

Proceedings of the meeting on Textbook Distribution held on 7th November 2016
at 10:00 AM in the Directorate of Elementary Education, Shimla-1
under the Chairmanship of Director (Elementary Education), Govt. of Himachal Pradesh

List of participants is enclosed as per Annexure- A

At the outset, all the participants/ officers in the meeting were welcomed. The following items on the agenda were discussed and decisions taken as follows: -

Agenda Item	Details
1. Introduction	<p>Opening remarks by Director (Ele. Edu.) were as follows:</p> <ul style="list-style-type: none"> • Delay in textbook distribution varied from 2-137 days in the last academic session, with an average delay of ~2 months • Achieving timely delivery of textbooks is possible as shown by Flipkart in the private sector, Kerela in the government sector and Lahaul & Spiti within Himachal Pradesh • HP has always been a leader in the education sector. We will be the <u>first state to deliver textbooks to students before the start of the academic year</u> • This is a priority of the entire education department, and is to be carried out in <u>mission mode</u> • Achieving this goal is the responsibility of EVERY official in the department of education
2. Alignment on timelines	<p>Block/district officials are encouraged to complete the work <u>before</u> the following deadlines, not wait for the deadline to complete work.</p> <p><u>Task Winter-closing deadline</u></p> <ul style="list-style-type: none"> ✓ All textbooks in depots 30 Nov '16* ✓ All textbooks in blocks 16 Dec '16 ✓ All textbooks in clusters 6 Jan '17 <p><u>Task Summer-closing deadline</u></p> <ul style="list-style-type: none"> ✓ All textbooks in depots 15 Feb '17 ✓ All textbooks in blocks 28 Feb '17 ✓ All textbooks in clusters 10 March '17 <p>Any official who does not complete work by these deadlines will be <u>held accountable and asked for a valid explanation.</u></p> <p>Note: Blocks are <u>strongly encouraged</u> to ensure books reach winter-closing schools before they close on 31 January 2016</p>

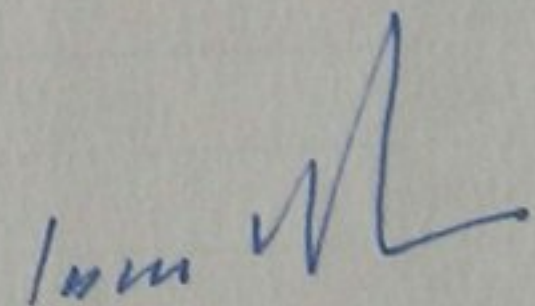
	*Certain depots will receive all books by 5 Dec 2016
3. Support offered by Department of Education	<ul style="list-style-type: none"> Online demand collection and indent generation to save time and ensure ease of verification <u>Dedicated helpline (# 9816822384) on phone and whatsapp</u> for textbook-distribution queries and problems from <u>21st November 2016</u> to 10th April 2017 (10 AM- 5 PM). Sample queries include: <ul style="list-style-type: none"> Scheduled date for a particular block to collect books from depot Reporting issue with availability or quality of textbooks at the depot Informing about difficulty in sending/ receiving textbooks for any reason <u>Tech-based tracking tool</u> to monitor textbook distribution and provide updates to all stakeholders. All BPOs, BEEOs and CHTs are required to confirm book collection/ delivery by sending a simple SMS to a toll-free number. Format of this SMS will be explained on DEE website by first week of Dec. <u>Incentives such as recognition in media, personalized letter of commendation and a special award ceremony</u> for officials who ensure last-mile textbook distribution by stated deadlines. Conversely, <u>disciplinary action will be taken against officials who fail to perform.</u> Sample optimized-route maps for all blocks who request them to facilitate fastest possible delivery to clusters
4. Explanation of new textbook distribution mechanism	<ul style="list-style-type: none"> The new mechanism was developed by the State Education Department leadership along with the Samarth team, after studying supply-chain best practices in the private and government sector Please see <u>Annexure- B</u> for a detailed understanding of the new textbook distribution mechanism
5. Problem Solving Workshop	<ul style="list-style-type: none"> All district officials, as well as representative block officials who attended the meeting were given a chance to raise concerns and suggest beneficial ideas for the new distribution mechanism Please see <u>Annexure- C</u> for details
6. Textbook demand collection status update	Blocks that had not filled the online form with Class 6-10 demand for free textbooks (academic session 2017-18) were mandated to fill the form by 10 November 2016 (Representatives from the concerned block or district, as present, were given the responsibility of communicating this mandate to the BPO-cum-Principal of each block)
7. Conclusion	Closing remarks by Director (Ele. Edu.) were as follows:

