

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION  
TELANGANA, HYDERABAD.  
Present: NAVIN MITTAL, I.A.S.

**Rc.No.174/Ser-III-2/2018**

**Dt.1.11.2018.**

Sub:- T.S.C.E.S- Librarians – Certain norms to be followed while handling over the charge of the post of Librarians in Government Degree Colleges – Instructions – Issued.

Read:-1.Representation dated:02.08.2018 received from the General Secretary, Telangana Govt, College Gazetted Teachers Association, Hyderabad.

2.Proc.Rc.No.No.2724/UGC/1/91, Dt.22-10-1994 of the CCE, A.P. Hyderabad.

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The Principal of the Government Degree Colleges in the State are informed that the following norms are framed for all the Librarians of the colleges, while handling over the charge of the post of Librarian in charge of book stock.

1. One day for every Two Thousand books and one day for any additional thereof
2. One day general check up
3. No extra days should be sanctioned for preparing the charge list and the outgoing Librarian need not stay in the old station to prepare the charge list and he can note the accession numbers of the missing books and the relieving librarian shall send the charge list to the relieved librarian and the principal concerned
4. Both the Librarians at the time of taking over charges should not be allowed to avail the Weekly and General Holidays and they should not be sanctioned the casual leave, except Medical grounds subject to the production of Medical Certificate in support of his leave applied for. Instead they may be sanctioned compensatory leave for the Weekly and General Holidays. They work while handling over charge.
5. The compensatory leave for days which the Librarians spent on duty in weekly and general holidays while handling over charge. They may be sanctioned only after they join in the new post

6. The Librarians who are not in charge of the book stock will not come under the purview of the above instructions.
7. At the time of handing over charge, the Library should not be closed completely.
8. The above instructions shall come into force with effect from the date of issue of these proceedings.

The receipt of these proceedings should be acknowledged immediately.

(Orders of the CCE have been obtained in the note file)

Sd/-B.Swamy


For Commissioner of Collegiate Education

To,

Principals of all the Government Degree Colleges in State.

Copy to Regional Director of Higher Education Warangal.

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SUPERINTENDENT  
