



**ABSTRACT**

Anaithu Grama Anna Marumalarchi Thittam 2006-07 and 2007-08 – Establishment of Libraries in Anaithu Grama Anna Marumalarchi Thittam Village – Orders placed with Publishers for supply of Books – Guidelines to be followed for the Receipt, Verification and Distribution of Books to Panchayat Libraries – Orders issued.

**RURAL DEVELOPMENT AND PANCHAYAT RAJ (SGS I) DEPARTMENT**

**G.O. (Ms) No. 22**

**Dated 17.3.2009.  
Read:**

From the Commissioner of Rural Development and Panchayat Raj  
Letter No.22106/2007/ AGAMT-2 dated 15.3.2009.

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**ORDER:**

The Commissioner of Rural Development and Panchayat Raj in his letter read above has sent draft guidelines along with the formats to be followed for the receipt, verification and distribution of books to Anaithu Grama Anna Marumalarchi Thittam Village Panchayats of 2006-07 and 2007-08 for the approval of the Government. The Commissioner of Rural Development and Panchayat Raj has also requested that the Government to permit him to modify the guidelines / formats in consultation with Principal Secretary to Government, Rural Development and Panchayat Raj Department, based on the exigencies, if so required then and there.

2. The Government have examined the proposal of Commissioner of Rural Development and Panchayat Raj and decided to accept it. The guidelines to be followed for the receipt, verification and distribution of books to the Libraries of Anaithu Grama Anna Marumalarchi Thittam Village Panchayats 2006-07 and 2007-08 are given in the annexure to this order along with the necessary formats I to VI and register format. The Government direct that these guidelines should be followed scrupulously.

P.T.O

3. The Government have also permitted the Commissioner of Rural Development and Panchayat Raj to modify the guidelines / formats in consultation with Principal Secretary to Government, Rural Development and Panchayat Raj Department, based on the exigencies, if so required then and there.

(By Order of the Governor)

K.ASHOK VARDHAN SHETTY,  
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Commissioner of Rural Development and  
Panchayat Raj, Chennai – 600 0015.  
All District Collectors (except Chennai).  
The Commissioner, Corporation of Chennai – 600 003.  
All Project Officers of District Rural Development Agency.  
The Commissioner of Treasuries and Accounts,  
Chennai – 600 035.

Copy to :

The Secretary to Chief Minister, Chennai – 600 009.  
The Senior Personal Assistant to Minister of Rural Development and  
Local Administration, Chennai – 600 009.

// Forwarded by Order //

*Dr. Anandam*  
SECTION OFFICER.  
*11/1/09*

**Guidelines For The Receipt, Verification And Distribution Of Books  
To Libraries Of AGAMT Village Panchayats 2006-07 & 2007-08**

1. A total of **780 titles from 228 Publishers/ Dealers** have been selected for AGAMT 2006-07 and 2007-08 Libraries.
2. It is the responsibility of the Publishers/Dealers to deliver the books upto the **Block level** (*the number of copies of each title to be delivered to a particular Block will be equal to the total number of AGAMT 2006-07 and 2007-08 Village Panchayats within that Block*), **DRDAs** (*one copy of each title to each DRDA*) and the Office of **CRD&PR** (*one copy of each title to be given to CRD & PR*).
3. The delivery of books to the Blocks & DRDAs will commence shortly. No freight, loading/unloading charges or any other charges for the books received are to be paid by the BDO or the PO, DRDA to the suppliers as it is the supplier's responsibility to deliver the books at the Block Office/DRDA and office of CRD & PR. The price agreed to by the Publisher/Dealer concerned for each title is inclusive of all loading/unloading charges, taxes, freight etc.
4. The books received at the Block Office from the Publishers/Dealers will have to be properly verified to ensure that they conform to the specifications agreed upon. Only the books received in **good condition** should be handed over by the BDO (Village Panchayats) to the AGAMT 2006-07 & 2007-08 Village Panchayats and placed in the respective Libraries. The procedure to be adopted for the receipt of books, verification of quality standards, distribution to the Village Panchayats and proper stocking of the books in AGAMT libraries is communicated hereunder.

**Step: 1 Communication of list of Approved Books**

- CRD & PR will communicate the details of the books selected in **Format-I** describing Publisher-wise and Category-wise the title of each book, name of the author(s), Book Code, specifications of the book in terms of the number of pages, size of the book, quality of

paper, nature of binding and the net price of the book as agreed jointly by the Publisher/Dealer concerned and the CRD & PR to all Districts.

