



DELHI POLICE

STANDARD OPERATING PROCEDURE (SOP)

FUNCTIONING OF 'PRAGYAN' KNOWLEDGE CENTRE IN PHQ

1. INTRODUCTION

The facility comprising of library & mini-theatre situated at 10th floor, Bridge Area, PHQ, New Delhi shall be known as 'Pragyan' Knowledge Centre. This facility is intended to provide magazines, newspapers, books, journals etc. for capacity building of Delhi Police Personnel & their families on lending basis.

2. TIMINGS

The 'Pragyan' Knowledge Centre shall open on all working days, except Sunday, National and Gazetted holidays, as per timing given below:

- (i) Police Personnel:
 - Monday to Friday 9.30 am to 6.30 pm
- (ii) Family members/wards of Police Personnel (above 18 years of age)
 - Saturday 11:00 am to 5:00 pm

3. ELIGIBILITY

- (i) All Delhi Police personnel are eligible to avail the facility of the 'Pragyan' Knowledge Centre and borrow books on production of membership card.
- (ii) Police family members above 18 years of age are eligible to be enrolled and may borrow books after production of their smart membership card.

4. SMART CARD FEES:

- (i) The Smart card will be issued to the police personnel at a charge of Rs. 100/- which will be valid till retirement.
- (ii) The Smart card at a charge of Rs. 100/- will be issued to the family members and shall be valid for a period of three years. It can be renewed on written request, for which a renewal fee of Rs. 100/- will be charged.
- (iii) Lost smart card will be reissued on a written request from the members at cost of Rs. 100/-
- (iv) The total expenditure towards preparation of Smart Cards shall be taken from the Head of "O.E.", and the subscription amount collected towards

Smart Card from the members shall be kept/deposited under the Head of "O.E."

5. KNOWLEDGE CENTRE COMMITTEE:

The Knowledge Centre Committee shall oversee the functioning of Pragyan.

The Committee shall consist of the following officers:

1.	President	DCP/HQ-I (Welfare)
2.	Member	ACP/Welfare-IV
3.	Member	Insp. 'Pragyan' Knowledge Centre

The purchase of books, Magazines, Periodicals including online resources on latest and relevant topics as well as subscription for digital/online resources etc. will be decided by the Knowledge Centre Committee. The committee shall take into consideration the requests for purchase of books, journals, magazines received from various Distt/Unit and from police personnel while finalizing the items to purchase. The Books will be purchased under the Head of "O.E." through Welfare Unit.

6. BOOKS AND JOURNALS

The items/records to 'Pragyan' Knowledge Centre such as books, journals, newspapers, periodicals, inventory, membership etc. shall be updated on Library Management Software regularly.

7. RULES AND REGULATIONS

- (i) All the books will be issued through Library Management Software.
- (ii) Not more than 02 books at a time will be issued to the members who shall be responsible for the safe custody and return of the books.
- (iii) Books will be issued only for a period of 15 days and these must be returned on or before the due date. If the book is required for any urgent official use, it can be recalled at any time. If any book is required beyond period of 15 days, it can be reissued for further period of 07 days.
- (iv) Reference books, magazines and newspapers shall not be issued and shall be consulted only in the reading area of the 'Pragyan' knowledge centre.
- (v) Books will be issued in the name of office/branch to the Smart Card holder only. Who received such books will be responsible for their safe custody and return.

- (vi) The borrowers must return the books before proceeding on long leave, transfer, deputation, retirement from service or going abroad and obtain clearance certificate from the 'Pragyan' knowledge centre.
- (vii) Reminder for return of overdue book(s) etc. will be issued 2 days before due date. In case the books are not returned in stipulated time from the date of issue, the matter will be brought in to the notice of the Knowledge Centre Committee and monetary penalty may be levied at Rs. 05/- per day/per book for every day of delayed return.
- (viii) The Knowledge Centre will suspend its services to the defaulter(s) till the recovery is made and recovery certificate to this effect is issued.
- (ix) Overdue book(s) will not be renewed over telephone. Such book(s) has/have to be presented at the Knowledge Centre, PHQ.

8. MINI-THEATRE

The 'Pragyan' knowledge centre also has a mini-theatre with the seating capacity of 15 persons. Subscription for knowledge based online resources i.e. Discovery, National Geography, History, Animal Planet etc. for mini-theatre may be decided by the Knowledge Centre Committee. The mini-theatre will be operated and maintained by the 'Pragyan' knowledge centre staff.

9. DO'S / DON'TS

(A) 'PRAGYAN' KNOWLEDGE CENTRE.

- (i) All members are required to maintain silence in the 'Pragyan' knowledge centre.
- (ii) Personal books, brief case, bags etc. should be deposited at the designated counter before entering the 'Pragyan' knowledge centre.
- (iii) Making noise, spitting, smoking, sleeping, using Mobile phones or doing anything which may disturb other readers or which may be against the discipline of the 'Pragyan' knowledge centre is strictly prohibited.
- (iv) Any member violating rules of the 'Pragyan' knowledge centre, will be liable to lose the membership and further action will be taken, if necessary.
- (v) Borrowers are expected to keep the books in good condition. Dog-earing the pages of book, marking/writing therein with ink or pencil, underlining, writing notes, tearing/taking out pages or otherwise spoiling the books will amount to causing damage to the book. He/She shall be required to replace the book or pay the price.
- (vi) While leaving the reading table, readers should leave the reference books on the reading tables itself.

