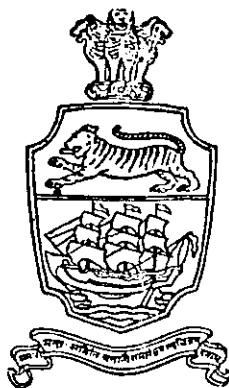


Report of the Library Committee 1976-77

Second Report

(Presented to the Assembly on the 11th April, 1977)



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West Bengal Legislative Assembly Secretariat
1977,

Contents

1. Composition of the Library Committee. (iii)
2. Introduction. (v)
3. Report and Recommendation of the Committee. 1—3

APPENDICES

- I. Memorandum to the Chief Minister submitted by the Library Committee 5—9
- II. Comparative Chart on Staffing pattern of different State Legislature Libraries 10—11
- III. Report of the Study Tour undertaken by the Library Committee 12
- IV. List of periodicals and newspapers in the West Bengal Legislature Library 13—15

(iii)

Composition of the Library Committee, 1976-77.

Chairman

Shri Satya Ghosal

Members

Shri Sankar Das Paul

Shri Sudhir Bera

Shri Sishir Kumar Sen

Shri Ganesh Hatui

Shri Jyotirmoy Mojumdar

Shri Gobinda Chatterjee

Secretariat

Shri D. N. Banerjee, *Secretary*

Shri M. M. Mallick, *Deputy Secretary*

Shri A. Bhattacharyya, *Assistant Secretary*

Shri P. K. Maulik, *Registrar*

Shri A. K. Chakraborty, *Librarian*

Shrimati S. Roy, *Assistant*

Shri B. Dutta, *Assistant.*

(v)

INTRODUCTION

1. I, the Chairman of the Library Committee, having been authorised by the Committee to submit the report on its behalf present this the Second Report of the Committee.

2. The Committee visited Burdwan University Library and Viswa Bharati Library on the 23rd, 24th July, 1976, to acquaint themselves with the methods and procedures of those libraries and held discussion with the Librarians of those libraries. Observations of the Committee will be found at Appendix III to the Report.

3. The Chairman of the Committee was invited to attend the conference of the Chairmen of the State Legislature Libraries of India held at New Delhi on the 4th and the 5th November, 1976, under the Chairmanship of Deputy Speaker of Lok Sabha. As the Chairman himself was unable to go, Shri Sudhir Bera, a member of the Committee, was deputed to attend the said conference.

4. The Committee desires to express its thanks to the Vice-Chancellors and other officials of the Burdwan University Library and Viswa Bharati Library for their earnest co-operation and valuable suggestions.

5. The Committee wishes to express its thanks to the officials of the Secretariat of the Committee for their assistance and wholehearted co-operation.

SATYA GHOSAL,
Chairman
Library Committee.

CALCUTTA:
The 11th April, 1977.

Report and Recommendation of the Committee

The modern legislator is entrusted with responsibility of not only making laws but also of critically examining the social, economic, cultural and a variety of other problems that are thrown up by the human conditions in a society. A legislator deliberates on a wide range of problems covering almost all spheres of State activity and strives to find solutions to these problems. In order that a legislator can effectively discharge his function in a modern welfare State it is necessary that he should be equipped with a huge mass of information as varied and wide in scope as the collective functions of the society as a whole. But the time at the disposal of a busy legislator can hardly give him the opportunity to sift the requisite information in which he is particularly interested from the large number of books and periodicals that may come in his way. It is therefore necessary that a legislator is provided with the right type of information in a precise form at the right place in the quickest possible time. A legislature library can only meet this unique requirement of a legislator as distinct from the requirement of an ordinary reader. The legislature library with its well-classified system of maintenance of an information cycle that encompasses all aspects of political, social, economic and cultural life in a modern State can cater to the needs of the legislators by supplying them the desired sources of information. A well organised research, reference, and documentation service is also necessary to raise the standard of debate, discussion and deliberation in the House which ultimately helps formulate the policy of the Government in different spheres of national life.

2. The first Library Committee of the West Bengal Legislative Assembly was constituted in May, 1975 with a view to looking into the affairs of the Assembly Library and effecting an all-round improvement so that it might function as a true guide to the legislators. The condition of the West Bengal Legislature Library is still far from satisfactory.

