

Delhi Public Library


Memorandum of Understanding (MoU) between the Ministry of Culture, Shastri Bhawan, New Delhi and the Delhi Public Library, for the Financial Year 2023-2024.

This MoU is signed on 06th day of June month 2023 between the Ministry of Culture, as the First Party and the Delhi Public Library (DPL), an autonomous organization under the Ministry of Culture, hereinafter called the Second Party.

Whereas the Ministry of Culture has the mandate to preserve, promote and disseminate all forms of art and culture by undertaking a) Maintenance and conservation of heritage and historic sites and ancient monuments; b) Administration of libraries; c) Promotion of literary, visual and performing arts; d) Observation of centenaries and anniversaries of important national personalities and events; e) Promotion of institutions and organizations of Buddhist and Tibetan Studies; f) Promotion of institutional and individual non-official initiatives in the fields of art and culture; and g) Entering into cultural agreement with foreign countries.

And Whereas the DPL shall aim to achieve:

1. The objects for which the Board is established are: to provide for the people of the Union Territory of Delhi, without distinction of class, creed, occupation or race, a public library service and a community centre, namely Delhi Public Library, for popular education which may serve as a model for all public library development in India.
2. To administer the entire network of the DPL covering the entire Metropolitan City of Delhi consisting of one Central Library, 1 Zonal Library, 3 Branch Libraries, 18 Sub-Branch Libraries, 01 community Library, 7 Resettlement Colonies Libraries, 1 Braille Library, 7 Mobile buses covering along 104 Mobile services points (including 18 Braille Mobile library points) and 30 Deposit stations (Book Reading Centres) in Delhi.
3. To promote initiatives to create awareness about library services and cultural activities through various community out-reach programs such as lectures, seminars, literary workshops, kavi sammelans, talk shows, quiz competitions, book exhibitions etc.
4. To provide training programs for Library Science students.
5. Acquisition of printed materials published in India in English, Hindi and other Indian languages as per requirements.
6. To undertake the processing and stacking of the books received as repository library under Delivery of Books & Newspapers (Public Libraries) Act, 1954;


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A. Purpose of the MOU

1. Budget/ Accounts

- i. The budgetary outlay for the year 2023-2024 amounting to Rs. 3558 Lakhs allow Revenue to Delhi Public Library (DPL) under the following heads/schemes:

a. Grant in Aid General	: Rs. 1550 Lakhs
b. Grant in Aid Salaries	: Rs. 1952 Lakhs
c. Creation of Capital Assets	: Rs. 50.00 Lakhs
d. Grant in Aid SAP	: Rs. 6 Lakhs
- **Activity wise physical and financial targets have been shown in Annexure-IV in the activities (excel sheet) to this Memorandum of understanding. Monthly Expenditure Plan (MEP) and Quarterly Expenditure Plan (QEP) on the basis of activities to be carried out have been prepared and are defined at Annexure-II Moreover, Annexure-III, has been prepare to monitor the month-wise deliverables report received from organization.**
- ii. DPL shall adhere to the time schedule prescribed under Rule 237 of GFR 2017 for submission of annual accounts and Annual Report. The Annual Report and Audited Account for the year 2023-24 will be submitted to the Ministry of Culture by 30th November 2023.
- iii. The CAG audit, if required to be done, for the year 2023-24 shall be completed by the Delhi Public Library on time and all the pending CAG audit paras shall be deposed of within time specified by CAG.
- iv. Proposal Utilization Certificate & Financial Utilization Certificate shall be submitted to the Ministry by May 2023 & November 2023 respectively for the financial year 2023-2024 in the prescribed format.
- v. DPL will maximize internal resources and eventually attain self-sufficiency. To achieve this, DPL will make a efforts to target internal revenue generation at least 30% of the total budget of the DPL, and the physical and financial targets should be in line with this.
- vi. Governing Body of DPL Shall review user charges/source of internal revenue generation at least once in the year 2023-24; and this exercise should preferably be completed by the month of September, 2023, to ensure- a) meeting the month-wise physical and financial target, b) meeting 30% of expenditure by internal revenue generation, c) impact assessment and d) meeting readership/viewership target.
- vii. DPL shall come up with internal resource generation strategy to comply with the clause at Para (v) and (vi) above, by the end of the first quarter, i.e., end


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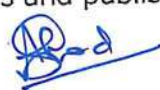

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of June, 2023. Failing this, equal percentage of the total Budgetary Outlay, i.e., 30% of each component under (i)(a)-(i)(d) may not be released from the second quarter onwards.

