

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Central Library

IITD/JLIB/2024/259883

March 26, 2024

OFFICE ORDER

As per the annual practice, the following arrangement of responsibilities is hereby notified for smooth functioning and in the interest of the Central Library and the Institute, effective from April 1, 2024:

Officer/Designation (Dr/Ms/Mr)	Major Duties/Sections/Inchargeship	Associated Officer/Staff (Dr/Ms/Mr)/Designation
Neeraj K. Chaurasia Deputy Librarian	<ul style="list-style-type: none"> ○ General Administration (GA)* ○ Collection Development Division (CDD)** ○ Library Store & Purchase Section (LSP) ○ Stock Verification (SV) ○ Data Validation (DV) ○ Ground Floor 	Manu TR (AL) Meena Khanna (DAO) SLIA (New) Charu (LIA) Rajeshri (LIA) Meemansha Nabiyal (LIA) Govind Singh (AA) Kuldeep (MTS) Manohar Lal (MTS) Intern: As per need/availability
Shankar B. Chavan Assistant Librarian (SG)	<ul style="list-style-type: none"> ○ Reader Services Division (RSD) ○ Ranking Activities/IOE/Data Analysis, Dean Planning Data, etc. ○ First Floor 	KK Patel (SLIA) Vijay Kumar (LIA) Ratna Das (LIA) Bhawan Singh Rawat (MTS) Intern: As per need/availability
Vijay Kumar Verma Assistant Librarian (SG)	<ul style="list-style-type: none"> ○ E-Resources Division (ERD) ○ Research Support Services and Outreach Programs (RSS) ○ Nodal Officer - Hindi Section, Central Library ○ Second Floor 	Gunjan Mishra (SLIA) Bhupendra Kumar (STA-A) Anil Kumar (MTS) Navneet (MTS) Intern: As per need/availability
Vanita Khanchandani Assistant Librarian (SS)	<ul style="list-style-type: none"> ○ Text-Book & Book Bank Section (TBB) ○ Humanities & Social Sciences Section (HSS) ○ Theses Section ○ Binding Section ○ Coordinator - Internship & Stack Management (ISM) 	Chandra Pal (LIO) B. Kranthi Kumar (LIA) Kuldeep (MTS) Intern: As per need/availability
Mohit Garg Assistant Librarian (SS)	<ul style="list-style-type: none"> ○ Computer Applications Division (CAD) ○ Human Resource Development Division (HRDD) ○ Coordinator: Monthly Meetings, and Library Literary & Cultural Club (LLCC) 	Mukesh Behera (LIA) His Project Staff as PI Intern: As per need/availability
Manu TR Assistant Librarian	<ul style="list-style-type: none"> ○ IITD Central Library-interns Alumni Network (CLAN) ○ Coordinator - Unit Libraries' Collection Management ○ Professional Support to the Office of the Librarian 	Kuldeep (MTS) Staff with CDD, etc.
Nabi Hasan Librarian & Head	<ul style="list-style-type: none"> ○ Overall Administration and Supervision ○ Strategic Planning and Management, etc. 	Bhupendra Kumar (STA-A) Satyavir Singh (JA) Anand Singh Rawat (PA) Bhawan Singh Rawat (MTS)

* S&D = Staff & Duty Management including Duty Roster and Attendance Management. M&R = Maintenance & Renovation. Both these, S&D and M&R are being merged to become - GA)

** Technical Processing Division is being merged with CDD as neither can be separated due to the type of work.

Important Instructions

1. The duties given above are indicative only, and the Librarian/Officers may assign any responsibility to any junior Officer/Staff/Intern as needed in the interest of the Central Library/Institute.

2. The Progress Report of the preceding month will be submitted by each Officer, at the latest by the 10th day of the following month. The Incharge Officers should also seek reports from the people working under them as per the need/nature of work, atleast once a month.
3. The monthly meeting will preferably be held on the 1st Working Day of Every Month, at about 11.30am, and all the Divisional/Sectional Incharges must come prepared mandatorily after making minimum user service arrangements. Presence in the Monthly Meeting by all the officers is mandatory until informed appropriately to the Librarian in advance.
4. Officers responsible for each floor, will be answerable for the cleaning/disciplinary aspects of the users through frequent visits.
5. The Senior Most Officer available, will look after the Routine Duties of the Office of the Librarian in the absence of the Librarian.
6. All colleagues are expected to devote atleast 8 hours and 45 minutes to office work with an allowed break, which can be checked using the records from the Combined Attendance Register/Timble/CCTV, etc. However, they are not at freedom to customize their duty hours as per the CDN Circular No. IITD/CDN/229772, dated 03/01/2024. One needs to follow the Duty Roster. In case of an exigency, the officer/staff should inform the concerned supervisor in advance to the extent possible by Email/Text only, so that necessary arrangements may be made wherever necessary. All the colleagues should submit station leave in the ERP, wherever applicable, before leaving the station or atleast by email in case, if not possible, through the ERP. While recommending the leave, the Section Incharge should ensure that the concerned person taking leave does not have a duty during that period. If anyone wants to take leave on the day of duty, it is their responsibility to make arrangements for the replacement duty from amongst the colleagues as per the category/norms.
7. All colleagues are expected NOT TO pay unnecessary visits to other offices, without institute-related work for gossip, etc.
8. Evening Duty Incharge to ensure atleast one person sitting in Text Book and another on the first floor in the Duty Incharge's room. They should also ensure atleast three rounds of the library with the guard to maintain discipline and minimize sitting in the section if it is not on the first floor.
9. All are expected to follow proper channel/route official papers through the Section Incharge, including the officers.
10. Avoid using social media during working hours except for official reasons, like WhatsApp IITDLibNet group.
11. One Intern each has been provided to the Unit Libraries of HSS, DBEB, Textile, DMS and AM as per the current arrangements.
12. Permission to allow outsiders to use the Physical Library Space, beyond two days will only be given by the Librarian, as per the approved rules. The Office of the Librarian will maintain a record of all such users.
13. Access to E-Resources to the Walk-In, Non-IITD users will be permitted only by the Incharge, ERD or the Librarian, keeping in view the provisions in the License Agreements, and to avoid misuse and disruption of the services to our users. The ERD will maintain a record of all such users.
14. Everybody is expected to facilitate a smooth transition in this regard.
15. This Office Order is subject to change as and when required in the interest of the Central Library/Institute, without prior notice.



(Dr. Nabi Hasan)
Librarian & Head, Central Library

Distribution: To All, by Email, IITDLibNet, Notice Boards, and Library Website.