

Maharashtra Public Library Association
(Recognition for Grant-in-aid) Rules, 1971

महाराष्ट्र सार्वजनिक ग्रंथालय संघ
(स. १८/२५३-३१ बुद्धिनायक मान्यता) नियम
१९७१

EDUCATION, SPORTS AND SOCIAL WELFARE DEPARTMENT

Sachivalaya Annexe, Bombay-32, 22nd March 1971.

MAHARASHTRA PUBLIC LIBRARIES ACT, 1967.

No. LIB. 1870-A.—In exercise of the powers conferred by sub-section (1) of section 26 of the Maharashtra Public Libraries Act, 1967 (Mah. XXXIV of 1967), and of all other powers enabling it in that behalf, the Government of Maharashtra hereby makes the following rules, the same having been previously published as required by sub-section (1) of the said section 26, namely :—

~~DRAFT RULES~~

CHAPTER I

1. *Short title.*—These rules may be called the Maharashtra Public Library Associations (Recognition for Grant-in-aid) Rules, 1971. [⊗]

⊗ Please see
Amendment Rules, 1983
- Page No. 63

2. *Definitions.*—In these rules, unless the context otherwise requires,—

(a) "Act" means the Maharashtra Public Libraries Act, 1967;

(b) "Admissible expenditure" means an expenditure incurred on all or any of the items specified in Schedules II and III appended to these rules;

(c) "certificate of recognition" means a certificate granted to a public library association by the Director under rule 8;

(d) "district association" means a public library association of recognised public libraries, library workers and persons interested in library development in any district, and recognised by the Director under rule 5;

(e) "management" in relation to a public library association means an association, a body or persons by whatever designation called having general and financial control over the public library association;

(f) "schedule" means a Schedule appended to these rules;

(g) "State association" means a public library association formed by the district association in the State, and recognised by the Director under rule 6;

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(h) Words and expressions used but not defined in these rules shall have the same meanings respectively assigned to them in the Act.

CHAPTER II

Recognition of Public Library Associations

3. *Number of Public Library Associations.*—Not more than one State association shall be recognised for the whole State, and not more than one district association shall be recognised for a district, for the purposes of grant-in-aid from the Library Fund.

4. *Application for recognition.*—The Secretary or any person authorised in that behalf by the management may make an application in Form 'A' in Schedule I addressed to the Director for recognition of the public library association for the purposes of such grant-in-aid.

5. *Conditions of recognition for district library association.*—No public library association shall be recognised as a district association, unless,—

(1) the association is registered as a public trust under the Bombay Public Trust Act, 1950 :—

(2) the number of members of the association is not less than one hundred, out of which not less than twenty-five members shall be public libraries or other educational institutions including schools, colleges, research or cultural institutions ;

(3) the association has, as far as possible, the members from all the talukas of the district ; and

(4) the association is ready and willing to be a member of the State association.

6. *Conditions for recognition of State Library Association.*—No public library association shall be recognised as the State association unless,—

(1) the association is registered as a public trust under the Bombay Public Trusts Act, 1950 ; and

(2) the district associations in the State alone are its members.

7. *Power to grant recognition.*—On the receipt of an application under rule 4, the Director shall cause the association to be inspected either by himself or by an officer authorised by him, and make such other enquiries

as he deems necessary and shall on being satisfied that the association complies with the conditions specified in rule 5 or 6, as the case may be, recognise the association, as far as possible within a period of three months from the date of receipt of the application, either as a district association or the State association.

8. *Certificate of recognition.*—On the recognition of a public library association, the Director shall grant to the management a certificate of recognition in Form 'B' in Schedule I, and require the management to observe the conditions specified in the certificate.

~~9. *Refusal of recognition.*—If recognition is refused by the Director, a copy of the order together with the reasons for such refusal shall be sent by registered post to the management. The management may, within thirty days from the date of receipt of the order, submit an appeal to the State Government and the State Government shall after hearing the management, and if necessary the Director, record its decision and send a copy thereof to the Director and the Management. The decision of the State Government shall be final. Any appeal, received after the period of thirty days, shall not be entertained, unless the management shows good and sufficient cause for not submitting the appeal in time :~~

Provided that, nothing in this rules shall prevent the management from making a fresh application for recognition under these rules.