- The **Book Code** of the book is based upon the Serial Number of the Publisher as listed in Column-1 of Format-I and Serial Number of the Title of the Book as listed in Column -4 of Format-I.

*For example, the Book Code assigned to a book about Nethaji is 4-6 since the Publisher for this book is listed in Sl. No. 4 of Column 1 of Format I and the book is listed as Sl No. 6 in Column 4 of the format.*

Hence, every book will have a unique Book Code and this Book Code will be referred to in other Formats also.

- District Collectors should in turn immediately communicate the list of books in Format-I to each Block and also to each AGAMT 2006-07 & 2007-08 Village Panchayat of the District.

### **Step: 2 Receipt and verification of Books from Publishers/Dealers in the Block Office**

- BDO(Village Panchayats) will be the nodal officer for the Block, who will receive the books from each Publisher / Dealer.
- Publishers/Dealers may send the books to the Block through Parcel/RPAD or other means. In case, the agent delivering the books requires immediate acknowledgement of the receipt of the books on a delivery receipt produced by him on behalf of the Publisher/Dealer, the BDO (Village Panchayats) should give the receipt with the wordings that **"he has not verified the title, quality and quantity of the books supplied and this receipt is only an acknowledgement for Parcel/Package received in the Block Office"**.
- As a next step, the BDO (Village Panchayats) should immediately open the parcel and organize a thorough verification of each of the books received in order to check whether the books conform to the approved list as communicated in Format I. It should be ensured that the title of the book and the author should be the same as that in the approved list.
- Further, a check about the number of pages in the book, quality of paper, size of the book and nature of binding should be made for each

of the books supplied by referring to the specifications prescribed in Format-I.

- Defects such as the books having blank/unprinted pages, missing pages and torn/mutilated pages etc., warranting replacement of the books should be checked up individually for each books supplied. A slip may be inserted specifying the defects, if any, as pointed out above and kept in the particular defective book for easy identification.

These defective books should be kept separately by the BDO (Village Panchayats) and handed over to the Publisher/Dealer concerned with proper acknowledgment, as and when he replaces these defective books with good ones. (Immediate intimation about the defective books is to be given by the PO DRDA to the Publisher/Dealer as will be described underneath).

- Each of the defective books under a given title should be assigned a 'Defective Books (DB) Number'. The numbers assigned to the defective books for a given title will be DB1, DB2, DB3.... and so on.

*Illustration: Assume that for a particular book of Title A of a Publisher/Dealer, a total of 5 copies are found to be defective. All these 5 copies have got the same title and author and hence to distinguish between each of the 5 copies, a flag will be inserted in each of the books and a unique identifying number given to each book, namely DB1, DB2, DB3, DB4 and DB5.*

*Assume, the same Publisher/Dealer supplies another book of Title-B, which has got 2 defective books. Then, the numbers assigned to the defective books of the Title-B will be DB1 and DB2.*

- Thereafter the 'Verification Certificate for Title, Quantity and Quality of Books Received' in **Format-II** and the Details of Defective Books in **FORMAT II A** should be filled up by the BDO (Village Panchayats). Both are very important documents and should be filled in carefully and correctly to avoid disputes later on. Format-II indicates the number of copies received in Good condition as well as the number of copies not received in Good condition warranting replacement. The details of defective books should be mentioned in Format-II A. Only the BDO (Village Panchayats) should sign Format II and II A and affix his seal. There should be **NO delegation** in this regard. It is important

**to clearly record the date of delivery of the books** on the top right corner of the Formats since the date of delivery of books is crucial to decide about the quantum of payment to be made to the Publisher/Dealer concerned and the quantum of fine to be imposed, if any.

- It is also possible that each book may have more than one kind of defects. For example, a particular book may have Paper Back binding instead of Calico binding. Also the book may have lesser number of pages than that specified. In such case, for the defective book concerned, tick marks have to be made in more than one columns in Format-II A (*in Column No.5 and No.8 of the Format II A in this case*). Four Copies of Format II and II A each should be prepared.
- One copy of the Format II and II A is to be retained by the BDO (Village Panchayats) and **filed Publisher/Dealer-wise**. 3 copies are to be sent to PO, DRDA within 24 hours of the receipt of the parcel after completing the title, quantity and quality verification. The PO, DRDA should send one copy to the Publisher/Dealer concerned immediately, one copy to CRD&PR and retain the last copy at DRDA and **file it Publisher/Dealer-wise**.
- As already specified earlier, the defective books should be kept aside in the Block Office and the Publisher/Dealer should be immediately contacted by the PO DRDA **without any loss of time** to replace such defective books in the concerned Block(s). It should also be clearly informed by the PO, DRDA that if the replacement of the books is beyond the stipulated period of **4** months, it will entail penalty on the Publisher/Dealer concerned as per the Agreement.

