

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार  
कला, संस्कृति एवं भाषा विभाग,  
सी-विंग, सातवां तल, आई.पी.एस्टेट, दिल्ली सचिवालय, नई दिल्ली ।

फा.सं. 08(01)/2018-19-क0सं0 एवं भाषा/  
सेवा में,

दिनांक:

**विषय:** हिन्दी कार्यशालाओं के आयोजन के लिये शब्दकोश/पुस्तकों के क्रय संबंधी।  
महोदय,

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार का कला, संस्कृति एवं भाषा विभाग दिल्ली सरकार के विभिन्न विभागों/स्थानीय निकायों/स्वायत्त संस्थानों/अस्पतालों इत्यादि में हिन्दी कार्यशालाओं का आयोजन करता है। विभाग अधिकारियों/कर्मचारियों को राजभाषा हिन्दी में कार्यालय कार्य करने में आने वाली कठिनाईयों को ध्यान में रखते हुए अपनी कार्यशालाओं में हिन्दी की सहायक पुस्तकें/शब्दकोश प्रदान करता है। अतः आपसे अनुरोध है कि आपके द्वारा प्रकाशित सरकारी कर्मचारियों के राजभाषा हिन्दी में किये जाने वाले दैनिक राजकीय कार्य में हिन्दी की सहायक पुस्तकों/शब्दकोशों की सूची सीलबंद पत्र द्वारा इस विभाग को दिनांक 28.09.2018 को सायं 5.00बजे तक भिजवाने का कष्ट करें। पुस्तकों/शब्दकोशों की एक-एक प्रति भी चयन समिति को प्रस्तुत करने हेतु भेजनी आवश्यक है जिसके लिए कोई भुगतान नहीं किया जायेगा। पुस्तकों का क्रय राजा राम मोहन राय पुस्तकालय प्रतिष्ठान, भारत सरकार द्वारा निर्धारित छूट के अनुसार होगा। इस पत्र के साथ राजा राम मोहन राज पुस्तकालय प्रतिष्ठान की निर्धारित छूट की प्रति संलग्न है।

भवदीय



( संजय जैन )


उप-सचिव (कला, संस्कृति एवं भाषा)

दूरभाष संख्या: 23392307

दिनांक: 6/9/2018

फा.सं. 05(05)/2015-16-क0सं0 एवं भाषा/ 4045

प्रतिलिपि:- कला, संस्कृति एवं भाषा विभाग की वेबसाइट पर उपलोड करने के संदर्भ सहित।



( संजय जैन )

उप-सचिव (कला, संस्कृति एवं भाषा)





राजा राममोहन राय पुस्तकालय प्रतिष्ठान  
RAJA RAMMOHUN ROY LIBRARY FOUNDATION

(भारत सरकार के संस्कृति मंत्रालय द्वारा प्रतिष्ठापित)

(Established by the Ministry of Culture, Government of India)

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No.F.2-0/DIR/SLC(main)/2012-13,

Dated : 9<sup>th</sup> May 2014.

To  
The

Hindi Officer (ACL) and Convener (SLC)  
Govt. of NCT of Delhi, Deptt. Of Art, Culture & Language  
C-Wing, 7th Floor, Delhi Secretariat,  
I.P.Estate, New Delhi - 110002  
New Delhi

Sir/ Madam,

This is to inform you that the Foundation at its 88<sup>th</sup> meeting held on 4<sup>th</sup> March, 2014 decided that the existing guidelines of Book Selection under the matching State Book purchase scheme of RRRLF needs to be reviewed. Accordingly, a revised guideline has been framed and is enclosed herewith for your perusal, comments and suggested modification, if any.

Your comments, on the revised guideline must be forwarded to the undersigned within 31<sup>st</sup> May - 2014 positively.

Yours faithfully,

Enclosed : As above.

( K. K. Banerjee )  
Director general

हिन्दी अनुवाद बाद में भेजा जा रहा है।

बुधवार राजा राममोहन राय पुस्तकालय प्रतिष्ठान संवेदी कार्यालय  
दिल्ली सुरत नरेश

28/5/14

28/5/14



## GUIDELINES FOR SELECTION OF BOOKS AND RECIPIENT LIBRARIES IN THE STATES / UNION TERRITORIES

- ❑ The main objective of the RRRLF is to spread the library movement in small towns and villages and to develop reading habit among the people. This objective should be kept in view while selecting libraries and books for assistance.
- ❑ The RRRLF does not prescribe any fixed norm for the selection of books from different subject groups for all the States and Union Territories since the objective conditions (viz. availability of literature in different subjects in regional languages, extent of literacy, development of library service and reading habits of the people) differ from State to State. However, the following proportion is laid down for guidance :

a)	Art & Literature	20%
b)	Social Science, History and Others	15%
c)	Philosophy and Religion	15%
d)	General and Reference books	15%
e)	Popular Science	15%
f)	Children's literature including literature for Neo Literates	15%
g)	Career advancement & Competitive Exam Guide	5%

(The percentage indicated above, e & f in particular, should be flexible keeping in view the literature available in regional languages ).

