

17 FEB 2020

शिमला-1

Dated: Shimla- 171001 February, 2020

To,

1. Deputy Directors (Higher)- Bilaspur, Chamba, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmaur, Solan, Una
2. Deputy Directors (Ele)- Bilaspur, Chamba, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmaur, Solan, Una
3. DPOs cum DIET Principals- Bilaspur, Chamba, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmaur, Solan, Una

Subject: Schedule & Mechanism for Free Textbook Distribution (Classes 1-10 Summer-Closing) for Academic Session 2020-21.

Ma'am/Sir,

The state is committed to on time delivery of textbooks for the academic year 2020-21. 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 2020-21 academic sessions. The entire supply chain for the collection and distribution of free textbooks is given in **Annexure-1**.

Note: Block Officials must contact BDC/ Depot before Textbooks Collection as per schedule.

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 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/uruu66d>**

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 Wednesday, 19-02-2020 (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:

- Two 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 in March before the commencement of Summer closing school academic session of 2020-21.
- 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 |

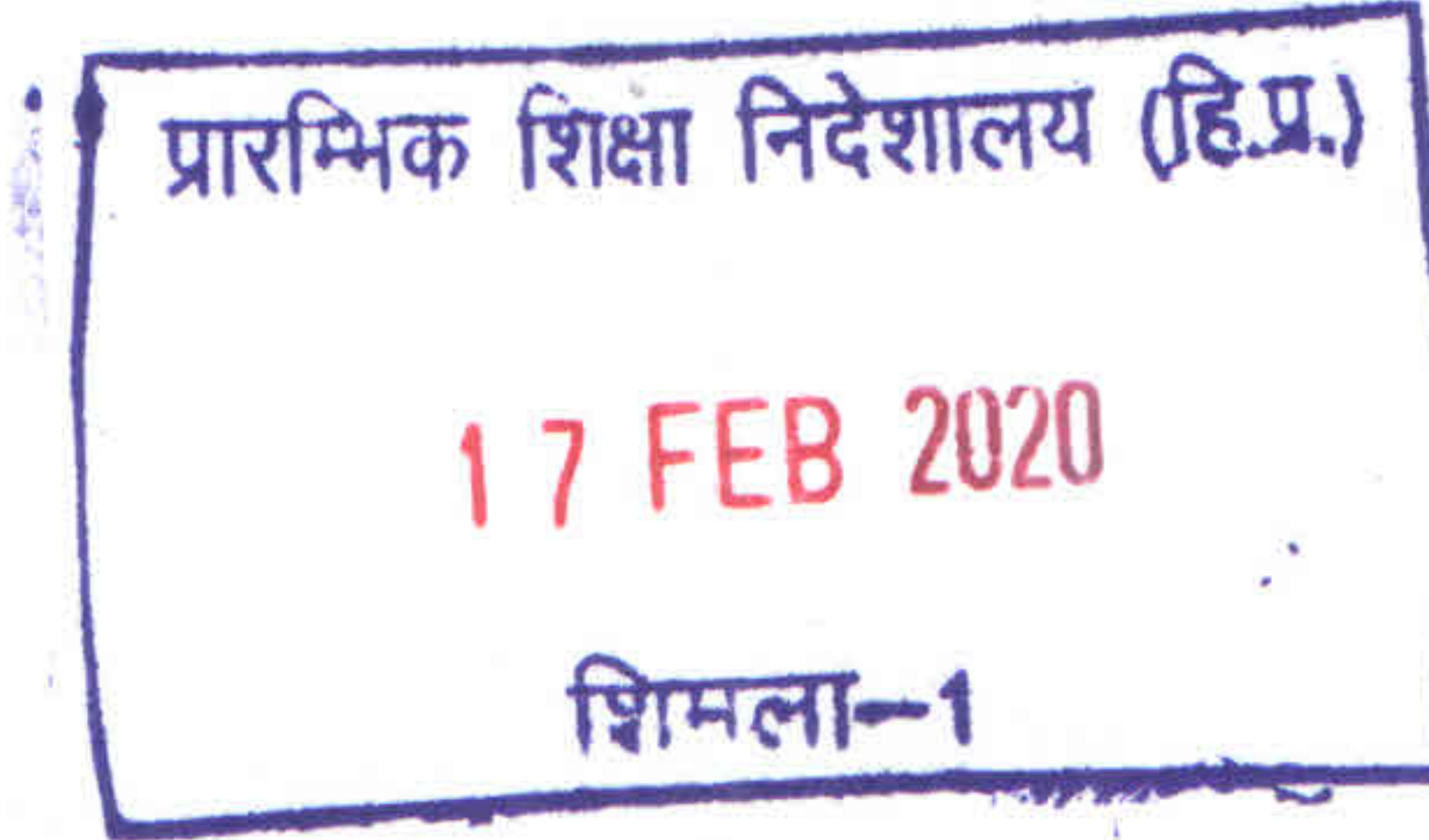
Collection of textbooks from clusters to Summer closing schools:

