Chapter 34

LIBRARY

34.1 The CBI library which is situated in the Head Office at New Delhi has a good collection of books in the field of Crime Detection, Economic Offences, Organized Crimes, Bank Frauds, Terrorism, Human Rights, Environmental Law, Forensic Science and Law etc. It also subscribes to the periodicals, journals and national level news papers regularly. It functions under the administrative control of the Joint Director (Admn.) CBI and caters to the needs of CBI Head Quarters and its Branches all over India. It remains open daily during the office hours including the lunch break.

34.2 The library is fully computerised. All the books have been entered in the computer duly arranged Author-wise, Subject-wise and Title-wise. The information regarding availability of any book can be retrieved by the users under the heads mentioned above. The Library has a photo copier also for preparing copies of any extract or chapter from any book or journal etc. by the interested users.

34.3 **Membership of Library**

Any officer/employee of CBI can become member of the CBI Library by filling up the prescribed membership form kept in the library which has to be forwarded to the librarian of the CBI/Head Office by the controlling officer of the employee seeking membership of the library for further necessary action by him.

34.4 **Borrowing of Books**

34.4.1 A member of CBI Library can borrow any two books at a time for a period of 30 days except the reference books which are to be used in the library only. In case any particular book is further required by the member, the period of loan could be got further extended by 15 days if the book has not already been reserved by any other member for borrowing purposes. Any book under issue can be recalled if the same is urgently required for official use by the department.

34.4.2 The books required for daily use are also issued to the heads of the sections/divisions and senior officers of CBI on permanent basis. The availability of the said books with them has, however, to be confirmed in the month of December each year. In the event of transfer/retirement of the officer concerned, the books so issued to him could either be returned to the library or could be handed over to his successor under intimation to the librarian.

34.5 **No dues certificate from Library:**

In the event of repatriation of any member to his parent State/Cadre or his retirement from service, the Last Pay Certificate (LPC) is issued to the concerned officer or his retirement dues are settled only after obtaining a "No Dues Certificate" from the CBI Library.

34.6 **Preservation of Library Records:**

The period of preservation of Library records is given as under:

(a)	Library Accession Registers	Permanent.
(b)	Periodical Registers	permanent.
(c)	Library member-ship register	Permanent.
(d)	Permanent lending of books Register	10 years
(e)	Files Pertaining to purchase of books/ Journals/Newspapers.	5 Years.
(f)	Temporary lending of books Register	1 Year.

34.7 **Monetary limits for purchase of publications/journals etc.**

The CBI Head Office vide letter No. 5/1/90 Ad IV dated 10-8-90 has delegated monetary powers limited to Rs 1000/- on each occasion to the Superintendents of Police of all the branches and the Administrative Officer at CBI Head Office and full powers to all the Dy. Inspector Generals of Police for purchase of books by them for official purposes. The branches/units of CBI could, therefore, also establish their own library for their day to day use.

34.8 **Supply of Newspapers/Magazines at the Residence of various officers in CBI**

34.8.1 The Director CBI vide circular No. 4/15/97-Library dated 28-10-1997 has permitted supply of the Newspapers/Magazines w.e.f 1-11-1997 to the residence of the officers as per the scale given below.

S.No	Level of Officers	Indian Newspaper	Indian Magazine
1	Director/Spl. Director/ Addl. Director	No Limit	No Limit
2	Joint Directors	4	2
3	Director of Prosecution	3	2
4	DIsG	3	2
5	SsP/AD(CO)/ AD(Interpol)/ A.O.(E)/ A.O.(A)	2	1
6	All other officers of the rank of DSsP/ O.S and equivalent	1	Nil

34.8.2 The officers mentioned above are entitled to claim reimbursement of the amounts spent by them for buying the Newspapers/magazines as per the entitlements mentioned above after deducting 15% of the total cost of the bills towards 'scrap' charges.