned.

The anticipatory Death-Cum-Retirement Gratuity of Rs..... already paid should be adjusted against payment of the gratuity now sanctioned.

As per Liberalised Pension Scheme in the event of the death of the pensioner Liberalised Family Pension of Rs.....per mensem is sanctioned to be paid to Smt./Sri..... his/her, wife/husband from the day following the 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 intimation to this Office.

The Service Book and pension record are returned.

Yours faithfully
Secretary

Copy with copy of the verification report of the Head of the Account section forwarded to:-

1. The.....
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.....Pen.....dated.....

Sir,

I am to inform you that the Executive Council has been pleased to sanction a family pension of Rs..... p.m. and a Death-Cum-Retirement Gratuity of Rs..... only in lump to the family of the late

Sri/Smt.....under Liberalised Family Pension Scheme/Part III Kerala Service Rules.

The Liberalised Family Pension is payable to Smt./Sri..... the widow/widower of Sri/Smt..... from.....to (not necessary in the case of Liberalised Family Pension) or till her/his death or remarriage whichever is earlier.

The death-retirement gratuity is payable to the following surviving members of the family of the deceased in equal shares:

Sl. No.	Name	Age	Relationship to the deceased	Identification particulars

The shares due to the minors (Sl. Nos.....) will be paid in Smt./Sri.....their mother/father and natural guardian.

The expenditure on account of the Family Pension and death-cum-retirement gratuity is debitable to the Pension Fund.

The Liability amount of Rs. (.....) .....has to be recovered from the D.C.R. gratuity.

The anticipatory pension hither to paid at the rate of Rs. (.....)per mensem should be adjusted against payment of the first instalment of family pension now sanctioned.

The anticipatory death-cum-retirement of family pension gratuity of Rs. (.....)..... already paid should be adjusted against payment of the gratuity now sanctioned.

This sanction of family pension and death-cum-retirement gratuity is subject to Part III Kerala Service Rules.

The Service Book and Pension Records are returned.

Yours faithfully,

Secretary

Copy with copy of the verification report of the Account Section forwarded to:-

The.....

Sri/Smt.....(Through)

Secretary

Form No. 47

(See Rule 200)

Statement of Landed properties shares in companies and other investment held by............................. (Name and Designation) his wife, relatives or friends (Benami) for the Year............................

Landed Property or interest in Landed property

Nature and situation of property-Extent

Item	Wet, dry or garden	Whether with building and if sum its value	New buildings put up during the year (and their value) on properties owned during previous year	Survey No.	Acre Cents	Taluk	Pakuthy or Village	When and how acquired by whom and with what means	From whom acquired or whom disposed of	Nature and share of Interest	In whose name registered	Price paid/ received	Full particulars of shares held in companies and other investments	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

I.....hereby declare that I am not possessed of or interested in any other landed property of in companies or other investments of any kind than what is stated above either in my name or benami within.

Station:

Date:

Notes:-(1) A line may be used for each transaction.

(2) The properties already acquired before the year in question may be shown first (in redink preferably) in one line and the new acquisition or disposals by a second line, underneath and the result shown in a third line. The third line will be the first line in return for the following year.

Form No. 48

(See Rule 243)

Affiliation Register

1. Sl. No.
2. Register No
3. Name & Address of the Library
4. Taluk
5. District
6. Nature of ownership
7. Application date
8. Date of approval of the Executive Committee
9. Reason for removal
10. Date of removal
11. Remarks

Form No. 49

(See Rule 243)

Librarian's Register

1. Sl. No.
2. Register No.
3. Name & Address of the Library
4. Taluk District
5. Name & Address of the Librarian
6. Date of appointment
7. Duration of the appointment

8. Qualifications ..
   (a) General ..
   (b) Technical ..
9. Date of birth of Librarian ..
10. Reason for removal ..
11. Date of removal ..
12. Remarks ..

Form No. 50
(See Rule 12)

1. Name of Library ..
2. Full Address ..
   (with pincode) ..
3. Register No. ..
4. Panchayat Block Taluk District

5. Total No. of books as on 31-3-19..... ..
6. Total No. of issues from
   1-4-19.... to 31-3-19..... ..
7. Details of periodicals
   subscribed
   (a) Dailies ..
   (b) Weeklies ..
   (c) Monthlies ..
   (d) Others ..
8. Total amount spent for the purchase of books and periodicals during the last financial year ..
9. Total amount of subscription fee received during the last financial year. ..
10. No. of General body meetings held during the last financial year. ..
11. Details of annual Grant ..

Date & Amount of receipt of grant	Date & Amount of purchase of books (75%)	Date & No. of decision	Date & Amount of 25% Expenditure	Date & Amount of disbursement of librarian's allowance

12. Date of formation of the existing committee ..
13. Management of the Library ..
    (a) Whether an elected body from among the members
    (b) Whether a trust
    (c) Whether a local body
    (d) or any others (Specify the management)

I.....
Secretary.....
.....
Library .....
hereby certified that the particulars given above are true and correct.

Signature of the Secretary
Name and address

Place:
Date:

(Seal)

Form No. 51

Annual Report of the State Library Council

[See Rule 113 (1)]

(a) Grants from the State/Central Government
(b) Contribution/gifts made to the State Library Council
(c) Provident Fund, Superannuation Fund etc.
(d) Library cess collected.
(e) Other receipts
(f) Expenditure
(g) (a) Recurring
    (b) Non-recurring

Form No. 52

Annual Report of District Library Council/Taluk Library Council

[See Rule 113(2)]

(a) Grants received from the State Library Council
(b) Contributions/gift made to the District Library Council/Taluk Library Council.
(c) Provident Fund, Superannuation Fund etc.
(d) Library cess collected
(e) Other receipts
(f) Expenditure
(g) (a) Recurring (b) Non-recurring.

The District Administration (Amendment) Act

Act 18 of 1990

The Kerala Public Libraries (Kerala Granthasala Sangham) (Amendment) Act

Act 18 of 1990

x x x x x x

(1) To sub-section (1) of section 10, the following 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 power vested in Government under this sub-section shall, subject to such conditions and restrictions as may be prescribed, be exercised by that district council'.

(2) In sub-section (1) of section 12, for the words 'from the date on which the Government notifies the', the words 'from the date of notification of the' shall be substituted.

(3) To sub-section (1) of section 18, the following 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.'.

(4) In sub-section (1) of section 20, for the words 'from the date on which the Government notifies the', the words 'from the date of notification of the' shall be substituted.'

12. Repeal and saving.-

(1) The Kerala District Administration (Amendment) Ordinance, 1990 (1 of 1990), 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.

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* Pub. in K.G. Ex. No. 629 dt. 23-06-1990.

23/H/EDN

*The Kerala Public Libraries (Kerala Granthasala Sanghom) Amendment Act, 1991

27 of 1991

An Act to amend the Kerala Public Libraries (Kerala Granthasala Sanghom) Act, 1989

Preamble:- WHEREAS it is expedient to amend the Kerala Public Libraries (Kerala Granthasala Sanghom) Act, 1989 for the purposes hereinafter appearing;

BE it enacted in the Forty-second Year of the Republic of India as follows:-

1. **Short title and commencement.**

(1) This Act may be called the Kerala Public Libraries (Kerala Granthasala Sanghom) Amendment Act, 1991.

(2) It shall come into force at once.

2. **Substitution of section 39.** In the Kerala Public Libraries (Kerala Granthasala Sanghom) Act, 1989 (15 of 1989) (hereinafter referred to as the principal Act), for section 39, the following section shall be substituted, namely:-

39. Board of Control to remain in office for certain period.

(1) The Board of Control of the Kerala Granthasala Sanghom appointed by notified order made under the Kerala Granthasala Sanghom (Taking over of Management) Act, 1977 shall continue in office till a Committee consisting of a Chairman and such other members not exceeding ten, as appointed by the Government, by notification to arrange for and conduct the first election to the State Library Council, District Library Councils and Taluk Library Unions and attend to other matters incidental thereto.

(2) On the issue of a notification appointing the Committee,

(a) the Board of Control referred to in sub-section (1) shall stand dissolved and all the members thereof shall be deemed to have vacated their offices, as such members;

(b) all the powers and duties which may be exercised or performed by the Board of Control shall, subject to such directions as may be issued by the Government in this behalf, be exercised or performed by the Committee;

(c) all properties vested in the Board of Control shall vest in the Government and, subject to such directions as may be issued by the Government from time to time, in this behalf, be administrated by the Committee;

(d) action, if any, initiated or taken by the Board of Control in respect of the first election to the said councils and Unions referred to in sub-section (1) shall stand cancelled.

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* Pub. in K.G. Ex. No. 1368 dt. 13-11-1991

(3) Subject to the other provisions of this Act, the Committee shall, in such manner and subject to such conditions as may be prescribed, arrange for conducting the first election to the Councils and Unions referred to in sub-section (1).

(4) The term of office of the members of the Committee, the procedure to be followed in the discharge of their functions their salaries, allowances and other conditions of service shall be such as may be determined by the Government".

3. **Amendment of section 50.**- In the principal Act, in section 50, for sub-section (2), the following sub-section shall be substituted, namely:-

"(2) Notwithstanding such repeal, the Board of Control appointed by notified order made under the Kerala Granthasala Sanghom (Taking over of Management) Act, 1977, shall remain in office till a Committee under sub-section (1) of section 39 of this Act is appointed.".

*The Kerala Public Libraries (Kerala Granthasala Sanghom) Amendment Act, 1998

29 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 Sanghom) Act, 1989, for the purposes hereinafter appearing;

Be it enacted in the Forty-ninth Year of Republic of India as follows:-

1. **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 come into force on the 22nd day of May, 1998.

2. **Amendment of Section 2.**- In the Kerala Public Libraries (Kerala Granthasala Sanghom) Act, 1989 (15 of 1989) (hereinafter referred to as the principal Act, for clause (t) of section 2, the following clause shall be substituted, namely:-
   "(t) "Taluk Library Council" means a Taluk Library Council constituted under section 18;"

3. **Substitution of the words "Taluk Library 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, respectively, be substituted.

4. **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

* Issued under Noti. No. 12406/Leg. Uni 3/98/Law dt. 10-08-1988 pub. in K.G. Ex. No. 1304 dt. 10-08-1988.

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)."

5. **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.