- viii. DPL shall maintain data-base relating to grants, income, expenditure, investment, assets and employees strength etc. in the format prescribed by the Government.
- ix. An external and internal peer review of the DPL will be carried out every three years or five years depending on the size of AB, in terms of GFR 229(ix) and further release of Grant to DPL shall depend on the outcome of such review.
- x. DPL shall account for revenue and capital expenditure separately. DPL shall maintain and present their annual account/final accounts in the standard prescribed format by the Government.
- xi. All interests or other earnings against GIA or advances (released to AB) shall be mandatorily remitted to CFI, immediately after finalization of accounts. Such advances shall not be allowed to be adjusted against future release.
- xii. The actual expenditure by AB on the activities shall subject to the availability of fund. While incurring the expenditure, AB shall adhere to the GFRs provisions besides other, instructions of the Government issued from time to time.
- xiii. DPL shall provide gist of the physical financial progress to this Ministry in the prescribed form and status report of all pending CAG audit paras/parliamentary assurance on monthly basis and if above report is not received within the stipulated time, monthly grant will not be released.
- xiv. Out of the total Budget provision under GIA-General, at least 60%, but not restricted to, shall be incurred for payment of pension to the DPL pensioners. DPL shall plan their other activities/ Office Management strategy accordingly.

2. Human Resource

- i. DPL shall review/frame its Human Resource Policy and modify the same if required with the approval of the Competent Authority by December-2023.
- ii. Vacancies in DPL are to be filled up on time, after taking stock of vacancies for the entire year.
- iii. All DPC's will be conducted by the Delhi Public Library within the stipulated time following the prescribed rules.
- iv. All pending vigilance cases to be disposed off on time and as per rules.
- v. Training of the staff of the organization will be ensured as per staff training policy. Training policy for the staff will be worked out and submitted to the Ministry of Culture by the Delhi Public Library.
- vi. New Pension Scheme and related contribution towards any official under the Scheme will be done in time.
- vii. The DPL shall attempt to initiate a Citizen Charter as per Government of India guidelines and publish it by 30.9.2023.


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3. Legal Matters

- i. The Delhi Public Library shall ensure timely monitoring of the court cases. All the court cases with their status will also be updated on the website of Legal Information Management & Briefing System (LIMBS) on regular basis.

4. Parliament Matters

- i. The Audited Accounts and Annual Report for the year 2023-2024 will be placed before the Parliament on time. The report shall be sent by the Delhi Public Library to Ministry of Culture by the end of November 2023.
- ii. Fulfillment of all pending Parliamentary Assurances will be ensured within the stipulated time frame.
- iii. Legislative matters, if any, will be taken up for approval of Parliament within the stipulated time frame.
- iv. Recommendations/suggestions of the Parliamentary Standing Committee and such other Parliamentary Committees, if any, will be implemented from time to time with the approval of the appropriate authorities of the Delhi Public Library.

5. Innovative Subjects/Projects

Delhi Public Library will promote initiatives to create awareness about Library services and cultural activities through following community out-reach programs to attract more readers and participants:

- i. Tie up with Universities, Colleges and Schools for organizing various programs in the Campus of Universities/Colleges and Schools (especially Govt. schools) to include reading habits among students.
- ii. Every year, Delhi Public Library will organize Library week full of programs, quizzes, competitions in order to highlight the presence of the library.
- iii. Delhi Public Library will organize series of Lectures for example 1.) Handwriting analyst, 2.) By Eminent Personalities on religion, literature etc.
- iv. Delhi Public Library will organize series of Lectures for civil service aspirants.
- v. DPL shall make sincere efforts to reduce its administrative expenses and send a monthly report indicating the steps taken and the saving achieved on monthly basis.
- vi. DPL shall ensure that all the books issued to its members are returned in time and no financial loss is incurred on this account. DPL shall send a monthly report to MoC indicating the steps taken in this regard and confirming that there has been no financial loss during the preceding month on this account.
- vii. DPL shall make efforts to disseminate knowledge to its members and conduct outreach activities through web and mobile based tools. DPL shall send a monthly report to MoC indicating the steps taken in this regard.



