

GOVERNMENT OF NCT OF DELHI
Finance (Accounts) Department
'A' Wing, 4th Level, Delhi Secretariat,
I.P. Estate, New Delhi.


No.F.12/7/2011-ACI DS/II/1313-1319 Dated: 30.09.2011

OFFICE MEMORANDUM

Subject: *Regarding procurement of books, journals, periodicals, etc. for a library.*

The proper procedure involving, *inter alia*, a realistic assessment of actual requirement, initiation of proposals well in time, empanelment of agencies/vendors and tendering in a fair and transparent manner, need to be followed for the procurement of books, journals, periodicals, etc. for libraries by different departments/institutions of Government of NCT of Delhi. To secure adherence to sound financial principles/norms/procedures in connection with the purchase of books, journals, etc., the following instructions/guidelines are, hereby, issued for strict observance:-

- 1) Books and journals/periodicals should not be purchased merely for the purpose of exhausting allocated budget.
- 2) The essentiality and genuineness of requirement should be the guiding principle. Only books and journals/periodicals essentially required and indented/requisitioned for by a particular section/branch should be purchased.
- 3) While placing order on any supplier, elaborate terms and conditions may be laid down for safeguarding the interest of the department.
- 4) Head of Department, concerned, should satisfy himself that the books/journals to be purchased are necessarily required by the department.
- 5) Proposals for purchase of books/journals should be processed and submitted to the competent authority well in time and not at the end of the financial year.
- 6) The proposals referred to by different sections of the department/institution should be properly scrutinized by officers/officials dealing with the purchase of books/journals/periodicals in the light of standard/prescribed norms/instructions/guidelines. In case multiple copies of a particular book are requisitioned then the actual number that may be purchased should be based on a realistic requirement.
- 7) It should be ensured that only the latest available editions of the books are purchased. Old editions of a book may be purchased only when there is sufficient justification for the same.
- 8) If an Indian edition of a book written by a foreign author is available, then preference should be accorded to Indian edition.
- 9) Purchase of journals/periodicals which are available online or those which can be accessed through the digital library should be avoided.
- 10) While purchasing books/journals preference should be given to soft/paper-back copies over hard cover copies.
- 11) The departments/institutions purchasing books/journals on a large scale should prepare fresh panel of suppliers/book-sellers by way of open advertisement. Subsequently the said panel may be reviewed every year.
- 12) Librarian/Assistant Librarian/Officer-in-charge of the department/institution concerned must ensure proper receipt, cataloging and upkeep of books and journals.
- 13) Librarian/Assistant Librarian/Officer-in-charge must ensure that books/journals are maintained in the safest and most scientific manner.



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- 14) It must be ensured that inventory of books/journals is maintained and updated regularly.
- 15) Physical verification of library books must be carried out periodically in accordance with the provisions of Rule-194 of GFR, 2005; the loss/shortfall, if any, should be reported to higher authorities immediately.
- 16) If the loss/shortfall is in excess of the limit prescribed in Rule-194(ii) of GFR, 2005, then responsibility for the said loss must be fixed.
- 17) Appropriate action may be taken against suppliers who commit any breach of terms and conditions for supply of books/journals.
- 18) All efforts must be made by Library officials to ensure the safety of books/journals, kept/stacked in the Library of the department.
- 19) While submitting the proposal for purchase of books/journals, it shall be certified by Librarian/Assistant Librarian/Officer-in-charge that instructions as contained in this O.M. as well as other relevant instructions/guidelines/norms as laid down on the subject have adhered to.

The above said guidelines/instructions may be followed scrupulously by all concerned.

This issues with the approval of Principal Secretary (Finance).


30.9.2011
(B.L. Sharma),
Special Secretary (Finance).

To

1. All the Pr. Secretaries/Secretaries/Heads of Departments of Government of NCT of Delhi.
2. Heads of all Autonomous/Grantee Institutions/Local Bodies under the Government of NCT of Delhi.

Copy to the following for information:-

1. P.S. to Pr. Secretary (Fin.), Government of NCT of Delhi.
2. Controller of Accounts, Pr. Accounts Office, Vikas Bhawan, New Delhi.
3. Controller of Accounts, Directorate of Audit, Delhi Sachivalaya, I.P. Estate, New Delhi
4. Addl. Secretary//Dy. Secretaries/Under Secretaries/Desk Officers of FD.
5. Web Site of Finance Department.