10. *Withdrawal of recognition.*—If the Director is satisfied that the management of any recognised public library association has committed breach of any of the conditions of recognition under rule 5 or 6, or has failed to observe any of the conditions specified in the certificate of recognition, he may, for reasons to be recorded in writing and after giving the management an opportunity of being heard, by order withdraw the recognition ; and the Certificate of Recognition granted to the management shall stand cancelled. The Director shall forthwith send a copy of such order to the management by registered post :

Provided that, the management may, within thirty days from the date of the receipt of the order, submit an appeal to the State Government and the State Government shall, after hearing the Management, and if necessary, the Director, record its decision and send a copy thereof to the Management and the Director. The decision of the State Government shall be final. Any appeal received after the period of thirty days shall not be entertained unless management shows good and sufficient cause for not submitting the appeal in time :

Provided that, nothing in this rule shall prevent the management from making a fresh application for recognition under these rules.

11. The Director shall maintain a register of recognised public library associations in Form 'C' in Schedule I and keep it up-to-date.

CHAPTER III

Duties of the Public Library Associations

12. *Duties of District Associations.*—(1) A recognised district association, shall,—

(a) promote development of library service in the district by organising meetings, conferences, lectures, discussion groups, seminars, book exhibitions;

(b) help the public libraries in the district by giving technical guidance;

(c) establish new public libraries in the district;

(d) co-ordinate the activities of public libraries in the district; and

(e) co-operate with other public library associations with similar objectives.

(2) The Association may also publish periodicals, books and reports (including survey reports) in library activities or on library science.

13. *Duties of the State Association.*—A recognised State Association shall,—

(a) promote library development in the State by organising meetings, conferences, lectures, discussions, groups, seminars, book exhibitions;

(b) help the district public library associations and co-ordinate their activities;

(c) help the public libraries in the State by giving technical guidance;

(d) organise classes, seminars and training centres for training in library science;

(e) promote research in library science;

(f) publish a periodical in library activities;

(g) publish periodicals, books and reports (including survey reports) on library science; and

(h) co-operate with other public library associations with similar objectives.

CHAPTER IV

Benefits of Recognition

14. *Payment of grants.*—A recognised association shall, subject to availability of funds, be eligible for an annual maintenance and other grants as provided in these rules.

15. *Grants to district associations.*—(1) A recognised district association may be paid an annual maintenance grant, at the rate of 75 per cent. of the expenditure of the previous year on items of admissible expenditure specified in Schedule II subject to a maximum of Rs. 1,000.

(2) Such association may also be paid additional grant for publication of a book or report in library science at the rate of 75 per cent. of the cost of its publication :

Provided that, the association shall obtain prior sanction of the Director for such publication and to the estimate of expenditure thereof.

(3) The Association may also be paid a further additional grant of a sum not exceeding Rs. 100 for one conference in a year organised by it for the promotion of library movement in the district.

16. *Grants to State Association.*—(1) The State association may be paid an annual maintenance grant at the rate of 75 per cent. of the expenditure of the previous year on items of admissible expenditure specified in Schedule III, subject to a maximum of Rs. 24,000 for a period of first five years commencing from the date of the coming into force of these rules, and Rs. 12,000 thereafter.

(2) The State association may also be paid an additional grant of a sum not exceeding Rs. 1,000 for one State conference : and Rs. 300 for one divisional conference in a year organised by the association for the promotion of library movement in the State.

(3) The State association may be paid a further additional grant for publication of a book or report in library science at the rate of 75 per cent. of the cost of its publication :

Provided that, the association shall obtain prior sanction of the Director for such publication and to the estimate of expenditure thereof.

17. *Mode of payment of grant.*—(1) The amount of grant admissible to a recognised association under rules 15 and 16(1) may generally be paid in two instalments, the first instalment in the month of August, and the final in the month of February.

(2) The additional grants admissible under rules 15 and 16(2) and (3) may be paid in lump sum on condition that the management,—

- (a) agrees to utilise the grant for the purpose for which it is sanctioned
- (b) is able and prepared to provide funds for the project from its own resources in addition to the grant sanctioned ; and
- (c) agrees to maintain a separate account of grant and submit the same for inspection of the Director or of an officer authorised by him in this behalf.

CHAPTER V

Inspection of Public Library Association and Miscellaneous

18. *Inspection.*—(1) The Director or any officer authorised by him in this behalf shall have the power to visit and inspect any public library association recognised under these rules.

(2) The inspecting officer shall send a copy of his inspection report to the management and the inspecting officer other than the Director shall also send a copy of his report to the Director.

19. *Breach of rules, orders, etc.*—(1) Any breach of the rules, orders or instructions of the Director issued in pursuance of the Act and these rules shall entail withholding of grants in full or in part, or reduction in the grant payable to the association or withdrawal of recognition by the Director :

Provided that, no order of withholding or reducing grant or cancelling recognition shall be made by the Director unless the public library association is informed in writing of the reasons for the proposed action and is given sufficient opportunity to defend itself :

Provided further that, the Director may allow the public library association further time to rectify the defects and to improve the working of the said association instead of taking action under this sub-rule.

