

**OFFICE ORDER**

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, 2023:

<b>Officer</b> (Dr/Ms/Mr)	<b>Major Duties/Sections/Inchargeship</b>	<b>Associated Officer/Staff</b> (Dr/Ms/Mr)/Designation
Neeraj K. Chaurasia Deputy Librarian	Maintenance & Renovation Division (MRD) Collection Development Division (CDD) Technical Processing Division (TPD) Stock Verification (SV) Ground Floor	Manu TR (AL) Gunjan Mishra (SLIA) Nisha (LIA) B. Kranthi Kumar (LIA) Govind Singh (AA) Kuldeep (MTS) Interns: One/As per need
Shankar B. Chavan Assistant Librarian (SG)	General Administration (GA) Reader Services Division (RSD) Computer Applications Division (CAD) Library Store & Purchase Section (LSP) Ranking Activities/ToE/Faculty Profiling/Big Data, etc. First Floor	Mohit Garg (AL) Meena Khanna (AO) Ratna Das (LIA) Vijay Kumar (LIA) Mukesh Behera (LIA) Bhawan Singh Rawat (MTS) Interns: Two/As per need
Vijay Kumar Verma Assistant Librarian (SS)	E-Resources Division (ERD) Research Support Services and Outreach Programs (RSS) Nodal Officer–Hindi Cell & Hindi Section (Central Library) Second Floor	Charu (LIA) Bhupendra Kumar (STA-A) Anil Kumar (MTS) Navneet (MTS) Intern: One/As per need
Vanita Khanchandani Assistant Librarian (SS)	Internship & Stack Management Coordinator (ISMC) Text-Book & Book Bank Section (TBB) Humanities & Social Sciences Section (HSS) Theses Section Binding Section	Chandra Pal (LIO) Rajeshri (LIA) Kuldeep (MTS) Intern: One/As per need
Mohit Garg Assistant Librarian	Human Resource Development Division (HRDD) Library Staff and Cultural Club Professional/Project Support to the Office of the Librarian	Independent additional responsibilities
Manu TR Assistant Librarian	IITD Central Library-interns Alumni Network (CLAN) Professional/Project Support to the Office of the Librarian	Independent additional responsibilities
Nabi Hasan Librarian & Head, Central Library/PI	Overall Administration and Supervision Strategic Planning and Management Projects and Project Staff Administration, etc.	Satyavir Singh (PA/JA) Anand Singh Rawat (Project Attendant)

- Officers/Staff/Outsourced Staff/Interns will be used appropriately as per the need in different divisions/sections.
- The duties given above are indicative only, and the Librarian may assign any responsibility to any Officer/Staff/Intern as per the need in the interest of the Central Library/Institute.
- Some of the officers/staff members have been attached to more than one divisions/sections as per their requirements. In such cases, the Reporting Officer will be as already in practice/decided by the Librarian.
- The Progress Report of the preceding month will be submitted by each Officer, latest by the 10<sup>th</sup> day of the following month.
- The monthly meeting is likely to be held on the 1<sup>st</sup> Working Day of Every Month, and all the Divisional/Sectional Incharges must come prepared.
- There will be another Monthly Meeting with Interns/ISMC with the Librarian on 1<sup>st</sup> Working Day of Every Month.
- Officers responsible for each floor, will look after the disciplinary/cleaning aspects of the users through frequent visits.
- Senior Most Officer available in the Central Library will look after the Routine Duties of the Office of the Librarian in the absence of the Librarian, as per the need.
- All the staff members/officers are expected to devote atleast 8 hours and 45 minutes to office work with allowed breaks, which will be checked at the end of the month using the records from the Timble/CCTV, etc., and action will be taken accordingly. 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 Officers/Staff members should submit station leave in the ERP before leaving the station or atleast by email in case, if not possible, through the ERP.
- Evening Duty Incharge to ensure atleast one person sitting in Text Book and another one on the first floor in the Duty Incharge's room all the time. He/She should also ensure atleast three rounds of the library with the guard to maintain discipline and should minimize sitting in the section if it is not on the first floor.
- All the staff are instructed to follow the duty roster and sign in the duty register accordingly. While recommending the leave, 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, this is his/her responsibility to make arrangements for the replacement duty from amongst the colleagues as per the category/norms.
- All are expected to follow proper channels and route official papers through the Section Incharge, including the officers.
- One Intern each has been provided to the Unit Libraries of HSS, DBEB and Textile as per the current arrangements.
- This Office Order is subject to change as and when required in the interest of the Central Library/Institute.



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