

नवोदय विद्यालय समिति
मानव संसाधन विकास मंत्रालय
(स्कूल शिक्षा और साक्षरता विभाग)

भारत सरकार

बी-15, इंस्टीटयूशनल एरिया, सेक्टर-62, नोएडा, गौतम बुद्ध नगर (उ.प्र.) -201309
दूर. 0120-2405969,70,71,72,73, फ़ैक्स : 0120-2405182



Navodaya Vidyalaya Samiti
Ministry of Human Resource Development
(Deptt. of School Education & Literacy)

Government of India
B-15, Institutional Area, Sector-62, NOIDA, Gautam Budh Nagar (U.P.)- 201309
Tel. 0120-2405969,70,71,72,73, Fax : 0120-2405182
वेबसाइट/Website : www.nvshq.org

F.No.7-2/2018 -NVS(Acad)/226

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All ROs

Sir,


The competent authority has approved as given below:

1. weeding out of Library books as per provisions already available in GFR.
2. The constitution of a Committee for write off of books, procedure to be followed for write off and delegation of powers for writing up of library books subject to the approval of the competent authority are enclosed herewith.

You are therefore requested to issue necessary instructions to the Principals of JNVs under your region to act as approved by the competent authority.

This issues with the approval of the Competent Authority.

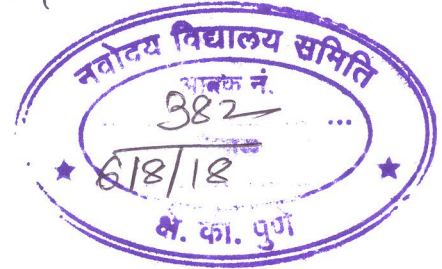
Yours faithfully,


(Manikuntala Sarkar)
Consultant(Acad.II)

He / Head
Adms
6/18/18

Speed Post

Dated: 02.08.2018



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WEEDING OUT OF LIBRARY BOOKS

The Proposal of the NVS with respect to weeding out of the Library books was examined in detail:

Weeding out of Library books shall be carried out as per the provisions already available in GFR.

Following in this regard are recommended

Constitution of committee for write off of books may be as under subject to approval of the competent authority.

- 1 One PGT
- 2 One TGT
- 3 Vice Principal
- 4 Librarian
- 5 Office Superintendent

Role of the committee

- Inspection of the books proposed to be declared as damaged mutilated absolute by the librarian and decide whether the books are damaged /mutilated/ absolute as the case may be. The committee will also certify that the books are not fit for use of circulation to the students/staff
- In case of lost books the committee has to ensure that all possible efforts to locate the books, not found during stock verification, have been taken by the librarian and finalize the write off list.

M. Sankar

