

No. E-282781/34

OFFICE MEMORANDUM

(Distribution of Free Textbooks from Ka Shreni to Class XII)

As per the Right to Education Act, 2009 and RTE Assam State Rules, 2011, free textbook has been made an entitlement for students up to class VIII in Elementary level schools. Govt. of Assam decided to provide Free Textbooks to the students of Class IX to XII in Secondary level at free of cost. Henceforth, distribution of Free Textbooks has become an important responsibility of the School Education (Elementary/Secondary) Department Government of Assam. As a result, all concerned agencies like Samagra Shiksha, Assam; Directorate of Elementary Education, Assam; State Council of Educational Research and Training, Assam; Assam State Textbook Production and Publication Corporation Ltd. and Assam Rashtrabhasha Prachar Samiti have to play a vital role for **proper, timely and smooth production and distribution of textbooks within a stipulated time schedule**. It is the duty of all concerned agencies to ensure that the textbooks reach the respective schools well in advance before commencement of new academic session so that the students can receive the textbooks on the very first day of academic session. Accordingly, students of all areas, irrespective of easily accessible or remote areas must receive their textbooks on or before 1st April, 2024 for the academic session, 2024-25.

All concerned officials at all levels shall have to ensure smooth and timely distribution of the Free Textbooks. **Any instance of negligence, deviation from timelines and norms or misreporting on the part of any functionary involved in the process will be viewed very seriously and will invite severe disciplinary action.**

In the light of the above, the following distribution plan is made for distribution of FTBs to the students of the eligible schools for the academic year, 2024-25, from 1st March-30th March, 2024.

GUIDELINES FOR DISTRIBUTION OF FREE TEXTBOOKS, FOR ACADEMIC SESSION -2023-24 TO THE STUDENTS OF THE ELIGIBLE SCHOOLS

A. DUTIES & RESPONSIBILITIES AT STATE LEVEL :

1. Government will nominate one State nodal Officer for distribution of FTB before 20.02.2024.

ASTPPC Ltd & ARPS :

- i. Before distribution of Free Textbooks ASTPPC Ltd and ARPS will make necessary arrangement to prepare FTB packets with 50, 100 or 200 books in each packet. It should be ensured that each packet contains the exact number of copies of textbooks as mentioned in the label (classwise /subject wise/medium wise/block wise). The packets should be labelled properly in a distinct manner. The labels should be sufficiently large in size and clearly legible. Managing Director, ASTPPC Ltd. and Mantri, ARPS should ensure that the labels in the packets contain the following.

Name of the Book : _____

Medium of the Book: _____

Class : _____

Name of the Block (District)

Total numbers of books in the packet (in figure and in words):

- ii. ASTPPC Ltd. and ARPS will separately store all FTBs from Ka-shreni up-to Class-X in medium wise packets at Central Godown, Bonda and at Rupnagar respectively.

iii. ASTPPC Ltd and ARPS will subsequently deliver the books to the authorized official of

Education Department at Block level (either DI of Schools or BEEO of the concerned Block). **The delivery should be made only to the responsible officials of office of the Block Elementary Education Offices during mutually agreed time with intimation to and under supervision of DMC, Samagra Siksha.**