6. **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".

7. **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.

8. **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.

9. **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:-

"(3) In the absence of both the President and the Vice-President, any member chosen by the members present, from among themselves shall, preside over 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 sub-section (2), 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 (1) 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 occur, 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 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 (a), (b) and (c) of sub-section (2), the words "or union" shall be omitted.

18. Amendment of section 43.- In the principal Act, in section 43,-

(i) in sub-section (1),-

(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 (4), the words "or the union, as the case may be," shall be omitted.

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

20. 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.

21. Repeal and saving.-

(1) The Kerala Public Libraries (Kerala Granthasala 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 x x x x x 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.

(2) Notwithstanding anything contained in the Kerala Panchayat Raj Act, 1994 (13 of 1994) or in the Kerala Municipalities Act, 1994 (20 of 1994), the cess levied under sub-section (1) shall be collected in an area within the jurisdiction of a village panchayat 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 the case may be, and the provisions of the said Acts as far as the procedure for collection of tax shall apply accordingly.

(ii) for sub-section (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:

Provided that the cess collected by a municipality or a village panchayat under this Act is not paid on 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 two 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 related 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 x x

*The Kerala Public Libraries (Kerala Granthasala Sanghom) Amendment Rules, 1993

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 to amend the Kerala Public Libraries (Kerala Granthasala Sanghom) Rules, 1991, namely:-

Rules

1. **Short title and commencement.**-
   (1) These rules may be called the Kerala Public Libraries (Kerala Granthasala sanghom) Amendment Rules, 1993.
   (2) They shall come into force at once.

2. **Amendment of the Rules.** In the Kerala Public Libraries (Kerala Granthasala Sanghom) Rules, 1991,-
   (i) In rule 2, after clause (c), the following new clause shall be inserted, namely:-
   (cc) "Committee" means a committee constituted under sub-section (1) of section 39 of the Act.
   (ii) for the words "Board of Control" occurring in the provisos to sub-rule (3) of rule 15, item 1 of rule 34, clause (a) of rule 56 and clause (a) of rule 78, the word "Committee" shall respectively be substituted.

By order of the Governor

Explanatory Note

(This is not part of the notification, but is intended to indicate its general purport.)

By notification No. 44192/A3/91/H, Edn. dated 14-2-1992 Government constituted the Committee for the conduct of election to the State Library Council, the District Library Councils and the Taluk Library Unions as provided in section 39 (1) of the Kerala Public Libraries (Kerala Granthasla Sanghom) Act, 1989. As such the Board of Control is not in existence at present. As per the provisos to rule 15 (3), 34 (1), 56 (a) and 78 (a) of Kerala Public Libraries (Kerala Granthasala Sanghom) Rules, 1991, the Returning Officers for the elections to the above councils and Unions have to be appointed by the Kerala Granthasala Sanghom Board of control. In view of the amendment made to Section 39 of the Act consequential amendments have to be made to the Rules also. This notification is intended to achieve the above object.

* Issued under Noti. No. 1312/A3/93/H. Edn. dt. 7-5-1993 pub. in K.G. Ex. No. 1600 29-5-1993 as SRO 841/93.

The Kerala Public Libraries (Kerala Granthasala Sangham) Amendment Rules, 1994

In exercise of the powers conferred by section 40 of the Kerala Public Libraries (Kerala Granthasala Sangham) Act, 1989 (15 of 1989), the Government of Kerala hereby make the following rules further to amend the Kerala Public Libraries (Kerala Granthasala Sangham) Rules, 1991, the same having been previously published as required by sub-section (1) of the said section, namely:-

Rules

1. **Short title and commencement.**

These rules may be called the Kerala Public Libraries (Kerala Granthasala Sangham) Amendment Rules, 1994.

(2) They shall come into force at once.

2. **Amendment of the Rules.**

In the Kerala Public (Kerala Granthasala Sangham) Rules, 1991, in sub-rule (3) of rule 9, for the words "date of election", the words "the date of the order of the Taluk Library Tribunal, or as the case may be, from the date of election", shall be substituted.

By order of the Governor

Explanatory Note

(This does not form part of the notification but is intended to indicate its general purport.)

In rule 29 of the Kerala Public Libraries (Kerala Granthasala Sangham) Rules, 1991 appeal against the orders of Taluk Library Tribunal shall lie with the State Library Tribunal. Sub-rule (3) of rule 96 of the said Rules stipulates that the appeals or disputes relating to the election shall be submitted to State Library tribunal within thirty days from the date of election. Submission of appeals against the decision of Taluk Library Tribunal to the State Library Tribunal within 30 days is not practicable as rule 29(3) provide that disputes relating to the elections shall be submitted to Taluk Library Tribunal within 30 days from the date of election. In addition to this it will be difficult to take a decision on all disputes within 30 days after election. Government have decided to extend the period for submitting appeals on the decision of Taluk Library Tribunal. This has been previously published as No. 30245/A3/93/ Edn. dated 3rd December 1993 in the Kerala Gazette No. 48 dated 7th December 1993. Now the Government have decided to issue the final notification. This notification is intended to achieve the above object.

Issued under Notn. No. 30245/A3/93/H. Edn. dt. 11-5-1994 pub. in K.G. Ex. No. 461 dt 19-4-94 as SRO 655/94.

*The Kerala Public Libraries (Kerala Grandhasala Sanghom) (Amendment) Rules, 2000

In exercise of the powers conferred by section 40 of the Kerala Public Libraries (Kerala Grandhasala Sanghom) Act, 1989 (15 of 1989), the Government of Kerala hereby make the following rules further 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:-

Rules

1. **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 22nd May 1998 and the remaining rules shall come into force at once.

2. **Amendment of the rules.-** In the Kerala Public Libraries (Kerala Grandhasala sanghom) Rules, 1991,-
   (1) 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 occur 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.
   (2) In rule 16- (a) for item (1) 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.
   (3) in rule 20, in clause (m), for the words "Taluk Library Union", the word "Library" shall be substituted.
   (4) 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."
   (5) for rule 28, the following rule shall be substituted, namely:-
   "28. Reporting of result 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 1152/2000.

Council shall register the names of such members in a register maintained for the purpose".

(6) 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".

(7) in rule 34, sub-rule (2) shall be omitted.

(8) 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."

(9) 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":

(16) in rule 114 (a) in sub rule (8), for the letter, figures, brackets and word "Rs. 40 (forty)", the words "Two hundred and fifty rupees" shall be substituted;

(b) in sub rule (9) for the sentence "The grants shall be utilised within two months after their receipt", the following sentence shall be substituted, namely:-

"The grant shall be utilised within two months after receipt of the same. However the Taluk Library Council may, at the request of the library, grant extension of time for another one month for the utilisation of the grants";

(c) in sub-rule (10), for the words "six months", the words "two months" shall be substituted;

(d) after sub-rule (13) the following sub-rule shall be inserted, namely:-

"(14) Delay, if any, in utilising the grant may be condoned by the State Library Council on genuine grounds in exceptional cases";

(17) in rule 116 (a) for sub-rule (1) the following sub-rule shall be substituted, namely:-

"(1) The State Library Council may, subject to the standards as may be fixed by it from time to time and with the approval of the Government, classify the Library into different grades and thereupon Form No. 11 shall stand modified accordingly";

(b) in sub-rule (8), for the words and letter "the minimum grade F", the words "the minimum Grade" shall be substituted;

(18) in rule 117, for sub-rule (1), the following shall be substituted, namely:-

"(1) Libraries of all grades are eligible for librarian's allowance at such rate as may be fixed by the State Library Council, from time to time, with the prior approval of the Government";

(19) in rule 118 (a) for the marginal heading "Payment of building and furniture grant to libraries", the marginal heading "Payment of building and furniture grants and Extension and maintenance grants to libraries" shall be substituted;

(b) to sub-rule (1) after the second proviso, the following proviso shall be inserted, namely:-

"Provided also that the State Library Council shall have the powers to enhance or reduce the amounts mentioned in this sub-rule, from time to time, with the prior approval of Government";

(c) after sub-rule (5) the following sub-rules shall be inserted, namely:-

"(5A) the libraries shall be given maintenance grant after classifying them into two groups, as Libraries having plinth area upto 61 sq. metres and those having plinth area above 61 sq. metres. The availability and the extend of grant to be sanctioned shall be

decided by the state Library council, with the prior approval of Government. The maintenance grant shall be sanctioned in lump, once in five years, after the completion of building for which building grant was sanctioned and shall be utilised within three months from the date on which it is sanctioned.

(5B) The maintenance grant shall not be utilised for putting up new constructions or extension of the existing buildings.

(5C) the rules relating to the payment of building and furniture grant to libraries and execution of agreement therefore shall, mutatis mutandis, apply to the payment of maintenance grant also.

(20) in rule 119, (a) to sub-rule (3), the following proviso shall be inserted, namely:-

"Provided that the State Library shall have powers to enhance or reduce the amounts mentioned in this sub-rule, with the prior approval of Government."

(b) to sub-rule (5) the following proviso shall be inserted, namely:-

"Provided that the State Library Council may, in special cases grant extension of item not exceeding six months for the completion of building."

(c) in sub-rule (6) for the words, letters, brackets and figure "stamp paper of value of Rs. 15 (Rupees Fifteen only)" the words "stamp paper of appropriate value" shall be substituted.

(21) to clause (a) of rule 122 the following proviso shall be added, namely:-

"Provided that the State Library Council shall have the power to create abolish and upgrade any of the posts included in the service mentioned above with the approval of Government."

(22) to clause (b) of rule 122 the following proviso shall be added, namely:-

"Provided that if the section belonging to the Taluk, District or State level of Kerala State Library Council is abolished, the employees in that particular section may be retained to the same organisation itself, if requires necessary, after suitable adjustment or transfer to another. In order to carry out this adjustment the State Library Council shall have the power to take appropriate decision in the matter with the recommendations of the particular councils representing the section so abolished."

(23) in rule 123, for sub-rule (2) the following sub-rule shall be substituted, namely:-

"(2) All appointment by direct recruitment shall be made in consultation with the Staff Selection Committee constituted by the State Library Council."

