

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake Kolkata – 91.

Memo No. ED- 275 /2013

Dated, the 24th April 2013

To

All Principals / Teacher-in-Charges of Government aided Colleges including erstwhile sponsored colleges

Implementation of the terms and conditions towards Re-designation and Career Advancement Scheme for the Librarians/ Assistant Librarians/ College Librarians of the Government aided Colleges including erstwhile sponsored colleges in West Bengal in terms of G.O. No. No. 920 -Edn(CS) dated 31.12.2012 read with Gazette Notification No. F.3-1/2009 dated 30.06.2010.

General guidelines:

This Scheme will be effective from 01/11/2012 in respect of all cases where the career advancement was due on and after 30.06.2010. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No 117-Edn(CS) dated 4.2.99, 677-Edn (CS) dated 29.10.2008.

1. Re-designation:

Incumbents continuing pre revised designations of Librarian /Assistant Librarian(Selection Grade) / College Librarian (Selection Grade) who have been placed in the Pay band ~~15,600-39,100~~ with AGP of Rs ~~7,800~~ up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage of Pay Band Rs 37,400 67,000 with AGP Rs. 9,000 as and when they complete 3 years of continuous service in pre revised designations of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade). College Authority is to forward such cases of re-designation to the Education Directorate with a proposal of fixation of pay in the revised pay band and AGP. Copies of earlier fixations and Governing Body resolutions as per prescribed format are to be enclosed. (Annexure-1)

2. Placement/ promotion cases due on or before 29.06.2010 are to be done as per earlier order [G.O. No. 117-Edn (CS) dated 4.2.1999 read with G.O. No 677-Edn(CS) dated 29.10.2008, 390(2)- Edn(CS) dated 5.4.1999].

3. Meetings of the Screening/ Selection Committees are to be convened by the College Authority as per G.O. No. 920-Edn (CS) dated 31.12.2012.

4. Service length requirement for promotion under CAS:

a. Librarian/Assistant Librarian/ College Librarian Stage 1 to Stage 2 (Sr. Scale):

- i. Joined with Ph.D. – 4 years
- ii. Joined with M. Phil. or equiv. degree – 5 years
- iii. Without Ph.D./ M. Phil. – 6 years

b. Librarian/Assistant Librarian/ College Librarian (Sr. Scale) Stage 2 to Stage 3 (Sel. Gr.):

Completed 5 (five) years of service in Stage 2.

c. Librarian/Assistant Librarian/ College Librarian (Sel. Gr.) Stage 3 to Stage 4 (Sel. Grade):

Completed 3 (three) years of service in Stage 3.

5. Counting of Past Service for promotion under CAS: Cases where a Librarian/Assistant Librarian/ College Librarian wants to count his/her past service towards promotion under CAS, he/she has to move Education Directorate through the College Authority for issuance of a Government Order in that respect as per provisions in the referred G.O.

6. On Orientation/ Refresher Courses: Minimum requirement–

- a. For Stage 1 to Stage 2: One O.C. and one R.C.
- b. For Stage 2 to Stage 3: Two R.C.
- c. For Stage 3 to Stage 4: One course/ training under the categories of Library automation/ Analytical tool development for academic documentation Librarian whose CAS under promotions are due prior to issuance of this order, are allowed to fulfill this requirement within 31/12/2013.

7. All concerned are to apply for promotion under CAS in the prescribed proforma (Appendix-II). For Part-B of the proforma, they are requested to see detailed instruction of the PBAS in the Tables at Appendix – I. [Data required from 2011 [academic year] (for Part-B, Category –1 & 2), data required for total admissible assessment period for Category -3]

8. The upward movement from a particular grade to the next higher grade for all Librarians/ Assistant Librarians/ College Librarians shall be subject to their satisfying the API based PBAS conditions as laid down in the scheme.

(Dr. D R Mandal)
Director of Public Instruction, West Bengal

ANNEXURE-1

Governing Body Resolution for Re-Designation/Promotion/Placement of Sri/Smt/Dr.
..... to the post of Librarians/ Assistant Librarians/ College Librarians (Selection Grade)
(Strike out the portion that is not applicable)

Resolution No.