3. The West Bengal Legislature Library has a collection of almost one lakh and twenty-five thousand books including debates of different countries. It is also a regular subscriber of as many as sixty-one journals and fourteen daily newspapers. Acts of Parliament and other States are also kept in the library. Regarding classification of books, the West Bengal Legislature Library has adopted the Decimal Classification system of Dewey with some modifications.

4. The major obstacles that have created stumbling blocks to the development and expansion of the West Bengal Legislature Library are inadequacy of fund and inadequacy of space. The richness of a legislature library largely depends on the allocation of adequate fund which alone can enable the library to make essential purchases of books and equipments, etc. Information obtained from different legislature library reveals that while the sanctioned annual budgets of Rajasthan, Assam, Maharashtra and Karnataka Legislature Libraries are Rs. 25,000, 30,000, 50,000 and 70,000 respectively the annual budget estimate for West Bengal Legislature Library reflects a gloomy picture. With a disappointingly low annual allotment of Rs. 15,000 the raising of standard of library services to the desired extent becomes well-nigh impossible. Far less to speak of any purchase of essential and modern apparatuses and equipments like, Thymal chamber, Xerox machines, etc. and scientific and modern racks, folding ladders the sum does not even admit of an adequate purchase of books. Hence the Committee feels that to attain a high standard of library services in the desired way the annual allotment for the West Bengal Legislature Library

should be raised to at least Rs. 1,50,000. The Committee also feels the need of an ad-hoc grant for purchase of equipments and furniture detailed in annexure 'A' of Appendix I which have been considered essential in maintaining the legislature library in the methodical and scientific way.

5. The legislature library has to cause a lot of book binding works every year. But it has no book binding unit of its own. Necessarily it has to depend on outside book binding organisations for book binding works. Evidently this procedure results in delay and inconvenience to the Members. The Committee, therefore, feels that there should be a book binding section attached to the legislature library capable of all sorts of book binding works including works of petty repair works.

6. The Committee feels that the existing space in the library is very much inadequate to meet its requirements. This has resulted in circumstances compelling keeping of books in heaps on the floor. Efforts are, however, being made to find space in the kitchen room of the defunct canteen contiguous to the library and this, when implemented, is expected to meet the requirement to some extent. The Committee, however, feels that immediate steps should be taken by the Government to provide the legislature library with a new and suitable building.

7. To attain a high standard of efficiency which a legislature library should be capable of a systematic and scientific approach to the division of works of the library is necessary. Indeed, without division of works in the library into Research, Reference and Documentation wings no legislature library is capable of raising the standard of debates in the House and unless such division is achieved the improvement of the standard of library services seems a far cry. Unfortunately, lack of funds stands in the way of carrying into effect the desired division of works. The Committee after careful deliberation has prepared a scheme with a view to attaining development and reorganisation of the legislature library, paying down therein the essentials to be performed including division of works in the library into Research, Reference and Documentation wings as steps to reach the objective.

8. As an aid to reference work the West Bengal Legislature Library maintains press clipping services on all current and important subjects. The clippings include editorials, articles and news items of important newspapers. The library has also undertaken a service to publish a digest of State Acts.

9. The legislature library with a staff strength of only seven, four of whom belongs into class IV category is hardly capable of showing its best. The Committee in its Memorandum to the Hon'ble Chief Minister in Appendix I to the Report, has laid down the minimum requirement of staff in order to make the library serviceable, and helpful.

10. Incidentally, the Committee notes with pleasure that two members of the staff of the West Bengal Legislature Library have recently received specialised training on Librarianship organised by the Bureau of Parliamentary Studies and Training, under the guidance of the Lok Sabha Secretariat.

11. The Committee notes with concern that in many cases repeated appeals to some users who borrowed books from library, for return of books proved abortive and failed to receive any response. The existing rules relating to the West Bengal Legislature Library in this regard are helpless to provide any remedy in the matter of recovery of books from borrowers. The Committee

recommends that it is high time that suitable amendments in the line of the existing rules of the Parliament Library in this regard should be incorporated in the rules for the West Bengal Legislature Library, so that effective steps may be taken against the defaulters as early as possible.

12. Since constitution of Legislature Library Committee selection of books for the library is mostly made by the Committee. The library has been enriched with an addition of 1,182 books purchased during the year on the recommendation of the Committee.

13. The Committee holds that the schemes detailed in the Memorandum submitted to Hon'ble the Chief Minister (Appendix I) contains the minimum requirements and the same must be fulfilled, if the attainment of a high standard of library services is at all desired.