| From | To | Chief responsibility | Classes | Collection responsibility | Timeline |
|----------|------------------------|----------------------|---------|---|--|
| Clusters | Summer closing schools | BEEOs | 1-5 | Principal/Head master/Head teacher of respective school | March 2020. Please ensure that books are available to students from day 1 of Academic Session 2020-21. |
| | | BPO cum Principals | 6-10 | | |

9. 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.

10. 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,

Poonam Sood
Joint Director (S)
Directorate of Elementary Education
Himachal Pradesh, Shimla-1

Endst. No. Even Dated Shimla-171001

February, 2020

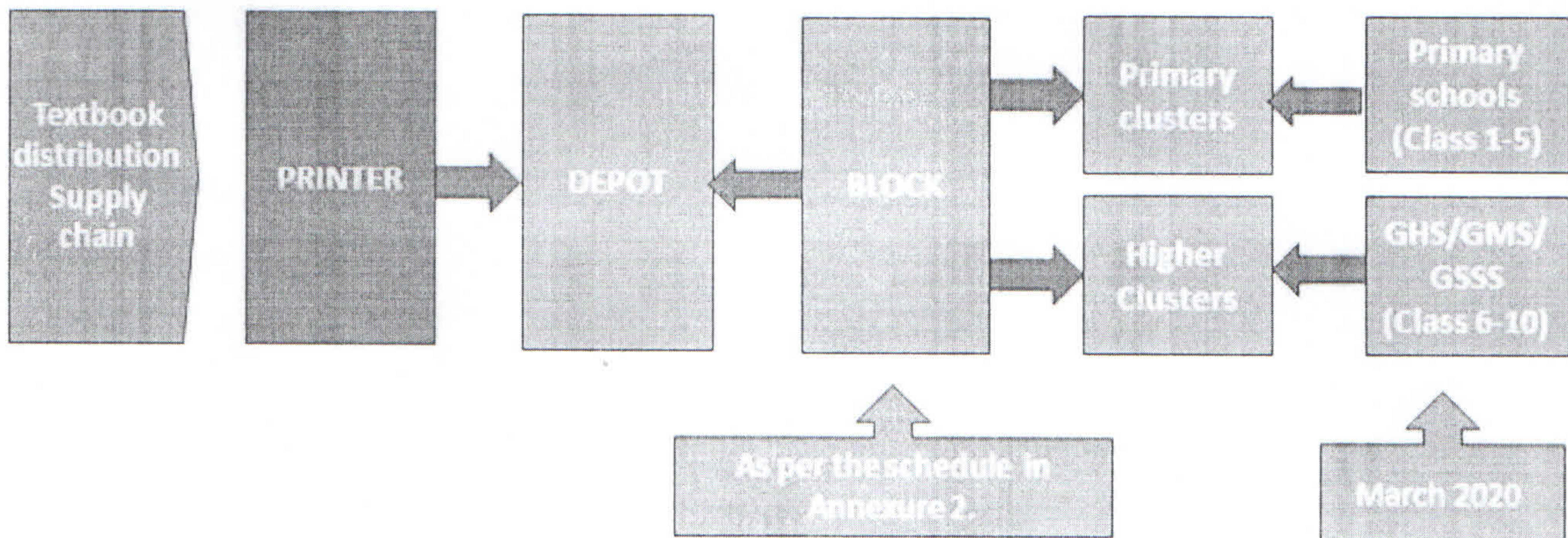
Copy to:-

1. The Principal Secretary (Education) to the Government of Himachal Pradesh, Shimla-171002 for information please.
2. Director, Higher Education, H.P., Shimla-171001 for information and necessary action at their end please.
3. State Project Director (SSA/RMSA), SPO, H.P., Shimla-171001, for information and necessary action at the end please.
4. Secretary HPBOSE, H.P Dharamshala- 176215 to inform all BDC/Depots incharge regarding the process and schedule for distribution.
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.