Date:

As per records it is observed that that Sri/Smt/Dr. was
placed as Librarian/ Assistant Librarian/ College Librarian (Sel. Gr.) in the Pre-Revised Scale of
₹ 12,000 – 18,300/- (revised to Pay Band of ₹ 15,600- 39,100 with AGP of ₹ 8,000/-) with effect from .
..... vide D.P.I.'s Memo No. Dated

Further observed that she/he has completed 03(Three) years of continuous and satisfactory
service onas Librarian/ Assistant Librarian/ College Librarian (Sel. Gr.) with
reference to his/her placement as Librarian/ Assistant Librarian/ College Librarian (Sel. Gr.) in ..
..... College / M.V. in the Pre-Revised Scale of ₹ 12,000 – 18, 300/-
following existing UGC Regulations,2000 (revised to Pay Band of ₹15,600- 39,100 with AGP of ₹
8,000/-) vide Memo No. dt.....

Resolved that in terms of G.O. No.188-Edn(CS) dated 25. 02. 11 and G.O. No.201-Edn (CS) dated
28.2.11, and G.O. No.920-Edn.(CS) dated 31. 12. 12, Sri/Smt./Dr.
..... be placed in the higher pay band of ₹ 37,400 – 67,000/- with AGP of ₹ 9000/-
with effect from and be re-designated as Librarian/ Assistant Librarian/ College
Librarian (Selection Grade) of
(College/ M.V.) due to completion of 03(three) years continuous and satisfactory service as
Librarian/ Assistant Librarian/ College Librarian (Sel. Gr.).

Resolved further that she/he has/has not taken Extra Ordinary Leave (EOL) during the
period of 03(three) years' service since to while she/he was
serving as Librarian/ Assistant Librarian/ College Librarian (Sel.Gr.) in
.....(College/M.V.) and such Extra Ordinary Leave has been granted vide G.B. Resolution
dated

Resolved also that the Principal/TIC/Secretary would take up the matter with the D.P.I., West
Bengal by providing with copies of the following in respect of the incumbent duly
countersigned by the competent College authority:

- (a) All pay fixation memos
- (b) Detailed leave statement (for last 3 years)
- (c) GB Resolution in respect of EOL, if any

(Signature of the President/Administrator)

APPENDIX II

Annual Self-Assessment for the Performance Based Appraisal System
(PBAS) Session/ Year _____
(To be completed and submitted at the end of each academic year)

PART A: GENERAL INFORMATION

1. Name (Block letters) :
2. Father's /Mother's name/
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence : (with pin code)
7. Permanent Address : (with pin code)
Telephone No.: Mobile No. :
E-mail:
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

Name of the Course/Summer School	Place	Duration	Sponsoring Agency

10. a. Date of Appointment :
b. Date of confirmation :
11. Past Service, if any :
(Please attach specific G.O. for counting of past service for promotion under CAS)
12. For which position & AGP you are applying under CAS :
13. Date of eligibility for Promotion :

14. Educational Qualification (Graduation onwards):

Examination	Name of the University	Year of passing	Marks obtained (%)	Class/grade
BA/B.Sc./B.Com.				
MA/M.Sc./M.Com.				
BLIS /B Lib				
MLIS / M.				
Other exam., if any				

15. Research Degree(s):

Degree	Name of the University	Date of award	Title
M.Phil			
Ph.D/ D.Phil			

16. Details of Professional/ Research/Academic Experience:

Designation	Employer	Period of service From To	Scale of pay

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Coordinator, IQAC

Signature of the Principal/T.I.C.