Once the Publisher/Dealer concern is asked to replace the defective books and the replaced copies are received, the BDO (Village Panchayats) should fill up the 'Verification Certificate for Title, Quantity and Quality of Replaced Books' in **Format-III** in 4 copies and take action to distribute the Good copies of replaced books to the Village Panchayats. In case, the defective books have again been sent at this stage also, the 'Details of Defects in Replaced Books' in **Format-III A** should be filled up by the BDO (Village Panchayats) specifying the defects in the books received as replacement and the Publisher/Dealer should once again be informed

about the above. This process should be repeated until all the copies of each title are received in Good condition.

### **Step 3: Handing over the Library Books to the Village Panchayats**

- The BDO (Village Panchayats) should distribute the Good copies of each title received to the AGAMT 2006-07 and 2007-08 Village Panchayats without any delay (every week) once the verification of the books is completed and the books found satisfactory. It should be ensured that Good copies of the titles received are handed over to the Village Panchayat President/Village Panchayat Assistant who come to the Block Office for the weekly meetings.
- In all such instances where some (and not all) of the books are found to be defective and hence all the AGAMT 2006-07 and 2007-08 Village Panchayats cannot be given the copies of each title at the same time, the BDO (Village Panchayat) should **first** give the copies of the books received to the Village Panchayats that are farthest from the Block Office. The Village Panchayats nearest to the Block Office should be earmarked for receiving the Good copies of the title sent on a replacement basis by the Publisher/Dealer concerned later.
- While handing over the books to the AGAMT 2006-07 and 2007-08 Village Panchayats concerned, the statement showing the 'Distribution of AGAMT Library Books to Village Panchayats' in **Format-IV** should be prepared in triplicate in the Block Office itself. First copy is to be handed over to the Village Panchayat concerned. Second copy is to be maintained in the Block Office and filed Village Panchayat-wise and the third copy is to be given to the DRDA and is to be filed Block-wise.
- Format IV contains the details of books handed over to the Village Panchayat and taken over by the Village Panchayat.

*Assuming that all the books are handed over to a Village Panchayat in a span of 10 weeks, Format-IV will have to be filled up 10 times (once every week) during the process of handing over of the books by the BDO (Village Panchayats) to the Village Panchayat President/Assistant concerned.*

**Step 4: Deliver Completion Certification to facilitate Payment for the Publishers/Dealers:**

- In order to ensure that the payments for books are made correctly and promptly by the CRD & PR, it is essential that the BDO (Village Panchayats) sends a completion report to the PO, DRDA's Office regarding the completion of supply of all copies in good condition (including replacement copies) of one or more titles

For this, the **Block level library books Delivery Completion Certificate** in **Format-V** should be prepared by the BDO (Village Panchayats) carefully. The date of supply of particular title should be filled in Column 5(a) of Format-V and the number of Good and defective copies should be filled in Columns 5(b) and 5 (c) respectively. The sum total of Column 5(b) for each of the titles should be equal to the number of copies required to be supplied to the particular Block Office as specified in Column 4 of the Format V.

**It is not necessary to wait for all the copies of all the titles of a Publisher/Dealer to be received before submitting Format V to the PO, DRDA.** It should be ensured that Format-V is filled in when all copies including replaced copies of one or more titles of a Publisher/Dealer are received in Good condition.

- When all copies including replaced copies of one or more titles are received in Good condition from the Publisher/Dealer at all the Block Offices in the District and at DRDA, the **District level Library Books Delivery Completion Certificate** in **Format-VI** should be sent by the PO, DRDA concerned to the CRD & PR.
- Based on the Delivery Completion Certificates got from the POs, DRDA concerned, payment will be made to the Publishers/Dealers in the Office of CRD & PR.



**Step 5: Placing of books in the AGAMT Library**

- The Village Panchayat President and the Honorary Librarian should take steps to place the AGAMT books received in the AGAMT libraries category-wise for the reference of the public.
- A separate register, namely **Library Books Stock Register**, should be opened in each AGAMT Village Panchayat. The PO, DRDA should print this Register and give it to the AGAMT 2006-07 & 2007-08 Village Panchayats concerned so that as and when the books are received, the entry pertaining to the date of receipt can be made in the above register and the signature of the Honorary Librarian incorporated corresponding to the book in the Register and the book placed on the shelf thereafter. **The books should be arranged Category-wise in the Library and under each category, Tamil and English books should be kept separately.**
- Any book received by any other means (Donation or Clubbing of Ayyan Thiruvalluvar or continuing education library books) should be entered in the stock register in the continuous number and should be updated by the Honorary Librarian periodically.
- **The books in the AGAMT library are only for reference and not available for lending. Letting out the books for lending is strictly banned.**
- The time of library may be fixed as 8am to 1 pm and from 4 pm to 7 pm.

