

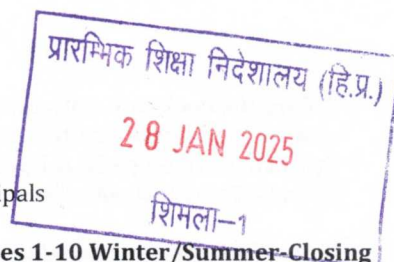
No. EDN-ELE-H(6)-F(10)/2024-25 (FTB)

Directorate of Elementary Education
Himachal Pradesh

Dated: Shimla- 171001 January, 2025

To

✓ All Deputy Directors (Higher/Elementary), DPOs cum DIET Principals



Subject: Schedule & Mechanism for Free Textbook Distribution (Classes 1-10 Winter/Summer-Closing Schools) for Academic Session 2025-26.

Madam/Sir,

The state is committed to ensure on time delivery of textbooks for the academic year 2025-26. 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 2025-26 academic session. The entire supply chain for the collection and distribution of free textbooks is given in Annexure-1.

All Deputy Directors (Higher & Elementary Education) 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 (Elementary Education) to BEEOs. In case Block Officers require any changes in the schedule (due to unavoidable circumstances) they may contact **9816822384 (Textbook Helpline)** immediately to request a different date. Block Officers can also check the schedule online on DEE website. **Link: <https://tinyurl.com/ftb202526>**

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 DEE website.** 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 **29-01-2025 (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 (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 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 (Elementary Education). **For classes 6-10 indents, a copy of the indent also has to be sent to Deputy Directors (Higher Education).**

6. BEEOs and BPOs to ensure that authorized collecting officer takes clear photos of the indent and WhatsApp it to the number **9816822384 (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/Higher 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 2025-26.
- 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 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/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 2025-26.
		BPO cum Principals	6-10		

Collection of Authorized Indents from BEEO's / BPO's by DDEE (Deputy Directors Elementary Education & Higher Education):

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)	DDEE / DDHE	BEEOs	1-5	DDEE (Deputy Directors Elementary & Higher Education)	Authorized information regarding collected books to be sent within 7 days of collection from BEEO's / BPO's to the Directorate of Elementary Education (Classes 1-8) & Higher Education (9-10).
		BPO cum Principals	6-10		

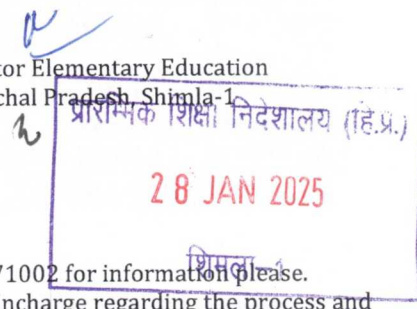
10. Transportation/Carriage fees: Budget will be provided for Transportation/Carriage Fees to Block Elementary Education Officer (BEEO), 100% by Directorate of Elementary Education against demand under **SOE 05-0E (standard object of expenditure)**. Budget will be provided for Transportation/Carriage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

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. 9816822384 (Timings: 10 AM to 5 PM)** is created. Block Officials can even mail their queries and doubts to hptextbook@gmail.com

