

**GOVT. OF NCT OF DELHI
DIRECTORATE OF EDUCATION:
LIBRARY BRANCH
OLD SECRETARIAT, DELHI -110054
Email ID:-edu.librarybranch@gmail.com**

No. DE /101/11/Lib.Br./2017/115

Dated 23.02.2018

CIRCULAR

Subject: Guidelines on maintenance of records of codal formalities followed for purchase of Books under the Head "Improvement of Libraries 2202 02 106 8800 21" during the Mega Book Fair organised by the Directorate of Education from 20/1/18 to 2/2/18.

1. A Mega Book Fair was organised by the Directorate of Education from 20/1/18 to 2/2/18 for all the Govt. schools of the Directorate for procurement of books for the School Library under the Head "Improvement of Libraries—2202 02 106 8800 21".
2. All the Heads of the Schools are hereby directed to place the following on record :-
 - (i) Circular No. DE /101/11/Lib.Br./2017/109 dated 18/01/2018 along with all its enclosures highlighting the fund allotted to the school.
 - (ii) Order of the competent authority at school level for setting up the committee/Committees at each level for purchase of Library books as specified in the circular mentioned at point 1 above.
 - (iii) The list of books chosen/ordered through the online module "Mega Book Fair2017-18" duly signed by each and every member of the respective Committee set up for the purpose.
 - (iv) The minutes of the meeting w.r.t the purchase of books subject to the limit of the fund allocated to the school.
 - (v) Hard copy of invoices of books of each Publisher ordered through the online module duly signed by the Head of the school and the members of the respective Committee/Committees.

- (vi) Hard copy of the Online certificates issued by the Head of the School to each Publisher upon receipt of books from them in good physical condition . These should be signed by the Head of school.
- (vii) Entries of all books purchased should be made in Accession registers as specified in Circular DE /101/11/Lib.Br./2017/109 dated 18/01/2018 (see point –Class room library for Nursery to V , Library in select 400 Schools and Library for Senior Sec. at page no. 5&6 of the circular)

3. Details to be filled in Accession Register:-

S.No	Detail to be Filled	Directions
(i)	Bill Number	HOS is directed to give serial number to each invoice. This will serve as the 'Bill No' required to fill in the Accession Register.
(ii)	Date of purchase	The date of visit of the school to the Mega Book Fair held from 20/01/2018 to 02/02/2018 at Govt. Co-ed SV ,Dwarka ,Sector-22
(iii)	Date of Receiving of Books	Date of receiving of books would be the date when the school receives the Books from Publisher.
(iv)	Cost of Books	Price printed on the Books may be entered in the Cost column of the register.
(v)	Source	Head for purchase of Books to be written as "Improvement of School Library "with the note that the Books were purchased through Mega Book Fair organized by Directorate Of Education and the Payment made to each of the Publisher Centrally through Planning Branch (HQ).

4. All the documents mentioned in point 2 above will be audited in due course.

Strict compliance of above may be ensured. Send your query, if any to edu.librarybranch@gmail.com

This issues with the prior approval of the competent authority

Anima Horo
23/2/18
Anima Horo
DDE (Library)

All Heads of Government Schools through DEL E

No. DE /101/11/Lib.Br./2017/ 115

Dated 23/2/18

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OSD(Library Branch)