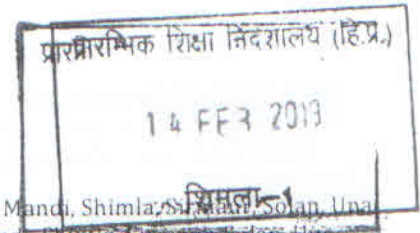


No. EDN-H (Ele) (6) 3- 7/2013-14 (F.T.B) VOL-II  
 Directorate of Elementary Education  
 Himachal Pradesh

Dated: Shimla- 171001 February, 2019



To,

1. Deputy Directors (Higher)- Bilaspur, Chamba, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmour, Solan, Una
2. Deputy Directors (Ele)- Bilaspur, Chamba, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmour, Solan, Una
3. DPOs cum DIET Principals- Bilaspur, Chamba, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmour, Solan, Una

**Subject: - Schedule & mechanism for free textbook distribution (classes 1-10) for summer closing schools**

Ma'am/Sir,

The state is committed to on time delivery of textbooks for the academic year 2019-20. The education department is steadfast in meeting its target of having textbooks in school on the first day of the academic session.

To encourage efficiency and avoid multiple visits for block officials, each block has been allotted one date to jointly collect all textbooks for their blocks for classes 1 to 10. **The chief responsibility of collection & distribution of free textbooks for classes 1-5 lies with Block elementary education officers (BEEOs) and for classes 6-10 lies with Block project officers-cum-principals (BPOs).**

**All Block officers are requested to ensure that textbooks are collected from depots as per the schedule attached (Annexure 1) and further coordinate with other Principals/Headmasters to ensure books reach schools before the commencement of 2019-20 academic sessions in summer-closing schools.** The entire supply chain for the collection and distribution of free textbooks is given in Annexure 1.

**All Deputy Directors (higher & elementary) and DIET principals are requested to ensure the following and inform block officers (BPOs & BEEOs):**

1. DPOs cum DIET principals to disseminate the attached schedule (Annexure-1) to BPOs and Deputy Directors (Elementary) to BEEOs. In case block officers require any changes in the schedule (due to extremely bad weather) they may contact **9816822384 (textbook helpline)** immediately to request a different date. Block officers can also check the schedule online on DEE website. Link: <https://bit.ly/2tjDV4x>

2. Deputy Directors should ensure the following:

- **Track the number of books collected** for all classes (1-10) by BEEOs and BPOs as per signed indent after collection in the format for tracker found in Link: <https://tinyurl.com/y8h2ytu4>
- Verify and ensure that the number of books collected as per indent.
- All signed indents (all pages) must reach the Dy. Director's office within **3 days** of collection of textbooks by block officials. All signed indents from a district must reach the Directorate of Elementary Education within **5 days** of last block's collection date.

3. Block officers (BPOs & BEEOs) to verify the indents available on the DEE website. It has been observed that some of the blocks haven't submitted proper demand as per the enrolment and prescribed format. To make changes in the indent block officers are requested to call **9816822384 (textbook helpline)** between **10 am to 5 pm** and make changes in the indent before Monday, 18-02-2019 (before going to respective depot).

4. BEEOs and BPOs to collect textbooks from depot and then distribute to cluster schools in their block based on an optimized route. **The route map should be made such that minimum distance is covered by utility vehicle to deliver textbooks from HPBOSE depot (Book distribution center; BDC) to cluster schools.**

5. BEEOs and BPOs to sign and authorize 3 copies of the indent and authorize the relevant official (hereby called Authorized Collecting Officer) to collect books from the depot on behalf of the block going to the respective HPBOSE depot (Book distribution center; BDC). After the textbook collection at the depot, Authorized Collecting Officer should fill last column of the table- 'Title-wise demand and supply of textbooks' i.e., the number of books of each title received. The indent will be further signed by the Depot in-charge and the Authorized Collecting Officer.