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6. General

- i. Mandatory meetings of all the Committees/Sub-committees to be convened and conducted on time.
- ii. The Performance Audit/Peer Review shall be carried out as per GFR provisions contained in Chapter -9-Rule 229.
- iii. Mandatory Returns and Reports for the year to be filed on time.
- iv. Timely disposal of all the applications and appeals under the RTI Act 2005 shall be ensured. Delhi Public Library shall also furnish/upload certificate/report on RTI Portal as per the extant guidelines.
- v. For disposal of public grievances/complaints, DPL shall ensure that an effective grievance redressal mechanism is a place to ensure timely disposal of public grievances/complaints received through PG Portal or any other sources within 15 days. Besides, at least one Board Meeting will be held during the year to examine all the critical/ long pending grievances and take necessary steps for their redressal.
- vi. DPL website shall be reviewed, updated and revamped from time to time as per the Government guidelines. MoA, Rules and Regulations, Service by-laws and Recruitment Rules of DPL and amendments thereof will be uploaded on the website of the organization.
- vii. DPL shall ensure compliance with the Rajbhasha Policy as per directives received from MHA.
- viii. Assess needs for skill development for the staff members.
- ix. Create online system for application and Utilization Certificates.
- x. Swachchh Bharat Campaign/programs as well as cleanliness drive shall be taken up by the DPL by promoting awareness programs, competitions, distribution of pamphlets, hosting signage/hoardings at important locations and schools and colleges of Delhi.
- xi. The Delhi Public Library shall be active on social media like YouTube/Facebook/Twitter etc. After the programme is held photographs and videos shall be uploaded immediately along with the information on the programme.
- xii. The organization will be active on the My Govt. Platform for inviting suggestions, ideas regarding its activities, during the year.
- xiii. The AB shall update the data related to bibliographic metadata and digital content on NVLI portal and provide the progress report every month.
- xiv. The AB shall furnish data/information on monthly basis in the prescribed proforma set out as Annexure-III.
- xv. The AB will upload all the requisite details on the Web portal (<https://mofapp.nic.in/abpr0> of D/o Expenditure, Ministry of Finance for uploading/updating of date on Autonomous Bodies.



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The DPL will supply to the Ministry of Culture mid-term information in respect of achievements of the targets set out in **Annexure-I** (enclosed) with this Memorandum. This information, together with the Annual Reports and Audited Accounts and any further reports/documents prepared in relation to the progress and development of the Delhi Public Library, will be used to monitor the yearly performance. The DPL and the Ministry of Culture will undertake a joint review at the end of the financial year 2023-24. The funding grants to be provided to the Delhi Public Library in the subsequent financial years will largely be dependent on the outcome of these joint reviews.

Timely conduct of the monthly activities to achieve monthly targets as indicated in the Annexure-IV (enclosed) for the year 2023-24 shall be ensured. The Cost/expenditure shown in the Annexure-IV of the MoU has been estimated on the basis of average expenditure incurred in the past years. Actual expenditure on each activity shall however, be subject to the availability of funds in the allocated budget to the Organization and in compliance to the GFR provisions besides adherence to the economy measures as issued by Ministry of Finance from time to time. If physical target is achieved in time, allocation of additional fund could be considered to conduct more activities. Any short fall in target may attract withdrawal/reduction in budgetary support.

Signature on behalf of MoC



.....
(Under Secretary, Libraries)

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Signature on behalf of the Organization



.....
(Deputy Director (Admn.), DPL)

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Annexure-I**Delhi Public Library****MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2023-24
WITH THE MINISTRY OF CULTURE**

S. No.	Subject	Target
1.	Budgets and Accounts	
1.1	Budgetary Outlay	Rs. 3558 Lakhs Expenditure of Budget is to be ensured.
1.2	Annual Report	To be submitted on time
1.3	CAG Report	---do---
1.4	Pending UC's	---do---
1.5	Disposal of CAG Paras	---do---
2.	Human Resource	
2.1	Human Resource Policy	To be framed by December 2023
2.2	Vacancy Position	Vacant posts will be filled in due time
2.3	DPC	To be conducted on time as and when need arises
2.4	Training of Staff	Staff to be deputed for various training for skill development depending on the Budget.
2.5	New Pension Scheme	Contribution to be deposited on time
3.	Legal Matters	
3.1	Amendments to the MOA/ By-Laws/Rules & Regulations	To be submitted to MoC for approval as and when need arises
3.2	Online Court Cases Monitoring	To be uploaded every month
4.	Parliament Matters	
4.1	Audited Accounts to be placed before Parliament	To be submitted by November, 2023
4.2	Fulfillment of Pending parliamentary assurances	To be ensured within the stipulated time
4.3	Implementation of recommendations/suggestions of the Parliamentary Standing Committee	---do---