- iv. (a) Previous year's available stock (book wise/class wise/subject wise/medium wise/block wise) be taken from the BEEOs through the DMCs and will submit to SMO, SS on 01/03/2024. Like previous year, the **Textbooks of class IX to XII** will be dispatched directly to the education block instead of District head Quarter, Inspector of Schools of concerned district will submit/ confirm the classwise/blockwise/mediumwise requirement of books to the MD SS and Director, Secondary Education by 02/03/2024 without fail.
- (b)The Block wise requirement of FTBs will be separately prepared by ASTPPC Ltd. and ARPS based on requisition and previous available stock received from the DMCs through the District Coordinators latest by 04-03-2024. The class wise, subject wise, medium wise, Block wise packeting will be done under the overall supervision of ASTPPC Ltd., ARPS and a team of officials to be deputed by Elementary and Secondary Education Department.
- v. (a) MD, ASTPPC Ltd. and Mantri, ARPS will intimate the date wise /block wise loading schedule to the State Nodal Officer , District Coordinators and ADC(Education).
- (b) MD, ASTPPC Ltd. and Mantri, ARPS will set-up required numbers of counters at Central Godown, and will provide required additional manpower and necessary logistic support e.g. arrangement of weighing machine, temporary sheds, computer, internet connection, printer, refreshment and drinking water, seat arrangement (counter-wise) etc. in the godown for the officials to monitor the loading of the books including security, safety and cctv.
- (c) MD, ASTPPC Ltd. and Mantri, ARPS will ensure sufficient man power to segregate the books on the basis of Block wise requirement. Further, every packet of books should be properly labelled before it is handed over to Block Office.
- (d) MD, ASTPPC Ltd. and Mantri, ARPS should take all necessary steps to ensure that the Godown will function from **8 am to 9 pm** daily without any break or holiday till the transportation work is completed in all respects. If required, shift-wise deployment/roster system for officials and support staff should be done at the Godown premises.
- vi. The ASTPPC Ltd. and ARPS will take custody of the books till these packets are finally handed over to the concerned officials of Education Department at Block Level.
- vii. The ASTPPC Ltd. and ARPS will arrange the required number of vehicles (along with the manpower for loading and un-loading purpose) as per the Block-wise requirement of books.
- viii.To expedite the process of loading and preparation of challan etc. at Central Godown, a small Committee will be constituted to check the weight of the packets (book/subject/medium/class/number etc.) and the Committee will prepare a standard weight list against each and every item separately. The standard weight list will be referred to for random weightment of the FTB packets at the time of segregation and/ or loading. The Committee will comprise of:

(a)	State Nodal Officer for distribution of FTB	Chairman
(b)	District Coordinators for distribution of FTB	Member Secretary (for the respective district)
(c)	Representative from Samagra Shiksha, Assam (One person)	Member
(d)	Representative from ASTPPC Ltd./Representative of ARPS(One person)	Member
(e)	Representative from SCERT(One person)	Member
(f)	Representative from Directorate of Elementary Education	Member

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(g)	Representative from Directorate of Secondary Education Deptt., Assam(One person)	Member
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- ix. A team of Officials from Samagra Shiksha, SCERT, SEBA, DSE and DEE will be notified as “**District Coordinator**” for each district for supervision of FTB distribution process from Central Godown up-to school level. The list of the allotted officials will be submitted within 3rd March , 2024 to the Govt. of Assam for issuing the official Notification in this regard from the Department of School Education, Govt. of Assam will issue Notification by 4th March, 2024.
- x. **State Council of Education Research and Training (SCERT)**, Assam, being the Academic Authority (Elementary Education) will provide a comprehensive list of textbooks (class-wise, medium wise) approved as Academic Authority to be distributed in the schools to MD, Samagra Shiksha ; MD, ASTPPC Ltd. and Mantri ARPS within 24-02-2024 and subsequently MD, Samagra Shiksha, will upload the list of Textbooks on the SSA and SCERT websites within 27-02-2024. The Head Teachers can compare the ‘list of books’ with the books provided to them for the Academic year, 2024-25.

Duties and Responsibilities of District Coordinators :

The responsibilities of the District Coordinators will be:

- a. To liaise with the State Nodal Officer for distribution of FTB, ASTPPC Ltd, ARPS officials, DMCs and the BEEOs.
- b. To keep a record of the district-wise and block-wise enrolment figure along with requirement and previous stock of various categories of FTBs – block, class, subject/book and medium-wise. MD, ASPTTC and Mantri, ARPS will provide these records to State Nodal Officer, distribution of FTB and to the District Coordinators before the process of segregation and transportation actually begins.
- c. To obtain the distribution plan at block and school levels from the BEEOs through the respective DMC and give a separate certificate within 02.03.2024 to MD, Samagra Shiksha, Assam regarding status of receipt of books by all eligible students of the block of the concerned districts.
- d. To be in touch with the concerned Member-Secretary of the Block Level Supervision & Monitoring Committee for FTB on day-to-day basis and to visit to the Blocks to ensure the smooth delivery of the books at school level during the distribution period.
- e. MD, Samagra Shiksha will provide necessary logistic support for their visit to the Block/Schools subject to submission of requirement of vehicles at least 24 hours in advance to Executive Director, Samagra Shiksha, Assam.
- f. To submit advance tour diary to MD, Samagra Shiksha for approval.
- g. As free textbook is an entitlement of the student at elementary level, so distribution of FTB-2024-25 has become an important responsibility of each concerned Officers/Officials of Elementary and Secondary Education Department at all levels.

B. DUTIES AND RESPONSIBILITIES AT DISTRICT LEVEL :

DMC will give the list of **identified storage location** of each block in his/her jurisdiction to MD, ASTPPC Ltd.; Mantri, ARPS; MD, Samagra Shiksha, Assam, State Nodal Officer for distribution of FTB and to District Coordinator latest **by 28th February, 2024.**

For proper monitoring of the distribution process throughout the district as a whole, a District Level Supervision & Monitoring Committee for FTB will also be constituted by the concerned Deputy Commissioner/Principal Secretary of Autonomous Council with the following members:

District Level Supervision and Monitoring Committee		
Sl.	Representative	Designation
i.	Hon’ble MLAs of the district	Advisors
ii.	Deputy Commissioner/Principal Secretary of Autonomous Council/Secretary of Autonomous Council or Additional Deputy Commissioner (Education).	Chairman
iii.	District Mission Coordinator (DMC)	Member Secretary
iv.	District Elementary Education Officer	Member

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Sl.	Representative	Designation
v.	Inspector of Schools	Member
vi.	Sub Divisional Officer (Civil)	Member
vii.	Deputy Inspector of Schools	Member
viii.	Principal, DIET/BTC/Normal School (whichever exists in the district)	Member
ix.	Block Elementary Education Officers	Member
x.	DI & PRO	Member
xi.	2 representatives from local PRI/VCDC (to be nominated by the Deputy Commissioner/ Principal Secretary of Autonomous Council in consultation with IS, DEEO and DMC, Samagra Shiksha)	Members
xii.	2 reputed citizens from district (one retired and one to be nominated by the Deputy Commissioner, Principal Secretary of Autonomous Council in consultation with IS, DEEO and DMC, Samagra Shiksha)	Members
xiii.	3 representatives from Teachers Association (one from LP School one from UP School and one from Secondary School) to be nominated by the Deputy Commissioner/ Principal Secretary of Autonomous Council in consultation with IS, DEEO and DMC, Samagra Shiksha	Members
xiv.	2 representatives from Students' Organizations (to be nominated by the Deputy Commissioner/ Principal Secretary of Autonomous Council in consultation with DEEO and DMC of Samagra Shiksha)	Members
xv.	District Co-ordinators, o(team of officials from SCERT, DEE,DSE and SS) of FTB to be notified by the Department of School Education.	Members

Functions of District Level Supervision & Monitoring Committee(DLSMC) for FTB :