The BEEOs and BPOs have to ensure that the Authorized Collecting Officer takes following documents along with them to the depot:

- Two printouts of the indent (signed by BEEOs for class 1-5 and BPOs for class 6-10)
- For class 1-5: A photocopy of any photo ID of the BEEO (DEE ID/ Aadhaar/ Voter ID card etc.) signed by the BEEO
- For class 6-10: A photocopy of any photo ID of the BPO (DEE ID/ Aadhaar/ Voter ID card etc.) signed by the BPO cum principal
- This will be a proof that the BEEO/BPO has authorized the person to collect books.

Both BDC/depot in charge and Authorized Collecting Officer must sign last page of the indent to confirm the information entered in the table is correct. One copy of the indent will be kept by BDC/depot and the other copy must



be sent to the respective district Deputy Directors (Elementary). For classes 6-10 indents, a copy of the indent also has to be sent to Deputy Directors (higher), BEEOs and BPOs to ensure that authorized collecting officer takes clear photos of the indent and WhatsApp it to the number 9816822384 on the same day when books have been collected.

6. Once the books are collected from respective BDC/Depot, block officers to drop the books at the Cluster Schools in their block ideally on the same day or within two days after collection of books. BPOs are requested to ensure that books are dropped at upper primary/higher cluster schools and BEEOs to ensure that books are dropped at Primary cluster schools. Please refer to Annexure-1 for detailed supply chain.

*Please note: Block officers can minimize the cost by ensuring that utility vehicles drops the textbooks after collecting from depot on the very same day at cluster schools based on the optimized route created as per point 4.*

7. Distribution of books from cluster schools to summer closing schools:

- Schools to collect textbooks from respective cluster head schools in March before the commencement of summer closing school academic session of 2019-20.
- Please ensure that textbooks are available to students from day 1<sup>st</sup> day of opening of summer closing schools

However, the responsibility of ensuring that textbooks reach schools on time lies with BEEOs and BPO cum principals.

8. BEEOs and BPOs to call for quotations for utility vehicle to carry books from the respective depot to all cluster head schools in the block for all classes 1-10. A minimum of 3 quotations to be called and there is no maximum limit. The same utility vehicle will carry all books for classes 1-10. If the demand of the block is too high and cannot be collected using a single utility vehicle, two utility vehicles can be hired at lowest rates. The quotation should contain the following details

- Price per kilometer
- Total distance covered from the depot to all the cluster school
- Total price

*Please note: If the quotations are not available, block officers can hire utility vehicles based on per kilometre rate. Officers are requested to ensure the rates are nominal.*

Final printed bill of goods/service received to be collected from the transport agency/utility vehicle owner along with the photocopy of registration certificate of the vehicle (licences) and driving licences of the utility vehicle driver. The payment for the same will be done by both Directorate of Elementary Education (DEE) and Directorate of Higher Education (DHE). The details for the same are given below

*Collection of textbooks from depots to blocks:*

From	To	Chief responsibility	Classes	Payment break up	Timeline
Depots	Blocks	BEEOs	1-5	100% by DEE	As per the schedule in Annexure 1
		BPO cum Principals	6-10	60% by DEE and 40% by DHE	As per the schedule in Annexure 1

*Collection of textbooks from blocks to cluster head schools:*

From	To	Chief responsibility	Classes	Payment break up	Timeline
Block	Clusters	BEEOs	1-5	100% by DEE	Ideally on same day or within two days after collection from BDC/depot
		BPO cum Principals	6-10	60% by DEE and 40% by DHE	Ideally on same day or within two days after collection from BDC/depot

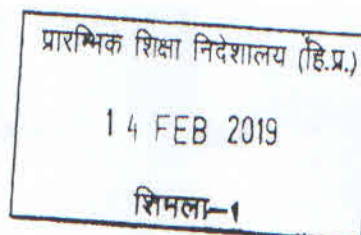
*Collection of textbooks from clusters to summer closing schools:*

From	To	Chief responsibility	Classes	Collection responsibility	Timeline
Clusters	Summer closing schools	BEEOs	1-5	Principal/Head master/Head teacher of respective school	March 2019. Please ensure that books are available to students from day 1 of academic Session 2019-20.
		BPO cum Principals	6-10		

Transportation/Carriage fees: Budget will be provided for transportation/carriage fees to Deputy Directors for Block Elementary Education Officers (BEEO), 100% by Directorate of Elementary Education and for Block Project Officer Cum Principals, 60% by Directorate of Elementary Education (DEE) and 40% by Directorate of Higher Education (DHE) based on last year's allocation. The Block officials can then directly collect reimbursement after showing necessary proof from the Deputy Director Office to ensure speedy and timely reimbursement.

