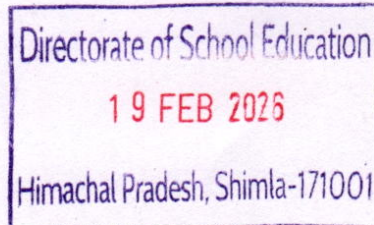


No. EDN-(SE)H(12) 2025-26 F.T.B.
Directorate of School Education
Himachal Pradesh
Dated: Shimla- 171001 February, 2026



To

All Deputy Directors of School Education (Secondary/Elementary),
DPOs cum DIET Principals

Subject: Schedule & Mechanism for Free Textbook Distribution (Classes 1-10 Winter/Summer-Closing Schools) for Academic Session 2026-27.

Madam/Sir,

The state is committed to ensure on time delivery of textbooks for the academic year 2026-27. The Education Department is steadfast in meeting its target of having textbooks in all Government schools (Class 1st -10th).

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-2) and further coordinate with other Principals/Headmasters to ensure books reach schools before the commencement of 2026-27 academic session. The entire supply chain for the collection and distribution of free textbooks is given in Annexure-1.

All Deputy Directors of School Education (Secondary/ 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-2**) to BPOs and Deputy Directors of School Education (Secondary/Elementary) to BEEOs. In case Block Officers require any changes in the schedule (due to unavoidable circumstances) they may contact **9418821999 (Textbook Helpline)** immediately to request a different date. Block Officers can also check the schedule online on DSE website. **Link: <https://tinyurl.com/SCHFTB>**

2. District Officials are requested to monitor and ensure timely book collection of class 1-10 textbooks for winter/ summer-closing schools by Blocks.

3. **Block Officers (BPOs & BEEOs) to verify the indents available on the DSE website.** To make changes in the indent Block Officers are requested to call **9418821999 (Textbook Helpline) between 10 AM to 5 PM** and make changes in the indent before **23.02.2026 (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:

- 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 (DSE ID/ Aadhaar/ Voter ID card etc.) signed by the BEEO
- For class 6-10: A photocopy of any photo ID of the BPO (DSE 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 Depot Incharge 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 of School Education (Secondary/Elementary). **For classes 6-10 indents, a copy of the indent also has to be sent to Deputy Directors of School Education (Secondary).**

6. BEEOs and BPOs to ensure that authorized collecting officer takes clear photos of the indent and WhatsApp it to the number **9418821999 (Textbook Helpline)** 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/Secondary Cluster Schools and BEEOs to ensure that books are dropped at Primary Cluster Schools. Please refer to Annexure-1 for detailed supply chain.

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/Secondary Cluster Schools and BEEOs to ensure that books are dropped at Primary Cluster Schools. Please refer to Annexure-1 for detailed supply chain.

Note: Block Officers can minimize the cost by ensuring that utility vehicles drop 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/summer-closing schools:

- Responsible to collect textbooks from respective cluster head schools before the commencement of academic session of 2026-27.
- 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 BPOs.

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

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/Services received to be collected from the Transport Agency/Utility Vehicle owner along with the photocopy of Registration Certificate of the Vehicle (License) and Driving License of the Utility Vehicle driver. The payment for the same will be done by both Directorate of School Education (Secondary/Elementary). 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 DSE	As per the schedule in Annexure 2
		BPO cum Principals	6-10	100% by DSE	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 DSE	Ideally on same day or within two days after collection from BDC/depot
		BPO cum Principals	6-10	100% by DSE	Ideally on same day or within two days after collection from BDC/depot

Collection of textbooks from clusters to winter/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	Please ensure that books are available to students from day 1 of Academic Session 2026-27.
		BPO cum Principals	6-10		

Collection of Authorized Indents from BEEO's / BPO's by DDSE (Deputy Directors School Education (Secondary/Elementary)):


From	To	Chief responsibility	Classes	Collection responsibility	Timeline
BEEO's / BPO's (To send authorized indents within 7 days after date of Collection from Depots)	DDSE (Secondary/Elementary)	BEEOs	1-5	DDSE Deputy Directors School Education (Secondary/Elementary)	Authorized information regarding collected books to be sent within 7 days of collection from BEEO's / BPO's to the Directorate of School Education (Classes 1-10).
		BPO cum Principals	6-10		

10. Transportation/Carriage fees: Budget will be provided for Transportation/Carriage Fees to Block Elementary Education Officer (BEEO), 100% by Directorate of School 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, 100% by Directorate of School Education (DSE) and amount paid by DSE can be withdrawn under **SOE 05-0E (standard object of expenditure)**.