	<ul style="list-style-type: none"> • <u>Responsibility of informing all stakeholders</u> (in their district) about the new textbook distribution mechanism lies with Dy. Directors (Higher and Elementary) and DPOs. • The deadlines mentioned are to be followed strictly by all stakeholders. District officials must oversee timely implementation • BEEOs and BPO-cum-Principals must act as managers for their block and use their autonomy to solve challenges. Please reach out to the state for support in solving anticipated problems (<u>before</u> time). Last minute excuses due to lack of planning will not be tolerated. • All officials are required to check the DEE website, as well as their emails and SMS-es daily to keep themselves updated. If possible, join the official whatsapp group for your cohort (whatsapp 9811252456 to be added) • The Samarth team might reach out to you for information from time to time, please respond to them without delay • I am confident that with all of your cooperation, HP will achieve timely textbook delivery
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Endst.No.:

Copy for information and necessary action to:-

- 1) Principal Secretary (Education), H.P. Shimla
- 2) The Director, Higher Edu, H.P. Shimla- I
- 3) The Additional Director (Schools), Higher Edu, H.P. Shimla- I
- 4) The State Project Director, Sarva Shiksha Abhiyan, H.P. Shimla- I
- 5) The Joint. Director(s), Ele. Edu, H.P. Shimla- I
- 6) Secretary, HP Board of School Education (HPBOSE), Dharamshala
- 7) All the Deputy Directors (Higher Education), Himachal Pradesh
- 8) All the Deputy Directors (Elementary Education), Himachal Pradesh
- 9) All the District Project Officers/ DIET Principals (SSA), Himachal Pradesh
- 10) All Block Elementary Education Officers, Himachal Pradesh
- 11) All Block Project Officer-cum-Principals, Himachal Pradesh
- 12) Guard File




DIRECTOR (ELEMENTARY EDUCATION)

Following officers/ officials attended the meeting:-

Name	Designation	District	Block
Manmohan Sharma	Director, Ele. Edu., Shimla-1		
M.L Azad	Addl. Director, Higher Edu., Shimla-1		
K.R. Saizal	Joint Director, Ele. Edu., Shimla-1		
Ajay Sharma	Asst. Director, Ele. Edu., Shimla-1		
TG Negi	Dy. Director (Higher)	Kinnaur	
Mahender Singh Dogra	Dy. Director (Higher)	Kinnaur	
Jigdesb	Dy. Director (Higher)	Kullu	
Bhup Singh	Dy. Director (Higher)	Una	
PC Verma	Dy. Director (Elementary)	Bilaspur	
RC Katoch	Dy. Director (Elementary)	Hamirpur	
Deepak Kinayat	Dy. Director (Elementary)	Kangra	
Kulwant Pathania	Dy. Director (Elementary)	Kullu	
AD Sharma	Dy. Director (Elementary)	Mandi	
Rakesh Kumar	Dy. Director (Elementary)	Shimla	
Chandeshwar Sharma	Dy. Director (Elementary)	Solan	
Rattan Thakur	DPO-cum-DIET Principal	Kangra	
Joginder Singh	DPO-cum-DIET Principal	Bilaspur	
Jagdish Chand	DPO-cum-DIET Principal	Hamirpur	
Hemant Sharma	DPO-cum-DIET Principal	Mandi	
Ashok Soni	DPO-cum-DIET Principal	Shimla	
LR Negi	DPO-cum-DIET Principal	Kinnaur	
Naresh Kumar	DPO-cum-DIET Principal	Kullu	
Maan Singh Thakur	DPO-cum-DIET Principal	Sirmour	
Tarvinder Negi	DPO-cum-DIET Principal	Solan	
Kamal Deep Singh	DPO-cum-DIET Principal	Una	
Surendar Mehta	Sr. Asst. Planning	Directorate of Higher Edu., Shimla-1	
Virendar Kumar	Supdt. Gr.1 Planning	Directorate of Higher Edu., Shimla-1	
Sanjeev Puri	OSD	Chamba	
Madhu Sudan	Snr Asst, DHE	Bilaspur	
Lekh Raj	Supdt DHE	Kangra	
Ashwini Sharma	Supdt Gr-1, DHE	Chamba	
Vinod Punj	BEE0	Kangra	Dehra
Kanta Devi	BEE0	Solan	Dharampur
Raminder Kumar Ratan	BEE0	Una	Gagret-2
Shiri Lal Chauhan	BEE0	Shimla	Kasumpti
Chhwanje Dorje	BEE0	Lahaul Spiti	Keylong-1
Krishan Lal	BEE0	Chamba	Mehla- 1
Harpan's Raj Jasbal	BEE0	Hamirpur	Nadaun
Banrasi Das	BEE0	Sirmour	Nahan
Prem Chand	BEE0	Sirmour	Nohradhar
Banwari Lal	BEE0	Sirmour	Nohradhar