- i) To obtain the list of eligible schools, previous stock and present requirement(class wise/subject wise/medium wise /block wise) and submit to MD, Samagra Shiksha, under intimation to MD, ASTPPC LTD, Mantri, RPS; Director, Elementary and Secondary Education and State Nodal Officer for distribution of FTB along with District Level Distribution Plan latest by 2nd March,2024 .
- ii) The District Level Supervision & Monitoring Committee for FTB will supervise overall distribution process of FTB in the district and will take-up required remedial measures to ensure the smooth distribution of FTB within the given timeline (as in the guideline) in the district.
- iii) The Committee will take necessary steps to physically verify/visit various Blocks and Schools thereof to ensure that no eligible student is left out without getting textbooks within the given timeline.
- iv) The Committee will examine and enquire into any anomaly/discrepancy in the process of FTB distribution and can seek any information or records from Block Level Supervision & Monitoring Committee for FTB to ascertain the facts at any point of time. The Block Level Supervision & Monitoring Committee for FTB will have to provide all required information/support to the District Level Supervision & Monitoring Committee for FTB as and when sought by the Committee.
- v) DMC, Samagra Shiksha of the concerned district will provide necessary logistic support for smooth functioning of the District Level Supervision & Monitoring Committee for FTB .
- vi) A mobility/ contingency fund (to be decided by MD, Samagra Shiksha) will be released to DMC, Samagra Shiksha of the concerned district for FTB distribution against each block.

The Deputy Commissioner/Principal Secretary for (6 schedule districts) may engage Assistant Commissioner/SDO (Sadar) fit for the supervision & monitoring purpose.

The Head Teacher /Head Master/Principal will be entitled to get carrying charge for lifting FTB from Block Godown to concerned school as per the following norms:

Carrying Charges of FTB				
Enrolment	Distance			
	Up-to 2 KM	Up-to 7 KM	Up-to 15KM	Above 15 km
Up-to 100	Rs. 200.00	Rs. 300.00	Rs. 400.00	Rs. 500.00
Up-to 200	Rs. 300.00	Rs. 400.00	Rs.500.00	Rs. 600.00
Above200	Rs. 400.00	Rs.500.00	Rs. 600.00	Rs. 700.00

The above payment will be entitled to the Govt. and Provincialised /Schools managed by Local Bodies /T.G. and will be released by MD, Samagra Shiksha to the DMC, Samagra Shiksha and in case of secondary (class IX and X), Director, Secondary will release the above fund to the Accounts of SMDC concerned. All Block Officers will prepare the tentative cost on the basis of above table in comparison in UDISE data will submit the tentative budget of carrying charge to school to the DMC concerned in case of elementary and to the Inspector of Schools for class IX to XII within 6th March 2024. The DMC concerned will submit the FTB elementary carrying cost budget to MD, SS by 10th March 2024 and concerned Inspector of Schools of the District will submit the carrying cost budget to the Director, Secondary for release within 10th March 2024 for further disbursement to the account of SMC/SMDC of the entitled schools.

N.B. – The DMC of the district will submit the expenditure statement of FTB carrying charge in specified format to be provided from State Mission Office for elementary and Director, Secondary Education for Class IX to XII duly signed by him/her to the MD, Samagra Shiksha, Assam and Director, Secondary Education within 31st March, 2024.

vii) It is also reiterated that the distribution of FTBs should not be hampered due to additional fund required for some schools in extremely remote places. In such case, if the Block Level Supervision & Monitoring Committee finds it justified, special arrangement should be made and requisition for additional fund is to be sent through DMC, Samagra Shiksha to MD, Samagra Shiksha, Assam with proper justification.

viii) The DI of Schools/BEEO as Chairman of the Committee will process on priority basis the financial bills of any expenditure required to be incurred for smooth distribution of FTB in the blocks and the amount can be disbursed only with the prior **approval of the Deputy Commissioner/Principal Secretary of Autonomous Council.**

ix) The concerned Deputy Commissioner/Principal Secretary will ensure that the Block Level Supervision & Monitoring Committee for FTB is constituted in consultation with ADC (Edn.), DMC, IS, DEEO & concerned DI/BEEO **within 06.03.2024** positively.

x) A suitable accommodation (Auditorium/Big Hall etc.) in any High School/Higher Secondary Schools/LP/UP School in every Educational Block will be identified **within 24-02-2024** by the concerned DI of Schools/BEEO as temporary Godown, to store the FTBs and inform the DMC who in turn will inform to the State Nodal Officer for distribution of FTB and to District Coordinator.

xi) The DI of Schools/BEEO will seek necessary help/guidance from the concerned Deputy Commissioner/Principal Secretary of Autonomous Council/DMC, SSA as and when required.

xii) DLSCM will have to submit to the Mission Director, Samagra Shiksha, Assam a certificate of completion of FTB distribution process for the respective district for the Academic Year, 2024-25 under intimation to the State Nodal Officer for distribution of FTB.