Joint Director (S)
Directorate of Elementary Education
Himachal Pradesh, Shimla-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/uruu66d>) 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 | February 20, 2020 |
| Bilaspur | Ghumarwin-II | Ghumarwin | February 22, 2020 |
| Bilaspur | Jhandutta | Ghumarwin | February 24, 2020 |
| Bilaspur | Sadar | Bilaspur | February 20, 2020 |
| Bilaspur | Swarghat | Bilaspur | February 22, 2020 |

2. Schedule for Chamba District

| District | Block | BDC/Depot | Collection Date |
|----------|------------------------|-----------|-------------------|
| Chamba | Banikhet | Chamba | February 20, 2020 |
| Chamba | Chamba | Chamba | February 22, 2020 |
| Chamba | Chowari | Chamba | February 24, 2020 |
| Chamba | Kiani | Chamba | February 25, 2020 |
| Chamba | Mehla-I | Chamba | February 26, 2020 |
| Chamba | Mehla-II at Hardaspura | Chamba | February 27, 2020 |
| Chamba | Sihunta | Chamba | February 28, 2020 |
| Chamba | Sundla | Chamba | February 29, 2020 |

3. Schedule for Hamirpur District

| DISTRICT | BLOCK | BDC/DEPOT | Collection Date |
|----------|----------|-----------|-------------------|
| Hamirpur | Bhoranj | Bhoranj | February 20, 2020 |
| Hamirpur | Bijhari | Hamirpur | February 20, 2020 |
| Hamirpur | Galore | Hamirpur | February 22, 2020 |
| Hamirpur | Hamirpur | Hamirpur | February 24, 2020 |
| Hamirpur | Nadaun | Hamirpur | February 25, 2020 |
| Hamirpur | Sujanpur | Hamirpur | February 26, 2020 |

4. Schedule for Kangra District

| District | Block | BDC/Depot | Collection Date |
|----------|----------------|----------------|-------------------|
| Kangra | Baijnath | Paprola | February 20, 2020 |
| Kangra | Bhawarna | Paprola | February 22, 2020 |
| Kangra | Chadhiar | Paprola | February 24, 2020 |
| Kangra | Dadasiba | Dharamshala | February 20, 2020 |
| Kangra | Dehra | Dharamshala | February 22, 2020 |
| Kangra | Dharamshala | Dharamshala | February 24, 2020 |
| Kangra | Fatehpur | Jawali | February 20, 2020 |
| Kangra | Indora | Jassur | February 20, 2020 |
| Kangra | Jawali | Jawali | February 22, 2020 |
| Kangra | Kangra | Dharamshala | February 25, 2020 |
| Kangra | Kotla | Jassur | February 22, 2020 |
| Kangra | Lamabagaon | Paprola | February 25, 2020 |
| Kangra | Nagrota Bagwan | Nagrota Bagwan | February 20, 2020 |
| Kangra | Nagrota Surian | Jawali | February 24, 2020 |
| Kangra | Nurpur | Jassur | February 24, 2020 |
| Kangra | Palampur | Paprola | February 26, 2020 |
| Kangra | Panchrukhi | Paprola | February 27, 2020 |
| Kangra | Rait | Dharamshala | February 26, 2020 |
| Kangra | Raja Ka Talab | Jassur | February 25, 2020 |
| Kangra | Rakkar | Dharamshala | February 27, 2020 |

5. Schedule for Kullu District

| District | Block | BDC/Depot | Collection Date |
|----------|----------|-----------|-------------------|
| Kullu | Banjar | Kullu | February 20, 2020 |
| Kullu | Kullu-I | Kullu | February 22, 2020 |
| Kullu | Kullu-II | Kullu | February 24, 2020 |
| Kullu | Naggar | Kullu | February 25, 2020 |

