



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)

National Highways Authority of India

(Ministry of Road Transport and Highways, Government of India)

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NHAI/Policy Guidelines/ Establishment of Offices /2023

Policy Circular No. 1.6.5/ 2023 dated 27th April, 2023

{Decision taken on E-Office File No. 11041/24/2023-LIB (Comp. No. 187134)}

Sub: NHAI Library Policy - reg.

The following Policy Guidelines and Delegation of Powers shall be followed for Library operations at NHAI HQ and procurement of documents at ROs/PIUs.

2.0 At NHAI HQ:

2.1 Library Committee: All matters related to library shall be managed by the Library Committee headed by CGM-in-charge of Library. The composition of Library Committee shall be as under. However, officers shall be nominated with the approval of Member-in-charge of Library:

(i)	CGM-in-Charge of Library	:	Chairman
(ii)	One GM/DGM from Finance Div.	:	Member
(iii)	One GM/DGM from Admin. Div.	:	Member
(iv)	One GM from Technical Div.	:	Member
(v)	One GM from IT Div.	:	Member
(vi)	DGM (MR)	:	Member
(vii)	Dy Manager (T) in Chairman's Office	:	Member
(viii)	Sr. Librarian/Librarian	:	Member Secretary

2.2 Record keeping in Library: All the documents purchased for the library shall be entered in the Library Accession Register as per the format specified in General Financial rules. Catalogue of library books shall be available online on Intranet.

2.3 Stock Verification: Stock Verification of the library documents shall be held once in two years by a stock verification committee headed by DGM (MR) with the following composition:

(i)	DGM (MR)	:	Presiding officer
(ii)	Manager/ DM (F)	:	Member
(iii)	Manager /DM (T)	:	Member
(iv)	Sr. Librarian/Librarian	:	Member Secretary

2.3.1 Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book/document of a value exceeding Rs. 1,000/- (Rupees One thousand only) or the amount as revised in GFR from time to time, and rare books irrespective of value shall invariably be investigated and appropriate action taken.

2.3.2 Write off of missing documents shall be governed as per the delegation of powers for "Write off of irrecoverable loss of cash/ public money" circulated vide policy circular No. 120/2013 dated 27.08.2013, as amended from time to time.

2.3.3 The Committee may also recommend the books to be weeded out from the library stock which are found to be Obsolete/mutilated/damaged.

Contd...2/-

2.4 The library shall remain open on all working days from 9.30 a.m. to 6.00 p.m. However, the newspaper section shall open at 10 a.m.

2.4.1 Readers shall observe silence in the library and will not be permitted to talk on mobile, take refreshment, sleep or commit any nuisance in the library.

2.5 Library Membership: Membership of the library is open to all employees {Regular/ Deputationist/ Contract (including YP & EP)} of NHAI posted at NHAI HQ.

2.5.1 A Library member will normally be issued with three library borrower's cards. However, in case of requirement of more than three publications, Librarian may take a view to issue more no. of cards. Library cards shall be required to be returned to the library at the time of clearance.

2.6 Issue/ Circulation of Library Documents: Book(s)/periodical(s) will be issued only to the authorised members on production of library borrower cards issued to them. Only one book/periodical will be issued against one card.

2.6.1 Books will be issued for a period of 15 days and magazines for four days at a time. If any book/magazine is urgently required for official use, it may be recalled at any time before the due date of return. Book(s) may be re-issued if not reserved already by others.

2.6.2 A non-member of NHAI Library may use the library collection within the library with the permission of the Librarian. There is no restriction to study the books sitting in the library.

2.6.3 Books/magazines will not be taken out of the library unless properly issued to the borrower.

2.6.4 Book(s)/Magazine(s) not either returned or got re-issued physically within one week after the due date, would be presumed to have been misplaced/lost. Hence, recovery action may be initiated.

2.6.5 Reference books e.g. Dictionaries, Directories, Encyclopaedias, Year-books, Atlases, Books in volumes and rare books will not be issued out.

2.6.6 Current/latest periodicals/newspapers are not meant for issue. Only old issues of periodicals may be issued.

2.6.7 Transfer of books from one borrower to another will not be permissible unless books are physically returned to the library.

2.6.8 Library Members can make reservation for the book(s) they desire and the intimation to this effect would be given as and when the book is available for issue. The reservation will be on first come first serve basis.

2.6.9 Loss of borrower's ticket(s) should be reported immediately to enable the library to control its misuse. However, it is the responsibility of the library members for the book(s) issued against ticket(s) lost by them. Member(s) will be required to pay recovery for all such book(s) found against the lost ticket(s).

2.6.10 At the time of retirement/ repatriation/ completion of contract period, library member shall return the library cards to the library. DDO, NHAI HQ shall ensure that the members seek "No Dues Certificate" from library before clearance of their dues.



Contd...3/-

2.7 Suggestions for Library documents: Library Members or any officer of rank DM & above/ PS may send their suggestions for purchase of books/journals and library services to the librarian. The same will be considered by the Library Committee.

2.8 Recoveries: In case of loss of a book/magazine, borrower shall be required to replace it with a new copy (same edition) or pay the cost of the book + 10% departmental charges.

2.8.1 Dog-earing of pages of books/magazines/newspapers or writing therein with ink or pencil is forbidden. In such cases, borrower shall be required to replace it with a new copy or pay recovery.

2.9 An officer/employee of NHAI violating the library rules shall be liable to lose the privileges of library membership and not allowed to enter library, with the approval of the Library Committee.

2.10 Library shall provide newspapers/magazines for the office visitors of Chairman/Members only. The PPS/PS to Chairman/ Members shall send a formal request to the Librarian and subscription shall start from the next date through regular vendor. The post-facto approval for subscription for the same shall be sought from the Library Committee in the next meeting.

3.0 At Regional Offices/ PIUs:

Regional Offices and Project Implementation Units may also set-up small libraries and procure the professional books like IRC codes, BIS codes etc. required for effective discharge of their duties.

3.1 The inventory of the documents procured shall be maintained in the format of Accession Register specified in the General Financial Rules.

4.0 Delegation of Powers:

Purchase/ subscription of Books, periodicals, online/ digital resources, journals, Newspaper in print or electronic/ digital format	Library Committee	Full powers, subject to Budget Provision
	Regional Officer / Project Director	Rs.1,00,000/- for one time purchase of IRC publications / Upgradation of library of PIU /RO in case of new IRC publications/revisions of existing IRC publication.
		Rs.20,000/- per annum for purchase of professional books.
		Rs.2,000/- per month for subscription of newspapers/ magazines for office visitors.

5. This issues with the approval of Competent Authority.


27/04/23

(Sanjay Kumar Patel)
General Manager (Coord.)

To:

All Officers of NHAI HQ/ ROs/ PIUs/ CMUs/ Site Offices

Copy to:

1. Hindi Officer for translation in Hindi.
2. Library for hosting the circular on library site.
3. Web Admin for circulation.