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

11. In order to address queries of Block Officials, a **Helpline No. 9418821999 (Timings: 10 AM to 5 PM) is created**. Block Officials may mail their queries and doubts to hptextbook@gmail.com

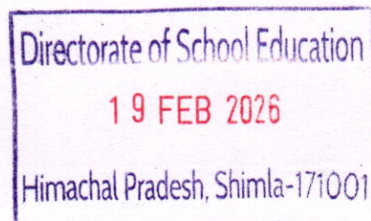
Yours faithfully,



Director School Education
Himachal Pradesh, Shimla-1
February, 2026

Endst. No. Even Dated the Shimla-171001

Copy to:-

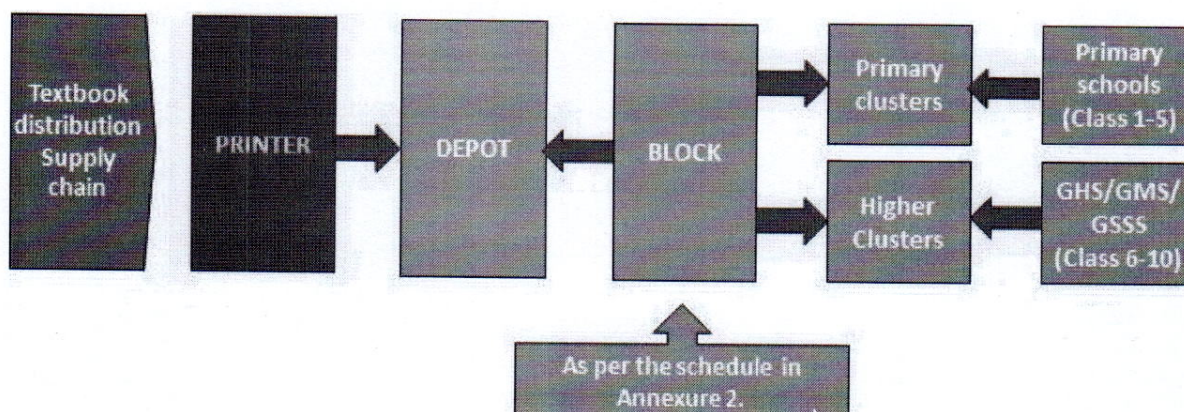
1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-171002 for information please.
2. The Secretary Himachal Pradesh Board of School Education, Dharamshala- 176215 to inform all BDC/Depots Incharge regarding the process and schedule for distribution.
3. State Project Director (Samagra Shiksha), SPO, H.P., Shimla-171001, for information and necessary action at the end please.
4. Joint Controller (F/A), Directorate of School Education, H.P., Shimla-171001 for information regarding carriage fees reimbursement.
5. Guard file.




Director School Education
Himachal Pradesh, Shimla-1

ANNEXURE-1

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



ANNEXURE-2

B. SCHEDULE FOR TEXTBOOK DISTRIBUTION FOR WINTER/SUMMER CLOSING SCHOOLS:

Please call **9418821999** (Textbook Helpline) between 10 AM to 5 PM for changes in schedule due to unavoidable circumstances.

1. Schedule for BILASPUR District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
BILASPUR	GHUMARWIN-I	GHUMARWIN	February 20, 2026
BILASPUR	GHUMARWIN-II	GHUMARWIN	February 21, 2026
BILASPUR	JHANDUTTA	GHUMARWIN	February 23, 2026
BILASPUR	SADAR	BILASPUR	February 24, 2026
BILASPUR	SHRI NAINA DEVI JI	BILASPUR	February 25, 2026
BILASPUR	SWARGHAT	BILASPUR	February 26, 2026

2. Schedule for CHAMBA District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
CHAMBA	BANIKHET	CHAMBA	February 20, 2026
CHAMBA	BHARMOUR	CHAMBA	February 21, 2026
CHAMBA	CHAMBA	CHAMBA	February 23, 2026
CHAMBA	CHOWARI	CHAMBA	February 24, 2026
CHAMBA	GAROLA	CHAMBA	February 25, 2026
CHAMBA	GEHRA	CHAMBA	February 26, 2026
CHAMBA	KALHEL	CHAMBA	February 27, 2026
CHAMBA	KIANI	CHAMBA	February 28, 2026
CHAMBA	MEHLA-I	CHAMBA	March 02, 2026
CHAMBA	MEHLA-II AT HARDASPURA	CHAMBA	March 03, 2026
CHAMBA	SALOONI	CHAMBA	March 05, 2026
CHAMBA	SIHUNTA	CHAMBA	March 06, 2026
CHAMBA	SUNDLA	CHAMBA	March 07, 2026
CHAMBA	TISSA	CHAMBA	March 09, 2026

