

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF EDUCATION
LIBRARY BRANCH, OLD SECTT.
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NO.DE/101/28/Lib.Br./Procurement of Books/2019-20/796

Date:- 04-09-2019

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 2019-20.

Ref.: - Circular NO.DE/101/28/Lib.Br./Procurement of Books/2019-20/ 523 dated 01/07/2019 issued by Library Branch.

The budget for three tier Libraries for the year 2019-20 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 31.08.2019 (Circular NO.DE/101/28/Lib.Br./Procurement of Books/2019-20/ 523 dt. 01/07/2019.)

Procurement of Books of General Reading: -

To facilitate an effective procurement of books of General Reading for all the Govt. School Libraries, the Mega Book Fair - III (2019-20) will be organised at the **School of Excellence Sector-23, Rohini (Sch Id -1413342) from 1st October to 11th October 2019.**

A Library Technical Committee has come up with recommendations of Books/Titles which are level/subject/language wise so that the schools can procure books out of this exhaustive list which will be displayed at the Mega Book Fair - III (2019-20). The list of Books recommended by the Library Technical Committee will also be available on the Online Module (Mega Book Fair - III 2019-20) 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.

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To ensure the smooth procurement of Books complying with codal formalities, Library Purchase Committees have to be formed at the School level to select Books/Titles from the Mega Book Fair - III (2019-20). In other words, these Committees will function as the Committees for procurement of Books of General Reading for the School library. The structure of Library Purchase Committees is given in **Table-1 below**. The respective Committees will come out with proper minutes of meeting (to be placed on due record) regarding books selected at school level.

TABLE-1

S. No.	Type of Library	Classes covered	Composition of Library 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 TGTs 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 PGTs 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 TGTs (English / Hindi/Punjabi/Urdu) 4. Two TGTs of any other subject
5.	Library for all classes (other than in 400 select schools)	VI-XII	1. HOS 2. Librarian 3. Two TGTs/LTs 4. Four PGTs of any subjects

- The Library Purchase Committees constituted in the schools shall visit the "Mega Book Fair - III (2019-20)" on the designated date (Schedule of visit at **Annexure "A"**) and make a tentative selection of Books/Titles within their Budget limit.

- Thereafter, these Library Purchase Committees shall finalize the list of Books/Titles as well as the number of copies of each Books/Titles and enter this information within the fixed time frame without failing in the **Online Module (Mega Book Fair – III, 2019-20)** specially designed for this purpose. **(Refer Annexure – B for time frame).**
- 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 Publishers for the total school- wise demand.
- Books will be supplied at the doorstep of the school by the Publisher concerned along with the Bill (in triplicate) 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 – III, 2019-20)**. 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- Amount Entry and Declaration form
- General Reading – Publisher wise Book Entry Form
- General Reading- Publisher wise Book Update Form
- General Reading- Publisher wise Book Approval Form
- General Reading – Invoice Report
- General Reading –Publisher wise Book Receiving form
- General Reading –Publisher wise Book Freezing form
- General Reading - Bill report

• **Delivery of Books of General Reading:-**

- 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 – III (2019-20) module.
- Heads of Schools must also ensure the entry of books in the Accession Register before processing the payment 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 on or before 30/09/2019 in their respective PAO for release of payment to Publishers/Vendors. **(Total cost and Net Cost for Procurement of Subject Reading Books must be entered in the Online Module. A declaration from HOS is to be given to keep in records).**

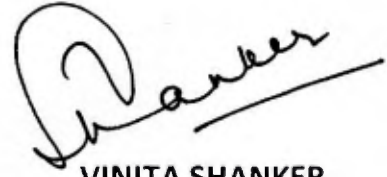
• **For Books of General Reading: -**

After placing orders in the Online Module “**Mega Book Fair – III (2019 – 20)**” 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 triplicate)** on the Letter Head of the Publisher, shall raise the bills at School level on or before 30/12/2019 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 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/101/28/Lib.Br./Procurement of Books/2019-20/796

Date:- 04-09-2019

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



MYTHILI BECTOR
OSD (Library Branch)

ANNEXURE – A

Schedule for Visit of Mega Book Fair – III (2019-20) by all the Govt. Schools of D.O.E

DATE	DISTRICTS	NUMBER OF SCHOOLS
01 October 2019, (Tuesday)	North West B	130
02 October 2019, (Wednesday)	Holiday	
03 October 2019, (Thursday)	East & South West A	155
04 October 2019, (Friday)	North West A & Central & New Delhi	152
05 October 2019, (Saturday)	South West B & West A	152
06 October 2019, (Sunday)	Sunday	
07 October 2019, (Monday)	Holiday	
08 October 2019, (Tuesday)	Holiday	
09 October 2019, (Wednesday)	South East & North	155
10 October 2019, (Thursday)	West B & South	155
11 October 2019, (Friday)	North East	131

ANNEXURE –B

TIMEFRAME FOR PROCUREMENT OF BOOKS OF GENRAL READING FOR SCHOOL LIBRARIES OF DIRECTORATE OF EDUCATION

S. NO.	DATE	EVENT
1.	30 th September ,2019	i) Meeting of the shortlisted and selected Publishers with the officials of D.O.E at 11:30 a.m. sharp at "School of Excellence Sector-23, Rohini (School ID-14130342)". ii) Collection of entry passes as well as login ID. ii) Setting up of display of Books by Publishers in the room allotted to them.
2.	01 st October to 11 th October 2019	Inauguration of Mega Book Fair - III (2019-20) by Hon'ble Dy. CM on 1st October 2019. Schools will visit the Book Fair as per schedule given in Annexure-2.
3.	Upto 21 st October 2019	All Schools will finalize their Publisher wise/Title wise/Copies wise demand of Books of General Reading and place their orders on the Online Module especially created for this purpose. Each Publisher will have access to its online demand page of all the schools.
4.	Upto 10 th December 2019	Supply of Books/Titles (General Reading) by Publishers to each school at their door step along with the Bill (in triplicate) on their Letter Head for the books so supplied.
5.	Upto 20 th December 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.
6.	Upto 30 th December 2019	Submission of Bills for Books of General Reading by individual schools in their respective Pay and Accounts office.