

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: LIBRARY BRANCH
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No.DE/101/04/Lib.Br./Field Support/2017/420

Date: 10-04-2023

CIRCULAR

Subject: -

- A. Three-level library support structure in Govt. school libraries of DoE**
- B. Recommending Zonal Coordinators (Library) for Govt. schools of the Directorate of Education**

School Library provides students a place where students access the learning material of their choice and help them to think creatively, rationally and enhance their reasoning skills with different kinds of resources and services offered and all these goals cannot be achieved without an efficient and empathetic librarian ever willing to share the repository of knowledge and learning with their students. To achieve this aim of sensitizing government school librarians and to get the best out of them for their students, DoE has been striving hard.

The introduction of a three-level library support structure whose salient features are being provided below, is one of such endeavors by the DoE.

The three-level library support structure shall be comprising: -

- I. Zonal Coordinator (Library)**-The librarians, recommended by the DDEs (Zone) for a period of two (2) years shall be known as Zonal Coordinators, who shall strengthen the link between Nodal Librarians and the Library Branch, DoE. All Nodal Librarians of a zone shall work in coordination with their Zonal Coordinator (Library).
- II. Nodal Librarian**- DDEs (Zone) shall identify Nodal Librarians with the assistance of Zonal Coordinators (Library). DDEs (Zone) shall forward their recommendation of Nodal Librarians to Library Branch of DoE. These Nodal Librarians shall work as helping hands for the Zonal Coordinators and shall be assigned 4-5 mentee schools each to work directly with the librarians of those schools.



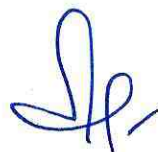
III. **Librarian at School Library** – Based at school level, librarian shall support the students and staff in their academic growth with the help of the resources available in school libraries, complying with the guidelines issued time to time by DoE.

Roles and Responsibilities of Zonal Coordinator (Library): -

1. Assisting DDEs (Zone) in the identification of librarians from Govt. schools of DoE for nomination as "Nodal Librarians" by the Library Branch, DoE (HQs).
2. Supervising and supporting Nodal Librarians in smooth conduct of activities and policies laid down by the DoE.
3. Imparting training sessions for librarians at Nodal/ School level. Sharing and adapting various best practices in the Govt. school libraries as directed by DoE.
4. Holding meeting (once in two months) with Nodal Librarians for getting feedbacks and information on the subjects directed by the Library Branch, DoE .
5. Scheduling visits to School libraries of the respective zones for handholding and providing support engendering better library experience and utilisation of library resources by students and school staff.
6. Attending meetings with the Library Branch, DoE when called for.
7. Maintaining a record of visits to their respective schools (counter signed by the HoS) and keeping a track of the progress in the Library concerned.
8. Maintaining a record of meetings with Nodal Librarians counter signed by the HoS of the Nodal Librarian concerned and bearing a detailed report of the implementation of important schemes and policies with their outcome.

List of the nominated Zonal Coordinators (Library) is given below:

Zone	Emp. ID	Name	School ID	School Name	District
1	20162714	Manoj Kumar	1001004	Kanti Nagar-SBV	East
2	20005016	Madhu Yadav	1002189	Patparganj, I.P. Extn- Sarvodaya (Co-ed) SSS	East
3	20000185	Sangeeta Mathur	1003205	Shivpuri-G(Co- ed)SSS	East



4	20000776	Rajiv Kumar	1104005	Gokalpuri-GBSSS	North East
5	20000157	Rohtash Kumar	1105004	New Seelampur, No.1-GSBV	North East
6	20025300	Shivjee Sharma	1106004	NandNagri, Janta Flats-SBV	North East
7	20161024	Neetu	1207041	Roop Nagar, No.3-GGSSS	North
8	20000421	Sanjay Sethi	1208219	Tulsi Nagar- GBSSS	North
9	20160939	Hemant Kumar	1309302	Govt.(Co-ed) Secondary School, Bhalswa Village	North West A
10	20162299	Subodh Kumar	1310014	Alipur-GBSSS	North West A
11	20100906	Rajender Krishan	1411014	Ashok Vihar, Block D-GBSSS	North West B
12	20171038	Veena Gandhi	1412035	Sultanpuri, Block BC-GGSSS	North West B
13	20110078	Dilbag Singh	1413333	Rohini School of Excellence, Sector-17	North West B
14	20161028	Vikram Singh	1514004	Khyala, No.2- GBSSS	West A
15	19940217	Meenakshi	1515017	GBSS JJ Colony Raghubir Nagar	West A
16	20000310	Hari Chand Bharti	1516140	West Patel Nagar-GBSSS	West A
17	19915014	Parvinder Kaur	1617028	SKV PeeraGarhi	West B
18	20161228	Shabana Parveen	1618278	Hastal- GGSSS	West B
19	19990114	Parvinder Sharma	1719022	SV No.3 Sector 7 R.K. Puram	South West A
20	19940237	Renu Sharma	1720018	SKV Delhi Cant	South West A
21	20060004	Manoj Kumar Srivastava	1821036	Chhawla-GBSSS	South West B

22	20160848	Rajeshwari Devi	1822058	Pandawala Khurd-GGSSS	South West B
23	20162287	Salman Ali Khan	1923016	Dr. Ambedkar Nagar, Sector V, No.1-GBSS	South
24	20161021	Pramod Kumar Talan	1923081	Chattarpur, Acharya Tulsi SBV	South
25	20161072	Dr. Vishwas Jeet Rajbanshi	1925335	Lajpat Nagar Govt. (Co.Ed) S.S.S	South East
26	19990089	Qaiser Raza Khan	2026003	Pandara Road-GBSSS	New Delhi
27	20190021	Asmat Jahan	2127017	SKV No. 2 Jama Masjid	Central
28	20161053	Furquan	2128001	Paharganj-SBV	Central
29	20161057	Prem Lata	1925403	Madanpur Khadar- GBSSS	South East

This issues with the approval of Competent Authority.

[Signature]
10/4/2023

**SANJAY SUBHAS KUMAR
DDE (LIBRARY)**

All Heads of Schools through DEL-E

No.DE/101/04/Lib.Br./Field Support/2017/420

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Copy to: -

1. PS to Secretary (Education)
2. PA to Director (Education)
3. PA to Addl. DE (Schools)
4. All RDEs
5. All concerned DDEs (District) and DDEs (Zone)
6. OS (IT) for uploading on MIS
7. Guard File

[Signature]
10.04.2023

**PRAMOD KUMAR
OSD (LIBRARY)**