

DELHI PUBLIC LIBRARY

No. DPL/DD(A)2010/39

24 November, 2010
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Office Order

Inspection report to be submitted monthly by the Zonal Heads to the Director General giving details in following areas:


1. Electricity/internet
2. Requirement of furniture or any other services
3. Cleanliness of toilet and sweeping services
4. Drinking water

All the subordinate branches are required to provide following monthly statistics by the 3rd of every month to the Central Library:

1. Increase in no. of membership
i) No. of members in the last month ii) No. of members in the current month
2. Total book collection
i) Books added this month
3. No. of books issued
4. No. of books returned
5. No. of books shelved
6. No. of readers visited the library
7. No. of readers used internet
8. No. of readers issued DVD
9. No. of books sent for binding
10. Details of readers who visited library as:

S.No.	Name	Address	Age	Subject	Qualification	Purpose of visit

Any other achievement/information.


(B.L.Meena)
Dy.Dir.(Admn)

Copy to:

1. LIO (N&W)/East/South
2. ALIOs (Ref./DBAD/ZLS)