

Duties and Responsibilities of Assistant Library & Information Officer

1. Head of Office for the entire Department of Art & Culture and Controlling Officer for the Branch Libraries.
2. Look after all the technical and Administrative matters and other matters pertaining to libraries.
3. Recommending to the Director of Art & Culture steps to be taken for improvement and Dev. of Branch libraries/Regional libraries of that region excepting Karaikal.
4. The CRs of the staff of the Department of Art & Culture/Branch libraries will be written by the Assistant Library & Information Officer and reviewed by the Director of Art & Culture.
5. Periodical inspection and surprise inspection of all Branch libraries.
6. Member Secretary of Book Selection Committee.
7. Member Secretary of the Committee constituted for the damaged books and stores of the Branch/Regional libraries for disposal excepting Karaikal region.
8. Convening of Book Selection Committee meeting at regular intervals for Pondicherry region.
9. Purchase and distribution of books to all Branch Libraries after attending the centralised classification and cataloguing.
10. Maintenance and Supervision/inspection of mobile library.
11. Advising Director of Art & Culture to open new Branch libraries and reading rooms wherever necessary.
12. Granting of all kinds of leave to the staff of Group 'C' and 'D' under his control except special disability leave and study leave admissible under the rules to Non-gazetted Govt. staff working in the Branch libraries and the staff of Deptt. of Art & Culture, Pondicherry.

13. He will also deal in the budget, opening of Branch libraries, appointment of staff and all technical matters relating to the libraries.
14. Miscellaneous duties in connection with branch libraries as per the instructions of the Director.
15. Co-ordinating /arranging of cultural programme viz., (i) Fete-de-Pondicherry, (ii) Music festival, (iii) Bharathidasan and Bharathiar Vizha, (iv) Vanidhasan Vizha (v) Pudhuvai Sivam Vizha etc. and successfully conducted the above functions with the assistance of the Departmental officers. Release of Grant-in-aid to voluntary Cultural Organisations during the year