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C: DUTIES AND RESPONSIBILITIES AT BLOCK LEVEL :

To ensure smooth distribution of FTB in the blocks during the process, Block Level Supervision and Monitoring Committee for FTB will be constituted by the concerned Deputy Commissioner/Principal Secretary of Autonomous Council with the following members **within 04.03.2024**.

	Block Level Supervision and Monitoring Committee	Designation
i.	<i>The Sub-Divisional Officer (Civil)/Circle Officer</i>	Chairman
ii.	<i>DI of School/BEEO</i>	Member Secretary
iii.	<i>Sub Inspector of School</i>	Member
iv.	<i>1 (one) DPO/ DPE/FAO, Samagra Shiksha</i>	Member
v.	<i>Block MIS Co-ordinator, Samagra Shiksha</i>	Member
vi.	<i>LDA cum Accountant, Samagra Shiksha</i>	Member
vii.	<i>1(one) Lecturer DIET/ BTC/Normal School/DRC to be nominated by concerned Principal.</i>	Member
viii.	4 (four) CRCCs to be nominated by the DMC.	Member
ix.	2 (two) representatives from local PRI	Member
x.	2 (two) reputed citizens from Block area	Member
xi.	3 (three) representatives from Teachers' Association (one from LP School, one from UP School and one from Secondary School).	Member
xii.	2 (two) representatives from Students' Organizations	Member

The main functions of the Committee will be –

- (i) To prepare the list of eligible schools, previous stocks and present requirement (class wise/subject wise/medium wise/block wise) and submit to DMC, SSA under intimation to District Coordinator of State Level along with block level distribution plan latest by 05.03.2024.
- (ii) To ensure smooth distribution of the FTB in the concerned Block through a suitable, area-specific strategy for the purpose.
- (iii) To ensure safe, secure storage of FTB in the Block and to keep all necessary records/challans of receipt and dispatch (school-wise, book-wise separately) of FTB in the proper Format/Stock Register. To maintain records thereof, through LDA cum Accountant, members of this BLSMC will be specifically entrusted to keep all records/issue challan etc.
- (iv) To take necessary steps to issue all required FTBs in "one go" (as per the schedule stated herewith). No piece-meal system of distribution of FTB will be allowed under any circumstance.
- (v) **To take necessary steps to physically verify/visit various schools thereof to ensure that no eligible student is deprived of getting Free Textbooks under any circumstance.**
- (vi) To compare the enrolment position of students (medium-wise) in the schools on actual attendance based on data carried out by Samagra Shiksha, Assam. If the enrolment has gone down at the time of distribution of FTBs, the Head Master/Head Teacher concerned has to give a statement with proper justification

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- (vii) To streamline the distribution process at Block Level by arranging counters at the Godown (where the FTBs are stored) and depute required man-power with computer (with printers and other accessories) etc. counter-wise from the available local resources such as Sub-Inspector of Schools, functionaries of Samagra Shiksha in each counter. The groups will prepare the packets school-wise at least one day prior to the actual date of delivery and will hand over the packets as per actual attendance position of the schools to the concerned Head Teachers of the respective schools with a computer generated challan copy. The Head Teachers will bring the enrolment register on the day of receiving FTB at the block and will submit a Xerox attested copy of the same to the BEEOs.
- (viii) To prepare a separate schedule for delivery of books in the Godown (school-wise) with minimum 15 to 20 schools on per day basis. The Block Level Supervision and Monitoring Committee for FTB can also adopt any convenient means for wide circulation of schedule so that the school Head Teacher can get the information in time to collect the books from godown within the given timeline.
- (ix) To arrange necessary Night guard and security at Block Godown till the distribution process is completed.
- (x) To ensure that every head of the institution constitutes A School Level Free Textbooks Verification Committee (SLFTBVC) and the provisions as mentioned in the Govt. Notification No. PMA(S)/01/2019/19 dated 10.06.2020 is complied by the SLFTBVC in letter and spirit.
- (xi) To start distribution of books at block level as soon as the complete set of FTB for the block has been received from State Head Quarter. The distribution should be done in order of priority as per the following tentative schedules. **Each block should ensure that FTBs are first distributed to the Govt./Provincialized LP/UP School , Secondary and Composite School.**