A Visitors Register in each library should be maintained so as to have an idea of number of book readers who make use of the library in the village.

K.ASHOK VARDHAN SHETTY,  
PRINCIPAL SECRETARY TO GOVERNMENT.

//True Copy//

  
SECTION OFFICER.



**Format II**

(Four copies to be prepared. One copy to be retained by BDO(VP) and filed Publisher / Dealerwise. Three copies to be sent to DRDA. PO DRDA should send one copy to the Publisher/Dealer, one to CRD&PR and retain the last copy at DRDA and file it Publisher / Dealerwise.)

**AGAMT – 2006-07/ 2007-08- Library Component  
Verification Certificate for Title, Quantity and Quality of Books Received**

Name of the Publisher / Dealer :

Sl. No.	Title of the book	Author(s)	Book Code*	No. of copies			Mode of Delivery		No. of copies received in GOOD condition	No. of copies NOT received in good condition warranting REPLACEMENT
				To be supplied to Block Office#	Actually received	Shortfall (if any)	a) By Parcel	b) By RPAD		
1	2	3	4	5	6	7	8	9	10	

\* As per column 7 of Format I  
# Equals the number of AGAMT Village Panchayats in the Block for 2006-07 and 2007-08.

Signature of Block Development Officer (VP) with seal

Block  
Date

**Format II A**

(Four copies to be prepared. One copy to be retained by BDO(V/P) and filed Publisher / Dealerwise. Three copies to be sent to DRDA. PO DRDA should send one copy to the Publisher/Dealer, one to CRD&PR and retain the last copy at DRDA and file it Publisher / Dealerwise.)

.....Block  
 .....Date

**AGAMT - 2006-07 & 2007-08 Library Component**  
**Details of Defective Books**

Name of the Publisher / Dealer: .....

Sl. No	Title of the Book	Author(s)	Defective Books(DB) Number*	Nature of Defects [Please tick the relevant column (s)]									
				Books for which Title/Author differ from the approved list	No. of Pages not as per specification	Quality of paper not as per specification	Size of the book not as per specification	Book has blank/unprinted pages	Book has missing pages	Book has torn or mutilated pages	Binding is of a lower specification	Poor quality Binding with pages coming off	Any other defects (Pl. specify)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

\* Every defective book under a given title should be assigned a number as DB1, DB2, DB3.... and so on

Signature of Block Development Officer (VP) with seal

**Format III**

(Four copies to be prepared. One copy to be retained by BDO(VP) and filed by Publisher / Dealer wise. Three copies to be sent to DRDA. PO DRDA should send one copy to the Publisher/Dealer, one to CRD&PR and retain the last copy at DRDA and file it Publisher / Dealer wise.)

.....Block  
 .....Date

**AGAMT – 2006-07/ 2007-08- Library Component**  
**Verification Certificate for Title, Quantity and Quality of Replaced Books**

Name of the Publisher / Dealer :

Sl. No.	Title of the book	Author(s)	Book code *	No. of copies			Mode of Delivery		No. of copies received in GOOD condition	No. of copies NOT received in good condition warranting REPLACEMENT
				To be Replaced	Actually Replaced	Shortfall (if any)	a) By Parcel	b) By RPAD c) By other means (Pl. specify)		
1	2	3	4	5	6	7	8	9	10	

\* As per Column 7 of Format - I

Signature of Block Development Officer (VP) with seal

**Format III A**

(Four copies to be prepared. One copy to be retained by BDO(VP) and filed Publisher / Dealerwise. Three copies to be sent to DRDA. PO DRDA should send one copy to the Publisher/Dealer, one to CRD&PR and retain the last copy at DRDA and file it Publisher / Dealerwise.)

