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STATE POLLUTION CONTROL BOARD, ORISSA
[DEPARTMENT OF FOREST AND ENVIRONMENT, GOVERNMENT OF ORISSA
Paribesh Bhawan, A/118, Nilakanthanagar, Unit – VIII, Bhubaneswar – 751 012, INDIA

No. VI-SC-LIB/55/18/

Date _____

NOTICE

It is revealed from records that the employees are borrowing library documents for reference and keeping with them for a long time without renewal. They are neither returning nor renewing after expiry of due date i.e six months from the date of issue of documents. Hence, they are requested to return the library documents on or before Dt. 20.03.19. If required, they may bring the documents and renew for another six months within 07 days of the expiry of the renewal time. In case the borrower fails to return or renew the same physically after expiry of due date, action as per Library Rules shall be taken against the defaulters.

Encl: Library Rules and Regulations


MEMBER SECRETARY

Memo No. 2343

Dt. 06.03.2019

Copy forwarded to CEE/CES/A.O/SEE-I/SEE-II/SES-I/SES-II/All ROs/Nodal Officer ICZM/CES In-charge Central Laboratory with a request to circulate among Staff & Officers working in the Laboratory / Notice Board/ System Administrator In-Charge Computer Cell/All employees of Head office / P.S to M.S/ P.S to Chairman for information of Member Secretary and Chairman respectively. All Regional Officers are requested to circulate the notice. The System Administrator is requested to upload the notice in the Board's Website.


CHIEF ENV. SCIENTIST



State Pollution Control Board, Orissa

A/113, Nilakantha Nagar, Unit-VIII, Bhubaneswar -751012

Tel : 560973, 562368, 560926, 561909, FAX – 560955, 562822

No. 1427,/ LIBRARY/25

Date : 25/01/2001

OFFICE ORDER

For smooth management of the Central Library of State Pollution Control Board, the following regulations/ guidelines are made with immediate effect.

No reference books, maps, atlas, floppy disks, monographs, video cassettes, Encyclopedia, Standards, Gazette Notifications and documents of rare collection will be issued to anybody.

There shall be a Register for issuance of Books / Journals containing (i) Name of the Officers / Staff to whom Books / Journals issued, (ii) Name of the Books/ Journals issued, (iii) Date of the issue, (iv) Signature of the Recipient, (v) Signature of the Asst. Librarian, (vi) Date of Return with the Signature of the Borrower and Assistant Librarian. This Register shall be maintained by the Assistant Librarian from 15th January, 2001.

The following limitation in issuing of Books / Journals at a time by the borrower except Chairman & Member Secretary, shall be maintained in case of Chairman & Member Secretary, their P.S. and P.A. will be responsible for receipt as well as return of the Library Books.

SES/SEE/AO = Maximum 10 nos.

Group –A Employees = maximum 08 nos.

Group –B Employees = maximum 06 nos.

Group- C Employees = maximum 04 nos.

Group –D Employees = maximum 03 nos.

Except for the office of the Chairman and Member Secretary, any other borrower should renew the Library Books / Journals **once in every six months** and during renewal, the books / journals shall be physically produced and if not renewed within 07 days of the expiry of the renewal time, a fine of Rs. 1/- per day per book / journal will be imposed on the borrower and no other book / journal shall be issued to him/ her till he / she return the Library Books / Journals along with fines if any. The Asst. Librarian shall issue books / journals after he receives the Xerox copy of the money receipt towards fine amount and after receipt of the books / journals already issued to him/her.

In case, any Library Books / Journal is lost by the borrower, the borrower shall have to refund with a new book/journal or else three times cost of such books/ journals will be imposed on the borrower.

This is in addition to the Guidelines issued vide No. 9660 Dt.29.11.94.

By order of the Chairman

Member Secretary

Memo No. 1428, Dt. 25.01.2001

Copy to P.S. to Chairman / P.A. to Member Secretary / SEE/SES/AO/ AES (In charge of library)/ Assistant Librarian / all the users of the Library for information and necessary action.

