

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

NO. DE/101/28/Lib.Br/Procurement of Books/2019-20/836

Date: 09.10.19

CIRCULAR

Subject: - Entry at school level in the Online Module of Mega Book Fair-III (2019-20) for Procurement of Books under the Head "Improvement of School Libraries- Supply and Material 2202 02 106 88 00 21"

Reference: - Circular No. DE/101/28/Lib.Br/Procurement of Books/2019-20/ 796 dated 04/09/2019

Mega Book Fair- III (2019-20) is being organized from **01/10/2019 to 11/10/2019 at School of Excellence, Rohini, Sector – 23 (School ID: 1413342)** for all the Govt. Schools under the Directorate of Education, for procurement of Books of General reading for the School Libraries.

All the Heads of Schools are hereby informed that the Online Module "**Mega Book Fair-III (2019-20)**" has been uploaded on MIS.

The pathway to the module is as follows: -

School Plant => Entry Form => Mega Book fair- III (2019-20).

The Index page of the Module and the steps required for making entries in the Online Module for procuring books of General Reading is enclosed in **Annexure – 1.**

All the Heads of Schools are hereby directed to

- i) ensure that the visit of their Library Purchase Committee to Mega Book fair -III (2019-20) is strictly as per schedule already given.
- ii) fill in their demand of Books of General Reading of various Publishers, as per their choice and within their budget allocation, on or before 21st October 2019.

All the Deputy Directors of Education (District) must ensure that Schools in their jurisdiction are complying with the directions for entry in the Online Module for Procurement of Books under the Head "Improvement of School Libraries- Supply and Material", well within the timeframe.

This issues with the prior approval of the Competent Authority.

ANIMA HORO
9.10.19

Anima Horo
DDE (Library)

Encl – Annexure 1 (Pg. 3-16)

All Heads of Government Schools through DEL-E

NO.DE/101/28/Lib.Br/Procurement of Books/2019-20/836 Date: 09.10.19

1. PS to Secretary (Education)
2. PA to Director (Education)
3. PA to Spl. Director (Admin)
4. PA to Addl. Director (Schools)
5. Jt. Director (IT)
6. All RDEs
7. DDE (Planning)
8. All DDEs (District/Zone)
9. OS (IT) for uploading on MIS
10. Guard File.

Mythili Bector
9.10.19

Mythili Bector
OSD (Library Branch)

ANNEXURE-1

STEPS REQUIRED FOR MAKING ENTRIES IN THE ONLINE MODULE FOR PROCUREMENT OF BOOKS.

MEGA BOOK FAIR-III (2019-20)		
INDEX PAGE		
I	Subject Reading - Amount Entry form	<u>Open Page</u>
II	Subject Reading -Declaration form	<u>Open Page</u>
III	General Reading - Level wise & Publisher wise Book Entry Form	<u>Open Page</u>
IV	General Reading - Level wise & Publisher wise Book Update Form	<u>Open Page</u>
V	General Reading -Level wise & Publisher wise Approval Form	<u>Open Page</u>
VI	General Reading -Level wise & Publisher wise Invoice Report	<u>Open Page</u>
VII	General Reading -Level wise & Publisher wise Book receiving form	<u>Open Page</u>
VIII	General Reading -Level wise & Publisher wise Book Freezing Form	<u>Open Page</u>
IX	General Reading -Level wise & Publisher wise Bill Generation	<u>Open Page</u>
X	General Reading -Consolidated Bill report	<u>Open Page</u>

STEP-I SUBJECT READING - AMOUNT ENTRY FORM

<u>Index-Page</u>	
Subject Reading Amount Entry Form (2019-20)	
School to keep it in the Record File of Mega Book Fair-III	
Total Cost of Books	
Net Cost	
Save	

Click **"Save"** to view Subject Reading Declaration Form.

