IMMEDIATE ACTION & TIME BOUND

No. EDN-H (Ele) (6) 3- 7/2013-14 (F.T.B) VOL-II
Directorate of Elementary Education
Himachal Pradesh

Dated: Shimla- 171001 February, 2022

To,

Deputy Director (Higher/Elem.) Bilaspur, Chamba, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmaur, Solan and Una, DPOs cum DIET Principals

Subject: Schedule & Mechanism for Free Textbook Distribution (Classes 1-10 Summer-Closing Schools) for Academic Session 2022-23.

Ma'am/Sir,

The state is committed to on time delivery of textbooks for the academic year 2022-23. 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-2) and further coordinate with other Principals/Headmasters to ensure books reach schools before the commencement of 2022-23 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 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: https://tinyurl.com/scheduleftb**

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

3. Block Officers (BPOs & BEEOs) to verify the indents available on the DEE website. It has been observed that some 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 07-03-2022 (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 BDC/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 Summer-closing schools:

- Responsible to collect textbooks from respective cluster head schools before the commencement of academic session of 2022-23.
- 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 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 2022-23.
		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 Number 9816822384 (Timings: 10 A.M. to 5 P.M.) is created.** Block Officials can even mail their queries and doubts to hptextbook@gmail.com

Yours faithfully,

Sd/-

Dr. Pankaj Lalit
Director Elementary Education
Himachal Pradesh, Shimla-1

Endst. No. Even Dated Shimla-171001 February, 2022

Copy to:-

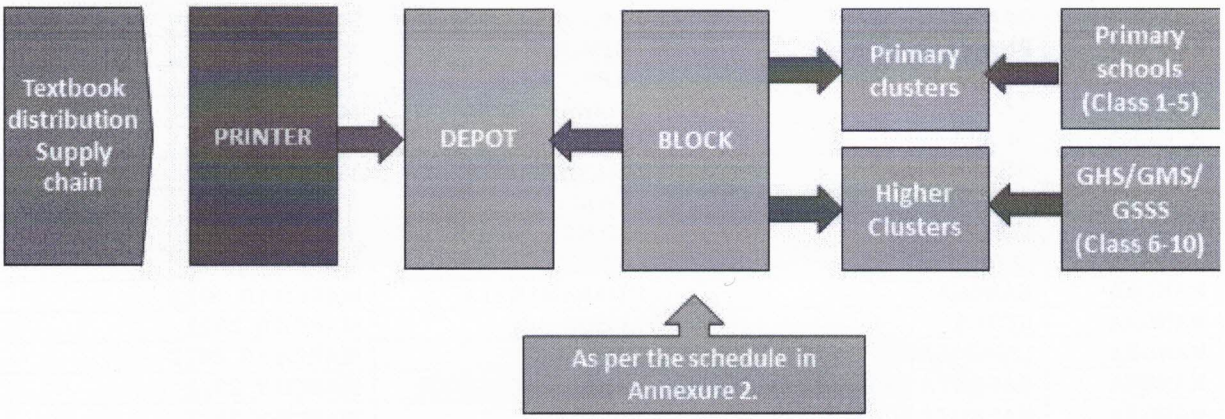
1. The Principal Secretary (Education) to the Government of Himachal Pradesh, Shimla-171002 for information please.
2. The Secretary HPBOSE, H.P Dharamshala- 176215 to inform all BDC/Depots Incharge regarding the process and schedule for distribution.
3. Director, Higher Education, H.P., Shimla-171001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

Director Elementary Education
Himachal Pradesh, Shimla-1

प्रारम्भिक शिक्षा निदेशालय (हि.प्र.)
04 MAR 2022
शिमला-1

ANNEXURE-1

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



ANNEXURE-2

B. SCHEDULE FOR TEXTBOOK DISTRIBUTION FOR SUMMER CLOSING SCHOOLS:

The schedule is available online on **Elementary Education website (Link: https://tinyurl.com/scheduleftb)**
Please call **9816822384 (Helpline)** for changes in schedule due to possible bad weather conditions.

