

Education Department, Government of Himachal Pradesh

Textbook Distribution Mechanism for class 1-10 for the academic session 2019-20

The Education department, Himachal Pradesh is committed to distribute free textbooks (NCERT) to all government school students before the commencement of academic session. This document lists the mechanism which will be adhered by the department to accomplish mission.

Section 1: Availability of Books at Depot

- 1.1. HPBOSE to release tender and issue order to the selected printer.
- 1.2. The following timelines are to be adhered by HPBOSE:
 - 30th October:** All winter books in depot
 - 1st February:** All summer books in depot
- 1.3. HPBOSE to incorporate penalties for late delivery of textbooks by the printer.

Section 2: Textbook Demand collection

- 2.1 Demand to be collected block wise through on online form available on the DEE website.
 - BEEOs are responsible for collecting demand & filling online demand form for classes 1-5 from each school in their block.
 - BPOs cum principals are responsible for collecting demand & filling online demand form for classes 6-10 from each school in their block.
- 2.2 DEE to ensure notification of category wise, grade wise textbook to HPBOSE.

Section 3: Collection of Books from Depot

- 3.1. Schedule for collection of textbooks from the Depot will put up on the DEE website and notification for the same will be sent to all Deputy Directors and block officials.
- 3.2. Indents to be issued online on DEE website. All BEEO's are authorized to issue indents for classes 1-5 and BPO's are authorized to issue indents for classes 6-10. The indents should be submitted to the depot while collecting free textbooks.
- 3.3. Chief responsibility for on time textbook collection and distribution lies with BEEO and BPO.
 - All BEEOs are responsible for collecting textbooks from the depot for classes 1-5 in their respective blocks.
 - All BPOs cum principals are responsible for collecting textbooks from the depot for classes 6-10 in their respective blocks as per the schedule.
- 3.4. Blocks can make changes in the demand mentioned in the indents only once and two days before the scheduled collection date either by calling the helpline number 9816822384 or by sending an email to hptextbook@gmail.com

3.5. Block officials to collect books for their respective block all classes 1-10 on the same day as per schedule.

3.6. Depot in charge to review and seal the indents submitted by the block official.

3.7. After collecting textbooks from depot block officials to send the photo of sealed indent to helpline number 9816822384 on the same day.

3.8. In order to eliminate time consuming process of collecting and counting books at depot by the block official, HPBOSE to ensure that books in the depot are segregated block wise and class wise i.e., classes 1-5 and classes 6-10 separately.

3.9 Supplementary demand.

3.9. Blocks to hire a utility vehicle at block level to collect books from the depot to the cluster school. Refer section 5 for detailed mechanism for hiring a utility vehicle.

Section 4: Distribution of books from blocks to school

4.1. Blocks to deliver cluster wise packages at cluster head schools (CHTs) within two days after collection.

4.2 It is the Responsibility of all Head Teachers, Head Master and Principals to collect books from clusters schools to their respective schools before the commencement of academic session.

4.3. In order to eliminate wastage of teaching time in schools due to collection of books, wherever possible, support staff and not teachers to collect books from cluster schools before the commencement of schools.

Section 5: Procedure for hiring utility vehicles for book collection and distribution

5.1 BEEOs and BPOs to issue single notice for calling quotation 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.

5.2 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.

5.3 The quotation should contain the following details:

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

5.4 A four member committee consisting of BPO, BEEO, Superintendent of BEEO office and BRCC (Pry/Up pry) will open the sealed quotation and review.

5.5 A comparative statement document to be prepared and the quotation which quotes the lowest price to be selected.

5.6 All the original quotations and the comparative statement prepared by the committee, duly signed by each and every member to be sent to the Joint Controller (F/A), Directorate of Elementary Education, Shimla latest.

5.7 The DEE will review the statement and quotations of every block and transfer the required funds.

Important legal requirements:

5.8 The committee to collect security deposit of ₹2000 from the transport agency/utility vehicle owner before placing order to the approved transport agency/vehicle owner/firm. Security money deposited will be refunded after successful & timely delivery of books at cluster school. In case of delay or non-performance of the task, the security money deposited will be forfeited.

5.9 The committee to charge penalties from transport agency/utility vehicle owner for delay in delivery of textbooks to the depot. This information should be conveyed to the transport agency/utility vehicle owner before the commitment.

5.10 Printed bill of goods/service received to be collected from the transport agency/utility vehicle owner. The original bill to be sent to Joint controller (F/A), DEE after the collection of textbooks from the depot.

5.11 The committee to collect and verify copy of registration certificate of the vehicle (licences) and driving licences of the utility vehicle driver. A photocopy of the above documents to be maintained in a file in both BEEO and BPO office.

5.12 A copy of all the quotations, comparative statement and printed bill should be kept in both BEEO office & BPO office.

Section 6: Support from the department

6.1. In order to address queries and support block officials, helpline is created. Helpline number is 9816822384. Timings: 10 am to 5 pm.

6.2. Block officials can even mail their queries and doubts to hptextbook@gmail.com

Note: BEEO and BPO cum Principals are empowered to act as managers of their block and come up with innovative solutions to deliver textbooks to schools on time. They may contact helpline in case support is required from the state.

Appendix A

List of Abbreviations

1. HPBOSE- Himachal Pradesh Board of School Education
2. DEE- Directorate of Elementary Education
3. BEEO- Block elementary education officer
4. BPO- Block project officer
5. BRCC- Block resource centre co-ordinator
6. F/A- Finance and Accounts