

NOTE

NO. LB/98/111/12

Date: 27-09-10

Sub: Empowerment of Faculty for better utilization of the Library Budget

Presently, the Book Purchase System is centralised. Books are recommended by individual faculty. They prepare an elaborate indent even for small value books. It goes to Library purchase committee. Purchase committee meet periodically and select books out of recommendations. They also make their own recommendations. It goes for concurrence to Associate Finance. After concurrence is obtained the list is put up to DG/Dy. DG for sanction as per delegation of power.

Last 3 years Budget Details of Library is furnished below:

(Figures are in thousands)

Head of accounts		Expenditure							
		2008-09			2009-10			2010-11	
Head	Details	BG	FG	ACT	BG	FG	ACT	BG	ACT (Aug-10)
902	Library Books	300	600	394	600	400	163	600	12
903	Library Periodicals	325	325	164	325	350	140	325	86
904	Book for trainee officers	275	150	98	250	250	137	250	87

This table indicates that BG is fluctuating and depends on actual expenditure. It is also observed that required money is given if demanded at the stage of FG. It can also be seen that funds allotted for periodicals is also not being fully utilized, this can be diverted towards Books fund at the time of asking the budget in future.

Presently, there are 25 faculties including DDG and excluding DG in Railway Staff College. The annual Budget Grant for 2010-2011 for library books of Rs.6,00,000/- can be bifurcated into two categories between Centralised purchase of books and Purchases made by faculty. Budget Grant for 2010-2011 can be distributed in the ratio of 50:50 and Rs.3,00,000/- allotted to centralized purchase of books and Rs.3,00,000/- for purchases made by faculty.

Each faculty can be allotted fund to purchase within the stipulated annual ceiling limit and the maximum limit fixed for each book. Thus, amount for purchases made by faculty comes to Rs. 3,00,000/- (Rupees Three lakhs only) from the BG for 2010-11. Out of this amount, Rs. 50,000 can be put under the control of DG. To calculate the amount at the disposal of the individual faculty, this remaining allocated amount can be divided by

6

0

0

7


strength of the faculty i.e. 25. The individual amount works out to Rs. 10,000/- per annum.

The normal price range of good books published in India is in between 750-1500 centering around Rs. 1000/-, while the books published out of India are priced in terms of dollars and pounds. As per SOP of RSC 1. Stores And Transport Matters item no. (x), finance concurrence is required to purchase a book costing more than Rs. 3000/-. It implies that upper ceiling limit for individual book price can be fixed to Rs. 3000/-. Since we are making a futuristic proposal, it will be better to fix the range at the higher side and not based on current price due to inflationary pressure, hence the limits for purchase of book by the individual Faculty is being fixed at Rs. 3000/- for each book subject to annual ceiling limit of Rs. 10,000/-. Any book costing more than Rs.3000/- should be purchased through by Centralized Committee. This limit is for a title and not for one volume. For example, a book costing Rs. 3,000/- having 3 Vol. will be treated as individual book and faculty can purchase within his power subject to annual ceiling limit.

The faculty will be allowed to purchase the book at any place wherever he is at the time of purchase either from Baroda or even outside from Baroda. Faculty should immediately inform through email about the title of the book that he has purchased so that another faculty should not purchase the same book after it. Faculty, if he has sufficient time to find out from library, should not purchase a book which is available at library as far as possible. Discretion of faculty will be final in this regard. If we put very stringent condition in this regard the Faculty will be discouraged. Centralized Purchase Committee should also put their information and the title of books through email they are intending to purchase. Each faculty will maintain a manual register to keep the details of purchase of books made by them to observe the ceiling limit. The Library in charge i.e. AL&IO will keep the fund separately.

This is a change of procedure, instead of delegation of power. Hence, does not require financial concurrence. However, Finance can also have a look into the proposal if it is alright in all respect. Payment will be made through Imprest of concerned faculty and allocation of library head i.e. 20902-Library Books.

Submitted approval, please,


(Sunil Kumar Bajpai)
Sr.Professor (OB)

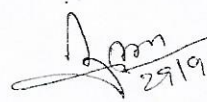
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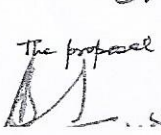
~~Dy. DG~~

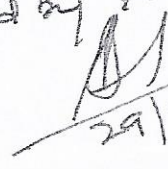
Concurred as proposed. Procedure laid down should strictly be adhered to. The order will come in force from the date of sanction given by DC.
Submitted for Appl., please.

~~DG~~

May kindly approve as concurred by Finance.


29/9/2010

The proposal is agreed to.

29/9


29/9/10

24/9

The Faculty should ensure the following points:

1. The faculty can purchase books (one) not costing more than Rs 3000/each title. subject to annual ceiling limit of Rs 10,000/ in a financial year.
2. The book can be purchased from Baroda or even out of Baroda, i.e. from anywhere, subject to production of bill.
3. Faculty will immediately inform to library through Email and mail forwarded to every faculty about title and purchase of books.
4. Faculty can verify the availability of books in library as far as possible. The availability of books are available on Webmail or RSC website. Faculty decision in this regard will be final. This is to avoid duplicacy of the work as far as possible.
5. The money/purchase can be made through Imprest or by paid refund/bill mode also.
6. Faculty will give allocation of Library Hd - 20902-Library Hd. over the voucher, and accounts will book it in expense Hd, and watch the budget.
7. The faculty will ~~enter~~ take a bill of purchase for accounts purpose.
8. Faculty will maintain a register manual, to monitor ceiling limit.

SIN.	Title	Author Nam	Publisher	Price	Sign of Faculty	Sign of ALIO	Disposal by Balan
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9. Copy of the bill should be endorsed to ALIO also for account. in accession of register at the time of surrendering the book to library.
10. The ~~Library in charge~~ ^{Library Committee} will watch the annual budget of Libn. The above procedure is financially agreed.

SPB
 This may be executed
 3/11/10

[Signature]
 PAM/SPPM.

RAILWAY STAFF COLLEGE, VADODARA

OFFICE MEMORANDUM

No. SPOB/Library

15th June 2011

Sub : Empowerment of faculty for better utilization of the library budget

Ref : 1. Note No. SPOB/Library dt. 1.10.10

2. Note No. SPOB/Library dt. 2.2.11

Vide above reference No.1, DG had authorized faculty / officers to purchase books costing ₹ 3000/- each subject to annual ceiling limit of ₹10,000/- from the annual budget grant of library.

The Associate finance had concurred creation of a separate book imprest of ₹ 3000/- per faculty which was sanctioned by DG and circulated vide reference No. 2 above. The imprest was created for following officers:

Dy. DG, SPFM, SPME, SPST, SPEE, SPTM, SPOB, SPMgt, SPHM, SPCE, SPMM, PMS, PCM, PHM, PFI, PIM, PRM, PNM, PIT, PAM, PLM, PSM, PRB, PPM, APPM, ALIO, PPS to DG

Now, DG has approved continuation of this procedure on a permanent basis so that benefit can be availed by faculty / officers in future also.

All above Officers are requested to kindly utilize the amount as per above limits from now onwards for purchase of books for library.


(Sunil Kumar Bajpai)

Sr.Prof. (Orgn. Beh.)

For Director General

Railway Staff College, Vadodara

Copy to:

- i) Secretary to DG
- ii) PFI / Sr. SO(Accounts)
- iii) APPM / NP Office
- iv) All officers as mentioned above