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NOTE

There is one Extraordinary issue to Official Gazette, Series I No. 41 dated 10-1-2019, namely, Extraordinary dated 15-1-2019 from pages 2477 to 2478, Not. No. 4/5/2005-Fin(R&C)/2100 regarding amendment of Schedules "C" and "G" of Goa Value Added Tax Act, 2005 from Department of Finance (Revenue & Control Division).

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GOVERNMENT OF GOA

Department of Education, Art & Culture

Directorate of Art and Culture

Notification

DAC-5-Estt-SL-LS-10

The Goa State Village Panchayat/NGO's Libraries Financial Assistance Scheme – 2018.

1. *Short title and commencement.*— (i) The scheme shall be called as "The Goa State Village Panchayat/NGO's Libraries Financial Assistance Scheme, 2018".

(ii) The scheme shall come into force with effect from date of issue of Notification in supersession of all previous orders.

2. *Introduction.*— In modern era the library plays an important role in catering information and educational needs of the society. It is a part and parcel of the cultural life of human being. The libraries supports the need of the people in creating and strengthening the reading habit specially among children at very young age. It provides opportunity for personal creative development with life-long self-education among the citizen of the locality. The network of libraries in Goa has undergone a vast change and the Government is very serious in creating a knowledge based society

in each villages. The libraries also create the awareness of cultural heritage, appreciation of the art, scientific achievement and innovation among the users of the library and therefore library movement needs to be supported.

3. *Objective.*— The main objective of the scheme is as follows:—

(i) To recognize the services rendered by the Librarian to the students, research scholars and general public.

(ii) To provide financial assistance to the management to run the library smoothly and the remuneration to the library staff members for their services to local populace.

(iii) To encourage the Management of Libraries and their library staff members to support informal education and constructive use of leisure time among the citizens.

4. *Scope of scheme.*— The scheme envisages the recognition of selfless service rendered by library management and library staff members in providing value based information and supporting informal education among all the people of society.

5. *Class 'A' Libraries.*— (i) Class 'A' libraries shall be entitled to appoint one Senior Librarian, one Junior Librarian and one Library Attendant subject to maximum of Rs. 4,20,000/- (Rupees four lakhs twenty thousand only) viz. Rs. 14,000/- per month for Senior Librarian, Rs. 12,000/- per month for Junior Librarian and Rs. 9,000/- per month for Library Attendant.

(ii) Assistance at the rate of 100% on expenditure incurred on admissible items, other than remuneration subject to maximum of Rs. 2,00,000/- (Rupees two lakhs only).

(iii) Class 'A' libraries shall possess a minimum of 25,000 books, 30 magazines, 15 newspapers and minimum 300 sq. mts. of buildup area.

6. *Class 'B' Libraries.*— (i) Class 'B' Libraries shall be entitled to appoint one Junior

Librarian and one Library Attendant subject to maximum of Rs. 2,52,000/- (Rupees two lakhs fifty two thousand only) viz. Rs. 12,000/- per month for Junior Librarian and Rs. 9,000/- per month for Library Attendant.

(ii) Assistance at the rate of 100% on expenditure incurred on admissible items, other than remuneration subject to maximum of Rs. 1,50,000 (Rupees one lakh fifty thousand only).

(iii) Class 'B' Libraries shall possess a minimum of 15000 books, 25 magazines, 12 newspapers and minimum 200 sq. mts. of buildup area.

7. *Class 'C' Libraries.*— (i) Class 'C' Libraries shall be entitled to appoint one Junior Librarian and one Library Attendant subject to maximum of Rs. 2,52,000/- (Rupees two lakhs fifty two thousand only) viz. Rs. 12,000/- per month for Junior Librarian and Rs. 9,000/- per month for Library Attendant.

(ii) Assistance at the rate of 100% on expenditure incurred on admissible items, other than remuneration subject to maximum of Rs. 1,00,000 (Rupees one lakh only).

(iii) Class 'C' libraries shall possess a minimum of 5000 books, 20 magazines, 12 newspapers and minimum 100 sq. mts. of buildup area.

8. *Class 'D' Libraries.*— (i) Class 'D' Libraries shall be entitled to appoint one Junior Librarian and one Library Attendant subject to maximum of Rs. 2,52,000/- (Rupees two lakhs fifty two thousand only) viz. Rs. 12,000/- per month for Junior Librarian and Rs. 9,000/- per month for Library Attendant.

