PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

C I R C U L A R

SUB :- **DISTRICT JUDICIARY – West Godavari Unit** – Instructions to the Judicial Officers and Staff Members in the Unit of West Godavari **regarding Maintenance of Library Books in the Courts** – In order to ensure proper preservation, availability, and systematic use of Library Books in all Courts in the Unit of West Godavari – Instructions – Issued.

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The following instructions are given to the Judicial Officers and Staff Members in the Unit of West Godavari **regarding Maintenance of Library Books in the Courts**, in order to ensure proper preservation, availability, and systematic use of Library Books in all Courts in the Unit of West Godavari **for strict compliance** by all Judicial Officers and Staff Members :-

1. **CUSTODY AND RESPONSIBILITY :**

   - The Court Library shall be under the overall supervision of the Presiding Officer.
   - The designated Librarian (as per the Office Order) shall be personally responsible for the day-to-day maintenance of the Library, Library Books and Library Registers.

2. **LIBRARY REGISTERS :-**

   - A **Library Register** shall be maintained showing details of all books, journals, law reports, manuals, and periodicals available in the Court Library.
   - An **Issue and Return Register** shall be maintained for books issued to Judicial Officers and Staff Members.
   - Entries in the registers shall be clear, complete, and regularly updated.

3. **ISSUE AND RETURN OF BOOKS :-**

- Library books shall be issued only after proper entry in the Issue Register with date, name, designation, and signature of the individual deriving the book.
- Books shall be returned within a reasonable time. Long retention without justification shall be avoided.
- Reference books, bare acts, and frequently used law journals shall not be taken outside the Court Library without specific permission of the Presiding Officer.

4. **MAINTENANCE AND PRESERVATION :-**

- Library books shall be kept in **almirahs / racks**, properly and shall be neatly arranged number wise for easy access.
- Necessary care shall be taken to prevent damage, tearing, marking, or loss of books.
- Books should not be torn, marked, underlined, or written on, and adequate precautions must be taken to protect them from dust, moisture, termites/white ants, and insects.

5. **VERIFICATION OF LIBRARY STOCK :-**

- Physical verification of Library books shall be conducted **at least once in six months** or at the time of transfer of the official concerned.
- Any shortage, loss, or damage noticed during verification shall be immediately reported to the Presiding Officer.

6. **NEW BOOKS AND UPDATES :-**

- Newly purchased / supplied books shall be entered promptly in the Register before being placed in the Library.
- Latest law reports, amendments, and updated editions shall be kept in the Library as far as possible.

7. **TRANSFER OF CHARGE :-**

- At the time of transfer of Judicial Officers or concerned staff, proper handing over and taking over of Library books and registers shall be ensured, with written acknowledgment.

8. **ACCOUNTABILITY :-**

- Loss or damage of Library books due to negligence shall be viewed seriously, and responsibility shall be fixed as per rules.
- Judicial Officers are requested to periodically review the condition and maintenance of the Court Library.
- Where negligence is proven, liability for the loss/damage to the books will be determined according to the Rules.

9. **COMPLIANCE :-**

- All Judicial Officers and Staff Members shall strictly adhere to these instructions.
- Any deviation or negligence in maintenance of Court Library books will be viewed **seriously** and appropriate action will be initiated as per rules.

These instructions shall come into force with ***immediate effect***.

Principal District Court, W.G.,
Eluru, Dated 15-12-2025.

PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.

To

1. All the Judicial Officers in the Unit of West Godavari, with a request to circulate the same among the staff members of their respective Courts **and affix this Circular in the concerned Library of their Courts.**
2. The Secretary, DLSA., Eluru.
3. The Official Receiver, Eluru.
4. The Senior Superintendents / Superintendents, Accounts Section, Central Nazarath, P.Tr., Section, Copyist Establishment, Central Record Room, Principal District Court, West Godavari, Eluru.
5. The System In-charge (e-Courts), Principal District Court, Eluru, is hereby directed to place the same in the **website** of Principal District Court and send **e-mails** to all the Officers in the Unit of West Godavari.

DIS NO. 7334
DATE 15.12.25