

**HIGH COURT OF SIKKIM
GANGTOK**

NOTIFICATION

No: 25/Confdl/HCS

Date: 08.09.2021

**Guidelines for purchase of books for Court Library and Residential Library
of Subordinate Courts in the State of Sikkim**

1. Libraries in the Subordinate Courts:

- (i) There shall be a central library in every District Courts Complex and a library for every Court in the Sub-Divisions.
- (ii) There shall be a residential library at the residence of every Judicial Officer.

2. Library Committee:

There shall be a Library Committee in each District Court which shall manage and administer the library. The object of the Library Committee is to facilitate library development plans and for management of the libraries of their Districts.

2.1 Composition of the District Court Library Committee:

The Library Committee shall consist of the following members:

| | | |
|----|---|------------------|
| 1. | District and Sessions Judge | Chairperson |
| 2. | Chief Judicial Magistrate-cum-Civil Judge | Member |
| 3. | Accounts Officer/Junior Accountant | Member |
| 4. | Librarian or Junior Librarian of the District Court | Member Secretary |

2.2 Duties and Responsibilities of the Library Committee:

- (i) Exercise general supervision over the library of the District Court and the Courts under their respective jurisdiction.
- (ii) Assess the requirements of books, journals, bare acts and any other reading materials of the library.
- (iii) The Member Secretary shall place the requisition of books received from the Judicial Officers to the Committee for approval and for discussing financial capacity to procure such books.
- (iv) The Member Secretary shall also call for sealed rate quotations from minimum five publishers/ vendors with the approval of the Committee before forwarding the recommendation to the High Court.
- (v) Recommendation from the Committee for purchase of books, bare acts, and other reading materials shall be placed before Hon'ble the Chief Justice through the Registrar General for approval along with the name of the publisher/vendor, who has quoted the lowest rate.

3. Power to sanction:

District and Sessions Judge alone shall have the power to sanction the bills/ invoices for purchase of prescribed books, journals, bare acts, etc. for their own Court as well as for Courts under their jurisdiction.

4. Acquisition:

- 4.1** Keeping in view the changes in law, legal periodicals/ law journals shall be subscribed as per the direction of Hon'ble the Chief Justice from time to time.
- 4.2** Legal periodicals or law journals shall be subscribed from the concerned publisher.
- 4.3** Books, bare acts, back volumes of journals required for the use of Civil and Criminal Courts shall be purchased from any law publisher/ vendors in India subject to availability of budget by calling quotations from minimum five

different publishers/ vendors. A new edition or publication of any book may be substituted for the edition or book specified in the lists.

- 4.4** Acts of the State Legislature, Codes and Manuals as published by the State Government may be obtained/ purchased from the concerned Department.

5. Library Budget:

- 5.1** The responsibility for the existence of sufficient budget provision to meet the cost of books (including Acts and legal periodicals) rests entirely with the Drawing and Disbursing Officers. They should suggest adequate provision for prescribed books at the time of preparation of budget estimates each year.

- 5.2** Books shall not be purchased in excess of the amount earmarked in the budget for the concerned financial year.

6. Library user:

Every Judicial Officer of the District and Sessions Court shall be entitled to borrow books from the Court library. Advocates may also be permitted to borrow the books from library on presentation of library card.

7. Maintenance of record:

An accession register shall be maintained in all libraries. The accession register will contain the following columns:

- (a) Serial number (Accession number);
- (b) Name of work/book;
- (c) Author;
- (d) Editor in case the work is compiled and edited;
- (e) Name of the publisher with place of publication;
- (f) The edition or date of publication;
- (g) The cost, if any;
- (h) Mode of acquisition (purchased, gifted, donated, etc.);
- (i) The date of accession;
- (j) Date when it ceases to be in the concerned library, and reason for the same, e.g., transfer, weeded out, lost etc. and
- (k) Remarks.

As soon as a new book is received and a volume of journal is bound, it must be entered in the accession register and must be stamped on the title page and in several places in the volume with the seal of the purchasing or receiving office and number of accession register shall be written in the stamps. When any book has, for any cause, ceased to be in any library, a note should be made in the accession register of the manner in which it has been disposed of.

