

**GOVERNMENT OF GOA**  
**Department of Education, Art & Culture**  
Directorate of Education

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**Notification**

27-273-03/DE/AE/678

**Goa State Library (Financial Assistance) Amendment  
Rules, 2004\***

This notification is issued in supersession of all previous Orders and the Notification issued under No. 27-273-03/DE/AE/584 dated 21-3-2003, reviving rules for the recognition and payment of Grant-in-aid to the Libraries run by Non-Government Institutions as per enclosed Annexure.

The notification shall come into force with immediate effect.

By order and in the name of the Governor of Goa.

*Ashok N. P. Dessai*, Director of Education & ex officio Jt. Secretary.

Panaji, 16th February, 2004.

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Annexure to Notification No. 27-273-03/DE/AE dated 16th February, 2004

**1. Network of Libraries:—**

The State Libraries Act encourages a network of Libraries as follows:—

- (a) Central Library (State)
- (b) District Libraries
- (c) Taluka Libraries
- (d) Panchayat Libraries/Village Libraries.

**2. Management:—**

The Management of Government owned state, district, taluka and village libraries shall be done by the State Government. However, the existing non-Government taluka libraries/village libraries, run by the Municipality/NGO's shall continue to function under the same management.

Management of Panchayat libraries shall be done through Gram Panchayat or non-Government Organisations registered under Societies Registration Act, 1860.

**3. Grant-in-aid will be released to Gram Panchayat, NGO's or municipal council managing public libraries in two equal instalments, 1<sup>st</sup> instalment shall be released after receipt of annual report from the library management about the functioning of the library latest by 31<sup>st</sup> May of respective year and 2<sup>nd</sup> instalment shall be released after receipt of the audited statement or accounts including income and expenditure statement, etc., of the concerned**

library duly certified by a Chartered Accountant, latest by 31<sup>st</sup> October of the year.

(ii) Token Grant: In case of proposals received for opening of new public libraries the applicant/management/NGO running the public library shall be eligible to receive token grant of Rs. 50,000/- subject to the condition that the applicant/management fulfils the conditions prescribed by the Department for opening such public libraries and submit necessary financial statement/Bank A/C, etc., of the organization to the Director of Education as required.

(iii) Only those NGO's which are registered with the State Government Authority and having specific library management rules duly registered and approved by the State Registering Authority shall be eligible for such grants.

(iv) The existing NGO libraries desiring to continue the library services for the public and avail the facility of financial assistance from the Government under these rules must fulfil all the conditions laid down by the Government in these rules.

The Taluka Libraries and Panchayat/Village Libraries shall be eligible for the GIA on the pattern mentioned herebelow:—

### 3. Taluka Libraries:

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I) Those taluka libraries which have been receiving grants as per the old pattern shall be eligible for grants under revised pattern as shown alongside.	(i) Expenditure towards remuneration for the necessary manpower requirement (in no case more than 3 persons) subject to maximum of Rs. 1.20 lakhs (one lakh twenty thousand only) or actual expenditure on the manpower engaged, whichever is less.
	(ii) Assistance at the rate of 100% on expenditure incurred on admissible items prescribed by the Department, other than expenditure on manpower requirement, subject to maximum of Rs. 1.50 lakhs (one lakh fifty thousand only).
II) Panchayat/Village Libraries Those village/panchayat libraries receiving grants as per old pattern are required to fulfil the conditions prescribed by the Government under these rules and shall be eligible for grants as per revised pattern as shown alongside.	i) Expenditure towards remuneration of necessary manpower requirement (in no case more than 2 persons) subject to maximum of Rs. 60,000/- (Rupees sixty thousand only) or actual expenditure on manpower engaged, whichever is less.
	ii) Assistance at the rate of 100% for incurring expenditure on admissible items, prescribed by the Government under these rules (other than expenditure on remuneration of manpower engaged) subject to maximum of Rs. 60,000/- (Rupees sixty thousand only).

