

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)
02 JUN 2021
शिमला

To

Dated, Shimla- 171001

All Dy. Directors (Elementary/Higher Education)

Subject: - Proforma for supplementary textbook demand for summer/winter-closing schools (Academic Session 2021-22).

Ma'am/Sir,

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.
- 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 enrolment has stabilized.

In view of the above you are directed to issue this instruction to all the BEEOs and BPOs working under your control and send the action taken report (ATR) to this office well in time.

(Hitesh Azad) HPAS
Joint Director (A)
Elementary Education
Himachal Pradesh, Shimla-I
eleedu-hp@gov.in

Endst. No. Even Dated Shimla-171001 June, 2021

Copy for information and necessary action to: -

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

(Hitesh Azad) HPAS
Joint Director (A)
Elementary Education
Himachal Pradesh, Shimla-I
eleedu-hp@gov.in

of the Deputy Director of Ele. Edu
Kangra at Dharmashala

No-EDN- KGR (E-7) F.T.B. 2021-22

Dated 4/6/2021.

Copy to:

1. All the Principal/Head master BSSS/GHS and BEEO District Kangra for information and immediate action under intimation to this office

Jy Director of Ele. Edu
Kangra at Dharmashala
Distt. Kangra, H.P 170016

To

The Incharge
Sales/ Book Depot _____
H.P Board of School Education

Subject:

**Supplementary textbook demand (Class 1-5) for
the block _____**

Please supply the additional textbook sets listed in Table 2 as supplementary demand for the summer/winter-closing session of the year 2021-22.

Table 1. Revised category wise TOTAL enrolment (for students in summer/winter-closing schools):

CLASS	GEN	SC	ST	OBC	IRDP	TOTAL
Class 1						
Class 2						
Class 3						
Class 4						
Class 5						

Table 2. Medium-wise demand (for students in summer/winter-closing schools):

CLASS	Total number of sets already collected	Additional sets required	
		English Medium	Hindi Medium
Class 1			
Class 2			
Class 3			
Class 4			
Class 5			

Block Elementary Education Officer

Copy to:-

- Deputy Director (Elementary), _____
- Guard File