.....Block  
.....Date

**AGAMT - 2006-07/2007-08 Library Component  
Details of Defects in Replaced Books**

Name of the Publisher / Dealer:

Sl.No.	Title of the Book	Author(s)	Defective Books (DB) Number*	Nature of Defects [Please tick the relevant column(s)]									
				Books for which Title/Author differ from the approved list	No. of Pages not as per specification	Quality of paper not as per specification	Size of the book not as per specification	Book has blank/unprinted pages	Book has missing pages	Book has torn or mutilated pages	Binding is of a lower specification	Poor quality Binding with pages coming off	Any other defects (Pl. specify)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

\* Every defective book under a given title should be assigned a number as DB1, DB2, DB3..... and so on

Signature of Block Development Officer (VP) with seal

**Format IV**

**Books received in the Block Office must be distributed to AGAMT Village Panchayats within a week's time**  
 First copy to be maintained at Village Panchayat.

**AGAMT – 2006-07/ 2007-08- Library Component**  
**Distribution of AGAMT Library Books to Village Panchayats**

Name of the Panchayat: .....

..... Block

..... District

Sl.No.	Title of the Book	Author(s)	Book Code *	Category	Publisher/ Dealer	Nature of Binding	Price(in Rs.)
1	2	3	4	5	6	7	8

\* As per column 7 of Format I

**Handed Over:**

**Taken Over:**

Signature of BDO(V.P)  
 Date:

Signature of Pt.President/Pt.Assistant  
 Date:

<b>No. of copies handed over</b>
Upto the previous week:
During the week :
Total :

**Format V**

(Three copies to be prepared. One copy to be retained at Block Office and filed Publisher / Dealerwise. Two copies to be sent to DRDA. P.O. DRDA should send one copy to CRD & PR (as enclosure to Format V) & retain the other copy at DRDA and file it Publisher / Dealerwise).

..... Block  
 .....District

**AGAMT - 2006-07/2007-08 Library Component**  
**Block level Library Books Delivery Completion Certificate**

**(To be given when ALL copies - INCLUDING REPLACED COPIES of one or more titles are received in (OOO condition from a**

**Note: It is NOT necessary to wait until all copies of all the titles are supplied by the Publisher / Dealer concerned. As soon as all copies of one or more Name of Publisher/Dealer:**

Sl.No.	Title of the Book	Author(s)	No. of copies to be supplied to the Block office	Details of supply		
				Date(s) of supply	No. of copies received in GOOD condition *	No. of DEFECTIVE copies received
1	2	3	4	5(a)	5(b)	5(c)
Sub-Total :					*	

\* Sub total in Column 5 (b) should tally with Column 4.  
 Certified that all defective copies have been replaced.

Signature of Block Development Officer (VP) with seal



## Format VI

..... Block

.....District

(Two copies to be prepared. One copy to be sent to CRD & PR along with Blockwise. Copies of Format V as enclosures and the other copy to be retained at DRDA and filed Publisher / Dealerwise.

**AGAMT - 2006-07/2007-08 Library Component**  
**District level Library Books Delivery Completion Certificate**

(To be given when ALL copies -INCLUDING REPLACED COPIES of one or more titles are received in GOOD condition from a Publisher / Dealer at all the Block Offices in the District and at DRDA)  
 Name of Publisher/Dealer: \_\_\_\_\_

SL.No.	Title of the Book	Author(s)	No. of copies to be supplied to the District	No. of copies received in good condition		Total *
				At the first instance 5(a)	As replacement 5(B)	
1	2	3	4	5(a)	5(B)	6

\* Column 6 should tally with Column 4.  
 Copies of relevant Delivery Completion Certificates of the BDO(VP)s are attached alongwith.

Signature of PO, DRDA with Seal

## Register Format

**AGAMT - 2006-07/2007-08 Library Component  
Library Books Stock Register**

**District :**

**Panchayat :**

**Block :**

**AGAMT Year :**

### INDEX

S.No.	Category of Books	Page no.	
		From	To
1.	Children Books		
2.	Youth Books		
3.	Reference Books		
4.	Books on / of Great leaders		
5.	Fiction		
6.	Non-Fiction		
7.	Poem / Literature		

**Note:** Books are meant for reference only. Not for lending.

Category : Children Books/ Youth Books/ Reference Books/Books on / of  
Great leaders/ Fiction/ Non-Fiction/ Poem / Literature:

Sl.No	Name of the Publisher/ Dealer	Title of the Book	Author(s)	Net Rate (Rs.)	Date of Receipt	Signature of Honorary Librarian
1	2	3	4	6	7	
1		1				
		2				
		3				
2		4				
		5				
		6				
:		7				
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**Note:** Books are meant for reference only. Not for lending.

K. ASHOK VARDHAN SHETTY,  
PRINCIPAL SECRETARY TO GOVERNMENT.

//True Copy//

*f. ammanan*  
SECTION OFFICER