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4.4	Legislative Matters	To be taken up for approval of Parliament within the stipulated time
5.	General	
5.1	Mandatory meeting of all committees/sub-committees conducted on time	Board/ F&E committee meeting to be called regularly
5.2	Performance Audit of the organization by External Evaluator	To be carried out as per GFR provisions contained in Rule 229(ix) of GFR 2017
5.3	Mandatory Returns and Reports	Time bound
5.4	Disposal of RTI applications	---do---
5.5	Disposal of Public Grievances	---do---
5.6	Website Up-gradation	Regularly
5.7	Swachh Bharat Campaign	Time bound
5.8	Social Media	To be uploaded regularly



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Annexure II

ACTIVITY WISE WEIGHTAGE				
S.No.	ACTIVITIES	PHYSICAL TARGET	FINANCIAL TARGET (Rs. in Lakhs)	WEIGHT
	GRANT IN AID GENERAL (GIA-)			
1	Payment of pension to pensioners of DPL	334x12	1,260	35.42
2	Outsourcing of staff	60x12	140	3.94
3	Office and administrative expense	32x12	116	3.27
4	Collection development (purchase of books)	4000	20	0.57
5	Publicity protocol and membership drive	4	1	0.02
6	Workshops/ Meetings	25	8	0.22
7	Outreach programs	4x12	5	0.14
	TOTAL		1,550	
	GRANT IN AID SALARY			
8	Payment of Salary & other Establishment Expenses	162x12	1952	54.86
	TOTAL		1952	
	GRANT FOR CREATION OF CAPITAL ASSETS (CCA)			
9	Capital Assets (For maintenance of library buildings)		50	1.40
	TOTAL		50	
	SAP- GENERAL			
10	Swachhta Programmes		6	0.16
	TOTAL		6	
	GRAND TOTAL		3558	100



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Activity 1: Payment of Pension/Commutation and medical reimbursent etc for the DPL pensioners					
Weight (W) = 34					
	Monthly Activity Plan (MAP)	Monthly Expenditure Plan (MEP)		Quarterly Expenditure Plan(QEP)	Score = W*A/T
Month	Target (T) Payment of Pension to Pensioners of DPL	Target (Rupees in Lakhs)	Achievment (A)	Target (Rupees in Lakhs)	
Apr-23	All pensioners and family	105		315	
May-23	do	105			
Jun-23	do	105			
Jul-23	do	105		315	
Aug-23	do	105			
Sep-23	do	105			
Oct-23	do	105		315	
Nov-23	do	105			
Dec-23	do	105			
Jan-24	do	105		315	
Feb-24	do	105			
Mar-24	do	105			
Total	334	1260		1260	

Total no. of pensioners in the DPL for the year 2023-24 will be 334. As the actual financial requirement for the disbursement of Pension, Medical Bills, Commutation is Rs. 1300 Lakhs therefore, there is a deficit of Rs.40 Lakhs for which demand will be raised in Ist Supplementary/RE.



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Activity 2: Outsourcing of staff					
Weight (W) = 2					
	Monthly Activity Plan (MAP)	Monthly Expenditure Plan (MEP)		Quarterly Expenditure Plan (QEP)	Score = W*A/T
Month	Target (T) Engagement of consultant/ Outsourced staff etc	Target (Rupees in Lakhs)	Achievement (A)	Target (Rupees in Lakhs)	
Apr-23	All outsourced staff	-		31.10	
May-23	do	15.55			
Jun-23	do	15.55			
Jul-23	do	15.55		46.65	
Aug-23	do	15.55			
Sep-23	do	15.55			
Oct-23	do	15.55		46.65	
Nov-23	do	15.55			
Dec-23	do	15.55			
Jan-24	do	15.60		15.60	
Feb-24	do	-			
Mar-24	do	-			
Total	60	140		140	