By order of the Governor,

HEDN-A1/274/2023-HEDN

7886006/2023/H EDN

The Kerala Public Libraries Act, 1989

(Vol. XXXIV) Trivandrum, Thursday, 18 May, 1989 / 28 Vaisakha 1911 No. 452

GOVERNMENT OF KERALA

Law (Legislation C) Department

NOTIFICATION

1951/Leg C1/89/Law *Dated, Trivandrum, 18 May, 1989*
28 Vaisakha, 1911

The following Act of the Kerala State Legislature is hereby published for general information. The Bill as passed by the Legislative Assembly received the assent of the President on the 18th day of May, 1989.

By order of the Governor,
AV RAMAKRISHNA PANICKER,
Special Secretary (Law)

THE KERALA PUBLIC LIBRARIES, (KERALA GRANTHASALA SANGHOM) ACT, 1989

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ACT 15 of 1989

THE KERALA PUBLIC LIBRARIES (KERALA GRANTHASALA SANGHOM) ACT, 1989

An Act to consolidate and unify the library laws in the State and to provide for the reorganisation of the entire library system in the State of Kerala with a view to the development and maintenance of a comprehensive rural and urban library service and for matters connected therewith or incidental thereto.

Preamble.—Whereas the period of the notified order by which the Board of Control for the Kerala Granthasala Sanghom was constituted under the Kerala Granthasala Sanghom (Taking over of Management) Act, 1977 expired on 21 May, 1988;

And whereas by the Kerala Granthasala Sanghom (Taking over of Management) Amendment Act, 1988 (20 of 1988), the period of the notified order was extended for a further period of one year;

And whereas the Public Libraries and Local Library Authorities constituted under the Madras Public Libraries Act, 1948, in the erstwhile Malabar District are not functioning properly;

And whereas Government consider that the taking over of the management of Kerala Granthasala Sanghom by Government will not solve the problems confronting the libraries in the State;

And whereas Government consider that the Kerala Granthasala Sanghom which was originally registered under the Travancore Companies Act, 1114 ME, cannot effectively function as a democratic, cultural body if it continues to be a company;

And whereas the Government consider it feasible and desirable to reorganise the functioning of the libraries affiliated to the Kerala Granthasala Sanghom and of the other libraries in the State;

And whereas Government have received several representations from members of the public and other bodies requesting that a comprehensive and uniform legislation for Public Libraries may be enacted, encompassing all the libraries in the State with a view to ensuring their democratic functioning, all-round development and progress;

And whereas Government feel that a uniform legislation applicable to all the library authorities and libraries is necessary to give fillip to the library movement in the State;

Be it enacted in the Fortieth Year of the Republic of India as follows:

CHAPTER 1

Preliminary

1 *Short title, extent and commencement*—(1) This Act may be called the Kerala Public Libraries (Kerala Granthasala Sanghom) Act, 1989.

(2) It extends to the whole of the State of Kerala.

(3) It shall come into force on such date as the Government may, by notification in the Gazette, appoint and different dates may be fixed for different provisions of this Act.

2 *Definitions*—In this Act, unless the context otherwise requires,—

(a) "affiliated library" means a library affiliated to the Kerala State Library Council;

(b) "book" includes every volume, part of division of a volume, and pamphlet in any language;

(c) "Children's library" means a library established by the State Library Council for the benefit of children;

(d) "district" means a Revenue District;

(e) "District Library Council" means a District Library Council constituted under section 10;

(f) "Granthasala Sanghom" means the Kerala Granthasala Sanghom;

(g) "notification" means a notification published in the Gazette;

(h) "prescribed" means prescribed by rules made under this Act;

(i) "President of the State Library Council" means the President of the Kerala State Library Council elected by the State Executive Committee;

(j) "President of the District Library Council" means the President of the District Library Council elected by the members of the District Library Council;

(k) "President of the Taluk Library Union" means the President of the Taluk Library Union elected by the members of the General Body;

(l) "public library" means a library established or maintained or run directly by the State Library Council, a District Library Council or a Taluk Library Union under this Act;

(m) "representative of affiliated library" means a member elected by the general body of an affiliated library from among its members;

(n) "section" means a section of this Act;

(o) "State" means the State of Kerala;

(p) "State Library Council" means the Kerala State Library Council constituted under section 3;

(q) "State Executive Committee" means the Executive Committee of the State Library Council;

(r) "State Library" means a State Library established under this Act;

(s) "Taluk" means Revenue Taluk;

(t) "Taluk Library Union" means a Taluk Library Union constituted under this Act;

(u) "year" means the financial year.

CHAPTER II

The Kerala State Library Council

3 *Constitution and composition of the Kerala State Library Council*—(1) As soon as may be after the commencement of this Act, the Government may, by notification, constitute a Library Council for the State to be called the Kerala State Library Council which shall be a body corporate by the name aforesaid having perpetual succession and a common seal with power, subject to the provisions of this Act and the rules made thereunder, to acquire, hold and dispose of property, both movable and immovable, and to enter into contracts, and shall by the said name sue and be used.

(2) The State Library Council shall consist of *one member each from a Taluk elected by the general body* of the District Library Councils, and *five members*, of whom one shall be a *librarian* another a person, belonging to the *scheduled caste* or scheduled tribe and another a *woman* nominated by the Government. .

(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 the State Library Council from among themselves, *five* non-officials nominated under

sub-section (2) and *five officials*, namely, the Secretary to Government, Higher Education Department, the Secretary to Government, General Education Department, the Secretary to Government, Finance Department, the Secretary to Government, Cultural Affairs Department and the Secretary to Government, Local Administration Department.

(4) The Executive Committee shall meet at such times and at such places as the President of the State Library Council may decide and exercise such powers and functions as may be prescribed.

(5) The elected members of the Executive Committee shall elect a *President, Vice-President, Secretary* and *Joint Secretary* from among themselves to be the President, Vice-President, Secretary and Joint Secretary respectively of the State Library Council and of the Executive Committee.

4 *Term of Office*—(1) Save as otherswise provided in this Act, the term of office of the members of the State Library Council, other than the ex-officio members, shall be *three years* from the date on which the Government notifies the constitution of the State Library Council in the Gazette.

Provided that every member, other than an ex-officio member, shall continue to hold office until his successor assumes office.

(2) A member of the State Library Council shall not be eligible for re-election or re-nomination, as the case may be, for more than two terms consecutively.

5 *Vacancies*—(1) A casual vacancy caused by death, resignation or disability of a member, or otherwise, in the State Library Council shall be filled as early as possible by election or nomination, as the case may be.

(2) Any person so elected or nominated to fill a casual 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.

6 *Meeting of the State Library Council*—(1) The State Library Council shall meet at least thrice a year on dates to be fixed by the President and one of such meetings shall be the annual meeting.

(2) The President may, whenever he thinks fit, convene a special meeting of the State Library Council for the transaction of urgent business.

(3) Subject to such conditions as may be prescribed, a special meeting shall be convened by the President to discuss matters of urgent importance upon a written requisition by not less than one-third of the total number of members of the State Library Council.

(4) One-third of the total number of the members of the State Library Council shall be the quorum for a meeting of the Council.

(5) The President or, in his absence, the Vice-President or, in the absence of both, any member chosen by the members present from among themselves, shall preside over a meeting of the State Library Council.

(6) The President and the Vice-President shall exercise such other powers and perform such other duties as may be prescribed.

7 *Procedure of State Library Council*—(1) The State Library Council shall transact business by resolutions passed in such manner and in accordance with such procedures as may be prescribed.

(2) Copy of every resolution shall be forwarded to the Government within fifteen days of the passing of that resolution.

(3) The Government may call for any record or information regarding any resolution from the State Library Council and the Council shall be bound to furnish such record or information.

(4) The Government may, after giving reasonable notice to the State Library Council and after hearing its objections if any, suspend or cancel or modify any resolution passed by the Council.

8 *Powers and functions of the State Library Council*—(1) Subject to the other provisions of this Act and the rules made thereunder, the State Library Council may,—

(a) advise the Government on all matters connected with the administration of this Act;

(b) advise the Government on all matters connected with the overall library policy of the State;

(c) co-ordinate the working of the District Library Councils and the Taluk Library Unions;

(d) supervise and direct all matters relating to library service in the State;

(e) re-organize in a phased manner the library service in the State into an integrated library system with close linkages between the several limits as also to comprise book-banks and mutual loaning;

(f) with the prior concurrence of the Government establish one or more State Libraries or Children's Libraries at such place or places in the State as may be considered necessary:

Provided that the Trivandrum Public Library shall be deemed to be a State Library Council under this clause:

Provided further that the Trivandrum Public Library shall continue to be a Department of the Government;

(g) organise children's section on affiliated libraries wherever it is not in existence;

(h) appoint and control such officers and servants as may be necessary for the efficient performance of its duties and functions under this Act and the rules made thereunder;

(i) (*i*) carry on propaganda on the importance of library development in the State by providing lectures, conferences, etc, and using any media as appropriate from time to time;

(*ii*) conduct such other activities as may be conducive to creating favourable atmosphere in the State for the organisation of new libraries and for the better functioning of the existing libraries;

(*iii*) impart training to librarians; or other library staff;

(*iv*) organise activities for promoting distance education, adult education and eradication of illiteracy;

(*v*) cultivate reading habit and foster book mindedness among the public;

(*vi*) with the prior concurrence of the Government establish and conduct schools for promoting adult education and non-formal education;

(*vii*) maintain and preserve useful published and other records relevant to the cultural heritage of the people at large;

(*viii*) provide in the Trivandrum Public Library or in such other State Libraries, books, periodicals, newspapers, maps, radios, manuscripts, works and specimens of art and science, lantern slides, films, cinema projectors, recorders, television sets, charts, video cassette players, video cassette recorders and computer and the like;

(*ix*) provide mobile Libraries to District Library Council which can give book service to each Panchayat;

(*x*) prepare project reports and seek financial assistance from the Central Government, Trusts or any charitable institutions for the implementation of the same.

(j) do any other act that may be conducive to the furtherance of the objects of this Act with the previous sanction of the Government;

(k) exercise such other powers and perform such other duties as are conferred on it by this Act and the rules made thereunder.

(2) The State Library Council may give to the District Library Councils and the Taluk Library Unions directions in the performance of their functions under this Act and the District Library Councils and the Taluk Library Unions shall not in the discharge of their functions under this Act depart from the directions given by the said Council.

