

GOVERNMENT OF NCT DELHI
DIRECTORATE OF EDUCATION
LIBRARY BRANCH, OLD SECTT.
DELHI-110054
(edu.librarybranch@gmail.com)

NO.DE/101/21/Lib.Br./Procurement of Books/2018-19/01

Date:- 03.01.19

CIRCULAR

Subject: - Guidelines for Heads of Schools for Procurement of Books under the Head "Improvement of School Libraries – Supply and Material 2202 02 106 88 00 21" for all Govt Schools of Directorate of Education for the year 2018-19.

- Ref.:** - 1. Circular NO.DE/101/21/Lib.Br./Procurement of Books/2018-19/ 55 Dated 19.11.2018 issued by Library Branch.
2. Circular No.F.No.F.DE.18-2(53)/2018/Plg./4112-4115 dated.20/12/2018 issued by Planning Branch.
3. Corrigendum No. F.NO.FDE.18-2(53)/2018/Plg.14137-4140 issued by Planning Branch.

The budget for three tier Libraries for the year 2018-19 under the Head "Improvement of School Libraries – Supply and Material 2202 02 106 88 00 21" has been allocated by Planning Branch to each of the Govt. schools of D.O.E as per their entitlement.

Procurement of Books of Subject Reading: -

Guidelines regarding the procurement of books of Subject Reading have already been issued by the Library Branch with the list of recommended books to be procured latest by 31.12.2018 (Circular NO.DE/101/21/Lib.Br./Procurement of Books/2018-19/ 55 dt. 19.11.2018.)

Procurement of Books of General Reading: -

To facilitate an effective procurement of books of General Reading for all the Govt. School Libraries, it has been decided to organize a Mega Book Fair II (2018-19) at **GBSSS Dr. Mukharjee Nagar Delhi (ID -1309003) from 7th January to 14th January 2019.**

A Library Technical Committee having gone through the gamut of books available at the outset, has come up with recommendations of Books/Titles which are level/subject/language wise so that schools can procure books out of this exhaustive list which will be displayed at the Mega Book Fair 2018-19. The list of Books recommended by the Library Technical Committee will be available on the Online Module (Mega Book Fair II 2018-19) for the benefit of schools. This exercise will give an opportunity to all the Govt. schools to select good quality Books/Titles within their allocated Budget limit.

M. K. Singh

To ensure the smooth procurement of Books complying with codal formalities, Committees have to be formed at the School level to select Books/Titles from the Mega Book Fair II (2018-19). In other words, these Committees will function as the Committees for procurement of Books of General Reading for the School library. The structure of Purchase Committees is given in **Table-1 below**. The respective Committees will come out with proper minutes (to be placed on due record) regarding books selected at school level.

TABLE-1

S. No.	Type of Library	Classes covered	Composition of Purchase Committee
1.	Classroom Library for Pre-Primary and Primary	Nursery-V	1. HOS 2. Primary Incharge 3. Two Assistant Teacher (Primary) 4. One Assistant Teacher (Nursery)
2.	Exclusive Middle School Library in 400 select schools	VI-VIII	1. HOS 2. Librarians 3. Two TGT's (English & Hindi/Punjabi/Urdu) 4. Two TGT's of any subject
3.	Library for Secondary and Senior Secondary classes in the 400 selected schools	IX-XII	1. HOS 2. Librarian 3. One TGT (English/Hindi/Punjabi/Urdu) 4. One TGT of any Subject 5. Four PGT's of any subject
4.	Library for Schools up to Middle/Secondary level (other than in 400 schools)	Up to Class VIII or class X	1. HOS 2. Librarian 3. Two TGT's (English & Hindi/Punjabi/Urdu) 4. Two TGT's of any other subject
5.	Library for all classes (other than in 400 select schools)	VI-XII	1. HOS 2. Librarian 3. Two TGT's/LT's 4. Four PGT's of any subjects

- The Purchase Committees constituted in the schools shall visit the "Mega Book Fair" on the designated date (Schedule of visit at **Annexure "A"**) and make a tentative selection of Books/Titles within their Budget limit.

- Thereafter, these purchase Committees shall finalize the list of Books/Titles as well as the number of copies of each and enter this information within the fixed time frame without fail in the **Online Module (Mega Book Fair – II, 2018-19)** specially designed for this purpose. (**Annexure – B**).
- No change/correction shall be allowed in the data entered in the Online Module after the prescribed date.
- The consolidated list of Books/Titles selected by all the schools can be accessed by the respective Publisher for arriving at the total school- wise demand.
- Books will be supplied at the doorstep of the school by the concerned Publisher along with the Bill (in duplicate) on the **Letter Head** of the Publisher for the Books so supplied.