- (vii) Any damage by users to the infrastructure of the 'Pragyan' knowledge centre will be recovered from the users and disciplinary action may be initiated, in addition.
- (viii) 'Pragyan' Knowledge Centre is not a loitering area therefore such persons shall be asked to leave the premises.
- (ix) No eatables are allowed inside the 'Pragyan' Knowledge Centre.

(B) MINI-THEATRE

- (i) All members are required to maintain silence in the mini-theatre.
- (ii) Making noise, spitting, smoking, sleeping or doing anything else is strictly prohibited.
- (iii) No eatables are allowed inside the mini-theatre.
- (iv) Personal Media and unauthorised inputs are not permitted in mini-theatre.

10. DUTIES OF STAFF OF 'PRAGYAN' KNOWLEDGE CENTRE

There shall be the In-charge of the rank of Inspector (Librarian). He will perform duty as 'Pragyan' knowledge centre Incharge, assisted by subordinate staff. He shall ensure the smooth functioning of 'Pragyan' Knowledge Centre under the overall supervision of DCP/HQ-I (Welfare).

- (a) Ensuring maintenance/repairs, upkeep, including Annual Maintenance Contracts etc. in this regard, and additions to the property of 'Pragyan' Knowledge Centre.
- (b) Issue and return of books, magazines and other issuable material through relevant library software.
- (c) To collect report about reminder for return of overdue books from his subordinate staff. If required, he shall himself issue reminder in this regard and in the event of prolonged overdue he shall inform to the Knowledge Centre Committee.
- (d) Ensuring that all property of 'Pragyan' Knowledge Centre is taken on record immediately after purchase.
- (e) Initiating procedure for disposal of damaged/mutilated/obsolete/unserviceable/old editions of books/items.
- (f) Checking of periodicals, magazines and newspapers.
- (g) Physical checking of 'Pragyan' Knowledge Centre items on monthly basis.
- (h) Issue of smart membership cards to the family members/ wards of police personnel.

11. AUTHORITIES COMPETENT TO TAKE COGNIZANCE OF COMPLAINT AND IMPOSE PENALTY

The Inspector/Knowledge Center shall be competent to take cognizance of and consider all complaints regarding misbehaviour in or misuse of Knowledge Centre. He will recommend to the President, Knowledge Center Committee, penalty consisting of temporary or permanent debarment from use of the facility in the light of the circumstances and nature of complaint, as the case may be.

12. NO DUES CERTIFICATE

No Dues Certificate will be issued by the Inspector/Knowledge Center on return of all books borrowed by a member and he/she retires, proceeds on long leaves or transfer out of present posting of Delhi Police.

13. COST OF LOST /DAMAGED BOOKS

- (a) When a book is lost or damaged but is known to be in print, it shall be replaced with a new edition of the same book by the borrower at his own cost.
- (b) Replacement copy for a lost book will be accepted only if it is hard cover or in library edition and from the latest available edition.
- (c) When a book is lost but is known to be in print, publisher's current price of the book plus postal charges will be charged from the borrower, if it is not available in Delhi.
- (d) If a volume of a set of books is lost or damaged, the price of the whole set will be charged from the borrower.
- (e) In respect of un-priced/out of prints and unobtainable books, the cost will be charged at Rs. 10/- per page from the borrower.
- (f) In respect of foreign publications, current currency conversion rate will be taken into account while computing the cost in terms of Indian Rupees from the borrower.
- (g) Before borrowing/issue of book the member should check that the book is/are in good condition. If these are found mutilated or damaged on return, the member will be held responsible for the damage and he/she will have to replace the same or pay the cost of the book thereof, according to the above rules.
- (h) If a member having borrowed books, unfortunately dies without returning the books, then the competency to write off shall be governed as per delegation of financial powers to CP/Delhi.
- (i) The amount in cash collected as penalty from the borrower shall be kept/deposited under the Head of "O.E." to the Accountant/Welfare through Knowledge Centre on quarterly basis.

14. SAVINGS CLAUSE

When the Commissioner of Police, Delhi is of the opinion that it is necessary or expedient to do so, he may order, relax any of the provisions of this S.O.P.

This has the approval of the competent authority.



(Kumar Gyanesh), IPS
Deputy Commissioner of Police:
Headquarters-I/Welfare, Delhi

No. 151-300 /Record Branch/PHQ dated Delhi, the 23/01/2023.

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director/Delhi Police Academy, Delhi.
3. All Additional Commissioners of Police, Delhi.
4. OSD to C.P., Delhi.
5. All Deputy Commissioners of Police, Districts/Units including PHQ, C.P. Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi.
6. LA to CP and FA to C.P., Delhi.
7. All ACsP/Insprs./PHQ.
8. PS/Reader to C.P., Delhi.
9. HAR/PHQ.
10. Inspr. Knowledge Centre/PHQ.