

**GOVT. OF NCT OF DELHI
DIRECTORATE OF EDUCATION
LIBRARY BRANCH
OLD SECRETARIAT, DELHI
(edu.librarybranch@gmail.com)**

NO. DE/101/11/Lib.Br/2017/116

Date 23.02.18

PUBLIC CIRCULAR

Subject: - Guidelines for publishers regarding centralized release of payment after Delivery of Books to each school Procured from Mega Book Fair 2017-18.

In continuation to the Circular No DE/101/11/Lib.Br/2017/15 dated 16/01/2018 regarding procurement of Books for Libraries of Govt. Schools under the Directorate of Education, Govt. of NCT Delhi, it is observed with pleasure that all the Schools have already placed their demand Publisher wise/Title wise/copies wise on the Mega Book Fair module made specially for this purpose.

Based on the report submitted by Schools, payment will be consolidated and disbursed to the concerned Publisher centrally from DOE (HQ), through Planning Branch, only after the selected Books have been delivered as per order placed by the Schools alongwith online certificate from schools w.r.t delivery in good physical condition.

The following steps should be followed by the Publishers at the time of the delivery of Books to the Schools:

- (a) 2 copies of Invoice,(one for the School and another for the individual Publisher as a receiving from the School) should be carried along with the delivery of books.
- (b) A necessary certificate of total No. of Titles received in good physical condition to be taken from the Head of School.
- (c) In case the publisher is sending their books through Post/Courier, then both the school and publisher will keep a record of the slips of Post/ Courier along with the invoice.

After receiving the Books from each Publisher, the schools will freeze the order placed in the online module. Thereafter, School wise invoice will be generated at the Publisher's end.

A consolidated amount will be automatically calculated for each Publisher and will be reflected in the Publisher Login account. A complete consolidated bill thus generated for each Publication House along with the photocopy of the duly signed received invoice from each of the School will be raised to the Planning Branch (HQ) of Directorate of Education for release of payment.

After all the formalities have been completed, a centralized release of payment from Planning Branch (HQ) Directorate of Education with respect to the consolidated amount due to each of the Publishing house will be made through RTGS as per the details provided by the Publishers.

This issues with the prior approval of the competent authority.

AH
23/2/18

Anima Horo

DDE (Library Branch)

NO. DE/101/11/Lib.Br/2017/116

Date 23/2/18

All Heads of Government Schools through DEL-E

1. PS to Secretary (Education)
2. PS to Director (Education)
3. All RDE/DDE (District/Zone)
4. OS (IT) for uploading on MIS
5. Guard File.

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OSD, (Library Branch)