1. Schedule for BILASPUR District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
BILASPUR	GHUMARWIN-I	GHUMARWIN	MARCH 7, 2022
BILASPUR	GHUMARWIN-II	GHUMARWIN	MARCH 8, 2022
BILASPUR	JHANDUTTA	GHUMARWIN	MARCH 9, 2022
BILASPUR	SADAR	BILASPUR	MARCH 7, 2022
BILASPUR	SWARGHAT	BILASPUR	MARCH 8, 2022

2. Schedule for CHAMBA District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
CHAMBA	BANIKHET	CHAMBA	MARCH 7, 2022
CHAMBA	CHAMBA	CHAMBA	MARCH 8, 2022
CHAMBA	CHOWARI	CHAMBA	MARCH 9, 2022
CHAMBA	KIANI	CHAMBA	MARCH 10, 2022
CHAMBA	MEHLA-I	CHAMBA	MARCH 11, 2022
CHAMBA	MEHLA-II AT HARDASPURA	CHAMBA	MARCH 14, 2022
CHAMBA	SIHUNTA	CHAMBA	MARCH 15, 2022
CHAMBA	SUNDLA	CHAMBA	MARCH 16, 2022

3. Schedule for HAMIRPUR District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
HAMIRPUR	BHORANJ	BHORANJ	MARCH 7, 2022
HAMIRPUR	BIJHARI	HAMIRPUR	MARCH 7, 2022
HAMIRPUR	GALORE	HAMIRPUR	MARCH 8, 2022
HAMIRPUR	HAMIRPUR	HAMIRPUR	MARCH 9, 2022
HAMIRPUR	NADAUN	HAMIRPUR	MARCH 10, 2022
HAMIRPUR	SUJANPUR	HAMIRPUR	MARCH 11, 2022

4. Schedule for KANGRA District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
KANGRA	BAIJNATH	PAPROLA	MARCH 7, 2022
KANGRA	BHAWARNA	PAPROLA	MARCH 8, 2022
KANGRA	CHADIAR	PAPROLA	MARCH 9, 2022
KANGRA	DADASIBA	DHARAMSHALA	MARCH 7, 2022
KANGRA	DEHRA	DHARAMSHALA	MARCH 8, 2022
KANGRA	DHARAMSHALA	DHARAMSHALA	MARCH 9, 2022
KANGRA	FATEHPUR	JAWALI	MARCH 7, 2022
KANGRA	INDORA	JASSUR	MARCH 7, 2022
KANGRA	JAWALI	JAWALI	MARCH 8, 2022
KANGRA	KANGRA	DHARAMSHALA	MARCH 10, 2022
KANGRA	KOTLA	JASSUR	MARCH 8, 2022
KANGRA	LAMBAGAON	PAPROLA	MARCH 10, 2022
KANGRA	NAGROTA BAGWAN	NAGROTA BAGWAN	MARCH 7, 2022
KANGRA	NAGROTA SURIAN	JAWALI	MARCH 9, 2022
KANGRA	NURPUR	JASSUR	MARCH 9, 2022
KANGRA	PALAMPUR	PAPROLA	MARCH 11, 2022
KANGRA	PANCHRUKHI	PAPROLA	MARCH 14, 2022
KANGRA	RAIT	DHARAMSHALA	MARCH 11, 2022
KANGRA	RAJA KA TALAB	JASSUR	MARCH 10, 2022
KANGRA	RAKKAR	DHARMASHALA	MARCH 14, 2022
KANGRA	THURAL	NAGROTA BAGWAN	MARCH 8, 2022

5. **Schedule for KULLU District:-**

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
KULLU	BANJAR	KULLU	MARCH 7, 2022
KULLU	KULLU-I	KULLU	MARCH 8, 2022
KULLU	KULLU-II	KULLU	MARCH 9, 2022
KULLU	NAGGAR	KULLU	MARCH 10, 2022