8. Maintenance of books:

8.1 The Librarian or Junior Librarian or Peshkar (where the post of Librarian or Jr. Librarian is vacant) of each Court will be responsible for making arrangement for custody of books and the maintenance of accession register and lists in accordance with these guidelines. The Librarian/ Jr. Librarian/ Peshkar in each case shall hold charge of books kept in the Court room for the daily use of the Presiding Officer. These officials shall be personally responsible to the Presiding Officer for the proper arrangement of books, for their receipt and issue and for their protection from insects etc. They should ensure that all books are removed from almirahs/ racks etc. at least once a quarter and thoroughly dusted. In case of large libraries, the books may be removed from shelves in rotation at fixed intervals of two to three weeks, so that the turn of each shelf comes at least once in six months.

It will be the duty of the Librarian/ Jr. Librarian/ Peshkar to see that no unauthorized person is allowed to remove or otherwise tamper with the books in the Court room. He/ she shall ensure that the Court room is locked before leaving the day. Judicial Officer shall be responsible for the residential library in all respects.

8.2 A Peon or Frash of each Court will be responsible for the proper dusting of the books without disturbing the order of books, under strict supervision of the Librarian/Junior Librarian or in-charge of Library/ Peshkar as the case may be.

8.3 Each series of Law Reports and other legal periodicals subscribed will be kept on a separate shelf till the series or volume is complete, when it will be bound into volumes and brought on to the accession registers and lists.

8.4 Binding for complete volumes of legal periodicals and rebinding of damaged books shall be completed during the month of March and April every year.

9. Taking charge of the Library and No Objection Certificate:

9.1 When a change of the District and Sessions Judge in a District and a Judicial Officer in the Sub-Division takes place, the relieving officer will satisfy himself on taking over charge of office that the library of the Court is complete, that the books are in good condition and that the accession registers or lists, as the case may be are up-to-date. Any deficiencies will at once be brought to the notice of the senior-most Judicial Officer at the station.

9.2 In case of transfer or retirement on superannuation of a Judicial Officer, he/she shall obtain a 'No Objection Certificate' from the Senior-most Judicial Officer at the station by returning all books to the library.

10. Circulation:

No books shall be issued from the library without a written requisition. The requisition will be entered in a register maintained by the Librarian/ Junior Librarian for this purpose. If a book is not returned within a reasonable period (depending on the nature of the book and the purpose for which it was issued), the Librarian or Junior Librarian will inquire about it and will submit monthly report to the District and Sessions Judge. The Librarian or Junior Librarian will maintain a Register for issue and return of books.

11. All correction slips/ amendments/ repeals/ changes shall be inserted in the relevant books as soon as they are received. A Register regarding correction slips of the High Court Rules and Orders shall be maintained by Librarian or

Junior Librarian in which the number and date of every correction slip received shall be entered with the date of receipt thereof.

12. Stock Verification:

Librarian/ Junior Librarian shall check the books in the Court library and Residential library of Judicial Officers annually in the month of March every year. While checking, they should satisfy themselves that the prescribed accession registers/lists are properly kept up-to-date and that the books are complete and in good condition and where required, are duly bound into volumes. They shall report the result of the verification to the District and Sessions Judge.

13. Weeding out of books:

The District and Sessions Judge shall submit for consideration of Hon'ble the Chief Justice, a list of books, if any, which should be disposed of from the central library and Sub-Division library. The books identified for disposal, after obtaining approval shall be sold in the local market and the proceeds obtained shall be credited in the State exchequer under the relevant head. All books sold to private persons must be endorsed 'sold' on the title page. No book should be suggested for disposal unless it is clear that it is of no use to any Court in the District/ Sub-Division.

14. Repeal:

With these guidelines coming into operation, communication bearing reference No. V (90)/Confdl/HCS/3799 dated 04.03.1998 and Notification No. 41/HCS dated 19.12.2000 stands repealed.

By Order,

**Sd/-
K.W. Bhutia,
REGISTRAR GENERAL**