STEP-II SUBJECT READING - DECLARATION FORM

DIRECTORATE OF EDUCATION (Govt. Of NCT, Delhi) Subject Reading-Declaration Form School Name & ID :- Mori Gate, No.1-SV-1207022	
Total Cost of Books	Net Cost of Books
520.00	400.00
This is to certify that the books of Subject Reading have been procured from the recommended list of books vide Circular No.DE/(101)/28/Lib Br/procurement of books/2019-20/523 Dated:01/07/2019 HOS Sign & Stamp:----- Print	

STEP-III GENERAL READING – LEVEL-WISE & PUBLISHER-WISE BOOK ENTRY FORM

a)

enReadEntryForm.aspx

<u>Index-Page</u>	
General Reading -(Level wise & Publisher wise Book Entry Form)	
Select Class/Level	☐ Pre-Primary ☐ Primary ☐ VI-VIII ☐ IX-X ☐ XI-XII

Select Class/Level to view
Publisher Wise details.

b)

Index-Page
General Reading -(Level wise & Publisher wise Book Entry Form)

Select Class/Level: ☐ Pre-Primary ☐ Primary ☐ VI-VIII ☐ IX-X ☐ XI-XII

Select Publisher Name:

Alloted Amount :-

Select
 ABC
 DCE
 FGH
 JKL

Select name of Publisher from Drop Box to make Book entries.

c)

Index-Page
General Reading -(Level wise & Publisher wise Book Entry Form)

Select Class/Level: ☐ Pre-Primary ☐ Primary ☐ VI-VIII ☐ IX-X ☐ XI-XII

Select Publisher Name:

Alloted Amount :-60000.00 Remaining Amount:-59250.00

Select All	Sno	Title	Language	Publication Year/Reprint	Print Price	Price after Discount	No. of Copies	Total Cost after Discount	Calculate
☐	1	XYZ	English	2018	120.00	102.00			Calculate
☐	2	MNB	English	2018	120.00	102.00			Calculate
☐	3	PKL	English	2018	95.00	80.75			Calculate
☐	4	LMN	English	2014	90.00	76.50			Calculate
☐	5	BKL	English	2018	75.00	63.75			Calculate
☐	6	GFT	English	2018	60.00	51.00			Calculate

Press "Calculate" after entering No. of copies to get Total Cost after discount, for each "Book/Title".

d)

Index-Page								
General Reading -(Level wise & Publisher wise Book Entry Form)								
Select Class/Level		☒ Pre-Primary ☐ Primary ☐ VI-VIII ☐ IX-X ☐ XI-XII						
Select Publisher Name		XYZ						
Alloted Amount :-160000.00		Remaining Amount:-159250.00						
Sno	PubId	Title	Language	Publication Year/Reprint	Print Price	Price after Discount	No. of Copies	Total Cost after Discour
1	1031	JKL	English	2018	120.00	102.00	2	204
2	1031	YZA	English	2018	120.00	102.00	3	306

Note:

1. If any change is needed, then go back to "STEP III (c)" and re-enter the data.
2. Once all entries are confirmed, Press "SAVE" and then move to "STEP IV".

STEP-IV GENERAL READING – LEVEL-WISE & PUBLISHER-WISE BOOK UPDATE FORM

a)

Index-Page	
General Reading -(Level wise & Publisher wise Book UpdateForm)	
Select Class/Level	☒ Pre-Primary ☐ Primary ☐ VI-VIII ☐ IX-X ☐ XI-XII

"STEP IV" to be used only if UPDATION is required in entries made in "STEP III" Otherwise move to "STEP V".

b)

Index-Page									
General Reading -(Level wise & Publisher wise Book UpdateForm)									
Select Class/Level		☐ Pre-Primary ☐ Primary ☐ VI-VIII ☐ IX-X ☐ XI-XII							
Select Publisher Name		ABC							
Alloted Amount :-160000.00		Remaining Amount:-58740.00							
Select All	Sno	Title	Language	Publication Year/Reprint	Print Price	Price after Discount	No. of Copies	Total Cost after Discount	Calculate
☐	1	XYZ	English	2018	120.00	102.00	2	204.00	Calculate
☐	2	MNB	English	2018	120.00	102.00	3	306.00	Calculate
Update									

Press "Calculate" after re-entering the no. of copies to get total cost after discount for each "Book/Title" and then click "Update" button.

STEP-V GENERAL READING – LEVEL-WISE & PUBLISHER-WISE APPROVAL FORM

a)

enRegistRP-01 12.12.2018

Index-Page	
General Reading -(Level wise,Publisher wise Approval Form)	
Select Class/Level	☐ Pre-Primary ☐ Primary ☐ VI-VIII ☐ IX-X ☐ XI-XII

b)

Index-Page					
General Reading -(Level wise,Publisher wise Approval Form)					
Select Class/Level	☒ Pre-Primary ☐ Primary ☐ VI-VIII ☐ IX-X ☐ XI-XII				
Select Publisher Name	Select Select ABC DEF IJK LMN				

c)