Date:

Date:

Seal:

Seal:

Part B: Academic Performance Indicators (API)

CATEGORY 1: Procurement, Organization, and Delivery of Knowledge and Information through Library Services

Sl. No.	Nature of Activity	Max. Score	API Score
1	Library resources organization and maintenance of books, journals, reports. Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the Departments of College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40	
2	ICT and other new technologies' application for upgradation of library services such as automation of catalogue procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management.	30	
3	Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc	25	
4	User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc.	20	
	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	10	
Total Score		125	
Minimum API Score required		75	

CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

Sl. No.	Nature of Activity	Max. Score	API Score
1	Student related co-curricular, extension and field based activities (such as Cultural exchange) and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	20	
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	
Total Score		50	
Minimum API Score required		15	

TOTAL AVERAGE ANNUAL SCORE UNDER CATEGORIES I & II :

Minimum total average annual score under Categories I & II:

Librarian/ Assistant Librarian/ College Librarian Stage 1 to Stage 2: 100/ year

Librarian/Assistant Librarian/College Librarian (Sr. Scale) Stage 2 to Stage 3 (Sel. Gr.): 100/year

Librarian/ Assistant Librarian/ College Librarian (Sel. Gr.) Stage 3 to Stage 4: 100/ year

CATEGORY-3: RESEARCH AND ACADEMIC CONTRIBUTIONS

A) (i) Published Papers in Journals

API Score – Refereed journals– 15/publication

Non-Refereed (but having ISBN/ISSN)– 10/publication

Confer. Proc. as full paper (Abstracts not to be included) – 10/ publication

Sl. No.	Title with page no.	Journal	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-author	Whether you are the main author	API score

B. Research Publications (Books published as single author or as editor)

API Score – Category 1 Text/Reference Books by International Publisher – 50/ sole author

Category 2 Text/Reference Books by National/Soc/Univ Publ – 25/ sole author

Category 3 Subject Books by Other/Local Recognized Publ – 15/ sole author

Chapters contributed to edited knowledge based volumes published by Int. Publisher – 10/ Chapter

Chapters contributed to edited knowledge based volumes published by Indian Publisher with ISBN/ ISSN numbers – 5/ Chapter

Chapters contributed to edited knowledge based volumes published by Other local Publisher with ISBN/ISSN numbers – 3/ Chapter

Sl. No.	Title with page no.	Type of Book, & authorship	Publisher & ISSN/ ISBN No. (I. International II. National III. Regional)	Whether peer reviewed.	No. of Co-author	Whether you are The main author	API score

C) Ongoing and Completed Research Projects and Consultancies

API Score for Projects-

Cat I: (Amount -Rs 30 lakhs+): 20

Cat II: (Amount - Rs 5 lakhs+): 15

Cat III: (Amount - Rs 0.5 lakhs+): 10

API Score for **Consultancies**–
(Completed : Rs 10 lakhs+ / Ongoing - Rs 2 lakhs +): 10

API Score for **Quality Evaluation**–
Major (Completed) Project Eval: 20
Minor (Completed) Project Eval: 10

API Score for **Project Outcome**–
National level output or Patent- 30
International level output or Patent- 50

C .(i) & (ii) Ongoing Projects/ Consultancies

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized (Rs. lakh)	API score

C.(iii) & (iv) Completed Projects/ Quality Evaluation/ Project Outcome

Sl. No.	Title	Agency	Period	Grant/ Amount mobilized	Whether policy document. Patent as outcome	API score

D). Research Guidance

- (i) Degree-oriented: API Score – Ph.D. awarded – 10; Ph.D. Submitted – 7;
M.Phil. awarded – 3;
(ii) Non-Degree Products: API Score – Post-Doctoral – 7; National Scholar – 5;
Guidance to Scholars & Master's level – 3;

Sl. No.	Number enrolled	Thesis submitted	Degree awarded	API score
M.Phil or equivalent				
Ph. D or equivalent				

E) (i) Training Courses (RC/OC), Methodology Workshops, Soft Skills Development Programmes, Faculty Development Programme (not less than one week duration) [Max. points -30]

Cat I : (Not less than two week duration): 20/each

Cat II : (Not less than one week duration): 10/ each

Sl. No.	Programme	Duration	Organized by	API Score

E)(ii) Papers presented (Oral/poster) in Conferences, Seminars, Workshops, Symposia etc.

API Score – Category 1 International – 10

Category 2 National – 7.5

Category 3 Regional – 5

Category 4 Local – 3

Sl. No.	Title of the paper Presented	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College Or University level	API score

E) (iii) Invited lectures/Chairing the session or presentation for conferences / symposia etc.