9 *Secretary of the State Library Council*—(1) The Secretary of the State Library Council shall be the chief executive authority of the State Library Council.

(2) It shall be the duty of the Secretary of the State Library Council to give effect to the resolutions of the said Council unless they are suspended or cancelled or modified by the Government under sub-section (4) of section 7.

(3) Where a resolution passed by the State Library Council is modified by the Government under sub-section (4) of section 7, the Secretary of the State Library Council shall give effect to the resolution as so modified by the Government.

(4) The Secretary of the State Library Council shall exercise such other powers and perform such other duties as are, or may be, conferred or imposed on him by the President or the State Library Council.

(5) Suits by or against the State Library Council shall be instituted by or against the Secretary of the State Library Council.

(6) The Joint Secretary shall assist the Secretary and shall perform such other functions as may be entrusted to him by the Executive Committee.

CHAPTER III

District Library Councils

10 *Constitution of District Library Councils*—(1) For the purpose of organising, administering and developing library service at the district level, the Government may, by notification, constitute a District Library Council for each District in the State.

(2) Every District Council shall be a body corporate, by the name of the district for which it is constituted, having perpetual succession and a common seal with power, subject to the provisions of this Act and the rules made thereunder, to acquire, hold and dispose of property, both movable and immovable, to enter into contracts, and to do all things necessary, proper or expedient for the purpose for which it is constituted and shall, by the said name sue and be sued.

11 *Composition of District Library Councils*—(1) Every District Library Council shall consist of—

(a) the Presidents and Secretaries of the Taluk Library Unions in the district;

(b) seven persons to be elected by the General Body of each of the Taluk Library Unions in the district of whom one shall be a woman, and one shall be a person belonging to the Scheduled Castes or Scheduled Tribes; and

(c) the President or any other office bearer of any affiliated library in the district headquarters nominated by the Government.

(2) The elected members 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.

(3) The District Executive Committee shall exercise such powers as are determined by the State Library Council and perform such functions as may be prescribed from time to time.

12 *Term of office*—(1) Save as otherwise provided in this Act, the term of office of the members of a District Library Council shall be three years commencing from the date on which the Government notifies the constitution of the District Library Council in the Gazette:

Provided that every member shall continue in office until his successor assumes office.

(2) A member of a District Library Council shall be eligible for re-election to the Council.

13 *Vacancies*—A casual vacancy caused by death, resignation or disability of a member or otherwise, in the District Library Council shall be filled as early as possible by election of a suitable person in accordance with the provisions of section 11 and any person so elected to fill a vacancy shall hold office only so long as the member in whose place he is elected would have held office if the vacancy had not occurred.

14 *Meetings of the District Library Councils*—(1) Every District Library Council shall meet at least once in every three months on dates to be fixed by the President of the Council and one of such meetings shall be the annual meeting.

(2) The President may, whenever he thinks fit, convene a special meeting of the District Library Council for the transaction of urgent business.

(3) Subject to such conditions as may be prescribed, a special meeting shall be convened by the President to discuss matters of urgent importance upon a written requisition by not less than one-third of the number of members of the District Library Council.

(4) One-third of the total number of members of the District Library Council shall be the quorum for a meeting of the Council.

(5) A District Library Council shall transact business by resolutions passed in such manner and in accordance with such procedure as may be prescribed.

(6) Copy of every resolution shall be forwarded to the State Library Council within fifteen days of the passing of that resolution.

15 *Powers and duties of President and Vice-President of District Library Council*—(1) The President of a District Library Council may preside over the meetings of the Council and exercise such powers and perform such duties as may be prescribed.

(2) The Vice-President may in the absence of the President, preside over the meetings of the Council and exercise such powers and perform such duties of the President as the President may, from time to time, delegate to him.

16 *Secretary of the District Library Council*—(1) The Secretary of the District Library Council shall be the chief executive authority of the District Library Council.

(2) It shall be the duty of the Secretary of the District Library Council to give effect to the resolutions of the said council.

(3) The Secretary of the District Library Council shall exercise such other powers and perform such other duties as are, or may be, conferred or imposed on him by the President or the District Library Council.

(4) Suits by or against the District Library Council shall be instituted by or against the Secretary of the District Library Council.

(5) The Joint Secretary shall assist the Secretary and shall perform such other functions as may be entrusted to him by the Executive Committee.

17 *Powers and functions of the District Library Councils*—(1) Save as otherwise provided in this Act, every District Library Council shall have powers—

(a) to elect members to the State Library Council to the extent of one for each taluk in the district;

(b) to establish new libraries within its jurisdiction with the previous sanction of the State Library Council;

(c) to supervise, co-ordinate and control the library service under its jurisdiction in the district and to promote co-operation between libraries and cultural and educational institutions in the country;

(d) to provide library service and mobile library service to the persons residing in the district;

(e) to provide suitable lands and buildings for public libraries and furniture fittings, equipment and other conveniences necessary for the purpose;

(f) to provide such libraries with books, periodicals, newspapers, maps, radios, manuscripts, works and specimens of art and science, lantern slides, films, video films, cinema projectors, recorders, cassettes, television sets, charts, tape recorders, video cassette players, video cassette recorders and the like;

(g) to shift, reorganise, or close or amalgamate any public library established or maintained or run directly by the District Library Council;

(h) to appoint and control such officers and servants as may be necessar for the efficient performance of its duties and functions under this Act and the rule made thereunder;

(i) to accept any endowment or gift for any purpose connected with i activities;

(j) to provide for lectures, seminars, symposia, conferences and condu study classes to strengthen the functioning of the Libraries an auct other activiti as may be conducive to the carrying out of the purposes of this Act;

(k) with the sanction of the State Library Council to do any other thi that may be conducive to the furtherance of the purposes of this Act; and

(l) to exercise such other powers and perform such other duties as n be conferred or imposed on it by or under this Act or the rules made thereunder

(2) The District Library Council may give to the Taluk Library Unions directions not contrary to the directions, if any, issued by the State Library Council in the performance of their functions under this Act and the unions shall not in the discharge of their functions under this Act depart from the directions given by the Council.

CHAPTER IV

Taluk Library Unions

18 *Constitution of Taluk Library Unions*—(1) For the purpose of organising and administering library service at the taluk level the Government may, by notification, constitute a Taluk Library Union for each Taluk in the State.

(2) Every Taluk Library Union shall be a body corporate by the name of the Taluk for which it is constituted having perpetual succession and a common seal with power, subject to the provisions of this Act and the rules made thereunder, to acquire, hold and dispose of property both movable and immovable, to enter into contracts, and to do all things necessary, proper or expedient for the purpose for which it is constituted and shall, by the said name sue and be sued.

19 *Composition of Taluk Library Unions*—(1) Every Taluk Library Union shall consist of two representatives of each affiliated library in the Taluk.

(2) Every Taluk Library Union shall elect an Executive Committee of the Union consisting of nine members including a President, a Vice-President, a Secretary and a Joint Secretary.

Provided that if there is no woman or person belonging to the Scheduled Castes or Scheduled Tribes in the Taluk Library Union, then one woman and one person belonging to the Scheduled Castes of Scheduled Tribes shall be nominated by the Executive Committee, in which case the Executive Committee shall consist of eleven Members.

(3) Every Taluk Library Union shall elect seven persons as members to the District Library Council under clause (b) of sub-section (1) of section 11 of whom one shall be a woman and one shall be a person belonging to the Scheduled Castes or Scheduled Tribes.

20 *Term of Office*—(1) Save as otherwise provided in this Act, the term of office of the members of a Taluk Library Union shall be three years commencing from the date on which the Government notifies the constitution of the Taluk Union in the Gazette.

Provided that every member shall continue in office until his successor assumes office.

(2) A member of a Taluk Library Union shall be eligible for re-election.

21 *Vacancies*—A casual vacancy caused by death, resignation or disability of a member or otherwise in the Taluk Library Union shall be filled as early as possible in accordance with the provisions of section 19 and any person so taken shall hold office only so long as the member in whose place he is taken would have held office if the vacancy had not occurred.

22 *Meetings of the Taluk Library Unions*—(1) Every Taluk Library Union shall meet at least once in every two months on date to be fixed by the President of the Union and one of such meetings shall be the annual meeting.

(2) The President may, whenever he thinks fit, convene a special meeting of the Taluk Library Union for the transaction of urgent business.

(3) Subject to such conditions as may be prescribed, a special meeting shall be convened by the President to discuss matters of urgent importance upon a written requisition by not less than one-third of the number of members of the Taluk Library Union.

(4) One-third of the total number of members of the Taluk Library Union shall be the quorum for a meeting of the Union.

(5) A Taluk Library Union shall transact business by resolutions passed in such manner and in accordance with such procedure as may be prescribed.

(6) Copy of every resolution shall be forwarded to the District Library Council within fifteen days of the passing of that resolution.

23 *Powers and duties of President and Vice-President of the Taluk Library Union*—(1) The President of a Taluk Library Union may preside over the meetings of the Union and exercise such powers and perform such duties as may be prescribed.

(2) The Vice-President of Taluk Library Union may, in the absence of the President, preside over the meetings of the Union and exercise such powers and perform such duties of the President as the President may, from time to time, delegate to him.

(3) In the absence of both the President and Vice-President any member chosen by the members present from among themselves shall preside over a meeting of the Taluk Library Union.

24 *Secretary of the Taluk Library Union*—(1) The Secretary of the Taluk Library Union shall be the chief executive authority of the Taluk Library Union.

(2) It shall be the duty of the Secretary of the Taluk Library Union to give effect to the resolutions of the said Union.

(3) The Secretary of the Taluk Library Union shall exercise such other powers and perform such other duties as are, or may be, conferred or imposed on him by the President or the Taluk Library Union.

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(4) Suits by or against the Taluk Library Union shall be instituted by or against the Secretary of the Taluk Library Union.

(5) The Joint Secretary shall asist the Secretary and shall perform such other functions as may be entrusted to him by the Executive Committee.

