

मि.सं. 35/9/2011/रा0अ0आ0/पुस्तकालय

भारत सरकार

राष्ट्रीय अल्पसंख्यक आयोग

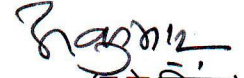
5वां तल लोकनायक भवन,
खान मार्किट, नई दिल्ली-3

दिनांक: .01.2012

कार्यालय ज्ञापन

विषय: बाहरी अभ्यर्थियों द्वारा राष्ट्रीय अल्पसंख्यक आयोग के पुस्तकालय के उपयोग के लिए अनुदेशों का पुनरीक्षण।

राष्ट्रीय अल्पसंख्यक आयोग में दिनांक 17/01/2012 को आयोजित बैठक के रिकॉर्ड लेख के अनुसार, आयोग बाहरी अभ्यर्थियों के द्वारा, राष्ट्रीय अल्पसंख्यक आयोग के पुस्तकालय के उपयोग के लिए अनुदेशों के पुनरीक्षण करने के प्रस्ताव को अनुमोदित करता है। अनुमोदित पुनरीक्षण अनुदेश सूचनार्थ संलग्न हैं।


(ए.के.निगम)

अवर सचिव, भारत सरकार

प्रतिलिपि:-

1. अध्यक्ष के निजी सचिव।
2. उपाध्यक्ष के निजी सचिव।
3. सदस्य(एचएसएच)/सदस्य (एसए)/सदस्य (एसआई)/सदस्य (वीएस)/ सदस्य(केएनडी) के निजी सचिव।
4. सचिव के प्रधान निजी सचिव।
5. संयुक्त सचिव के निजी सचिव।
6. निदेशक के निजी सहायक।
7. अवर सचिव(आई)।
8. विधि अधिकारी/वरिष्ठ अनुसंधान अधिकारी/प्रशासनिक अधिकारी/अनुभाग अधिकारी।
9. गार्ड फाइल।
10. वेबसाइट।

Brain Guidelines for using the facilities in NCM Library for doing research or studies on issues related to the minority communities

The National Commission for Minorities (NCM) is a statutory body set up by the Central Government under the NCM Act, 1992. The main functions of the Commission as laid down in Section 9(1) of NCM Act, 1992 are to monitor the implementation of the Constitutional and legal safeguards provided to the five notified religions communities (i.e. Muslims, Christians, Buddhists, Sikhs & Parsis) by the Union and State Governments and to make recommendations to them for effective implementation of such safeguards.

2. The NCM Library has about 6,000 books and journals and large number of them are on issues concerning the minority communities. The facilities can be availed of for doing research or studies on minority issues on the following terms and conditions:-

- (i) The persons desirous of using the NCM library facilities should be endorsed by a reputable educational institution or a registered NGO or Government body.
- (ii) An application for use of the NCM facilities should be submitted to Secretary, NCM in the prescribed format in the annexure, at least ten (10) days before the date on which the use of the facilities is to start. The application on the prescribed format should be accompanied with a recommendation addressed to Secretary, NCM from the Head of the educational institution, NGO or Government body for use of the library facilities by the applicant. A photograph of the applicant should be affixed on the prescribed form.
- (iii) The applicant is required to give an undertaking in the application that he/she agree to abide by the terms and conditions as applicable from time to time.
- (iv) Before the expiry period of 10 days, the applicant will be informed by registered post, of the decision of the Commission regarding use of the library facilities. In case the permission is accorded, the applicant will be issued temporary membership of NCM library for a maximum period of one month. The temporary membership card will not be transferable and the holder of the card will be held responsible if the card is misused. The cardholder's permission to use the library facilities is liable to be

cancelled for unacceptable conduct or misuse on the report of the Librarian. However, the permission can be cancelled without assigning any reason. The decision of the Secretary, NCM would be final and no correspondence will be entertained on the issue of cancellation.

- (v) The user should carry the membership card with him whenever he/she visits the library.
- (vi) Borrowing of books and journals will not be permitted. Mutilation of the books and journals is prohibited and the user of the library facilities will be liable to pay damages to the Commission for mutilation of the books and journals in addition to inviting cancellation of his permission to use the library. The level of the damages will be decided by the NCM whose decision will be final.
- (vii) Internet/computers/photocopier/telephone facility will not be available.
- (viii) The timing of the use of NCM library will be from 11.00 A.M. to 1.00 P.M. and from 3.00 P.M. to 5.00 P.M. on any working day.
- (ix) The user will have to confine himself within the library premises and will not be allowed to interact with the employees of the Commission other than those serving the Library.
- (x) Since the space in the library is limited, only four persons at a time can be accommodated. The permission will therefore be granted on a first come first served basis, the date of receipt of the application being the relevant date.
- (xi) The guidelines can be amended as and when required by the NCM.
- (xii) Decorum will have to be maintained at all times as behoves users of library.
- (xiii) Renewal of membership will be in the discretion of NCM, depending on the waiting list of applicants.