API Score – Category 1 International – 10

Category 2 National – 7.5

Category 3 Regional /State level – 5

Category 4 Univ/Endowment Lect – 3

Sl. No.	Title of the Lecture/ Academic session	Title of Conference/ Seminar	Organized by	Whether International/ National/State/ Regional/College Or University level	API score

Minimum API Score in Category – III

For Stage 1 to Stage 2 : 5/ year, 20/ assessment period
For Stage 2 to Stage 3 : 10/ year, 50/ assessment period
For Stage 3 to Stage 4 : 15/ year, 45/ assessment period

IV. Summary of API scores

	Criteria	Last 6 academic years						Total-API score for assessment period	Annual Average API Score for Assessment period
I	Teaching, learning Evaluation related Activities								
II	Co-curricular, Extension and Professional Development related Activities								
	Total (I+II)								
III	Research and Contributions								

Signature of the incumbent with designation and date

Signature of the Coordinator IQAC with Seal

Signature of the Principal/ T.I.C with date and Seal

Part C: For use of the Screening/ Selection Committee

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

Present designation: Librarian/Assistant Librarian/ College Librarian (Sr. Scale) Stage (Stage 1/ Stage 2/ Stage 3)

Date of joining:

Scale of Pay: ₹ 15600-39100/- with AGP of ₹ 6000 / 7000 / 8000

Designation after promotion: Librarian/Assistant Librarian/ College Librarian (Sr. Scale/ Sel. Grade) (Stage 2 / Stage 3/ Stage 4) Scale of Pay: ₹ 15600-39100/- with AGP of ₹. 7000 / 8000 or ₹ 37400-67000/- with AGP of ₹ 9000

Date of effect:

Interview Score (for promotion to Stage 4):

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Librarian/Assistant Librarian/ College Librarian (Sr. Scale/ Sel. Grade) (Stage 1/ Stage 2/ Stage 3) to the post of Librarian/Assistant Librarian/ College Librarian (Sr. Scale/ Sel. Grade) (Stage 2/ Stage 3 /Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. 920-Edn(CS) dated 31.12.2012 for promotion under CAS, the Committee recommends that the incumbent be promoted to the post of Librarian/Assistant Librarian/ College Librarian (Sr. Scale / Sel. Grade) (Stage 2/ Stage 3 / Stage 4) with AGP of ₹ 7000 / 8000 / 9000 with effect from

The Committee further recommends that the post held by the incumbent be upgraded to the post of Librarian/Assistant Librarian/ College Librarian (Sr. Scale / Sel. Grade)(Stage 2/ Stage 3 /Stage 4) with AGP of ₹ 7000 / 8000 / 9000 with effect from and the same would be reverted to the post of Librarian/Assistant Librarian/ College Librarian (Stage 1) as soon as it would fallen vacant for any reason whatsoever.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)

Signature of the Expert with Date and Seal

(Nominated by the VC of the affiliating University)

Signature of Govt. Nominee with Date and Seal

(Nominated by the DPI, West Bengal)

Signature of the Principal/ T.I.C of the College with Date and Seal

Part D: For use of the Governing Body of the College

Governing Body Resolution for Re-Designation/Promotion/Placement to the post of Librarian/Assistant Librarian/ College Librarian (Sr. Scale/ Sel. Grade) (Stage 2/ Stage 3/ Stage 4) in respect of Sri/Smt/Dr.

(Strike out the portion that is not applicable)

Resolution No. :

Date:

As per records it is observed that that Sri/Smt/Dr. was placed as Librarian/Assistant Librarian/ College Librarian (Sr. Scale/ Sel. Grade) (Stage 1/ Stage 2/ Stage 3) Selection Grade Lecturer in the Pre-Revised Scale of ₹ 15600 – 39100/- with AGP of ₹ 6000/ 7000/ 8000 with effect fromvide D.P.I.'s Memo No. Dated

Further observed that she/he has fulfilled all conditioned required for promotion under CAS as per G. O. No. 920-Edn(CS) dated 31.12.2012 and has been recommended by the Screening/ Selection Committee constituted for the purpose it its meeting held on

Resolved that in terms of G.O. No. 117-Edn(CS)dated 4.2.99, 677-Edn (CS) dated 29.10.2003. and G.O. No.920-Edn.(CS) dated 31. 12. 12, Sri/Smt./Dr. be placed in the pay band of ₹ 15600 – 39100/- with AGP of ₹ 7000/ 8000 / Rs.37400 – 67000/- with AGP of ₹ 9000/- with effect from and be re-designated as Librarian/Assistant Librarian/ College Librarian (Sr. Scale/ Sel. Grade).