Tentative schedule for distribution of FTBs		
Sl.No.	Category of School	Date of Distribution
1.	Govt./Provincialized LP/UP School and Composite School	18-03-2024 to 22-03-2024
2.	Recognized Schools (non-private)	23-03-2024 to 26-03-2024
3.	T.G. Managed/Local Bodies Schools	26-03-2024 to 27-03-2024
4	Venture schools	28-03-2024 to 29-03-2024
5	For Class XI & XII(as per the advice of IS)	Fixed date.
N.B. No new school will be entitled for FTB except the permitted schools enlisted in U-DISE		

- (xii) The Block Level Supervision & Monitoring Committee for FTB will personally visit each and every school of the Educational Block area and will give a certificate within **30-03-2024** to Mission Director, Samagra Shiksha, Assam through the DMC under intimation to the State Nodal Officer for distribution of FTB and to District Coordinator that all eligible students of the Block have received the required quantities of books in time as per format which is to be sent from State Mission Office.
- (xiii) During the process of FTB distribution Sub-Inspector of schools, Block Resource Persons (BRPs) and Cluster Resource Centre co-ordinators (CRCCs) are to keep strict vigilance on the process of FTB distribution for the academic year 2024-25. So that there should not be any instant of non-receiving of FTB by any learner of the schools under his/her jurisdiction each and every SI, BRP and CRCC will have to submit a certificate to the respective BEEOs that all the learners of the schools under his/ her jurisdiction have received FTB as per requirement for the Academic year 2024-25.

xiv) The BLSMC will collect the excess book if any received by any school and may adjust it in the deficient school if any with proper maintenance of record thereof.

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D. DUTIES AND RESPONSIBILITIES AT SCHOOL LEVEL : School Level Free Textbook Verification Committee (SLFTBVC)

- i) Each and every Head of the institutions is to keep a close contact with the Block Mission Office from the 13th March, 2024 till the receipt of exact numbers of required copies of FTB- 2024-25 to be provided to the learners of his/her institution.
- ii) In compliance to the Govt. Notification No.PMA(S) /01/2019 /19, dated 10.06.2020, every head of the institution will constitute a **School Level Free Textbook Verification Committee (SLFTBVC)** which will ensure that provisions as mentioned in the notification is complied with in letters and spirit.
- iii) For non-receipt of any Textbook for the learners he/she must communicate immediately to the Block Mission Office and continue his effort to make the books received by him/her in full. Any discrepancy, the head of the Institutions shall report to respective BEEO. The Block Officer shall immediately respond and parallelly communicate with IS/DEEO/ ASTPPC staff
- iv) **On receipt of numbers of copies of FTB he/she will prepare a class wise, subject wise list of FTB received and will submit a Certificate to the Block Mission Coordinator within one week of receipt of FTB and will update, if required.**
- v) In case he/she receives excess numbers of copies of Textbooks he/she must report immediately to the BEEO mentioning the names of the books with class and excess quantity.

Free Textbook Verification Committee at School Level

To ensure smooth distribution FTB at school level a FTB Verification Committee will be constituted in each school by the concerned BEEO with the following members within 10.03.2024.