14. The Chairman and the Members of the Committee met the Hon'ble Chief Minister and held discussion with him regarding the above scheme for planned development and reorganisation of the library as contained in the said Memorandum. The Hon'ble Chief Minister was pleased to give a careful consideration to the scheme and to the requirements necessary to make the scheme a success, and he assured a sympathetic consideration regarding sanction of the fund required to implement the scheme.

15. The Committee fervently hopes that necessary Government sanction regarding fund and personnel may be obtained in no time and the scheme be implemented in the way of achieving the much-desired efficiency in the library services of the West Bengal Legislature Library.

SATYA GHOSAL,
Chairman.

D. N. BANERJEE,
Secretary.

CALCUTTA :
The 11th April, 1977.

APPENDIX I

To

The Hon'ble Chief Minister
West Bengal.

SIR,

We, the members of the Library Committee of the West Bengal Legislative Assembly, have the honour to approach you with the following facts for favour of your information and necessary action:

The State Legislative Assembly no doubt plays an important role in shaping the destiny of the State. With a collection of about 120,000 books, a regular subscriber of as many as 53 journals and 16 daily newspapers this Library, denied of modern apparatus and essential equipments, and pitifully suffering from inadequacy of staff, is far lagging behind other important libraries in the State in scientific and modern method and system of maintenance and preservation of books and journals, mainly due to non-availability of financial resources. Indeed, such an important library should be maintained properly if it is to be maintained at all, and financial involvement should not stand in the way. This Library with a staff strength of only seven, four of whom belonging to Class IV category, does not have any scientific system of division of work. Proper maintenance of the library in a systematic order requires internal division of the library into three wings, namely, Library wing, Reference and Documentation wing and Research and Preservation wing with an appropriate staffing pattern and scales of pay and allotment of duties as may be found in Annexure A. Shorn of costly apparatus like thymol chamber, xerox, etc., Annexure B contains a list of essential apparatus and furniture required to augment the strength and efficiency of each unit of division. Execution of schemes detailed for items of work in Annexure A involves an annual expenditure of Rs. 1,25,000 (including existing expenditure of Rs. 25,000) and an *ad hoc* expenditure of Rs. 32,800 for items of work in Annexure B.

2. The Committee feels that the schemes detailed in Annexures A and B are the minimum requirements that can make the Library really serviceable, more helpful and worthy of its existence.

Synopsis of staffing patterns: Chief Librarian-cum-Research Officer—1, Librarian—1, Research and Reference Assistant—2, U. D. Assistant—5, Cataloguer—1, L. D. Assistant—6, Typist—1, Record Supplier—3, Daftries—2, Peon—4, Farash—4.

Financial involvement—Rs. 1,25,000 (Annexure A enclosed).

Apparatus and Furniture : Financial involvement—Rs. 32,800 (Annexure B enclosed).

Yours faithfully,
SATYA GHOSAL
SANKAR DAS PAUL
SUDHIR BERA
JYOTIRMOY MOZUMDAR
GANESH HATUI
SISHIR KUMAR SEN
GOBINDA CHATTERJEE

ANNEXURE A

Proposed set-up of West Bengal Legislature Library

Chief Librarian-cum-Research Officer—1 Post

(Scale of pay—Rs. 475—1,150 plus Special pay Rs. 100.)

A. Librarian—1 post (Scale of pay—Rs. 425—825).	B. Reference Assistant Documentalist—1 post (Scale of pay—Rs. 525—700)	C. Research Assistant— 1 post (Scale of pay—Rs. 525—700)
(1) U. D. Assistant—1 post (Scale of pay—Rs. 330—550 or Rs. 375—650)	(1) U. D. Assistant—2 posts	(1) U. D. Assistant—2 posts
(2) Cataloguer—1 post (Scale of pay—Rs. 300—600)	(2) Typist—1 post (Scale of pay—Same as L. D. Asstt.)	(2) Peon—1 post
(3) L. D. Asstt.—6 posts (Scale of pay—Rs. 230—425)	(3) Record Supplier—1 post	
(4) Record Supplier—2 posts (Scale of pay—Rs. 160—250)	(4) Peon—1 post	
(5) Duftry—2 posts (Scale of pay—Rs. 145—230)		
(6) Peon—2 posts (Scale of pay—Rs. 135—180)		
(7) Farash—4 posts (Scale of pay—Same as Peon)		
Total proposed posts	..	32

