

Government of National Capital Territory of Delhi
Directorate of Education: Library Branch
Old Secretariat: Delhi- 110054
(E-mail ID: edu.librarybranch@gmail.com)

No. DE/101/28/Lib.Br./Procurement of Books/2019-20/50

Date: 03/03/2020

CIRCULAR

**Subject: Clearance for Pending Bill(s)/ Payments of Publishers w.r.t Mega Book Fair- II (2018-19) and
Clearance of Bill/s for release of Payments to Publishers w.r.t Mega Book Fair-III (2019-20).**

Reference: -

- A) Circular No. DE/101/21/Lib. Br. /Procurement of Books/2018-19/55 dated 19/11/18.
- B) Circular No. DE/101/28/Lib. Br. /Procurement of Books/2019-20/523 dated 01/07/19.

A) Regarding Clearance of pending payments to Publishers w.r.t Mega Book Fair- II (2018-19).

According to Circular No. DE/101/21/Lib. Br. /Procurement of Books/2018-19/55 dated 19/11/18 w.r.t Mega Book Fair- II (2018-19), all the Heads of Govt. Schools of DoE were directed to raise and submit the Bills to their respective PAOs for the release of payments to the Publishers who had supplied the Books of General Reading in 2018-19.

In this connection, it has been observed that many Bills/ Payments in r/o Books of General Reading procured in 2018-19 have not been released on time to the Publishers and are in pendency even in the year 2019-20.

This is being viewed seriously as it is a matter related to Payments to Publishers. Therefore, all the Heads of Schools are hereby directed to:

- Pursue the status of Payments of Bills at their respective PAOs & look into the matter of pendency of Bills, if any pending Bill is under objection till date for the year 2018-19.
- Clear the pending Bills of the concerned Publisher(s), in case, any pendency is found.
- Each Bill/ Payment under objection at PAO level w.r.t Mega Book Fair- II (2018-19), should be cleared under any circumstances **by 11/03/2020**.

P. Puri

- Submit the file at Library Branch for re-allocation of required funds/ amount, if needed, for clearing the pending Bills. The request should reach the Library branch latest by 07.03.2020 through the respective DDE Zone stating the reason for the pendency of Bill/ Payment for so long.

It may be noted that after 07/03/2020, any request for re-allocation of the funds SHALL NOT be entertained and the Head of School shall be liable to clear all the pending payments to concerned Publisher(s) w.r.t Bills of Books procured through Mega Book Fair- II (2018-19) if any, from their personal funds/ money.

B) Submission of Bills at respective PAO and follow-up of Bills w.r.t Mega Book Fair- III (2019-20)

With reference to Circular No. DE/101/28/Lib. Br. /Procurement of Books/2019-20/523 dated 01/07/19 w.r.t Mega Book Fair- III (2019-20), all the Heads of Schools are hereby directed to;

- Take-out the sanctions for the full amount of which the Books have been procured for the year 2019-20.
- Ensure submission of all the Bills in lieu of Books of General Reading procured in the year 2019-20, latest **by 06/03/2020**, to their respective PAOs for the release of Payments to the Publishers on time.
- Follow/ pursue these submitted Bills at respective PAO.
- Coordinate with their respective PAO and ensure to clear the objection(s), if any, in r/o release of payments to the Publishers w.r.t Mega Book Fair- III (2019-20) latest **by 25/03/2020**.

In case, any difficulty is faced by the school, Library Branch may be approached immediately in person by tomorrow.

This issues with the prior approval of the Competent Authority.

S. Sain
3.3.2020

Dr. Saroj Bala Sain
Addl. DE (Library)

All Heads of Schools through DEL- E:

NO.DE/101/28/Lib.Br./Procurement of Books/2018-19/50

Date:- 03/03/2020

1. PA to Secretary (Education)
2. PA to Director (Education)
3. JD (Planning)
4. All RDEs
5. All concerned DDE (District) and DDE (Zone)
6. OS (IT) for uploading on MIS
7. Guard file

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Mythili Bector 3/3/2020
OSD (Library Branch)