

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
SECTOR-3, DWARKA, PAPPANKALAN
NEW DELHI 110045

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CIRCULAR

Library is an important and integral part of an academic institution. A rich and well equipped library is a great asset. NSIT is also in the process of establishing magnificent library equipped with the latest and best literature on Engineering & Technology, Humanities, Applied Sciences etc. Every year books & journals worth nearly one crore rupees are purchased in NSIT for enriching the Library.

Elaborate guidelines/instructions have been issued over the last eight months laying down procedure for processing proposals involving financial implications. The said guidelines/instructions are applicable, partly, to Library as well in the matter of purchase of books and journals. In order to ensure that the sound financial principles/norms/procedure is followed in connection with the purchase of books/ journals , the following instructions are hereby issued for strict observance.

1. Books & journals should not be purchased merely for the purpose of exhausting allocated budget: on the contrary essentiality and genuineness of requirement should be the guiding principle. Only those books & journals should be purchased which are essentially required by a particular Division/Department/Section.
2. HOD concerned will certify that the books/journals proposed to be purchased are necessarily required by the Department/Division/Section.
3. It should be ensured that only the latest available editions of the books are purchased. Old edition of a book may be purchased only when there is sufficient justification for the same.
4. If Indian edition of a book written by a foreign author is available, then preference should be accorded to Indian Edition over the Foreign Edition.
5. Since NSIT is subscribing to Digital Library being run under the aegis of Ministry of Human Resource Department, on a regular basis, journals which are available on line or which can be accessed through the digital library should not be purchased .
6. While purchasing books/journals preference should be given to soft/paper back books over the hard bound books. Thereafter binding, if required, may be got done locally at economical rates.
7. Fresh Panel of suppliers/book sellers may be prepared by way of open advertisement. Subsequently the said panel may be reviewed every year.
8. Books/journals may be purchased at competitive rates from suppliers offering highest discount.
9. Assistant Librarian must ensure proper receipt, cataloging and upkeep of books & journals.
10. Assistant Librarian shall ensure that books/journals are maintained in the safest and most scientific manner.

11. While submitting the proposal for purchase of books/journals it shall be certified by Asstt. Librarian/ Head (Library Services) that instructions as contained in this circular as well as other relevant instructions/ guidelines / norms as laid down on the subject have been adhered to.
12. Proposals for purchase of books/journals should be processed and submitted to the Competent Authority well in time and not at the fag end of financial year.
13. The proposals referred to by different Departments/Divisions/Sections should be properly scrutinized by Officers/officials dealing with the purchase of books/journals in the light of standard/prescribed norms/instructions/guidelines. In case multiple copies of a particular book are being requisitioned then the actual number which may be purchased should be based on the realistic requirement, considering the actual number of students/teachers requisitioning/using the said book(s).
14. It must be ensured that inventory of books/journals is maintained and updated regularly.
15. Inspection of stock of books/journals must be carried out periodically in accordance with the provision of O.M. No. 23(7)-E-II(A)/83 dated:7.2.84 of Ministry of Finance, Govt. of India (reproduced as Govt. of India Decision No.(1) below Rule 116(2) of General Financial Rules) and loss/shortfall, if any, should be reported to higher authorities immediately.
16. If the loss/shortfall is in excess of the limit prescribed in Clause (II) of Govt. of India, Ministry of Finance O.M. No.:23(7)-E.II(A)/83 dated 7.2.1984 then the responsibility for the said loss must be fixed.
17. While placing order on any supplier elaborate terms & conditions may be laid down for safeguarding the interest of NSIT.
18. Punitive action may taken against suppliers who commit breach of terms & conditions of supply.
19. Only those books/journals may be purchased which have actually be indented/ requisitioned by a particular Division/Department/ Branch. No substitute /alternative book/journal be purchased unless it is absolutely necessary and the requisitioning/Indenting Officer gives consent in writing with adequate justification.
20. All out efforts must be made by Library officials for ensuring the safety of the treasure of books/journals, kept/ stacked in the NSIT Library.

The above said guidelines / instructions may please be followed scrupulously by all concerned.

(B.L. Sharma)
Registrar-cum-Vigilance Officer

Copy to:

1. All Deans/HOD's, NSIT
2. Head, Library Service, NSIT
3. Assistant Librarian, NSIT
4. PA to Director, NSIT
5. PA. to Pr. Secretary, DTTE for kind information of Pr. Secy., DTTE