Banarasi Das	BEE0	Bilaspur	Sadar
Lal Singh	BEE0	Mandi	Sadar-1
Aseem Kumar Dhiman	BPO Principal	Una	Amb
Amar Chand Chauhan	BPO Principal	Kullu	Anni
Tilak Raj	BPO Principal	Sirmour	Bakras
Desh Raj	BPO Principal	Chamba	Banikhet
LS Chauhan	BPO Principal	Bilaspur	Ghumarwin-2
Geeta Ram Kashyap	BPO Principal	Solan	Kandaghat
Madan Lal baniyal	BPO Principal	Hamirpur	Nadaun
Anju Sharma	BPO Principal	Solan	Nalagarh
Bhagwan Das Sharma	BPO Principal	Kinnaur	Nichar
Rajendra Singh	BPO Principal	Mandi	Sadar
Kuldeep Singh	BRCC UP	Chamba	Chowari
Surjeet Sharma	BRCC UP	Hamirpur	Galore
Rakesh Kumar Sandhu	BRCC UP	Bilaspur	Ghumarwin-2
Kiran Thakur	BRCC UP	Solan	Kandaghat
Virbhadr Singh Negi	BRCC UP	Sirmour	Nohradhar
Naresh Kumar	BRCC UP	Kangra	Panchruk
Sushil Kumar	BRCC UP	Mandi	Sadar-1
Arvind Bhargava	BRCC Primary	Solan	Arki
Vijay Kumar Heer	BRCC Primary	Hamirpur	Bijhari
Chaman Thakur	BRCC Primary	Chamba	Chamba
Balbir	BRCC Primary	Kangra	Dehra
Ajay Kumar Gupta	BRCC Primary	Sirmour	Majra
Rajesh Garg	BRCC Primary	Bilaspur	Sadar
Latesh	BRCC Primary	Mandi	Sadar-1
Rangi Lal	BRCC Primary	Sirmour	Shillai
Ranjeet Sharma	BRCC Primary	Shimla	Shimla-3
Desh Raj	CHT	Chamba	Bharmour
Maan Singh	CHT	Shimla	Chopal
Parpinder Singh	CHT	Kangra	Dadasibha
Karan Vir Singh	CHT	Una	Gagret-2
Devendar Kumar	CHT	Shimla	Kasumpati
Khushal Negi	CHT	Kullu	Kullu-1
Sarla Bhatia	CHT	Solan	Kuthar
Ramesh Chand Sangal	CHT	Hamirpur	Nadaun
Ram Swarup Bhardwaj	CHT	Sirmour	Nohradhar
Shyam Lal Pal	CHT	Bilaspur	Sadar
Rajesh Kuar	CHT	Mandi	Sadar-1
Nirmal Thakur	Assistant Secretary	BDC Shimla, HPBOSE	
Manohar Thakur	Supdt.	BDC Bhoranj, HPBOSE	
Chander Mani	Supdt. Gr- 2	BDC Bilaspur, HPBOSE	
Madan Singh	Supdt. Gr- 2	BDC Chauntra, HPBOSE	
Laxmi Singh Verma	Supdt. Gr- 2	BDC Nalagarh, HPBOSE	
Laxmi Singh Verma	Supdt. Gr- 2	BDC Solan, HPBOSE	



Ravi Kumar	Sr. Asst.	BDC Hamirpur, HPBOSE
Nitya Nand	Sr. Asst.	BDC Una, HPBOSE
Kala Chauhan	Sr. Asst.	BDC Shimla, HPBOSE
Om Kar Singh	Clerk	BDC Ghumarwin, HPBOSE

New Textbook Distribution Mechanism (for academic session 2017-18)

