MOST URGENT
TIME BOUND

No. EOM-HCC/LS-7/2016/MAT-8

Directorate of Elementary Education
Himachal Pradesh
Dated Shimla-171001

October, 2016

To:
  All the Deputy Directors (Higher Education)
  All the Deputy Directors (Elementary Education)
  All the Block Elementary Education Officers (Elementary Education)
  All the Block Project Officers (BPOs) cum Principals

Subject: Distribution of textbooks in academic year 2017-18

Sir/Madam,

To ensure timely supply of textbooks to all students, as well as to reduce undue burden on teachers and education officials, the following guidelines have been approved for the academic year 2017-18:

1. All textbooks to reach depots by 30 November 2016 for winter closing schools and by 15 February 2017 for summer closing schools. Block officers may collect books from depots only once all books required by the block are available in the depot so as to eliminate extra trips and utilize space on multiple trips.

2. BPOs will be responsible for collecting all books of Classes 1-5 and Block Project Officers (BPOs) cum Principals will be responsible for collecting all books of Classes 6-10 from depots. BPOs and BPOs may leverage other officials (e.g., lower primary and upper primary BRCs) to help with this work and ensure responsibility for timely collection as per school files with BPOs and BPOs, Deputy Directors to oversee with process.

3. To ensure easier book collection, ready-made packages for all Blocks (for classes 1-5 and classes 6-10 separately) will be made at the depots for instant pick-up. In order to facilitate this, block wise demand for each textbook needs to be communicated to HPBOSE by end of October.

4. All BPOs and BPO-cum-Principals are requested to collate textbook wise demand in their blocks for academic year 2017-18. This demand, once collected, needs to be filled on a very simple online form (similar to Appendix A and Appendix B).

5. The link to fill the form will be sent to all BPOs, BPOs and BPO PRINCIPALS by 10th October 2016. BPOs must ensure one form is filled for Classes 1-5 and BPO-cum-Principals must ensure a separate form is filled for Classes 6-10. BPOs may take assistance of other officials such as BRCs to fill these forms, but must ensure online submission of forms latest by 21st October 2016.

Yours faithfully,

[Signature]

DIRECTOR

Endst. No. Even Dated Shimla-171001

October, 2016

Copy for information and necessary action to:
  1. The Director, Higher Education HP-171001.
  2. The Additional Director (A), Elementary Education HP-171001.
  3. The State Project Director, Sarva Shiksha Abhiyan, H.P. Shimla-171001.
  4. The Secretary, HPBOSE, HP Dharamshala-176215
  5. Guard file