Total no. of Outsourced/Consultant workers will be deployed on workload from time to time



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	Activity 3 : Office and Administrative expenses of DPL				
	Weight (W) = 2				
	Monthly Activity Plan (MAP)	Monthly Expenditure Plan (MEP)		Quarterly Expenditure Plan (QEP)	Score = W*A/T
Month	Target (T): To meet the Office and Administrative expenses	Target (Rupees in Lakhs)	Achievement (A)	Target (Rupees in Lakhs)	
Apr-23	Water / Electricity / Fuel etc	10.08		30.24	
May-23	do	10.08			
Jun-23	do	10.08			
Jul-23	do	10.08		30.24	
Aug-23	do	10.08			
Sep-23	do	10.08			
Oct-23	do	10.08		30.24	
Nov-23	do	10.08			
Dec-23	do	10.08			
Jan-24	do	10.08		25.28	
Feb-24	do	10.08			
Mar-24	do	5.12			
Total	12 x 32 units	116		116	

Out of allocated Budget of Rs. 1550 lakhs in GIA-Gen., the DPL is required to pay Rs. 1260 lakhs for disbursement of Pension/ comutation/medical reimbursement of Pension. Out of remaining of Rs. 290 lakh, Rs. 135 lakhs would be required to pay wages of contractual workers. As such the rest of the amount of Rs. 155 lakhs would not be sufficient to meet essential expenses i.e. water & electricity, telephone, petrol & diesel/maintenace of vehicle, AMC of AC/Water Coolers/Solar Panel, Property Tax, Payment of Rent etc. during the F.Y.2023-24. The deficit of Rs. 400 lakhs for which demand will be raised in 1st supplementary/RE 2023-24.

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Activity 4: Collection Development (Purchase of English, Hindi, Punjabi and Urdu books)					
Weight (W) = 1					
	Monthly Activity Plan (MAP)	Monthly Expenditure Plan (MEP)		Quarterly Expenditure Plan (QEP)	Score = W*A/T
Month	Target (T) Number of copies to be purchased	Target (Rupees in Lakhs)	Achievment (A)	Target (Rupees in Lakhs)	
Apr-23					
May-23					
Jun-23					
Jul-23					
Aug-23				7	
Sep-23	1400	7			
Oct-23					
Nov-23				7	
Dec-23	1400	7			
Jan-24					
Feb-24	1200	6		6	
Mar-24					
Total	4,000	20		20	

The unit cost of Rs. 500/-




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	Activity 5: Publicity Protocol and Membership Drive				
	Weight (W) = 1				
	Monthly Activity Plan	Monthly Expenditure Plan (MEP)	Quarterly Expenditure Plan (QEP)		Score = W*A/T
Month	Target (T) Number of events	Target (Rupees in Lakhs)	Achievment (A)	Target (Rupees in Lakhs)	
Apr-23				0.25	
May-23					
Jun-23	1	0.25			
Jul-23				0.25	
Aug-23					
Sep-23	1	0.25			
Oct-23				0.25	
Nov-23					
Dec-23	1	0.25			
Jan-24				0.25	
Feb-24					
Mar-24	1	0.25			
Total	4	1		1	

DPL has been organising various outreach programmes. These programs have to be given wider publicity through various Print and Electronic media to reach public in general. Membership Drive is essential and continous features of DPL. More school and college will be contacted for membership enrollment which will be undertaken through out the year.