6. Schedule for Mandi District

| District | Block | BDC/Depot | Collection Date |
|----------|----------------|-----------|-------------------|
| Mandi | Aut | Mandi | February 20, 2020 |
| Mandi | Balh | Mandi | February 22, 2020 |
| Mandi | Chachiot-I | Mandi | February 24, 2020 |
| Mandi | Chachiot-II | Mandi | February 25, 2020 |
| Mandi | Chauntra-I | Chauntra | February 20, 2020 |
| Mandi | Chauntra-II | Chauntra | February 22, 2020 |
| Mandi | Dharampur-I | Bhoranj | February 22, 2020 |
| Mandi | Dharampur-II | Bhoranj | February 24, 2020 |
| Mandi | Drang-I | Chauntra | February 24, 2020 |
| Mandi | Drang-II | Mandi | February 26, 2020 |
| Mandi | Gopalpur-I | Bhoranj | February 25, 2020 |
| Mandi | Gopalpur-II | Bhoranj | February 26, 2020 |
| Mandi | Karsog-I | Karsog | February 20, 2020 |
| Mandi | Karsog-II | Karsog | February 22, 2020 |
| Mandi | Sadar-I | Mandi | February 27, 2020 |
| Mandi | Sadar-II | Mandi | February 28, 2020 |
| Mandi | Saigaloo | Mandi | February 29, 2020 |
| Mandi | Seraj-I | Mandi | March 2, 2020 |
| Mandi | Seraj-II | Mandi | March 3, 2020 |
| Mandi | Sundernagar-I | Mandi | March 4, 2020 |
| Mandi | Sundernagar-II | Mandi | March 5, 2020 |

7. Schedule for Shimla District

| District | Block | BDC/Depot | Collection Date |
|----------|----------------------|------------|-------------------|
| Shimla | Kumarsain | Rampur Bsr | February 20, 2020 |
| Shimla | Nankhari | Rampur Bsr | February 22, 2020 |
| Shimla | Rampur | Rampur Bsr | February 24, 2020 |
| Shimla | Rampur II At Sarahan | Rampur Bsr | February 25, 2020 |
| Shimla | Suni | Shimla | February 20, 2020 |

8. Schedule for Sirmaur District

| District | Block | BDC/Depot | Collection Date |
|----------|--------------|-----------|-------------------|
| Sirmaur | Bakras | Nahan | February 20, 2020 |
| Sirmaur | Dadahu | Nahan | February 22, 2020 |
| Sirmaur | Kaffota | Nahan | February 24, 2020 |
| Sirmaur | Majra | Nahan | February 25, 2020 |
| Sirmaur | Nahan | Nahan | February 26, 2020 |
| Sirmaur | Nohradhar | Rajgarh | February 20, 2020 |
| Sirmaur | Paonta Sahib | Nahan | February 27, 2020 |
| Sirmaur | Sangrah | Nahan | February 28, 2020 |
| Sirmaur | Sarahan | Rajgarh | February 22, 2020 |
| Sirmaur | Sataun | Nahan | February 29, 2020 |
| Sirmaur | Shillai | Nahan | March 2, 2020 |
| Sirmaur | Surla | Nahan | March 3, 2020 |

9. Schedule for Solan District

| District | Block | District | Collection Date |
|----------|--------------|----------|-------------------|
| Solan | Arki | Solan | February 20, 2020 |
| Solan | Dharampur | Solan | February 22, 2020 |
| Solan | Dhundani | Solan | February 24, 2020 |
| Solan | Kuthar | Solan | February 25, 2020 |
| Solan | Nalagarh | Nalagarh | February 20, 2020 |
| Solan | Patta Nehlog | Nalagarh | February 22, 2020 |
| Solan | Ramshehar | Nalagarh | February 24, 2020 |

10. Schedule for Una District

| District | Block | District | Collection Date |
|----------|-----------|----------|-------------------|
| Una | Amb | Una | February 20, 2020 |
| Una | Bangana | Una | February 22, 2020 |
| Una | Gagret-I | Una | February 24, 2020 |
| Una | Gagret-II | Una | February 25, 2020 |
| Una | Haroli | Una | February 26, 2020 |
| Una | Una | Una | February 27, 2020 |