(2) If the management is aggrieved by the order of the Director, it may, within thirty days from the date of the receipt of the order, submit an appeal to the State Government in writing and the State Government shall, after hearing the management, and if necessary the Director, record its decision on the appeal and send a copy thereof to the management and the Director. The decision of the State Government shall be final. Any appeal received after the period of thirty days, shall not be entertained, unless the management shows good and sufficient cause for not submitting the appeal in time.

SCHEDULE I
FORM "A"
(See rule 4).

The Director of Libraries,

.....
(Here state address of his office).

I,

On behalf of the public
..... (Here state the name of association).
library association, I,
..... (Here state Secretary or person authorised by management)

hereby apply for recognition of the Association for the purposes of grant-
in-aid from the Library Fund and submit the following particulars for the
purpose of such recognition, namely :—

1. Name of the public library association

2. Name of the City/Town in which the
association is situated.

3. The date and year of establishment

4. Name of management

5. Whether the management is a body
registered under the Bombay Public
Trusts Act, 1950 ; if so, the number and
date of registration.

6. Name and postal address of the person
authorised to correspond with the
Director and the State Government.

7. Number of members at the time of
application (see note below).

8. Other material information, if any

Date : Secretary
Signature of Authorised Person.

Note.—The District Library association should mention the number of
individuals and institutional members, separately.

FORM "R"

(See rule 8)

GOVERNMENT OF MAHARASHTRA

DEPARTMENT OF LIBRARIES

Certificate of Recognition

CERTIFIED THAT the

(Name of the public library association).

..... is recognised as a State/District Public Library Association from the year in exercise of the powers conferred on him under clause (d) of sub-section (2) of section 9 of the Maharashtra Public Libraries Act, 1967. The continuance of this recognition shall be subject to the provisions of the Maharashtra Library Association Rules, 1970, and the conditions specified below :—

1. The public library association shall maintain the following record :—

- (i) A copy of the Constitution of the association.
- (ii) List of its members.
- (iii) Minutes of meetings.
- (iv) Notice Book.
- (v) Accounts Books (cash book, ledger, etc.).
- (vi) Receipt book and voucher files.
- (vii) Inward and outward register.
- (viii) Accession register of books in the library of the library association.
- (ix) Annual report file.
- (x) Correspondence file.
- (xi) Dead stock register.

The State Library Association shall also maintain record of classes, seminars and training centres in library science and of the periodicals, books and reports published by the State association.

2. The management shall supply the Director with such returns and periodical information as the Director may call from time to time.

3. The management shall make available all record for inspection by the Director or any officer authorised by him in this behalf. The management shall also make available all accounts and record pertaining to the demand, receipt and utilisation of grants under these rules to the Accountant General, Maharashtra State or any officer authorised by him in this behalf.

Place :

Date :

Director of Libraries,
Maharashtra State, Bombay

FORM "C"
(See rule 11)

1. Name of the public library association.
2. Name of the City/Town, in which the association is situated.
3. The date and year of establishment ...
4. Whether the management is a body registered under the Bombay Public Trusts Act, 1950; if so, the number and date of its registration.
5. Name and postal address of the person authorised to correspond with the Director and the State Government.
6. Number of Members—
 - (1) Individual members ...
 - (2) Institutional members ...
 - (3) District Library Association ...
7. Other material information, if any ...

SCHEDULE II

[See rule 16(1)]

Items of admissible expenditure for assessment of grants payable to a district association.

1. Pay and allowances of the staff ...
2. Expenditure on travelling allowance and daily allowance
3. Rent, rates and taxes ...
4. Expenditure on furniture and equipment.
5. Expenditure on purchase of books and periodicals on library science.
6. Expenditure on auditing the accounts of the association.
7. Expenditure on stationery, printing ...
8. Miscellaneous ...

SCHEDULE III

[See rule 16(1)]

Items of admissible expenditure for assessment of grants of the State Public Library Association.

1. Pay and allowances of the staff ...
2. Expenditure on travelling allowance and daily allowance.
3. Rent, rates and taxes ...
4. Expenditure on furniture and equipment.
5. Expenditure on purchase of books and periodicals on library science.
6. Expenditure on publication for which no special grants have been given.
7. Expenditure on conferences (excluding the expenditure on lodging and boarding of delegates, and the amount of grant for conferences admissible under rule 16(2).
8. Expenditure on seminars and exhibitions.
9. Expenditure on auditing the accounts of the association.
10. Expenditure on printing and stationery ...
11. Miscellaneous ...

By order and in the name of the Governor of Maharashtra,

D. M. SUKTHANKAR,
Deputy Secretary to Government.

शासकीय मध्यवर्ती मुद्रणालय, मुंबई.