Yours faithfully,

Director Elementary Education
Himachal Pradesh, Shimla-1



Endst. No. Even Dated Shimla-171001 January, 2025

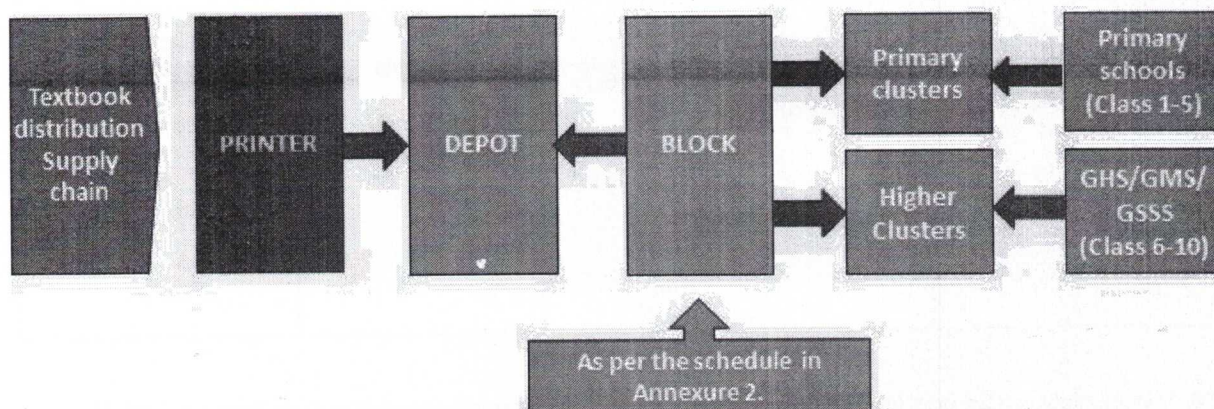
Copy to:-

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

Director Elementary 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:

The schedule is available online on Elementary Education website (Link: <https://tinyurl.com/ftb202526>)
Please call 9816822384 (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 15, 2025
BILASPUR	GHUMARWIN-II	GHUMARWIN	February 17, 2025
BILASPUR	JHANDUTTA	GHUMARWIN	February 18, 2025
BILASPUR	SADAR	BILASPUR	February 19, 2025
BILASPUR	SHRI NAINA DEVI JI	BILASPUR	February 20, 2025
BILASPUR	SWARGHAT	BILASPUR	February 21, 2025

2. Schedule for CHAMBA District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
CHAMBA	BANIKHET	CHAMBA	January 30, 2025
CHAMBA	BHARMOUR	CHAMBA	January 31, 2025
CHAMBA	CHAMBA	CHAMBA	February 1, 2025
CHAMBA	CHOWARI	CHAMBA	February 3, 2025
CHAMBA	GAROLA	CHAMBA	February 4, 2025
CHAMBA	GEHRA	CHAMBA	February 5, 2025
CHAMBA	KALHEL	CHAMBA	February 6, 2025
CHAMBA	KIANI	CHAMBA	February 7, 2025
CHAMBA	MEHLA-I	CHAMBA	February 10, 2025
CHAMBA	MEHLA-II AT HARDASPURA	CHAMBA	February 11, 2025
CHAMBA	SALOONI	CHAMBA	February 13, 2025
CHAMBA	SIHUNTA	CHAMBA	February 14, 2025
CHAMBA	SUNDLA	CHAMBA	February 15, 2025
CHAMBA	TISSA	CHAMBA	February 17, 2025

3. Schedule for HAMIRPUR District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
HAMIRPUR	BHORANJ	BHORANJ	February 15, 2025
HAMIRPUR	BIJHARI	HAMIRPUR	February 17, 2025
HAMIRPUR	GALORE	HAMIRPUR	February 18, 2025
HAMIRPUR	HAMIRPUR	HAMIRPUR	February 19, 2025
HAMIRPUR	NADAUN	HAMIRPUR	February 20, 2025
HAMIRPUR	SUJANPUR	HAMIRPUR	February 21, 2025