Duties**A. Library Branch**

- | | |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) Librarian .. | .. Branch-in-charge and supervising duties in Library Branch. |
| (2) U. D. Assistant—(1) | .. Accession of books, Library Committee's work, subscription to journals, etc., purchase of books, etc., miscellaneous correspondences, payment of bills for binding of books, etc. |
| (3) Cataloguer .. | .. Classification of books, cataloguing of books, indexing of Acts and Bills. |
| (4) L. D. Assistant | .. (i) Maintenance of issue register, issuing reminders for outstanding library books, etc., preparation for binding of books, etc. |
| | .. (ii) Maintenance of sets of journals, magazines, Law Reports, etc., looking after regular supply of newspapers. |
| | .. (iii) Maintenance of full sets of India and Calcutta Gazettes, and preparation of indexing thereof, acknowledgement of different publications, purchase of census reports and Codes. |
| | .. (iv) Maintenance of full set of Debates of Lok Sabha, Rajya Sabha and different State Legislatures, Papers of House of Lords and Commons and P. G. Acts. |

Duties—*concl'd.*

- .. (v) Maintenance of full set of Acts and Bills of Parliament and State Legislatures and preparation of indexing thereof, incorporation of correction slips in Codes, Acts, Rules, etc.
- .. (vi) Maintenance of full sets of Committee Reports of Parliament and different State Legislatures, purchase of India Budget and different State Governments Budgets.
- (5) Record Suppliers—2 posts Supply of books, etc., to the readers and restoration of books and papers, other ancillary jobs allotted from time to time by Librarian.
- (6) Duftry—2 posts .. Light binding works, etc.
- (7) Farash—2 posts .. Cleaning of books and papers, etc.
- (8) Peon—2 posts

B. Reference and Documentation Branch

- (1) Reference Assistant and Branch-in-charge and supervising job. Documentalist.
- (2) U. D. Assistant .. (1) Reference and documentation from all kinds of journals, proceedings of the House, India and Calcutta Gazettes, Acts, collection of information from newspapers regarding reports of the Committees and Commissions appointed by Central and State Governments.
- .. (2) Paper clipping from newspapers, reference, documentation from Law reports, legal journals and reference books, bibliography.
- (3) Record Supplier—1 post .. Supply of books, etc., for documentation etc.
- (4) Peon—1 post

C. Research and Preservation Branch

- (1) Research Assistant .. Supervising works.
- (2) U. D. Assistant—2 posts .. (i) Preparation of background papers for day to day House works.
- .. (ii) Preparation of Quarterly Library Bulletin,
- .. (iii) Publication of a journal,
- .. (iv) Help Research students in their studies.
- (3) Peon—1 post

Estimated Yearly Expenditure

	Rs.
(a) Pay 	1,00,500
(b) H. R. A.	10,200
(c) D. A. 	11,200
(d) Medical Allowances	3,100
	1,25,000

Present Strength

1. Librarian	1 post
2. Library Assistant	1 post
3. Record Supplier	1 post
4. Peon	4 posts

Estimated expenditure for present staff—Rs. 25,000.

Estimated additional yearly liability for proposed set-up (Rs. 1,25,000—25,000)—
Rs. 1,00,000.

ANNEXURE B

Furniture

	Rs.
1. Fumigation Chamber—5' × 2½' × 22"—2 pieces at Rs. 1,000 each ..	2,000
2. Adjustable Steel Racks—5' × 4' × 18"—20 pieces at Rs. 600 each ..	12,000
3. Display-cum-Storage Racks—5' × 4' × 22"—15 pieces at Rs. 600 each ..	9,000
4. Folding Ladder—4 pieces at Rs. 450 each	1,800
5. Map Cabinet or Plant Cabinet—2 pieces at Rs. 1,000 each	2,000
6. Duplicating Machine—1 piece at Rs. 6,000	6,000
Total ..	32,800