Index-Page							
General Reading -(Level wise,Publisher wise Approval Form)							
Select Class/Level	☒ Pre-Primary ☐ Primary ☐ VI-VIII ☐ IX-X ☐ XI-XII						
Select Publisher Name	ABC						
Sno	Title	Language	Publication Year/Reprint	Print Price	Price after Discount	No. of Copies	Total Cost after Discount
1	XYZ	English	2018	120.00	102.00	4	408.00
2	MNB	English	2018	120.00	102.00	3	306.00
Total						7	714
Approve							

If "Approve" button is clicked, a dialogue box will be open as below.

d)

Index-Page

General Reading -(Level wise)

Select Class/Level: Pre-Primary Primary VI-VIII IX-X XI-XII

Select Publisher Name: ABC

Sno	Title	Language	Publication Year/Reprint	Print Price	Price after Discount	No. of Copies	Total Cost after Discount
1	XYZ	English	2018	120.00	102.00	4	408.00
2	MNB	English	2018	120.00	102.00	3	306.00
Total						7	714

Approve

1. If any change is required Press "CANCEL" and re-enter the data in STEP IV (a). Then move to STEP V.
2. If you Press "OK", data will be submitted and no change can be made.

e)

DIRECTORATE OF EDUCATION
(Govt. Of NCT, Delhi)
Invoice
Publisher wise Invoice Report

Name of the Publisher : ABC

School Name & ID :- Mori Gate, No.1-SV-1207022

S.No.	Title	Language	Publication Year/Reprint	Print Price	Price after Discount	No. of Quantity	Total cost after Discount
1	XYZ	Hindi	2019	80.00	64.00	4	256.00
Total				80	64	4	256

Print

STEP-VI GENERAL READING – LEVEL-WISE & PUBLISHER-WISE INVOICE REPORT

a)

Index Page

Level wise & Publisher wise Invoice Report

Select Class Type Pre-Primary Primary VI-VIII IX-X XI-XII

Next

b)

Click	PubId	Publication Name	Qty. Ordered	Amount
	1031	ABC	7	714.00

Upon clicking each level, Drop Box will show entries of selected publishers of that level.

c)

Click	PubId	Publication Name	Qty. Ordered	Amount
	1007	ABC	4	256.00

DIRECTORATE OF EDUCATION
(Govt. Of NCT, Delhi)
Publisher wise Invoice Report

Name of the Publisher : ABC

School Name & ID :-Mori Gate, No.1-SV-1207022

S.No.	Title	Qty. Ordered	Print Price	Price after Discount	Amount
1	XYZ	4	80.00	64.0000	256.00
Total		4			256

Print

Upon clicking of "PLUS (+)" sign above, sheet(s) will open & show Publisher-Wise approved Books.

STEP – VII GENERAL READING – LEVEL-WISE & PUBLISHER-WISE BOOK RECEIVING FORM

a)

Index-Page					
General Reading -(Level wise & Publisher wise Book Receiving Form)					
Select Class/Level	☐ Pre-Primary	☐ Primary	☐ VI-VIII	☐ IX-X	☐ XI-XII

b)

Index-Page										
General Reading -(Level wise & Publisher wise Book Receiving Form)										
Select Class/Level	☐ Pre-Primary	☐ Primary	☐ VI-VIII	☐ IX-X	☐ XI-XII					
Select Publisher Name	ABC									
Select All	Sno	Name of Book / Title	Language	Publication Year/Reprint	Print Price	Price after Discount	Qt.Ordered	Qt. Received	Total Cost after Discount	Calculate
☐	1	XYZ	English	2018	120.00	102.00	4	02	204	Calculate
☐	2	MNB	English	2018	120.00	102.00	3	01	102	Calculate
Preview										

1. Press “**Calculate**” after entering number of copies received to get total cost.

2. Click “**Preview**” button to see publisher wise received books.

c)

Index-Page									
General Reading -(Level wise & Publisher wise Book Receiving Form)									
Select Class/Level		☐ Pre-Primary ☐ Primary ☐ VI-VIII ☐ IX-X ☐ XI-XII							
Select Publisher Name		ABC							
Sno	PubId	Title	Language	Publication Year/Reprint	Print Price	Price after Discount	Qt.Ordered	Qt. Received	Total Cost after Discount
1	1031	XYZ	English	2018	120.00	102.00	4	2	204
2	1031	MNB	English	2018	120.00	102.00	3	1	102

Save

Press "Save" once book is received and entered. If any correction is required go back to "STEP VII (b)".