#	School Level Varification Committee	Designation	Total No.
1	<i>President of SMC/SMDC of the concerned School</i>	Chairperson	1
2	<i>Head of the Institution</i>	Member Secretary	1
3	<i>One Senior Member of the SMC/SMDC</i>	Member	1
4	<i>2 (two, Asst. teachers of the concerned school)</i>	Member	2
5	<i>1(one) parent/guardian of the learner studying in the school</i>	Member	1

Main functions of the Committee will be :

- i) To ensure receipt and distribution of FTB in time.
- ii) To check and verify books received from the Block Office.
- iii) To keep record of distribution of FTB.
- v) To inform any shortage/excess of books to the BMC immediately.
- vi) To submit a report of status of FTB distribution to the BMC within one week of the process of distribution.

The tentative schedule of Activities :

Sl. No.	Activities	Period
1	Printed books ready for dispatch	16.02.2024
2	Block-wise packeting and dispatching	17 th February 2024 onward till completion
3	Transportation of books to the	Not later than 13th March, 2023

Sl. No.	Activities	Period
	Blocks	
4	School wise packeting & segregation of books at Block	13 th March to 20 th March, 2024
5	Issue of Books from Block to Schools	To be completed by 27 th March, 2024
6	Child wise packeting and distribution at school level and distribution	29 th & 30 th March, 2024

To meet up the various contingency expenditures (related to FTB distribution) at the Block Godown, Samagra Shiksha, Assam will allow to provide a lumpsum amount as follows:

Contingency Expenditure norm		
Sl. No.	Total Enrolment of the Block	Amount
(A)	01 — — — — — 50,000	7,500/- (for the whole Block)
(B)	50,001 — — — — — 99,999	10,000/- (for the whole Block)
(C)	1,00,000 — — — — — above	15,000/- (for the whole Block)

For any additional requirement at block level, the District Level Supervision and Monitoring Committee will submit proposal with proper justification. On receipt of such proposal from the BLSMC, the Chairman DLSCMC will assess the actual requirement based on the field level position & will forward such proposal with verified amount along with the justification of such additional amount at Block level to Mission Director, Samagra Shiksha for necessary approval well in advance with intimation to the State Nodal Officer for distribution of FTB and to District Coordinator. No post-facto approval will be allowed under any circumstance. Proposal received other than from the Chairman, District Level Supervision & Monitoring Committee will not be accepted.

Monitoring mechanism :

The State Level Monitoring Committee as mentioned above will :

- I. Monitor the status of the FTB distribution from ASTPPC Ltd. and ARPS on daily basis.
- II. Collect data on receipt of FTB by the blocks of the district on every alternate day during the period of FTB distribution.
- III. Submit the report on progress of FTB distribution to the Mission Director, Samagra Shiksha daily.
- IV. Will discharge any other related activities assigned by Mission Director, Samagra Shiksha, as and when assigned.

The monitoring of FTB distribution process will be web portal based.

- Name with enrolment data of the schools will be available in the portal.
- FTB will be distributed to those schools only whose names are available in the portal as per enrolment stated above.
- Any school getting more books than stated enrolment figure will have to return back the copies.
- Any school getting less number of FTB than stated enrolment figure will be provided the required numbers of copies as per norms and after proper verification.

- Physical verification of the schools will be conducted for ensuring smooth and timely distribution and receipt of Free Textbooks for the academic year 2024-25.
- E-Challan of distribution of FTB will be generated after distribution of the books.

Toll Free Number :

Any complaint/grievance related to receipt /distribution of FTB may be sent at Toll Free Number 1800-3453525.

E. The District and State Samagra Siksha, Assam functionaries along with the officials of DEEO and Inspector of Schools will extend their services to receive the books of both secondary and elementary level and arrange for delivery to the Schools under the Blocks and the Inspector of Schools.