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Activity 6: Workshops/ meetings					
Month	Weight (W)=1				Score = W*A/T
	Monthly Activity Plan (MAP)	Monthly Expenditure Plan (MEP)		Quarterly Expenditure Plan (QEP)	
	Target (T): No. of meetings/ workshops to be conducted	Target (Rupees in Lakhs)	Achievment (A)	Target (Rupees in Lakhs)	
Apr-23	1 Workshop	0.05		0.75	
May-23	1 Training/ 1 OL Meeting	0.05 0.05			
Jun-23	Publication of Bhartiya Lok Dipika Sangoshthi	0.50 0.10			
Jul-23	1 Meeting of Book Selection	0.30		2.15	
Aug-23	1 DLB Meeting 1 Sangoshthi	0.70 0.10			
Sep-23	1 Hindi Saptah OL Meeting	1.00 0.05			
Oct-23	Publication of Bhartiya Lok Dipika 1 Workshop	0.50 0.05		2.25	
Nov-23	1 Meeting of Book Selection 1 OL Meeting 1 Sangoshthi	0.30 0.05 0.05			
Dec-23	1 DLB Meeting Publication 1 Workshop	0.70 0.50 0.10			
Jan-24	Publication of Samarnika 1 Training 1 Sangoshthi	1.5 0.10 0.10		2.85	
Feb-24	1 Meeting Withdrawn	0.30			
Mar-24	1 DLB Meeting 1 OL meeting 1 Workshop	0.70 0.05 0.10			
Total	25	8		8	
1	1. 3 DLB Meeting : 2,10,000/=				
2	2. 3 BAC Meeting : 90,000/=				
3	3. OL Meeting : 2,00,000/=				
4	Hindi Saptah is to be celebrated every year in the month of September. It involves approx. expenses of approx. Rs.				

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	Activity 7: Organizing Outreach Programs				
	Weight (W) = 1				
	Monthly Activity Plan (MAP)	Monthly Expenditure Plan (MEP)		Quarterly Expenditure Plan (QEP)	Score = W*A/T
Month	Target (T) Number of events	Target (Rupees in Lakhs)	Achievment (A)	Target (Rupees in Lakhs)	
Apr-23	4	0.40		1.20	
May-23	4	0.40			
Jun-23	4	0.40			
Jul-23	4	0.40		1.20	
Aug-23	4	0.40			
Sep-23	4	0.40			
Oct-23	4	0.40		1.40	
Nov-23	4	0.40			
Dec-23	4	0.60			
Jan-24	4	0.40		1.20	
Feb-24	4	0.40			
Mar-24	4	0.40			
Total	48	5		5	

Unit cost of each program will be approximately Rs. 10,000/-

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	Activity 8: Payment of Salary & Other estt. Expenses				
	Weight (W)=56				
	Monthly Activity Plan (MAP)	Monthly Expenditure Plan (MEP)		Quarterly Expenditure Plan (QEP)	Score = W*A/T
Month	Target (T):To meet salary and other esttt. Expenses	Target (Rupees in Lakhs)	Achievment (A)	Target (Rupees in Lakhs)	
Apr-23	Payment of salary etc.	162.6		487.8	
May-23	do	162.6			
Jun-23	do	162.6			
Jul-23	do	162.6		487.8	
Aug-23	do	162.6			
Sep-23	do	162.6			
Oct-23	do	162.6		487.8	
Nov-23	do	162.6			
Dec-23	do	162.6			
Jan-24	do	162.6		488.6	
Feb-24	do	162.6			
Mar-24	do	163.4			
Total	162x12	1952		1952	




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	Activity 9: Capital Assets				
	Weight (W)=1				
	Monthly Activity Plan (MAP)	Monthly Expenditure Plan (MEP)		Quarterly Expenditure Plan (QEP)	Score = W*A/T
		Target (Rupees in Lakhs)	Achievment (A)		
Month	Target (T): For maintenance of library buildings			Target (Rupees in Lakhs)	
Apr-23				15	
May-23	Purchase of AC	5			
Jun-23	Development in Website	10			
Jul-23	Building & Toilets /Canteen	15		20	
Aug-23					
Sep-23	Purchase of Furniture	5			
Oct-23	Building & Toilets /Canteen	15		15	
Nov-23					
Dec-23					
Jan-24					
Feb-24					
Mar-24					
Total	For maintenance of library buildings	50		50	