S.No	Problem in previous mechanism	Solution in New Textbook Distribution Mechanism	In-charge	Deadline
1	Availability of books at depot			
1A	Multiple trips by blocks due to late/ staggered availability of books at depots	<ul style="list-style-type: none"> ▪ Issue tender earlier in academic year ▪ Eliminate delay caused by wait for NCERT correction CDs ▪ Fix deadlines keeping sufficient buffer for delays ▪ Incorporate penalties for late delivery ▪ Have Plan B in case of anticipated delay 	HPBOSE	Tender: Oct- Nov (2016); July next year Every textbook delivered by: WC: 30 Nov SC: 15 Feb
2	Collection of books from depot			
2A	Late notification of textbook demand to depots	Ensure timely notification to HPBOSE of category wise and grade wise textbook demand, as required	DEE	12 Nov 2016; July next year
2B	No real time updation of book arrival/ dispatch from depots	HPBOSE already developing a suitable tech module. Requires amendments to improve usability	HPBOSE	15 Nov 2016
2C	Ambiguity re: schedule for book collection by blocks	Schedule for collection by blocks automatically created by HPBOSE tech module. Schedule posted on website and sent by SMS/ email	HPBOSE, DEE	2 Dec 2016
2D	Time consuming process to collect indent (often need to travel to distant blocks)	All BEEOs and BPO-cum-Principals authorized to issue indents for their own blocks. These indents will be available on DEE website for print-out and signature by BEEOs/ BPOs.	HPBOSE, DEE	2 Dec 2016
2E	No clear POC to take responsibility.	Chief responsibility for on-time book collection and	DEE	Order issued

	Separate & inefficient book collection process for Primary & Upper-Primary	distribution with <ul style="list-style-type: none"> ▪ BEEO for Class 1-5 ▪ BPO-cum-Principal for Class 6-10 ▪ BEEO/ BPO may leverage other officials like BRCCs 		
2F	Time consuming process to collect and count books	<ul style="list-style-type: none"> ▪ HPBOSE to keep segregated block wise books (classes 1-5 and 6-10 separately) for ease of collection by block officials 	HPBOSE	Before scheduled collection by block
3	Distribution of books from blocks to schools			
3A	Delay in collection of books by cluster schools/schools	Blocks to hire trucks and deliver cluster wise packages at cluster schools (elementary and higher). Software to assist in deciding optimal route	DEE	WC: 6 Jan 2017 SC: 12 March 2017
3B	Wastage of teacher time in collecting books	Wherever possible, support staff and not teachers to collect books from cluster schools BEFORE school commences	DEE	WC: 13 Jan 2017 SC: 17 March 2017
3C	Lack of effective communication or R&M process	Automatic SMS/email notifications to stakeholders; SMS fed dashboard for central monitoring by HPBOSE and DEE	HPBOSE, DEE	Tool: 1 Dec 2016

Challenges and solutions from problem-solving workshop

Annexure "C"

Category	Challenge	Solution
Textbook demand by blocks	Verification and correction of textbook demand submitted by blocks	DEE will make demand submitted by all blocks available for verification on DEE website by 18th November 2016 . BEEO and BPO-cum-Principals can verify and submit changes, if required, no later than 21st November 2016 .
Book collection at depots	Counting large volume of books very time-consuming	Depots to segregate and stack books for each block in packages (of 20-50, as delivered by printer) for easy counting
Transportation	Difficulty in transporting large volume of books from depot to blocks and block to clusters	Blocks must plan to hire a truck for book collection from depots and distribution to clusters
Storage	No storage space at block level while cluster-wise packages are being created	Temporary storage can be in block offices or vacant high schools/senior secondary schools in the locality. Please note that storage at the block level must be MINIMIZED. Cluster wise packages to be created in 1-2 days and distributed.
Manpower	Labour required to load/ unload books from trucks at the depot, block and cluster level	Blocks must plan to hire required labour for this purpose (please plan to hire additional labour, if required, keeping your tentative schedule and deadlines in mind)
Funding	Funds to hire temporary labour and charter trucks	<p>Blocks to submit detailed proposal of fund requirement to Dy. Directors (Elementary), who should then forward it for sanction to DEE. Please plan to complete this exercise ON-TIME as per your deadlines.</p> <p>Note: Submit full demand (Class 1-5 and 6-10 both) to DEE; fund allocation ratio between Directorate Higher and Directorate elementary will be decided at the state level itself.</p>
Miscellaneous	BEEO and BPO-cum-Principals are empowered to act as managers of their blocks and come up with innovative solutions to deliver textbooks to schools on time. They may contact the helpline in case support is required from the state.	