6. **Schedule for MANDI District:-**

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
MANDI	AUT	MANDI	MARCH 7, 2022
MANDI	BAGSIAD	MANDI	MARCH 8, 2022
MANDI	BALH	MANDI	MARCH 9, 2022
MANDI	CHACHIOT-I	MANDI	MARCH 10, 2022
MANDI	CHACHIOT-II	MANDI	MARCH 11, 2022
MANDI	CHAUNTRA-I	CHAUNTRA	MARCH 7, 2022
MANDI	CHANUTRA-II	CHAUNTRA	MARCH 8, 2022
MANDI	DHARAMPUR-I	BHORANJ	MARCH 7, 2022
MANDI	DHARMAPUR-II	BHORANJ	MARCH 8, 2022
MANDI	DRANG-I	CHAUNTRA	MARCH 9, 2022
MANDI	DRANG-II	MANDI	MARCH 14, 2022
MANDI	GOPALPUR-I	BHORANJ	MARCH 9, 2022
MANDI	GOPALPUR-II	BHORANJ	MARCH 10, 2022
MANDI	KARSOG-I	KARSOG	MARCH 7, 2022
MANDI	KARSOG-II	KARSOG	MARCH 8, 2022
MANDI	REWALSAR	MANDI	MARCH 15, 2022
MANDI	SADAR-I	MANDI	MARCH 16, 2022
MANDI	SADAR-II	MANDI	MARCH 17, 2022
MANDI	SAIGALOO	MANDI	MARCH 19, 2022
MANDI	SERAJ-I	MANDI	MARCH 21, 2022
MANDI	SERAJ-II	MANDI	MARCH 22, 2022
MANDI	SUNDERNAGAR-I	MANDI	MARCH 23, 2022
MANDI	SUNDERNAGAR-II	MANDI	MARCH 24, 2022

7. Schedule for SHIMLA District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
SHIMLA	KUMARSAIN	RAMPUR BSR	MARCH 7, 2022
SHIMLA	NANKHARI	RAMPUR BSR	MARCH 8, 2022
SHIMLA	RAMPUR	RAMPUR BSR	MARCH 9, 2022
SHIMLA	RAMPUR-II AT SARAHAN	RAMPUR BSR	MARCH 10, 2022
SHIMLA	SUNI	SHIMLA	MARCH 7, 2022

8. Schedule for SIRMAUR District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
SIRMAUR	BAKRAS	NAHAN	MARCH 7, 2022
SIRMAUR	DADAHU	NAHAN	MARCH 8, 2022
SIRMAUR	KAFFOTA	NAHAN	MARCH 9, 2022
SIRMAUR	MAJRA	NAHAN	MARCH 10, 2022
SIRMAUR	NAHAN	NAHAN	MARCH 11, 2022
SIRMAUR	NOHRADHAR	RAJGARH	MARCH 7, 2022
SIRMAUR	PAONTA SAHIB	NAHAN	MARCH 14, 2022
SIRMAUR	SANGRAH	NAHAN	MARCH 15, 2022
SIRMAUR	SARAHAN	RAJGARH	MARCH 8, 2022
SIRMAUR	SATAUN	NAHAN	MARCH 16, 2022
SIRMAUR	SHILLAI	NAHAN	MARCH 17, 2022
SIRMAUR	SURLA	NAHAN	MARCH 19, 2022

9. Schedule for SOLAN District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
SOLAN	ARKI	SOLAN	MARCH 7, 2022
SOLAN	DHARAMPUR	SOLAN	MARCH 8, 2022
SOLAN	DHUNDHAN	SOLAN	MARCH 9, 2022
SOLAN	KUTHAR	SOLAN	MARCH 10, 2022
SOLAN	NALAGARH	SOLAN	MARCH 11, 2022
SOLAN	PATTA MEHLOG	NALAGARH	MARCH 7, 2022
SOLAN	RAMSHEHAR	NALAGARH	MARCH 8, 2022

10. Schedule for UNA District:-

DISTRICT	BLOCK	BDC/DEPOT	COLLECTION DATE
UNA	AMB	UNA	MARCH 7, 2022
UNA	BANGANA	UNA	MARCH 8, 2022
UNA	GAGRET-I	UNA	MARCH 9, 2022
UNA	GAGRET-II	UNA	MARCH 10, 2022
UNA	HAROLI	UNA	MARCH 11, 2022
UNA	JOL	UNA	MARCH 14, 2022
UNA	UNA	UNA	MARCH 15, 2022