

Dated, Shimla-171001

June, 2020

प्रारम्भिक शिक्षा विभाग
07 JUN 2020
शिमला-1

To

- 1 Dy. Directors (Hr.)- Bilaspur, Chamba, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmaur, Solan, Una
- 2 Dy. Directors (Ele.)- Bilaspur, Chamba, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmaur, Solan, Una
- 3 DIET Principals- Bilaspur, Chamba, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmaur, Solan, Una

Subject: - Proforma for supplementary textbook demand for summer-closing schools (Academic Session 2020-21).

Ma'am/Sir,

The education department would like to commend the efforts of all officials for the mission of on-time textbook distribution to all summer-closing schools.

Please find below the instructions for obtaining supplementary textbooks in case of changes in enrolment:

- Please print the proforma of Supplementary Textbook Indent attached in Annexure-1 (for Class 1-5) and Annexure-2 (for Class 6-10) and fill in the correct details.
 - In Table 1, give revised total enrolment (Category-wise).
 - In Table 2, mention how many sets you have already collected, and how many more sets you want to collect.
 - The BPO-cum-Principal may sign and authorize the Supplementary Textbook Indent for Class 6-10 textbooks, and BEEO for Class 1-5 textbooks.
 - All Dy. Directors (Elementary/Higher Education) are requested to ensure that BPO-cum-Principals collect supplementary demand for all students in Block **including Textbooks Demand for General Category Students for Classes 9th & 10th**.
 - Schedule: Please call the depot and schedule a convenient date for collecting supplementary textbooks. Take along your old indent when going to collect supplementary books from the depot.
 - After collecting supplementary books, please send physical copies to:
 - Dy. Director (Ele.) for Class 1-5 indents.
 - Dy. Director (Ele.) and Dy. Director (Higher) for Class 6-10 indents.
 - To avoid repeat trips to the depot, please collect the supplementary demand only when the enrollment has stabilized.
- In view of the above you are directed to issue this instruction to all the BPOs and BPOs working under your control and send the action taken report (ATR) to this office well in time.

(Rohit Jamwal) HPAS
Director of Elementary Education
Himachal Pradesh, Shimla-1
eleedu-hp@gov.in

Endst No. Even Dated Shimla-171001 June, 2020

Copy for information and necessary action to the following officials: -

1. The Director, Directorate of Higher Education, H.P. Shimla-1
2. The Secretary, HPBOSE Dharmashala Distt. Kangra.
3. Guard file.

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04/06/2020

(Rohit Jamwal) HPAS
Director of Elementary Education
Himachal Pradesh, Shimla-1
eleedu-hp@gov.in

Endst. No. EDN-1K9A-(E-7) FTB/2020-21
Dated: 4/6/2020
Copy forwarded in original to all BEEOs/BPOs for information and further necessary compliance. The detail information is available on departmental site hp.nic.in/eleedu.

(Rohit Jamwal)
Dy. Director Elementary Ed
Kangra at Dharmashala.