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	Activity 10: Swachchhta Abhiyan Programmes				
	Weight (W) = 1				
	Monthly Activity Plan (MAP)	Monthly Expenditure Plan (MEP)		Quarterly Expenditure Plan (QEP)	Score = W*A/T
Month	Target (T): Swachhta related activities	Target (Rupees in Lakhs)	Achievment (A)	Target (Rupees in Lakhs)	
Apr-23	For Programmes & purchase of items related to SAP (hand wash, sanitizers, masks etc.)	0.50		1.50	
May-23	For Programmes & purchase of items related to SAP (hand wash, sanitizers, masks etc.)	0.50			
Jun-23	For Programmes & purchase of items related to SAP (hand wash, sanitizers, masks etc.)	0.50			
Jul-23	For Programmes & purchase of items related to SAP (hand wash, sanitizers, masks etc.)	0.50		1.50	
Aug-23	For Programmes & purchase of items related to SAP (hand wash, sanitizers, masks etc.)	0.50			
Sep-23	For Programmes & purchase of items related to SAP (hand wash, sanitizers, masks etc.)	0.50			
Oct-23	For Programmes & purchase of items related to SAP (hand wash, sanitizers, masks etc.)	0.50		1.50	
Nov-23	For Programmes & purchase of items related to SAP (hand wash, sanitizers, masks etc.)	0.50			
Dec-23	For Programmes & purchase of items related to SAP (hand wash, sanitizers, masks etc.)	0.50			
Jan-24	For Programmes & purchase of items related to SAP (hand wash, sanitizers, masks etc.)	0.50		1.50	
Feb-24	For Programmes & purchase of items related to SAP (hand wash, sanitizers, masks etc.)	0.50			
Mar-24	For Programmes & purchase of items related to SAP (hand wash, sanitizers, masks etc.)	0.50			
Total	Swachhta related activities	6.00		6.00	



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Annexure-III

DELHI PUBLIC LIBRARY			
FINANCIAL YEAR 2023-24 (Monthly/ Quarterly Expenditure Plan MEP/QEP)			
	Month	MEP (Rs. In Lakhs)	QEP (Rs. In Lakhs)
Quarter-1	Apr-2023	296.50	889.50
	May-2023	296.50	
	Jun-2023	296.50	
Quarter-2	Jul-2023	296.50	889.50
	Aug-2023	296.50	
	Sep-2023	296.50	
Quarter-3	Oct-2023	296.50	889.50
	Nov-2023	296.50	
	Dec-2023	296.50	
Quarter-4	Jan-2024	296.50	889.50
	Feb-2024	296.50	
	Mar-2024	296.50	
Total (2023-24)		3558	3558



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Annexure-IV**Table 1: Status of RTI**

S. No.	No. of RTI received	No. of RTI pending from Last Month	No. of RTI disposed	Pending RTI	Remarks if any

Table 2: Status of Public Grievances

S. No.	No. of Public Grievances received	No. of Public Grievances pending from last month	No. of Public Grievances disposed	Pending Public Grievances	Remarks if any

Table 3: Status of Swachhta Abhiyan

S. No.	Name of the activity conducted for Swachhta Abhiyan	No. of participants Expected	No. of actual participants	Name of the Partnering Organization if any	Remarks if any

Table 4: Purchase of Books/journals/Collection Development

S. No.	New collections/volume Acquired during the month	List of books acquired	Whether available On website?	Expenditure incurred	Remarks if any

Table 5: Binding of Books/Newspapers/Preservation and Conservation of Books & Gazettes

S. No.	Nos. of books/newspapers Which require binding	Nos. of books/Newspapers/gazettes Binding during the month	Nos. of books/Newspapers binding so far	Expenditure incurred

Table 6: Membership Drive

S. No.	Place/Institution/Colleges/School where Membership Drive Conducted	No. of Participants Attended the drive	No. of persons enrolled For Membership	Expenditure incurred And Remarks if any


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Table 7: Outreach Programmes

S. No.	Name of activity conducted	No. of Expected Participants Attended the drive Pend	No. of actual Participants attended	Name of the Partnering Organization if any	Expenditure incurred

Table 8: Seminars/Workshops/Meetings

S. No.	Activities	Budget	Topic/theme	No. of Participants	Guest speaker Chief Guest	Place of Programme	Expenditure incurred And Remarks if any

Table 9: Books & Newspapers received under Delivery of Books & Newspapers (Public Libraries) Act, 1954

S. No.	No. of books & Newspaper received Under DB Act during the month	Name of Publishers of received books	No. and Name of Publishers who contravenes any Provision of this Act	Total No. of Penalty imposed so far	Remarks

Table 10: Status on progress of updation of bibliographic metadata and digital content

S. No.	Total No. of books in Library	Total No. of books For which metadata has been updated on NVLI's portal	Total No. of books Purchased during the month	Total No. of Metadata updated during the month on NVLI's portal	Remarks

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