(ii) Assistance at the rate of 100% on expenditure incurred on admissible items, other than remuneration subject to maximum of Rs. 60,000 (Rupees sixty thousand only).

(iii) Class 'D' Libraries shall possess a minimum of 2000 books, 15 magazines, 10 newspapers and minimum 40 sq. mts. of buildup area.

9. Qualification required for the library staff members shall be as follows:—

Designation	Qualification
(i) Senior Librarian	i. Graduation in any discipline from recognized University. ii. Bachelor of Library & Information Science from recognized University.
(ii) Junior Librarian	i. Higher Secondary School Certificate of recognized Board. ii. Certificate Course in Library & Information Science from any recognized Institute.
(iii) Library Attendant	i. S.S.C. passed from any recognized Board. (Relaxable for existing incumbent)

10. The Retirement age should be governed as per the Government Rules in force.

11. The Management should avoid of submitting the audited statements of accounts for more than two years at a time in order to obtain library grants and shall submit the attendance certificates of the library staff by 5th of preceding month to disburse the remuneration.

12. Conditions for eligibility of grants:—

(i) The existing libraries run by the Municipalities/Zilla Panchayat/NGO's shall continue to function under the same management.

(ii) To set up new libraries, NGO's which are registered under Societies Registration Act, 1860 or Indian Trusts Act, 1882 are eligible. Similarly Municipalities, Village Panchayat, Zilla Panchayat are eligible to open new libraries.

(iii) The new library will be sanctioned in having a minimum population of 1000 in the village//ward/area or 4 km. radius from the existing library. However, Government may relax the sanctioning of the library considering the physical topography and other conditions.

(iv) The Management of N.G.O's/Village Panchayat Libraries shall disburse the monthly remuneration of the staff members through ECS mode of payments and shall submit attendance and payments details of remuneration to Director, Directorate of Art and Culture along with annual audit report.

(v) The library staff shall be entitled for one weekly off, 8 casual leaves, 2 restricted holidays, special holidays as applicable and all public holidays as notified by the Government from time to time. The Management of libraries may keep the libraries open on public holidays if desired with adjustments among the staff members with compensatory off.

(vi) The new library shall be eligible to receive a token grant of Rs. 1,00,000/- (Rupees one lakh only) after obtaining due permission from Director, Directorate of Art & Culture on producing relevant document, Bank Account details etc. to the Directorate of Art & Culture, Sanskruti Bhavan, Patto, Panaji-Goa.

(vii) Municipal/Zilla Panchayat/Gram Panchayat/Non-Government Organization has to submit an application for opening of library in the prescribed form to the Director, Directorate of Art & Culture, Sanskruti Bhavan, Patto, Panaji-Goa.

(viii) Non-Aided Libraries functioning in Goa shall be entitled for opening Children's libraries and all such libraries shall be categorized under Class 'C' libraries irrespective of other eligibility criteria.

(ix) Institution recognized by Government in providing services for differently abled children/persons shall be entitled for opening libraries and all such libraries shall be categorized order class "C" libraries irrespective of their eligibility criteria.

(x) The timings of the Libraries shall be minimum of 6½ hrs. on all working days in accordance with the needs of public. Adjustment of the timings may be permitted as per the local needs.

(xi) The timings of the Library and the list of Public holidays for Library should be prominently displayed outside the Library Building/Room.

(xii) The Library shall be open for inspection and for audit to the Officials of the Directorate of Art & Culture as and when required. All records and registers etc. should be made available for scrutiny to the Inspecting Officer.

(xiii) The Management should submit an annual report latest by 31st May and audited statement alongwith utilization certificate specifically for the Library expenditure of previous year, duly audited by Chartered Accountant latest by 31st August of every year.

(xiv) The Library staff should conduct various literally/cultural programme in consultation with the management to encourage the readers to develop keen interest in reading and to gain knowledge.

(xv) A Library seeking grants should have a separate Bank Account in the name of Library.

(xvi) The Organizations have to comply with the following conditions:—

(a) The Library should maintain all registers and files required for smooth functioning of the Library.