Please note: Block officers have to maintain original bills with complete details & photocopy of other documents as mentioned in point 9.

10. In order to address queries and support block officials, a helpline is created. Helpline number is 9816822384. Timings: 10am to 5pm. Block officials can even mail their queries and doubts to [hptextbook@gmail.com](mailto:hptextbook@gmail.com)



Yours faithfully,

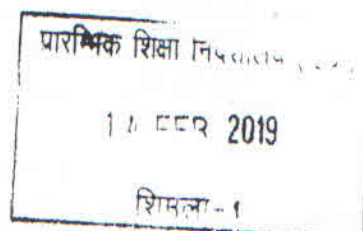
Rohit Jamwal (HPAS)  
Director, Elementary Education  
Lal Pani, H.P. Shimla-1

Endst. No. Even Dated Shimla-171001 February, 2019

Copy for information-

1. The Principal Secretary (Education) Government of Himachal Pradesh, H.P. Shimla-2
2. Director, Higher Education, H.P. Shimla-1
3. State Project Director (SSA/RMSA), SPO, H.P. Shimla-1
4. Secretary HPBOSE, H.P. Dharamshala- 176 215 to inform all BDC/depots in charge regarding the process and schedule for distribution.
5. Joint Controller (F/A), Directorate of Elementary Education, H.P. Shimla-1 for information regarding carriage fees reimbursement
6. Joint Controller (F/A), Directorate of Higher Education, H.P. Shimla-1 for information regarding carriage fees reimbursement
7. Guard file


- Sol -  
Rohit Jamwal (HPAS)  
Director, Elementary Education  
Lal Pani, H.P. Shimla-1



Endst.No. EDN-KGR-(E-7)-FTB/2019-20-13325 Dated: 18/02/2019

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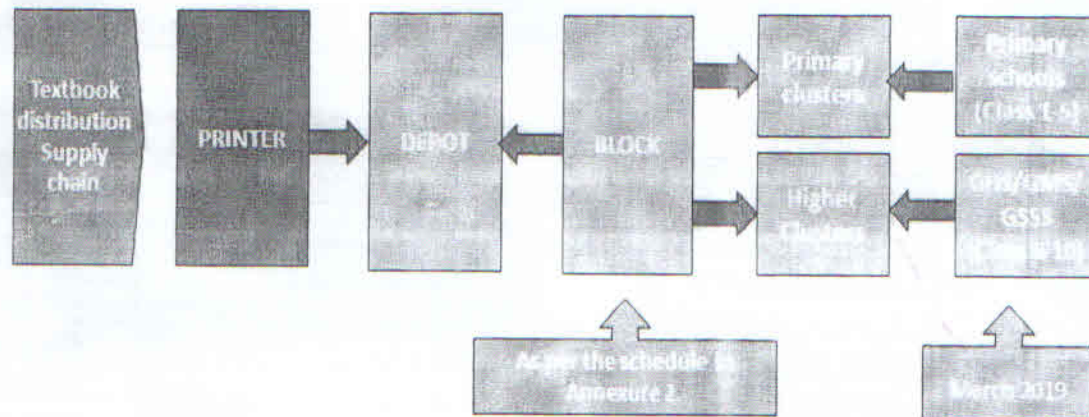
1. All the BPO-Cum Principals of summer closing schools.
2. All the Block Elementary Education Officers .