25 *Powers and functions of Taluk Library Unions*—Save as otherwise provided in this Act, every Taluk Library Union shall have powers—

(a) to elect members to the District Library Council under sub-section (3) of section 19;

(b) to supervise, co-ordinate and control the library service under its jurisdiction in the Taluk and to give directions and advice to the affiliated libraries in regard to their day to day functions and management;

(c) to provide library service including mobile library service to the persons residing in the taluk and to establish new libraries within that area;

(d) to provide suitable lands and buildings for affiliated libraries and furniture, fittings, equipment and other conveniences necessary for the purpose;

(e) to provide such libraries with books, periodicals, news papers, maps, manuscripts, works and specimens of art and science, lantern slides, films, cinema projectors, radios, recorders, television sets, charts, video cassette players, tape recorders, video cassette recorders and the like;

(f) to provide for lectures, seminars, symposia, conferences and conduct other activities as may be conducive to the carrying out of the purposes of this Act;

(g) to accept any endowment or gift or contribution for any purpose connected with its activities;

(h) to appoint and control such officers and servants as may be necessary for the efficient performance of its duties and functions under this Act and the rules made thereunder;

(i) with the sanction of the District Library Council, to do any other thing that may be conducive to the furtherance of the purposes of this Act; and

(j) to exercise such other powers and perform such other duties as may be conferred or imposed on it or delegated to it by or under this Act or the rules made thereunder.

CHAPTER V

Disqualification and Affiliation

26 *No person to be a member of more than one Council or Union*—Notwithstanding anything contained in the foregoing provisions, no person shall be a member of more than one District Library Council or of more than one Taluk Library Union and if a person is chosen as a member of more than one District Library Council or

Taluk Library Union and he does not specify the Council or Union of which he desires to be a member within thirty days from the date of last election or nomination, as the case may be, then on the expiration of such period his membership in all the Councils and/or Unions shall cease.

27 *Disqualification of members of State Library Council, District Library Council and Taluk Library Union*—A person shall be disqualified for being chosen as, or for being, a member of the State Library Council, the District Library Council or the Taluk Library Union,—

(a) if he absents himself without leave being granted by the State Library Council or the District Library Council or the Taluk Library Union, as the case may be, from three consecutive meetings of the Council or Union; or

(b) if he ceases to hold the office or be a member of the body or authority by virtue of which he has been elected; or

(c) if he has been sentenced by a criminal court for an offence involving moral turpitude and punishable with imprisonment for a term exceeding three months, such sentence not having been subsequently reversed, quashed or remitted; or

(d) if he is of unsound mind and stands so declared by a competent court.

28 *Affiliation of Libraries*—(1) Any library other than a library established or maintained by the State Library Council or a District Library Council or a Taluk Library Union may apply, in such form as may be prescribed, to the Taluk Library Union of the Taluk in which it is situated for recognition as an affiliated library under this Act.

(2) The Taluk Library Union shall consider the application and if it is satisfied that the conditions prescribed for granting affiliation have been complied with, recommend the application through the District Library Council to the State Library Council for affiliation and on such affiliation being granted, the libr[illegible] shall be treated as an affiliated library.

(3) A person aggrieved by any decision of the Taluk Li[illegible]nion with regard to the affiliation of library may appeal to the State Library Council in writing through the District Library Council within thirty days of such decision, and the decision of the State Library Council after obtaining the opinion of the District Library Council thereon shall be final.

CHAPTER VI

Development Plan and Funds

29 *Library Development Plan*—(1) Subject to the provisions of this Act and the rules made thereunder and any general or special orders of the Government, if any, in this behalf, a District Library Council may prepare a District Library Development Plan for establishing, co-ordinating and spreading library service within the entire

district or part thereof, in such form and manner and containing such particulars as may be prescribed.

(2) The District Library Development Plan shall thereafter be forwarded to the President of the State Library Council who shall submit it to the Government with the views of the State Library Council.

(3) The Government may, if they deem fit, sanction the District Library Development Plan with or without alterations.

(4) The Government may, on application by the District Library Council, modify any District Library Development Plan sanctioned under sub-section (3).

(5) As soon as may be after the sanctioning of a District Library Development Plan, the President of the State Library Council shall, in conformity with the provisions of the said plan, make an order called the District Library Development Order, specifying the extent and nature of the Library service which shall be established and maintained by the District Library Council, the measures to be taken by the District Library Council for Providing adequate library service to the people in the area and the stages in which such measures shall be taken.

(6) Every District Library Council shall give effect to the District Library Development Plan as sanctioned by the Government under sub-section (3) and the District Library Development Order made under sub-section (5).

30 *Government grant to the State Library Council*—(1) The Government may make every year a grant to the State Library Council of a sum which *shall not be more than one per cent* of the amount allotted for education in the State budget for the year, taking into account the programmes and projects of the State Library Council for that year.

(2) The amount of such grant shall be credited to the State Library Fund maintained under section 31 at such times and in such manner as may be prescribed.

31 *State Library Fund*—(1) The State Library Council shall maintain a fund called the State Library Fund from which all the expenses of the State Library Council, District Library Councils and Taluk Library Unions shall be met.

(2) The following sums shall be credited to the State Library Fund:—

(a) grants which the State Government or Central Government may make to the State Library Council;

(b) contributions and gifts made to the State Library Council by any other person, body or authority;

(c) Provident Fund, Superannuation Fund, Welfare Fund and other funds of the Granthasala Sanghom transferred under sub-section (2) of section 38;

(d) cess collected under section 48.

32 *Distribution of funds to the District Library Council and Taluk Library Unions*—The State Library Council shall distribute from the State Library fund such amounts

as may be required for each of the District Library Councils and the Taluk Library Unions.

33 *Accounts*—(1) The State Library Council and every District Library Council and Taluk Library Union shall keep complete accounts of their financial transactions in such form as may be prescribed.

(2) The Accounts shall be open to inspection and shall be subject to audit, disallowance and surcharge and shall be dealt with in all other respects in such manner as may be prescribed.

(3) The State Library Council shall, with the prior concurrence of the Government, appoint an officer not below the rank of a Deputy Secretary in the Finance Department to be the Accounts Officer of the State Library Council who shall exercise such powers and perform such functions relating to the accounts of the State Library Council, District Library Councils and Taluk Library Unions, as may be prescribed.

(4) The State Library Council shall appoint auditors to audit the accounts of the State Library Council, District Library Councils and the Taluk Library Unions.

(5) The audited annual statement of accounts shall be forwarded to the Government.

(6) The Government shall on receipt of the audited annual accounts cause the same to be laid on the table of the State Legislative Assembly.

34 *Inspection of Libraries*—(1) The President of the State Library Council may inspect any library under his jurisdiction for verifying whether the provisions of this Act and the rules and bye-laws made thereunder are duly observed by it:

Provided that the President of the State Library Council may delegate the power of inspection to any office bearer of the Council.

(2) In all cases where such inspections are made, the person conducting the inspection shall furnish a detailed report of his inspection to the State Library Council and the concerned District Library Council.

(3) The concerned District Library Council may consider the report furnished under sub-section (2) and pass such resolution in regard thereto as it may deem fit and the library concerned shall be bound to comply with such resolution unless it is suspended or cancelled or modified by the Government.

(4) Where a resolution referred to in sub-section (3) is modified by the Government, the library shall be bound to comply with such resolution as modified by the Government.

(5) The State Library Council may, from time to time, direct the District Library Council to prepare a gradation list of affiliated libraries functioning in the District in conformity with the principles to be laid down by the State Library Council in that behalf from time to time and forward such lists to the State Library Council for approval.

35 *Grants to affiliated libraries*—(1) Every affiliated library shall be entitled to receive grant from the Taluk Library Union based on the gradation list prepared under sub-section (5) of section 34 at such rates as may be prescribed.

(2) The State Library Council shall provide necessary funds to the Taluk Library Unions for the payment of the grant under sub-section (1).

CHAPTER VII

Reports and Returns

36 *District Library Councils and Taluk Library Unions to submit reports etc*—Every District Library Council and Taluk Library Union shall submit such reports and returns and furnish such information to the President of the State Library Council or any person authorised by him in that behalf, as the President of the State Library Council or the person so authorised may, from time to time, require.

37 *Annual Report*—(1) The President of the State Library Council shall in respect of each year, prepare a report of the working of the State Library Council during that year along with such information and particulars as may be prescribed and submit such report to the Government before such date as the Government may, by order, specify.

(2) The President of the State Library Council shall in respect of each year, prepare a report of working of the District Library Councils and Taluk Library Unions during that year along with such information and particulars as may be prescribed and submit the report to the Government before such date as the Government may, by order specify.

(3) The Government shall on receipt of the annual reports cause the same to be laid on the Table of the State Legislative Assembly.

CHAPTER VIII

Kerala Granthasala Sanghom

38 *Merger of the Kerala Granthasala Sanghom and transfer of its assets and liabilities*—(1) Notwithstanding anything contained in the Kerala Non-trading Companies Act, 1961 (42 of 1961), with effect on and from the date on which this section comes into force, the Kerala Granthasala Sanghom shall, by virtue of this section, be deemed to have been merged in the Kerala State Library Council.

(2) All properties and all rights of whatever kind used, enjoyed or possessed by and all interests of whatever kind owned or vested or held by the Granthasala Sanghom and all liabilities legally subsisting against the Granthasala Sanghom including the liabilities towards the dues to the employees at the commencement of the Kerala Granthasala Sanghom (Taking Over of Management) Act, 1977 (19 of 1977), shall,

with effect on and from the commencement of this section and subject to such directions as may be issued by Government in this behalf, vest in the State Library Council and the State Library Council shall discharge such liabilities in the order of priority specifield in the Schedule to this Act.

(3) Every Officer or other employee employed immediately before the commencement of this section, in connection with the affairs of the Ganthasala Sanghom shall, as from such commencement become an officer or other employee of the State Library Council and shall hold his office by the tenure, remuneration and terms and conditions of employment as may be altered as per the provisions in the Industrial Disputes Act, 1947 (Central Act 14 of 1947), and with the same rights and privileges as to pension, gratuity and other matters as he would have held under the Granthasala Sanghom if this section had not been enacted and shall continue to do so unless and until his employment under the State Library Council is terminated or until his remuneration, terms and conditions are duly altered by the State Library Council:

Provided that if the alteration so made is not acceptable to any officer or other employee, his employment shall be terminated on payment to him by the State Library Council of an amount equivalent to three months' remuneration in the case of permanent employees and one month's remuneration in the case of other employees.

Provided further that nothing contained in this sub-section shall apply to any officer or other employee who has, by notice in writing given to the State Library Council within thirty days from the commencement of this section, intimated his intention of not becoming an officer or other employee of the said Council.