- ❑ Books in regional languages will be selected in the States / U.T. In the interest of the national integration States / U.T. should buy at least 20% of books from the publications in Hindi, English and other regional languages. On the same consideration translations of award winning books of other regional languages published by National Book Trust and Sahitya Akademi should find place in the list of selected books.
- ❑ Since many central and state govt. organisations are engaged in the production of good literature, it is expected that some percentage of books will be selected from the publications of govt. and semi-govt. organisations viz. Publications Division, Sahitya Akademi, National Book Trust, NCERT State / Sahitya / Granth Akademies etc.
- ❑ Since rural public libraries are required to cater to the needs of neo-literates and people with limited education, some books should also be selected for them.
- ❑ Keeping the above guidelines in view the selection of books and of recipient libraries, State Library Planning Committee will be made by the State Library Committee. If considered necessary, the SLC / SLPC may set up a sub-committee to be known as Book Selection Committee to facilitate the selection. Subject experts and librarians may be associated in the said committee.

- ❑ Each book, preferably with ISBN number, should be selected after physical examination and retained as the specimen copy for price verification. If it is not possible to get specimen copies, the selectors may take help from other book selection tools, such as, latest catalogues of reputed publishers, book reviews published in standard newspapers and journals.
- ❑ While issuing advertisement in newspapers for submission of books it should be ensured that wide publicity is given. A copy of the advertisement may also be sent to the concerned publishers and booksellers association(s).
- ❑ Books received for selection should be entered in a register. The Book Selection register should contain columns showing the detailed bibliographical description of the book, party submitting the book, date of submission, result of selection, remarks etc.
- ❑ Ordinarily not more than 20 books of a publisher shall be considered by the Book Selection Committee in one session.
- ❑ Books selected by the authorised committee should be formally approved by the State Library Committee / State Library Planning Committee. At least 15 days notice should be given to the members for attending a meeting of the State Library Committee / State Library Planning Committee.
- ❑ Books written, edited or published by the members of the State Library Committee / State Library Planning Committee or the Book Selection Committee may not ordinarily be selected during their tenure. Under no circumstances a member of the said committee or committees shall participate in the discussion while considering a book he / she is interested in as author, editor or publisher.
- ❑ Text books, costly books with price Rs. 1001/- and above shall not ordinarily be selected. **Foreign publications should not be selected.** Preference should be given to the books published in the recent years, that is within the last three calendar years including the year of selection
- ❑ Care should be taken in verifying the price of a book. In the notification or the advertisement calling for submission of books it should be clearly mentioned that the printed price of the book, unless a different price is quoted while offering it for selection, will be accepted as correct price and will remain valid for one year from the date of submission. No claim for increased price will normally be entertained after the selection. Books without printed price and books whose price have been altered by pasting slip or rubber stamp shall not be selected. The maxim "the best reading for the largest number of the least cost" should continue to be the guiding principle of the book selectors.
- ❑ The RRRLF buys books at a graded rate of discount as mentioned below :

a)	1 to 10 copies	10% discount
b)	11 to 25 copies	15% discount
c)	26 to 100 copies	20% discount
d)	101 to 200 copies	25% discount
e)	201 to 500 copies	30% discount
f)	501 and above	35% discount

Special consideration are made if it can be proved by the concerned institutions or concerns that due to their pricing policy they do not give more



than a prescribed rate of discount to any other party. The above mentioned discount rate may vary where the concerned states / UTs have their own pricing policy. The rate of discount should be kept in view while preparing the list of books. A list in proportion to the fund available or earmarked should be prepared. Separate lists are to be prepared in bi-lingual and multi-lingual states within the availability of funds.

- 2 In preparing the list of books the requisite bibliographical details are to be recorded viz. name of title, name of author, name and address of publisher, subject, year of publication, edition (paper back or hard cover), ISBN number and price. Every page of the booklist should bear the signature of the selectors indicating the authenticity of the selected books.
- 2 In selecting town and rural libraries, care should be taken to ensure that the selected libraries are actually functioning. The selection of unregistered libraries should generally be avoided. The list should contain full name and address of the selected libraries.
- 2 The result of selection should be intimated to the parties submitting the books as early as possible after the final selection.
- 2 Selection of books containing provocative references that may create political, communal, social tension and detrimental to National integration should be avoided.
- 2 The State Library Committee / State Library Planning Committee which finds difficulty in implementing these guidelines may approach the RRRLF with suggestions.