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**4) Conditions for eligibility of grants:—**

The Gram Panchayat, Non-Government Organisation/Municipality has to submit an application for Library grants in the prescribed form (Annexure-I) to the State Library Officer (available with the Directorate of Education, Panaji).

The Organisations have to comply with the following conditions:—

- i) The Library should have suitable and independent premises of about 40 sq. mts. with proper lighting and ventilation.
- ii) The Library should maintain all registers and files required for smooth functioning of the Library.

Following registers are required to be maintained:—

- a) Accession Register.
  - b) Account Books viz. cash book, journal & ledger.
  - c) Issue Register.
  - d) List of members enrolled by the Library.
  - e) Record of research workers taking advantage of Library.
  - f) Record of daily visitors and readers.
  - g) Dead Stock register.
  - h) Receipt books.
  - i) List of periodicals and newspapers.
  - j) Register of permanent and semi permanent assets acquired wholly or mainly out of Government Grants.
- iii) The timings of the Taluka Libraries should be minimum of 6½ hrs. on all working days in accordance with the needs of public. The Panchayat Libraries should function for at least 6 hrs. on all working days. In the morning session, it should function for 3 hrs. i.e. from 7.30 a.m. to 10.30 a.m. and in the evening session from 4.30 p.m. to 7.30 p.m. The Taluka and Village Libraries will follow a 6 day week. Adjustment of the timings may be permitted as per the local needs.
- iv) The timings of the Library and the list of holidays for Library should be displayed outside the Library Building/Room.
- v) The Library shall be open for inspection and audited by the Director of School Education or State Library Officer or by a Representative of State Library Committee/State Library Council. All records and registers etc., shall be made available for scrutiny of the Inspecting Officer.
- vi) The Management shall submit an annual report by 30<sup>th</sup> May and audited statement of the Library expenditure of previous, duly audited by Chartered Accountant, latest by 30<sup>th</sup> October every year.
- vii) A library seeking grants shall have a separate Bank Account in the name of Library.

**5. Admissible items of Expenditure:—**

- a) Pay and allowances of staff.
- b) Rent, Certified as reasonable by the Executive Engineer, PWD.
- c) Expenditure on minor repairs of Library premises and furniture.
- d) Expenditure on purchase of books, periodicals, newspapers and other reading or study material.
- e) Expenditure on preparation and printing of catalogues, approved forms, annual reports and statement of accounts.
- f) Expenditure on furniture and equipments.
- g) Expenditure on insurance premia for books and furniture and also for the building.
- h) Expenditure on contingencies such as stationery, postage, electricity, binding, pesticides, etc.
- i) Miscellaneous expenses in connection with organization of group discussion, symposium, etc.
- j) Celebration of World Book day on 23<sup>rd</sup> April, Librarian day on 12<sup>th</sup> August, National Book Week from 14<sup>th</sup> to 20<sup>th</sup> November.
- k) Expenditure on any items/programme with prior approval of the authorities.

**6. Withholding or withdrawal of Grant-in-aid:—**

Failure to comply with the Grant-in-aid rules or any orders issued by Director of School Education, for unsatisfactory management of the Library or any other defaults etc., may result in withholding part or whole of the grants ordinarily payable to the Library. The grants already released to the defaulter management or Panchayat, if found misused, violating the conditions prescribed under these rules, the Director of Education shall recover the amount so released either in the form of assets acquired out of State Grants or in the manner considered to be appropriate by the Government.

**7. Undertaking to be given by Management:—**

Management shall give an undertaking that on withdrawal of grants by the Government, they will hand over the entire materials purchased through Government funds to the Director of School Education or his nominee. The Management will make good any loss or damage to Government property immediately after inspection by the Department failing which recovery will be initiated.

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\* The Financial Assistance Rules were notified vide Notification No. 27-90-97/DE-AE/348 dt. 12-8-1998 & thereafter they have been revised by superseding earlier Rules number of time & last Rules notified in 2004.