Online Module: -

A separate online module has been installed in the Edu.del at **School Plant** = > Entry Form = > **(Mega Book Fair – II, 2018-19)**. Heads of schools are required to follow the **Index Page** given below to enter the details of selected books (Subject Reading and General Reading).

INDEX PAGE

- Subject Reading- Book Entry form
- Subject Reading – Bill Printout
- General Reading – Publisher wise Book Entry Form
- General Reading- Invoice Printout (Publisher wise)
- General Reading – Invoice Report
- General Reading – Book receiving form (Publisher wise)
- General Reading - Bill Generation (Publisher wise)
- General Reading - Bill report (Publisher wise)

Delivery of Books:-

- As already stated, the consolidated publisher wise list of books selected by each school can also be accessed by the respective Publisher and that list will be deemed to be the order placed by the school for procurement.
- After the receipt of books in good condition from the Publisher, as per the order placed online by the school, Heads of Schools will be required to confirm the position online regarding the books actually received at their end and issue an online certificate in the format available on the Mega Book Fair module.
- Heads of Schools must also ensure the entry of books in the Accession Register before processing the payments of Publishers at **School Level**.

Processing of Payments to Publishers: -

- **For Books of Subject Reading: -**

Bills of procurement of books of Subject Reading shall be raised at school level in the month of January 2019 in their respective PAO for release of payment to publishers/vendors.

- **For Books of General Reading: -**

After placing orders in the Online Module “**Mega Book Fair – II, 2018 - 19**” by the Schools, the Publishers shall supply the Books of General Reading to individual schools, who on receipt of these Books in good condition along with the Bill (in duplicate) on the Letter Head of the Publisher, shall raise the bills at School level before 05/03/2019 in their respective PAO for release of payment to the Publishers. The following documents should be submitted in PAO for processing of payments: -

- a) The bill received from the Publisher (in duplicate) on their Letter Head with the signature and stamp of the authorised person.**
- b) Bill generated from the Online Module having the complete bank detail of the Publisher for RTGS.**

For any query: - please contact Library Branch @ 01123890166

This issues with the prior approval of the Competent Authority.



VINITA SHANKER
Addl. DE (Library)

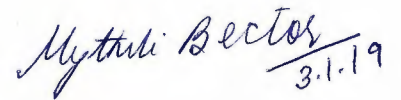
Encl – Annexure A
Annexure B

All Heads of Schools through DEL-E

NO.DE/101/21/Lib.Br./Procurement of Books/2018-19/01

Date:- 03.01.19

1. PS to Secretary (Education).
2. PS to Director (Education)
3. PS to Spl. DE (Education)
4. PS to Spl. DE (IT)
5. PS to Addl. DE (Schools)
6. Consultant (Planning)
7. DDE (Planning Branch)
8. All RDEs
9. All concerned DDE (District) and DDE (Zone)
10. OS (IT) for uploading on MIS
11. Guard file



MYTHILI BECTOR
OSD (Library Branch)

ANNEXURE – A

Schedule of Visit by Govt. Schools of D.O.E

DATE	DISTRICTS	NUMBER OF SCHOOLS
07 January 2019, Monday	North West A & North	171
08 January 2019, Tuesday	East & West A	172
09 January 2019, Wednesday	North East & South West A	171
10 January 2019 , Thursday	North West B & Central & New Delhi	170
11 January 2019, Friday	South East & West B	175
12 January 2019	Second Saturday	
13 January 2019	Sunday	
14 January 2019, Monday	South & South West B	165

Hydiko

ANNEXURE – B

TIME FRAME FOR PROCUREMENT OF BOOKS OF GENERAL READING FOR GOVT.
SCHOOLS LIBRARIES OF DIRECTORATE OF EDUCATION

S. NO.	DATE	EVENT
1.	Upto end of December 2018	Procurement process of Books of Subject Reading
2.	07th January to 14th January 2019	Inauguration of Mega Book Fair II – 2018-19 by Hon'ble Dy. CM at 10:00 a.m. Schools will visit the Book Fair as per schedule given in Annexure-A.
3.	Upto 19th January 2019	Schools will place their demand of Books/Titles (General Reading) in the online Module.
4.	Upto 31 st January 2019	Submission of Bills by individual schools in their respective P A O in respect of Books of Subject Reading.
5.	31 st January 2019	Submission of Print copy of page from the Online Module indicating the consolidated amount spent on books of Subject Reading duly countersigned by HOS
6.	Upto 25th February 2019	Supply of Books/Titles (General Reading) by Publishers to each school at their door step.
7.	Upto 2 nd March 2019	Receiving and freezing of orders by each school on the Online Module and issue of online certificate by the Heads of Schools regarding receipt of Books (General Reading) from Publishers.
8.	Upto 5 th March 2019	Submission of Bills for Books of General Reading in the respective Pay and Accounts office by individual schools.

[Signature]