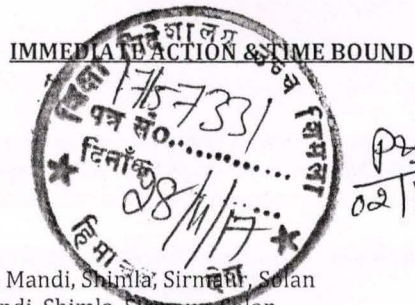


No. EDN-H (Ele) (4) 3- 7/2013-14 (F.T.B)
Directorate of Elementary Education
Himachal Pradesh

Dated: Shimla- 171001 27th November 2017



To,

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

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

Sir/Madam,

The state is committed to on time delivery of textbooks for the academic year 2018-19. 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 2018-19 academic sessions. 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: <http://bit.ly/TextbookSchedule>**

2. District officials are requested to monitor and ensure timely book collection of class 1-10 textbooks for winter closing schools by blocks.

3. Block officers (BPOs & BEEOs) to verify the indents available on the DEE website. It has been observed that most 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 Saturday, 9-12-2017 (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).**

6. 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.

7. 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.

8. Distribution of books from cluster schools to winter closing schools:

Principals/Head masters/Head teachers from schools are

- Responsible to collect textbooks from respective cluster head schools in January before the commencement of winter closing school academic session of 2018-19.
- Responsible to ensure that textbooks are available to students from day 1 of the school

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

9. 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 2
		BPO cum Principals	6-10	60% by DEE and 40% by DHE	As per the schedule in Annexure 2

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

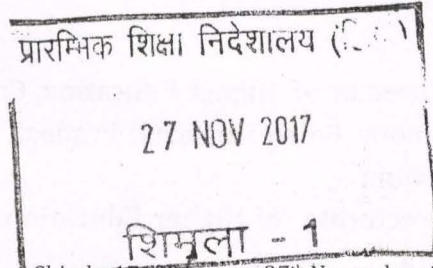
Collection of textbooks from clusters to winter closing schools:

From	To	Chief responsibility	Classes	Collection responsibility	Timeline
Clusters	Winter closing schools	BEEOs	1-5	Principal/Head master/Head teacher of respective school	January 2017. Please ensure that books are available to students from day 1 of academic session 2018-19.
		BPO cum Principals	6-10		

9. Transportation/Carriage fees: Budget will be provided for transportation/carriage fees to Block elementary education officer (BEEO), 100% by Directorate of Elementary Education against demand under **SOE 05-0E (standard object of expenditure)**. Budget will be provided for transportation/carriage fees for block project officer cum principals against demand, 60% by Directorate of Elementary Education (DEE) and 40% by Directorate of higher Education (DHE). 60% amount paid by DEE can be withdrawn under **SOE 05-0E (standard object of expenditure)**.

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



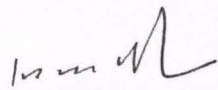
Yours faithfully,

Manmohan Sharma (HPAS)
Director, Elementary Education
Lal Pani, H.P. Shimla-1

Endst. No. Even Dated Shimla-171001 27th November, 2017

Copy for information-

1. The Principal Secretary (Education), Government of Himachal Pradesh, H.P. Shimla-2
2. Director, Higher Education, H.P. Shimla-I
3. State Project Director (SSA/RMSA), SPO, H.P. Shimla-I
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-I for information regarding carriage fees reimbursement
6. Joint Controller (F/A), Directorate of Higher Education, H.P. Shimla-I for information regarding carriage fees reimbursement
7. Guard file


Manmohan Sharma (HPAS)
Director, Elementary Education
Lal Pani, H.P. Shimla-1



Directorate of Higher Education
Himachal Pradesh

(Planning Branch)

Ends. No. EDN-H(6)2017-FTB-Plan dated 20.12.2017

Copy forwarded to:-

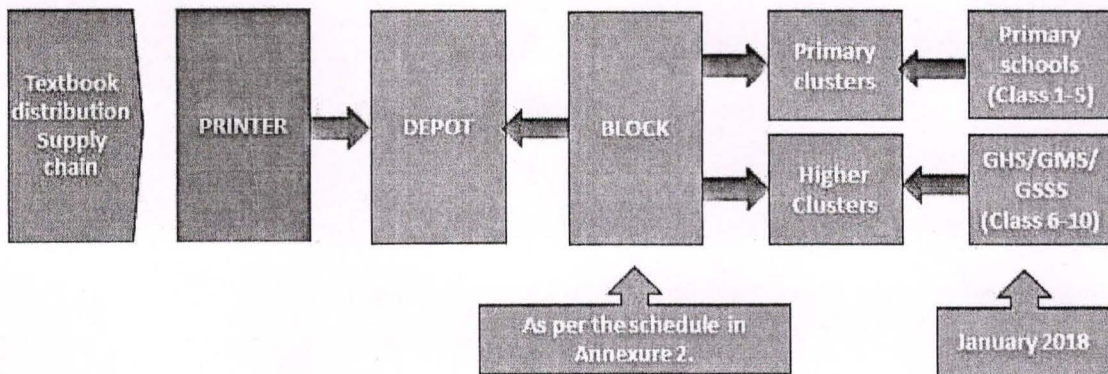
1. The Concerned Deputy Director of Higher Education, Chamba, Kangra, Kinnaur, kullu, Mandi, Shimla, Sirmour, Solan Himachal Pradesh (winter closing schools) for further necessary action.
2. Joint Controller (F/A), Directorate of Higher Education, H.P. Shimla-171001 for information & further n/a .
3. The Director of Elementary Education H.P Shimla-171001 for information.
4. The In charge, IT Cell DHE, H.P with the direction to upload the same on the departmental website.
5. Guard file.