F. Timeline/Schedule :* (steps already taken by the respective Officials, if not taken, immediate steps may be initiated))

Time Schedule for Major Activities to be carried out at different levels				
SL. No.	Name of Activities	Time schedule within	Level & Action	Action to be taken by
1	Selection of temporary godowns at block to store FTB 2024-25	27.02.2024	Block	DI/BEEEO of the concerned block
2	Submission of Comprehensive book list of FTB 2024-25 to Mission Director Samagra Shiksha	20-02-2024	State	Director, SCERT, Assam
3	Uploading of Comprehensive book list of FTB 2024-25 in website	28-02-2024	State	Mission Director Samagra Shiksha, Director SCERT, Assam
4	Constitution of District Level Supervision and Monitoring Committee	04-03-2024	District	Concerned Deputy Commissioner/Principal Secretary of Autonomous Councils
5	Constitution of Block Level Supervision and Monitoring Committee	06-03-2024	District	Concerned Deputy Commissioner/Principal Secretary of Autonomous Councils
6	Block wise packing of FTB 2024 at Central Godown	16.02.2024	State	MD, ASTPPCL, Mantri ARPS
7	Selection of District Co-ordinators' for FTB	05.03.2024	State	Govt. of Assam
8	Issue of list of 'District Co-ordinator for FTB	05.03.2024	State	Govt. of Assam
9	Printed books ready to dispatch in all respect	16.02.2024 onwards till completion	State	MD, ASTPPCL, Mantri ARPS
10	Blockwise packeting and dispatching of FTB to blocks	17.02.2024	State	MD, ASTPPCL, Mantri ARPS
11	Transportation of books to	Not later than	State	MD, ASTPPCL, Mantri

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SL. No.	Name of Activities	Time schedule within	Level & Action	Action to be taken by
	blocks	13.03.2024		ARPS
12	School wise packeting and segregation of books	Not later than 16.03.2024	Block	Concerned DI/BEEO
13	Issue of books from block to schools	From 17.03.2024 to 27.03.2024	Block	Concerned DI/BEEO
14	Child wise packeting and distribution of FTB at school	By 29.03.2024	School	Principal/Headmaster/ Head Teacher of the concerned school
15	Submission of Block wise status report of all shortage/excess of FTB etc.	31. 03.2024	District	Chairman of the District Level Supervision and Monitoring Committee of FTB distribution process
16	Distribution of FTB to the students	01.04.2024	School	By the concerned SMC/SMDC

Secretary to the Govt. of Assam,
 Department of School Education

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 Copy to

1. The Secretary to the Govt. of Assam, Department of School Education, Dispur for information and necessary action.
2. The Mission Director, Samagra Shiksha, Assam for information and necessary action.
3. The Director, Secondary Education, Assam, for information and necessary action.
4. The Director, Elementary Education, Assam for information and necessary action.
5. The Director, SCERT, Assam, for information and necessary action.
6. The Officer on Special Duty, Hon'ble Minister, Education, Assam for kind appraisal of HME.
7. The Staff Officer to the Chief Secretary, Assam Dispur, for kind appraisal of the Chief Secretary.
8. The Principal Secretary to the Autonomous Council (KAAC, DHAC, BTC) for information and necessary action.
9. The Managing Director, ASTPPC Ltd, Guwahti-1 for information and necessary action.
10. The Mantri, ARPS, Guwahati-32 for information and necessary action.
11. The State Nodal Officer, for distribution of FTB, for information and n/a.
12. The Deputy Commissioner (All Districts) for information and necessary action.
13. All District Co-ordinators, from SMO for information and necessary follow up.
14. The District Elementary Education Officer (All districts) for information and necessary action.
15. The Inspector of Schools (all districts) for information and necessary action. They are requested to facilitate temporary storage of books in the High and H. S. School
16. The District Mission Co-ordinator of Samgara Shiksha, Assam (all districts) for information and necessary action. He\She will take steps for distribution the copy of the OM to all concerned of the district/blocks
17. The DI of Schools (all districts) for information and necessary action.
18. The BEEO of all educational Block (all districts) for information and necessary action.

By order etc.

Joint Secretary to the Govt. of Assam,
 Department of School Education,