ORDER


Ref: Order No.16787/CPU/A2/84-85/Edn./1424 dated 06-02-1985 of the Education Department, Puducherry.

..:000:...

The Directorate of School Education has decided to reconstitute the Standing committee for condemnation of Library books & Book banks as detailed in the Annexure.

2. After getting the approval of the committee, the Heads of Officers concerned may take suitable action to send proposal to the Inspecting Officers to get orders to dispose the unserviceable Library Books/Book bank thro’ public auction/destruction as the case may be after following the usual procedure. The Heads of Officers concerned may be available at the time of auction/ destruction. Copy of the recommendation of the committee should also be sent along with the proposal. Auction / Destructions proceedings should be prepared before and after auction is over and made available in the record.

3. A separate rule have been framed for verification/losses (vide Rule 194 of GFR 2005)

4. The following committees in all schools/institutions so as enable the Heads of the schools/institutions to dispose the library books/book bank books after due recommendation of the said the Committees. The Committee should strictly adher the instructions issued in the order, at the time of inspection of the old unserviceable library/Book bank Books before recommending the same for condemnation.

5. The Member/Convener shall arrange for meeting of the Committee, as and when necessity arises with the approval of the Chairman of the Committee. The Member/Convener shall list out the titles of books proposed to be disposed off at every occasion with full justification such as date of purchase, value of the books, reasons for disposal etc. and get a certificate for the condemned Library Books from the Annual Physical Verification Officer and also number of books available/condemned and auctioned/to be condemned (language wise). The same may be disposed off by Public Auction/destruction after observing the usual formalities. All the seals of Offices/Schools/Institutions in such books should be
cancelled duly affixing the signature of the Librarian/Library in-charge of the concerned and also countersigned by the Head of Office/school/institution in the public interest.

6. The above mentioned procedure should be strictly adhered to.

(E. VALRAVAN)
DIRECTOR OF SCHOOL EDUCATION

To

The Joint Director (SE), Directorate of School Education, Puducherry
The Dy.Director (Admin), Directorate of School Education, Puducherry
The Dy. Director (EE), Directorate of School Education, Puducherry
The Dy.Director (Sports), Directorate of School Education, Puducherry
The Dy.Director (Women/French/Adult), Directorate of School Education, Puducherry
The Chief Educational Officer, Dte. of School Education, Puducherry /Karaikal / Mahe.
The Delegate to DSE, Yanam.
The Officer on Special Duty, State Training Centre, Puducherry.
The In-charge, Jawahar Bal Bhavan, Puducherry, Karaikal, Mahe & Yanam.
All the Principals/Head Masters, GHSS/GHS/GMS/GPS/GPPS, Puducherry, Karaikal,
Mahe & Yanam.
The Project Director, SSA, Directorate of School Education, Puducherry.
The Principal, DIET, Directorate of School Education, Puducherry.
The Group Commender, NCC, Puducherry.

Copy to: (1) Finance Department, Chief Secretariat, Puducherry.
(2) The Director of Accounts and Treasuries, Puducherry.
(3) The Under Secretary to Govt. (Education), Chief Secretariat, Puducherry.
ANNEXURE

DETAILS OF COMMITTEES CONSTITUTED FOR CONDEMNATION OF UNSERVICEABLE OF OLD 
BOOKS FOR LIBRARY/BOOK BANKS IN VARIOUS OFFICES/SCHOOLS/OTHER 
INSTITUTIONS UNDER THE CONTROL OF DIRECTORATE OF SCHOOL EDUCATION FOR 
ALL REGIONS.

1. **ALL OFFICES UNDER THIS DIRECTORATE for PUDUCHERRY REGION**

1) Senior Accounts Officer, Dte. Of School Education -- Chairman
2) Superintendent (Directorate Estt.) -- Member
3) Superintendent (Estt. Section of concerned office) -- Member/Convener

2. **ALL OFFICES UNDER THIS DIRECTORATE for KARAikal & MAHE REGIONS**

4) Chef Educational Officer, Karaikal/Mahe -- Chairman
5) Junior Accounts Officer, O/o CEO, Karaikal/Mahe -- Member
6) Superintendent (Estt.), O/o CEO, Karaikal/Mahe -- Member/Convener

3. **ALL OFFICES UNDER THIS DIRECTORATE for YANAM REGION**

7) Delegate to the Director of School Education, Yanam -- Chairman
8) Superintendent (Accounts), O/o DDSE, Yanam -- Member
9) Superintendent (Estt.), O/o DDSE, Yanam -- Member/Convener

4. **ALL GHSS FOR ALL REGIONS**

1) Principal/Vice Principal of the concerned school -- Chairman
2) Senior most Lecturer in the concerned subject -- Member
3) Librarian of the concerned school -- Member/Convener

5. **ALL GHS FOR ALL REGIONS**

1) Head Master of the concerned school -- Chairman
2) Senior most TGT in the concerned subject -- Member
3) Librarian of the concerned school -- Member/Convener

6. **ALL GMS/GPS/GPPS FOR ALL REGIONS**

1) Inspecting Officer of the concerned school -- Chairman
2) Head Master of the concerned school -- Member
3) Library Incharge of the concerned school -- Member/Convener

7. **ALL OTHER INSTITUTIONS FOR ALL REGIONS**

1) Incharge of concerned Institution -- Chairman
2) School Librarian nominated by concerned Inspecting Officer -- Member
3) Library Incharge of the concerned Institution -- Member/Convener

(E. VALLIYAN) 
DIRECTOR OF SCHOOL EDUCATION