GOVT. OF NCT OF DELHI
DIRECTORATE OF EDUCATION
LIBRARY BRANCH
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NO. DE/101/21/Lib.Br/Procurement of Books/2018-19/458   **Date:** 23.01.19

CIRCULAR

Subject: - Entry in the Online Module of Mega Book Fair-II (2018-19) for Procurement of Books under the Head "Improvement of School Libraries- Supply and Material 2202 02 02 106 88 00 21"

Ref: -   **Circular No. DE/101/21/Lib.Br/Procurement of Books/2018-19/55 dated 19/11/2018**

Mega Book Fair- II (2018-19) was organized from 7th January 2019 to 14th January 2019 at GBSSS Mukherjee Nagar (1309003), wherein all the Govt. Schools under the Directorate of Education visited the fair and selected books for their school libraries.

All the Heads of Schools are hereby informed that the Online Module **"Mega Book Fair-II (2018-19)"** has been uploaded on MIS.

The pathway to the module is as follows: -

School Plant = > Entry Form = > **Mega Book fair- II (2018-19)**.

The Index page of the Module is described below: -

S.N.	Index Page No.	Page Description	Steps for Entry
1	I	Subject Reading - **Book Entry form**	(i) Books will be reflected Subject wise on different pages. (ii) Select each Subject and enter the **Print Price** of the books purchased. (iii) Click **Calculate** button for each entry. (iv) Click **Submit.**

2	II	Subject Reading - **Book Update Form**	(i) Subject-wise list of purchased books will be reflected. (ii) If some updation (**Edition/Print Price/ No. of Copies**) is needed, it can be done on this page. (iii) After updation, click **UPDATE** button. (iv) Data will be **Saved.**
3	III	Subject Reading- **Bill Entry Report**	(i) The complete and consolidated list of purchase of books of Subject Reading will be shown here. (ii) If some entries of purchased Books of Subject reading are still missing, then go back to Index page I for entry and repeat the process. (iii) If all the entries of purchased books of Subject Reading are correct, then fill up the Total Cost of Purchased Books, Percentage of Discount and Net Cost of the Purchased Books on the same page and press **SAVE** button. (iv) **A <u>POP- UP</u> will appear "If you press OK, data will be submitted and No change can be made. If change is required then press CANCEL".** (v) If **CANCEL** is pressed, updation for Edition/Print Price/ No. of Copies can be done. For this, go back to **Index page II and update the Entry/Entries.**
4	IV	Subject Reading – **Bill Print Out**	(i) After verification of the entries in Index page II & III, take the print out of the Bill of the purchased books of Subject Reading.

			(ii) Bill will be printed with a certificate "**It is certified that Books have been received in good condition and entered in Accession Register. Total amount of Bill is checked and verified for Payment** ". (iii) **Space for Signature and Stamp of HOS is provided at the bottom.**

5	V	General Reading - **Publisher- Wise Book Entry Form**	(i) This page will show Entry of General Reading Books at different levels:
			
			• Nursery –V (Sub-Class: -
			     (a) Pre-Primary,
			     (b) Primary)
			• VI – VIII
			• IX – X
			• XI – XII
			
			(ii) Click the level ➜ Select the Publisher ➜ Select the Books/ No. of copies and click **CALCULATE** for each entry.
			(iii) Click **SUBMIT** button.
			(iv) Repeat for other levels also.
			(v) This page will also show
			• Allocated Budget
			• Remaining Budget
			
			(vi) If budget allocated get exhausted (i.e. used 100%), a message will be shown on the page "**Allocation amount is less than sanction (entered) amount.**"
			
			(vii) **If UPDATION is needed, move to Index page VI.**

6.	VI	General Reading- **Publisher - Wise Book Update Form**	(i) This page will show all the books of General Reading selected by the Schools w.r.t. a particular Publisher.

			(ii) Updating can be done only in the number of copies of a particular Book (iii) After updation, click **Calculate.** (iii) Click **Update.**
7	VII	General Reading- **Approval Form** **(Publisher - Wise)**	(i) This page will also show all the books of General Reading selected by the Schools w.r.t. a particular Publisher. (ii) If all the books selected by the schools are being shown correctly, click **APPROVE.** (iii) **A <u>POP-UP</u> will appear "If you press OK, data will be submitted and No change can be made. If change is required then press CANCEL".** (iv) If **CANCEL** is pressed, updation can be done. For this, go back to Index page VI and update the entry/entries.
8	VIII	General Reading- **Invoice Print Out** **(Publisher- Wise)**	(i) Take the print out of Invoice for each level (Publisher- wise).
9	IX	General Reading - **Invoice** **Report**	(i) Take the print out of Invoice Report (Level Wise). **Note:- This page will reflect consolidated report with respect to all Publishers.**
10	X	General Reading- **Book Receiving form** **(Publisher- Wise)**	(i) Once Books of General Reading are received from Publishers, the Schools will enter the details of Books (level-wise) for each Publisher. (ii) If all entries are correct, click **SAVE** button.

			(iii) If correction is needed, click **EDIT** button and update the details of Books. (iv) After correct entries are made, Click **SAVE**. (iv) A message will reflect – "**DATA has been INSERTED** ".
11	XI	General Reading- **Book Freezing form** **(Publisher- Wise)**	(i) Once you click the **FREEZE** button, **a <u>POP-UP</u> will appear "If you press OK, data will be submitted and No change can be made. If change is required then press CANCEL".** (ii) If **CANCEL** is pressed, updation can be done. For this go back to Index page X and edit the entry/entries. (iii) After editing, Click **SAVE on page X** and then move again to page XI for **Freezing.**
12	XII	General Reading – **Bill Generation** **(Publisher- Wise)**	(i) The Bill for each Publisher can be generated separately for each level. (ii) Bill will be printed with a certificate "**It is certified that Books have been received in good condition and entered in Accession Register. Total amount of Bill is checked and verified for Payment".** **(iii) Space for Signature and Stamp of HOS is provided at the bottom.**
13	XIII	General Reading – **Bill Report**	(i) This page will show the Consolidated report of all the Publishers (Level-Wise).

All the Heads of Schools are hereby directed to fill in their demand of Books from various Publishers as per their choice and within their budget allocation latest by **29/01/2019.**

The Heads of Schools must ensure that:-

1. The UTR No. issued by Pay and Accounts Office w.r.t payment released to Vendor/Publisher for purchase of Books of Subject Reading must be submitted in Library branch in **hard copy only** positively by **31.01.19.**

2. The UTR No. issued by Pay and Accounts Office w.r.t of release of payment to the Publishers or purchase of books of General Reading must be submitted **in hard copy** at the Library branch positively by **31/03/19** in the format given below: -

S.No.	Level and class for which Books of General Reading have been purchased	S.No.	Name of the Publisher	Amount released in Rupees	UTR No. given by pay and Accounts Office
1.	Level I (Pre-Pry)				
2.	Level II (Primary)				
3.	Level – III (VI - VIII)				

4.	Level – IV (IX - X)				
5.	Level –V (XI-XII)				

All Deputy Directors of Education 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"

This issues with the prior approval of Competent Authority.

Anima Horo
DDE (Library)

All Heads of Government Schools through DEL-E

NO. DE/101/21/Lib.Br/Procurement of Books/2018-19/458   **Date:**   23.01.19

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

Mythili Bector
23.1.19

Mythili Bector
OSD (Library Branch)