

Chapter – 3 (Manual -2)
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DIRECTOR OF ART AND CULTURE:

Head of Department, Administrative and financial Powers, Overall control, Direction and Supervision.

ASSISTANT LIBRARY & INFORMATION OFFICER:

Assistant Library & Information Officer for Inspectorate Supervision of all the Libraries in Puducherry, Mahe and Yanam regions. Assistant Library & Information Officer for Karaikal region supervises the Libraries of Karaikal region.

JUNIOR ACCOUNTS OFFICER:

Drawing & Disbursing powers, control of Accounts and Establishment for the whole of the Department.

SUPERINTENDENT:

Superintendent(Establishment) is in-charge of works related to all service records and related matters. Superintendent(Scheme) is in-charge of works related to all schemes related function activities etc. Superintendent(Accounts) is in-charge of works related to Drawing & Disbursing activities, monitoring fund position, up-keeping of Accounts related records, reports etc.

ASSISTANT, UDC, LDC:

Performs all the duties and functions as assigned to them by their respective superiors.

RECORD KEEPER:

Maintains all the records yearwise at the respective allotted places.

STOREKEEPER:

Performs duties related to procurement of essentials items and stocks including maintenance of related records.

Multi Tasking Staff(General) & (Housekeeping):

Performs all the duties assigned by their superiors including cleanliness of their sections.

DUTIES OF MTS(General)/MTS(Housekeeping)

1. Dusting of book racks in regular intervals.
2. Sweeping the library premises daily.
3. Cleaning of book racks, magazines display racks etc.
4. Sanitation work.
5. Providing water facility.
6. Other works assigned by the library incharge.

Duties and responsibilities of Library Information Assistant

1. Over-all incharge of Government Branch Library.
2. Accessioning of books.
3. Preparation/submission of list of books to the Directorate for acquisition.
4. Cataloguing of books.
5. Classification of books.
6. Issue and return of books.
7. Enrolment of Library membership.
8. Maintenance of periodicals receipt/stock registers.
9. Cash book maintenance.
 - a. Collection
 - b. Remittance
 - c. Maintenance of Treasury challan register.
10. Reference service/Referral service
11. Current awareness service.
12. Maintenance of records/registers related to the Library activities.
13. All correspondences
14. Sending proposal for weeding out unused book and materials.
15. Sending reminders to members for overdue books.
16. Search rental building for Branch Libraries wherever necessary.
17. Coordinating departmental functions and any other activities of the Department.

Duties of JLA

1. Watch and ward.
2. Maintenance of library premises neat and clean.
3. Arrangement of back volumes of news papers magazines in proper order.
4. Issue of back volumes of newspapers/magazines for reference on demand.
5. A fixing of due date slips, round slips, book pockets etc.,
6. Stamping of books received from the Department.
7. To keep watch over newspapers/periodicals in the reading room and books in the stack room.
8. Providing water facilities.
9. Distribution of reminder slips.
10. To attend tapal duty and other works assigned by the library incharge.

DIRECTOR				
ALIO Head of Office	ALIO Inspectorate	ALIO Karaikal	Curator	Junior Accounts Officer
Over all control of staff of Dept. of Art & Culture and incharge of Estt. Section and Scheme Section	Inspecting of Romain Rolland Library and all Govt. Branch Libraries of Pondicherry Region and controlling officer for all the staff working in the libraries.	Drawing Disbursing Officer of Karaikal and over all control of S.R. Ranganathan Public Library and Govt. Branch Libraries in Karaikal Region	Incharge of Museum, Archives, Memorial of the Pondicherry Region Controlling Officer of the staff working in the Museum, Archives, memorials etc.	He is functioning & the DDO in respect of this Directorate. he is incharge of the Account Section and Scheme Section.