4. Schedule for KANGRA District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
KANGRA	BAIJNATH	PAPROLA	January 30, 2025
KANGRA	BHAWARNA	PAPROLA	February 15, 2025
KANGRA	CHADIAR	PAPROLA	February 17, 2025
KANGRA	DADASIBA	JAWALAMUKHI	February 15, 2025
KANGRA	DEHRA	JAWALAMUKHI	February 17, 2025
KANGRA	DHARAMSHALA	DHARAMSHALA	February 18, 2025
KANGRA	DHEERA	NAGROTA BAGWAN	February 19, 2025
KANGRA	FATEHPUR	JAWALI	February 20, 2025
KANGRA	INDORA	JASSUR	February 21, 2025
KANGRA	JAWALI	JAWALI	February 22, 2025
KANGRA	KANGRA	DHARAMSHALA	February 24, 2025
KANGRA	KHUNDIAN	JAWALAMUKHI	February 25, 2025
KANGRA	KOTLA	JASSUR	February 27, 2025
KANGRA	LAMBAGAON	PAPROLA	February 28, 2025
KANGRA	NAGROTA BAGWAN	NAGROTA BAGWAN	March 1, 2025
KANGRA	NAGROTA SURIAN	JAWALI	March 3, 2025
KANGRA	NURPUR	JASSUR	March 4, 2025
KANGRA	PALAMPUR	PAPROLA	March 5, 2025
KANGRA	PANCHRUKHI	PAPROLA	March 6, 2025
KANGRA	RAIT	DHARAMSHALA	March 7, 2025
KANGRA	RAJA KA TALAB	JASSUR	March 10, 2025
KANGRA	RAKKAR	JAWALAMUKHI	March 11, 2025
KANGRA	THURAL	NAGROTA BAGWAN	March 12, 2025

5. Schedule for KINNAUR District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
KINNAUR	KALPA	RECKONG PEO	January 30, 2025
KINNAUR	NICHAR	RECKONG PEO	January 31, 2025
KINNAUR	POOH	RECKONG PEO	February 1, 2025

6. Schedule for KULLU District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
KULLU	ANNI	RAMPUR BSR	January 30, 2025
KULLU	BANJAR	KULLU	January 30, 2025
KULLU	KULLU-I	KULLU	February 15, 2025
KULLU	KULLU-II	KULLU	February 17, 2025
KULLU	NAGGAR	KULLU	February 18, 2025
KULLU	NIRMAND	RAMPUR BSR	January 31, 2025
KULLU	SAINJ	KULLU	February 19, 2025

7. Schedule for LAHAUL & SPITI District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
LAHAUL & SPITI	KAZA	RECKONG PEO	February 3, 2025
LAHAUL & SPITI	KEYLONG-I	KULLU	January 31, 2025
LAHAUL & SPITI	KEYLONG-II	KULLU	February 1, 2025
LAHAUL & SPITI	UDAIPUR	KULLU	February 3, 2025

8. Schedule for MANDI District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
MANDI	AUT	MANDI	January 30, 2025
MANDI	BAGSIAD	MANDI	January 31, 2025
MANDI	BALH	MANDI	February 15, 2025
MANDI	CHACHIOT-I	MANDI	February 17, 2025
MANDI	CHACHIOT-II	MANDI	February 1, 2025
MANDI	CHAUNTRA-I	CHAUNTRA	February 15, 2025
MANDI	CHAUNTRA-II	CHAUNTRA	February 17, 2025
MANDI	DHARAMPUR-I	BHORANJ	February 15, 2025
MANDI	DHARMAPUR-II	BHORANJ	February 17, 2025
MANDI	DRANG-I	CHAUNTRA	February 3, 2025
MANDI	DRANG-II	MANDI	February 4, 2025
MANDI	GOPALPUR-I	BHORANJ	February 17, 2025
MANDI	GOPALPUR-II	BHORANJ	February 18, 2025
MANDI	KARSOG-I	KARSOG	February 5, 2025
MANDI	KARSOG-II	KARSOG	February 6, 2025
MANDI	NIHRI	KARSOG	February 7, 2025
MANDI	REWALSAR	MANDI	February 18, 2025
MANDI	SADAR-I	MANDI	February 19, 2025
MANDI	SADAR-II	MANDI	February 10, 2025
MANDI	SAIGALOO	MANDI	February 20, 2025
MANDI	SALWAHAN	MANDI	February 21, 2025
MANDI	SERAJ-I	MANDI	February 11, 2025
MANDI	SERAJ-II	MANDI	February 13, 2025
MANDI	SUNDERNAGAR-I	MANDI	February 22, 2025
MANDI	SUNDERNAGAR-II	MANDI	February 14, 2025