***Director of Higher Education
Himachal Pradesh, Shimla-171001***

ANNEXURE-1

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



B. SCHEDULE FOR TEXTBOOK DISTRIBUTION FOR WINTER CLOSING SCHOOLS:

The schedule is available online on DEE website (<http://bit.ly/TextbookSchedule>). Please call 9816822384 (textbook helpline) for changes in schedule due to possible bad weather conditions

1. Schedule for Chamba district

District	Block	BDC/Depot	Collection Date
CHAMBA	BANIKHET	Chamba	December 08, 2017
CHAMBA	BHARMOUR	Bharmour	December 11, 2017
CHAMBA	CHAMBA	Chamba	December 11, 2017
CHAMBA	SIHUNTA	Jassur	December 11, 2017
CHAMBA	GEHRA	Chamba	December 12, 2017
CHAMBA	GAROLA	Bharmour	December 12, 2017
CHAMBA	HARDASPURA	Chamba	December 13, 2017
CHAMBA	KALHEL	Chamba	December 14, 2017
CHAMBA	KIANI	Chamba	December 15, 2017
CHAMBA	MEHLA	Chamba	December 16, 2017
CHAMBA	SALOONI	Chamba	December 18, 2017
CHAMBA	SUNDLA	Chamba	December 19, 2017
CHAMBA	TISSA	Chamba	December 20, 2017
CHAMBA	CHOWARI	Chamba	December 21, 2017

2. Schedule for Kangra district

District	Block	BDC/Depot	Collection Date
KANGRA	BAIJNATH	Paprola	December 11, 2017

3. Schedule for Kinnaur district

District	Block	BDC/Depot	Collection Date
KINNAUR	KALPA	R.Peo	December 11, 2017
KINNAUR	NICHAR	R.Peo	December 12, 2017
KINNAUR	POOH	R.Peo	December 13, 2017

4. Schedule for Kullu district

District	Block	BDC/Depot	Collection Date
KULLU	ANNI	Rampur BSR	December 11, 2017
KULLU	BANJAR	Kullu	December 11, 2017
KULLU	NIRMAND	Rampur BSR	December 12, 2017

5. Schedule for Mandi district

District	Block	BDC/Depot	Collection Date
MANDI	SERAJ-1	Mandi	December 08, 2017
MANDI	DRANG-1	Chauntra	December 11, 2017
MANDI	SUNDER NAGAR-2	Mandi	December 11, 2017
MANDI	CHACHIOT-1	Mandi	December 12, 2017
MANDI	CHACHIOT-2	Mandi	December 13, 2017
MANDI	DRANG-2	Mandi	December 14, 2017
MANDI	KARSOG-1	Mandi	December 15, 2017
MANDI	KARSOG-2	Mandi	December 16, 2017
MANDI	SADAR-1	Mandi	December 18, 2017
MANDI	SADAR-2	Mandi	December 19, 2017
MANDI	SERAJ-2	Mandi	December 20, 2017

6. Schedule for Shimla district

District	Block	BDC/Depot	Collection Date
SHIMLA	CHOPAL	Shimla	December 08, 2017
SHIMLA	DODRAKAWAR	Rohru	December 11, 2017
SHIMLA	NERWA	Shimla	December 11, 2017
SHIMLA	CHAUHARA	Rohru	December 12, 2017
SHIMLA	THEOG	Shimla	December 12, 2017
SHIMLA	JUBBAL	Rohru	December 13, 2017
SHIMLA	KUMARSAIN	Rampur BSR	December 13, 2017
SHIMLA	MATIANA	Shimla	December 13, 2017
SHIMLA	KOTKHAI	Rohru	December 14, 2017
SHIMLA	KUPVI	Shimla	December 14, 2017
SHIMLA	RAMPUR	Rampur BSR	December 14, 2017
SHIMLA	DEHA	Shimla	December 15, 2017
SHIMLA	RAMPUR-II AT SARAHAN	Rampur BSR	December 15, 2017
SHIMLA	TIKKAR	Rohru	December 15, 2017
SHIMLA	NANKHARI	Rampur BSR	December 16, 2017
SHIMLA	RANSAR (JANGLA)	Rohru	December 16, 2017
SHIMLA	SUNI	Shimla	December 16, 2017
SHIMLA	MASHOBRA	Shimla	December 18, 2017
SHIMLA	ROHRU	Rohru	December 18, 2017
SHIMLA	KASUMPATI	Shimla	December 19, 2017
SHIMLA	SHIMLA-4	Shimla	December 20, 2017

7. Schedule for Sirmaur district

District	Block	BDC/Depot	Collection Date
SIRMAUR	BAKRAS	Nahan	December 11, 2017
SIRMAUR	DADAHU	Nahan	December 13, 2017
SIRMAUR	NARAG	Rajgarh	December 11, 2017
SIRMAUR	NOHRADHAR	Rajgarh	December 12, 2017
SIRMAUR	RAJGARH	Rajgarh	December 13, 2017
SIRMAUR	SANGRA	Nahan	December 14, 2017
SIRMAUR	SARAHAN	Rajgarh	December 14, 2017
SIRMAUR	SHILLAI	Nahan	December 12, 2017

8. Schedule for Solan district

District	Block	BDC/Depot	Collection Date
SOLAN	ARKI	Solan	December 11, 2017
SOLAN	DHARAMPUR	Solan	December 12, 2017
SOLAN	DHUNDAN	Solan	December 13, 2017
SOLAN	KANDAGHAT	Solan	December 14, 2017
SOLAN	KUTHAR	Solan	December 15, 2017