(b) Following registers are required to be maintained:—

- a. Accession Register.
- b. Account books viz. Cash Book, Journal & Ledger etc.
- c. Issue Register.
- d. Newspaper & Magazines Record Register.
- e. List of members enrolled by the Library.

- f. Record of research workers taking advantage of Library.
- g. Record of daily visitors and readers.
- h. Dead Stock Register.
- i. Receipt Books.
- j. List of Periodicals and Newspapers.
- k. Register of permanent and semi-permanent assets acquired wholly or partially out of Govt. Grants.

13. *Admissible items of Expenditure.*— (i) Pay and allowances of staff members.

(ii) Rent certified as reasonable by the Executive Engineer, P.W.D.

(iii) Expenditure on minor repairs of Library premises and furniture upto Rs. 20,000/- (Rupees twenty thousand only) per year.

(iv) Expenditure on purchase of books, periodicals, newspapers and any other reading or study material.

(v) Expenditure on preparation and printing of catalogues, approved forms, annual reports and statement of accounts.

(vi) Expenditure on furniture and equipment's such as computer/laptop and accessories, LCD projector etc. up to Rs. 75,000/- for class 'A' libraries, Rs. 50,000/- for class 'B' libraries, Rs. 40,000/- for class 'C' libraries and 25,000/- for class 'D' libraries.

(vii) Expenditure on insurance premia for books and furniture and building/ /premises.

(viii) Expenditure on registered library Telephone/Internet connectivity charges from the recognized Internet Service Provider.

(ix) Expenditure on contingencies such as stationery, postage, electricity, binding, pesticides etc.

(x) Miscellaneous expenses for celebrating Librarian's Day on 12th August, World Book Day on 23rd April, National Book Week from

14th to 20th November, and all the days of national importance with programmes like group discussions, symposium, quiz's, debates, workshops and conferences exclusively related to library development subject to Rs. 25,000/- for class 'A' libraries, Rs. 20,000/- for class 'B' libraries, Rs. 15,000/- for class 'C' libraries and Rs. 10,000/- for class 'D' libraries.

(xi) Expenditure on any other items/programme with prior approval of the authorities.

(xii) The Management should avoid of submitting the audited statement of accounts for more than two years in order to obtain library grants and shall submit the attendance certificates of the library staff latest by 5th of preceding month to disburse the remuneration.

14. *Withholding or Withdrawal of Grant-in-aid.*— Failure to comply with the Grant-in-Aid rules or any orders issued by Director of Art & Culture for unsatisfactory management of the library or any other defaults may result in withholding part or whole of the grant ordinarily payable to the Library. The grants already released, if found misused, violating the conditions prescribed under these rules, the Director of Art & Culture, Panaji shall recover the amount so released either in the form of assets acquired out of such grants or in the manner, the Government/Department may feel deemed fit for the purpose.

15. *Undertaking to be given by Management.*— Management will have to 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, Art & Culture or his nominee. The management will make good any loss or damage to Government property immediately after inspection by the Department failing which recovery proceedings will be initiated.

16. *Framing of Guidelines.*— For better implementation of this scheme Government may frame guidelines from time to time, if required.

17. *Relaxation.*— The Government is empowered to relax all or any of the clause provided in this scheme, if found deemed fit, with reasons to be recorded.

18. *Interpretation.*— If any question arises regarding interpretation of any clause, word, expression or entire scheme, then the decision about the interpretation shall lie with the Government.

19. *Redressal of Grievances and Dispute.*— Grievances if any, arising out of the implementation of this scheme, the Minister for Art & Culture shall hear and decide such matters and the decision of the Minister for Art & Culture in this regard shall be final and binding on all concerned.

This issues with the concurrence of the Finance Department under their U. O. No. 2687/F dated 12-10-2018 and will be implemented from 1st November, 2018.

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

Gurudas P. Pilarnekar, Director & ex officio Jt. Secretary (Art & Culture).

Panaji, 10th January, 2019.

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Department of Finance

Office of the Commissioner of Commercial Taxes

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CCT/26-2/2018-19/3540

Ref: (1) Notification No. 38/1/2017-Fin(R&C)(65) dated 06-08-2018 published in Official Gazette, Series I No. 18, Extraordinary dated 06-08-2018;