

**SUB : POLICY OF SANCHETNA LIBRARY**

\*\*\*\*\*

The policy of Sanchetna Library of National of Academy of Indian Railways concerning issue and return of books has been revised and the same will as under with immediate effect:

सं.	सदस्य	विवरण	सदस्यता शुल्क (Non-refundable)	वार्षिक अभिदान / Annual subscription	No. of Books Allowed	No. of Days a book can be retained	दंड/ fine Rs. Per day
1	डिपॉजिट सदस्य	व्यक्तिगत रेलवे अधिकारी (कार्यरत्)	Rs. 500/-	Rs. 100/-	2	30 दिन	5/-
		व्यक्तिगत रेलवे अधिकारी (सेवानिवृत्त)	Rs. 500/-	Rs. 100/-	2	30 दिन	5/-
		रेलवे कार्य से जुड़े व्यक्ति (e.g. doing research on railway etc.)	Rs. 500/-	Rs. 100/-	2	30 दिन	5/-
		रेलवे संस्थान (Inter Library Loan)	Rs. 1000/-	Rs. 100/-	5	30 दिन	5/-
		रेलवे कार्य से जुड़े संस्थान (e.g. IITs/ IIMs / NITs etc.)	Rs. 1000/-	Rs. 100/-	5	30 दिन	5/-
2	NRTI	NRTI विद्यार्थी	Rs. 500/-	Nil	2	30 दिन	5/-
		NRTI संकाय सदस्य	Rs. 500/-	Nil	5	30 दिन	5/-
3	NAIR	FMs*	Nil	Nil	50	N.A.	N.A.
		GOs*	Nil	Nil	10	N.A.	N.A.
		Probationers*	Nil	Nil	15	N.A.	N.A.
		Staff*	Nil	Nil	4	N.A.	N.A.
		*No Dues from Library is compulsory before leaving NAIR on transfer/deputation or retirement and relieving of GOs/Probationers					
4	Fine for Losses – i) Loss of RFID Card -Rs. 200/- ii) Loss of Book – Cost of the book + 20% replacement cost						

This has approval of the Director General, NAIR.

*Alka Panchal*  
14/05/22  
(Alka Panchal)  
AL&IO

**Copy to:**  
All FMs & Officers  
All notice boards