Member Secretary

LIBRARY RULES AND REGULATIONS

CENTRAL LIBRARY



State Pollution Control Board

A/118, Nilakantha Nagar, Paribesh Bhawan,
Unit VIII, Bhubaneswar- 751012, (Odisha)

FAX : 2550955, 2562822

TEL: 2564033/2563974

SPABN : 2550909/2562837

EMAIL: Paribesh@sancharnet.in

WEBSITE: www.ospcboard.org



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LIBRARY RULES AND REGULATIONS

Scope :

The library of the State Pollution Control Board is primarily meant for its employees.

Staff members can borrow reading materials, General Magazines and Books. In no case Journals, Books and Reports relating on Research matters shall be issued.

Research scholars in Pollution Control and related subjects but not employed in or associated with this office may go through the books and journals inside the Library premises only after obtaining permission either from the Chairman/Officer in charge of Library.

WORKING HOURS

The Library will remain open from 10.00 AM to 5.00 PM, Issue & return of books & Journals from 1.00 PM to 5.00 PM on each working day. However, ready reference can be provided to the users from 10.00 AM to 5.00 PM.

A person wishing to borrow books from the library is required to apply in the prescribed Requisition Slip.

A staff member can be borrow 2 nos. of books at a time.

The Books / Journals / Reports etc. borrowed have to be returned within 07 days. The book may be renewed on request at the discretion of the Librarian. However, for the second renewal the book/ journals / reports etc. is to be produced at the counter. A Late fee of 50 paise per day per volume will be charged on an overdue reading material. In no case any reading material can be renewed by Librarian for the 3rd time, which if necessitated, will be renewed only after obtaining permission from the officer-in-charge of Librarian. No fine shall be imposed for documents to be utilized for official use.

Books and Journals or any documents in bad condition should not be issued out of the library till they are bound and brought to usable conditions. If the documents are not in usable condition in any manner they may be withdrawn from the Accession Register with permission of authority. Fine can be relaxed on special cases under orders of Chairman only.

At the time of borrowing, the members should bring to the notice of the Librarian the books damaged. Otherwise they will be held responsible for the damage while returning the books.

Reference materials like Encyclopedia, Periodicals, Dictionaries Manuals, Year books, Maps, Atlases, Indian Standard Reports, Data Sheets and Reprints are not to be issued out of Library but can be referred in the Librarian only.

Current issues of magazines shall not be issued till the next issues are received by the Library.

LOSS/MUTILATION OF READING MATERIALS

if any publications is lost disfigured if any page or picture is removed or the publication is otherwise mutilated by the readers, he /she must replace it or pay the latest price as per the Bibliographical source available in the Library or the price mentioned in the Accession Register together with a surcharge of 25% to cover escalation of prices and postages.

RETURN OF READING MATERIAL

Borrowers are expected to return all borrowing materials before going on vacation / leave / outstation duty, if such absence from headquarter is for more than 07 days.

A borrower should obtain a NO DUE CERTIFICATE from the Central Library of SPC Board after surrendering all reading material with him/her and after paying outstanding dues if any, or expiry of membership or terminating his/ her, association with the Board.

All readers are required to maintain perfect silence and discipline in the Library. Showing of indiscipline behavior inside the Library may force the Librarian to ask such Readers to leave the Library room forthwith.

Smoking, spitting and sleeping inside the library and one's legs on Library on Library furniture are strictly prohibited.

No person shall write anything inside any page or if any reading material. If such writing comes to notice, such person may be debarred from getting any library facility in future in addition to recovery of cost of the Book.

Books and other reading materials issued can be recalled by the Librarian at any time if necessary.

The library follows Dewey Decimal classification with necessary modification to cover the collection on Environmental Pollution Control etc. readers are required to consult subject author, and title cards to satisfy their approach respectively, and note down the Class. No. , book, No. , Acc. No. and the name of the required book.

GENERAL

Readers shall vacate seats ten minutes before closing of the library.

Librarian should have the general control of the library and the services and shall maintain order inside the library.

Any infringement of library rules may render the privilege of membership being withdrawn.

These library rules may be altered or amended and new rules may be incorporated to the existing ones by the Chairman or on the recommendation of the Library Committee from time to time.

Memo No. 9660 Dt.29.11.94

Copy forwarded to all Branch Officers / All Regional Officers' or information.

ADMINISTRATIVE OFFICER.
29.11.94