

Delegation of Power - Library

Sl. No	Subject	Delegation
1.	Purchase of books	Incharge of library not below the rank of AGM, with report to next higher authority
2.	Subscriptions to newspapers, journals, report, software packages, online subscription for any package/journal, magazine, facility and any material/documents required for users, library software packages, etc. within overall limit of the approved budget for the Library.	Incharge of Library not below rank of AGM
3.	Other usual payments within approved budget	Incharge of Library not below rank of AGM
4.	Books purchase payment within approved budget	Incharge of Library not below the rank of AGM
5.	Weeding/writing off of books/documents and sale of old books/newspapers/journals, other old material, etc.	Incharge of Library not below the rank of AGM


12/11/21