Govt. of NCT Delhi
Directorate of Education
Library Branch, Old Sectt.
Delhi – 110054

Ref: DE/101/11/Lib.Br/2017/ 119

Date: 16/03/2018

PUBLIC CIRCULAR

Subject: **Procurement of Books for Libraries of all Govt. Schools of DOE**

Reference: Public Circular No. DE/101/11/Lib.Br/2017/105, dt. 16/01/2018
                     Public Circular No. DE/101/11/Lib.Br/2017/116, dt. 23/02/2018

1. Consequent upon the organization of the Book Fair from 20/01/2018 to 02/02/2018, selected publishers were directed to supply the books to individual schools. The last date of delivery during the first phase, was extended to 13/03/2018. However, it has come to the notice of the Directorate that many publishers are yet to supply the Books.

2. The second phase of the delivery of books will be open from 17/03/2018 to 23/03/2018. During this period, the books yet to be delivered may be supplied and the Bills be raised during the same financial year.

3. Schools have been directed to accept delivery of books ordered during the Mega Book Fair organized from 20/01/2018 to 02/02/2018 in a continuum (phase wise).

4. All Publishers are hereby requested to raise the School-wise consolidated Bill for the Books delivered in the first phase upto 13/3/18, as appearing in the online module under " **SCHOOL-WISE BILL REPORT** ".
The Bill should be raised on the official Letter Head duly endorsed by the authorized person.
The same may be submitted in duplicate in the Library Branch, Directorate of Education, Govt. of NCT Delhi, Old Sectt. by 19/03/2018 (5p.m.).

It may also be noted that the consolidated bill for the books delivered in the second phase upto 23/03/2018, may be raised in a similar manner and submitted by 28/03/2018, positively.

This issues with the approval of the competent authority.

Renu Sharma

Regional Director (Library)

NO. DE/101/11/Lib.Br/2017/ 119   Date: 16/3/18

All Heads of Government Schools through DEL-E

Copy to:-

1. PS to Secretary (Education)
2. PS to Director of Education
3. PS to Addl DE (Schools)
4. All RDE/DDE (District/Zone)
5. OS (IT) for uploading on MIS
6. Guard File

Mythili Bector

Mythili Bector
OSD (Library Branch)