APPENDIX II

Comparative Chart on Staffing pattern of different State Legislature Libraries

Name of States	Total No. of books	Total No. of journals and daily newspapers	Annual Budget	Present staffing pattern and scales	Research and Documentation Services	Modern equipments	Remarks
1	2	3	4	5	6	7	8
			Rs.				
(1) Rajasthan	43,718	(1) Journal .. 122 (2) Daily newspaper. 14 (3) Journal (Fr) 10 <hr/> 146	25,000	Total—11 (1) R.R.O. 930—1,500 (2) L.O. .. 750—1,350 (3) U.D.C. .. 440—770 (4) L.D.C. .. 355—570 (5) L. Boy .. 255—420 (6) IV .. 240—290	Rs Press clipping .. (1) 2 Hindi. 5 Eng. and 68 Files.	No.	
(2) Maharashtra	75,000	(1) Journal 180 (2) Newspaper 49	50,000	Total—17 (gr.) (1) Lib. .. 380—830 (2) D. Lib. 260—520 (3) Asstt. .. 190—450 (4) Clerks .. 115—215 (5) Duftries 85—120 (6) Peon .. 75—100	.. Press clipping .. (1) 49 Newspaper in classified way. (2) Documentation and Research works. (3) Publication.	No.	
(3) Bihar ..	75,000	(1) Journal .. 42 (Sub) 42 (Fra) (2) Newspaper 22 ..	20,000	Total—23 .. (1) U. Sy... 890—1,415 (2) R.O. .. 670—1,155 (3) S.O. .. 580—840 (4) L.A. .. 400—660 (5) A. Lib. 206—400 (6) Cata. .. 206—460 (7) Typist 244—315 (8) L. Asstt. 180—282 (9) Duftries 165—204 (10) Peon .. 155—190	There is reserach and Reference Department attached to the Library.	No.	

(4) Assam ..	50,000	Journal .. 40 Newspaper .. 13	30,000	Total—8	Press clipping, Research No. and Reference Sec.
				(1) Lib. .. 8 (2) Asstt. Lib. Gazetted	
(5) Gujrat ..	41,316	Journal .. 185 Newspaper .. 36	15,000	Total—9	Small Research Wing— No. 100 files maintained for paper clipping from 5 Newspapers.
				(1) Lib. .. 350—700 (2) R.A. .. 325—575 (3) Asstt. Lib. 200—490 (4) Clerk Ty. 130—240 (5) Clerk .. 260—400 (6) Peon .. 196—232	Publication.
(6) Karnataka	34,437	Journal .. 83 Newspaper .. 20	10,000 for Pesio. 60,000 for pur.	Total—20	R.R. Sec. and Pub. .. Yes.
				(1) U. Scy. 400—950 (Gr.) (2) S.O. .. 300—700 (B) (3) R.A. .. 250—500 (4) T.A. .. 250—500 (5) Asstt. .. 160—350 (6) Jr. Asstt. 90—200 (7) Typist .. 90—200 (8) Attendant 80—145	
(7) U.P. —	239,000	Journal .. 175 ..	60,000	Total—29'	Research Reference and Yes. Documentaries includ- ing Publication.
				(1) Lib. .. 1,000—1,350 (2) D/Lib. .. 450—850 (3) A/Lib. .. 350—700 (4) R/Asstt. 350—700—3 posts. (5) Catalogue 300—550—2 posts. (6) L.D.A. .. 280—450—9 posts. (7) Typists 200—320—I (8) Other .. 170—225—II	

APPENDIX . III

Report of the Study Tour of the Library Committee

To be apprised of the administrative set up of Burdwan University Library and the Viswa-Bharati Library and the method of documentation and preservation of books, journals adopted and followed there. The Library Committee of the West Bengal Legislative Assembly undertook tour of those Universities on the 23rd and the 24th July 1976. The tour was doubtless instructive and informative at the same time.

Burdwan University Library goes ahead with its modern and scientific system of preservation and maintenance of books and journals. Having a collection of about one lakh books and with a staff strength of forty-seven, the Library has several divisions namely acquisition and catalogue section, periodical section, book loan centre section, reference section and section of Government records. The works in the library have been suitably distributed among 47 persons employed there. Annual budget estimate for the library is Rs. 4.80 lakhs.

There is, however, no separate documentation section at present.. It was learnt that the library would start documentation work with one machine very soon. For the purpose of documentation the library subscribes 850 journals.

For preservation of books, journals, etc., thymal chamber is used in the Burdwan library. Naphthalline cakes, tobacco leaves and Neem leaves are also used for preservation of books from white ants, etc. To achieve that end recourse is also had to dusting and spraying.