3. Schedule for HAMIRPUR District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
HAMIRPUR	BHORANJ	BHORANJ	February 20, 2026
HAMIRPUR	BIJHARI	HAMIRPUR	February 21, 2026
HAMIRPUR	GALORE	HAMIRPUR	February 23, 2026
HAMIRPUR	HAMIRPUR	HAMIRPUR	February 24, 2026
HAMIRPUR	NADAUN	HAMIRPUR	February 25, 2026
HAMIRPUR	SUJANPUR	HAMIRPUR	February 26, 2026

4. Schedule for KANGRA District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
KANGRA	BAIJNATH	PAPROLA	February 20, 2026
KANGRA	BHAWARNA	PAPROLA	February 21, 2026
KANGRA	CHADIAR	PAPROLA	February 23, 2026
KANGRA	DADASIBA	JAWALAMUKHI	February 24, 2026
KANGRA	DEHRA	JAWALAMUKHI	February 25, 2026
KANGRA	DHARAMSHALA	DHARAMSHALA	February 20, 2026
KANGRA	DHEERA	NAGROTA BAGWAN	February 20, 2026
KANGRA	FATEHPUR	JAWALI	February 20, 2026
KANGRA	INDORA	JASSUR	February 20, 2026
KANGRA	JAWALI	JAWALI	February 21, 2026
KANGRA	KANGRA	DHARAMSHALA	February 21, 2026
KANGRA	KHUNDIAN	JAWALAMUKHI	February 23, 2026
KANGRA	KOTLA	JASSUR	February 21, 2026
KANGRA	LAMBAGAON	PAPROLA	February 23, 2026
KANGRA	NAGROTA BAGWAN	NAGROTA BAGWAN	February 21, 2026
KANGRA	NAGROTA SURIAN	JAWALI	February 23, 2026
KANGRA	NURPUR	JASSUR	February 23, 2026
KANGRA	PALAMPUR	PAPROLA	February 24, 2026
KANGRA	PANCHRUKHI	PAPROLA	February 25, 2026
KANGRA	RAIT	DHARAMSHALA	February 26, 2026
KANGRA	RAJA KA TALAB	JASSUR	February 21, 2026
KANGRA	RAKKAR	JAWALAMUKHI	February 23, 2026
KANGRA	THURAL	NAGROTA BAGWAN	February 23, 2026

5. Schedule for KINNAUR District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
KINNAUR	KALPA	RECKONG PEO	February 20, 2026
KINNAUR	NICHAR	RECKONG PEO	February 21, 2026
KINNAUR	POOH	RECKONG PEO	February 23, 2026

6. Schedule for KULLU District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
KULLU	ANNI	RAMPUR BSR	February 20, 2026
KULLU	BANJAR	KULLU	February 20, 2026
KULLU	KULLU-I	KULLU	February 21, 2026
KULLU	KULLU-II	KULLU	February 23, 2026
KULLU	NAGGAR	KULLU	February 24, 2026
KULLU	NIRMAND	RAMPUR BSR	February 21, 2026
KULLU	SAINJ	KULLU	February 23, 2026

7. Schedule for LAHAUL & SPITI District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
LAHAUL & SPITI	KAZA	RECKONG PEO	February 20, 2026
LAHAUL & SPITI	KEYLONG-I	KULLU	February 20, 2026
LAHAUL & SPITI	KEYLONG-II	KULLU	February 21, 2026
LAHAUL & SPITI	UDAIPUR	KULLU	February 23, 2026

8. Schedule for MANDI District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
MANDI	AUT	MANDI	February 20, 2026
MANDI	BAGSIAD	MANDI	February 21, 2026
MANDI	BALH	MANDI	February 23, 2026
MANDI	CHACHIOT-I	MANDI	February 24, 2026
MANDI	CHACHIOT-II	MANDI	February 25, 2026
MANDI	CHAUNTRA-I	CHAUNTRA	February 26, 2026
MANDI	CHAUNTRA-II	CHAUNTRA	February 27, 2026
MANDI	DHARAMPUR-I	BHORANJ	February 28, 2026
MANDI	DHARMAPUR-II	BHORANJ	February 20, 2026
MANDI	DRANG-I	CHAUNTRA	February 21, 2026
MANDI	DRANG-II	MANDI	February 23, 2026
MANDI	GOPALPUR-I	BHORANJ	February 21, 2026
MANDI	GOPALPUR-II	BHORANJ	February 23, 2026
MANDI	KARSOG-I	KARSOG	February 24, 2026
MANDI	KARSOG-II	KARSOG	February 25, 2026
MANDI	NIHRI	KARSOG	February 26, 2026
MANDI	REWALSAR	MANDI	February 27, 2026
MANDI	SADAR-I	MANDI	February 28, 2026
MANDI	SADAR-II	MANDI	March 02, 2026
MANDI	SAIGALOO	MANDI	March 03, 2026
MANDI	SALWAHAN	MANDI	March 05, 2026
MANDI	SERAJ-I	MANDI	March 06, 2026
MANDI	SERAJ-II	MANDI	March 07, 2026
MANDI	SUNDERNAGAR-I	MANDI	March 09, 2026
MANDI	SUNDERNAGAR-II	MANDI	March 10, 2026

