

GOVT. OF NCT OF DELHI  
DIRECTORATE OF EDUCATION  
LIBRARY BRANCH  
OLD SECRETARIAT, DELHI  
([edu.librarybranch@gmail.com](mailto:edu.librarybranch@gmail.com))

DE/101/11/Lib.Br/2017/120

Date: 16/03/2018

**CIRCULAR**

**Subject: Procurement of Books from Mega Book Fair 2017-2018 organized by Directorate of Education**

1. Now that the First Phase of delivery of books is over as on 13/03/2018 , the Heads of all Schools of Directorate of Education are hereby directed to submit the following information in the **hard copy** only :-
  - (i) Print out of "**PUBLISHER-WISE BILL REPORT**" appearing on the online module Mega Book Fair module 2017-2018, on the School Letter Head. This report should reflect **Grand Total** and should also be duly endorsed with the following certificate from the Head of School:-  
"**This is to certify that the above mentioned details are factual and accurate**".
  - (ii) The requisite information complete in all respect should reach the Library Branch by **19/03/2018 upto 5p.m.**
2. Heads of Schools are hereby informed that Publishers have been directed to continue the delivery of Books in the **Second Phase from 17/03/2018 to 23/03/2018**. (refer Public Circular No.**DE/101/11/Lib.Br/2017/119** dated **16/03/2017**). They are hereby directed to accept delivery of Books in the second phase upto **23/03/2018** for which Bills will be raised in this Financial year.
3. The online module for **Mega Book Fair 2017-2018** shall be **Re-Opened** on **19/03/2018** for the second phase and the process of receiving and freezing for the second phase must be completed by **24/03/2018** positively.

*RA*

4. The " **Publisher-Wise Bill Report** " for the second phase should be submitted in the same format as indicated in pt.1 (i) above to Library Branch by 26/03/2017 (upto 5p.m).

5. Important Points to be noted:-

(i) First phase: Books delivered upto 13/03/2018

Print out of "**Publisher-Wise Bill Report**" generated online as indicated in point 1(i) must be submitted to Library Branch by 19/03/2018 (upto 5 p.m.).

(ii) Second phase: Books delivered upto 23/03/2018

Print out of "**Publisher-Wise Bill Report**" generated online as indicated in point 1(i) must be submitted to Library Branch by 26/03/2018 (upto 5 p.m.).

This issues with the prior approval of the competent authority.

*RSh*  
16/3/18

Renu Sharma

Regional Director (Library)

NO. DE/101/11/Lib.Br/2017/120

Date: 16/03/2018

All Heads of Government Schools through DEL-E

1. PS to Secretary (Education)
2. PS to Director (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*  
16/3/18

Mythili Bector  
OSD (Library Branch)