(4) Notwithstanding anything contained in the Industrial Disputes Act, 1947 (Central Act 14 of 1947), or in any other law for the time being in force, the transfer of the services of any officer or other emoloyee of the Granthasala Sanghom to the State Library Council under sub-section (3) shall not entitle any such officer or other employee to any compensation under that Act or other law, and no such claim shall be entertained by any Court, Tribunal or Authority.

CHAPTER IX

Transitory Provision

39 *Board of control to remain in office for certain period*—Till the State Library, Council, District Library Councils and Taluk Library Unions are constituted and the Councils and the Unions assume charge, the Board of Control of the Kerala Granthasala Sanghom constituted by notified order made under the Kerala Granthasala Sanghom (Taking over of Management) Act, 1977, shall continue to be in charge and the Board of Control shall arrange for conducting first election to the State Library Council, District Library Councils and Taluk Library Unions in such manner and subject to such conditions as may be prescribed.

CLIS Observer

CHAPTER X

Miscellaneous

40 *Power to make rules*—(1) The Government may, after previous publication, make rules, either prospectively or retrospectively, to carry out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for—

(a) all matters connected with election or nomination of members to the State Library Council, the District Library Councils and the Taluk Library Unions;

(b) the administration, inspection and management of State Libraries, District Libraries and Taluk Libraries;

(c) the maintenance of accounts by the State Library Council, the District Library Councils and the Taluk Library Unions and the publication of audited statement of accounts and the reports of auditors;

(d) the grading of libraries, the grants to libraries and the standards to be maintained by such libraries;

(e) the maintenance of State Registers of Libraries and of Librarians;

(f) the restrictions and conditions subject to which the State Library Council or a District Library Council or a Taluk Library Union may enter into contract or hold or dispose of property;

(g) conditions of service of the officers and servants of the State Library Council, the District Library Councils and the Taluk Library Unions and of the persons employed in the Libraries established or maintained by them;

(h) the powers, duties and functions of the Executive Committee of the State Library Council and the Executive Committees of District Library Council and Taluk Library Unions;

(i) any other matter which has to be, or may be, prescribed.

(3) Every rule made under this Act shall be laid, as soon as may be after it is made, before the Legislative Assembly while it is in session for a total period of fourteen days which may be comprised in one session or in two successive sessions and if before the expiry of the session in which it is so laid or the session immediately following, the Legislative Assembly makes any modification in the rule or decides that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

41 *Powers of the State Library Council to make bye-laws*—(1) The State Library Council may, subject to the provisions of this Act and the rules made thereunder and

with the previous approval of the Government, by notification, make bye-laws generally to carry out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such bye-laws may provide for all or any of the following matters, namely:

(a) the admission as members of the libraries under the control of the State Library Council or the District Library Councils or the Taluk Library Unions;

(b) the guarantee or security to be furnished by the persons desiring to use such libraries, against injury to, or misuse, destruction or loss of the property of such libraries;

(c) the manner in which the properties of such libraries may be used and the protection of such properties from injury, misuse, destruction or loss;

(d) the powers to be exercised by the officers and servants of the State Library Council or the District Library Councils or the Taluk Library Unions for the purpose of exclusion or removal from any such library of any person who contravenes any provision of this Act or any rule or bye-law made thereunder.

(3) The power to make bye-laws under this section shall be subject to the condition of previous publication of the bye-laws in the Gazette for a period of not less than forty-five days.

42 *Supersession of the State Library Council or a District Library Council or a Taluk Library Union by the Government*—(1) If at any time, it appears to the Government that the State Library Council or a District Library Council or a Taluk Library Union has failed to perform any of its functions or has exceeded or abused any of the powers conferred upon it by or under this Act, the Government may communicate the particulars thereof to the State Library Council or to the District Library Council or to the Taluk Library Union, as the case may be, and if the State Library Council or the District Library Council or the Taluk Library Union omits to remedy such failure, excess or abuse or gives an explanation which in the opinion of the Government is unsatisfactory, the Government may supersede the State Library Council or the District Library Council or the Taluk Library Union, as the case may be, for such period as the Government may direct.

(2) On the supersession of the State Library Council or a District Library Council or a Taluk Library Union under sub-section (1)—

(a) all the powers and duties of that Council or Union shall, during the period of supersession, be exercised and performed by such body or officer or officers of the Government, as the Government may, from time to time, appoint in this behalf.

(b) all properties vested in that Council or Union shall, during the period of supersession, vest in the Government; and

(c) on the expiry of the period of supersession, the Council or Union shall be reconstituted in the manner provided in this Act.

43 *Removal of members*—(1) Where the State Library Council or a District Library Council or a Taluk Library Union is satisfied on a complaint or otherwise that a member of the respective council or union has acted in contravention of the provisions of this Act or the rules made thereunder or has acted adversely against the interest of the Council or the Union, such member may, by a resolution passed in such manner as may be prescribed, be removed from membership—

(a) by the State Library Council, in the case of membership in that Council;

(b) by the District Library Council, in the case of membership in that Council; and

(c) by the Taluk Library Union, in the case of membership in that Union.

(2) No member shall be removed under sub-section (1) unless he has been given an opportunity of being heard.

(3) A copy of the resolution passed under sub-section (1) shall be communicated to the member removed either in person or by registered post.

(4) A member removed under sub-section (1) shall not be eligible for re-election or renomination, until he is declared by a resolution passed by the respective Council or the Union, as the case may be, to be no longer ineligible.

44 *Validity of acts and proceedings*—No act done, or proceedings taken, under this Act, shall be questioned merely on the ground—

(a) of any vacancy or defect in the constitution of any Council or Union or any committee thereof; or

(b) of any defect or irregularity in such act or proceedings not affecting the merits of the case.

45 *Affiliation of existing libraries*—On and from such date as the Government may fix, all the libraries affiliated to the Granthasala 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 Granthasala Sanghom but which receive grant direct from the Government as well as the State Libraries shall be deemed to be affiliated to the State Library Council and the provisions of this Act and the rules and bye-laws made thereunder shall apply to those libraries.

46 *Transfer of Public Libraries established or maintained by a Local Library Authority under the Madras Public Libraries Act, 1948*—(1) On and from such date as the Government may fix for each district after the constitution of the District Library Council for that district all properties movable and immovable and all assets and liabilities in existence of all Local Library Authorities constituted under the Madras Public Libraries Act, 1948 (Madras Act XXIV of 1948) in the Malabar District referred to in sub-section (2) of section 5 of the States Re-organisation Act, 1956 (Central Act 37 of 1956) and all the public libraries in that district established or maintained by a

Local Library Authority under the Madras Public Libraries Act, 1948 (Madras Act XXIV of 1948) along with their services, delivery centres and other matters and things connected therewith shall stand transferred to, and vested in, the District Library Council of that district.

(2) All properties movable or immovable and all assets and liabilities of such Local Library Authority and public libraries in existence immediately before the date fixed under sub-section (1) for the purposes of the libraries shall vest in, and be deemed to be the properties, assets and liabilities of the District Library Council of that district.

(3) All persons employed for the purposes of the libraries referred to in sub-section (1) and in service immediately before the date fixed under that sub-section shall, as from that date, stand transferred to the control and supervision of the District Library Council concerned and be in the service of that District Library Council.

(4) The persons referred to in sub-section (3) shall be subject to the conditions of service which were applicable to them immediately before the date of the transfer by that sub-section until they are altered in accordance with law.

Explanation:—For the purposes of this section, "Public Library" includes a library established or maintained by a Local Library Authority under the Madras Public Libraries Act, 1948 (Madras Act XXIV of 1948) and includes the branches and delivery stations of such a library.

47 *Categorisation of Libraries*—The libraries eligible for grant under this Act shall be categorised as follows:

(a) libraries which were in existence before the commencement of this Act,—

(i) affiliated to the Kerala Granthasala Sanghom,

(ii) established or maintained by the Local Library Authorities of the erstwhile Malabar District referred to in sub-section (2) of section 5 of the States Reorganisation Act, 1956 (Central Act 37 of 1956), and

(iii) not affiliated to the Granthasala Sanghom or established or maintained by the Local Library Authorities of the erstwhile Malabar area, but receiving grant direct from the Government,

(b) Public Libraries,

(c) The State Library, and

(d) Children's Library.

48 *Library Cess*—(1) The State Library Council shall levy a library cess in the form of surcharge on the building tax levied under the Kerala Panchayats Act, 1960 (32 of 1960) or the property tax levied under the Kerala Municipalities Act, 1960 (14 of 1961) or the Kerala Municipal Corporations Act, 1961 (30 of 1961) at the rate of five paise for the whole rupee in the building tax or property tax, as the case may be, so levied.

(2) The cess levied under sub-section (1) shall be collected,—

(a) in an area within the jurisdiction of a Panchayat, by the Panchayat;

(b) in an area within the jurisdiction of a Municipal Council, by the Municipal Council; and

(c) in an area within the jurisdiction of a Municipal Corporation, by the Municipal Corporation,

as if the cess were a building tax payable under the Kerala Panchayats Act, 1960 (32 of 1960) or a property tax payable under the Kerala Municipalities Act, 1960 (14 of 1961) or the Kerala Municipal Corporation Act, 1961 (30 of 1961) as the case may be, and all the provisions of the said Acts shall apply accordingly:

Provided that the Government may, by notification, direct that for the purposes of the collection of the cess, the provisions of the Kerala Panchayats Act, 1960, the Kerala Municipalities Act, 1960 and the Kerala Municipal Corporation Act, 1961, as the case may be, shall apply subject to such modifications as may be specified in the notification.

(3) The cess collected under sub-section (2) shall be paid to the State Library Council by the Panchayat, Municipal Council or the Municipal Corporation, as the case may be.

49 *Removal of difficulties*—(1) If any difficulty arises in giving effect to the provisions of this Act, the Government may be order, do anything not inconsistent with such provisions which appear to them to be necessary or expedient for the purpose of removing the difficulty:

Provided that no order shall be made under this section after the expiry of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before the Legislative Assembly.

50 *Repeal and saving*—(1) The Madras Public Libraries Act, 1948 (Madras Act XXIV of 1948), as in force in the Malabar District referred to in sub-section (2) of section 5 of the States Reorganisation Act, 1956 (Central Act 37 of 1956), and the Kerala Granthasala Sanghom (Taking over of Management) Act, 1977 (19 of 1977) are hereby repealed.