  
Deputy Director Elementary Education  
Kangra at Dharamshala



## ANNEXURE-1

### A. SUPPLY CHAIN OF FREE TEXTBOOK COLLECTION AND DISTRIBUTION TO SUMMER CLOSING SCHOOLS



### B. SCHEDULE FOR TEXTBOOK DISTRIBUTION FOR SUMMER CLOSING SCHOOLS:

The schedule is available online on DEE website (<https://bit.ly/2tjDV4x>) Please call 9816822384 (textbook helpline) for changes in schedule.

#### 1. Schedule for Bilaspur District

District	Block	BDC/Depot	Collection Date
BILASPUR	GHUMARWIN-I	GHUMARWIN	February 20, 2019
BILASPUR	GHUMARWIN-II	GHUMARWIN	February 21, 2019
BILASPUR	JHANDUTTA	GHUMARWIN	February 22, 2019
BILASPUR	SADAR	BILASPUR	February 20, 2019
BILASPUR	SWARGHAT	BILASPUR	February 21, 2019

#### 2. Schedule for Chamba District

District	Block	BDC/Depot	Collection Date
CHAMBA	BANIKHET	CHAMBA	February 20, 2019
CHAMBA	CHAMBA	CHAMBA	February 21, 2019
CHAMBA	CHOWARI	CHAMBA	February 22, 2019
CHAMBA	KIANI	CHAMBA	February 23, 2019
CHAMBA	MEHLA-I	CHAMBA	February 25, 2019
CHAMBA	MEHLA-II AT HARDASPURA	CHAMBA	February 26, 2019
CHAMBA	SALOONI	CHAMBA	February 27, 2019
CHAMBA	SIHUNTA	CHAMBA	February 28, 2019
CHAMBA	SUNDLA	CHAMBA	March 01, 2019

3. Schedule for Hamirpur District

DISTRICT	BLOCK	DC/DEPOT	Collection Date
HAMIRPUR	BHIJARI	HAMIRPUR	February 20, 2019
HAMIRPUR	BHORANJ	BHORANJ	February 20, 2019
HAMIRPUR	GALORE	HAMIRPUR	February 21, 2019
HAMIRPUR	HAMIRPUR	HAMIRPUR	February 22, 2019
HAMIRPUR	NADAUN	HAMIRPUR	February 23, 2019
HAMIRPUR	SUJANPUR	HAMIRPUR	February 25, 2019

4. Schedule for Kangra District

District	Block	DC/Depot	Collection Date
KANGRA	BAIJNATH	PAPROLA	February 20, 2019
KANGRA	BHAWARNA	PAPROLA	February 21, 2019
KANGRA	CHADHIAR	PAPROLA	February 22, 2019
KANGRA	DADASIBA	DHARAMSHALA	February 20, 2019
KANGRA	DEHRA	DHARAMSHALA	February 21, 2019
KANGRA	DHARAMSHALA	DHARAMSHALA	February 22, 2019
KANGRA	FATEHPUR	JAWALI	February 20, 2019
KANGRA	INDORA	JASSUR	February 20, 2019
KANGRA	JAWALI	JAWALI	February 21, 2019
KANGRA	KANGRA	DHARAMSHALA	February 23, 2019
KANGRA	LAMBAGAON	PAPROLA	February 23, 2019
KANGRA	NAGROTA BAGWAN	NAGROTA BAGWAN	February 20, 2019
KANGRA	NAGROTA SURIAN	JAWALI	February 21, 2019
KANGRA	NURPUR	JASSUR	February 21, 2019
KANGRA	PALAMPUR	PAPROLA	February 23, 2019
KANGRA	PANCHRUKHI	PAPROLA	February 25, 2019
KANGRA	RAIT	DHARAMSHALA	February 25, 2019
KANGRA	RAJA KA TALAB	JASSUR	February 22, 2019
KANGRA	RAKKAR	DHARAMSHALA	February 26, 2019

5. Schedule for Kullu District

District	Block	DC/Depot	Collection Date
KULLU	BANJAR	KULLU	February 20, 2019
KULLU	KULLU-I	KULLU	February 21, 2019
KULLU	KULLU-II	KULLU	February 22, 2019
KULLU	NAGGAR	KULLU	February 23, 2019