STEP – VIII GENERAL READING – LEVEL-WISE & PUBLISHER-WISE BOOK FREEZING FORM

a)

Index-Page	
General Reading -(Level wise & Publisher wise Freezing Form)	
Select Class/Level	☐ Pre-Primary ☐ Primary ☐ VI-VIII ☐ IX-X ☐ XI-XII
Select Publisher Name	Select ▼

b)

Index-Page											
General Reading -(Level wise & Publisher wise Freezing Form)											
Select Class/Level		Pre-Primary		Primary		VI-VIII		IX-X		XI-XII	
Select Publisher Name		ABC									
Sno	Title	Language	Publication Year/Reprint	Print Price	Price after Discount	No. of Copies	Total Cost after Discount	No. of Copies received	Total Cost received after Discount		
1	XYZ	English	2018	120.00	102.00	4	408.00	2	204.00		
2	MNB	English	2018	120.00	102.00	3	306.00	1	102.00		
Freeze											

c)

Index-Page											
General Reading -(Level wise											
Select Class/Level		Pre-Primary		Primary		VI-VIII		IX-X		XI-XII	
Select Publisher Name		ABC									
Sno	Title	Language	Publication Year/Reprint	Print Price	Price after Discount	No. of Copies	Total Cost after Discount	No. of Copies received	Total Cost received after Discount		
1	XYZ	English	2018	120.00	102.00	4	408.00	2	204.00		
2	MNB	English	2018	120.00	102.00	3	306.00	1	102.00		
Freeze											

1. If “Freeze” button is clicked, a dialogue box will open.

2. If still any change is required, press “CANCEL” and re-enter the data in “STEP VII (a)”. Then again move to “STEP VIII” for freezing.

3. If you Press “OK”, data will be submitted & no change can be made.

d)

DIRECTORATE OF EDUCATION (Govt. Of NCT, Delhi) Bill Publisher wise Bill Generation						
Name of the Publisher : ABC						
School Name & ID :- Bhola Nath-I-1001004						
S.No.	Title	Print Price	Price after Discount	Qty. Ordered	Qty. Supplied	Total Cost after Discount
1	XYZ	120.00	102.00	4	2	204.00
2	MNB	120.00	102.00	3	1	102.00
Total				7	3	₹ 306
Print						

Once "OK" is clicked above, Level-Wise & Publisher-Wise report will be seen.

STEP – IX GENERAL READING – LEVEL-WISE & PUBLISHER-WISE BILL GENERATION

a)

Index-Page	
General Reading -(Level wise & Publisher wise Bill Print Out)	
Select Class/Level	• Pre-Primary • Primary • VI-VIII • IX-X • XI-XII
Select Publisher Name	Select ▼
Show	

b)

DIRECTORATE OF EDUCATION
(Govt. of NCT, Delhi)
Bill
Publisher wise Bill Generation

Name of the Publisher: **ABC**

School Name & ID: **Bhola Nath-1 1991094**

S No	Title	Print Price	Price after Discount	Qty. Ordered	Qty. Supplied	Total Cost after Discount
1	RYL	120.00	102.00	4	2	204.00
2	MNB	120.00	102.00	1	1	102.00
Total				5	3	₹ 306

₹ Three Hundred Six.

Note: Payment may be made in Favour of **ABC**

Name of Bank: **Ym Bank Ltd** Bank account Number: **021263300001241**

IFSC Code: **YMBH0000788**

It is certified that books have been received in good condition and entered in Accession Register. Total of the bill is checked.
Payment may be made.

BRUPESH KUMAR SINGH-19911090
(HOD)

Print

STEP – X GENERAL READING – CONSOLIDATED BILL REPORT

a)

Index Page

General Reading (Level wise/Publisher wise Invoice Report)

Select Class Level: ☒ Pre-Primary ☐ Primary ☐ VI-VIII ☐ IX-X ☐ XI-XII

[Show](#)

This step is used for viewing the Consolidated statement of Books received in each level.

b)

DIRECTORATE OF EDUCATION

(Govt. Of NCT, Delhi)

Consolidated Bill report

School Name & ID : State Name : 11/11/2014

S.No	Publisher Name	Publisher ID	Qty. Ordered	Qty. Received	Total Cost after Discount
1	ABC	1001	1	1	106.00
Total			1	1	106
Perf					