(2) Notwithstanding such repeal, the Board of Control constituted by notified order made under the Kerala Granthasala Sanghom (Taking over of Management) Act, 1977 shall remain in office till the State Library Council, District Library Councils and Taluk Library Unions are constituted by Government and those bodies assume office.

SCHEDULE

[*See* Section 38(2)]

Liabilities of the Kerala Granthasala Sanghom

Order of priority:

1 Liabilities to employees of the Granthasala Sanghom, namely, arrears of pay and allowances, provident fund contribution, gratuity etc.

2 Arrears of pay and allowances etc, of the Harijan Welfare Libraries on the pay rolls of the Granthasala Sanghom.

3 Amount of security deposit of Librarians.

4 Endowment Fund (Jayasanakar Smaraka Nidhi).

5 Unspent balance of grant received from Government (to be refunded).

6 Receipts from member libraries for purchase of books.

7 Other outstanding expenses.

GOVERNMENT OF KERALA

Abstract

PUBLIC SERVICES—KERALA GENERAL SERVICE—POST OF PUBLICITY-CUM-LIAISON OFFICER IN THE NATIONAL CADET CORPS DEPARTMENT—SPECIAL RULES—ISSUED

PERSONNEL AND ADMINISTRATION REFORMS (RULES) DEPARTMENT

G.O. (P) No. 17/87/P&ARD. Dated, Trivandrum, 5th August, 1987.

NOTIFICATION

S. R. O. No. 1295/87.—In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Services Act, 1968 (15 of 1968), the Government of Kerala hereby make the following Special Rules in respect of the post of Publicity-cum-Liaison Officer in the National Cadet Corps Department, namely:—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Special Rules in respect of the post of Publicity-cum-Liaison Officer in the National Cadet Corps Department, 1987.

(2) They shall come into force at once.

2. *Constitution.*—The post of Publicity-cum-Liaison Officer in the National Cadet Corps Department shall constitute a separate class in the Kerala General Service.

3. *Method of appointment.*—(a) Appointment to the post shall be made by the methods specified below:—

(1) By promotion from the category of Administrative Assistant in the National Cadet Corps Department;

(2) In the absence of suitable hands for promotion under item (1) above, by promotion from the category of Accounts Officer in the National Cadet Corps Department.

(3) In the absence of suitable hands for promotion under items (1) and (2) above, by direct recruitment.

(b) The post shall be a selection post for the purpose of appointment by promotion.

4. *Appointing authority.*—The appointing authority for the post shall be the Government.

5. *Reservation of appointment.*—The rules regarding reservation of appointment (General Rules 14-17) shall apply to appointments by direct recruitment.

6. *Qualification regarding age.*—No person shall be eligible for appointment by direct recruitment to the post if he has completed 40 years of age on the 1st day of January of the year in which applications for appointment are invited. Relaxation in upper age limit as provided in sub-rule (c) of rule 10 of Part II the Kerala State and Subordinate Services Rules, 1958 shall be available for appointment by direct recruitment. The upper age limit prescribed in this rule shall not apply for appointment of persons in Government service to the post by direct recruitment.

7. *Other qualifications.*—No person shall be eligible for appointment to the post by the method of appointment specified in column (1) unless he possesses the qualifications specified in the corresponding entries in column (2) thereof.

Method of appointments	*Qualifications*
(1)	(2)
By promotion	A minimum period of 10 years of service in the Department, of which not less than 5 years service should be in Gazetted categories of posts.
By direct recruitment	1. B.A., B.Sc., or B.Com. of any recognised University. 2. Experience in editing, bringing out illustrative handouts, write ups with photographs etc. in the capacity as sub Editor, Publicity Assistant/Officer etc. in a Government or Quasi Government organisation. Experience obtained after the acquisition of the basic academic qualifications alone will be counted.

(1)	(2)
	3. Ability to prepare press bulletins and press publicity handouts and scrutiny of newspapers to be proved at a test to be conducted by the Kerala Public Service Commission.

8. *Probation.*—Every person appointed to the post shall, from the date on which he joins duty be on probation—

(i) if appointed by direct recruitment, for a total period of two years on duty within a continuous period of three years; and

(ii) if appointed by promotion for a total period of one year on duty within a continuous period of two years.

9. *Departmental tests.*—Every person appointed to the post shall within the period of probation, pass the Account Test for Executive Officers or the Account Test (Lower), if he has not already passed such test.

By order of the Governor,
R. B. PATHAK,
Secretary to Government.

Explanatory Note

(This note does not form part of the notification but is intended to indicate its general purport.)

A post of Publicity-cum-Liaison Officer was sanctioned in the National Cadet Corps Department. Government propose to prescribe qualifications, method of appointment, etc. for the above post by including the same in the Kerala General Service. This notification is intended to achieve the above object.

To

All Heads of Departments and Offices.
All Departments (All Sections) of the Secretariat.
The Secretary, Kerala Public Service Commission, Trivandrum (with C. L.)
The Registrar, University of Kerala, Trivandrum (with C. L.)
The Registrar, University of Calicut, Calicut (with C. L.)
The Registrar, University of Cochin, Cochin (with C. L.)
The Registrar, Gandhiji University, Kottayam (with C.L.)
The Registrar, Kerala Agricultural University, Trichur (with C.
The Registrar, High Court of Kerala, Ernakulam (with C.L.)
The Accountant General, Kerala, Trivandrum (with C. L.)

The General Manager, Kerala State Road Transport Corp ion, Trivandrum (with C.L.)
he Secretary, Kerala State Electricity Board, Trivandrum (with C.L.)
Commissioner & Secretaries, Secretaries, Special Secretaries, dditional Secretaries, Joint Secretaries, Deputy Secretaries d Under Secretaries to Government.
ecretary to Governor.
rivate Secretaries to the Chief Minister and other Ministers.
The Personnel & Administrative Reforms (Services—A) Department.
The General Administration (SC) Departments.
The Deputy Secretary to the Chief Secretary.
All Recognised Service Associations.

GOVERNMENT OF KERALA

Higher Education (A) Department

NOTIFICATION

G.O. (P) 121/92/H. Edn. *Thiruvananthapuram, 7th July 1992.*

S.R.O. No. 982/92.—In exercise of the powers conferred by sub-section (1) of Section 2 of the Kerala Public Services Act, 1968 (19 of 1968), the Government of Kerala hereby make the following Rules further to amend the Special Rules in respect of the post of Publicity-Cum-Liaison Officer in the National Cadet Corps Department issued under Notification G.O. (P) No. 17/87/P & ARD. dated 5th August, 1987 and published in Part I of the Kerala Gazette No. 39 dated 6th October, 1987, namely:—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Special Rules in respect of the post of Publicity-Cum-Liaison Officer in the National Cadet Corps Department (Amendment) Rules, 1992.

(2) They shall come into force at once.

2. *Amendment of the Rules.*—In the Special Rules in respect of the post of Publicity-Cum-Liaison Officer in the National Cadet Corps Department, in the table under rule 7,—

(i) for the qualification prescribed in column (2) against the method of appointment 'by promotion' in column (1) the following shall be substituted, namely:—

"A minimum period of 15 years of service in the Department, of which three years should be in the Supervisory post."

(ii) in item 2 in column (2) against the method of appointment 'By direct recruitment' in column (1), between the words "Experience" and "in editing" the words "for a minimum period of five years" shall be inserted.

By order of the Governor,

T. K. JAYACHANDRAN,

Commissioner and Secretary to Government.

G. 1090

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

In the Special Rules for the post of Publicity-Cum-Liaison Officer in the National Cadet Corps Department, issued vide G.O. (P) No. 17/07/P&ARD dated 5-8-1907 only experience has been prescribed for direct recruitment but the period has not been specified. It is considered necessary to prescribed the period of experience also. Government also propose to reduce the period of five years service in Gazetted post for promotion to 15 years of service in the Department out of which 3 years in the supervisory post. This notification is intended to achieve the above object.

AA

9

GOVERNMENT OF KERALA

Abstract

PUBLIC SERVICES - KERALA GENERAL SERVICE - POSTS OF ACCOUNTS OFFICERS, SENIOR SUPERINTENDENTS, MANAGERS, ETC. SPECIAL RULE - AMENDMENTS ISSUED

GENERAL ADMINISTRATION (RULES) DEPARTMENT

G O (P) No.180/77/GAD Dated, Trivandrum 13th June 1977.

NOTIFICATION

S.R.O. No.525/77 - In exercise of the poweres conferred by sub section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968) the Government of Kerala hereby make the following amendments to the Special Rules for the Kerala General Service published under GO(P) No.464/Public(Rules) Department dated the 28th November, 1966 in Part I of the Kerala Gazette No.49 dated the 13th December, 1966, as subsequently amended, namely :-

AMENDMENTS

In the said Rules -

1. in rule 1, in categoryl, after the item "Administrative Assistant (Family Planning) in the Health Services Department", the following item shall be inserted, namely :-
"Administrative Assistant in the NCC Department"

2. in subrule (a) of rule 2, after the item "Administrative Assistant (Family Planing) in the Health Services Department" under category 1 and the entries against it under the heading "Method of appointment", the following item and entries shall be inserted, namely :-

"Administrative Assistant in the NCC Department.	(1) By promotion from the post of Accounts Officer in the NCC Department OR (2) By promotion from the post of Senior Supdt in the NCC Department OR (3) By transfer from among Junior Supdts in the NCC Department"

3. In the table under rule 5, in categoryl, after the item "Administrative Assistant (Family Planning) in the Health Services Department" in column (1) and the entries against it in columns (2) and (3), the following item and entries shall be inserted, namely :

"Administrative Assistant in the NCC Department	By promotion or transfer	A minimum service of five years in any supervisory post/posts not below the rank of Junior Supdts in the NCC Department.

Provided that a person who has satisfactorily completed probation in any one of the three feeder categories viz. Accounts Officer. Senior Superintendent and Junior Superintendent shall be eligible for applintment as Administrative Assistant when the post of Administrative Assistant falls vacant"

By Order of the Governor,

ZACHRIA MATHEW,
Special Secretary.

Explanatory Note

(This note is not part of the notification, but is intended to indicate its general purport).