9. Schedule for SHIMLA District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
SHIMLA	CHAUHARA	ROHRU	February 20, 2026
SHIMLA	CHOPAL	SHIMLA	February 20, 2026
SHIMLA	DEHA	SHIMLA	February 21, 2026
SHIMLA	DODRAKWAR	ROHRU	February 21, 2026
SHIMLA	JUBBAL	ROHRU	February 23, 2026
SHIMLA	KASUMPTI	SHIMLA	February 23, 2026
SHIMLA	KOTKHAI	ROHRU	February 24, 2026
SHIMLA	KUMARSAIN	RAMPUR BSR	February 26, 2026
SHIMLA	KUPVI	SHIMLA	February 27, 2026
SHIMLA	MASHOBRA	SHIMLA	February 28, 2026
SHIMLA	MATIANA	SHIMLA	February 28, 2026
SHIMLA	NANKHARI	RAMPUR BSR	February 21, 2026
SHIMLA	NERWA	SHIMLA	February 23, 2026
SHIMLA	RAMPUR	RAMPUR BSR	February 24, 2026
SHIMLA	RAMPUR-II AT SARAHAN	RAMPUR BSR	February 23, 2026

SHIMLA	RANSAR (JANGLA)	ROHRU	February 24, 2026
SHIMLA	ROHRU	ROHRU	February 25, 2026
SHIMLA	SHIMLA-4	SHIMLA	February 26, 2026
SHIMLA	SUNI	SHIMLA	February 27, 2026
SHIMLA	THEOG	SHIMLA	February 28, 2026
SHIMLA	TIKKAR	ROHRU	February 28, 2026

10. Schedule for SIRMAUR District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
SIRMAUR	BAKRAS	NAHAN	February 20, 2026
SIRMAUR	DADAHU	NAHAN	February 21, 2026
SIRMAUR	KAFFOTA	NAHAN	February 23, 2026
SIRMAUR	KHORONWALA	NAHAN	February 24, 2026
SIRMAUR	MAJARA	NAHAN	February 25, 2026
SIRMAUR	NAHAN	NAHAN	February 26, 2026
SIRMAUR	NARAG	RAJGARH	February 20, 2026
SIRMAUR	NOHRADHAR	RAJGARH	February 21, 2026
SIRMAUR	PAONTA SAHIB	NAHAN	February 27, 2026
SIRMAUR	RAJGARH	RAJGARH	February 28, 2026
SIRMAUR	ROHNAT	NAHAN	March 02, 2026
SIRMAUR	SANGRAH	NAHAN	March 03, 2026
SIRMAUR	SARAHAN	RAJGARH	February 23, 2026
SIRMAUR	SATAUN	NAHAN	March 02, 2026
SIRMAUR	SHILLAI	NAHAN	March 03, 2026
SIRMAUR	SURLA	NAHAN	March 05, 2026

11. Schedule for SOLAN District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
SOLAN	ARKI	SOLAN	February 20, 2026
SOLAN	BADDI	NALAGARH	February 20, 2026
SOLAN	DHARAMPUR	SOLAN	February 21, 2026
SOLAN	DHUNDHAN	SOLAN	February 23, 2026
SOLAN	KANDAGHAT	SOLAN	February 24, 2026
SOLAN	KUTHAR	SOLAN	February 25, 2026
SOLAN	NALAGARH	NALAGARH	February 27, 2026
SOLAN	PATTA MEHLOG	NALAGARH	February 21, 2026
SOLAN	RAMSHEHAR	NALAGARH	February 23, 2026
SOLAN	SOLAN	SOLAN	February 24, 2026

12. Schedule for UNA District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
UNA	AMB	UNA	February 20, 2026
UNA	BANGANA	UNA	February 21, 2026
UNA	GAGRET-I	UNA	February 23, 2026
UNA	GAGRET-II	UNA	February 24, 2026
UNA	HAROLI	UNA	February 25, 2026
UNA	JOL	UNA	February 26, 2026
UNA	UNA	UNA	February 27, 2026