

GOVERNMENT OF KERALA

Higher Education (A) Department,
Thiruvananthapuram,
Dated: 6.12.2000.

No. 27655/A3/2000/H.Edn.

CIRCULAR

Sub:- Establishment - Commonpool of Librarians -
Missing of books - Responsibility - reg.

The Principal, Government Law College, Kozhikode requested to extend the provisions in circular DPG/J4/JL/94 dated 6.6.1994 to the Law Colleges also in fixing the liability for the loss or missing books from the Librarians.

In the circumstances the following guidelines are issued in fixing the responsibility for the missing books from the Librarians.

The responsibility for the missing books from the library should be fixed on each individual strictly with reference to the duties and responsibilities of each individual working in the library. The entire staff working in the library are responsible for the proper accounting of the books and other articles in the library. The maximum number of books that can be written off in a year is 0.5% of the books in circulation. The library staff will be responsible for the loss of books in excess of the admissible number and the cost of such books will be recovered from the Library staff in equal shares. Thus responsibility

of the missing books will be shared by all in equal proportions. The person who are transferred out of the institutions on transfer or promotion will be relieved of their duties on executing an undertaking to the effect that liabilities if any fixed on them in respect of the missing books during the period they have worked in the institution would be remitted by them and this position will be shown in the relieving order.

P. JAYAPRAKASH,
DEPUTY SECRETARY.

To

The Director of Technical Education,
The Director of Collegiate Education,
The Director of Medical Education,
The Director of Health Services,
The Principal,
Government College,
The Principal,
Medical College,
Law College,
Ayurveda College,
The Accountant General (R&E)/(Audit),
Kerala, Thiruvananthapuram.
The S/F, P/C.

Forwarded/By Order

Section Officer