

**ALLOCATION OF RESPONSIBILITIES/ASSIGNMENTS AMONG OFFICERS AND  
THEIR REPOSTING PATTERN IN EACH DIVISION**

**Division/Section Name: I&DC (Library)**

**Effective Date: JULY to DEC 2022**

S. No	NAME AND DESIGNATION OFFICER	ALLOCATION OF RESPONSIBILITIES/ASSIGNMENTS	REPORTING TO	ASSISTED BY	REMARK
1.	Smt. Anita Kumar ALIO	All work related to Library such as procurement and processing of books, journals and newspapers. Procurement and processing bills of Newspapers and Magazines received in the office of Hon'ble Minister, MOS & all GC's for payment. Issue/Return/Renew of books/ journals/ magazine and reminders for overdue books/journals. Audits replies, Reference Service. Current awareness Service, Stock Verification of books. Supervision of I&DC etc. Weeding out of old/Mutilated/duplicate books. Subscription of E-Journals, E-Books on MCIT Consortium platform. Subscription of Gartner services. Overall Supervision of I&DC.	DD(DP)	Ms. Ranju Sinha LIA  Sh. Amit Kumar Joshia LIA  Sh. Mihir Saha LIA  Sh. Ashish Kumar Library Clerk	
2.	Ms. Ranju Sinha LIA	Entry of new Magazines/Journals in Kardex and in Computer also. Processing the Bills of Journals/Magazines received monthly in the library. Shelving of journals, Maintenance of Kardex. Attended Circulation Counter in absence of Ashish Kumar. Work related to weeding out of books.	ALIO (AK)	Sh. Ashish Kumar Library Clerk	
3.	Sh. Amit Kumar Joshia LIA	Work related to Books i.e. classification , cataloguing, newspaper clipping etc.	ALIO (AK)	Sh. Ashish Kumar Library Clerk	
4.	Sh. Mihir Saha LIA	Joined in September 2022. Work related to Gartner services.	ALIO (AK)	Sh. Ashish Kumar Library Clerk	
5.	Sh. Ashish Kumar Library Clerk	All work related to Circulation Counter like: Issue/Return /Renew of Books/Journals. Enrolment of Membership, Update the record of Active and Non active members. Issue, No dues certificate and maintained the record register of NOC. Processing bills of Newspapers and Magazines received in the office of Hon'ble Minister, MOS & all GC's for payment. Reminder of overdue Books/Journals/Magazines. Shelving of Books / Annual Reports Maintenance of Software/Hardware installed in the I&DC.	ALIO (AK)	Smt. Deepika M.T.S	