9. Schedule for SHIMLA District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
SHIMLA	CHAUHARA	ROHRU	January 30, 2025
SHIMLA	CHOPAL	SHIMLA	January 30, 2025
SHIMLA	DEHA	SHIMLA	January 31, 2025
SHIMLA	DODRAKWAR	ROHRU	January 31, 2025
SHIMLA	JUBBAL	ROHRU	February 1, 2025
SHIMLA	KASUMPTI	SHIMLA	February 1, 2025
SHIMLA	KOTKHAI	ROHRU	February 3, 2025
SHIMLA	KUMARSAIN	RAMPUR BSR	February 1, 2025
SHIMLA	KUPVI	SHIMLA	February 3, 2025
SHIMLA	MASHOBRA	SHIMLA	February 4, 2025
SHIMLA	MATIANA	SHIMLA	February 5, 2025
SHIMLA	NANKHARI	RAMPUR BSR	February 3, 2025
SHIMLA	NERWA	SHIMLA	February 6, 2025
SHIMLA	RAMPUR	RAMPUR BSR	February 4, 2025
SHIMLA	RAMPUR-II AT SARAHAAN	RAMPUR BSR	February 5, 2025
SHIMLA	RANSAR (JANGLA)	ROHRU	February 4, 2025

SHIMLA	ROHRU	ROHRU	February 5, 2025
SHIMLA	SHIMLA-4	SHIMLA	February 7, 2025
SHIMLA	SUNI	SHIMLA	February 10, 2025
SHIMLA	THEOG	SHIMLA	February 11, 2025
SHIMLA	TIKKAR	ROHRU	February 6, 2025

10. Schedule for SIRMAUR District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
SIRMAUR	BAKRAS	NAHAN	January 30, 2025
SIRMAUR	DADAHU	NAHAN	February 15, 2025
SIRMAUR	KAFFOTA	NAHAN	February 17, 2025
SIRMAUR	KHORONWALA	NAHAN	February 18, 2025
SIRMAUR	MAJARA	NAHAN	February 19, 2025
SIRMAUR	NAHAN	NAHAN	February 20, 2025
SIRMAUR	NARAG	RAJGARH	January 30, 2025
SIRMAUR	NOHRADHAR	RAJGARH	January 31, 2025
SIRMAUR	PAONTA SAHIB	NAHAN	February 21, 2025
SIRMAUR	RAJGARH	RAJGARH	February 1, 2025
SIRMAUR	SANGRAH	NAHAN	January 31, 2025
SIRMAUR	SARAHAN	RAJGARH	February 3, 2025
SIRMAUR	SATAUN	NAHAN	February 22, 2025
SIRMAUR	SHILLAI	NAHAN	February 1, 2025
SIRMAUR	SURLA	NAHAN	February 24, 2025

11. Schedule for SOLAN District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
SOLAN	ARKI	SOLAN	January 30, 2025
SOLAN	DHARAMPUR	SOLAN	January 31, 2025
SOLAN	DHUNDHAN	SOLAN	February 1, 2025
SOLAN	KANDAGHAT	SOLAN	February 3, 2025
SOLAN	KUTHAR	SOLAN	February 4, 2025
SOLAN	NALAGARH	NALAGARH	February 15, 2025
SOLAN	PATTA MEHLOG	NALAGARH	February 17, 2025
SOLAN	RAMSHEHAR	NALAGARH	February 18, 2025
SOLAN	SOLAN	SOLAN	February 5, 2025

12. Schedule for UNA District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
UNA	AMB	UNA	February 15, 2025
UNA	BANGANA	UNA	February 17, 2025
UNA	GAGRET-I	UNA	February 18, 2025
UNA	GAGRET-II	UNA	February 19, 2025
UNA	HAROLI	UNA	February 20, 2025
UNA	JOL	UNA	February 21, 2025
UNA	UNA	UNA	February 22, 2025