

Proceedings of the 4th Executive Committee Meeting of HP Forest Resources Information And Library Services Society (HPFRILSS) Under the Chairmanship of Sh. A.R.M. Reddy, IFS, APCCF (IT)- Cum-Member Secretary, HP Forest Resources Information And Library Services Society HP held on 03.07.2018 at 03:00pm in Central Forest Library Hall, Khalini, Shimla- 02.

Agenda Item No. 1 Action taken report of agenda items of 3rd Executive Committee meeting of HP Forest Resources Information And Library Services Society (HPFRILSS) held Under the Chairmanship of Sh. A.R.M. Reddy, IFS, APCCF (IT) is as follows:-

| Sr. No. | Agenda Item | Action taken report |
|---------|---|---|
| 1) | Grant of CAMPA Fund for 2017-18. | <ul style="list-style-type: none"> • Rs. 2,36,000/- allotted to the society for the year 2017-18 for Bar Coding of books and other expenditure. The bar coding of books of the library has been completed. • Out of Rs. 2,36,000/-, Rs. 97000/- has been spent up to March 2018 and balance unspent amount of Rs. 1,39,000/- has been allotted to the society after re-validation for the year 2018-19. • The society has also submitted APO for Rs. 4,76,000/- (Four Lakh Seventy Six Thousand Only) for the year 2018-19 and the funds are yet to be received from CAMPA. • The Executive Committee examined the facts and approved the details. <p align="right">(item to continue)</p> |
| 2) | Bar coding of books. | <ul style="list-style-type: none"> • The Executive Committee has requested to place its special appreciation to the Chairman & its team of the Executive Committee, on record for completing the bar coding work of books, which was pending since 2012-13, and is fully satisfied with the Bar coding work got done for use in the Forest library. <p align="right">(item dropped)</p> |
| 3) | Need of new book cases and steel almirahas for the library. | <ul style="list-style-type: none"> • Pr.CCF (HoFF)-cum-President of the society visited the library and |

| | | |
|----|--------------|---|
| | | <p>suggested to purchase 10 new book cases/Almirahs for library. In this connection APO for funds during 2018-19 has been submitted to CAMPA for providing the budget. Also there is no sufficient space available for placing new book shelves, hence, the item is decided to be dropped from the current agenda and will be included as and when the budget is received.</p> <p>(item dropped)</p> |
| 5) | Bank account | <ul style="list-style-type: none"> The committee has examined the accounts of the society and expressed satisfaction over the expenditure incurred and also, appreciated the fact that the long pending audit of the society from 2012-13 to 2016-17 has been got done from M/s Tewari Dogra Associates, Khalini, Shimla, approved Chartered Accountants. The audit report and balance sheet of the audit will be placed for perusal to the governing body in the next meeting. <p>(Item Dropped)</p> |

Agenda item no. 2 Extension of services of librarian.

Sh. Karam Chand, Retired Government Servant has been engaged on contractual basis, and his contract is renewed after every six months as librarian in the Forest Central Library. His services have been found satisfactory and need to be extended further from 01.05.2018 to 31.10.2018.

The committee has considered and approved the above agenda.

Agenda item no. 3 Approval of expenditure for the year 2017-18.

The Executive Committee examined the above item and approved the expenditure for the 2017-18.

Agenda item no. 4

The Executive Committee examined the bank account including FDR and its interest received from bank. It was expressed by the executive committee that the interest money being generated on the FDR amount of Rs. 1400000/- can be used for deploying man power in case budget is not allotted for deploying the man power in the library.

Agenda item no. 5.

The Executive Committee also approved the expenditure of Rs. 12750/- incurred on the charges being paid to two outsourced persons who are assigned the job of bar coding of the books/documents. The rate per book was 1.5/book, was also approved by the committee being very reasonable. Also the committee placed on record the efficiency in bar coding of books done in a short period.

Other items

The Executive Committee expressed concern that additional regular staff shall be provided to the library as on today there is only one person i.e. Librarian looking after the whole library, and the Library has to be shut down as and when the Librarian is on leave. Regular class IV employee is also required to be deployed in the library. The committee further recommended that the minimum sanctioned strength of the library shall be demanded from the HoFF, for the better functioning of library. A Data Entry Operator is also required to be provided to assist the librarian, for bar coding of new books and other official work such as issue of books, renewal and collection of books back from the borrower. DFO (GIS) who is also Member of the EC shall make a reference in this behalf to the HoFF.

A request has been received from Sh. Karam Chand, Librarian for increasing the honorarium being paid to him, as the same was not enhanced since 1st August 2015, when he was given an enhancement of Rs 1000/-. The same was considered by the EC, and it was decided that the honorarium of Sh. Karam Chand shall be increased as per the rates approved by the Govt. of HP for contractual staff i.e. @ 3% increase per annum from 1st August 2015 with cumulative effect (with no back wages), which will be paid from 1st August 2018, which will come to Rs 10380/- PM and the same is approved by the committee. Hence, forth he shall be given an annual increase of 3%, from 1st August every year.

The meeting ended with vote of thanks to the chair.

Approved

A handwritten signature in black ink, followed by the date '5/2/18' written vertically.

**APPCCF (IT)-cum- Chairperson
of Executive Committee of
HP Forest Resource Information &
Library Services Society, Khalini,
Shimla-02.**