



GOVERNMENT OF KERALA

Abstract

Higher Education – State Central Library – Delegation of Administrative and Financial powers to the State Librarian, the Administrative Assistant to State Librarian and Deputy State Librarian – Sanctioned – Orders issued.

HIGHER EDUCATION (A) DEPARTMENT

G.O (MS) No.26 / 2006 / H.Edn.

Dated, Thiruvananthapuram, 14.2.2006

Read: -Letter No.A3 2301/2005/SCL Dated 2.11.05 from the State Librarian, State Central Library, Thiruvananthapuram

ORDER

In the circumstances reported by the State Librarian, State Central Library, Thiruvananthapuram, in his letter read above, Government are pleased to approve the delegation of Administrative and financial powers as appended to this order to the State Librarian, the Administrative Assistant to the State Librarian, the Deputy State Librarian.

By Order of the Governor,

P.J. THOMAS
Additional Chief Secretary
& Principal Secretary to Government

The State Librarian, State Central Library, Thiruvananthapuram
The Administrative Assistant to State Librarian, State Central Library,
Thiruvananthapuram
The Deputy State Librarian, State Central Library, Thiruvananthapuram
The Accountant General (A&E), Kerala, Thiruvananthapuram
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
The Finance Department
Stock File/Office Copy

Forwarded/ By Order

Section Officer

ANNEXURE

1. State Librarian

1. To sanction all kinds of leave except study leave, special disability leave and Leave without allowance exceeding 120 days and Leave With out Allowances under Appendix XII A, XII B and XII C of Part I K.S. Rs to all Officers under him and to make arrangement for additional charge and Sanction charge allowance as per the provisions in K.S.Rs.
2. To purchase all kinds of Books for the State Central Library selected by the Book Selection Committee of the State Central Library subject to Budget Provision and subject to the provisions in the Stores Purchase Manual up to a maximum amount of Rs. Two Lakhs at a time.
3. To sanction tour to all officers working under him for official purpose with in the State and with in the Country.
4. To sanction purchase of News Papers Periodicals, journals including foreign Journals and other reading materials which the State Librarian thinks it necessary for use in the State Central Library subject to the Budget provision.
5. To incur non-recurring contingent expenditure up to Rs.10,000/- in each case subject to the rules under K.F.C.
6. To sanction local purchase of stationery (Including Computer Stationery) in urgent unforeseen cases up to a limit of Rs.2000 at a time waiving store purchase rules and subject to the annual limit of Rs.20,000.
7. To sanction refunds of Deposits against membership in the State Central Library subject to the Rules and Regulations of the State Central Library Thiruvananthapuram.
8. To incur expenditure for ceremonial functions up to Rs.1500 for each function.
9. To countersign the T.A bills of all officers working under him.
10. To sanction reimbursement of medical expenses in respect of the Gazetted Officers and also to condone the delay in preferring the claim.
11. To recommend to the approved Banks House Building Advance to all Employees working under him subject to the rules in force.

12. To sanction purchase of furniture required within the standards prescribed by the Government subject to the budget provision and Stores Purchase rules.
13. To write off unserviceable articles including damaged and worn out Articles, Books and other Library items etc to an annual limit of Rs.50000/- when the book value does not exceed 10000/- in each Case.
14. To make appointment to the sanctioned Posts of Librarians (up to Grade II Librarians as per the Special rules) Clerks Typists Confidential Assistants Last Grade Servants and Part Time Menials subject to the Recruitment Rules of the Government.
15. To initiate Disciplinary Action and to impose minor penalties and major Penalties on all Non Gazetted Employees working under him as specified in Rule II of the Kerala Civil Services (C C & A) Rules 1960.
16. To sanction temporary withdrawal from G.P.F in respect of all employees Subject to G.P.F Rules.
17. To sanction NRA from GPF to all employees subject to P.F rules.
18. To accord administrative sanction for works up to 5 Lakhs subject to budget Provision (vide G.O (P) No: 299/2002/Fin dated 15-5-2002) for execution by the Public Works Department.
19. To sanction the Sitting Fee of Rs.200/- per day of sitting to the Members of the Advisory Committee / Book Selection Committee or any other Sub Committee constituted by the Chairman of the Advisory Committee of the State Central Library Thiruvananthapuram.
20. To Conduct the Certificate Course in Library Information Science annually and to act as the Director of the Course and Chief Examiner for the CLISC Examination.
21. To waive overdue charge or grant remission to the Members of the State Central Library for convincing reasons and to allow One Time Settlement and withdraw R R Proceedings.
22. To grant category Change to the Last Grade servants and L D Clerk, LD Accountant and LD Typist of the State Central Library as per the Special Rules.

II. Administrative Assistant to the State Librarian

1. To sanction all kinds of leave other than study leave and special disability leave and leave without allowances exceeding 120 days and Leave with out Allowances under Appendix XII A, XII B and XII C of Part I K.S.Rs to all Non Gazetted Officers and Last Grade Servants and Full Time and Part Time contingent Menials of the State Central Library.
2. To sanction casual leave to all Non Gazetted Employees and Last Grade Servants of the State Central Library.
3. To sanction increments to all Non Gazetted Employees and Last Grade Servants of the State Central Library
4. To Draw and Disburse Establishment Pay Bills TA Bills, PF Bills Miscellaneous Bills and Contingent Bills, Group Insurance Claims, State Life Insurance Claims and the Leave Encashment Benefits of the retired employees of the State Central Library Thiruvananthapuram
5. To sanction reimbursement of Medical expenses to the Non Gazetted Employees and Last Grade Employees of the State Central Library with out monetary limit subject to the provisions in the Kerala Government Servants Medical Attendance Rules.
6. To sanction Temporary Advance / Non Refundable Advance from the GPF to the Non Gazetted employees and Last Grade Employees of the State Central Library subject to the General Powers delegated by the Government in Finance Department from time to time.
7. To sanction payment under Family Benefit Scheme in respect of the Non Gazetted employees and Last Grade Employees of the Sate Central Library Thiruvananthapuram.
8. To attest the entries in part 1 and II of Service Book of the Non Gazetted Employees of the State Central Library Thiruvananthapuram and make the service verification in time in part II of the Service Books of the Non Gazetted Employees, Last Grade Servants and Full Time and Part Time Menials.
9. To correspond with the higher authorities on routine matters and to sign "For State Librarian" fair copies of communication approved by the state Librarian and to approve all communications to the Public and to the staff of the State Central Library.
10. To Authenticate Date Conversion Certificates (Conversion of Malayalam Era date in to English Era and Vice Versa) and to issue attested copies of Official Notifications, News Papers, Periodicals on requirement by various Departmental Officers, Courts and Public (Vide GO (Ms) No.534/62/Edn dated 13-8-1962.

11. To sanction Contingent Expenses of the State Central Library subject to budget provision and subject to the provisions in the Kerala Financial Code
12. To be in charge of the cash transactions and cash Book in the Office of the State Librarian and to Organize and Control the functioning of the Office of the State Librarian

III. Deputy State Librarian

1. To organize various Sections of the State Central Library and assign duties and responsibilities to the Librarians Grade I Grade II, Grade III and Grade IV.
2. To Grant Member ship to the applicants subject to the Rules of the State Central Library and authenticate the Member's Identity cards.
3. To be in charge of the cash collected in the Book Room and for prompt remittance in the Office of the State Librarian as Deposits against Memberships, Overdue charges and Revenue receipts.
4. To sanction Casual Leave to the Librarians
(Up to Grade I)
5. To Organize Extension Activities in the State Central Library and conduct the Summer school subject to Budget provision.