

**MOST URGENT**  
**TIME BOUND**

No. EDN-H(LE)(4)3-7/2018 14 F.T. B.  
Directorate of Elementary Education  
Himachal Pradesh  
Dated: Shimla- 171001

October 2016

To

1. All the Deputy Directors (Higher Education)
2. All the Deputy Directors (Elementary Education)
3. All the Block Elementary Education Officers (Elementary Education)
4. 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 mandates 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 at the depot, so as to eliminate extra time and money spent on multiple trips.
2. BEEOs 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. BEEOs and BPOs may leverage other officials (e.g. lower primary and upper primary BRCCs) to help with this work but overall responsibility for timely collection as per schedule lies with BEEOs and BPOs. Deputy Directors to oversee this process.
3. To ensure ease in book collection, readymade packages for all blocks (for class 1-5 and class 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 BEEOs and BPO-cum-Principals are requested to collect 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 DEEOs, BEEOs and UP BRCCs by 10<sup>th</sup> October 2016. BEEOs 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. BEEOs/BPOs may take assistance of other officials such as BRCCs to fill these forms, but must ensure online submission of forms **latest by 21<sup>st</sup> October 2016**

Yours faithfully

  
**DIRECTOR**  
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October, 2016

Endst. No. Even Dated Shimla-171001  
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, SarvaShikshaAbhiyan, H.P. Shimla-171001.
4. The Secretary, HPBOSE, HP Dharamshala-176215
5. Guard file

  
**DIRECTOR**  
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