Resolved further that she/he has/has not taken Extra Ordinary Leave (EOL) during the period of 03(three) years' service since to while she/he was serving as Librarian/ Assistant Librarian/ College Librarian (Sr. Scale) in (College /M.V.) and such Extra Ordinary Leave has been granted vide G.B. Resolution dated

Resolved also that the Principal/TIC/Secretary would take up the matter with the D.P.I., West Bengal by providing with copies of the following in respect of the incumbent (duly countersigned by the competent College authority) with the proposal:

- (a) All pay fixation memos
- (b) Detailed leave statement (for last 3 years)
- (c) GB Resolution in respect of EOL, if any

(Signature of the President/Administrator)

APPENDIX – III

TABLE – VIII (b)

Minimum Weightage Points (WP) norms of the APIs as provided in Appendix III Table VII to be applied for the Promotion of Library staff of Colleges and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

		College Librarian (Stage 1) College Librarian (senior scale) (Stage 2)	College Librarian (senior scale) (Stage 2) to College Librarian (Selection Grade) (Stage 3)	College Librarian (selection Grade) (Stage 3 to Stage 4)
I	Procurement, organisation and delivery of knowledge and information thro' library services (category I)	75/Year	75/Year	75/year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	5/Year (20/assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage of Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organisational skills 20 % - Interview performance

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3 and 4 correspond to scales as provided with AGP of Rs. 6000, 7000, 8000 and 9000 respectively

**APPENDIX – III:
TABLE - IX**

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF
LIBRARIAN CADRES IN COLLEGES**

Sl. No	Promotion of Librarian cadres through CAS	Service (as prescribed by the MHRD Notification) requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Librarian / Assistant Librarian/ College Librarian to Librarian/ Assistant Librarian / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Librarian/ Asstt. Librarian / College Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M. Phil or six years of service who are without Ph. D./M.Phil.	<p>(i) Minimum API scores using PBAS scoring proforma as per the norms provided in Table VIII (b) of Appendix III for college Librarian cadres.</p> <p>(ii) One Orientation and one Refresher Course of 3/4 weeks duration</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>
2.	Librarian / Assistant Librarian/ College Librarian (Senior Scale) to Librarian / Assistant Librarian/ College Librarian (selection grade) (Stage 2 to Stage 3)	Librarian / Assistant Librarian/ College Librarian (Senior Scale) with completed service of five years in Stage 2	<p>(i) Minimum API scores using the PBAS scoring proforma as per the norms provided in Table VIII (b) of Appendix III for college librarian cadres.</p> <p>(ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period.</p> <p>(iii) No separate interview points for the Screening cum Verification process of recommending promotion.</p>

3.	Librarian / Assistant Librarian/ College Librarian (Selection Grade) (Stage 3 to Stage 4)	Librarian / Assistant Librarian / College Librarian (Selection Grade) with three years of completed service in Stage 3.	<p>(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (b) of Appendix III for Librarian Cadres in Colleges.</p> <p>(ii) Three publications over twelve years. In Colleges, an exemption of one publication will be given to M.Phil holders and two publications to Ph. D. Holders.</p> <p>(iii) Additionally one course/training under the categories of Library automation/ Analytical tool Development for academic documentation.</p> <p>(iv) A selection committee process as stipulated in the Regulation and in Table VIII (b) of Appendix III for librarian cadres in colleges.</p>
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Note: The explanatory note provided for Tables IIA and IIB for CAS for teachers is also applicable for the librarian cadres as per the API score specified for this cadre.