In GO Rt.No.641/73/Edn dated 4-5-1973 a post of Administrative Assistant on Rs.560-1100 was created in the NCC Department. It is now proposed to prescribe qualifications and method of appointment for the post by amending the Special Rules for the Kerala General Service issued in GO(P) No.464/PD dated 28-11-1966. This notification is intended to achieve the above object.

To

All Heads of Departments and Offices.

(True Copy)

kgn/-22.4

Provided that a person who has satisfactorily completed probation in any one of the three feeder categories viz. Accounts Officer. Senior Superintendent and Junior Superintendent shall be eligible for applintment as Administrative Assistant when the post of Administrative Assistant falls vacant"

By Order of the Governor,

ZACHRIA MATHEW,
Special Secretary.

Explanatory Note

(This note is not part of the notification, but is intended to indicate its general purport).

In GO Rt.No.641/73/Edn dated 4-5-1973 a post of Administrative Assistant on Rs.560-1100 was created in the NCC Department. It is now proposed to prescribe qualifications and method of appointment for the post by amending the Special Rules for the Kerala General Service issued in GO(P) No.464/PD dated 28-11-1966. This notification is intended to achieve the above object.

To

All Heads of Departments and Offices.

(True Copy)

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19

GOVERNMENT OF KERALA

Abstract

Public Services - Kerala General Services - Posts of Accounts Officers, Senior Superintendents, Managers, etc. - Special Rules - Amendments - Issued -

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PUBLIC (RULES) DEPARTMENT

G.O. (P) No. 86/75/PD Dated, Trivandrum, 5-5-1975

NOTIFICATION

S.R.O. No. ..... In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968) the Government of Kerala hereby make the following amendments to the Special Rules for the Kerala General Service issued under GO (P) No. 464 dated the 28th November, 1966 of the Public (Rules) Department and published in Part I of the Kerala Gazette No. 49 dated the 13th December, 1966 as subsequently amended namely :-

Amendments

In the said Rules, -

1. In rule 1, the category D, after the item "Accounts Officer, Office of the Director of Indigenous Medicine", the following item shall be inserted, namely :-

"Accounts Officer, Office of the Director of ICC"

2. In sub-rule (a) of rule 2, in category IA, after the item "Accounts Officer, Office of the Director of Indigenous Medicine" and the entries against it under the heading "Method of appointment", the following item and entries shall be inserted, namely :-

"Accounts Officer, Office of the Director of ICC.	(1)	By promotion from the category of Senior Superintendents in the ICC Department
		Or
	(2)	In the absence of qualified hands under item (1) above, by transfer from the category of Senior Superintendents in the ICC Department."

3. In the table under rule 5, in category IA, after the item "Accounts Officer, Office of the Director of Indigenous Medicines" in column (1) and the entries against it in columns (2) and (3), the following item and entries shall be inserted, namely :-

"Accounts Officer, Office of the Director of Transfer HCC	By promotion or transfer	1. Account Test (Higher) in the case of military officers from Army, Account Test for administrative Officers, Part I (Lower) shall be accepted as sufficient qualification in lieu of Account Test (Higher).
		2. A minimum qualification given in the Appendix.
		3. [illegible]

By order of the Governor

[illegible]
Special Secretary.

(This note is not part of the notification but is added to induce its general [illegible])

Government have sanctioned a post of Accounts Officer on Rs. 510-30) in the office of the Director of Ed. It has been decided to prescribe qualification and method of recruitment to the post by amending the Special Rules for the Karela General Service issued in G.O.(P) No. 163/79 dated 28-11-1958. This amendment is intended to achieve the above object.

By

All heads of Departments and Offices.

Government of Kerala

1995

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GOVERNMENT OF KERALA

Personnel and Administrative Reforms (Rules) Department

NOTIFICATION

G. O. (P) No. 16/95/P&ARD.

Dated, Trivandrum, 18th September, 1995.

S. R. O. No. 1123/95.—In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968) read with section 3 thereof, the Governor of Kerala hereby makes the following rules further to amend the Special Rules for the Kerala General Service, published under notification G. O. (P) No. 161/66 Public, dated the 29th November, 1966, in Part I of the Kerala Gazette No. 19 dated the 13th December, 1966, as subsequently amended, namely:—

Rules.

1. *Short title and commencement.*—(1) These rules may be called the Kerala General Service (Amendment) Rules, 1995.

(2) They shall come into force at once.

[illegible] of the notification.—In the Special Rules for the Kerala [illegible]

(1) in rule 1, under category 2A, after the item "Office Manager, Common Facility Centre, Changanassery" the following item shall be inserted, namely:—

"Senior Superintendent/Manager, N.C.C. Department".

(2) in sub-rule (2) of the rule 2,—

(a) under category 1 for the 2nd method of appointment in column (2) against the post "Administrative Assistant, N.C.C. Department" in column (1), the following shall be substituted, namely:—

"By promotion from the post of Senior Superintendent/Manager in the N.C.C. Department".

(b) under category 1A, for the 1st method of appointment in column (2) against the post "Accounts Officer, Office of the Director of N.C.C." in column (1), the following shall be substituted, namely:—

"By promotion from the category of Senior Superintendent/Manager in the N.C.C. Department".

(c) under category 2A, after the item "Office Manager, Common Facility Centre, Changanassery" in column (1) and the entries against it in column (2) the following item and entries shall be inserted namely:—

(1)	(2)
Senior Superintendent/Manager, N.C.C. Department	(1) By transfer from among Junior Superintendents and Head Clerks of the N.C.C. Department. or (2) If no qualified candidate is available under item (1) above, by transfer from the category of U.D. Clerks in the N.C.C. Department.

(3) in rule 4, after the existing entries the following Note shall be added, namely:—

"*Note*:—The appointing authority in respect of the post of Senior Superintendent/Manager in the N.C.C. Department shall be the Deputy Director General, N.C.C.".

(4) in the table under rule 5 (a) under category 1, for the existing proviso in column (3) against the item "Administrative Assistant, N.C.C. Department" in column (1), the following shall be substituted, namely:—

"Provided that a person who has satisfactorily completed probation in any one of the feeder categories viz., Accounts Officer, Senior Superintendent/Manager, Junior Superintendent, shall be eligible for appointment as Administrative Assistant when the post of Administrative Assistant falls vacant".

(b) under category 2A, after the item "Accounts Officer, Chief Accountant in the Animal Husbandry Department" in column (1) and the entries against it in columns (2) and (3) thereof, the following item and entries shall be inserted namely:—

(1)	(2)	(3)
Senior Superintendent/Manager in the N.C.C. Department	By transfer	(1) S.S.L.C. or equivalent qualification. (2) Pass in Account Test (Lower

By order of the Governor,

V. VIJAYACHANDRAN,
Secretary to Government.

Explanatory Note

(This does not form part of the notification but is intended to indicate its general purport.)

Out of the seven posts of Senior Superintendent in the N.C.C. Department five posts have been re-designated as Manager as per G.O. (Ms) No. 7/91/H.Edn. dated 23-8-1991. Thus the Department is now having both the posts of Senior Superintendent and Manager in the same grade. The post of Manager has to be incorporated in the Special Rules for Kerala General Service. This notification is intended to achieve the above object.

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GOVERNMENT OF KERALA

Personnel and Administrative Reforms (Rules) Department

NOTIFICATION

G. O. (P) No. 22/98/P & ARD.

Dated, Thiruvananthapuram, 17th July, 1

S. R. O. No. 616/98.—In exercise of the powers conferred sub-section (1) of section 2 of the Kerala Public Services Act, (19 of 1968) read with section 3 thereof, the Government of Ke hereby make the following rules further to amend the Special Rules the posts of Accounts Officers, Senior Superintendents, Managers etc the Kerala General Service published under G. O. (P) 464/Public (Ru Department, dated 28th November, 1966 in Part I of the Kerala Gaz No. 49 dated 13th December, 1966, as subsequently amended, namel

RULES

1. *Short title and commencement.*—(1) These rules may be ca the Rules for the posts of Accounts Officers, Senior Superintende Managers etc. in the Kerala General Service (Amendment) Spe Rules, 1998.

33/3076/98/MC.

(2) They shall come into force at once.

2. *Amendment of the rules.*—In the Special Rules for the posts of Accounts Officers, Senior Superintendents, Managers etc. in the Kerala General Service, in rule 5, in the Table, under the heading "Qualification" in column (3), the entry "A minimum service of 10 years in the Department" wherever they occur shall be omitted.

By order of the Governor,

DHARAM VEER,
Secretary to Government.

Explanatory Note

(This does not form part of the notification but is intended to indicate its general purport.)

It has been brought to the notice of the Government that the qualification of "a minimum service of 10 years in the Department" prescribed for appointment to the post of Accounts Officers in Various Departments has resulted in blocking the promotion of officials entered in service as Senior Superintendents under the Special Recruitment programme for Scheduled Castes and Scheduled Tribes. Government therefore propose to amend the rules doing away with the above qualification.

This notification is intended to achieve the above object.

To

All Heads of Departments and Offices.
All Departments (all sections) of the Secretariat.
The Secretary, Kerala Public Service Commission (with C. L.).
The Registrar, University of Kerala, Thiruvananthapuram (with C. L.).
The Registrar, University of Cochin, Kochi (with C. L.).
The Registrar, Mahatma Gandhi University, Kottayam (with C. L.).
The Registrar, University of Calicut, Kozhikode (with C. L.).
The Registrar, Kerala Agricultural University, Thrissur (with C. L.).
The Registrar, High Court of Kerala, Ernakulam (with C. L.).
The Accountant General Kerala, Thiruvananthapuram (with C. L.).
The Secretary, Kerala State Electricity Board, Thiruvananthapuram (with C. L.).

The General Manager, Kerala State Road Transport Corporation, Thiruvananthapuram (with C. L.).
The Secretary to Governor.
All Principal Secretaries, Secretaries, Special Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government.
The Private Secretaries to the Chief Minister and other Ministers, Leader of Opposition and Government Chief Whip.
The Private Secretary to the Deputy Speaker, Legislative Assembly, Thiruvananthapuram.
The Deputy Secretary to Chief Secretary.
The General Administration (SC) Department.
The Personnel and Administrative Reforms (Advice-A/B/C) Department.
All Recognised Service Associations.

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