Viswa-Bharati Library : Besides a Central Library having a collection of three lakhs of books there are several other libraries attached to different departments of this University, namely, China Library at China Bhawan, Japan Library and Hindi Library at Hindi Bhawan. Staffing pattern in the library of this University is the same as in Burdwan University Library. The number of personnel employed there is at present 49.

Salaries and other benefits of both Burdwan University Library and Viswa-Bharati Library are governed by the U. G. C. Scheme.

The Deputy Librarian of Burdwan University suggested that there should be a documentation section with one documentation officer and four more persons as members of the staff in the West Bengal Legislative Assembly.

He laid stress on the requirement of one Xerox machine for the documentation section.

The Librarian of Viswa-Bharati suggested that there should be a research division besides a documentation section, and a joint section with one Reference Officer who will also perform the work of journals, one typist and one mechanical hand in the West Bengal Legislative Assembly Library for its improvement. For preservation of books in the library he also suggested exhausting fans.

APPENDIX IV

**List of periodicals and newspapers subscribed by the West Bengal
Legislature Library.***Indian Journals*

1. Economic and Political Weekly.
2. Eastern Economist (Weekly).
3. Asian Recorder (Weekly).
4. West Bengal (Weekly).
5. Paschim Banga (Bengali Weekly).
6. Modern Review (Monthly).
7. Indian Labour Journal (Monthly).
8. U. N. Monthly Chronicle (Monthly).
9. Foreign Affairs Reports (Monthly).
10. Reserve Bank of India Bulletin (Monthly).
11. Agricultural Situation in India (Monthly).
12. Indian Journal of Public Administration (Quarterly).
13. Journal of Parliamentary Information (Quarterly).
14. Journal of Constitutional and Parliamentary Studies (Quarterly).
15. Education Quarterly.
16. Journal of Society for Study of State Government (Quarterly).
17. Bengal Past and Present (Half-yearly).
18. Yojana (Fortnightly).
19. Documentation Fortnightly.
20. Digest of Central Acts (Quarterly).
21. Constitutional Cases (Quarterly).
22. Data India (Weekly).
23. Sunday (Weekly).

British Journals

1. The Economist (Weekly).
2. New Statesman (Weekly).
3. Kessing's Contemporary Archive (Weekly).
4. Parliamentary Affairs (Quarterly).
5. Political Quarterly.
6. Guardian Weekly.
7. Public Law (Quarterly).
8. International Comparative Law Quarterly.
9. Survey of Current Affairs (Fortnightly).

American and Other Journals

1. Time (Weekly).
2. Reader's Digest (Monthly).
3. Harvard Law Review (Monthly).
4. Current History (Monthly).
5. Foreign Affairs (Quarterly).
6. International Financial Statistics (Quarterly).
7. German Tribune.
8. Staff Papers (Quarterly).

Law Journals

1. Supreme Court Journals (Fortnightly).
2. Supreme Court Reports (Monthly).
3. Supreme Court Decisions (Monthly).
4. Labour and Industrial Cases (Monthly).
5. Privilege Digest (Quarterly).
6. All India Reporter (Monthly).
7. Indian Law Reports—Allahabad Series (Monthly).

8. Indian Law Reports—Andhra Pradesh Series (Monthly).
9. Indian Law Reports—Assam Series (Monthly).
10. Indian Law Reports—Bombay Series (Monthly).
11. Indian Law Reports—Calcutta Series (Monthly).
12. Indian Law Reports—Cuttack Series (Monthly).
13. Indian Law Reports—Kerala Series (Monthly).
14. Indian Law Reports—Madras Series (Monthly).
15. Indian Law Reports—Madhya Pradesh Series (Monthly).
16. Indian Law Reports—Patna Series (Monthly).
17. Indian Law Reports—Punjab and Haryana (Monthly).
18. Calcutta Weekly Notes (Weekly).
19. All England Law Reports (Weekly).
20. The Unreported Judgments (Fortnightly).
21. The All India Services Law Journals (Monthly).

Newspapers

1. Statesman.
2. Amrita Bazar Patrika.
3. Hindusthan Standard.
4. Hindusthan Times.
5. Financial Express.
6. Economic Times.
7. Ananda Bazar Patrika (Bengali).
8. Jugantar (Bengali).
9. Dainik Basumati (Bengali).
10. Satyayug (Bengali).
11. Kalantar (Bengali).
12. Biswamitra (Hindi).
13. Razona Hind (Urdu).
14. Paigam (Bengali).